

भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA
os.jorhat@licindia.com, OS Deptt., Jorhat DO,
Rajabari, PIN 785014

TENDER FOR

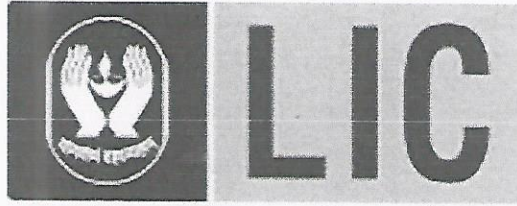
EMPANELMENT OF AGENCIES PROVIDING AIR TICKETING and (DOMESTIC/
INTERNATIONAL) UNDER JORHAT DIVISION, JORHAT

LIC OF INDIA,

S DEPARTMENT, JORHAT DIVISIONAL OFFICE

RAJABARI, JORHAT, ASSAM PIN 785014

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PART A - NOTICE INVITING TENDER

TENDER NOTICE FOR EMPANELMENT OF AIR TRAVEL AGENCIES PROVIDING AIR TICKETING (DOMESTIC / INTERNATIONAL) FOR OFFICES UNDER JORHAT DIVISION

TENDER NO: - 02 / 2023-2024

Life Insurance Corporation Of India , Jorhat (hereinafter referred to as " The Corporation ") having its Divisional Office at Gar Ali, Rajabari, Jorhat- 785014 proposes to invite Sealed Tenders from Air Ticket Booking Agencies (Domestic / International) for Air Ticket booking of LIC's Executives/Officials/Employees/Agents/Others. The Agencies should also provide assistance in Web Checking etc. A panel of agencies will be prepared on the basis of qualifying conditions of Technical Bid which will be valid for 3 (Three) years. This validity period may be further extended by two year based on satisfactory performance and mutual consent with approval of the Competent Authority.

The service is for the Officers and Employees of Jorhat Division.

The proposals of the Bidders will be evaluated on Technical Bid basis.

The interested Firms/Vendors/Service Providers fulfilling eligibility criterion and agreeable to the set Terms & Conditions are requested to apply and submit at our Office within 4.00 PM on 11th January, 2024. Necessary Application Forms can be downloaded from our website www.licindia.in view Tenders or may be obtained from OS Deptt., LIC of India, Jorhat Divisional Office, Rajabari, Jorhat, PIN 785014.

The master envelope should be superscribed as “Tender for Empanelment of Agencies providing Air Ticketing and Allied Services to all offices under Jorhat Divisional Office)” and to submit in the Tender Box at OS Deptt., LIC of India, Jorhat Divisional Office, Rajabari, Jorhat, PIN 785014. The Applications sent through Post or Courier Services should reach our Office on or before last date.

Last date of submission of Completed Application Forms is upto 4.00 PM on 11-01-2024. The applications will be opened on 12-01-2024 at 12 PM.

Note:

1. Existing empanelled Firms should apply for fresh empanelment.
2. Black listed firms/removed earlier, by any offices of LIC of India, should not apply (if applied will not be considered).
3. Any corrections or modifications of this Notice of Empanelment will be published in our website www.licindia.in as Corrigendum to the notice for Empanelment.

Date: 01-01-2024

SR.DIVISIONAL MANAGER

Schedule for the tender process is as given below:-

Tender Notification Number and Date	2/ 2023-2024
Date of Publication of Tender	01-01-2024
Earnest Money Deposit	Rs 7,000/- in the form of Demand Draft/Pay Order drawn in favour of " LIC OF INDIA" payable at Jorhat to be paid at the time of submitting the tender in a separate envelope superscribed" EMD FOR EMPANELMENT OF AGENCIES PROVIDING AIR TICKETING AND ALLIED SERVICES TO ALL OFFICES UNDER JORHAT DIVISIONAL OFFICE, JORHAT"
Time , Date and Place for receipt of Tender Documents(LAST DATE)	Time - 4 P M Date - 11-01-2024 Place - LIC Of India, at TENDER BOX LIC OF INDIA, OS Dept , Ground Floor, P.O.:RAJABARI,GAR ALI, JORHAT- 785014
Time , Date and Place of Opening of Tender Document	Time - 12.00 PM Date - 12-01-2024 Place : LIC Of India, LIC OF INDIA, Ground Floor OS Dept ,P.O.:RAJABARI, JORHAT- 785014
URL for downloading Tender Document	www.licindia.in/Tenders
Contact Details	Mr.Ramkrishna Chakraborty Mobile 9433865073

The downloaded tender form must be complete in all respect and dropped in the Tender Box placed at the above mentioned address strictly within the dates and time mentioned above. The Master Envelope should contain separate envelopes for Technical Bid Draft/Pay Order of Rs 236/- (inclusive of GST @ 18%) drawn in favour of "LIC OF INDIA" payable at Jorhat towards the Tender Fee respectively.

The tenders received after the last date and time of submission as mentioned above shall be rejected.

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

LIC of India reserves the right to reject all or any Bid or cancel the tender without assigning any reason whatsoever.

Sr.Divisional Manager

B – GENERAL RULES & INSTRUCTIONS

Life Insurance Corporation Of India, Jorhat (hereinafter referred to as “The Corporation “) invites tender for empanelment of agencies for booking of air tickets (Domestic / International) for LIC’s Executives/Officials/Employees/Others from the Jorhat Division.

A panel of agencies will be prepared on the basis of qualifying conditions of Technical Bid, which, will be valid for 3 (Three) years. This validity period may be further extended by two years based on satisfactory performance and mutual consent with approval of the Competent Authority .

1. Tender should be dropped in Tender Box (placed at LIC Head Office at the below address) in sealed envelope bearing address:-

“The Manager(OS), Jorhat Divisional Office, LIC OF INDIA,P.O.:Rajabari,Jorhat-785014”

2. The last date and time for submission of tender is 11-01-2024 up to 4 PM. The tender (Technical Bid) will be opened on 12-01-2024 at 12 PM. The venue of opening of Technical Bid will be same as given above. i.e. Office Services Department, Jorhat Divisional Office, LIC OF INDIA , P.O.:Rajabari ,Jorhat- 785014”.The Technical Bids will be opened in presence of Tenderer or their authorized representatives. Tenders received after 4:00 PM on 11-01-2024 will not be entertained and shall be rejected forthwith. Decision of the Competent Authority in this regard will be final, conclusive and binding on the tenderer and the Corporation takes no responsibility for any delay whatsoever for submission of tender after due date and time given here above.

3. The tender form may be downloaded from website of Corporation- www.licindia.in or can be obtained from the office address as mentioned above. i.e. Office Services Department, Central Office, LIC OF INDIA, Jorhat Divisional Office,P.O.:Rajabari,Jorhat- 785014

4. The Bid shall be valid for the period of **180 days** from the last date of submission of the tender.

Master Envelope-1: It should be super-scribed ‘Tender for Empanelment of Agencies providing Air Ticketing and Allied Services to all offices under Jorhat Divisional Office,.

The same shall bear the address as given below :-

The Manager (OS)

LIC of India,

Jorhat Divisional Office,

P.O.:Rajabari

Jorhat-785014

and shall contain the following:

Envelope-2 (Technical Bid) super-scribed as ‘Technical Bid for Empanelment of Agencies providing Air Ticketing and Allied Services for Offices under Jorhat Divisional Office’.

Technical Bid i.e.Envelope-2 shall contain the following:

- Covering letter on Bidder's letter head as per the Annexure III (Bid submission form)
- Bidder's general details /information, as per Part-D (Technical Bid)
 - Letter of Authority in favour of any one or two Executives of the Agency having authority to attend the Technical Bid opening on specified dates & venue as per Annexure V
 - Documents relating to agency's eligibility criteria mentioned below.
 - All Annexure from Annexure II to Annexure VI.
 - Tender Fee Demand Draft/Pay Order of worth Rs. 236/- favouring LIC of India payable at Jorhat.

Envelope-2 is to be inserted into the Master Envelope-1 which is to be deposited within scheduled date & time.

Those Technical Bids which are found to be in order i.e. satisfying all the stipulated conditions in the contract shall be short-listed for providing services to LIC of India

5. MSME Certificate holder need not pay EMD and Tender Fee.

6. Please note that all the information desired need to be provided. Incomplete information may lead to non-consideration of the Bid proposal.

7. Bids must be accompanied by Earnest Money Deposit of Rs.7,000/- as specified in the Bid document. The EMD of unsuccessful Bidders will be refunded within 30 days of completing the Bidding process without any interest.

8. LIC reserves the right to change the dates, duration of time, any clause etc. mentioned in this Tender document, which will be communicated to the Bidders or will be published in LIC's website.

9. The information provided by the Bidders in response to this Tender document will become the property of LIC and will not be returned. LIC reserves the right to amend or reissue this Tender and all Amendments will be communicated to the Bidders or will be published in LIC's website and such amendments will be binding on them.

10. The Bids will be examined by LIC to determine whether they are complete and whether the required Bid security and other details / documents have been furnished / submitted. Bid determined as not substantially responsive will be rejected. LIC may at its discretion waive any minor non-conformity or irregularity in Bid if it does not constitute a material deviation. Decision of LIC in determining whether any deviation is material or not shall be final and binding to all.

11. The validity of offer of the successful Bidders shall be at least 03(Three) years from the date of finalization of the order and the successful Bidder will be bound to provide service at agreed rates and Terms & Conditions during this period. This validity period may be further extended by two year based on satisfactory performance and mutual consent and **with approval of the Competent Authority**

12. Any agency submitting the tender shall be deemed to have read and understood the terms and conditions, scope of the work, etc and quote accordingly.

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

14. Any conditional offer / tender shall not be considered.

15. Any modification in the tender after opening date shall not be considered.

16. The Tenderers should read and understand all the terms and conditions of the Tender before applying as the submission of the tender shall be deemed to signify the acceptance of the terms and conditions of this tender and Annexure forming a part and parcel of it and the successful tenderer shall sign and execute a Contract subsequently which shall be inclusive of the terms and conditions as set forth in this Tender. The Bidder should not have been blacklisted by any office of LIC of India or any other establishment. (An undertaking in this regards is to be submitted on Bidder's letter head as per Annexure IV).

17. Any effort on the part of Bidder to influence Bid evaluation process or award of contract may result in the rejection of the Bid.

18. The Bidder shall be disqualified if any of these criteria are not fulfilled or the documents submitted are found to be false. LIC reserves the right to modify or amend the eligibility criteria. The LIC's decision in any matter related to this Bid shall be final & binding on all concerned.

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

20. Successful Bidders shall enter into an agreement with LIC on non judicial stamp paper.

ELIGIBILITY CRITERIA FOR ONLINE & OFFLINE BOOKING OF TICKETS :

1. The Travel Agency should have experience of at least five years as on 31-08-2023 in the relevant field and providing such services to reputed Financial Institutions/PSUs/MNCS/Large Corporate during each of the last three financial years ending 2020-21, 2021-22, 2022-23.
2. The Travel Agency should be a sole proprietary concern/partnership firm/company and should be registered with Registrar of Firms/Companies, wherever applicable.
3. The Travel Agency should have a valid PAN Number, GST Registration Number.
4. The Travel Agency should submit Balance Sheet, Profit & Loss Account & Income Tax Return filed for the last three financial years i.e. 2020-21, 2021-22, 2022-23.
5. The average annual turnover of the Travel Agency under Revenue from Operations, as per Audited Books of Account for the last three financial years i.e. 2020-21, 2021-22 and 2022-23, should not be less than Rs 20 lakhs.
6. The Travel Agency should be IATA approved. No sublet agencies without IATA approval need not apply.
7. The Travel Agency should be prepared to deliver the requisite services on Sundays/Holidays and also 24*7, if so required by LIC
8. The Travel Agency should be in a position to make available dedicated staff for servicing the needs of the Corporation and place implant(s) 24*7 as per requirement of LIC's Jorhat Division, if so required
9. The Travel Agency should be a direct agent of major airlines.

Each of the above criteria should be supported by documentary evidence.

AUTHORISED SIGNATORY

NAME / DESIGNATION

SEAL of the Firm/ Agency / Company

PART C - GENERAL TERMS & CONDITIONS

1. SCOPE OF WORK

- 1) Ensuring receipts of proper statements from airlines on discounts gained on deal codes secured by the Corporation and ensuring proper utilization thereof.
- 2) Assisting the Corporation in securing deal codes with other airlines.
2. The Travel Agency will be available 24*7*365 days for booking/cancellation of both domestic & international air tickets and also making available a dedicated staff/implant at the Corporation's office at their own cost, if required. The dedicated staff/implant would be an employee of the Agency.
3. The Travel Agency will be responsible for compliances with all central and state laws as per rules/regulations/by-laws and order of the local authorities and statutory bodies as may be in force from time to time during the contract period.
4. The Travel Agency shall not assign the contract or any part thereof to any other Agency/party without the prior consent/approval of LIC. The Travel Agency shall also not sublet the work or part thereof except with prior written consent of LIC.
5. The contract will be initially valid for a period of three years and will be further extended by two more years subject to satisfactory performance of the Agency and mutual consent with approval of Competent Authority.
6. If the registration certificate of IATA is withdrawn or cancelled during the contract period, then the contract of the Agency will automatically stand cancelled.
7. The Travel Agency will have to provide prescribed travel related services in time. If the Agency fails to provide tickets and other Travel related services within the scheduled time, the Agency will be solely responsible for the same and no payment will be made for it.

The losses to the Corporation which are directly attributable to the Agency shall be deducted from the bills/adjusted from the Security Deposit.

9. The Travel Agency should have Computer Reservation Ticketing Facility of all airlines for domestic and international travel along with provision for online booking facility for the same to be extended to LIC through dedicated staff/implant, if required.

10. The Agency shall be obliged to suggest cost-effective ticketing plan only under refundable basis. All tickets requested should be mailed to os.jorhat@licindia.com in addition to the applicant employee. These tickets/related invoices should reflect the name of the person who has given the booking.

11. The Travel Agency will have to submit monthly statement of bills raised showing the amount of expenses on ticket booking airline wise/sector wise/booking type/domestic/international. Travel agency must book the ticket strictly at the most economical fare available for the indicated time slot as per the Deal Code of various airlines with LIC of India. Only this ticket expenses will be payable and no other service charges and other charges are payable.

12. Applicable taxes will be deducted at source at the time of settlement of bills unless the Bidder produces a certificate to the contrary from the Income Tax authorities. TDS certificate will be issued by LIC.

13. The Travel Agency should be in a position to provide credit limit for a period of four weeks, as LIC requires time for processing the bills. In cases where bills are settled after four weeks, no penalty shall be demanded by the Agency nor they should claim in future.

14. The tender document may be downloaded from our website: www.licindia.in

15. All the pages of the Tender and documents called for should bear the date and signature of the tenderer. All the entries by the tenderer should be in one ink and legibly written. Any overwriting, corrections & cuttings should bear initials and date of the tenderer.

16. Conditional/incomplete/late tender applications will be immediately rejected.

17. LIC reserves the right to reject or accept any or all tenders without assigning any reasons thereof.

18. The Travel Agency will advise and extend the special offers being given by various airlines as and when such offers are made.

19. No advance payment will be paid for any purpose.

20. No interest shall be payable by LIC of India on EMD amount of Rs. 7000/- (Rupees seven thousands) only. EMD of unsuccessful Bidders shall be returned after the award of the contract. EMD of successful Bidder will be converted into interest-free Security Deposit and would be refunded at the end of the contract period. Tenders without EMD would not be considered.

23. PAYMENT TERMS:

It will be ensured that the bills will get settled within 30 days from the date of submission of correct bills and on completion of journey for which agency will have to furnish their bank account details to LIC. Excess payment, if any made shall be refunded to LIC without any delay and in any case within 7 days from the date of demand from LIC or else it will be deducted from next payment due. GST will be paid as applicable.

24. TERMINATION CLAUSE:

LIC reserves its right to terminate the services, fully or partially for any reason at its absolute discretion by giving one month's notice in writing, including but not limited to the following:

- a) If the agency / company is adjudicated insolvent by a Competent Court or files for insolvency or if the hirer being a company is ordered to be wound up by a Court of Competent Jurisdiction.
- b) If the Agency / Company commit any breach of the terms of this agreement / tender document.
- c) If any charge sheet is filed by a Competent Authority of the Government against the Agency / Company, or the Agency / Company is convicted by a criminal court on grounds of moral turpitude.
- d) The Agency / Company is involved in wrongful billing. In addition hereto wrongful billing shall also result in the Agency / Company being debarred from participating in any other tender of LIC.
- e) The engagement is not in the interest of the LIC or the LIC no more requires any such service.

It is clearly understood by the Agency / Company that if a charge sheet is filed by any Competent Authority of the Government against the Agency / Company, the Agency / Company is obliged to notify LIC within fifteen days of filing of the charge sheet. Failure to do so shall result in forfeiture of all payments due for service rendered after the date of filing of the charge sheet.

If there is a change in the name of the Agency / Company etc. arising out of:
merging with some other company or

- i) collaboration with some other company or
- ii) for any other reason

or, if any changes take place in the proprietorship or partnership of the Agency / Company, the Corporation should be intimated within 30 (Thirty) days of such changes, failing which all payments will be withheld and Corporation may terminate the hire agreement as may be deemed necessary, Whatever be the reason of changes, the subject hire agreement would be terminated unless the new company/entity accepts the subject Hire agreement at the same rates, terms and conditions laid down herein. The agency /company shall refund the excess money if any paid by the agency / company for the term for which the agreement / arrangement has run.

25. PENALTY CLAUSE:

- a. The travel agency is required to book the ticket immediately on receipt of communication from the concerned LIC of India travel desk representative. Such booking shall in no case, be later than 6 hours of receipt request or 2-3 hours before scheduled departure of flight in case of priority / urgent /same day booking whichever is earlier. In the event of failure to do so, the Travel Agent will be liable to pay a sum of Rs500/- per incident.
- b. Travel agency must book the ticket strictly at the most economical fare available for the indicated time slot as per the Deal Code of various airlines with LIC of India unless

otherwise specified in the booking request given by the concerned LIC of India travel desk representative. Failing to do shall lead to penalty of Rs 500/- per incident in addition to difference between the lowest cost and actual cost of the ticket booked.

c. In case, cancelate of the ticket is not made by the travel agency even after written communication by the concerned LIC of India travel desk representative requesting such cancellation, no payment shall be made to empanelled travel agency for that particular ticket.

26. FORCE MAJEURE:

Force Majeure (FM) means extraordinary events or circumstances beyond human control such as an event described as an Act of God (like a natural calamity) or events such as war, strike, riots, crimes(but not including negligence or wrong-doing, predictable/seasonal rain and any other events specifically excluded in the clause) An FM clause in the contract frees both parties from contractual liability or obligation when prevented by such events from fulfilling their obligations under the contract. An FM clause does not excuse a party's non performance entirely, but only suspends it for the duration of FM. The firm has to give notice of FM as soon as it occurs and it cannot be claimed ex- post facto. There may be a situation affecting the purchase organization only. In such a situation, the purchase organization is to communicate with the supplier along similar lines as above for further necessary action. If the performance in whole or in part or any obligation under this contract is prevented or delayed by any reason of FM for period exceeding 90(Ninety) days, earlier party may at its option terminate the contract without any financial repercussion on either side.

Notwithstanding the punitive provisions contained in the contract for delay or breach of contract, the supplier would not be liable for imposition of any such sanction so long as the delay and/or failure of the supplier in fulfilling its obligations under the contract is the result of an even covered in the FM Clause.

27. DISPUTES & DIFFERENCES:

In all cases of dispute, the matter will be referred to the Competent Authority of L.I.C. of India and his decision shall be final and legally binding on the contractor.

28. AIRLINES COMPUTERISED RESERVATION SYSTEM/SELF BOOKING PORTAL

The successful Bidder will have to provide customized portal for LIC for air ticket booking of Executives/Officials/Employees/Agents & Others of the Corporation for their personal as well as official tour. The portal should have the following features:

- should be able to display rates of all flights, availability of seats, cost and timing, should be able to suggest/recommend the lowest fares within the desired time of +/- 1 hour. Should be able to provide details of data of travel done for required period, sector wise travel details, details of payment done, BSPMIS reports.
 - f) Offer the best bargain available in the market for ticket bookings
 - g) Should be able to do booking at preferred rates with corporate deal codes.
 - h) Be able to enforce the corporate travel policies and offer a wider choice while ensuring bookings at the lowest rates.
 - i) Do real time monitoring of all travel management activity along with logs of booking and audit trail.
 - j) Any time anywhere access by internet, intranet of the LIC and mobile phones.
 - k) In built arrangements in the software to customize the travel policy of LIC and subsequent changes in it from time to time.
 - l) The entire arrangement should be real time and should display rates and availability of seats of all airlines.

AUTHORISED SIGNATORY

NAME / DESIGNATION
SEAL of the Firm/ Agency / Company

PART D - TECHNICAL BID

Bidder's General Information

To be submitted in a sealed cover super scribed as **“Technical Bid for Empanelment of Agencies providing Air Ticketing and Allied Services under Jorhat Division, Jorhat”.**

TENDER No - 2/2023-24

Name of the Firm/Agency/ Company
& Year of Registration

(Attach Certificate of Registration)

Registered Address

Office Address (if different from above)

Name and Address of Directors / Proprietor

Telephone Nos

Email id and Website address

Contact Person Particulars :

1. Name of the Contact Person
2. Mailing Address

3Telephone and Mobile Numbers

3. Email id

Bankers of the Firm /Agency/Company

Pl attach certified copies of Account statement
for last 3 months (July to September,2020)

PAN (Attach certified copy)

GST REGISTRATION NUMBER (Attach
certified copy) :-

IATA Registration (copy to be enclosed)

Details of EMD

Details of Demand Draft / Pay Order	EMD of Rs. 7000/-
Demand Draft/Pay Order No. and Date Date of Demand Draft / Pay Order	
Name of Issuing Bank , Branch and Address	

Work Experience of agency in the field of Air Ticket Booking . Give details of the existing clients ::- (Attach separate sheet in the following format)

Sr. No.	NAME OF CLIENT	Govt. office / PSU / Private	Year of Empanelment.

Turnover of the Company /Partnership Firm/ Proprietorship for the Financial Year 2020-21,2021-22, 2022-23 based on the Audited Balance Sheets and Profit & Loss Account statement. (Please attach a copy of audited Balance Sheet and Profit & Loss Account) :

SL-NO FINANCIAL YEAR TURNOVER FOR LAST THREE COMPLETED FINANCIAL YEAR , AVERAGE FOR THREE YEARS SHOULD BE 20 LAKHS

1. 2020-21
- 2, 2021-22
- 3 2022-23

Sr No

- 1 Whether the Travel Agency is equipped with the requisite infrastructure in the form of Airline Computerised Reservation System (CRS), electronic mail, other modern communication systems and self booking portal
- 2 Whether the Travel Agency is in a position to make available dedicated staff/implants for servicing the needs of the Corporation at their own cost, if required
- 3 Whether the firm is MSME. EMD to be exempted on submission of requisite documents .

AUTHORISED SIGNATORY

NAME / DESIGNATION

SEAL of the Firm/ Agency / Company

Annexure II - Declaration

21. I _____ Son/Daughter/ Wife of Sri
_____ Proprietor/ Director/ Authorised
Signatory of the Firm/Agency/Company mentioned above is competent to sign the declaration and
execute this Tender Document.
22. I have carefully read and understood all the terms and conditions of the Tender and undertake to
abide by these terms and conditions.
23. The information / Documents furnished along with the application are true and authentic to the best of
my knowledge and belief. I /We am/are well aware of the fact that furnishing of any false
information/fabricated document would lead to rejection of my tender at any stage besides liabilities
towards prosecution under appropriate Law.

Signature of Authorized Person

Date : - _____

Full Name : _____

Place : _____

Seal :

|

Annexure III - Covering Letter on the letter head of the Bidder

BID SUBMISSION FORM

To

Life Insurance Corporation of India,

Dear Sir,

After examining the Bid Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, are pleased to offer to execute the Job and in conformity with, the said Bid Documents.

We confirm that this Bid is valid for a period of 180 days from the date of opening of Technical Bid, and it shall remain binding upon us before the expiration of that period.

Until a final Agreement is prepared and executed, the Bid together with your written acceptance thereof in your notification of award shall constitute a binding Agreement between us.

We understand that Bid Document is not exhaustive and any action and activity not mentioned in Bid Documents may be inferred to be included to meet the intent of the Bid Documents shall be deemed to be mentioned in Bid Documents unless otherwise specifically excluded and we confirm to perform for fulfillment of Agreement and completeness of the Work in all respects within the time frame and agreed price.

We understand that you are not bound to accept the lowest price or any Bid that you may receive.

We also confirm that as per the applicable law, we are authorized and competent to provide the service sought by the LIC in Bid documents.

SIGNATURE OF AUTHORISED PERSON WITH SEAL: _____

DATE : / /

Duly authorized to sign Bid for and on behalf of _____

(SIGNATURE OF WITNESS)

WITNESS NAME:

ADDRESS:

Annexure IV (With Technical Bid)

This is to certify that our Agency / Company / Firm has not been blacklisted by any of the office of LIFE INSURANCE CORPORATION OF INDIA/PSU/Govt. Undertaking/Airlines

AUTHORISED SIGNATORY

NAME/DESIGNATION :

SEAL OF THE FIRM/COMPANY

Date :

Annexure V (WITH TECHNICAL BID)

PROFORMA FOR LETTER OF AUTHORITY FOR ATTENDING OPENING OF TECHNICAL BID

No. Date:

Life Insurance Corporation of India,

Dear Sir,

We _____ hereby authorize following representative(s) to attend the opening of Technical Bid and Financial Bid and for any other correspondence and communication against above Bidding Document:

1) Name & Designation _____ Signature _____

2) Name & Designation _____ Signature _____

We confirm that we shall be bound by all commitments made by aforementioned authorized representatives.

Yours faithfully,

Signature

**Name & Designation
For and on behalf of**

Note: This letter of authority should be on the letterhead of the Agency / Company and should be signed by a person competent and having the power of attorney to bind the Agency / Company.

Annexure VI - MSME Questionnaire

- (a) Whether your firm belong to the category of Micro, Small & Medium Enterprises as defined in the Micro, Small & Medium Enterprises Development Act, 2006 " If yes ,specify the category of Micro ,Small or Medium Enterprises and whether the enterprise is in manufacturing or service industry.
- (b) Whether registration by filing Entrepreneurs Memorandum part -II, with the respective District Industries Centre has been done OR is registered under Single Point Registration Scheme of NSIC? If yes then the Entrepreneur Memorandum Number is to be mentioned and copy of Acknowledgement of Entrepreneurs Memorandum -II and /or Single Point Registration certificate to be submitted.
- (c) Whether the MSME is owned by SC/ST entrepreneurs and if so , attested true copies of **SC/ST Certificate issued by the District Authority to be submitted.**

AUTHORISED SIGNATORY NAME/DESIGNATION :

SEAL OF THE FIRM/COMPANY

Date :



Order of Arrangement of Documents with Technical Bid : -(Self Attested)

1. Attested copy of Registration of Firm / Agency / Company
2. Attested copy of Shop and Establishment Act wherever applicable
3. Attested copy of PAN
4. Attested copy of last 3 years Audited Books of Accounts (Balance Sheet and Profit & Loss Account) for the financial year 2020-21, 2021-22 & 2022-23.
5. Attested copy of last 3 years I.T. Returns for the financial year 2020-21, 2021-22 & 2022-23.
6. Attested copy of GST registration
7. Part D of Technical Bid Application along with all Annexure II to VI
8. Copy of the terms and conditions PART B & PART C in tender document with each page duly signed (with seal) by the Authorized signatory of the Firm / Agency/ Company in token of their acceptance.
9. Separate sheet in reply to Work Experience data in the format given in Technical Bid.
10. Certified copy of average turnover of the last three completed financial year by authorized body/person.