



Request for Proposal (RFP)

Data and Document Formatter and Communication Platform

(FOSS - Free and Open Source Software Based)

Ref: LIC/CO/ITSD/PORTAL/2023-24/DCP

DATE: 17.10.2023



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Section-A: INTRODUCTION

1. Definitions and Abbreviations

1.1 Definitions

LIC	Means without limitation the "Life Insurance Corporation of India" (LIC), a statutory Corporation established under section 3 of Life Insurance Corporation Act, 1956, (Act XXXI of 1956) having its Central Office at "Yogakshema", Jeevan BimaMarg, Mumbai 400 021
Bidder	An eligible firm i.e. firm fulfilling eligibility criteria and submitting a proposal in response to this RFP, in its individual right.
RFP	This Request for Proposal inclusive of any clarifications/corrigenda/addenda that may be issued by LIC.
Bid	The Bidder's written submissions in response to the RFP signed by Authorized Signatory of the bidder.
Authorized Signatory	The person authorized by the company's Board/ Managing Director/ Director for signing the bid documents on behalf of the bidder.
Deliverables & Services	Means all services as per this RFP in general, Brief Scope of work and Detailed Scope of Work of this RFP.
Business Day	shall be construed as a day excluding Saturday, Sundays and public holidays declared under the Negotiable Instruments Act, 1881 by the State Government of Maharashtra or Central Government of India
Day / Man Month/Man Day.	Day : Calendar Day , Man Month : 22 Days in a month , Man Day : Man Month/22.
Clarifications	includes Addenda, corrigenda and clarifications issued by LIC to the RFP
Contract/Purchase order/Purchase order Value	The value of lowest commercial bid made by the successful Bidder.
L1 quote	Lowest price discovered through Commercial Evaluation
L1 Bidder	Bidder whose quote is L1 Quote
Successful Bidder	The L1 Bidder to whom LIC notifies the award of contract/Purchase order/Purchase Order
Vendor	Selected Bidder as an outcome of the RFP with whom LIC signs the Contract/Purchase order/purchase order.
Purchase Order	Means the purchase order issued in favour of the successful bidder.
Specifications	Means all functional, operational, performance or other characteristics required of a Product or Service mentioned in this RFP or any of the Annexures or Addendum to RFP.

“Party” and “Parties”	Each of the parties i.e. LIC and Successful bidder are collectively referred to as the ‘Parties’ and individually as a ‘Party’.
Default Notice	Shall mean the written notice of Default of the Agreement issued by one Party to the other in terms hereof
Law	Shall mean any Act, notification, byelaw, rules and regulations, directive, ordinance, order or instruction having the force of law, enacted or issued by the Central Government and/ or the Government of any state or any other Government or Regulatory Authority.
Personnel	Means professionals and support staff provided by the Bidder and assigned to perform the Services or any part thereof.
Requirements	Shall mean and include the Annexures, details, description of technical and functional specifications, performance characteristics, standards (Indian as well as International) and Scope of Work as applicable and specified in the RFP.
Timelines	Wherever Timelines have been defined as days, weeks, months, they will mean calendar days, calendar weeks and calendar months.
Date of Acceptance	The system shall be deemed to have been accepted by LIC, subsequent to its commissioning, when all the activities as defined in the scope of work related to the acceptance of system have been successfully executed and completed and a certificate from LIC is obtained by the Bidder. The date of acceptance of system will be the one stated in the Certificate issued in writing from LIC and duly signed by an authorized official of LIC.
Specified Personnel	Personnel deployed by the Bidder on the project to meet the requirements of the RFP within the timelines as mentioned in the RFP. The details of all such personnel will have to be shared in Personnel Deployment Plan in response to this RFP.
Concurrent users	Means the number of simultaneous users accessing the system at the same time.
BFSI	Banking, Financial Services and Insurance companies that provide a range of such products/services
Agreement	Any written contract/Purchase order/purchase order between the Life Insurance Corporation of India and the successful bidder with respect to any/all deliverables or services contemplated by this RFP. Any Agreement shall be deemed to incorporate, as schedules, this RFP, all addenda/corrigenda issued by LIC, the Bid of the successful bidder and mutually agreed modifications thereto.
Acceptance of Tender	Means the letter/fax/e-mail or any memorandum communicating to the bidder about the acceptance of this tender.
Contract/Purchase	An Agreement signed between LIC and the Selected Bidder and all the

order/Purchase order	attached documents. The 'Agreement' includes the RFP, subsequent modifications to the RFP issued by LIC, response of selected Bidder to the RFP and agreement document itself.
Solution/Services/ Work/Systems	Means all services, scope of work and deliverables to be provided by the Bidder as described in the RFP and includes services ancillary to the implementation/ development of the solution, such as installation, commissioning, integration with existing systems, and provision of technical assistance, training and other obligations of the Supplier covered under this RFP.
Terms of Reference	Means the section which explains the objectives, scope of work, activities and tasks to be performed, respective responsibilities of the Bidder and expected results and deliverables of the assignment.
Bengaluru COLO	CTRL-S Data enter Limited, 15/A, 2nd Main Road, Veer Sandra, Electronic City, Bengaluru-560100, Karnataka.
Eligibility Bid	This tender process is based on two bid procedure (Technical and Commercial). Eligibility conditions are used in this tender in lieu of empanelling process. Where the words "eligibility bid" appears the same should be read and understood as "response to eligibility conditions criteria".
UAT	The final phase in software development process in which the software will be tested for functionality by panel of users to ensure it can handle required tasks in real -world scenarios according to the specifications.
Upgrade/Migration	Upgrade and/or Migration to mean the same thing and are used interchangeably. Reference to be made in the context of the requirement.

1.2 Abbreviations

Abbreviations	Description
#	Serial Number
AMC	Annual Maintenance Contract/Purchase order
MEC	Minimum Eligibility Criteria
GST	Goods & Services Tax
DC	Data Centre

Abbreviations	Description
OEM	Original Equipment Manufacturer
OS	Operating System
OWASP	Open Web Application Security Protocol
PBG	Performance Bank Guarantee
PO	Purchase Order

Abbreviations	Description
DD	Demand Draft
CO	Central Office, LIC
DOS	Denial of Service
DR	Disaster Recovery
EMD	Earnest Money Deposit
IT/SD	Information Technology / Software Development
IT	Information Technology
NDA	Non-Disclosure Agreement
ED(IT/SD)	Executive Director (IT/SD)
MAF	Manufacturer Agreement Form
RTO	Recovery Time Objective
BCP	Business Continuity Plan
SOW	Scope of Work

Abbreviations	Description
PO VALUE	Purchase Order Value
PAN	Permanent Account Number
PSU	Public Sector Undertaking
LLD/HLD	Low Level Document/High Level Document
RFP	Request for Proposal
SI	System Integrator
SLA	Service Level Agreement
SLM	Second Line Maintenance
SNR	Site Not Ready
SPOC	Single Point of Contact
INR	Indian Rupee
RPO	Recovery Point Objective

2. Invitation to Bid (E-TENDER – Online Submission Only).

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 Central Office at “Yogakshema”, Jeevan Bima Marg, Mumbai-400021, hereby invites sealed tenders (hereinafter referred to as “Bids”) in two bid system, towards this Request for Proposal (RFP) from all eligible bidders for **Data and Document Formatter and Communication Platform (FOSS - Free and open-source software based)**.

The Bidder must be the Original Software Developer of the Solution

Sealed bids must be prepared in accordance with the procedures stated in this RFP document and submitted to Chief (IT/SD), Life Insurance Corporation of India, not later than the date and time stated in the “Activity Schedule” below.

The Bid document can be obtained from the website of LIC “www.licindia.in” under tenders (<https://licindia.in/Bottom-Links/Tenders>) and Central Procurement Portal <https://eprocure.gov.in/> and the e-Tender site of LIC : <https://www.tenderwizard.com/LIC>

The Bidder should try to submit the Bid well before the last date and hence to avoid any inconvenience at the last moment.

This RFP describes what is required of the Bidder in terms of services, deliverables, performance measures and outcomes, and unless otherwise noted in the RFP, places the responsibility for how they are accomplished on the bidder.

Interested entities are advised to study this RFP document carefully before submitting their proposals in response to the RFP. **Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.**

LIC reserves the right to negotiate, change, modify or alter any/all the terms and provisions of the RFP/agreement entered pursuant to the RFP and may request for additional information, if required, from the Bidder. LIC also reserves the right to withdraw this RFP without assigning any reason and without any liability to the Bidder or any other person or party. All actions taken by the Bidder or any other person or party in pursuance hereof are deemed to be so taken after taking into account the commercial acumen and LIC does not guarantee or warrant suitability hereof or success to Bidder/Bidders or any other person or party. This RFP describes what is required of the Bidder in terms of services, deliverables, performance measures and outcomes, and unless otherwise noted in the RFP, places the responsibility for how they are accomplished on the bidder.

Submission of the Bid shall be deemed to be the conclusive proof of the fact that the Bidder has acquainted himself and is in agreement with all the instructions, terms and conditions governing the specification, unless otherwise specifically indicated/commented by him in his Bid. Bids submitted after the time and date fixed for receipt of bids as set out in the invitation to Bid shall be rejected and returned to the Bidders.

3. Activity Schedule

RFP Reference	LIC/CO/IT-SD/PORTAL/2023-24/DCP dated 17th October 2023. RFP for Data and Document Formatter and Communication Platform (FOSS - Free and open-source software based).
Pre-bid queries on the RFP (through e-mail) :	Any query related to the RFP/Bid should be sent through e-mail on co_ittenders@licindia.com latest by 20th October, 2023.
Pre-Bid Meeting	Online Meeting Link: https://licindia.webex.com/licindia/j.php?MTID=m8d31591b33606efc4aad80a82276f404 20 th October, 2023, 15.00 hrs. (In-person/ online)
Last Date for Bid Submission	08.11.2023 (8th Nov, 2023) latest by 15:30 Hrs. Mode of Bid Submission: Online https://www.tenderwizard.com/LIC
Eligibility Bid opening date & time	08.11.2023 (8th Nov 2023), at 15:45 Hrs.
Commercial Bid opening date & time	Will be intimated to the technically qualified Bidders at a later date.
Address of Communication/Receipt/submission/opening of Bids	Chief (IT/SD), LIC of India, Central Office, IT/SD Department, 2nd Floor, Jeevan Seva Annexe Building, S.V. Road, Santacruz (W), Mumbai - 400 054
Contact details	Mr Pinku Jha/Mr Sukrit Chauhan, IT/SD, 022-67090420 / 7488453607/7737189544. Mr Rahul Nema, ITSD, 022-67090420 / 9926406404 Mr. Pramod Kumar, Deputy Secretary (IT/SD)- 022-67090510 E-mail ID: co_ittenders@licindia.com
Web page Address	Please refer to the Tenders Section of https://www.licindia.in

LIC reserves the right to extend the last date for the receipt of RFP Bids. LIC reserves the right to cancel the RFP at any time without penalty and without incurring any financial obligation to the Bidder.

The above schedule is tentative only and subject to change and any change will be notified through the Web page mentioned in the above Table.

- Amendments/corrigendum, if any, to this RFP would be hosted on our website only.
- The Eligibility Bids will be opened by the Tender opening committee of LIC in the presence of the bidders' representatives who choose to attend. Only bids of the bidders satisfying the minimum eligibility criteria will be taken up for technical evaluation.
- The formulation of the Evaluation criteria, the conduct of the evaluation of the responses to the RFP and the subsequent selection of the successful bidder(s) will be entirely at the discretion of LIC and its decision shall be final and no correspondence seeking clarifications on the decision shall be entertained.

4. Present Technical Environment:

Operating System : Red Hat Enterprise Linux Server

Database : Oracle /MySQL .

Application Server : RH-Jboss Enterprise App / Tomcat .

Programming Language : Java.

Section-B: MINIMUM ELIGIBILITY CRITERIA

1. Minimum Eligibility Criteria (MEC) and Technical Evaluation Criteria (TEC)

Table 1: Minimum Eligibility Criteria		
#	Eligibility Conditions	Documentary Evidence Required
1.	The Bidder must be a registered legal entity in India. Organization registered under applicable Act in India	a) Certificate of incorporation/registration b) Valid GST registration certificate with GST Registration number c) Copy of PAN card
2.	The Bidder should be the OEM/Original Software Developer of the Data and Document Formatter and Communication Platform	Declaration by the Bidder.
3.	The proposed Solution must be based on FOSS - Free and open-source software (No Proprietary Software)	Declaration by the Bidder and Technology Stack.
4.	The Propose Solution is to be deployed Onsite on LIC Infrastructure. (On Premise Deployment).	Submission by the Bidder
4.	The proposed Solution must have been implemented for at least one BFSI Client in India.	Client details Submission by the Bidder
6	The bidder should not have been blacklisted by any Govt./PSU/reputed listed company for corrupt or fraudulent practices or non-delivery / non-performance in the last three years. The bidder must warrant that there is no legal action being taken against it for any cause in any legal jurisdiction. If such an action exists and the bidder considers that it does not affect its ability to deliver the requirements as per the tender, it shall provide details of the action(s).	A certificate in original from the Authorized signatory should be attached as compliance to this condition.

Technical Eligibility Criteria (TEC)

Table 2: Technical Eligibility Criteria		
#	Technical Eligibility Conditions	Documentary Evidence Required
1	Compliance to the Technical Requirement Section E: Scope of work and Technical Requirements	Technical Compliance Submission
2	Solution Architecture	Technical Submission
3	<p>a. Solution Technology Stack (LIC will provide the subscription/license for the following items if required in the solution: RHEL OS, MySQL, and Oracle.</p> <p>b. VM as per the Sizing requirement will also be provided by LIC.</p> <p>c. Solution Technology Stack is Open Source based without need for any proprietary software.</p>	Technical Submission
4	<p>On Premise Hardware Sizing for 2 million transactions per day. [Production: Desired/Indicative: 8 Core, 16 GB RAM] [UAT: Desired / Indicative: 4 Core, 8 GB RAM]</p>	Technical Submission
5	Proof of Solution / Solution Demonstration with the desired features	Solution Demonstration
6	Active Clients for the Proposed Data and Document Formatter and Communication Platform	Purchase Order/ Contracts. (Upto three Clients Submission) Mandatory (1 Client Submission)

LIC will use the Minimum Eligibility Criteria (MEC) and Technical Eligibility Criteria (TEC) for this RFP for evaluating bidders. The bidder fulfilling the criteria only should respond to this RFP.

To qualify in the Evaluation, a Bidder must comply with the requirements as listed.

Any compliance with qualified statement shall be treated as non-compliance.

The bidder is also be required to make a technical presentation and demonstration showcasing their solution, understanding and competency in support of fulfilment of the RFP requirements.

Section-C: INSTRUCTIONS TO BIDDERS

1. General Instructions:

- a) The Bidder may download the RFP documents from the websites mentioned below:
- LIC Website (www.licindia.in), tenders section.
 - Central Public Procurement Portal of GOI (eprocure.gov.in)
 - <https://www.tenderwizard.com/LIC>

BID SUBMISSION

This is an E – Tender and hence Bids must be submitted “ON LINE”. Tender is to be submitted online through e procurement portal. No hardcopy of the tender will be accepted.

All documents are to be scanned and uploaded. Bids should be submitted well before the closing time. **Submitting the bid online in the last few hours before the bid closing time should be avoided in the bidder’s own interest.** Neither the Service Provider nor LIC will be responsible for any lapses /failure on the part of the bidder, in such cases.

Online bids are hereby invited for the works mentioned through online e-Tendering System portal <https://www.tenderwizard.com/LIC> from the intending bidders.

- b) The RFP provides an overview of the requirements, bidding procedures and contract/Purchase order terms. While every effort has been made to provide comprehensive and accurate background information, requirements and specifications, Bidder must form their own conclusions about the solution keeping in view, LIC’s requirements. Information contained in this RFP and corrigenda, if any, should be taken as guidelines for Bidders.
- c) LIC has used or will use its best judgment and assessment to fairly and reasonably represent the nature and scope of the work in order to submit viable Bids. However, LIC shall not be deemed to give any guarantees or warranties of accuracy of any of the information in this RFP or any corrigenda, nor of its being comprehensive or exhaustive. Nothing in this RFP or any corrigenda is intended to relieve Bidders from forming their own opinions and conclusions in respect of the matters addressed in this RFP or any corrigenda, as applicable.
- d) No commitment of any kind, contract/Purchase order or otherwise shall exist unless and until a formal written contract/Purchase order has been executed by or on behalf of LIC. Any notification of preferred Bidder status by LIC shall not give rise to any enforceable rights to the Bidder.

- e) This RFP supersedes and replaces any previous public documentation & communications, and Bidders should place no reliance on such communications.
- f) Failure to comply with the requirements of this RFP and corrigenda, if any, may render the Bid non-complaint and the Bid may be rejected. Hence, Bidders must:
 - i. Include all required Documents, Certificates, etc. specified.
 - ii. Follow the format provided and respond to each element in the order as set out.
 - iii. Comply with all requirements as set out.
- g) The information provided in the RFP is believed to be true and reliable at the date obtained, but does not purport to provide all the information necessary or desirable to enable the bidder to determine whether or not to participate in the RFP.
- h) Each bidder should conduct its own investigation and analysis and should check the accuracy, reliability and completeness of the information in this RFP and wherever necessary obtain independent advice.
- i) LIC makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP.
- j) Failure to furnish all information required by the RFP or submission of a Bid not responsive to the RFP in every aspect will be at the Bidder's risk and may result in rejection of the Bid.
- k) In response to this Bid by the Bidder will be deemed as consent to all the terms and conditions mentioned in this RFP along with its Annexure(s), Clarifications, if any.
- l) All the terms and conditions and the contents of the RFP along with the Annexure(s) , Clarifications, if any, will be contract/Purchase order binding and will form part of the resulting agreement and any purchase orders, to be issued to the successful Bidder, from time to time as an outcome of this process.
- m) LIC reserves the right to negotiate, change, modify or alter any/all the terms and provisions of the RFP entered pursuant to the RFP and may request for additional information, if required from the Bidder. LIC also reserves the right to withdraw this RFP without assigning any reason and without any liability to the Bidder or any other person or party. All actions taken by the Bidder or any other person or party in pursuance hereof will be deemed to have been taken after considering commercial acumen and also taking into account that LIC does not guarantee or warrant suitability hereof or success to the bidder or any other person or party.
- n) **No consortium or joint bid or sub-contract/Purchase ordering is allowed.**
- o) All the pages of bid document should be numbered.

2. Issue of Corrigendum

- i. LIC will endeavour to provide timely response to all queries in utmost good faith. However, LIC at its discretion may choose not respond to the query which is not under purview of this RFP.
- ii. At any time prior to the last date for receipt of Bids, LIC may for any reason, whether at its own initiative or in response to a clarification requested by a Bidder, modify the RFP Document by issuing corrigendum.
- iii. The corrigendum (if any) and clarifications to the queries from all Bidders will be posted on LIC'S website <https://www.licindia.in> under Tender section and also on Central Public Procurement Portal of GOI under the link <http://eprocure.gov.in.in/cppp/> and <https://www.tenderwizard.com/LIC>
- iv. Any such corrigendum shall be deemed to be incorporated into this RFP.
- v. In order to allow Bidders a reasonable time to take the amendments if any, into account in preparing their Bids, LIC, at its discretion, may extend the last date for the submission of Bids.
- vi. Any change in the timelines as decided by LIC will be posted in LIC website and Central Public Procurement Portal of GOI. The Bidders, in their own interest are requested to check both Websites regularly to know the updates.

3. Qualification Criteria

Only the bidders who meet all the qualifications mentioned in Section “**Minimum Eligibility Criteria**” of this RFP are eligible to participate in the RFP.

Technical evaluation will be done only for the bidder qualifying as per Minimum Eligibility Criteria [Section-B: MINIMUM ELIGIBILITY CRITERIA]

4. Terms and Conditions

4.1 Right to accept any proposal and to reject any or all proposal(s)

LIC reserves the right to accept or reject any proposal, and to annul the tendering process and reject all proposals at any time prior to award of contract/Purchase order, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for LIC's action.

4.2 Contacting LIC

No Bidder shall contact through any means of communications LIC or its employees on any matter relating to this bid, from the time of the bid opening to the time the Contract/Purchase order is awarded. If the bidder wishes to bring additional information to the notice of LIC, it should do so through the designated email-id as given in the Activity Schedule or in writing till the evaluation process is over. Any effort by a Bidder to influence LIC in its decisions on bid evaluation, bid comparison or contract/Purchase order award may result in rejection of the Bidder's bid.

4.3 Right to terminate the Process

- i. LIC may terminate the RFP process at any time without assigning any reasons whatsoever. LIC makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- ii. This RFP document does not constitute an offer by LIC. The bidder's response to this RFP may result into selection of bidder(s) after completion of selection process as detailed in this RFP document.
- iii. LIC reserves the right to accept or reject any proposal, and to annul the RFP process and reject all proposals at any time, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for its action.
- iv. LIC may cancel any procurement under this RFP at any time without assigning any reasons whatsoever. The decision of LIC will be final in this matter.

4.4 Disqualifications

LIC may at its sole discretion and at any time during the evaluation of Proposal, disqualify any Bidder, if the Bidder has:

- i. Made misleading or false representations in the forms, statements or attachments submitted in proof of the eligibility requirements;
- ii. Exhibited a record of poor performance such as abandoning works, not properly completing the contract/Purchase order obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years;
- iii. Submitted a proposal that is not accompanied by required documentation or is nonresponsive;

- iv. Failed to provide clarifications related thereto, when sought;
- v. Submitted more than one Proposal;
- vi. Been declared ineligible by the Government of India/State/UT Government/ PSUs for corrupt and fraudulent practices or blacklisted.
- vii. Submitted a Proposal with price adjustment/variation provision.

5. Cost of Bidding

The bidder shall bear all the costs incurred in connection with participation in the RFP process, preparation and submission of its bid, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/ discussions/ presentations, preparation of proposal or in providing any additional information etc. that are required by LIC to facilitate the evaluation process. LIC will in no case be responsible or liable for any costs, regardless of the conduct or outcome of the bidding process.

6. Relationship between LIC and the bidders

It is clarified that no binding relationship exists between any of the bidders and LIC of India till the execution of a contractual/Purchase order agreement / issue of Purchase Order.

7. Bid Processing Fee

No Bid Processing fee will be levied for participating in this RFP process.

8. EMD

No EMD Requirement for participating in this RFP process.

9. Pre-Bid Clarifications:

- a) Clarifications if any, regarding the terms and conditions of this RFP, any error, omission or discrepancy found in this RFP document have to be obtained by the bidder through the pre-bid queries only. Thereafter, no representations/queries will be entertained in this regard. Later on if any issue(s) arise, LIC will consider the matter on merits and decide the same, prior to opening of commercial bids.
- b) The queries for pre-bid meeting should necessarily be submitted before the date and time mentioned in the Activity Schedule in the following format to the email-id co_ittenders@licindia.com, the file size per e-mail not exceeding 1MB. No other form of communication shall be entertained.

Request for Proposal Data and Document Formatter and Communication Platform (FOSS - Free and open-source software based). Reference: LIC/CO/IT-SD/PORTAL/DCP/1610 dated 17th October 2023			
Sl.No	RFP Document Reference(s) (Section & Page Number)	Clause (in brief) of RFP requiring clarification(s)	Brief details/ Query in reference to the clause
1.			
2.			

- c) LIC shall not be responsible for ensuring that the bidders' queries have been received. Any requests for clarifications received after the indicated date and time may not be entertained by LIC.
- d) No consideration will be given to communications from bidders seeking clarifications for pre-bid queries received after the date and time stipulated by LIC and no extension of time will be permitted for the same. However, LIC reserves the right to extend the last date and time for the same at its own discretion.
- e) At any time prior to the last date for receipt of bids, LIC may, for any reason, whether at its own initiative or in response to clarifications requested by prospective Bidders, modify the RFP Document.
- f) Clarifications/ Corrigendum (if any) issued by LIC at any time before the due date of submission of the bid will become a part of the RFP document and would be notified on the official webpage of LIC <http://www.licindia.in> (Tender Section). The bidders in their own interest are requested to check website regularly to know the updates.
- g) In order to provide prospective bidders reasonable time for taking the modifications into account, LIC may, at any time prior to the date of bid submission, extend the date for the submission of Bids.
- h) Requests for clarification on telephone will not be entertained.

10. Pre-bid meeting:

An Online Pre-bid meeting will be held with all the interested bidders as per the details given in the Activity Schedule.

11. Instructions for Bid Submission

- a. The bidder should not respond to this RFP / quote for this requirement in consortium with any other partner. All such consortium bids will be summarily rejected.
- b. Participation in this tender will mean that the bidder has accepted all terms and conditions and clauses of this RFP/tender and subsequent modification(s) to this tender, if any.
- c. The original Bid shall be typed on (A4 size).
- d. Two-bid system (Eligibility and Technical Commercial) will be followed by LIC for this RFP.
- e. Bids to be submitted Online at <https://www.tenderwizard.com/LIC> .
- f. Separate Submission to be made online for :
 - i. Submission 1 : Eligibility and Technical bid documents (Please ensure that no commercial is mentioned in the Eligibility and Technical Bid)
 - ii. Submission 2: Commercial bid should be submitted
- g. Bidders should submit their bids only if they agree to all the terms and conditions mentioned in the tender document. Sealed Bids should be addressed to CHIEF (IT/SD) and should be deposited in the tender box at the address as per the date and time given in the activity schedule.
- h. No consideration will be given to a bid received after the date and time stipulated by LIC and no extension of time will be permitted for submission of Bids.
- i. The Corporation will not be responsible for non-receipt of bids within the specified date and time due to any reason.
- j. The bid may be rejected if:
 - i. Bid is not signed by the duly Authorised Signatory or
 - ii. Please note that if the submission containing eligibility bid is found to contain commercial Bid also, then that bid may be rejected outright. Please Note that Prices must not be indicated in the Eligibility/Technical Bid, failing which the Bid may be rejected.
- k. The bidder should not respond to this RFP / quote for this requirement in consortium with any other partner. All such consortium bids will be summarily rejected.
- l. Participation in this tender will mean that the bidder has accepted all terms and conditions and clauses of this RFP/tender and subsequent modification(s) to this tender, if any.

- m. The Bidders should submit their Bid along with required documents and Certificates as stated in the Section B -Eligibility Criteria and Technical Criteria or elsewhere in the RFP.
- n. All hardcopies of the bid must be spirally bound and pages serially numbered.
- o. By submitting a signed bid, the bidders' signatory certifies that in connection with this RFP:
- i. The bidder's organization or an agent of the bidder's organization has arrived at the technical offer and prices in its bid without consultation, communication or agreement with any other respondent or with any competitor, with a view to restrict competition,
 - ii. The prices quoted in the bid have not been knowingly disclosed and will not be knowingly disclosed by the bidder's organization or by any agent of the bidder's organization, directly or indirectly, to any other respondent or to any competitor.
 - iii. No attempt has been made or will be made by the bidder's organization or by any agent of the bidder's organization to induce any other person or firm to submit or not to submit a bid for the purpose of restricting competition.
- p. The successful bidder shall submit, a duly notarized Non-Disclosure agreement on a stamp paper of Rs.500/- (Rupees five hundred fifty only) as per the format given in Annexure duly signed by the Authorized Signatory of the Company.
- q. Language of Bid: The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and LIC shall be in English language. As far as numbers are concerned the same should be in English Numerals.
- r. Bid Currencies: Prices for all the components shall be quoted in Indian Rupee. The Bids in currencies other than INR will not be considered.
- s. The Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words shall prevail. If the bidder does not accept the correction of errors, its bid will be rejected and its EMD may be forfeited.
- t. During Bid evaluation, if any deviation is observed, LIC may call for clarifications / confirmations and may decide to accept any deviation at its discretion and the decision of LIC in this matter will be final. However, this will be done before opening of commercial bids.

- u. If any compliance or clarification sought by LIC is not submitted within 5 business days of being called for, the bids are liable to be REJECTED. The above matter is entirely at LIC's discretion and decision of LIC in this matter will be final and binding.
- v. During scrutiny of bid, if any technical specification/s of any item is/ are changed by mutual consent to meet our requirement, all the Bidders will be informed of the same and asked to submit fresh quotation for that/ those item/s if any.
- w. The bidder may provide assumptions / deviations on technical only to the contents of this RFP document at the time of submission of the Bid in the submission containing the Bid in the format given in Annexure with the caption: Schedule of Assumptions and Deviations from RFP. It may be noted that once the assumptions / deviations are provided, the Bidder would not be allowed to withdraw the same. The Bid Evaluation Committee would evaluate and re-classify them as "material deviation" or "non-material deviation". In case of material assumption / deviation, the committee may decide to monetize their value, which has to be added to the price bid submitted by the bidder, or reject the bid, prior to announcement of technical scores. The bidders would be informed in writing on the committee's decision on the assumptions / deviations, prior to announcement of technical scores. The bidder would not be allowed to withdraw the assumptions / deviations at this stage. No correspondence in this matter will be entertained. In case of non-material assumptions / deviations, the same would form a part of the Bid and the Contract/Purchase order.

12. List of enclosures with bid:

The Eligibility bid document should contain the following:

- a) Document authorizing the Authorized Signatory
- b) Covering letter, application form and details asked as per Annexure-I and II
- c) Copy of Certificate of registration/incorporation
- d) Copy of GST registration certificate (central/state)
- e) Copy of PAN card
- f) Declaration about non-blacklisting as per Annexure-IV
- g) Documentary evidence like certificate from customers or copies of Purchase Orders etc. along with certificate as per Annexure.
- h) Annexure IV-Authorization for signing all the documents related to RFP.

Note: The above list of requirements is indicative only. The bidder should refer to the bid document for all requirements that are required to be submitted in the eligibility bid document.

13. Commercial Bid

(Price is to be quoted in Indian Rupees only.)

- a. All quotes should conform to the format as mentioned in the Commercial Bid.
- b. For each component, the prices exclusive of taxes should be given separately as per Annexure-X format.
- c. Taxes i.e. GST will only be paid by LIC to the Bidder at actuals.
- d. It will be the responsibility of the bidder to take care of all formalities, any other tax, charges, if any, necessary as per rules/ regulations / orders of any government/non-government / regulatory authority in force.

14. Clarification on Bids

During evaluation of bids, LIC may, at its discretion, ask the Bidder for clarifications on its bid. The request for clarification and the response shall be in writing.

15. Modification and Withdrawal of the Bids

No bid can be modified or withdrawn by a bidder, after the submission of the bid. The bid and all the supporting documents submitted by the bidders shall be the property of LIC.

16. Compliant Bids / Completeness of Response

- a) The responses to this RFP must be complete and comprehensive with explicit documentary evidence in support. Information should be submitted in the same format as per the Annexure(s) attached.
- b) Bidders are advised to study all instructions, clarifications, terms, requirements, appendices/ Annexure and other information in this RFP document carefully. Submission of the bid / proposal in response to this RFP shall be deemed to have been done after careful study and examination of this RFP document with full understanding of its terms, conditions and implications.
- c) Failure to comply with the requirements as set out within the RFP and failure to submit the bid as detailed in the RFP may render the bid non-compliant and such bid may be rejected.
- d) Bid with insufficient information to permit a thorough evaluation may be rejected.
- e) LIC reserves the right to verify the validity of bid information, and to reject any bid where the same appears to be incorrect, inaccurate or inappropriate in LIC's estimation.

f) Bids not conforming to the requirements of the terms and conditions may not be considered by LIC. However, LIC reserves the right, to waive/ modify any of the requirements of the bid, in, the best interests of LIC.

g) Rejection of non-compliant bid:

- LIC reserves the right to reject any or all bids on the basis of any deviation(s).
- Bids found with suppression of details, subjective, conditional offers, partial offers will be rejected. The decision of LIC in the evaluation of bids shall be final

17. Revised commercial bid (If applicable):

LIC may call for any additional information/document by way of clarification etc. before the finalization of the bid. Also, during scrutiny of bid, if any technical specification/s and/or scope of work is/are changed or if there is a need of normalization for hardware/software to meet LIC's requirement, all the bidders will be informed of the same and asked to submit fresh commercial quotations.

During technical evaluation, if any deviation is observed, LIC may decide to accept any deviation at its discretion and decision of LIC in this matter will be final and binding. However this will be done before opening of commercial bid.

18. Bid Validity Period

Bids shall remain valid for 6 months from the last date of submission of responses to this RFP. LIC shall reject a bid as non-responsive if the bid is submitted with a shorter validity period.

In exceptional circumstances, LIC may solicit the Bidder's consent for an extension of the bid validity period. The request and the response thereto shall be made in writing and the validity period of EMD will be suitably extended. A Bidder may refuse the request without forfeiting its EMD unless it is the successful bidder who has been notified by LIC that its bid has been accepted. A Bidder granting the request will not be required nor permitted to modify its bid.

19. Late Bids

- a) The Bids received beyond date and time mentioned in the Activity Schedule will be termed as "Late" and will be rejected/returned to the bidder unopened.
- b) LIC will not be responsible for non-receipt of bids within the specified date and time for any reason.

- c) LIC may, at its sole discretion, change the date/time of submission of bids and LIC's decision in this matter will be final.

20. Procedure for opening of the bids:

Bids received within the specified closing date and time in the Activity Schedule will be opened online on the specified date, time and venue as given in the Activity

- a) The date, time and venue of the opening of the Bids shall be as per the Activity Schedule.
- b) After completion of evaluation of eligibility and technical bid, the result of the bidders qualifying for the commercial evaluation will be notified on the LIC website and may be intimated to all participating bidders.
- c) Technical Bids will be evaluated only of those bidders declared as "qualified" as per the MEC.
- d) On completion of the Bids evaluation, the list of short listed bidders and the date, time and venue of opening of their Commercial bids will be notified on LIC website and may be intimated to all shortlisted bidders.
- e) Commercial bids of only the bidders shortlisted in the bid evaluation will be opened by the Tender Opening Committee of LIC in the presence of the bidders/their Authorized representatives who choose to attend.

21. Bid Evaluation:

- a) LIC will evaluate the Bids submitted in response to the RFP and all supporting documents / documentary evidences as per the requirements stated in the RFP documents and its subsequent modifications (if any).
- b) LIC may ask for meetings with the Bidders to seek clarifications on their bids. LIC reserves the right to call for any clarification from any/all bidder(s) during the evaluation of the bids. Such clarifications should be submitted only in writing. No other correspondence on bids will be entertained.
- c) Technicalities or minor irregularities in bids may be waived during evaluation if it is in LIC's best interest. The bidder may either be given an opportunity to cure any deficiency resulting from a technicality or minor irregularity in its bid, or the deficiency waived if it is to LIC's advantage so.
- d) Evaluation of the responses to the bids and subsequent selection of the successful bidder(s) will be entirely at the discretion of LIC and will be binding on the bidders. LIC's decision shall be final and no correspondence seeking clarifications about the decision shall be entertained.

22. Rejection of non-compliant bid:

- a) LIC reserves the right to reject any or all bids on the basis of any deviation(s).
- b) Bids found with suppression of details, any mis-representation, subjective, conditional offers, partial offers will be rejected. The decision of LIC in the evaluation of bids shall be final.

23. Eligibility Criteria Evaluation:

The Bidder needs to comply with all the eligibility criteria as provided in Section Minimum Eligibility Criteria (MEC) to be eligible. Non-compliance to any of these criteria would result in outright rejection of the Bidder's proposal. The Bidder is expected to provide proof for each of the points for eligibility evaluation. All credential letters/purchase orders/contract/Purchase order copies should be appropriately bound, labelled and segregated in the respective areas. The Bidder needs to provide the minimum number of credentials as provided in the eligibility criteria, but there is no restriction on the number of credentials a Bidder can provide.

The decision of LIC would be final and binding on all the Bidders to this RFP. LIC may accept or reject an offer without assigning any reason what so ever.

24. Bid Evaluation process:

The eligibility bids will be opened together in the presence of the bidders' representatives who choose to attend. LIC reserves the right to call for any clarification from any/all bidder(s) during the evaluation of the bids. Such clarifications should be submitted only in writing. No other correspondence on bids will be entertained.

25. Criteria for Evaluation

During evaluation, the bidders may be requested to make a technical presentation in respect of the solution proposed, so as to assess the bidder's understanding of the Scope of Work. The overall scope of the **presentation will include showcasing understanding of requirement, project approach and plan, team expertise and unique value propositions.**

26. Normalization of Bids

- i. LIC may, at its sole discretion, decide to seek more information from the Bidders in order to normalize the Bids. However, Bidders will be notified separately, if such normalization exercise is resorted to.
- ii. Normalization will be done to the extent possible and feasible to ensure that Bidders are meeting the requirements of the RFP to the extent possible and that the interest of LIC is protected. LIC reserves the right to normalize any or all of the bids. If such normalization has a bearing on the price, LIC may at its discretion ask the bidders

eligible for technical evaluation to submit the technical and commercial bids once again for scrutiny.

- iii. The submissions can be requested by LIC in the following two manners:
 - a. Incremental technical bid and/or incremental price submissions in part of the requested clarifications by LIC (or)
 - b. Revised technical and/or price submissions of the part or whole Bid
- iv. The process of normalization may be iterative till such time LIC is satisfied with the response of the Bidders.
- v. Post the normalization process in case any Bidder has not quoted for any of the components, the response would be deemed to conclude that the unquoted components required for meeting the functional and technical requirements including the service levels specified in this RFP have been included in the total fixed cost in the Annexure-IX - Commercial Bid.
- vi. The Bidder by participating in this tender agrees to the normalization process being followed and adopted by LIC and has no reservation on the process adopted. In the event the Bidder has any query on the normalization process the same may be raised by the Bidder as part of the pre-bid queries.
- vii. This clause is applicable for only those items where the Bidder has quoted inadequately in terms of quantity or description or sizing, in such cases the bidder will provide the additional quantities at the same rates quoted in the price Bid.
- viii. This clause is not applicable for items where the Bidder has missed out quantities or scope items, in such cases the bidder will have to make good such items or scope at no additional cost to LIC.
- ix. LIC can repeat this normalization process at every stage of bid submission till LIC is satisfied. The Bidders agree that they have no reservation or objection to the normalization process and all the Bidders will, by responding to this RFP, agree to participate in the normalization process and extend their co-operation to LIC during this process.
- x. The Bidders, by submitting the response to this RFP, agree to the process and conditions of the normalization process.

LIC, at its discretion, will go through a process of normalization of the bids to the extent possible and feasible, to ensure that Bidders are more or less on the same technical ground. However, Bidders will be notified separately, if such normalization exercise is resorted to. After the normalization process, if LIC's technical evaluation team feels that any of the bids

needs to be normalized and that such normalization has a bearing on the price bids, LIC may at its discretion ask all the technically short-listed Bidders to resubmit:

- Incremental Technical and Commercial bids, or
- Complete Technical and Commercial bids once again.

LIC can repeat this normalization process several times at after each submission and subsequent evaluation of the technical submission, till LIC is satisfied. By responding to this RFP, the Bidders have agreed that they have no reservation or objection to the process & conditions of normalization and will participate in the normalization process and extend their cooperation to LIC during this process.

27. Commercial Bid Evaluation process

- a) Only those Bidders who qualify in Eligibility evaluation would be shortlisted for commercial evaluation.
- b) The Bidder has to specify both in figures & words for all price quoted in Commercial Bid.
- c) The bidder should quote the prices for all the items in Commercial bid format as per Annexure-IX.
- d) Arithmetical errors will be rectified on the following basis:
 - i. If there is a discrepancy between the total price quoted in the bid and the total price that is obtained by multiplying unit price and quantity, the unit price shall prevail. The total price will be corrected accordingly.
 - ii. If there is discrepancy between the amount in words and figures, the amount in words will prevail.

28. L1 Bidder (Lowest Quote in the Commercial Bid) .

- a) Price quoted by the Bidders in the submitted commercial bid will be taken as the final commercial quote of that bidder.
- b) The bidder with lowest commercial bid will be declared as L1 bidder.
- c) The commercial figure quoted will be an all-inclusive figure including out of pocket expenses, travelling, boarding, permits and lodging, but excluding all applicable taxes such as local sales Tax / Levies such as Octroi / Entry Tax, Local Body Tax, VAT, GST etc.
- d) **The bidder with the L1 Quote, post the Commercial evaluation will be declared L1 Bidder. However, if the prices discovered as a part of commercial evaluation are felt to be unrealistic for the services offered or beyond LICs budget estimates, to give a fair chance to the bidder with lowest quote, LIC may call the bidder for a price negotiation. Post this only, the commercial bid process will be termed as complete.**

- e) **The final outcome of the bidding process will be published on the LIC website.**
- f) The bid price shall be in Indian Rupees.
- g) The bidder would need to provide all costs in Annexure-X Commercial bid details. The cost summary from these will flow into the Summary sheet of Annexure X Commercial bid details.
- h) In case the tendering process has not been completed within the stipulated period, LIC may request the bidders to extend the validity period of the bid.
- i) The selected L1 bidder will be informed about the selection and the result will be notified on the LIC website **www.licindia.in** and the bidders are advised to visit the above website for any information in reference to this RFP.
- j) In the event the Bidder has not quoted or has omitted any product or service, then it will be deemed that the Bidder shall provide the same product and/or service at no additional cost to LIC.
- k) In case the L1 bidder fails to fulfil any of the obligations under the RFP within the timelines defined, LIC reserves the right to cancel his selection and declare the L2 bidder (bidder with the second lowest commercial bid) as successful bidder provided this bidder agrees to match the commercial bid of the L1 bidder.
- l) LIC may ask bidder to provide additional similar and related services at the agreed rates as discovered in the commercial bid or negotiated with the bidder.

29. Technical Negotiations

Technical Negotiations will include a discussion of the Technical aspects of the Proposal, the proposed technical approach and methodology, work plan, and organization and staffing, and any suggestions made by the Bidder to improve the Terms of the RFP. LIC and the Bidders will finalize the Terms of the RFP, staffing schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the Contract/Purchase order as –Description of Services. Special attention will be paid to clearly defining the inputs and facilities required from LIC to ensure satisfactory implementation of the assignment. LIC shall prepare minutes of negotiations which will be signed by LIC and the Bidder.

Bidder has to deploy sufficient nos. of professionals to work on this project and will simultaneously train the internal staff of LIC to work in a collaborative manner. Bidder will furnish the details of their personnel along with their qualification, certification, experience etc. deployed for this project.

30. Award Criteria

LIC will declare a bidder who is evaluated as eligible, qualified and commercially lowest as the successful bidder. LIC will notify the successful bidder to enter into the contract/Purchase order in writing through a letter of Notification of Award.

31. Request to extend validity period and EMD by LIC (Not Applicable)

In case the tendering process has not been completed within the stipulated period, LIC may request the bidders to extend the validity period of the bid and EMD.

32. Notification of Award

After Commercial Evaluation, LIC will notify the successful bidder in writing, that its proposal has been accepted and send the Bidder the Contract/Purchase order Form incorporating all terms and conditions between the two parties. The Bidder, in turn, has to confirm the acceptance for the Offer made by LIC through mail or registered letter.

33. Performance Guarantee and Contract/Purchase ordering

a. Performance Guarantee

The selected bidder will provide an unconditional and irrevocable Performance Bank Guarantee, within 15 days from the Notification of award, for a value equivalent to **3% of the total Contract/Purchase order Value**. The Bank Guarantee should be as per the format given as **Annexure** and should be executed by a Nationalized/ Scheduled bank acceptable to LIC and having Branches in Mumbai.

The unconditional and irrevocable Performance Guarantee should be valid for the entire contract/Purchase order period and an additional 6 months from the date of notification. The selected bidder shall be responsible for extending the validity date and claim period of the Performance Guarantee as and when it is due on account of extension of contract/Purchase order period. In case the selected bidder fails to submit performance guarantee within the time stipulated, LIC at its discretion may cancel the notification placed on the selected bidder without giving any notice.

LIC shall invoke the unconditional and irrevocable performance guarantee in case the selected Vendor fails to discharge their contract/Purchase order obligations during the period or LIC incurs any loss due to Vendor's negligence in carrying out the project implementation as per the agreed terms & conditions.

b. Contract/Purchase ordering

The notified Bidder who submits the Performance Bank Guarantee as above may enter into the contract/Purchase order for the execution of this project with LIC as per the terms and conditions of this RFP.

LIC reserves the right to incorporate standard contract/Purchase order provisions and the contract/Purchase order shall at all times be compliant to:

- “Contract/Purchase order Agreement for Selection of System Integrators/ Implementation Agencies” <http://deity.gov.in/content/rfp-standardization-model-rfps-and-guidance-notes>
- Provision of the CVC and GoI on procurements
- General Financial Rules 2017 for contract/Purchase order management http://finmin.nic.in/the_ministry/dept_expenditure/gfrs/GFR2017.pdf

LIC reserves the right to incorporate standard contract/Purchase order provisions into any contract/Purchase order negotiated as a result of any proposal submitted in response to this RFP. These provisions may include such things as the normal day-to-day relationships with the Bidder, but may not substantially alter the requirements of this RFP. Further, the successful Vendor is to be aware that all material submitted in response to this RFP, as well as the RFP itself, will form a part the final contract/Purchase order. The selected Vendor(s) will sign a contract/Purchase order with LIC to provide the items named in their responses, at the prices listed. The Contract/Purchase order will be subject to review throughout its term. LIC will consider cancellation of contract/Purchase order upon discovery that the selected Vendor is in violation of any portion of the Contract/Purchase order, including an inability by the Vendor to provide the products, support and/or service promised in their response.

LIC reserves the right to cancel this RFP, to make a partial award, or to make no award if it determines that such action is in the best interest of the LIC.

- a. LIC reserves the right at the time of award of contract/Purchase order and during the term of the contract/Purchase order to vary the quantity of services and goods specified in the RFP without any change in unit prices or other terms and conditions.
- b. LIC, at all times, reserve the right to modify, include or exclude procurement of products under consideration in this RFP if it is to LIC's advantage to do so.
- c. LIC reserves the right to shift/divert the equipment to other locations from where they are. In such cases, the warranty / AMC shall continue to be in force at the new location and the supplier has to continue to extend his support for the same at the new location.

c. Signing of Contract/Purchase order

Post submission of Performance Guarantee by the successful bidder, LIC may enter into a contract/Purchase order with the successful bidder, incorporating all clauses of RFP, all clarifications and the response to the RFP of the successful bidder.

SECTION-D: TERMS AND CONDITIONS

1. Terms and Conditions regarding bidding:

- a. The Bidder is expected to examine all instructions, statements, forms, terms, conditions and specifications in the bid document. Failure to furnish all information required by the RFP or submission of a bid not responsive to the RFP in every respect will be at the Bidder's risk and may result in rejection of his bid. While LIC has made considerable effort to ensure that accurate information is contained in this RFP, the information contained in this RFP is supplied solely as a guideline for bidders.
- b. Any notice by one party to the other pursuant to the Contract/Purchase order shall be sent by e-mail/letter and confirmed in writing to the address specified for that purpose in the Contract/Purchase order. All communications shall be addressed to The CHIEF (IT/SD), LIC of India, Central Office, IT/SD Department, 2nd Floor, Jeevan Seva Annexe Building, S.V. Road, Santacruz – West, Mumbai-400054.
- c. LIC may waive off any minor non-conformity or irregularity in a bid, which does not constitute a material deviation, provided such waiving does not prejudice or affect the relative ranking of any bidder.
- d. Bid with insufficient information may be rejected.
- e. LIC reserves the right to verify the validity of bid information, and to reject any bid where the same appears to be incorrect, inaccurate or inappropriate in LIC's estimation.
- f. It will be the responsibility of the bidder to take care of all the formalities (wherever and whatever applicable) as per rules / tax laws / regulations / orders of any government/non-government/ regulatory authority in force etc.

2. Other / General Terms and Conditions:

The Terms & Conditions mentioned in this section will be applicable to the Selected Bidder (Vendor) with whom LIC contract/Purchase orders as an outcome of this RFP process.

- Working day : (Mon-Fri, 9 am to 6 pm)) and
- Deliverable Timelines: Maximum of 60 Calendar days

2.1 Option to extend contract/Purchase order period

LIC may extend the contract on annual basis as per its requirement and discretion on the mutually agreed terms. After 12 months, the rate for all categories shall be increased by 5% every year basis the immediately preceding year.

2.2. Service location

Obligation to provide Services: The vendor offers to provide the Services onsite to LIC at Mumbai and / or at such locations as may be required by LIC.

2.3. General obligation of the Parties

The Selected vendor will, at all times:

- i. Act reasonably in performing its obligations;
- ii. Diligently perform their respective obligations' and work together with LIC in a collaborative manner.
- iii. **The Vendor will supply the Services:**
 - a. With due skill and care and to the best of the Vendor 's knowledge and experience;
 - b. In accordance with relevant Indian industry standards, good industry practice and guidelines or where none apply, relevant international industry standards, leading practice and guidelines;
 - c. Using the Specified Personnel;
 - d. In accordance with all applicable Laws;
 - e. In accordance with any reasonable directions in relation to the Services given by LIC from time to time;
 - f. So as to meet the Milestones and other project plan requirements, and where no Milestones or project plan requirements are specified, promptly and without delay;
- iv. The Vendor will be responsible for managing the activities of its personnel and will hold itself responsible for any misdemeanours.
- v. The Vendor will be obliged to work closely with LIC's staff, act within its own authority and abide by directives issued by LIC and undertake implementation activities.
- vi. The Vendor will abide by the job safety measures prevalent in India and will free LIC from all demands or responsibilities arising from accidents or loss of life the cause of which is the Vendor's negligence. The Vendor will pay all indemnities arising from such incidents and will not hold LIC responsible or obligated.

2.4. Warranties

The Vendor will have to represent and warrant that:

- a) It has the right to enter into the Contract/Purchase order resulting this RFP;
- b) It has all rights, title, licenses, interests and property necessary to lawfully perform the Services;

- c) Its Personnel, including its Specified Personnel, have the necessary experience, skill, knowledge and competence to perform the Services;
- d) The Services will be complete, accurate and free from material faults; and
- e) It will not, nor will it suffer or permit any third party under its direction or control to negligently introduce into LIC's systems or any Deliverables any Harmful Code.

2.5. Access to LIC'S Premises

LIC will provide the Vendor necessary access, to its premises as and when required and is deemed reasonable.

2.6. Conduct at LIC's Premises

The selected Bidder will, if using or accessing LIC's premises or facilities, comply with all reasonable directions and procedures relating to occupational health and safety and security in operation at those premises or facilities whether specifically drawn to the attention of the Vendor or as might reasonably be inferred from the circumstances.

2.7. Assignment:

The successful bidder (hereinafter mentioned as vendor / successful bidder) shall not assign in whole or in part, the obligations to perform under the contract/Purchase order, except with LIC's prior express consent.

2.8. Documentation

2.8.1 Provision of Documentation

The Vendor will provide LIC the comprehensive and complete documentation of and as specified in the Scope of Work in the format and at the times specified in the Scope of Work.

2.8.2 Documentation requirements

The documentation must at the time of delivery:

- i. Be current and accurate.
- ii. Adequately explain key terms and symbols.
- iii. Be in English.

2.9. Varying the services in the Scope of Work

2.9.1 Variations proposed by LIC

LIC reserves the right to make any changes in the scope of contract/Purchase order. Any change in the general scope will be informed to the vendor in writing.

If LIC wants to vary the Services mentioned in the scope of work:

- a. LIC will communicate the Vendor in writing setting out the proposed variations within 15 days after receiving LIC's communication or within another period mutually agreed, the Vendor must respond in writing to LIC specifying what impact those variations will have on:
 - i. the Service Charges; the Services or Deliverables, including any particular Deliverable;
 - ii. the Vendor's ability to perform its obligations under current Contract/Purchase order (including its ability to meet Milestones) and with respect to the change of scope proposed;
- b. After receiving the Vendor's response, within a period mutually agreed, LIC will give the Vendor a written notice accepting or rejecting the proposal.

2.9.2 Effective Date of Variation

Any variation in the service will take effect from the date on which the parties execute a Change Order. In such a case, the Contract/Purchase order will be amended to give effect to the Change Order.

2.9.3 Change Order

If any such change causes an increase or decrease in the cost of, or the time required for, the vendors' performance of any provisions under the Contract/Purchase order, an equitable adjustment shall be made in the Contract/Purchase order Price or delivery schedule, or both, and the Contract/Purchase order shall accordingly be amended. Any claims by the vendor for adjustment under this clause will be asserted within fifteen (15) days from the date of the vendor's receipt of LIC's change order.

It should be understood that payment under this clause will be made only if Change orders are exercised and approved by LIC and delivered by the Vendor.

2.9.4 Change Requests

The following would constitute a Change request:

- a. Any work which has not been specifically mentioned in the scope of work of the RFP, the annexures and the pre-bid queries;
- b. Any changes in the deliverables post approval by LIC.

- c. Any additional hardware, software, services, and manpower components that is additional to the approved quantity.
- d. In such a case, the additional cost/effort estimated by the bidder and its impact would be discussed and finalized in discussions with the Bidder. The basis of this would be the effort estimates quoted by the bidder or the unit price available to the respective component.
- e. Additional manpower cost will be paid at the agreed manpower rates as submitted in the commercial bid.
- f. The basis of this cost would be as quoted by the bidder in the **Annexure X Commercial Bid**.
- g. It should be understood that payment under this clause will be made only if Change requests are exercised and approved by LIC and delivered by the Vendor.

2.10. Co-operation with Personnel and entities interacting with LIC

The Vendor, will, in the performance of the Services:

- a) Fully co-operate with LIC's Personnel and any other entity interacting with LIC, and
- b) Use its best efforts to coordinate its activities so as to support and facilitate, in LIC's best interests, the timely and efficient completion of all work and other activities to be performed for LIC by any person.

2.11 Monitoring Progress

2.11.1 Progress Meetings

Regular review meeting will be held between vendor and LIC to discuss any issues in relation to the provision of the Services. The frequency of such progress meeting will be weekly during the implementation phase and monthly thereafter unless any other frequency is agreed to by LIC in writing.

2.11.2 Reporting

The Vendor must provide LIC with reports in accordance with the Scope of Work.

2.12 Performance Assessment

2.12.1 Assessment of Services

Each element of the Services is subject to assessment by LIC against the relevant Performance Criteria.

2.12.2 Notice of non-compliant Services

- a. If LIC considers that all or part of the Services does not meet the specifications, LIC will notify the Vendor within seven Business Days of assessing the Services against the specifications.
- b. LIC will include reasons for the Services not meeting the specifications in the notice given under clause a.

2.12.3 Rectification of non-compliant Services

If LIC notifies the Vendor that all or part of the Services does not meet the Performance Criteria, the Vendor will:

- a) Take all necessary steps to ensure that the Services are promptly corrected within the period as requested by the bidder or period as mutually agreed upon by both the parties.
- b) Give notice to LIC when the Services have been corrected; and
- c) Allow LIC to repeat the assessment of all or part of the Services against the specifications, within five Business Days after the date of the notice or such other time as agreed mutually in writing.

2.13 Personnel

2.13.1 Use of Specified Personnel

- a) The Vendor will provide the Services or any part of the Services to which their particular experience relates, with the active involvement of, and using the skill of the Specified Personnel
- b) Ensure that each of the Specified Personnel is aware of and complies with the Vendor's obligations in providing the Services.

2.13.2 If the Specified Personnel are not available

Where one or more of the Specified Personnel is or will become unable or unwilling to be involved in providing the Services, the Vendor will notify LIC immediately.

The Vendor will:

- a) If requested by LIC, provide a replacement person of suitable ability and qualifications, having appropriate technical qualifications and experience equivalent or more than the replaced person, at no additional charge and at the earliest opportunity; and
- b) Obtain LIC's written consent prior to appointing any such replacement person.

2.13.3 LIC may Request Replacement of Personnel

LIC may at any time request the Vendor to remove from work any of the Specified Personnel. The Vendor must promptly arrange for the removal of such Personnel and their replacement in accordance with the process outlined above in 15.2

2.14. Non-Disclosure Agreement (NDA):

During the contract/Purchase order period, the Personnel of Bidder will have access to confidential information of LIC of India such as IP addresses, server configuration, server security design, architecture, etc. The Bidder or its Personnel shall not disclose at any point of time to any other person/third party the information so received and use the same degree of care to maintain the confidentiality of the information as if the information is their own. Also the Bidder may use the information only for serving LIC's interest and restrict disclosure of information solely to those employees of Bidder having a need to know such information in order to accomplish the purpose stated above, advise each such employee, before he or she receives access to information, of the obligation of Bidder under this agreement and require such employees to maintain these obligations. **The successful bidder has to sign NDA as per Annexure-VI.** Violation of NDA will lead to legal action, forfeiture of PBG and blacklisting.

2.15. Confidentiality and privacy

2.15.1 Confidential Information not to be disclosed

Information relating to the examination, clarification, comparison and evaluation of the proposals submitted shall not be disclosed to any of the responding firms or their representatives or to any other persons not officially concerned with such process until the selection process is over. The undue use by any responding firm of confidential information related to the process may result in rejection of its proposal.

The Bidder including but not limited to its personnel, its partners, agents and associates is bound by the conditions of the Non-Disclosure Agreement submitted by the Bidder in response to the RFP as per **Annexure VI- NDA.**

During the execution of the project, the successful bidder will have access to confidential information of LIC such as servers, applications, network design, and architecture etc. The bidder shall use the same degree of care to maintain the confidentiality of the

information as if the information is their own and shall not disclose at any point of time to any other person/third party the information so received. The bidder will:

- a. Use the information only for serving LIC's interest and restrict disclosure of information solely to their employees on a need to know basis in order to accomplish the purpose stated in this RFP,
- b. Advise each such employee, before he or she receives access to information, of the obligation of bidder under this agreement and require such employees to honour these obligations. The Bidder will treat as confidential all data and information about LIC, obtained in the execution of his responsibilities, in strict confidence and will not reveal such information to any other party without prior written approval of LIC.
- c. Violation of NDA will lead to forfeiture of performance Bank guarantee and additionally will lead to legal action and blacklisting.

2.15.2 Exceptions to obligations

The obligations on the parties under this clause will not be taken to have been breached to the extent that Confidential Information:

- a. is disclosed by a party to its advisers or employees solely in order to comply with obligations, or to exercise rights, under the contract/Purchase order;
- b. is disclosed to a party's internal management personnel, solely to enable effective management or auditing of Contract/Purchase order related activities;
- c. is disclosed by LIC;
- d. Is disclosed by LIC, in response to a request by a House or a Committee of the Parliament/ Assembly;
- e. Is authorized or required by law, including under the contract/Purchase order, under a license or otherwise, to be disclosed; or
- f. Is in the public domain otherwise than due to a breach of this clause 17.
- g. Lawfully known by the Recipient at the time of disclosure without any obligation to keep the same confidential
- h. Independently developed by the Recipient without use or reference to such Confidential Information

2.15.3 Obligations on disclosure

Where a party discloses Confidential Information to another person:

- a. Pursuant to clauses a) and b) of 2.16.2 above, the disclosing party must: notify the receiving person that the information is Confidential Information; and not provide the information unless the receiving person agrees to keep the information confidential; or

- b. Pursuant to clauses c) and d) of 2.16.2 above, the disclosing party must notify the receiving party that the information is Confidential Information.

2.15.4 Additional confidential information

- a. The parties may agree in writing after the date of the contract/Purchase order that certain additional information is to constitute Confidential Information for the purposes of the contract/Purchase order.
- b. Where the parties agree in writing after the date of the contract/Purchase order that certain additional information is to constitute Confidential Information for the purposes of the Contract/Purchase order, this documentation is incorporated into, and becomes part of the contract/Purchase order, on the date by which both parties have signed this documentation.

2.15.5 Period of confidentiality

The obligations under this clause 16 continue, notwithstanding the expiry or termination of the contract/Purchase order:

- a. Any item of information, for the contract/Purchase order period and one year thereafter; and
- b. In relation to any information which the parties agree in writing after the date of the contract/Purchase order is to constitute Confidential Information for the purposes of the contract/Purchase order, for the period agreed by the parties in writing in respect of that information.

2.16. Performance Bank Guarantee:

Selected bidder is required to submit a separate unconditional and irrevocable Performance Bank Guarantee (PBG) to LIC in form of a Bank Guarantee equal to 3% of the total Contract/Purchase order Value. Format for submitting the Bank Guarantee is attached herewith as Annexure-X. No interest shall be payable on the PBG amount.

The required PBG should be submitted to LIC within 5 working days from the date of letter issued by LIC for selection as the "selected bidder". The PBG shall be valid for a period of 66 months (including six months of claim period) from the date of submission of PBG to LIC. The PBG may be invoked for entire amount (or the portion as deemed fit by LIC to make good its losses) if the Bidder backs-out of his obligations as per the contract/Purchase

order, including refusal to execute PO or excessive delay in execution of Purchase order or Bidder does not provide onsite / offsite support etc. required as per this RFP.

In case the selected bidder fails to submit performance bank guarantee even after the lapse of 15 days from the date of letter issued for selection as the “selected bidder”, LIC at its discretion, may cancel the award of the contract/Purchase order to the concerned bidder and award the contract/Purchase order to the L2 bidder at L1 prices, so on and so forth. All the terms & conditions, stated in this RFP (and subsequent modifications, if any) will then be applicable to the L2/L3 bidders. In case the tenure of servicing is extended beyond five years, the selected Bidder will be required to extend validity period of the PBG or submit a fresh PBG.

2.17. Issue of Purchase Order:

Post submission of Performance Guarantee by the successful bidder, Life Insurance Corporation of India will issue a purchase order in favour of successful bidder, incorporating references to this RFP, corrigendum, all clauses, pre-bid clarifications and the proposal of the bidder.

2.18 Dispute:

- a) In the event of any dispute or disagreement over the interpretation of any of the terms in this bid document or claim of liability, the same shall be referred in writing first to Chief (IT/SD) with 15 days of any such matter arising. Chief(IT/SD) on receipt of such communication will get it investigated and then call a meeting of the Vendor and the LIC team and get the matter resolved with mutual agreement.
- b) In the event of any dispute or disagreement over the interpretation of any of the terms in this bid document or claim of liability not getting resolved through above mutual discussion, , the same shall be referred in writing to a person to be nominated by mutual consent of both parties whose decision shall be final and binding upon both the parties. Such reference shall be deemed to be a submission to arbitration under the Arbitrations and Conciliation Act 1996.The venue of arbitration shall be Mumbai. The courts in Mumbai shall have exclusive jurisdiction to the exclusion of all other courts.
- c) Each Party shall bear the cost of preparing and presenting its case, and the cost of arbitration, including fees and expenses of the arbitrators, shall be shared equally by the Parties unless the award otherwise provides.
- d) The Bidder shall not be entitled to suspend the Service(s) or the completion of the job, pending resolution of any dispute between the Parties and shall continue to render the Service(s) in accordance with the provisions of the RFP notwithstanding the existence of any dispute between the Parties or the subsistence of any arbitration or other proceedings.

2.19 Termination

2.19.1 Right to terminate:

If Bidder fails to comply with the Performance Assessment and, if any part of the service does not meet the specifications on three or more occasions, LIC may (in addition to its other remedies) terminate the Contract/Purchase order immediately by giving the Bidder written notice of 15 days.

2.19.2 Termination and reduction for convenience:

- a) LIC may, at any time, by a prior written notice of 30 days, terminate the contract/Purchase order or reduce the scope of the Services.
- b) On receipt of a notice of termination or reduction the Bidder must stop work as specified in the notice; take all available steps to minimize loss resulting from that termination and to protect LIC Material and Contract/Purchase order Material; and continue work on any part of the Services not affected by the notice.
- c) If the contract/Purchase order is terminated, LIC is liable only for payments in respect of services rendered before the effective date of termination.
- d) If the scope of the Services is reduced, LIC's liability to pay the Service Charges or to provide LIC Material abates in accordance with the reduction in the Services.
- e) LIC is not liable to pay compensation under clause ('C') supra, if the amount, in addition to any amounts paid or due, or becoming due, to the Bidder under the contract/Purchase order, exceeds the total service charges payable under the Contract/Purchase order. The Bidder is not entitled to compensation for loss of prospective profits.
- f) The systems that are complete and ready for delivery within 30 days after the Bidder's receipt of notice of termination shall be accepted by LIC as per the Contract/Purchase order. For the remaining systems, LIC may choose to have any portion completed and delivered at the Contract/Purchase order terms and prices, and /or to cancel the remainder and pay to the Bidder an agreed amount for partially completed systems and for materials and parts previously procured by the Bidder.

2.19.3 Termination by LIC for default:

LIC may, without prejudice to any other remedy for breach of contract/Purchase order, by written notice of default sent to the Bidder, terminate the Contract/Purchase order in whole or part if the Bidder fails to deliver any or all of the systems within the period(s)

specified in Scope of Work of the RFP, or if the Bidder fails to perform any other obligation(s) under the Contract/Purchase order.

In the event of LIC terminating the Contract/Purchase order in whole or in part, LIC may procure, upon such terms and in such manner as it deems appropriate, Systems or Services similar to those undelivered from third party, and the Bidder shall be liable to LIC for any excess costs for such similar systems or Services. However, the Bidder shall continue the performance of the Contract/Purchase order to the extent not terminated.

2.19.4 Termination for Insolvency:

LIC may at any time terminate the Contract/Purchase order by giving written notice to the Bidder, if the Bidder becomes bankrupt or otherwise insolvent. In this event, the termination will be without compensation to the Bidder, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to LIC.

In case of termination under this clause, LIC is liable to pay for all the services performed by the Bidder till the effective date of termination.

2.19.5 After termination:

On termination of the contract/Purchase order the Bidder must:

- a. Stop work on the Services;
- b. Deal with LIC Material as directed by LIC; and
- c. Return all LIC's Confidential Information to LIC

2.20 Survival

The following clauses survive the termination and expiry of the contract/Purchase order:

- a) (Intellectual Property Rights);
- b) (Indemnity);
- c) (Insurance);
- d) (Confidentiality);
- e) (Protection of personal information);
- f) (Security);
- g) (Knowledge transfer);

2.21. Severability

If for any reason whatever, any provision of this Agreement is or becomes invalid, illegal or unenforceable or is declared void by any court of competent jurisdiction or any other instrumentality to be invalid, illegal or unenforceable, the validity, legality or enforceability of the remaining provisions shall not be affected in any manner, and the Parties shall negotiate in good faith with a view to agreeing to one or more provisions which may be substituted for such invalid, unenforceable or illegal provisions, as nearly as is practicable to such invalid, illegal or unenforceable provision. Failure to agree upon any such provisions shall not be subject to the dispute resolution procedure set forth under this Agreement or otherwise.

2.22. Consequences of Termination of contract/Purchase order with the Selected Bidder:

In the event of termination of contract/Purchase order with the selected Bidder due to any cause whatsoever, [whether consequent to the stipulated terms of the RFP or otherwise], LIC shall be entitled to impose any such obligations and conditions as may be necessary to ensure an efficient transition and effective business continuity of the Service(s) which the terminated Bidder shall be obliged to comply with and take all available steps to minimize loss resulting from that termination/breach, and further allow the next successor Bidder to take over the obligations of the terminated Bidder in relation to the execution/continued execution of the scope of the work defined in RFP.

Nothing herein shall restrict the right of LIC to invoke the Performance Bank Guarantee and take other actions as defined in this RFP and pursue such other rights and/or remedies that may be available under law or otherwise.

The termination hereof shall not affect any accrued right or liability of either Party or affect the operation of the provisions of the RFP that are expressly or by implication intended to come into or continue in force on or after such termination.

2.23. Knowledge transfer

Subject to any qualification or provision to the contrary in the Scope of Work, the Vendor must provide the following assistance to LIC on termination or expiration of the contract/Purchase order:

- a. Transferring or providing access to LIC to all information stored by whatever means held by the Vendor or under the control of the Vendor in connection with the contract/Purchase order; and
- b. Making Specified Personnel and Vendor Personnel available for discussions with LIC as may be required. The time, length and subject of these discussions will be

at the sole discretion of LIC, provided that any matter discussed is not considered to reveal any Commercial-in- Confidence' information of the Vendor.

- c. The Parties agree that duration of Knowledge transfer shall in no event exceed for more than 90 days.

2.24. Notices and other communications

Any notice given by one party to the other pursuant to the contract/Purchase order shall be sent to other party in writing or by email.

2.24.1 Service of notices

A Notice must be:

- a) In writing, in English and signed by a person duly authorized by the sender; and
- b) Hand delivered or sent by prepaid post to the recipient's address for Notices, as varied by any notice given by the recipient to the sender.

LIC's Address for notices:

Chief (IT / SD)
Life Insurance Corporation of India,
Central Office, IT Department,
6th Floor, West Wing, "Yogakshema",
Nariman Point, Mumbai – 400021.

Bidder's Address for notices:

Notices served at any address other than above shall not be treated as served or delivered.

The successful bidder shall provide the contact details of their officials for similar communication from LIC.

2.24.2 Effective on receipt

A Notice given in accordance with the contract/Purchase order takes effect when it is taken to be received (or at a later time specified in it) and is taken to be received:

- i. If hand delivered, on delivery;
- ii. If sent by prepaid post, on the second Business Day after the date of posting (or on the seventh Business Day after the date of posting if posted to or from a place outside India);

2.25. Force Majeure Condition:

- a) For purposes of this clause, “force majeure” means an event beyond the control of the Bidder and does not cover events involving supplier’s/OEM faults such as lack of funds for any reason, strike, lockout or labor disputes etc. Such events may include, but are not restricted to, acts of the government in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- b) In case a Force Majeure situation arises, the Bidder shall immediately notify LIC of India in writing of such conditions and the cause thereof within two calendar days identifying the effect the situation will have on its performance. The Bidder will make all reasonable efforts to minimize the effects of such circumstances on the performance of the contract/Purchase order.

Unless otherwise directed by LIC of India in writing, the Bidder shall continue to perform its obligations under the contract/Purchase order as far as it is reasonably practical, and shall seek all reasonable means for performance not prevented by the Force Majeure event.

2.25.1 FORCE MAJEURE OR UNFORESEEN EVENTS

a. Occurrence of unforeseen event

LIC or the vendor is excused from performing its obligations under the Contract/Purchase order to the extent it is prevented by circumstances beyond its reasonable control (other than lack of funds for any reason or any strike, lockout and labor disputes in respect of the Vendor only), including but not limited to acts of God, natural disasters, acts of war, riots and strikes outside that party's organization.

b. Notice of unforeseen event

When the circumstances described in the contract/Purchase order arise or are reasonably perceived by the affected party as an imminent possibility, the affected party will give notice of those circumstances to the other party as soon as possible but within 2 calendar days, identifying the effect they will have on its performance. An Affected Party will make all reasonable efforts to minimize the effects of such circumstances on the performance of the contract/Purchase order.

c. Consequences of termination

If the Contract/Purchase order is terminated:

- i. Each party will bear its own costs and neither party will incur further liability to the other;
- ii. Where the Vendor is the Affected Party, it will be entitled to payment for Services Accepted or work performed prior to the date of intervention of the circumstances described in the contract/Purchase order.

2.26. Limitation of liability:

Except in cases of criminal negligence or wilful misconduct and in the case of infringement of patent, IPR, trademark, copyright or industrial design rights arising from use of the Solution or any part thereof in any of the services supplied by the Bidder and used/consumed by LIC, the Supplier/Bidder shall not be liable to LIC, whether in contract/Purchase order, tort or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier/Bidder to pay liquidated damages to LIC. The aggregate liability of the supplier/Bidder to LIC, whether under the Contract/Purchase order, in tort or otherwise, shall not exceed the total Contract/Purchase order Price provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

2.27. Confidentiality:

The contents of this RFP and the supporting documentation are confidential to LIC and are provided solely for the purpose of response to the RFP. The bidder shall not, without the written permission of LIC make any public statements in relation to the details of contract/Purchase order or the award of any subsequent order or contract/Purchase order to the bidder.

2.28. Copyright Violation and Patent Rights:

The Bidder shall indemnify LIC in respect of all claims arising out of violation of any Patents or Copyrights, for all software supplied by the bidder. The Bidder shall indemnify LIC against all third party claims of infringement of patent, trademark or industrial design

rights arising from use of the software packages. The Bidder should have back to back agreement with OEM to safeguard the Corporation's interest with regards to IPR. IF THE BIDDER IS NOT ABLE TO COMPLY WITH THIS CONDITION, THE BID WILL BE TREATED AS NON-RESPONSIVE.

2.29. Fraud and Corrupt Practices:

The bidder, its employees and representatives shall observe the highest standard of ethics at all times (pre and post the RFP process). Notwithstanding anything to the contrary contained in this RFP, LIC shall reject a Bid or terminate the contract/Purchase order without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt / fraudulent / coercive / undesirable / restrictive practice (collectively the "Prohibited Practices") at any time. In such an event, LIC shall, without prejudice to its any other rights or remedies, forfeit in part or full PBG, as the case may be for, inter alia, time, cost and effort of

LIC, with regard to the RFP, including consideration and evaluation of such Bids and such Bidder/Bidder may not be allowed to participate in any RFP issued by LIC, for a period which will be decided by LIC, from the date such Bidder is found by LIC to have directly or through an agent, engaged or indulged in corrupt / fraudulent / coercive / undesirable / restrictive practice, as the case may be. For the purposes of this Section, the following terms shall have the meaning hereinafter respectively assigned to them:

(a) "Fraudulent practice" means a misrepresentation or omission of facts or disclosure of incomplete facts, suppression of facts in order to influence the Selection Process or violation of statutory requirements/regulations etc.

(b) "Coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence any person's participation or action in the Selection Process;

(c) "Undesirable practice" means (i) establishing contact with any person connected with or employed or engaged by LIC with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and

(d) "Restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Selection Process.

2.30. Ambiguities within the Document:

In case of ambiguities or discrepancies within this RFP, the following principles shall apply:

(a) as between two Clauses of this RFP, the provisions of a specific Clause relevant to the issue under consideration shall prevail over those in a general Clause;

(b) as between the provisions of this RFP and its Annexures, the RFP shall prevail, save and except as expressly provided otherwise in the RFP or the Annexures; and

(c) as between any value written in numerals and that in words, the value in words shall prevail.

2.31. Conflict of interest:

The Bidder shall disclose to LIC in writing, all actual and potential conflicts of interest that exists, arises or may arise in the course of performing the obligation(s) as soon as it becomes aware of that conflict.

2.31.1 Warranty that there is no conflict of interest

The Vendor will warrant that, to the best of its knowledge after making diligent inquiry, at the date of signing the contract/Purchase order no conflict of interest exists or is likely to arise in the performance of its obligations under the contract/Purchase order.

- a. A Vendor will not have a conflict of interest that may affect the Services
- b. LIC requires that the Vendor provides professional, objective, and impartial services and at all times hold LIC's interests paramount, avoid conflicts with other assignments or its own interests, and act without any consideration for future work. The Vendor shall not accept or engage in any assignment that would be in conflict with its prior or current obligations to LIC, or that may place it in a position of not being able to carry out the assignment in the best interests of LIC.
- c. Without limiting the generality of the above, a Vendor shall be deemed to have a Conflict of Interest, if there is a conflict among this and other assignments of the Vendor (including its personnel and other members, if any) and any subsidiaries or entities controlled by the Vendor or having common controlling shareholders. The duties of the Vendor will depend on the circumstances of each case. While providing services to LIC for this particular assignment, the Vendor shall not take up any assignment that by its nature will result in conflict with the present assignment;

2.31.2 Notification of a conflict of interest

The Vendor shall make a disclosure to LIC as soon as any potential conflict comes to their notice but in no case later than 7 (seven) days and any breach of this obligation of disclosure shall be construed as Conflict of Interest. LIC shall, upon being notified by the Vendor under this Clause, decide whether it wishes to terminate this Services or otherwise, and convey its decision to the Vendor within a period not exceeding 15 (fifteen) days.

2.32. Protection of Personal information

2.32.1. Application of the clause

This clause applies only where the Vendor deals with personal information and for the purpose of, providing Services under the contract/Purchase order.

2.32.2. Obligations

The Vendor acknowledges that it will use or disclose personal information obtained during the course of providing Services under the contract/Purchase order, only for the purposes of the contract/Purchase order.

2.33. Rights reserved by LIC:

- (a) If at any future point of time, it is found that the bidder had made a statement which is factually incorrect, LIC reserves the right to reject its bid and / or debar the Bidder from participating in future RFPs floated for a period decided by LIC and take any other action as may be deemed necessary including the invocation of PBG in part or full.
- (b) LIC reserves the right to accept or reject any bid and annul the RFP process and reject all bids, at any time prior to award of contract/Purchase order without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder(s). Reasons for cancellation will be determined by LIC at its sole discretion.
- (c) LIC reserves the right to accept or reject any or all Bids without assigning any reasons. Bids may be accepted or rejected in total or in any part thereof.
- (d) LIC reserves the right to verify the validity of bid information, and to reject any bid where the same appears to be incorrect, inaccurate or inappropriate in its estimation.
- (e) Bids not conforming to the requirements of the RFP may not be considered. LIC reserves the right, at any time, to waive any of the requirements of the RFP, at its sole discretion and in its best interest. However, this will be done before opening of the commercial bid(s).
- (f) LIC may call for any additional information /document by way of clarification before the finalization of this tender process.
- (g) Procurement of any equipment/components outside this tender.
- (h) In case of any unforeseen issues, LIC will decide the course of action based on merits of each case. The decision taken by LIC will be final and binding on all the bidders/ selected bidder.
- (i) LIC may terminate the agreement if it determines at any time that the Bidder or its representative(s) were engaged in corrupt, fraudulent, collusive or coercive practices during the selection process or the execution of the agreement, even if the concerned Bidder has taken timely and appropriate action satisfactory to LIC to remedy the situation.

- (j) The decision of LIC in all matters will be final and binding on all bidders participating in this bid.

2.34 Change in Constitution

Any Change in the constitution of the firm, etc. shall be notified forth with by the Bidder in writing to LIC within 15 days of such change and such change shall not relieve any former member of the firm, etc., from any liability under the contract/Purchase order.

2.35. Intellectual Property Rights

2.35.1 Third Party Material:

The Bidder must have ownership or obtain all necessary copyright and other Intellectual Property Right permissions before making any Third Party Material available as Auxiliary Material for the purpose of performance of services under this RFP and resulting contract/Purchase order/PO.

2.35.2 LIC ownership of Intellectual Property Rights in Contract/Purchase order Material:

- a) All Intellectual Property Rights in the Contract/Purchase order Material shall vest in LIC;
- b) to the extent that LIC needs to use any of the Auxiliary Material provided by the Bidder to receive the full benefit of the Services (including the Contract/Purchase order Material), the Bidder grants to, or must obtain for LIC, a world-wide, royalty free, perpetual, non-exclusive license to use, reproduce, adapt, modify and communicate that Auxiliary Material.

2.35.3 Rights in Bidder's Pre-existing IPR

There shall be no assignment or transfer of any Bidder's pre-existing IPRs (including any amendments, modifications or enhancements thereto) pursuant to this Agreement.

The Intellectual Property Rights on the Software Code, copyright and source code for various applications/ interfaces developed under this Agreement, and any other component/ framework/ middleware used/ developed as pre-built software assets to deliver the solution, shall belong to the LIC and the LIC shall have complete and unrestricted rights on such property.

However, Service Provider shall hold All Intellectual Property rights in any pre-built software per se , except for those which have been assigned under this Agreement.

The bidder should either provide the source code itself with necessary documentation to LIC or arrange to keep it under escrow arrangement . Bidder/Service Provider agrees to

Transfer of complete source code (including pre-existing IPRs) to LIC at no additional cost on winding up of business by bidder or inability of the bidder to continue to provide services to LIC due to any reason during the continued engagement with LIC . In such scenario the solution / platform , shall belong to the LIC and the LIC shall have complete and unrestricted rights on such property. In this matter , decision of the Executive Director (IT/SD) ,LIC shall be final and binding on the bidder.

2.35.4 IPR Warranty

The Bidder will warrant that:

- a) The Warranted Materials and LIC's use of those Warranted Materials, will not infringe the Intellectual Property Rights of any person; and
- b) It has the necessary rights to vest the Intellectual Property Rights and grant the licenses as provided

2.35.5 Remedy for breach of warranty

If someone claims, or LIC reasonably believes that someone is likely to claim, that all or part of the Warranted Materials infringe their Intellectual Property Rights, the Bidder will, in addition to the indemnity clause in this RFP and to any other rights that LIC may have against it, promptly, at the Bidder's expense:

- a) Use its best efforts to secure the rights for LIC to continue to use the affected Warranted Materials free of any claim or liability for infringement; or
- b) Replace or modify the affected Warranted Materials so that the Warranted Materials or the use of them does not infringe the Intellectual Property Rights of any other person without any degradation of the performance or quality of the affected Warranted Materials.
- c) The Bidder will indemnify LIC against all third-party claims of infringement of patent, Intellectual Property Rights, trademark, copy right or industrial design rights arising from use of the Bidder's Solution or any part thereof throughout the Offices of LIC, including but not limited to the legal actions by any third party against LIC.

2.35.6 Patent Rights and other litigation costs

In the event of any claim asserted by a third party of infringement of copyright, patent, trademark or industrial design rights arising from the use of the systems or any parts thereof with relation to the contract/Purchase order deliverables, in LIC's country, the Bidder will act expeditiously to extinguish such claim. If the Bidder fails to comply and LIC is required to pay compensation to a third party resulting from such infringement, the

Bidder will be responsible for the compensation including all expenses (court costs and lawyer fees). LIC will give notice to the Bidder of such claim, if it is made, without delay as when received.

2.36 Security

1. Compliance with LIC requirements / Regulatory Compliance

The Vendor will ensure that its Personnel comply with:

- i. All relevant security and other requirements specified in LIC's Information Security Policy, if the same has been made aware by LIC;
- ii. Any other security procedures or requirements notified, in writing, by LIC to the Vendor. The Vendor must comply with such a security procedure or requirement, from the date specified in the notice, or if none is specified, within five Business Days of receipt of the notice.
- iii. Any regulatory guidelines about IT security issued by Regulator.

2. Security clearance

- i. LIC may, from time to time, notify the Vendor of the level of security or access clearance applicable to the Vendor's Personnel, and the date from which, or the period during which, that clearance will be effective and the Vendor must comply with and ensure its Personnel act in accordance with that notice.
- ii. LIC is responsible for all costs associated with obtaining security clearances.

3. Removal of LIC Data

The Vendor will not, and will ensure that its Personnel do not:

- i. Remove LIC Data or allow LIC Data to be removed from LIC's premises; or
- ii. Take LIC Data or allow LIC Data to be taken outside of offices premises of LIC.

2.37. Moral Rights

1. Obtaining consents

To the extent permitted by applicable Laws and for the benefit of LIC, the Vendor will:

- i. give, where the Vendor is an individual; and

- ii. Use its best endeavours to ensure that each of the Personnel used by the Vendor in the production or creation of the Contract/Purchase order Material gives, genuine consent in writing, in a form acceptable to LIC, to the use of the Contract/Purchase order Material for the Specified Acts, even if such use would otherwise be an infringement of their Moral Rights.

2. Specified Acts

In this clause, Specified Acts means:

- i. Crediting the authorship of any Contract/Purchase order Material, or any content in the Contract/Purchase order Material (including without limitation literary, dramatic, artistic works and cinematograph films within the meaning of the Copyright Act, 1957);
- ii. Materially altering the style, format, colours, content or layout of the Contract/Purchase order Material and dealing in any way with the altered Contract/Purchase order Material;
- iii. Reproducing, communicating, adapting, publishing or exhibiting any Contract/Purchase order Material; and
- iv. Adding any additional content or information to the Contract/Purchase order Material.

2.38. Indemnity

Bidder will undertake to indemnify LIC from and against all losses on account of bodily injury, death or damage to tangible personal property arising in favour of any person, corporation or other entity (including LIC) attributable to the Bidder's negligence or willful default in performance or non-performance under the contract/Purchase order. If LIC promptly notifies Bidder in writing of a third party claim against LIC that any Service provided by the Bidder infringes a copyright, trade secret or Indian patents of any third party, Bidder will defend such claim at its own expense and will pay any costs or damages that may be finally awarded against LIC. Bidder will not indemnify LIC, however, if the claim of infringement is caused by:

- a. LIC's misuse or modification of the service;
- b. LIC's failure to use corrections or enhancements made available by the Bidder;
- c. LIC's use of the Service in combination with any product or information not owned or developed by Bidder;
- d. LIC's distribution, marketing or use for the benefit of third parties of the Service;
or
- e. Information, direction, specification or materials provided by LIC or any third party contract/Purchase ordered to it.

If any Service is or likely to be held to be infringing, Bidder will at its expense and option, either:

- a. Procure the right for LIC to continue using it,
- b. Replace it with a non-infringing equivalent,
- c. Modify it to make it non-infringing.

The foregoing remedies constitute LIC's sole and exclusive remedies and Bidder's entire liability with respect to infringement.

The indemnities set out shall be subject to the following conditions:

- a) LIC as promptly as practicable informs the Bidder in writing of the claim or proceedings and provides all relevant evidence, documentary or otherwise;
- b) LIC will, at the cost of the Bidder, give the Bidder all reasonable assistance in the Defence of such claim including reasonable access to all relevant information, documentation and personnel provided that LIC may, at its sole cost and expense, reasonably participate, through its attorneys or otherwise, in such Defence;
- c) If the Bidder does not assume full control over the Defence of a claim as provided in this Article, the Bidder may participate in such Defence at its sole cost and expense, and LIC will have the right to defend the claim in such manner as it may deem appropriate, and the cost and expense of LIC will be included in losses to be indemnified by the Bidder;
- d) LIC shall not prejudice, pay or accept any proceedings or claim, or compromise any proceedings or claim, without the written consent of the Bidder;
- e) All settlements of claims subject to indemnification under this Clause will:
 - i. Be entered into only with the consent of LIC, which consent will not be unreasonably withheld and include an unconditional release to the Indemnified Party from the claimant or plaintiff for all liability in respect of such claim; and
 - ii. Include any appropriate confidentiality agreement prohibiting disclosure of the terms of such settlement;
- f) LIC will account to the Bidder for all awards, settlements, damages and costs (if any) finally awarded in favor of LIC which are to be paid to it in connection with any such claim or proceedings;
- g) LIC will take steps that the Bidder may reasonably require to mitigate or reduce its loss as a result of such a claim or proceedings;
- h) In the event that the Bidder is obligated to indemnify LIC pursuant to this Article, the Bidder will, upon payment of such Indemnity in full, be subrogated to all rights and defences of LIC with respect to the claims to which such indemnification relates; and
- i) If a Party makes a claim under the indemnity set out as mentioned above in respect of any particular Loss or Losses, then that Party shall not be entitled to make any further claim in respect of that Loss or Losses (including any claim for damages).

2.39. Insurance

Obligation to Maintain Insurance

In connection with the provision of the Services, the Vendor must have and maintain for the Contract/Purchase order Period, valid and enforceable insurance policies for: public liability; either professional indemnity or errors and omissions; workers' compensation as required by law.

2.40. Dispute Resolution

2.40.1. Reconciliation Process

If a dispute arises in relation to the conduct of the Contract/Purchase order (Dispute), a party must comply with this clause before starting arbitration or court proceedings (except proceedings for urgent interlocutory relief). After a party has sought or obtained any urgent interlocutory relief that party must follow this clause ---.

2.40.2. Notification

A party claiming a Dispute has arisen must give the other parties to the Dispute notice setting out details of the Dispute.

2.40.3. Parties to resolve Dispute

During the 30 days after a notice is given under clause (clause no.) (Or longer period if the parties to the Dispute agree in writing), each party to the Dispute must use its reasonable efforts through a meeting of Senior Executive (or their nominees) to resolve the Dispute. If the parties cannot resolve the Dispute within that period then, the parties agree that any dispute or differences under or in connection with agreement or any breach thereof, which cannot be settled by mutual negotiation between the parties shall be finally settled by arbitration conducted in accordance with Arbitration and Conciliation Act, 1996 or any modifications, Rules, or enactments thereof. Each party shall appoint its Arbitrator and the two respective arbitrators appointed by each party shall appoint presiding arbitrator to adjudicate the dispute, difference, or claim between the parties. The arbitration proceedings shall be conducted in English Language and the venue of the arbitration shall be Mumbai. The parties agree that the award passed by the arbitrators shall be final and binding upon the parties. The parties hereby further agree to submit themselves to the exclusive jurisdiction of the courts in Mumbai. The cost of

arbitration shall be borne by the parties in such manner, as the arbitrator shall decide in the arbitral award.

2.41. Varying the Contract/Purchase order

The contract/Purchase order may be varied only in writing signed by each party.

2.42. Approvals and consents

Except where the contract/Purchase order expressly states otherwise, a party may, in its discretion, give conditionally or unconditionally or with hold any approval or consent under the contract/Purchase order.

2.43. Assignment and Notation

A party may only assign its rights or novate its rights and obligations under the contract/Purchase order with the prior written consent of the other party.

2.44. Further action

Each party must do, at its own expense, everything reasonably necessary (including executing documents) to give full effect to the contract/Purchase order and any transaction contemplated by it.

2.45. Waiver

Waiver of any provision of or right under the contract/Purchase order:

- a. must be in writing signed by the party entitled to the benefit of that provision or right; and
- b. is effective only to the extent set out in any written waiver.

2.46. Relationship

- a. The parties must not represent themselves, and must ensure that their officers, employees, and agents do not represent themselves, as being an officer, employee, partner or agent of the other party, or as otherwise able to bind or represent the other party.
- b. The contract/Purchase order does not create a relationship of employment, agency or partnership between the parties.

2.47. Announcements

- a. The Vendor must, before making a public announcement in connection with the contract/Purchase order or any transaction contemplated by it, obtain LIC's written agreement to the announcement.
- b. If the Vendor is required by law or a regulatory body to make a public announcement in connection with the contract/Purchase order or any transaction contemplated by the contract/Purchase order the Vendor must, to the extent practicable, first consult with and take into account the reasonable requirements of LIC.

2.48. Governing law and jurisdiction

The contract/Purchase order shall be governed by and construed in accordance with the laws of India, without giving effect to conflict of law rules. Each party irrevocably and unconditionally submits to the non-exclusive jurisdiction of the courts of the jurisdiction specified in the Contract/Purchase order Details and hence, any legal dispute will come under the jurisdiction of Mumbai High Court only.

2.49. Performance Guarantee

The proceeds of the performance guarantee shall be payable to LIC as compensation for any loss resulting from the Vendor's failure to complete its obligations under the Contract/Purchase order.

The performance guarantee will be discharged by LIC and returned to the issuing Bank with intimation to the Vendor not later than 60 days following the date of completion of the Vendor's performance obligations including any warranty obligations under the contract/Purchase order.

In the event of any contract/Purchase order amendment the Vendor shall within seven days of receipt of such amendment furnish the amendment to the Performance guarantee rendering the same valid for the duration of the Contract/Purchase order as amended for 60 days after the completion of performance obligations including warranty obligations.

In the event of any replacement of defective systems during the warranty period, the warranty for the replaced material shall be extended to a further period of 1 year and the unconditional and irrevocable Performance Bank Guarantee for proportionate value shall be extended by 60 days over and above the extended warranty period.

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Section E: Scope of work and Technical Requirements

REFER ANNEXURE IX- Scope of Work and Technical Requirements.

Enterprise Open Source Based Data and Document Formatter and Communication Platform to improve the creation, delivery, storage and retrieval of outbound communications, including those for payment receipts, service request acknowledgements, marketing, new product introductions, renewal notifications, claims correspondence, documentation, bill and payment notifications. These interactions can happen through a widespread range of media and output, including documents, email, Short Message Service (SMS) and Web pages. Solutions to support e-Business Document Automation by providing with an application to improve outbound communications with distributors, partners, regulatory bodies and customers.

1. Project Management.

The bidder shall designate a TAM/Project Manager who shall be solely responsible for

- a. Project management associated with this project till the go-live period and
- b. Direction of services provided by Bidder. Bidder shall provide required services only under the direction of such project manager, who shall make all decisions in connection with anything relating to project management and direction of the project.
- c. Regular Review meeting to be conducted by bidder with LIC till Go-Live.

2. Closure of observations:

Prompt Compliance and closure of any observation(s)/finding(s)/recommendation(s) / Query(ies) /Advisories of any Testing / UAT / Audit which shall be advised from time to time by the LIC to the selected bidder in respect of Solutions provided and Solutions setup.

3. Documentation

- a. A detailed documentation on the upgrade/migration activity along with Documents for high level design, deployment, configuration including screen-by-screen configuration steps, testing, Standard Operating Procedure, best practices etc. along with the a User Manual shall form the complete set for fulfilling the documentation criteria.
- b. The documentation shall be supplied in properly bound volumes of A4 size sheets. Two sets of hardcopies and one softcopy on CD shall be provided.

Section-F: Payment Terms

- 1. Payment terms for Platform (Data and Document Formatter and Communication Platform) and Operation and Maintenance services with onsite resource:**
 - a. 25% of the Annual Platform Subscription Fees: Payable every Quarter in arrears after Go Live.
 - b. 100% One-time setup and configuration fees upon Go Live.
 - c. Onsite Resource for Operations and Management: Quarterly in arrears.

- 2. Documents to be produced for release of payment, as applicable:-**
 - a. Invoice (with reference of Purchase Order, description of services delivered, total amount)
 - b. The proof of payment of taxes (wherever applicable)
 - c. User Acceptance Test – sign-off certificate signed by an Official not below Secretary/Dy. Secretary (IT/SD) of LIC, in writing.
 - d. Handing over of the complete documentation to LIC as mentioned in documentation clause above.

- 3. In addition to the above, the following general terms of payment will also apply:**
 - a. No advance payment will be made by LIC.
 - b. Payments will be made only on vendor completing all activities for the assignment as per the agreed project plan and phase completion sign off for the same from LIC.
 - c. LIC reserves the right to temporarily withhold payments and impose penalty, if it is not satisfied with progress made during that period or if there is a delay in activity timelines.
 - d. LIC shall make payments in Indian Rupee (INR) on receipt of invoices, after deduction of penalties and applicable taxes at source from the agreed price to the selected Vendor.
 - e. The payment will be released by the IT /SD department, Central Office. Payment related objections, if raised after 3 months from the date of release of payment, would not be entertained. Such objection must be raised in writing.
 - f. The vendor is also duty bound to report to LIC about any short recovery of taxes, cess, etc. at source. Such reporting to LIC should also happen at the earliest. In case, vendor fails to inform LIC about such short recoveries of tax, cess, etc. at source, LIC will have

the right to recover all short recoveries of tax, related cess and surcharges, interest and penalties as per the demand note of Income Tax dept. or any other govt. body or regulator.

- g. The vendor shall be solely responsible to make payment to OEM Vendors.
- h. Payment towards any additional/Change orders for onsite will be due only if any change orders is exercised & approved by LIC and delivered by the Vendor.
- i. The Amount against Penalties, if any, will be recoverable from the Payment OR from any other payment due to the Vendor OR from performance Bank Guarantee.
- j. The payment will be released from IT department, Central Office, LIC of India, Mumbai.
- k. If Components are not delivered within the time schedule for delivery and installation, penalty will be applicable as per SLA.
- l. Payment will be subject to deduction of TDS, penalties (if any), etc.
- m. Sign-off from LIC for completion of each phase of each activity.
- n. No other payment of any kind will be made other than the Contract/Purchase order Value.
- o. Expenses: It may be noted that LIC will not pay any amount/ expenses/ charges/ fees/ travelling expense/ boarding expenses/ lodging expenses/ conveyance expenses/ out of pocket expenses other than the –Agreed Contract/Purchase order Value.
- p. The Amount against Penalties, if any, will be recoverable from any payment due to the Bidder OR from the Performance Bank Guarantee.

4. Obligation to pay

LIC will pay to the Vendor for the deliverables & Services, subject to:

- a. this clause (Section F) and
- b. The deliverables & Services meeting the SLA.

5. Service Level Agreement (SLA)

This section defines various Service Level Indicators which will be considered by LIC in the Service Level Agreement with Successful bidder. The successful bidder would get an initial

period of one month as SLA holiday i.e. a time period for which SLAs will not be applicable, only in case if bidder successfully deploys the Solution within agreed timeline . This time should be utilized by the successful bidder to stabilize the system and to ensure adherence to the performance standards laid down by the SLAs.

The successful bidder has to comply with all Service Level Agreements (SLAs) defined below to ensure adherence to project timelines, quality and availability of services.

The SLAs have been segregated into:

1. Implementation SLA
2. Post Implementation SLA

1. Implementation SLA

A. Timely Delivery/ Implementation of the Software

Definition	Timely Delivery of Deliverable Items , successful commissioning and Go Live and Acceptance Sign Off by LIC. Timelines: 60 Calendar Days from the PO .
Service Level Requirement	All the deliverables defined in the contract has to be submitted on-time on the date as mentioned in the contract with no delay.
Measurement of Service Level Parameter	To be measured in Number of weeks of delay from the date of submission as defined in the project contract.
Penalty for non-achievement of SLA Requirement	@ 1% of the purchase order value (Annual Subscription Charge for the Platform) per week of delay or part thereof . Maximum 10%.

2. Post Implementation SLA

A. Application Response Time

Definition	Application response time refers to the API Response time for real time requirements
Service Level Requirement	The average application response time for API response should not exceed 5 seconds. Average response time will be measured on daily basis.
Measurement of Service Level Parameter	Application response time will be measured on the basis of automated reports. The data should be captured through automated tools every 30 minutes during the business hours. Data during business hours can only be used for calculations of average response time and percentile point.

<p>Penalty for non-achievement of SLA Requirement</p>	<p>If the Successful Bidder is not able to meet the above defined service level requirement, then any deviation from the same would attract a penalty as per the following –</p> <p>Response Time (Daily average – 9am - 6pm window) \geq 5 Seconds for the API Response -- Penalty INR 25000/- per such day.</p> <p>5 such occasions in a month may result in discontinuation of service and termination of the Contract/Purchase Order.</p>
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6. UPTIME GUARANTEE

- a. The bidder understands the critical nature and real time availability of this Solution and that it would require tremendous commitment of technical resources for the same, for the tenure of Contract under this RFP. The bidder therefore agrees and undertake that an exit resulting due to expiry or termination of Contract under this RFP or for any reason whatsoever would be a slow process over a period of three months, after the completion of the notice period, and only after completion of the Service Provider's obligations under a reverse transition mechanism. During this period of Reverse Transition, the Service Provider shall continue to provide the Deliverables and the Services in accordance with the contract under this RFP and shall maintain the agreed Service levels. LIC shall make payment for these services as per terms.
- b. LIC expects that the successful bidder to adhere to the following minimum Service Levels: Any fault/ issue/ defect failure intimated by LIC through any mode of communication like call/e-mail/message etc. are to be acted upon, so as to adhere to the service levels. Business/ Service Downtime and Deterioration shall be the key considerations for determining "Penalties" that would be levied on the Service Provider. The Service Provider should have 24X7 monitoring, escalation and resolution infrastructure. Time bound problem addressing team (onsite / offsite) for the complete contract period.
- c. Service Provider will have to guarantee a minimum uptime of 99.5%, calculated on a monthly basis.
- d. Application availability will be 99.5% on 24x7x365.
- e. The penalty will be calculated as per the details given below. Uptime percentage - 100% less Downtime Percentage
- f. Downtime percentage - Unavailable Time divided by Total Available Time, calculated on a monthly basis.
- g. Total Available Time – 24 hrs per day for seven days a week excluding planned downtime
- h. Unavailable Time - Time involved while the solution is inoperative or operates inconsistently or erratically.

Table: Uptime Penalty	
Uptime Percentage	Penalty Details
A >= 99.5%	No Penalty.
98.5% =< A < 99.5 %	10% of cost of monthly maintenance charges. (Annual Platform Subscription Charge/12)
A < 98.5%	Penalty at an incremental rate of 1% (in addition to a base of 10%) of cost of monthly maintenance charges for every 0.1% lower than the stipulated uptime

- i. The uptime percentage would be calculated on monthly basis and the calculated amount would be adjusted from every subsequent quarter payment. The SLA charges will be subject to an overall cap of 10 % of the Annual Platform Subscription Charge and thereafter, LIC has the discretion to cancel the contract.
- j. If Service Provider materially fails to meet an uptime of 99.50% for three (3) consecutive months, LIC may have the right to terminate the contract. In case if there is no pending invoices to be paid by LIC to the vendor, the vendor has to remit by NEFT / submit a cheque payable in favour of Life Insurance Corporation of India for the same within 15 days from the notice period from LIC.

7. Availability Service Level Default

- a. Availability Service Level will be measured on a monthly basis. A Service Level Default will occur when the vendor fails to meet Minimum uptime (99.5%), as measured on a monthly basis.
- b. Successful bidder should provide adequate tools for capturing data required for measuring SLAs at no extra cost to LIC.

8. Site Not Ready :

To the extent that a material failure of performance of the obligations attributable solely to an act or omission of LIC , causes the Vendor to fail to meet a Milestone Date, the Vendor shall be entitled to a day-for-day extension of the applicable Milestone Date caused as a result of LIC's delay.

9. Liquidated Damages

- a. The delivery of services will be as per the Schedule of Service(Scope of Work) mentioned in this RFP and in the Purchase order ; failure to do so will attract penalties. If, at any time during the performance of the Contract/Purchase

order, the Vendor should encounter conditions impeding timely delivery of the systems and/or Services, the Vendor shall promptly notify LIC in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable, after receipt of the Vendor's notice, LIC shall evaluate the situation and may, at its discretion, extend the Vendor's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of the Contract/Purchase order.

- b. There shall be a penalty for non-adherence to the time schedule as per the SLA terms. The total penalty will be capped at 10% of the total contract/Purchase order value (Annual Subscription Charges for the Platform) for the assignment.
- c. If the penalties are beyond 10% of the total contract/Purchase order value then LIC may rescind the Contract/Purchase order and shall be free to get it done from some other source at the risk and costs of the Bidder. The Bidder may be debarred for applying in future assignments.
- d. The Vendor will ensure that all services and systems perform without defect or interruption as per the SLAs specified in the RFP. The vendor will make all-out effort to ensure that all systems perform without defect or interruption.

10. Due Date for Payment

LIC will make payment of a correctly rendered invoice on undisputed work within 30 working days after receiving the invoice.

11. Expenses

- a. The Vendor will not be entitled to charge LIC for any other fees, charges or expenses (including travel and accommodation, document reproduction, transportation and courier charges, and telecommunications charges, etc.) in addition to the Charges mentioned in the Payment Schedule.
- b. LIC is under no obligation to pay any amount in excess of the Charges mentioned in the Payment Schedule.

12. Incorrect Invoices, under/over Payment

If an invoice is found to have been rendered incorrectly after payment, any underpayment or over payment will be recoverable by or from the Bidder, as the case may be, and, without limiting recourse to other available means, may be offset against any amount subsequently due by LIC to the Bidder under the contract/Purchase order.

13. Prices and Taxes:

13.1. Prices

- a. Prices payable to the Bidder will be fixed as derived from the Final L1 quote after commercial evaluation and will be exclusive of GST, Taxes and Octroi/LBT. Prices once fixed will be valid throughout the entire contract/Purchase order period.
- b. Escalation of Costs: The Bidder will in no circumstance be entitled to any escalation of costs or price of any material / items supplied or services tendered under the contract/Purchase order. The prices will not be subject to variation on any account.

13.2 Taxes and Duties

- a. Bidders will be entirely responsible for all taxes, duties, license fees, road permits, and transit insurance etc., except GST, and Octroi/LBT incurred until delivery of the contract/Purchase ordered services to LIC.
- b. GST and Octroi/LBT, if any, will be reimbursed only at actual on production of appropriate receipts within 15 days of such tax payment to the respective authorities by the Bidder.

13.3 Deduction of Taxes at Source

LIC will deduct taxes from the amounts due and payable to the Bidder wherever applicable. LIC will provide Bidder with the statement of any taxes deducted by LIC on payments under the contract/Purchase order. The Bidder agrees to reimburse and hold LIC harmless from any deficiency including penalties and interest relating to taxes including recovery of any tax retrospectively that are its responsibility under this clause. For purposes of the contract/Purchase order, taxes shall include taxes incurred on transactions between LIC and the Bidder.

14. Contract/Purchase order Amendments

No variation in or modification of the terms of the contract/Purchase order shall be made except by written amendment signed by both LIC and the Bidder. Any changes in law, taxes and policies shall be governed through the provision of above under the head "Prices and Taxes".

CHIEF (IT/SD)

<On Company Letter Head >

Section-I:ANNEXURES

Annexure-I: Covering letter

To,
Chief (IT/SD),
Life Insurance Corporation of India, Central Office, IT Dept.,
2nd Floor, Jeevan Seva Annexe, S.V. Road, Santacruz (West),
Mumbai 400 054

Sir,

Re.: Request for Proposal for Data and Document Formatter and Communication Platform (FOSS - Free and open-source software based). Reference: LIC/CO/IT-SD/PORTAL/2023-24/DCP dated 17.10.2023

Having examined the RFP document, terms and conditions including all Annexure the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide **Data and Document Formatter and Communication Platform** in conformity with the said RFP documents in accordance with schedule of prices attached in the commercial bid and made part of this tender.

We hereby agree and accept all the clauses/terms and conditions mentioned in the RFP document and also subsequent modifications / clarifications / corrigenda.

We understand that,

- 1) If our Bid for this RFP/tender is accepted, we undertake to enter into and execute at our cost, when called upon by LIC to do so, a contract/Purchase order in the prescribed form. Unless and until a formal contract/Purchase order is prepared and executed, this bid together with your written acceptance thereof and notification of award shall constitute a binding contract/Purchase order between us.
- 2) If our Bid is accepted, we undertake to comply with the delivery schedule as mentioned in the Tender Documents.
- 3) We agree to abide by this Tender Offer for 6 months from date of Tender (Eligibility Bid) opening and our offer shall remain binding on us and may be accepted by LIC at any time before expiry of the offer.
- 4) We undertake that in competing for and if the award is made to us, in executing the subject Contract/Purchase order, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".
- 5) We agree that LIC is not bound to accept the lowest or any Bid that LIC may receive and LIC may reject any bid, or accept or entrust the entire work to any Bidder without assigning any reasons or giving any explanation whatsoever.

- 6) We certify that we have provided all the information requested by LIC in the format requested for. We also understand that LIC has the exclusive right to reject this offer in case LIC is of the opinion that the required information is not provided or is provided in a different format.
- 7) We will indemnify LIC against all third-party claims of infringement of patent, Intellectual Property Rights, trademark, copy right or industrial design rights arising from use of the Bidder's Solution or any part thereof throughout the Offices of LIC, including but not limited to the legal actions by any third party against LIC.

Dated at _____ this _____ day of _____ 2023

Thanking you,

Yours faithfully

Authorized Signatory,

For _____ (Company name)

Annexure-II: Company profile and other information

Company Profile

Request for Proposal for Data and Document Formatter and Communication Platform (FOSS - Free and open-source software based). Reference: LIC/CO/IT-SD/PORTAL/2023-24/DCP dated 17.10.2023

1	Name of the Company	
2	Company Registered as [Public Limited/Private Limited]	
3	Date of Incorporation	
4	Address of Corporate/ Registered Office	
	Line 1	
	Line 2	
	Name Of City	
	State	
	Postal Code	
	Email id	
	Phone no./ FAX no.	
5	GST Registration No. and Date of registration	
6	Names of the States for which the bidder has GST Registration No. (including all Billing offices) (Attach registration Certificates)	
7	PAN No. (Attach certified copy of PAN)	
8	Turnover of the Company:	
	Financial Year : (INR in lakhs)	
	2022-2023	
	2021-2022	

	2020-2021			
9	Profit of the Company after Tax			
	Financial Year : (INR in lakhs)			
	2022-2023			
	2021-2022			
	2020-2021			
Details of Projects undertaken /Clients				
12	Sl No	Names of the clients And Client Location	Order Value (Bidder may provide apx value ex >INR 5 lac or > INR 10 lac etc when the PO value cannot be disclosed due to NDA/Confidentiality) Attached supporting PO Documents .	Assignment Details
	1		Order Value:	(i)Description of Assignment/Services
	2		Order Value:	(i)Description of Assignment/Services
	3		Order Value	(i)Description of Assignment/Services
	10	Bidder's Address for communication :		
	Authorised Signatory, Name and Designation			
	Email Id			
	Mobile Number			
	Address Line 1			
	Address Line 2			

	Name Of City	
	State	
	Postal Code	
	Email id	
	Phone no./ FAX no.	
11	Bank Details	
	Name of Bank	
	Branch	
	MICR Code	
	Type of A/C	
	Account No.	
	IFSC Code	
12	Bidder's Official Web Site (URL)	
13	Any other relevant information not covered in the above points :	
14	Key Personnels Name / Designation / Email and Mobile Nos. 1. 2. 3.	
15	We hereby confirm that we, M/s _____ have not been blacklisted by any Govt./PSU/reputed listed company for corrupt or fraudulent practices or non-delivery / non-performance in the last three years. And that	

there is no legal action being taken against us for any cause in any legal jurisdiction that affect our ability to deliver the requirements as per the tender.

Enclosures:

- a) GST Registration, PAN, Certificate of Incorporation, Profit & Loss Statement, Audited Balancesheet, and latest IT Returns and Sales Tax duly signed/ attested by the authorities mentioned in the Tender.
- b) Attested Copies of the Purchase Orders or Certificate from customers
- c) Power of Attorney or the copy of the Board Resolution appointing the Authorized Signatory
- d) Cancelled cheque-leaf of the mentioned Bank Account.

Signature of the Authorized Signatory

Name:

Designation:

Date:

Name & Address of the company:

Place:

Seal of the Company

Annexure-III: Declaration regarding non-Blacklisting

Request for Proposal for Data and Document Formatter and Communication Platform (FOSS - Free and open-source software based). Reference: LIC/CO/IT-SD/PORTAL/2023-24/DCP dated 17.10.2023

To,

Chief (IT/SD),

Life Insurance Corporation of India,

Central Office, IT Dept.,

2nd Floor, JeevanSevaAnnexe,

S.V. Road, Santacruz (West),

Mumbai 400 054

This has reference to the LIC's Request for Proposal for Data and Document Formatter and Communication Platform (FOSS - Free and open-source software based) Reference: LIC/CO/IT-SD/PORTAL/2023-24/DCP dated 17.10.2023 at locations specified by Life Insurance Corporation of India. We _____ (name and address of the bidder) hereby confirm that we have not been black-listed/de-barred by any Govt./ PSU/ BFSI organization/ Government Departments in India, including LIC, as on date of submission of the bid. Also, there has been no occasion of disassociation with any of our customers in India on account of delayed/defaulted deliveries or services during last three years.

SIGNATURE

Name:

Designation:

Authorized Signatory

Date: ____/ 2023

Company Seal

Place:

Annexure-IV: Authorization for signing all the documents related to RFP
[Either (a) or (b) on bidder's letterhead]

(a) To be signed by the bidder company's Board / Director / Managing Director

Date:

To,
Chief (IT/SD),
Life Insurance Corporation of India,
Central Office, Information Technology - SD Department,
2nd Floor, South Wing, "Jeevan Seva Annexe",
Santacruz (W), S.V.Road, Mumbai - 400054.

Sir,

SUB: Authorization to sign on behalf of the Company for LIC

Re. Request for Proposal for Data and Document Formatter and Communication Platform (FOSS - Free and open-source software based). Reference: LIC/CO/IT-SD/PORTAL/2023-24/DCP dated 17.10.2023

I / We, _____ (name & designation), by the powers vested in me

/ us, hereby authorize Mr./ Mrs./ Ms. _____ to sign the documents to

be submitted for participation in the above referred RFP, and its subsequent modifications/clarifications, as "Authorized Signatory" on behalf of our company.

The signature of Mr. / Mrs./ Ms. _____ is as below.



(Sample Signatures of the Authorized Signatory)

Dated at _____ this _____ day of _____ 2023.

Yours faithfully,

Signature(s):

Name(s):

Designation:

Name & Address of the company:

Seal of the Company

Contd.....

(b) To be signed by the bidder's Company Secretary

Date:

To,
Chief (IT/SD),
Life Insurance Corporation of India,
Central Office, Information Technology - SD Department,
2nd Floor, South Wing, "Jeevan Seva Annexe",
Santacruz (W), S. V. Road, Mumbai - 400054.

Sir,

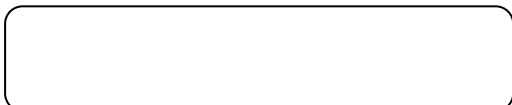
SUB: Authorization to sign on behalf of the Company for LIC

Re. Request for Proposal for Data and Document Formatter and Communication Platform (FOSS - Free and open-source software based). Reference: LIC/CO/IT-SD/PORTAL/2023-24/DCP dated 17.10.2023

Mr./ Mrs./ Ms. _____ has been authorized by our Company Board/

Director/ Managing Director to sign the documents to be submitted for participation in the above referred RFP, and its subsequent modifications/clarifications, as "Authorized Signatory" on behalf of our company. The copy of our board resolution is enclosed herewith.

The signature of Mr. / Mrs./ Ms. _____ is as below.



(Sample Signatures of the Authorized Signatory)

Dated at _____ this _____ day of _____ 2023.

Yours faithfully,

Signature(s):

Name(s):

Designation:

Name & Address of the company:

Enclosures:

Annexure-V: Statement of Assumptions/Deviations (on technical only) from RFP

Date:

Request for Proposal for Data and Document Formatter and Communication Platform (FOSS - Free and open-source software based). Reference: LIC/CO/IT-SD/PORTAL/2023-24/DCP dated 17.10.2023

To,
Chief (IT/SD),
Life Insurance Corporation of India,
Central Office,
Information Technology Department,
2nd Floor, Jeevan Seva Annexe,
S.V. Road, Santacruz (West),
Mumbai- 400 054.

Dear Sir/Madam,

Following are the deviations and assumptions to the contents of Request for Proposal for Data and Document Formatter and Communication Platform (FOSS - Free and open-source software based).
Reference: LIC/CO/IT-SD/PORTAL/DCP/1610 dated 17th October 2023

These deviations and assumptions are exhaustive. Except these deviations and assumptions, the entire work shall be performed as per RFP requirements and documents.

Sl. No.	Page No	Clause No	Brief Narration	Statement of Deviations and assumptions	Remarks

Witness:

Bidder:

Signature:

Signature:

Name and Address:

Name and Address:

Date:

Date:

Annexure-VI: Non-Disclosure Agreement format (To be submitted only by the selected bidder)

To be executed over Rs.500/- Stamp/Franked paper & notarized: (No deviations in wordings permitted)

Non-disclosure Agreement (NDA)

This Non-disclosure Agreement (“NDA”) is made and entered into this __ day of _____ in the year Two Thousand and Twenty Two (2023)

BY AND BETWEEN

Life Insurance Corporation of India, with registered office at Central Office, ‘Yogakshema’, J B Marg, Mumbai 400 021, hereinafter referred to as “LIC”

AND

<Company Name> a company incorporated under the laws of Indian Companies Act, 1956 and having its principal place of business at

< Company Name & Address> shall be referred to herein as a “Respondent”.

LIC and the Respondent shall individually be referred to as “Party” and collectively referred to as “Parties”.

WHEREAS, the Respondent is aware that while responding to LIC’s Request for Proposal for Data and Document Formatter and Communication Platform (FOSS - Free and open-source software based). Reference: Reference: LIC/CO/IT-SD/PORTAL/2023-24/DCP dated 17.10.2023.

the Respondent may be gathering information on LIC’s Business/ Operations, certain proprietary information such as Technically and commercially detailed information regarding the respective products & service offerings, Organization, decision processes, technical infrastructure, working processes and delegation of responsibilities, project management and planning methods, reports, plans and status including but not limited to technical manuals, specifications, product features, customer list, specializations, documents, financial statements and business/development plans etc., (“Proprietary Information”) indicated as confidential by LIC and made available to the Respondent while responding to the RFP, is privileged and strictly confidential to and / or proprietary of LIC.

WHEREAS, Respondent agrees to receive the Proprietary Information or other information from LIC and treat all such information as confidential information and to safeguard LIC's confidential information, property, information systems, network, databases and other data.

NOW, THEREFORE, in consideration of the recitals set forth above and the covenants set forth herein, the Respondent agrees that:

Respondent agrees to hold all Confidential Information received from LIC in confidence. Respondent will use such Confidential Information only for the purpose of developing the Response to the said RFP; restrict disclosure of such Confidential Information to its employees and employees of its affiliated or partner companies with a need to know and inform such employees of the obligations assumed herein. Respondent will not disclose such Confidential Information to any third party without the prior written approval of LIC.

The Confidential Information means information which may be in any form including but not limited to oral, written or printed information or Information in electronic form, data, studies, consultants reports, trade secrets, proformas and other financial and trade/commercial information, computer models and programs, contract/Purchase orders, plant designs and configurations, plant performance data or other material of any kind or nature in whatever form. It may be noted that all the information shared as a part of said RFP in the form of project documents, discussions on system architecture, data shared for the sole purpose of evaluating and finalizing the system configurations onsite shall be the sole property of LIC and shall be treated with the same degree of confidentiality as that of the respondent. Respondent will ensure that no breach of confidentiality occurs at its own premises as well as during and after the onsite engagement as a part of this project engagement.

Without the prior written consent of LIC or except as otherwise provided herein, the Respondent will not:

- distribute or disclose to any other person any of the Confidential Information;
- permit any other person to have access to the Confidential Information;
- use the Confidential Information for any purpose other than the Permitted Use ; or disclose to any other person
- That discussions, investigations or negotiations are taking place concerning a possible transaction between the Parties, or the terms, conditions, status or other facts regarding a possible transaction between the Parties, or that Respondent has received Confidential Information from LIC. Notwithstanding the above, Respondent may disclose the Confidential Information, and portions thereof to its directors, officers, employees and representatives of its advisors (collectively, "Representatives") who need to know such Confidential Information for the purpose of evaluating a possible transaction between the Parties. It is understood that the Respondent will inform their respective Representatives of the confidential nature of the Confidential Information and will require its Representatives to be bound by this Agreement and not to disclose the Confidential Information to any other person.

Without the written consent of LIC the Respondent or any of his employees and consortium partners should not make public announcements/comments on any website/or issues any media statements about the existence of this engagement and scope.

The Respondent agrees to be responsible for any breach of this Agreement by its Representatives.

Respondent agrees to protect the Confidential Information received from LIC with the same degree of care as it normally exercises to protect its own proprietary information of a similar nature. Respondent agrees to promptly inform LIC of any unauthorized disclosure of LIC's Confidential Information.

The Respondent shall ensure that in no case its employees or representative uses any USB or connectivity device in the hardware systems of LIC without the permission from LIC.

The Respondent shall ensure that their employees will not disclose any information of LIC during their employment and even after they cease to be the employees of the Respondent. The Respondent shall ensure this by its own internal agreements.

Confidential Information does not include information that Respondent can reasonably prove, falls within any of the following:

- information that either is legally in either party's possession or publicly available to either party prior to the disclosure of such information hereunder;
- information that, subsequent to its disclosure hereunder, becomes publicly available to either party without any violation of this Agreement by either party;
- information that becomes legally available to either party on a non-confidential basis from any third party, the disclosure of which to either party does not, to either party's knowledge, violate any contract/Purchase order or legal obligation such third party has to either party with respect to such information ;
- Information that is independently acquired or developed by either party which can be evidenced by written records; or information that is explicitly approved for release by written authorization of LIC.

In the event that Respondent is required by law in any judicial or governmental proceeding to disclose any Confidential Information, the Respondent will give LIC prompt written notice of such request so that LIC may seek a protective order or appropriate remedy. If, in the absence of a protective order, Respondent determines, upon the advice of counsel, that it is required to disclose such Confidential Information, it may disclose such Confidential Information only to the extent compelled to do so; provided, however, that the Respondent gives LIC written notice of the portion of Confidential Information to be disclosed as far in advance of the disclosure as is practicable and uses its best efforts, at its own expense, to obtain assurances that confidential treatment will be accorded to such Confidential Information.

No license expressed or implied in the Confidential Information is granted to Respondent other than to use the information in the manner as is permitted in RFP or by LIC.

Respondent agree that Confidential Information is and shall at all times remain the property of LIC. Respondent acknowledge that the Confidential Information is confidential and material to the interests, business and affairs of LIC and that the disclosure thereof (other than as permitted under this Agreement) would be detrimental to the interests, business and affairs of LIC. No use of such Confidential Information is permitted except as otherwise provided herein and no grant under any of the party's intellectual property rights is hereby given or intended, including any license (implied or otherwise). All information shall remain the property of LIC and shall be returned upon written request or upon the Respondent's determination that it no longer has a need for such information.

No license to the Respondent, under any trade secret or any other intellectual property right, is either granted or implied by the disclosure of information to the Respondent. None of the information which may be disclosed or exchanged by LIC shall constitute any representation, warranty, assurance, guarantee, or inducement by Respondent to LIC of any kind, and in particular, with respect to the non-infringement of trademarks, patents, copyrights, mask work rights, or any other intellectual property rights, or other rights of third persons or of LIC.

There are no warranties expressed or implied by this Agreement. Without limiting the foregoing, neither LIC makes any representations nor extend any warranties, express or implied, as to the adequacy or accuracy of Confidential Proprietary Information or any other information or data related thereto, or with respect to the use thereof by Respondent.

Neither this NDA nor the disclosure or receipt of information from LIC to the Respondent, shall constitute or imply any promise or intention to pursue any business opportunity described in the Confidential Information or make any purchase of products or services by LIC or its affiliated companies or any commitment by LIC or its affiliated companies with respect to the present or future transaction between the parties.

Respondent shall not modify or erase the logos, trademarks etc., of LIC or any third party present on the Confidential Information. The Respondent shall not use or display the logos, trademarks etc., of LIC in any advertisement, press etc., without the prior written consent of LIC.

Upon the request of LIC, the Respondent, will within 7 days of receipt of such request, return or destroy all Confidential Information and any notes, correspondence, analyses, documents or other records containing Confidential Information, including all copies thereof, then in the possession of Respondent or its Representatives and shall certify the fact of having destroyed the Confidential Information in writing to LIC. Such return, however, does not abrogate the continuing obligations of Respondent under this Agreement.

Respondent agree and acknowledge that monetary damages would not be a sufficient remedy for a breach of this Agreement and that LIC shall be entitled to specific performance or any other injunctive relief as a remedy in equity for any such breach of this Agreement. Any remedy shall not be deemed to be exclusive or all-inclusive and shall be in addition to any and all other remedies which may be available to LIC in law or equity.

Confidential Information provided to the Respondent does not and is not intended to represent an inducement by LIC or a commitment by LIC to enter into any business relationship with the

Respondent or with any other entity. If the parties desire to pursue business opportunities, the parties will execute a separate written agreement to govern such business relationship.

The Respondent agree that during the existence of the term of this NDA and for a period of one year thereafter, the respondent shall not solicit directly or indirectly the employees of LIC posted at/for Central Office-IT (Mumbai, Pune and COSPcentres) and Information-Technology department of Zonal offices.

Respondent agree that all of its obligations undertaken herein as the Respondent shall survive and continue for the period of the existence of this NDA and a period of three years thereafter regardless of any prior termination of this NDA.

This NDA constitutes the entire understanding between the Parties hereto as to the information and merges all prior discussions between them relating thereto.

No amendment or modification of this NDA shall be valid or binding on the Parties unless made in writing and signed on behalf of each of the Parties by their respective Authorized officers or representatives.

The Respondent understand and agree that no failure or delay by LIC in exercising any right, power or privilege hereunder shall operate as a waiver thereof, nor shall any single or partial exercise thereof preclude any other or further exercise thereof or the exercise of any right, power or privilege hereunder.

The Respondent herein agree and undertake to indemnify and hold LIC harmless from any loss, damage, claims, liabilities, charges, costs, or expense (including reasonable attorneys' fees), that may arise or be caused or result from or be paid/incurred/suffered or caused to be paid/incurred/suffered by reason of any breach, failure, delay, impropriety or irregularity on its part to honour, observe, adhere to, abide by or comply with any of the terms and conditions of this Agreement. In the event that the Respondent shall be liable to LIC in connection with this Agreement, the Respondent's liability shall be limited to the value of the Contract/Purchase order.

This Agreement shall be governed and construed in accordance with the laws of India. In the event that any of the provisions of this Agreement shall be held by a court or other tribunal of competent jurisdiction to be unenforceable, the remaining portions hereof shall remain in full force and effect. Respondent agree not to assign this Agreement or any interest herein without express prior written consent of LIC.

Nothing in this agreement and no action taken by the Respondent pursuant to this agreement shall constitute, or be deemed to constitute, a partnership, association, joint venture or other co-operative entity or arrangement. This Agreement is entered into by the Parties on a Principal-to-Principal basis and no other meaning can be assigned in interpreting any of the terms contained herein.

Any dispute or claim arising out of or in connection herewith, or the breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the provisions of Procedure of the Indian Arbitration & Conciliation Act, 1996. The arbitration tribunal shall be composed of a sole arbitrator,

and the Parties shall appoint such arbitrator with mutual consent. The place of arbitration shall be Mumbai, India and the arbitration proceedings shall take place in the English language.

IN WITNESS WHEREOF, the Respondent has caused this Agreement to be executed as of the date set forth above.

For and on behalf of <Respondent Company><Address of Respondent>

Signature

Authorized Signatory

Name:

Designation:

Office Seal:

Date:

Place:

This space is left intentionally blank

Annexure-VII: Compliance to Minimum Eligibility Criteria (MEC)

Request for Proposal for Data and Document Formatter and Communication Platform (FOSS - Free and open-source software based). Reference: LIC/CO/IT-SD/PORTAL/2023-24/DCP dated 17.10.2023

Minimum Eligibility Criteria (MEC): Please submit by filling the Bidders Compliance and enclosing supporting documents and mentioned the page numbers.

Sl.No.	Eligibility Conditions	Documentary Evidence Required	Bidder Response (Mention the Page Number of the Submission, YES/NO as Required)
1.	The Bidder must be a registered legal entity in India. Organization registered under applicable Act in India	a) Certificate of incorporation/registration b) Valid GST registration certificate with GST Registration number c) Copy of PAN card	
2.	The Bidder should be the OEM/Original Software Developer of the Data and Document Formatter and Communication Platform	Declaration by the Bidder.	
3.	The proposed Solution must be based on FOSS - Free and open-source software (No Proprietary Software)	Declaration by the Bidder and Technology Stack .	
4.	The Propose Solution is to be deployed Onsite on LIC Infrastructure. (On Premise Deployment.	Submission by the Bidder	
4.	The proposed Solution must have been implemented for at least one BFSI Client in India.	Client details Submission by the Bidder	
6	The bidder should not have been blacklisted by any Govt./PSU/reputed listed company for corrupt or	A certificate in original from the Authorized signatory should be	

Sl.No.	Eligibility Conditions	Documentary Evidence Required	Bidder Response (Mention the Page Number of the Submission, YES/NO as Required)
	fraudulent practices or non-delivery / non-performance in the last three years. The bidder must warrant that there is no legal action being taken against it for any cause in any legal jurisdiction. If such an action exists and the bidder considers that it does not affect its ability to deliver the requirements as per the tender, it shall provide details of the action(s).	attached as compliance to this condition.	

Bidder must also submit Authorisation/Power of Attorney or Board Resolution duly authorizing the authorized signatory to act on behalf of the Bidder for all legal and financial matters pertaining to this Bid and the resulting contract/Purchase order, if any.

For and on behalf of <Respondent Company><Address of Respondent>

Signature

Authorized Signatory

Name:

Designation:

Office Seal:

Date:

Place:

Annexure-VIII: Compliance to Technical Eligibility Criteria

Request for Proposal for Data and Document Formatter and Communication Platform (FOSS - Free and open-source software based). Reference: LIC/CO/IT-SD/PORTAL/2023-24/DCP dated 17.10.2023

Please submit by filling the Bidders Compliance and enclosing supporting documents and mentioned the page numbers.

Technical Eligibility Criteria (TEC)

Sl.No.	Technical Eligibility Conditions	Documentary Evidence Required
1	Compliance to the Technical Requirement Section E: Scope of work and Technical Requirements	Technical Compliance Submission Submit filled in Annexure IX with Supporting Documents.
2	Solution Architecture	Technical Submission
3	Solution Technology Stack (LIC will provide the subscription/license for the following items if required in the solution : RHEL OS, MySQL, Oracle . VM as per the Sizing requirement will also be provided by LIC. Solution Technology Stack is Open Source based without need for any proprietary software.	Technical Submission
4	On Premise Hardware Sizing for 2 million transactions per day. [Production: Desired / Indicative: 8 Core , 16 GB RAM .] [UAT : Desired / Indicative: 4 Core , 8 GB RAM .]	
4	Proof of Solution / Solution Demonstration with the desired features	Solution Demonstration
5	Active Clients for the Proposed Data and Document Formatter and Communication Platform	Purchase Order/ Contracts. (Upto three Clients Submission)

Sl.No.	Technical Eligibility Conditions	Documentary Required	Evidence
		Mandatory (Submission)	1 Clients

For and on behalf of <Respondent Company><Address of Respondent>

Signature

Authorized Signatory

Name:

Designation:

Office Seal:

Date:

Place:

Annexure-IX: Compliance to Scope of Work and Technical Requirements.

Request for Proposal for Data and Document Formatter and Communication Platform (FOSS - Free and open-source software based). Reference: LIC/CO/IT-SD/PORTAL/2023-24/DCP dated 17.10.2023

#	Scope and Requirements	Response
	KEY FEATURES	
1	Platform should be Configurable	
2	Support Batch & Online Processing	
3	Platform Independent with Open Source Components	
4	Rule Based Publishing	
5	Intuitive User Interface, Faster Template Design	
6	Multi-Channel Output Distribution	
7	API Based Integration	
8	linearly scalable	
9	On Premise Deployment (Development , UAT and Production setup)	
10	Multi-Channel Communication	
11	<p>Template Configuration (Scope) including Data Mapping to Templates and Templates deployment in the Platform :</p> <p>PDF : 150 SMS : 150 Email : 150 Fixed Length Text : 100 (JSON/Java Object to the fixed length text file which we then send to Cobol Program as messages for processing)</p> <p>Additional template configuration to be done by</p>	

#	Scope and Requirements	Response
	the Onsite Resource deployed for Operations and Maintenance.	
12	ETL Scripts as per requirement	
13	Training of LIC Developers	
14	Operations and Maintenance Support post Go Live with One Onsite Resource.	
Capability/Features		
15	The CCMS should support communication across various channels, including email, SMS, print, web portals, mobile apps, and social media.	
16	It should ensure consistent messaging and branding across all channels.	
17	<p>The system should be able to integrate using API with business Applications.</p> <p>System must support APIs (programmatic interfaces) to major system components and underlying services (including any runtime services, administrative maintenance functions, etc.).</p> <p>The solution must support the usage of XML/JSON REST related to internal and external application communication.</p>	
18	Integration with TIBCO FTL using REST API for Sending Text Messages (Custom Development)	
	Personalization and Segmentation:	
19	<p>JSON to TXT Transformation (Custom Development)</p> <p>Example : JSON passed to the API</p> <pre>{ "employee": {</pre>	

#	Scope and Requirements	Response
	<p>"name": "Vishal Singh",</p> <p>"salary": 123456,</p> <p>"address": "santacruz west mumbai"</p> <p>}</p> <p>}</p> <p>The Platform API Responds with the fixed length text for the content .</p> <p>"Vishal Singh 0000123456santacruz west mumbai "</p> <p>There is a file descriptor for the transformation</p> <p>Example name to be Char of size 20 , Spaces if name is short, salary numeric of size 10 .. prefixed with 0 etc.</p>	
19	<p>The system should allow for the creation of highly personalized communications by leveraging customer data and segmentation.</p> <p>It should support dynamic content insertion based on customer profiles and preferences.</p>	
20	<p>Ability to operate on multiple platforms including Windows, Linux.</p> <p>Ability to generate templates and data mapping from UI</p>	
21	<p>Ability to operate both in batch and real-time mode</p>	
22	<p>System with Multiple instances and multiple execution threads per instance can be initiated for achieving linear performance scalability. This is applicable for both batch and real-time mode.</p>	

#	Scope and Requirements	Response
23	The output generated can be integrated with various distribution channels including print centers, email, SMS, WhatsApp , Text Output (Formated Fixed Length, Tibco Messages hetc.	
24	SMS can be shared with tiny URL's for the output PDF location.	
25	The platform support Synchronous & Asynchronous messaging.	
26	Configurable input data consumption -utility to plug-in and use external interface data for required output generation.	
27	The different data formats for integration includes CSV files, XML files, JSON Files, TBF (Tag Based Files).	
28	Ability to accept, merge and use input data from multiple sources at the same time.	
29	Configurable template creation	
29	Provide tools for designing and creating a wide range of documents, such as receipts, invoices, statements, marketing materials, and customer correspondence.	
30	It should offer a user-friendly interface for template design and customization.	
31	Template: Pre-configured and/or Customized page sizes and conditional New Page triggers.	
32	Template : Different text formats, font, color, background, underline, strike-through, bold etc.	
33	Presentation of static & dynamic images (with customer specific image presentation) & watermarks.	
34	The transaction data and historical payment related information, commission transactions, etc. should be represented in graphical form (Bar, Pie, line, etc.).	

#	Scope and Requirements	Response
35	Enables Rapid delivery of content in customers' preferred output methods, including various print streams along with SMS, HTML, PDF, RTF, XLS ,TXT etc.	
36	The solution must include Presentation of boxes, tables with different border styles.	
37	Presentation of group information as a structure or table.	
38	Continuation features like Page-headers, page-footers, section headers, section footers, page numbering etc.	
39	Presentation of bar-codes, QR-codes	
40	Multi-column presentation with column balancing.	
41	Data aggregation, totalling & formatting for presentation and/or re-conciliation.	
42	Cut-copy-paste feature at Template level and different structural levels to help expedite Template generation process.	
43	The system should have the ability to generate PDFs should be interactive with the ability to introduce e-forms with hyperlinks, tabs, graphical elements, QR codes and Digital Signature.	
44	Exception handling, document exclusion based on in-consistent data.	
45	Conditional processing for same data format different output presentation based on customer type (business, retail, corporate etc) and data variations.	
46	Conditional processing for generating output based on languages, right-2-left and vertical data presentation.	

#	Scope and Requirements	Response
47	Conditional formatting to use same data source multiple Template output.	
48	Conditional formatting to use different data sources same template output.	
49	Different output format generation including PDF, PS, XML, HTML/Emails, Text/SMS, AFP, CSV (Simple excel), Fixed Length Txt with right/left padding based on data type and data length etc.	
50	Output filenames can be configured runtime and the output can be encrypted based on input datafields.	
51	Progress bars configured both for batch and real-time operations to provide processing speed, completion and pending statuses.	
52	The system capture various matrices including number of input received, output generated successfully, output generation failed, successful output distribution, failed output distribution etc. The system captures and manages statuses of different levels of execution for both batch and run-time modes. Using this information different MIS-reports can be generated and corrective actions can be taken.	
53	Audit-Trail – The various changes done to the template/application can be captured for audit-trail purposes.	
54	Execution Status – The system captures and manages statuses of different levels of execution for both batch and run-time mode. Based on requirement different reports can be generated.	
55	System configured for exception handling for eg. Exclude for re-processing later in case of incorrect data or re-conciliation failure. Halt email/SMS distribution in case of failed PDF generation.	

#	Scope and Requirements	Response
56	Abort email/SMS distribution after specific time period.	
57	Expire SMS/EMAIL OTP which are time barred.	
58	The CCMS should seamlessly integrate with other systems,	
59	The product must integrate with sms and email systems SMTP/API Based Integration.	
60	The solution must support email formatting options.	
61	Integrates with proposed self-service Web portal. The system should support statement (PDF) presentment for online view using the self-service portal.	
62	Ensure that the system has robust security features to protect customer data and meet regulatory requirements.	
63	It should support access controls, and audit trails.	
64	Compliance features should help adhere to industry-specific regulations	
65	Analytics and Reporting: should provide tools for tracking and analyzing the effectiveness of customer communications	
66	It should offer reporting capabilities that allow to measure key performance indicators (KPIs) related to communication campaigns	
67	The system should support the efficient management of content, templates, and digital assets.	
68	Version control for templates	

#	Scope and Requirements	Response
69	It should be possible to design the customer statements and reports through a generic GUI designer.	
70	It should be possible to design the agent commission statements and reports through a generic GUI designer.	
71	It should be possible to design the salary statements through a generic GUI designer.	
72	It should be possible to design the welcome kits through a generic GUI designer. Welcome kit should contain premium payment receipt, TIFF images of application and terms and conditions dynamically processed based on customer info and product type.	
73	It should be possible to design the receipts, letters and notices through a generic GUI designer. Content authoring by business users through browser based UI should be possible.	
74	It should be possible to design all correspondence through a generic GUI designer. Content authoring by business users through browser based UI should be possible.	
75	Specify scalability requirements to ensure the system can handle increasing volumes of communication efficiently. [For example, each day we will have a fairly consistent number of documents (statements, letters, etc.) being generated but at the end of each quarter and in March, we will experience a spike in the number of documents to be processed.]	
76	The system will support batch processing, on demand generation of output, interactive generation of output, event triggered communications in real-time, .ex: upon payment of premium, application submission etc. The	

#	Scope and Requirements	Response
	trigger should be both email and SMS.	
77	The product must be scalable for future growth and changes in technology.	
78	The product must have capability to easily upgrade in latest patches and versions .	
79	Define user roles and permissions to control access to the CCMS functionalities.	
80	Specify who can create, edit, approve, and distribute communications.	
81	New users with there roles and responsibilities can be created using Admin screen	
82	Groups of users can be created to control template generation, testing and deployment.	
83	Setting system wide settings including use of default font, font size etc.	
84	Setting up of Job's and Queues and their priorities.	
85	Platform based on Open source	
86	DR Setup for High Availablity	
87	Campaign Management- Campaign Generation and Distribution.	
88	<p>Communication Distribution Channels :</p> <p>Print</p> <p>Email/ Mobile</p> <p>PDF</p> <p>HTML, XML</p> <p>Tibco FTL using API</p> <p>Fixed Length Text Output using File Definition in terms of Data type and padding requirement.</p>	

#	Scope and Requirements	Response
89	<p>On Premise Hardware Sizing for 2 million transactions per day real time .</p> <p>[Production: Desired / Indicative: 8 Core , 16 GB RAM .]</p> <p>[UAT : Desired / Indicative: 4 Core , 8 GB RAM .]</p> <p>VMs will be provided by LIC . MySQL/ RHEL Licenses/Subscription if required will be provided by LIC</p>	
90	New solution should have capability of smooth migration from existing CCMS solution.	
91	Ability to generate communication with multiple attachments at a time.	
92	Ability to generate multilingual documents (in English/Hindi/etc.)	
93	Ability to have a configurable purging solution.	

Annexure-X: Commercial Bid

<u>COMMERCIAL BID</u>						
Request for Proposal for Data and Document Formatter and Communication Platform (FOSS - Free and open-source software based). Reference: LIC/CO/IT-SD/PORTAL/2023-24/DCP dated 17.10.2023						
#	Parameters	Unit (A)	Amount (B)	GST % (C)	GST Amount (D)	Total Amount (E)
A.1	Annual Subscription Charges/Fees <u>Data and Document Formatter and Communication Platform</u>	Lump Sum				B +D
A.2	One time setup and configuration Charges for the Scope of Work /Templates and Go Live and Technical support upto 60 days(Two months) for implementation .	Lump Sum				B +D
A.3	Onsite Technical Specialist for Operations and Maintenance after Go Live (10 Months)	Person Month Rate for 1 month				<u>Total Amount for 12 man months</u> $(B + D) \times 10$
	<u>Grand Total Cost for the L1(Lowest Quote) Evaluation (Total Amount under A.1 + A.2 + A.3)</u>					

Note :

- a) Total Amount and Grand Total Cost will be the cost along with the GST.
- b) GST will be payable as applicable.

c) Bidder to note that price bid should be submitted in this format only and all fields should be properly filled.

d) Change in Tax structure at the time of actual invoicing : While any increase in the rates of applicable taxes or impact of new taxes subsequent to the submission of the quotation/rates shall be borne by LIC, any subsequent decrease in the rates of applicable taxes or impact of new taxes shall be passed on to LIC in its favour. This will remain applicable throughout the project period.

Authorized Signature (In full and initials):

Name and Title of Signatory:

Name of Firm:

Address:

Location: Date:

Annexure-XI: Format for submitting the Performance Bank Guarantee (s)

(To be submitted only by the selected bidder)

Request for Proposal for Data and Document Formatter and Communication Platform (FOSS - Free and open-source software based). Reference: LIC/CO/IT-SD/PORTAL/2023-24/DCP dated 17.10.2023.

This Deed of Guarantee executed by the _____ (Bank name) "A Scheduled bank within the meaning of the Reserve Bank of India Act and carrying out banking business including guarantee business at Mumbai and other places "having its head office at _____ (hereinafter referred to as "the Bank") in favor of Life Insurance Corporation of India, Corporation established under Section 3 of LIC Act 1956, having its IT Dept., Central Office at the 2nd Floor, Jeevan Seva Annexe, Santacruz, Mumbai 400054, (hereinafter referred to as "the Corporation") for an amount not exceeding Rs. _____/- (Rupees _____ only) at the request of "Bidder Name & Address" _____ (hereinafter referred to as the "Bidder").

This unconditional and irrevocable guarantee is issued subject to the condition that the Liability of the Bank under this guarantee is limited to a maximum of Rs. _____ (Rupees *In words*), and the Guarantee shall remain in force for a period upto _____ (date), and cannot be invoked otherwise than by a written demand or claim under this guarantee served on the Bank on or before _____ (date) by the Corporation.

Whereas _____ (Bidder's Name) having its head office at _____ has been selected as per terms and conditions mentioned in the tender document/ Request for Proposal for Data and Document Formatter and Communication Platform (FOSS - Free and open-source software based). Reference: LIC/CO/IT-SD/PORTAL/2023-24/DCP dated 17.10.2023.

And whereas the _____ (name & address of the Bank) has agreed to give on behalf of the Bidder an unconditional and irrevocable guarantee (Performance Bank Guarantee), therefore we hereby affirm that we guarantee and are responsible to you on behalf of the Bidder upto a total amount of Rs. _____ (Rupees *In words*) and we undertake to pay you, upon your first written demand declaring the Bidder to be in default under the Contract/Purchase order, and without cavil or argument, any sum or sums as specified by you within the limit of Rs. _____ (Rupees *In words*) as aforesaid, without your need to prove or show grounds or reasons for your demand of the sum specified therein. This Guarantee shall not be affected by any change in the Constitution of the Bank.

NOTWITHSTANDING ANYTHING CONTAINED HERE-IN-ABOVE:

- The Bank hereby covenants and declares that the guarantee hereby given is an unconditional and irrevocable one and shall not be revoked by a Notice or otherwise.

- b. Our liability under this guarantee is restricted to a sum of Rs. _____ (Rupees ... *In words*
- c. The Bank Guarantee will be valid for a period up to _____
- d. A written claim or demand for payment under this Bank Guarantee is the only condition precedent for payment of part/full sum under the guarantee to the Corporation.
- e. The Corporation need not prove or show grounds or reasons for the demand of a part or the full amount of guarantee.

DATED AT THIS DAY OF

SEALED AND SIGNED BY THE BANK

Annexure XII: E-TENDERING GUIDELINES AND INFORMATION

Request for Proposal for Data and Document Formatter and Communication Platform (FOSS - Free and open-source software based). Reference: LIC/CO/IT-SD/PORTAL/2023-24/DCP dated 17.10.2023

This is an e-Tender and hence Bids must be submitted online through e procurement portal.
<http://www.tenderwizard.com/LIC>

No hardcopy of the tender will be accepted. Bidder must register themselves on e-Procurement website well in advance and download RFP before their online bid submission.

All documents are to be scanned and uploaded. Bids should be submitted well before the closing time. Submitting the bid online in the last few hours before the bid closing time should be avoided in the bidder's own interest.

Neither the Service Provider nor LIC will be responsible for any lapses /failure on the part of the bidder, in such cases.

All documents should be scanned and uploaded. Only Successful bidder will be required to submit the hardcopy (physical submission) of the entire uploaded document. There may be nominal registration charges for registering in the Tender Wizard Portal and are to be paid directly to the service provider by the bidder.

The Commercial Bid is to be uploaded on the online platform along with the eligibility and technical bid. The Commercial Bids of technically qualified bidders will be opened online at a later date on the platform provided.

For Registration and for further details on e-tendering, please visit
<http://www.tenderwizard.com/LIC> or

Contact the help desk whose details are mentioned below:

Address:

#24, Sudha Complex, 03rd Stage, 04th Block, Basaveshwaranagara, Bangalore – 560079.

e-Mail:

dscprocessingunit@yahoo.com

Help Desk Contact Details:

lokesh.hr@antaressystems.com -- +91 9686115304

sushant.sp@antaressystems.com -- +91 9731468511

ANNEXURE XIII : BID SECURITY DECLARATION

Request for Proposal for Data and Document Formatter and Communication Platform (FOSS - Free and open-source software based). Reference: LIC/CO/IT-SD/PORTAL/2023-24/DCP dated 17.10.2023

To,
The Chief (IT/SD),
LIC of India, Central Office,
2nd Floor, Jeevan Seva Annexe,
Santacruz (W), S V Road,
Mumbai - 400 054

Sir,

I/We understand/declare that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- i. have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- ii. having been notified of the acceptance of our Bid by the purchaser during the period of bid validity
- iii. fail or reuse to execute the contract, if required, or
- iv. fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of

- i. the receipt of your notification of the name of the successful Bidder; or
- ii. thirty days after the expiration of the validity of my/our Bid.

Signature of the Authorized Signatory

Name:

Designation:

Name & Address of the company:

Seal of the Company

Duly authorized to sign this Authorization on behalf of: [insert complete name of Bidder]

Dated on _____ day of _____ 2023.

<End of Document>