



LIFE INSURANCE CORPORATION OF INDIA

OS Department, 7th Floor, "Jeevan Prakash Building- Relied Road, AHMEDABAD-380001

SUB : NOTICE INVITING TENDER QUOTATION FOR ANNUAL MAINTENANCE CONTRACT OF WATER COOLER.

	<u>INDEX</u>	<u>Page No</u>
1.	Tender Notice	2-4
2.	Instructions to Bidders	5
3.	Detail information of Vendor (Annexure-A)	6-8
4.	Undertaking (Annexure-B)	9
5.	Terms & Conditions	10-13
6.	Financial Bid	14
7.	List of Water Cooler for CAMC	15-16



**Ahmedabad DIVISIONAL OFFICE,
OS Department, 7th Floor, Jeevan Prakash Building, Tilak Road, Ahmedabad-01
Email id-os.ahmedabad@licindia.com**

NOTICE INVITING TENDER QUOTATION FOR ANNUAL MAINTENANCE CONTRACT OF WATER COOLER.

TENDER NO. 01/2024-2025

LIC of India, Ahmedabad DO invite tender for **COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF WATER COOLER** at Branch Offices, Satellite Offices, Guest House, Division Office and various offices under LIC, Ahmedabad Division Jurisdiction in sealed envelope from reputed firms/ vendors having sound financial capacity. The Tenders, meeting the eligibility criteria specified in the tender format, shall only be considered for further evaluation. For complete details and bid documents please log on to our website www.licindia.in and go to **"Tenders"** and click on the link **"Tender for ANNUAL MAINTENANCE CONTRACT OF WATER COOLER."**

Application forms may be obtained from OS department of Divisional Office Ahmedabad of LIC of India at above mentioned address from **04.07.2024 to 19.07.2024** on all working days from 10.15 AM to 16.30 PM.

Last date and time for submission of tender forms is 19.07.2024 (16.30 PM)

LIC of India reserves the right to accept or reject any or all offers/ Quotations in full/ part without assigning any reason whatsoever.

Office hours Monday to Friday 10.00 AM to 05.30 PM (Office will remain closed on Saturdays, Sundays and Public Holidays)

Date :04.07.2024

Place : Ahmedabad


D M (OS)



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Ahmedabad DIVISIONAL OFFICE,

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TENDER NOTICE FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF WATER COOLER ”

S.NO	ACTIVITY	DETAILS
1	Tender No. / Date	Tender No. 1 (TENDER FOR “COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF WATER COOLER” and Date 26.06.2024
2	EMD	Rs. 2000/- (Rs. Two Thousand Only) by way of Demand Draft drawn on any Schedule Bank Payable at Ahmedabad Favoring Life Insurance Corporation of India. It is not applicable to MSME / NSIC Vendor with valid certificate.
3	Tender fee and Documents	Tender forms will be issued on payment of Rs.118/- including GST in cash/DD on cash counter (non refundable) from OS Department, Jeevan Prakash Building, 7 th Floor, Tilak Road, Ahmedabad. 380001. From 04.07.2024 from, 10.15 AM to 19.07.24 up to 16.30 PM. Tender forms may also be downloaded from our website www.licindia.in by clicking on Tender for “COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF WATER COOLER” The Firms/Agencies/Companies having registration under NSIC/MSME will be eligible for exemption from tender fee.
4	Date of Sale of Tender Documents and Time	04.07.2024 to 19.07.2024 up to 16.30 PM.
5	Contract period	Contract period will be for Two years and which can be extended on the same Rates, Terms and Conditions for another one year on mutual consent.
6	Notice period for termination of contract	One month if LIC intends to terminate the services. Three months if the vender / service provider intends to terminate the contract.

7	Validity of Bid	90 days from the opening of tenders.
8	Address for submission of bid	Life Insurance Corporation of India, AHMEDABAD DIVISIONAL OFFICE , OS Department, Jeevan Prakash Building-7 th Floor, Tilak Road-Ahmedabad. 380001.
09	Last Date And Time Submission of Bids documents	Bidders fulfilling the eligibility conditions for TENDER FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF WATER COOLER " mentioned in the Tender should submit sealed covers Superscripted as Tender No.01, dated 26.06.2024" Tender for COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF WATER COOLER " and Name of Tenderer, on or before 19.07.2024 up to 16.30 PM (last date of submission of tender).
10	Bid opening Date / Venue	The sealed covers will be opened by the Tender Opening committee on 22.07.2024 at 11.30 am. The concerned agency/firm may remain present at the time of opening of the Tender. at "Conference hall 7th Floor, Jeevan Prakash Bldg., Ahmedabad".
11	Contact Details	Ph.Noš.079-25504301 email id: os.ahmedabad@licindia.com
12	Official Website (URL)	The tender Document can be downloaded from our website www.licindia.in , go to "Tenders" and click on the link " TENDER FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF WATER COOLER ".
In case there is any change in the schedule the same will be displayed on our website.'		

(Signature of vender with seal)



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AHMEDABAD DIVISIONAL OFFICE

OS DEPARTMENT, 7TH FLOOR, JEEVAN PRAKASH BUILDING, TILAK ROAD, AHMEDABAD-01

:INSTRUCTIONS TO BIDDERS:

The sealed tender is invited for running contract for water cooler CAMC as per enclosed Annexure – A-B-C-D

The Bidders are advised to submit the their tender as per follow the following instructions.

(i) **Envelope No. 1: (Annexure - A,B,C)** duly completed and signed should be put in this envelope. The envelope should be sealed properly with super scribed as "**Tender No 1 for COMPREHENSIVANNUAL MAINTENANCE CONTRACT OF WATER COOLER "** – annexures '. Firm's name and Address should be written on the envelope. The DD for tender fee and EMD should be put in this envelope

(ii) **Envelope No. 2: Financial Bid (Annexure -D)** duly completed and signed should be put in this envelope. The envelope should be sealed properly with super scribed as "-'Financial Bid' for "**Tender No 2 for COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF WATER COOLER.** Firm's name and address should be written on the envelope.

(iii) **Envelope No. 3: Both the Envelope No. 1 and 2 as mentioned above,** are to be put into this envelope. The envelope should be sealed properly with super-scribed as Tender No.01 of 2024-2025 "**Tender for COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF WATER COOLER "**. The name of firm should be mentioned on the envelope.

Each page of all the Annexures - A, B, C, D should be duly signed and sealed.

The sealed tender envelope should reach us on or before **19.07.2024 at 16.30 PM.** To
LIC of India, AHMEDABAD DIVISIONAL OFFICE
OS DEPARTMENT, 7TH FLOOR, JEEVAN PRAKASH BUILDING, TILAK ROAD, AHMEDABAD-380001

(The tender received after the stipulated time and date will not be considered.)

LIC of India reserves the right to accept or reject any or all offers/quotations in full/part without assigning any reason whatsoever.

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EMAIL ID os.ahmedabad@licindia.com

Annexure-A

Detail information of Vendor

S.No.	Information sought	Information Provided
1	Name of the Firm (In Block Letters)	
2	Date of Establishment / Incorporation	
3	Registration no. for registration under Companies Act, 1956. (Please enclose photocopy of certificate)	
4	Correspondence address and telephone no. with email id	
5	Address of Head Office (If separate) and Telephone no.	
6	Status Proprietary/ Partnership/ Private Limited Company/ Public Limited Company	
7	Name of the Partners/ Directors	
8	Name of Chief Executive with his present address and Telephone nos.	
9	Name of Representative (s) with Designation who would be calling on us and attending to our jobs and his Contact numbers.	
10	Details of Tender fee and EMD MR number Date of deposit Amount (Rs) OR Demand draft number and date of Rs 118/- for Tender fee and Rs. 2000/- for EMD in favor of "LIC of India" payable at Ahmedabad.	(1) MR / DD No. date / / of Rs. 118/- for Tender Fee. (2) MR / DD No. Date / / of Rs. 2000/- for EMD.
11	Name of Bankers with address &	

	telephone nos. IFSC Code & A/C No.(Please attach Photo copy of bank pass book or Cancelled cheque of the Firm)	
12	PAN No. of the Firm (Please enclose photocopy)	
13	State the latest Income tax assessed year and the amount of tax assessed (Copies of last 03 years, IT Returns, Balance Sheets & Revenue A/C to be enclosed)	
14	MSME document submitted – if applicable	
15	Details of experience of running contract in any office of LIC of India and /or prestigious P.S.U.s. (Central).	
16	Mention any other specialties of your Establishment	
17	Whether holding certificate under shops and establishment act,(If yes duly renewed copy should be Enclosed.)	
18	Have your firm ever been blacklisted by LIC of India or PSU/BFSI organization/ Govt. / Semi Govt./ Quasi Govt. departments in India as on date of submission of bid or any order has been terminated or cancelled any time give details.	

(Note: Please type this form or fill it legibly in ink. If space provided is insufficient, please type or write the replies on a separate sheet giving appropriate question number duly authenticating the same with seal and signature and attach it to the form)

I/We _____ request Life Insurance Corporation of India, Ahmedabad Divisional Office to consider our bid. We agree to abide by all the **ELIGIBILITY CRITERIA AND OTHER TERMS AND CONDITIONS** and assure to render the services to the fullest satisfaction of the corporation.

Dated atthis.....day2024

Signature with Seal

Name:

Designation:

Note: The Corporation reserves the right to accept or cancel tender/bids of any/ of the agencies at their absolute discretion without assigning any reason thereof. Applications received with incomplete information or alteration not authenticated with proper seal and signature will not be considered.



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Annexure-B

UNDERTAKING

Ref: OS/TENDER/ 01/2024-2025

We hereby confirm that we have not been blacklisted by LIC or PSU/ BFSI Organization/ Government / Semi Government / Quasi Govt. Departments in India as on date of submission of bid in response to the above.

We also agree with your terms and conditions quoted in tender.

Dated at _____ this _____ day of _____ 2024

Authorized Signatory Signature

NAME:

DESIGNATION:

Name and Address and SEAL OF THE FIRM / COMPANY:



AHMEDABAD DIVISIONAL OFFICE

OS DEPARTMENT, 7TH FLOOR, JEEVAN PRAKASH BUILDING, TILAK ROAD, AHMEDABAD-01

Annexure-C

The various terms and conditions of comprehensive AMC :

1) WATER COOLER :

A] Mode of servicing Quarterly for all offices mentioned in the list.

B] Break down calls should be attended free & immediately for DO & Local branches and within 48 hours for mofussil branches.

C] Payment will be made after servicing and on submission of service report duly signed by office authorities name and seal with Inventory No of water cooler.

D] Servicing includes 1) checking electrical connection 2) Cleaning water tank and condenser coil, Oiling fan motor, etc.

E] The contract includes replacement of all defective parts including compressor, fan motor, electrical part , gas charging but does not include of following which would be charged extra if required – condenser coil, cooling tank, metal body , water tap and sheet metal work .

2.] The tender in the prescribed format (**Hard Copy only**) to be submitted to LIC of India Ahmedabad DO on or before the last date / time specified. ie 19th July-2024 16.30 pm

3.] The contract shall be valid for two year only. The Contract can be extended for further one year on mutual consent of both the parties with same rates and terms & conditions.

4.] The Corporation reserves the right to accept any tender; this does not necessarily mean that the lowest quotation will be accepted.

5.] After engaging the services of the firm, if it is found that the services are not rendered to the satisfaction of the Corporation, the services may be terminated at the sole discretion of Corporation and Corporation shall have the right to engage the services of any of other firm as it may deem fit. In this course if any financial loss/damage to reputation of Corporation is caused, the firm shall be legally bound to make good the same in monetary term to be decided by LIC. Corporation reserves right to cancel order at any time and need not assign any reason for that action.

6.] Mere submission of the application for tender does not confer the right of selection.

7]. Life Insurance Corporation of India reserves its right to reject, accept or cancel the process of tender Selection without assigning any reason thereof for which Life Insurance Corporation of India shall neither be liable nor obligatory to inform the applicant the grounds of any such action.

8]. Any dispute arising out of or relating to this tender shall be deemed to have arisen in Ahmedabad and be subject to adjudication of competent Court in Ahmedabad only.

9]. Any tender not complying wholly with these terms and conditions shall be liable for rejection.

10]. In the event of any loss/damage being caused to LIC on account of the negligence of the vendor or its Employees, the vendor shall make good the loss sustained by LIC either by replacement of the material/equipment or payment of compensation.

11]. The vendor shall not appoint any sub-vendor to carry out any obligations under the contract.

12]. If the vendor commits breach of any of the terms and conditions hereof and/or fail to carry out any instructions issued to him by the LIC from time to time, it shall be open and lawful for the LIC to terminate this agreement forthwith without assigning any reason and can get the work done by any person(s) or through any other agency or vendor at the risk and cost of the vendor and the vendor shall have no right to make any representation in this regard.

13] In the event of any dispute or difference arising out of operation of this agreement, the same shall be referred to the sole arbitration and the sole arbitrator will be appointed by the SR.DIVISIONAL MANAGER , Life Insurance Corporation of India, Divisional Office Ahmedabad. Whose decision shall be final and binding on both the parties. The venue of arbitration shall be at Ahmedabad. The provisions of the Arbitration and Conciliation Act, 1996 shall apply to the arbitration.

14.] The employees of the vendor shall never be considered to enjoy any right to enter the premises of LIC by virtue of this agreement or otherwise at any time except with the prior permission of the LIC.

15]. In the event of failure of the vendor to provide the services or part thereof, as mentioned in this agreement for any reasons whatsoever, the LIC shall be entitled to procure services from other sources and the contractor shall be liable to pay forthwith to the LIC, the difference of payments made to such other sources along with other incidental charges of any nature whatsoever incurred by the LIC.

16]. It is clearly understood by the vendor that the persons employed by the vendor for providing services as mentioned herein, shall be the employees of the vendor and not of "The LIC". The vendor shall be liable to make payments to its said employees.

17.] If vendor commits breach of any covenant or any clause of this agreement, the LIC may send a written notice to the vendor to rectify such breach within the time limit specified in such notice. In the event the vendor fails to rectify such breach within the stipulated time

Corporation reserve the right to forfeit the outstanding Bills/EMD/ performance Security Deposit, further agreement shall forthwith stand terminated and the vendor shall be liable to the LIC for losses or damages on account of such breach.

18]. This agreement may be terminated forthwith if vendor becomes insolvent, ceases its operations, dissolves, files for bankruptcy or bankruptcy protection, appoints receivers, or enters into an arrangement for the benefit of creditors, the other party shall have the right to immediately terminate this agreement.

19] Tax at source will be deducted from the payment as per the Income Tax Rules applicable.

20] No advance payment shall be made.

21]. The Vendor will have to deposit 10% of Contract Value as Performance Security Deposit within 15 days from the date of acceptance letter.

22.] No extra Terms and Conditions of the vendor will be accepted at any time. If any vendor gives his own Terms and Conditions his tender will be rejected without informing him.

23]. The Vendor shall be responsible to follow all Local, state and central Act, rules and regulation in this regard. And for the payment of wages of his workers and shall abide by various laws enacted for welfare of the workers and he shall be personally liable for any damages etc which may be caused due to his failure to comply with various provisions of the law.

24.] **Successful Vendor (including MSME/NSIC registered vendors) have to deposit (10% of Tender value) within 15 days from date of work order as security deposit will not carry any interest and same will be refunded to the concern vender only after completion of contract.**

25] In case more than one bidder quoting the lowest identical price then decision will be taken on the basis of the agency having work experience and maximum average annual turnover during the last three years.

26.] If the services are not satisfactory the comprehensive annual maintenance contract will be terminated even in the middle of the term.

27] **Penalty** of 03% of CAMC will be charged for Non servicing of equipment's calculated for the period from expiry of previous preventive maintenance period to date of servicing.

28.] Pre Check: The tenderer has to arrange to visit of all locations for Pre-Check of water cooler before submission of tender.

29.] SR.Divisional Manager may call for any clarification and explanation and documents subsequent if required.

30.] During contract period Corporation may add or remove water coolers for CAMC to provide services on same rates , terms and conditions.

Tenderer's sign./ name and seal



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APPLICATION FORM

FINANCIAL BID

Annexure-D

Financial Quotation for the CAMC of Water Cooler per annum.

<u>Particulars</u>	<u>Quantity</u>	Total CAMC Charge (without GST) Amt in figure	Total CAMC Charge (without GST) Amt in Words
<u>Total annual CAMC charge for all 40 water coolers listed</u>	<u>40</u>		

GST Rate: ---

Sign.....
With seal of firm/company

Name & designation.....

Place.....date.....

List of water Cooler- For CAMC

Sr.No.	BRANCH	Address	AMC Period from	Date of purchased
1	836	4 th floor,Jeevan Prabha Building-Relief Road	01.08.2024	
2	837	Jeevan Vikas Building-Shivranjani,Nr,Nehrunagar	01.08.2024	
3	837	Jeevan Vikas Building-Shivranjani,Nr,Nehrunagar	01.08.2024	
4	839	Raindrop bldg.-C G Road	01.08.2024	
5	840	5 th Floor, Jeevan Prakash Bldg.,Relief Road	01.08.2024	
6	841	4 th Floor, Jeevan Prakash Bldg.,Relief Road	01.08.2024	
7	842	1st Floor, Jeevan Prakash Bldg.,Relief Road	01.08.2024	
8	843	CBO6, Jeevan Jyoti Bldg., Ratan Pole, Relief Road	01.08.2024	
9	850	Jeevan Sadan Bldg., Nehru Bridge	01.08.2024	
10	852	Poonam Plaza, Maninagar	01.08.2024	
11	853	Jeevan Jyoti Bldg., Ratan Pole, Relief Road	01.08.2024	
12	854	5 th Floor, Jeevan Prakash Bldg.,Relief Road	01.08.2024	
13	856	6 th Floor, Jeevan Prakash Bldg.,Relief Road	01.08.2024	
14	857	Kasturbhai Chamber ,Nr. Subhash Bridge, RTO Circle	01.08.2024	
15	873	Jeevan Sadan Bldg., Nehru Bridge	01.08.2024	
16	83M	Swastik Char Rasta, above National Handloom, RAKHIAL	01.08.2024	
17	83N	Silver Shine Complex, VASNA	01.08.2024	
18	83N	Silver Shine Complex, VASNA	01.08.2024	
19	83P	Sardar patel Mall, Approach Nikol Gam Road,ODHAV	01.08.2024	
20	83S	Ashwamegh Business Hub, Opp: Science College,DEHGAM	01.08.2024	
21	83T	Jeevan Vikas Bldg.,Ankur Char rasta,NARANPURA	01.08.2024	
22	83U	Galaxy Cinema Road, NARODA	01.08.2024	
23	83X	Jeevan Vikas Bldg., Shiv Ranjani, Nr. Nehru Nagar.	01.08.2024	
24	83Y	1 st Floor, Jeevan Prabha Bldg., Relief Road.	01.08.2024	
25	84B	Arshi Complex, DHANDHUKA	01.08.2024	
26	DO	VIP Guest House, Jeevan Jyoti Bldg., RatanPole, Relief Road.	01.08.2024	
27	84D	SABARMATI-Batrishi Hall,Nr, Subhash Bridge, RTO Circle	01.08.2024	
28	DO	IT DEPARTMENT 3 rd floor,JEEVAN PRAKASH bulding	01.08.2024	
29	DO	OS Dept.7 th Floor, Jeevan Prakash Bldg.,Relief Road	01.08.2024	
30	DO	MASH dept. 2nd Floor, Jeevan Prakash Bldg.,Relief Road	01.08.2024	
31	ZUS	J EEVAN VIKAS, Shiv ranjani, Nr, Nehru Nagar	01.08.2024	
32	DO	Audit centre- Jeevan Abha Bldg.,Relief Road.	01.08.2024	

33	DO	Marketing Dept. 7 th floor, Jeevan Prakash Bldg. Relief Road.	01.08.2024	
34	SSO-5 842	5/842-ff-12, Shivalik Arcade, 100FT Ring Road, Prahlad Nagar Road, Satelite	01.08.2024	
35	SSO-83Q	Shop No.1,2,3, 1st Floor, Ambika Complex, Mithi Kui, Dholka-83Q	01.08.2024	
36	SSO-83U	1 st Floor, 1,2,3, Raspan Arcade, Gangotri Road, Nikol-83U	01.08.2024	
37	SSO-837	E-135, 1 st Floor, Pushakar Business Park, Bapunagar-837	01.08.2024	
38	SSO-83T	Shop No. 1 & 2 Gr. Floor, B Block, Saral Residency, Satya Vista Road, Gota-83T	01.08.2024	
39	SSO-9 840	201 2 nd Floor, Merlin Pentagon, Mahalaxmi Five Road, Opp Badshah Dairy, Ahmedabad.	01.08.2024	
40	84A	VIRAMGAM	01.08.2024	

Sign.....
 With seal of firm/company

Name & designation.....

Place.....date.....