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भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

**LIFE INSURANCE CORPORATION OF INDIA
DIVISIONAL OFFICE, KHODASINGI
BERHAMPUR, GANJAM, ODISHA - 760010**

**Tender Document for Shifting of Policy Dockets,
Office records, Steel Racks and other Office
furniture from RMF Center at Gosaninuagaon Main
road, Near Jagannath Temple, Berhampur to new
premises at Godown Nos.4A & 4B of Central
Warehousing Corporation, Goodshed road, Lanjipalli,
Berhampur – 760008.**

Date of Issue : 03.07.2023

Last date for submission : 24.07.2023 up to 5.00 PM.

Number of pages :29

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DIVISIONAL OFFICE :: BERHAMPUR

TENDER NOTICE

Life Insurance Corporation of India, Divisional Office, Berhampur , Khodasingi, Berhampur, Ganjam, Odisha - 760010 invites sealed tenders under Two Bid system (Technical Bid and Financial Bid) from Agencies/ firms / organizations having experience in packing, transporting, unpacking and rearranging of Steel racks, policy dockets, office records furniture and other office materials from our RMF centre at Gosaninuagaon Main road, Near Jagannath Temple, Berhampur-760003 to our New premises at Godown Nos. 4A and 4B, Central Warehousing Corporation, Goodshed Road, Lanjipalli, Berhampur -760008. Tender Documents may be obtained from Manager (OS) LIC of India, Divisional Office, at the above mentioned address or can be downloaded from LIC web site www.licindia.in by clicking "Tender for shifting of steel racks, policy dockets, office records and furniture from RMF Centre and setting up at new premises" under the link 'Tenders'. Tender Forms will be issued from 03.07.2023 to 24.07.2023 on payment of Rs.295=00(Rs.250=00 + GST @ 18%) per set as Non-refundable Tender Fees from OS Deptt, at the above address on any working day between 10.00 am to 4.00 pm from Monday to Friday.

The duly filled in applications are to be submitted before **5.00 pm** on **24.07.2023**.
Technical bids will be opened on **25.07.2023 at 11.00 am**.

Any modifications/changes in terms and conditions will be published in our website www.licindia.in only.

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

Place :Berhampur

Date :03.07.2023

(Handwritten signatures and initials)
Sr.Divisional Manager
**Sr Divisional Manager
L.I.C OF INDIA
BERHAMPUR(DO) :**

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Name of the work :Tender for Shifting of Policy Dockets, Office records, Steel Racks and office furniture from RMF Center at Gosaninuagaon Main Road, Near Jagannath Temple, Berhampur- 760003 to new premises of RMF centre at Godown Nos.4A & 4B, Central Warehousing Corporation, Goodshed road, Lanjipalli, Berhampur -760008.

The items of records and furniture to be shifted are as below:

| Sl.No | Particulars | Quantity |
|-------|--|---------------------------------------|
| 1. | Steel Racks Containing 10-11 shelves | Approxmiately 1600 Nos |
| 2. | Number of Policy Dockets Each steel rack has approximately 2000-2500 policy dockets | Approximately 30 Lacs |
| 3. | Incremental papers Each Office file contains approximately 70 papers | Approximately 20,000 Office files |
| 4. | Office Furniture & Fittings | Existing Tables, Chairs, Almirahs etc |

A variation of + or -10% may be expected in the particulars given under Sl.Nos.2 & 3.

Shifting of records and furniture shall broadly include the following activities:

- i) Packing of files, Steel racks, Policy dockets and office equipment as available in existing RMF centre at Gosaninuagaon Main Road, Near Jagannath Temple Berhampur - 760003.
- ii) Loading and transportation to new RMF centre premises at Godown Nos.4A & 4B,Central Warehousing Corporation, Goodshed road,Lanjipalli, Berhampur-8
- iii) Unloading all the packed articles/ material from lorry and carrying to respective Godowns in new premises.
- iv) Unpacking of the goods and placing in the respective racks as per the directions of authorized LIC Officials.
- v) Obtaining certificate for proper shifting with list of materials shifted from the concerned officials.
- vi) Disposal of packing materials etc.
- vii) The selected firm/agency /organization has to use their own good quality packing material like gunny bags, packing tapc, jutli, cardboard carton, thermo-coal sheets etc.
- viii) The engaged persons must be sufficiently qualified to place the records serially. The Policy dockets will have 8 or 9 digit numbers and these are to be arranged in a specific order at the new location as per the instructions of the authorized LIC Officials.

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TENDER SCHEDULE

| Sl.No | Item | Description |
|-------|---------------------------------|--|
| 1 | Tender No. & Date | OS/Gen/01/2023-24 dated 03.07.2023 |
| 2 | Name of Work | Shifting of Policy docket, steel racks, Office files, records and furniture and setting up at new premises |
| 3 | Tender Fee | Rs.295/- (Rupees Two Hundred and Ninety Five only) (Inclusive of 18% GST & non refundable) in the form of Demand Draft/ pay order in favour of LIC of India drawn on any scheduled Bank payable at Berhampur. If the vendor wishes to pay in cash, it should be done only at Cash Counter, F&A Dept, LIC of India, Divisional Office, Khodasingi, Berhampur. Miscellaneous Receipt issued by our F&A department has to be enclosed to Technical Bid. |
| 4 | Earnest Money Deposit | Rs.50,000 (Rupees Fifty thousand only)) in the form of Demand Draft/ pay order in favour of LIC of India drawn on any scheduled Bank payable at Berhampur. |
| 5 | Security Deposit | Security deposit @10% of accepted tender value, Payable by the successful vendor by way of Demand Draft/ Pay order in favor of LIC of India, drawn on any Scheduled Bank payable at Berhampur. Refundable after 30 days of completion of work. No interest shall be payable on this. |
| 6 | Date of sale of Tender document | From 03.07.2023 to 24.07.2023 between 10.00am to 04.00 pm on all working days (excluding Saturdays, Sundays and holidays) from Office Services Department, LIC of India, Divisional Office, Berhampur. Tender documents can also be downloaded from our website www.licindia.in in which case, the tender fee shall be remitted along with Bid documents |

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| | | |
|----|---|---|
| 7 | Pre-bid meeting with Tenderers | Time : 11.00 am. Date : 10.07.2023 ✓ Place :Office Services Department, LIC of India, Divisional Office, Khodasingi, Berhampur. |
| 8 | Last date, time and place of receiving/submission of Tender document. | On 24.07.2023 up to 5.00 pm. Office Services Department, LIC of India, Divisional Office, Khodasingi, Berhampur. |
| 9 | Date & Time of Opening of Technical bids | On 25.07.2023 at 11.00am ✓ |
| 10 | Date & Time of opening of Financial bids | Shall be intimated later on to the bidders who qualify in Technical Bid. |
| 11 | Time limit for completion of work | Within 45 working days excluding Saturdays, Sundays and holidays from the date of issue of work order. |
| 12 | Validity of bid | 180 days from the date of opening of Technical bids. |

GENERAL CONDITIONS AND INSTRUCTIONS TO TENDERERS

(Tenderer/Bidder must go through the complete Tender document – Technical Bid and Financial Bid including Terms and Conditions and understand his/her/their responsibilities and obligations there under. Seal and signature of company's authorized person to be affixed on all pages)

1. The Instructions along with the terms and conditions will form part of the tender to be submitted by the tenderer to Life Insurance Corporation of India, herein termed as Corporation.
2. Tender should be dropped in Tender Box (placed at above address) or sent by post/courier in sealed envelope bearing address:- "The Manager(OS), LIC of India, Divisional Office, Khodasingi, Berhampur, Ganjam – 760010".
3. The last date and time for submission of tender is 24.07.2023 up to 5.00 p.m. The Tenders received after 5.00 p.m. on 24.07.2023 will not be entertained and shall be rejected forthwith. Decision of the Corporation in this regard will be final, conclusive and binding on the tenderers and the Corporation takes no responsibility for any delay whatsoever for submission of tender on or after due date and time given here above. The tenders (Technical Bid) will be opened on 25.07.2023 at 11.00 a.m. onwards. The venue

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of opening of Technical tender will be same as given above. i.e. LIC of India, Divisional Office, Khodasingi, Berhampur, Ganjam – 760010.

Technical Bids will be opened in presence of interested Tenderers or their authorized representatives. All tenderers are advised in their own interest to be present on that date at the specified time.

4. The cost of tender form Rs 250=00+GST (18%)i.e Rs.295=00 is non refundable. The tender form may be downloaded from website of Corporation www.licindia.in or can be obtained from Office Services Department, LIC of India, Divisional Office, Khodasingi, Berhampur, Ganjam – 760010.

5. Firms with MSME/NSIC certification are exempted from payment of Tender Fee and Earnest Mondey Deposit as per rules on submission of necessary certificates.

6. The bid shall be valid for a period of 180 days from the date of opening technical bids.

7. The tenders are to be submitted in two bid system i.e. Technical Bid and Financial Bid. Both bids must be submitted at the same time giving full particulars in the prescribed formats but in separate sealed covers. Three envelops duly sealed should be used for submission of Tender as under :

Envelope No.1 should contain:

- i) Technical bid (as per Annexure A) along with all related documents.
- ii) Tender fee of Rs.295=00 (Rs.250+GST@18%)non refundable in the form of demand draft/ pay order in favour of LIC of India drawn on any scheduled Bank payable at Berhampur OR Miscellaneous Receipt for Rs.295=00 issued by LIC of India, Berhampur Divisional Office in payment of Tender fee including GST.
- iii) EMD of Rs.50,000 (Rupees Fifty thousand only) in the form of Demand Draft/ pay order in favour of Life Insurance Corporation of India drawn on any scheduled Bank payable at Berhampur.
- iv) Other documents like instructions to Bidders, terms and conditions, Annexure B, Annexure D, Annexure E and Annexure F duly filled signed with seal on all pages.
- v) Those who are claiming exemption from payment of Tender Fee and Earnest Money Deposit has to attach original/certified copies of documents in support of their claim.

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This cover should be super scribed with the words “ Technical Bid - Tender for shifting of Policy docketts, records, racks and office furniture of RMF Centre “.

Envelope No.2 should contain:

- i) Financial Bid (strictly in the format given in Annexure C)

This envelope should be sealed properly and superscribed with the words “ Financial Bid - Tender for shifting of Policy docketts, records, racks and office furniture of RMF Centre”. This cover will be opened after short listing of tenders on the basis of Technical Bids evaluation.

Technical Bid and Financial bids kept in single cover or kept in unsealed covers will not be considered.

Envelope No.3 :

Both the Envelopes (Envelope 1 & 2) are to be placed in Envelope No.3 properly sealed and super scribed with the words “ Tender- OS/Gen/01/2023-24 - Tender for shifting of Policy docketts, records, racks and office furniture of RMF Centre” the same shall bear the address as given below :-

“The Manager(OS),

LIC of India, Divisional Office, Jeevan Prakash,

Khodasingi, Berhampur,

Ganjam, Odisha – 760010”.

8. Those Technical bids which are found to be in order i.e. satisfying all the stipulated conditions for shifting of Policy docketts, records, racks and office furniture of RMF Centre shall be short-listed and financial bids of only such shortlisted bidders will be opened.

9. Any agency/firm/organization submitting the tender shall be deemed to have read and understood the terms and conditions, scope of the work, etc and quoted accordingly.

10. LIC of India reserves the right to call for missing/additional requirements or otherwise from the applicant at the time of analysis of the tenders received in response to this notice.

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11. Any conditional offer / tender shall not be considered.
12. Any modification in the tender after opening date shall not be considered.
13. The Tenderers should read and understand all the terms and conditions of the Tender before applying as the submission of the tender shall be deemed to signify the acceptance of the terms and conditions of this tender and Annexures forming a part and parcel of it.
14. The tenderer not fulfilling eligibility conditions of the tender will not be considered.
15. If there is any discrepancy in rates quoted in figures and words, rates quoted in words only will be taken for consideration.
16. Decision of the Corporation will be final, conclusive and binding on the tenderer and the Corporation takes no responsibility for any delay whatsoever for submission of tender after the last date and time given in the schedule.
17. LIC of India does not bind itself to accept the lowest or any tender and Corporation reserves the right to reject all or any bid or cancel the tender without assigning any reason whatsoever.
18. The bidder shall submit only one tender either by himself or as a partner in joint venture or as a member of consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, their Bids are liable to be rejected.
19. The Bidders should have experience of at least 3 years in providing shifting and transportation services.
20. The Bidder should have experience in the shifting/transportation of Office files, records, furniture of any Financial organization, Government /Public Sector undertaking / Private organizations.
21. The average Annual Turnover of the firm/bidder during last 3 years should be at least Rs.5 Lacs per annum.
22. The Bidders should ensure and confirm that they have the entire mandatory compliance certificates/ registrations/ licenses under various applicable laws including labour laws applicable for the State of Odisha.
23. The bidder should not have been black listed by any office of the Corporation (LIC) or any other establishment.

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24. The Bid shall be signed by a person or person so authorized by the Bidder. In case, the Bidder is a Company, the officer so authorized by the Company with its seal duly affixed shall sign the Bid.

25. While discharging the duties, the agency shall be responsible for all injuries to persons, damage to building, building structure, streets, and footpaths and shall rectify it at its own cost.

26. The Date of Opening of the Financial Bid shall be intimated to technically qualified Vendors at a later date, Vendors or authorized persons of the Vendors may be present at the time of the opening of the Financial Bid.

27. Financial bids of only technically qualified bidders will be opened to decide L1 (Lowest One). In case of more than one L1 bid emerging, the bidder with highest average turnover in the last 3 Financial Years as per Sl.No.13 of technical bid will be decided as L1. When more than one L1 emerge even at this stage, highest turnover in the financial year i.e 2021-22 shall be considered to decide L1.

28. In case the lowest vendor/bidder fails to undertake the work within 7 days from the date of issue of work order, LIC reserves the right to terminate the contract or at its discretion will forfeit the Security Deposit and Earnest Money Deposit furnished by the Contractor.

29. Tenders will be evaluated based on the rate quoted as per **Annexure C** enclosed. No other charges will be paid. Tenderer who quoted the lowest rates will be treated as lowest tenderer.

30. Rates quoted should be indicated in words as well as figures.

31. In case the space in the tender document is found insufficient, the bidders may attach separate sheets.

32. Tenders received without tender fee, EMD will not be considered at all.

33. The Vendors are requested to put their firm's endorsement on each page of the tender document in token of their acceptance.

TERMS AND CONDITIONS :

1. There should not be any deviation in terms and conditions as have been stipulated in the tender documents. However, in the event of imposition of any other condition, which may lead to a deviation with respect to the terms and conditions as mentioned in the tender document, the vendor is required to attach a separate sheet marking 'list of deviations'.
2. **OPTIONAL SITE VISIT :**
The Bidders are advised to visit and examine the existing location and the new premises, distance, road infrastructure, Government rules and its surroundings and obtain for itself on its own responsibility all information that may be necessary for preparing the Bid. The costs of visiting the site shall be borne by the Bidder.
The Interested bidders are advised to Visit both the Premises during the Office Hours i.e. 10.00 hours to 17.00 hours on Working days to assess the Quantum of the Actual Work to be carried out by them.
3. The firm/agency should work on all working days and they shall report to the Officer-in-charge assigned. Sufficient labour needs to be deployed so that the work could be completed within the stipulated time.
4. The successful bidder has to remit 10% of accepted tender value as Security Deposit by way of Demand Draft / Pay order in favor of LIC of India, drawn on any Scheduled Bank payable at Berhampur within 7 days of receipt of acceptance Letter. Security deposit shall be refunded to the vendor after 30 days of completion of work without any interest.
5. **Refund of Earnest Money Deposit :**
 - i) EMD of unsuccessful vendors/bidders shall be refunded without any interest within one month's time after opening of Financial Bids.
 - ii) EMD of selected vendor/bidder shall be refunded without any interest after completion of work or adjusted towards part payment of Security Deposit.
 - iii) EMD amount will be refunded by NEFT only. Hence vendors/bidders has to furnish Bank details(in Annexure A) along with cancelled cheque leaf.

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6. Order of Work : LIC reserves the right to fix the order in which the various items of work involved in this contract is to be executed and contractor shall comply with the same. There shall be no extra claims on this account.
7. Exclusive vehicles are to be used for transportation of materials.
8. Responsibility of taking necessary permission from the traffic police authorities for shifting shall be of the firm/agency/vendor.
9. The personnel deployed should have knowledge of local language, should be well experienced, trained adequately and of sound health. They should be well behaved and well mannered. They should be provided with photo identity cards by the vendor/agency/firm.
10. The personnel deployed should not be the person against whom criminal case is pending in court of law.
11. No other person except Vendor's authorized representative shall be allowed to enter the office premises. Within the Office premises, the vendor's personnel shall not do any private work other than their normal duties.
12. In case any employee of the selected vendor is found responsible of any theft, loss or damage to the office furniture, fitting, fixture and property of the Office the vendor shall be held liable to compensate for the act.
13. The firm/agency shall indemnify and shall keep LIC indemnified against Act of omission or negligence, dishonesty or misconduct of the men engaged for the work and Corporation shall not be liable to pay any demurrage or compensation of such person or to third party. All damages caused by the personnel shall be charged to the vendor/bidder and shall be recovered from their dues/bills.
14. Working hours for completion of job : From 08.00 hours to 18.00 hours on all working days of LIC Office excluding Saturdays, Sundays and Holidays.
15. **CONTRACT LABOUR ACT:** The Vendor shall pay his labour as per the Contract Act and observe hours of work and conditions of employment according to the existing rules under contract labour act. Further it shall be Vendor's responsibility to ensure that regular payments to his workers are made. The Vendor shall fully indemnify LIC of India from any claim under Labour Act. Labour license is to be obtained from Central Labour Commissioner if applicable.

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16. **WORKMEN'S COMPENSATION ACT:** The Vendor shall fully indemnify the LIC of India from all claims for injury caused to any person whether a workmen or not and LIC of India shall not be bound to defend any claim made under the Workmen's Compensation Act. All Vendors have to obtain Workmen Compensation policy in the joint name of LIC of India and the Vendor for the value as directed, which shall remain in force till the completion of the work.
17. **THIRD PARTY RISK INSURANCE :** The Vendor shall be responsible for all injuries/ damages to his men, material and property etc. which may arise from the work, for negligence of himself and/ or his workers and shall fully indemnify the LIC of India, for such expenses which shall be solely to the Vendor's own account. The selected Vendor has to obtain Third party Insurance cover policy in the joint name of LIC of India and the Vendor for the value as directed, which shall remain in force till the completion of work.
18. **TRANSIT INSURANCE:** The Vendor shall be responsible for all Transit Insurance for goods like Policy Dockets, Office files and Racks. Transit Insurance cover policy in the joint name of LIC of India and the Vendor for the value as directed, which shall remain in force till the completion of work.
19. **FIRE INSURANCE:** The Vendor shall be responsible for all Fire Insurance for goods like Policy Dockets, Office files and Racks. Fire Insurance cover policy in the joint name of LIC of India and the Vendor for the value as directed, which shall remain in force till the completion of work.
20. All the Insurance Policies shall be taken by the Vendor in the Joint Name of Sr. Divisional Manager, LIC of India, Divisional Office, Berhampur and in the Name of Vendor him self. Premiums for the Policies are to be borne by the Vendor only. The Vendors is required to submit all the Insurance Policies to LIC of India before Commencement of the Work, **after getting Insurance Policies ,The Work Commencement Order shall be handed over to the Vendor.**
21. The Vendor is also required to deposit the Copy of the Registration certificate of the Vehicles carrying LIC documents, racks and copy of the Driving license of the Drivers.
22. No alterations or additions are to be made by the Vendors to the text of Schedule of rates and other tender papers. Violation of this instruction entails rejection of

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the tender at the discretion of the Sr. Divisional Manager, L I C of India, Berhampur.

23. The Vendor is required to check the numbers of pages and if any page is found missing or in duplicate, or the figure or writing indistinct, he must inform the Sr. Divisional Manager in order that the correct meaning may be decided upon before the date for the submission of the tender. Should the Vendor be in doubt about the precise meaning of any item or figure, for any reason whatsoever, he must inform the Sr. Divisional Manager in order that the correct meaning may be decided upon before the date for the submission of the tender. No liability whatsoever will be admitted nor claim allowed in respect of errors in the Vendor's tender due to mistake in the Schedule of Quantities which should have been rectified in the manner described above.
24. The Vendor shall be responsible for and shall replace or make good at his own expense if any materials lost or damaged during the entire process.
25. If the work is likely to be delayed than the scheduled time limit, the Vendor shall in advance seek the extension in time limit before the expiry of time with all supporting valid reasons/documents for consideration of **Extension of Time** by the Competent Authority. The decision of the Sr. Divisional Manager, L I C of India, Berhampur shall be Final and it Shall be binding on both the Parties.
26. The Number of Racks and Polices Dockets mentioned above are tentative and is subject to variation of + /- 10 % given in Quantity, However payment will be made only on LUMP SUM basis on the Completion of the Project and Interim Payment made is required to be deducted from the Final Bill Amount.
27. In case of dispute the decision of the Sr. Divisional Manager, LIC of India, Berhampur shall be conclusive and binding on the Vendor.
28. Vendors to please note that the work is to be carried out in co-ordination with other agencies/ occupants with least disturbances as directed. The Vendor should observe that his work shall not cause any nuisance to the public in general and to the neighboring occupants in particular.
29. LIC reserves the right to accept any tender or to accept the tenders in part or to reject any or all the tenders without assigning any reason thereof.

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30. All the pages of the tender papers are to be signed by the Vendors/bidders and any overwriting or use of white ink is to be duly initialed by the Vendor/bidder. The corporation reserves the right to reject the incomplete tenders.
31. In case of failure of the completion of specified jobs by the Vendor on or before the date specified, the Corporation will be at liberty to change or cancel the order and the job may be awarded to another lowest bidder. And the Vendor shall make good any loss or damage that the Corporation may suffer thereby or shall pay to the Corporation liquidated damages that may be recovered from security deposit or the entire security deposit may be forfeited.
32. The Bidder must engage a furniture repairing person for tightening the loose / tottering racks at the new place so that the racks can be kept on the floor firmly. Any damages to Floor shall have to be repaired by the Vendors, if Vendors fail to do the same, it shall be done by LIC on Vendors Risk and Cost Basis.
33. Besides racks and docketts some office furniture like tables, chairs, tube lights are to be shifted to the new premises.
34. The Bidders are requested to attend the Pre Bid Meeting at 11AM on 10.07.2023.
35. All waste material will have to be dropped in a designated place as specified by LIC in co-ordination with Berhampur Municipal Corporation.
36. Special care should be taken while relocating the Office records/ documents.
37. Daily attendance of worker to be submitted one day prior to the Officer in-charge for grant of permission to enter inside the Office premises.
38. Past experience of having done similar work during last three years – evidence may be submitted with the tender documents.
39. Canvassing in any form will disqualify the tenderer.
40. It is the responsibility of the selected vendor to adhere to all statutory laws, rules & regulations laid by the various Government authorities.
41. LIC will not provide any stay arrangements to deployed man power of the vendor during the execution of order.
42. Selected vendor will abide the entry & exit rules of Central Warehousing Corporation (as LIC has taken a portion of rented premise of CWC).

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43. Work must be completed within **45 working days** excluding Saturdays, Sundays and Holidays from the date of issue of work order.
44. Penalty for delay in completion of work : Penalty will be imposed at rate of Rs.5000=00 per day if work is delayed beyond the stipulate date.
45. Vendors will have to submit their Interim bills in triplicate based on the Work Carried out by them and Final Bill has to be submitted in totality.
46. Payment shall be released in stages to the bidder on completion of work as given below:

| | |
|--|------------------------------------|
| On shifting of 35% records and racks to new location and rearranging of records | 30% of the approved bid amount |
| On shifting of further 35% of records and racks to new location and rearranging of records | 30% of the approved bid amount |
| On completion of all stages of jobs | Balance 40% of approved bid amount |

At each stage, authorized LIC Official shall certify completion of job and payment shall be released within one week of submission of certificate to the Office.

47. The Final bill of the work should be **submitted within 30 days of completion of work** failing which LIC shall finalize the bill, which shall be binding on the Vendor.
48. Any dispute arising out of this agreement or that which may arise in future, shall be resolved by taking recourse to mutual settlement, arbitration/conciliation clauses, failing which the dispute will be subject to Berhampur jurisdiction only.

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Annexure- A

TECHNICAL BID

**Re: Tender for Shifting of Policy Dockets, Racks, documents etc from
RMF Centre to New premises at Central Warehousing Corporation.**

| Sl.No | Information Sought | Information Provided |
|-------|---|-------------------------------------|
| 1. | Name of the Firm/Agency/ Organization (in Block Letters) | |
| 2. | Correspondence address with Telephone No. and Mobile No. | |
| 3 | E-mail Id | |
| 4. | Name of the Chief Executive with his present address. Mobile No / Telephone No. | |
| 5. | Name(s) of Representative(s) with Designation who would be calling on us and attending to our jobs. | |
| 6. | GST Registration Number of the firm (Please enclose attested photocopy) | |
| 7. | PAN number allotted by Income Tax Dept. (Please enclose attested photocopy) | |
| 8. | Firm Registration No. (Please enclose attested photo copy of certificate) | |
| 9 | Details if registered with any other Government Authority(ies) | |
| 10. | Details of empanelment with any office of LIC of India and /or PSUS/ any other Corporate Offices/customers. (Please enclose list giving full details and name and Telephone No. of person/s who may be contacted for confirmation) | |
| 11. | Details of experience in providing similar services (enclose the certificates from the relevant institutions or copy of bill settled and enclose duly filled in Annexure B) | |
| 12. | Whether the applicant is black listed by any Government Department. | |
| 13. | Annual Turnover of the Firm/agency/ vendor during the last 3 financial years. (Please submit copies of Income Tax returns, Profit & Loss A/c and Balance sheet for the FinancialYears 2021-22, 2020-21 & 2019-20) | 2021-22 : 2020-21 : 2019-20 : |

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| Sl.No | Information Sought | Information Provided |
|-------|--|--|
| 14. | Name of the banker with address and Telephone No. (Please attach cancelled cheque leaf) | A/C No: Bank name: Bank Branch: Bank Address: Bank IFSC Code: Type of A/c : SB/CC/Current |
| 15. | If your firm belongs to MSME mention MSME registration No. (Please submit copy of MSME certificate) | |

Declaration

I/We certify that the information furnished above is true and correct to the best of my/our knowledge. I/We understand that in case of any deviation found in the above statement at any stage, I/We will be blacklisted and will not have any dealing with LIC in future.

Date:

Signature and seal of the Bidder.

NOTE: 1) Please type out this form or fill it up legibly in ink. If space provided is insufficient, please attach separate sheet/s of paper by giving appropriate question numbers and answers thereto duly authenticating the same with signature and seal.

2) The Corporation reserves the right to accept or cancel any of the tender at the absolute discretion without assigning any reason.

3) Applications received with incomplete information or alterations will not be considered.

4) Documentary evidence wherever applicable should be enclosed.

(Copies of the credentials & Certificates issued by any other institution may be enclosed)

Documents to be enclosed along with Annexure "A":

1) Self attested photo copies of the following documents :

1. Certificate of Firm Registration
2. GST Registration Certificate
3. Certificate of Income Tax PAN number
4. Copy of Clients list and any recently executed order.
5. Cancelled cheque leaf.
6. Copies of IT returns, Profit & Loss A/c, Balance sheet for the financial years 2021-22, 2020-21 and 2019-20.
7. Copy of MSME certificate, if applicable.

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Annexure B

LIST OF SIMILAR MAJOR WORKS COMPLETED DURING LAST THREE YEARS

| Sl.No. | Name & complete address of the Organization | Nature of work undertaken | Contract Amount (in Lacs) | Is copy of contract enclosed | Value of work as per Final bill (in Lacs) | Remarks |
|--------|---|---------------------------|---------------------------|------------------------------|---|---------|
| (1) | (2) | (3) | (5) | (6) | (7) | (8) |
| | | | | | | |

Signature and seal of the Bidder.

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Annexure C

FINANCIAL BID

**Re: Tender for Shifting of Policy Dockets, Racks, documents etc from
RMF Centre to New premises at Central Warehousing Corporation.**

| | | |
|----|---|--|
| 1. | Name of the Service Provider/Vendor/firm/agency | |
| 2. | Address | |
| 3. | Mobile No. | |
| 4. | E mail id : | |
| 5. | Consolidated Quote for shifting and rearranging which includes all stages of activities as per Tender document. | Rs. _____ + GST (if applicable) Inwords : |

Date:

Signature and seal of the Bidder.

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Annexure D

UNDERTAKING BY THE BIDDER

- 1) I/We undertake that my/our firm/agency/company _____ has not been blacklisted by any Government Department/PSU/Autonomous Body.
- 2) I _____, S/o,D/o,W/o _____ Sri _____, Proprietor/ Partner/Director/ Authorized signatory of M/s _____ and I am competent to sign this declaration and execute this tender document.
- 3) I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
- 4) The information/documents furnished along with the above application are true and correct to the best of my knowledge and belief. I/We are well aware of the fact that furnishing of any false information/fabricated documents would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
- 5) I/We understand that in case any deviation is found in the above statement at any stage, my/our concern/firm/agency/company shall be blacklisted and shall not have any dealing with LIC of India in future.

Declaration :-

I hereby declare that the information furnished above is true and correct to the best of my knowledge. I understand that in case any deviation is found in the above statement at any stage, I/We will be blacklisted and will not have any dealing with LIC in future.

Date :

Signature of authorized person

Place :

Full Name :

Seal

TENDER ACCEPTANCE LETTER

To
The Sr.Divisional Manager
LIC of India, Divisional Office,
Khodasinghi,
BERHAMPUR – 760010.

Dear Sir,

Re: Acceptance of Terms & Conditions of Tender for shifting of Policy docketts,
Racks, office records and furniture and setting up at other place.

1. I/We downloaded/obtained the tender documents for the above mentioned tender work from the website www.licindia.in as per your advertisement dated 03.07.2023.
2. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents(including all documents like annexures, schedules etc which form part of the contract agreement and I/We shall abide hereby by the terms/conditions/clauses contained therein.
3. The corrigendum issued from time to time by your Office too has also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender documents/corrigendum in its totality/entirety.
5. I/We do hereby declare that our firm/company/agency/organization has not been blacklisted/debarred by any Govt. Department/PSU/Autonomous body.
6. I/We certify that all information furnished by our firm/agency/organization/company is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your Organization shall without giving any notice or reason therefor or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said EMD absolutely.

Yours faithfully,

(Signature of the Bidder with seal)

PRE CONTRACT INTEGRITY PACT

(to be executed on Rs.100/- Stamp paper)

General:

This pre-bid pre-contract Agreement (hereinafter called the Integrity Pact) is made on..... day of the month of2023. , between, on one hand, the Life Insurance Corporation of India (hereinafter referred to as "LIC") a statutory Corporation established under section 3 of Life Insurance Corporation Act 1956 (XXXI of 1956) and having its corporate office at "Yogakshema" JeevanBima Marg Mumbai 400021. (here in after called the "BUYER" which expression shall mean and include, unless the context otherwise requires, his successors in office assigns) of the First part. And M/srepresented by Shri..... (Hereinafter called the "BIDDER /SELLER/SERVICE PROVIDER" which expression shall mean and include, unless the context otherwise requires, his successors and permitted assigns) of the Second part.

WHEREAS the BUYER proposes to procure (*Name of the Stores/ Equipment/Item/Service*) and the BIDDER/Seller/Service Provider is willing to offer/has offered the stores/services and

WHEREAS the BIDDER/Seller/Service Provider is a private company/public company/Government undertaking/partnership/registered export agency, constituted in accordance with the relevant law in the matter and the BUYER is performing its function under the LIC Act 1956.

NOW, THEREFORE,

To avoid all forms of corruption by following a system that is fair, transparent and free from any influence/prejudiced dealings prior to, during and subsequent to the currency of the contract to be entered into with a view to:-

Enabling the BUYER to obtain the desired said stores/ equipment/ item/service at a competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement, and

Enabling BIDDERS/Sellers/Service Providers to abstain from bribing or indulging in any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and the

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BUYER will commit to prevent corruption, in any form, by its officials by following transparent procedures.

The parties hereto hereby agree to enter into this Integrity Pact and agree as follows:-

1. Commitments of the BUYER

- 1.1 The BUYER undertakes that no official of the BUYER, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour or any material or immaterial benefit or any other advantage from the BIDDER, either themselves or for any person, organisation or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting on implementation process related to the contract.
 - 1.2 The BUYER will, during the pre-contract stage/evaluation stage, treat all BIDDERS alike and will provide to all BIDDERS the same information and will not provide any such information to any particular BIDDER which could afford an advantage to that particular BIDDER in comparison to other BIDDERS.
 - 1.3 All the officials of the BUYER will report to the "**Chief Vigilance Officer**" of the Buyer any attempted or completed breaches of the above commitments as well as any substantial suspicion of such a breach.
2. In case any such preceding misconduct on the part of such official(s) is reported by the BIDDER to the BUYER with full and verifiable facts and the same is prima facie found to be correct by the BUYER, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by the BUYER and such a person shall be debarred from further dealings related to the contract process. In such a case while an enquiry is being conducted by the BUYER the proceedings under the contract would not be stalled.

Commitments of BIDDERS

3. The BIDDER commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following:-

- 3.1 The BIDDER will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other

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advantage, commission, fees, brokerage or inducement to any official of the BUYER, connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.

- 3.2** The BIDDER further undertakes that it has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER or otherwise in procuring the Contract or forbearing to do or having done any act in relation to the obtaining or execution of the contract of any other contract with the government for showing or forbearing to show favour or disfavor to any person in relation to the contract of any other contract with the Government.
- 3.3** Foreign BIDDERS shall disclose the name and address of their Indian agents and representatives in India, and Indian BIDDERS shall disclose their foreign BUYERS or associates.
- 3.4** BIDDERS shall disclose the payments to be made by them to their agents/brokers or any other intermediary, in connection with this bid/contract.
- 3.5** The BIDDER further confirms and declares to the BUYER that the BIDDER is the original manufacturer/ integrator/authorized agent of the stores/equipment/items and has not engaged any individual or firm or company whether Indian or foreign to intercede, facilitate or in any way to recommend to the BUYER or any of its functionaries, whether officially or unofficially to the award of the contract to the BIDDER, nor has any amount been paid, promised or intended to be paid to any such individual, firm or company in respect of any such intercession, facilitation or recommendation.
- 3.6** The BIDDER, either while presenting the bid or during pre-contract negotiations or before signing the contract, shall disclose any payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries, including officials of the BUYER or their family members, if any, in connection with the contract and the details of services agreed upon for such payments.
- 3.7** The Bidder will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelisation in the bidding process.
- 3.8** The BIDDER will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.

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- 3.9** The BIDDER/Contractor will not commit any offence under the relevant India Penal Code (IPC) /Prevention of corruption (PC) act. Further, the bidder will not use improperly, for purposes of competition or personal gain, pass on to others, any information provided by the BUYER as part of the business relationship, regarding plans, technical proposals and business details, including information contained in any electronic data carrier. The BIDDER also undertakes to exercise due and adequate care lest any such information is divulged.
- 3.10** The BIDDER commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.
- 3.11** The BIDDER shall not instigate or cause to instigate any third person to commit any of the actions mentioned above.
- 3.12** If the Bidder or any of the key personnel of the bidder, actively involved in the project is a relative of any of the actively involved personnel of the Buyer, the same should be disclosed.
The term 'relative' for this purpose would be as defined in section 2(77) of the Companies Act, 2013.
- 3.13** The BIDDER shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee or the BUYER.
- 3.14** The Bidder(s) /Contractor(s) who have signed the Integrity Pact shall not approach the Courts while representing the matter to IEMs and shall wait for their decision in the matter.

4. Previous Transgression

- 4.1** The BIDDER declares that no previous transgression occurred in the last three years immediately before signing of this Integrity Pact, with any other company in any country in respect of any corrupt practices envisaged hereunder or with any Public Sector Enterprise in India or any Government Department in India that could justify; BIDDER's exclusion from the tender process.
- 4.2** The BIDDER agrees that if it makes an incorrect statement on this subject, or committed a transgression through a violation of any of the clauses of the commitments of bidder, BIDDER can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.

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5. Sanctions for Violations:

- 5.1** Any breach of the aforesaid provisions by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER) shall entitle the BUYER to take all or any one of the following actions, wherever required:-
- (i) To immediately call off the pre contract negotiations without assigning any reason or giving any; compensation to the BIDDER. However, the proceedings with the other BIDDER(s) would continue.
 - (ii) The Earnest Money Deposit (in pre-contract stage) and/or Security Deposit/ Performance Bond (after the contract is signed) shall stand forfeited either fully or partially, as decided by the BUYER and the BUYER shall not be required to assign any reason therefore.
 - (iii) To immediately cancel the contract, if already signed, without giving any compensation to the BIDDER.
 - (iv) To encash the advance bank guarantee and performance bond/warranty bond, if furnished by the BIDDER, in order to recover the payments, already made by the BUYER, along with interest.
 - (v) To cancel all or any other contracts with the BIDDER. The BIDDER shall be liable to pay compensation for any loss or damage to the BUYER resulting from such cancellation/recession and the BUYER shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER.
 - (vi) To debar the BIDDER from participating in the future bidding processes of LIC for a minimum period of five years which any be further extended at the discretion of the BUYER.
 - (vii) To recover all sums paid in violation of this Pact by BIDDER(s) to any middleman or agent or broker with a view to securing the contract.
 - (viii) Forfeiture of Performance Bond in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this pact.
- 5.2** The BUYER will be entitled to take all or any of the actions mentioned at para 5.1(i) to (viii) of this pact also on the Commission by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER), of

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an offence as defined in chapter IX of the Indian Penal Code, 1860 or Prevention of Corruption Act, 1988 or any other statute enacted for prevention of corruption.

5.3 The decision of the BUYER to the effect that a breach of the provisions of this pact has been committed by the BIDDER shall be final and conclusive on the BIDDER. However, the BIDDER can approach the Independent Monitor(s) appointed for the purposes this Pact.

6. Independent Monitors:

6.1 The BUYER has appointed (hereinafter referred to as Monitors) for this Pact in consultation with the Central Vigilance Commission.

Name, address, email of the Monitor(s):

1. Shri Rajni Kant Mishra, IPS(Retd.)
Ex Director General in BSF
B-1801, Amrapali Sapphire
Sector – 45, NOIDA, Uttar Pradesh
PIN=201303
Email address: rkm592002@yahoo.co.in &
rkmishra84@gmail.com
Mobile No: (+91) 97173-28500
2. Shri Arun Chandra Verma, IPS(Retd)
Flat No.C-1204, C Tower,
Amrapali, Platinum Complex,
Sector-119, NOIDA, Uttar Pradesh
Email address : acverma1@gmail.com
Mobile : (+91)8130386387

6.2 The task of the Monitors shall be to review independently and objectively, whether and to what extent the parties comply with the obligations under this Pact.

6.3 The Monitors shall not be subject to instructions by the representatives of the parties and perform their functions neutrally and independently. It will be obligatory for him to treat the information & documents of the Bidder as confidential.

6.4 Both the parties accept that the Monitors have the right to access all the documents relating to the project/procurement, including minutes of meetings.

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- 6.5** As soon as the Monitor notices, or has reason to believe, a violation of this pact, he will so inform the **Executive Director (E&OS), LIC**.
- 6.6** The BIDDER(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the BUYER including that provided by the BIDDER. The BIDDER will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontractors. The Monitor shall be under contractual obligation to treat the information and documents of the BIDDER/Subcontractor(s) with confidentiality.
- The Monitor has also signed declarations on 'Non-Disclosure of Confidential Information' and of 'Absence of Conflict of Interest'. In case of any conflict of interest arising at a later date, the IEM shall inform Chairman, LIC and recues himself / herself from that case.
- 6.7** The BUYER will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the parties. The parties will offer to the Monitor the option to participate in such meetings.
- 6.8** The Monitor will submit a written report to the **Chairman, LIC** within 8 to 10 weeks from the date of reference or intimation to him by the BUYER /BIDDER and, should the occasion arise, submit proposals for correcting problematic situations.
- 6.9** If the Monitor has reported to the Chairman, LIC, a substantiated suspicion of an offence under relevant IPC/ PC Act, and the Chairman LIC has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.

7. Facilitation of Investigation:

In case of any allegation of violation of any provisions of this pact or payment of commission, the BUYER or its agencies shall be entitled to examine all the documents including the Books of Accounts of the BIDDER. The BIDDER shall provide necessary information and documents in English and shall extend all possible help of the purpose of such examination/inspection.

8. Law and Place of Jurisdiction:

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This Pact is subject to Indian Law. The place of performance and jurisdiction is the seat of the BUYER.

9. Other Legal Actions:

The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extent law in force relating to any civil or criminal proceedings.

If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.

Changes and supplements as well as termination notices need to be made in writing.

10. Validity:

10.1 The validity of this Integrity Pact shall be from date of its signing and extend upto 12 months after the last payment under the contract. In case BIDDER is unsuccessful, this Integrity Pact shall expire after six months from the date of the signing of the contract.

10.2 Should one or several provisions of this Pact turn out to be invalid; the remainder of this pact shall remain valid. In this case, the parties will strive to come to an agreement to their original intentions.

11. The parties hereby sign this Integrity Pact at.....on.....

BUYER

BIDDER

Name of the Officer:

CEO:

Designation

Deptt./

Witness

1.....

1.....

2.....

2.....