



CC Department , Southern Zonal Office, Chennai 600 002.

Installation of LED Signage Board on the Northern Side Terrace of LIC Building

Instructions to Bidders / Vendors

1. The Tender Applications Forms will be available for the period from 19.10.2023 to 03.11.2023 from 11.00 am to 5.00 pm on all the working days (Excluding Saturdays, Sundays and Government Holidays). The tender forms can also be downloaded from our website www.licindia.in/tenders
2. The last date/time for submission of the tender documents is 06.11.2023 up to 3.00 pm
3. The premises where the LED signage Board is to be installed can be inspected from 19.10.2023 to 03.11.2023 from 11.00 am to 4.00 pm. Interested bidders may contact the following officials for the inspection of the premises and for any enquiry between 10.00 am to 5.30 pm on any working day.
Asst. Secretary/Admin. Officer,
Corporate Communications Department,
11th Floor, LIC Building,
Southern Zonal Office
Chennai 600002.
Mob No 8976335618 /9442688773
4. The Tender applications /documents received after the last date and time shall be rejected. In case the last date of issue/receipt/opening of tender documents is declared a holiday / happens to be a holiday, the tender shall be issued / received and opened on the next working day at the same timings.
5. The bidding shall be two bid system. The technical bids shall be opened on the same day i.e. 06.11.2023 at 3.30 pm. The details of opening of the financial bids of the eligible bidders / Vendors shall be intimated separately.
6. The authorized signatories of the bidders / Vendors shall sign on each page of the tender documents in proof of agreeing to the terms and conditions mentioned therein. There shall be no footnote or remarks by the Vendors, other than the details that are asked for in the tender and any bids that contain such footnotes /remarks are liable to be rejected.
7. The tender documents shall be placed in two separate covers, one containing the Technical Bid along with the DD/Bankers' Cheque for the EMD Amount, while the other cover shall contain the Financial Bid. Both the covers shall be placed in a separate bigger cover and sealed and superscribed as "Application for Installation of LED Signage Board on LIC Building" and shall be addressed and sent / handed over to
**The Regional Manager (CC),
LIC of India
11th Floor, LIC Building,
Southern Zonal Office,
Anna Salai,
Chennai 600 002.**
8. The technical bids shall be opened on the same day i.e. (last date of submission of the bids/tender documents) 06.11.2023 at 3.30 pm in the presence of the bidders / authorized representatives, if any, who may choose to attend. The Date and time of opening of the financial bid shall be communicated to each eligible bidder/vendor separately.



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TIMELINES OF PROPOSED TENDER PROCESS

Tender Documents can be obtained / downloaded from LIC website	19.10.2023 to 03.11.2023
Pre-Bid Meeting Scheduled on	31 st October 2023 at 12.00 Noon
Last Date for submission of Tenders	06.11.2023 up to 3.00 pm
Opening of Technical Bids	06.11.2023 at 3.30 pm
Opening of Financial Bids	To be communicated later to the vendors/bidders whose technical bids are found to be valid.

Regional Manager (CC)

Place: Chennai
Date: 19.10.2023

We have gone through all the instructions and agree to abide by them.

Signature of the Vendor with Seal