



SOUTHERN ZONAL OFFICE
C.C. Dept., 11th Floor, LIC Building,
153 Anna Salai, Chennai 2.
Tel. 28616038/39



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**TENDER FOR SUPPLYING AND FIXING OF
BACK LIT SIGN BOARDS IN VARIOUS
BUILDINGS OF LIC SOUTHERN ZONE
IN CHENNAI**

LAST DATE & TIME FOR RECEIPT OF TENDERS : 23.02.2024 at 3 PM
DATE & TIME OF OPENING OF TENDERS :23.02.2024 at 3.30 PM

TENDER NOTICE

L.I.C. of India, Southern Zonal Office, C.C Dept. Chennai invites applications from the **Empanelled Vendors** of CC Department, Southern Zonal Office, Chennai for the installation of single side backlit Glow Sign Boards at various locations of LIC in the Chennai City.

Tender Documents may also be downloaded from our web site www.licindia.in by clicking “Tender for Installation of Back Lit Glow Sign Boards at various locations in Chennai City” under the link ‘Tenders’.

The filled in tenders are to be submitted on or before 23.02.2024 by 3 p.m. Bid document will be opened on 23.02.2024 at 3.30 pm. In case, any holiday is declared by the Government on 23.02.2024, the tenders will be received / opened on the next working day at the same timings.

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

Place : CHENNAI
Date : 16.02.2024.

REGIONAL MANAGER (CC)

ANNEXURE – I

Installation of Back Lit Glow Sign Boards at various LIC Buildings / Locations at Chennai
Scope , Terms and Conditions

(Also see Annexure II - Scope and Specifications)

Scope of tender: Installation of Backlit Glow Sign Boards at various LIC Buildings / Locations of Chennai City and their trouble-free maintenance period of the boards for a period of three years. The quote for the board shall therefore, **include all costs for successful installation & maintenance of the boards for a period of three years and AMC Charges for the fourth year.**

The rates quoted shall be inclusive of maintenance for a period of three years and there will be no AMC Charges payable for a period of three years, from the date of installation. The rate quoted shall indicate the AMC Charges for the fourth year, separately. AMC Charges for the fourth year shall be inclusive of Materials, labour and all other allied costs.

Specifications:

Please see Annexure II for Scope of the work and Specifications for Installation of the boards at individual locations. The said annexure shall be duly signed, and submitted along with Annexure I.

Signature of the Vendor with Seal



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Procedure for opening of bids:

The Vendors desirous of participating in the tender shall submit the bids as follows:

The sealed cover shall contain both Annexure I & II along with the DD/Bankers' Cheque for Earnest Money Deposit. To be superscribed "**Annexures I & II - TENDER FOR SUPPLYING AND FIXING OF BACK LIT SIGN BOARDS IN VARIOUS BUILDINGS OF LIC SOUTHERN ZONE IN CHENNAI**".

The Annexure I containing the Terms and Conditions shall be signed by the Authorised Signatory of the vendor along with seal in each page, in token of acceptance of the terms and conditions. The Annexure II contains the Financial Bid with the scope of work and specification for each board. The Summary Page of the Financial Bid has to be duly filled and signed by the Authorised signatory along with seal.

The Cover containing both Annexure I & II shall be duly sealed and superscribed "TENDER FOR SUPPLYING AND FIXING OF BACK LIT SIGN BOARDS IN VARIOUS BUILDINGS OF LIC SOUTHERN ZONE AT CHENNAI", ",," to be submitted on or before 3.00 pm on 23.02.2024.

The sealed cover containing the Annexures I & II shall be opened at 3.30 pm the same day i.e 23rd February 2024.

Earnest Money Deposit (EMD)

- All the vendors desiring to participate in the said tender, shall remit an **Earnest Money Deposit (EMD)** of INR **5000/-** (Rupees Five Thousand Only) The EMD amount shall be remitted by way of a crossed Demand Draft / Bankers' Cheque from a Scheduled Commerical Bank, drawn in favour of "Life Insurance Corporation of India" payable at Chennai, valid for a period of Three Months, drawn on a date not earlier than the date of issue of this tender. **The DD/Bankers' Cheque shall be placed in the Sealed Cover containing the Annexure I & II, as a separate cover.**
- The Earnest Money Deposit of all the unsuccessful vendors shall be refunded within a period of 15 days from the date of opening of the tender.

Signature of the Vendor with Seal

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- The Earnest Money Deposit of the successful vendor shall form part of the **Security Deposit** (as mentioned in Point No 4 of the Terms and Conditions) and the vendor shall remit such balance amount, so that the EMD amount and the balance deposit amount amounts to 10% of the basic cost of the bid amount (excluding GST).
- The EMD of the successful vendor will be forfeited, if the lowest bidder withdraws from undertaking the work. Further, if the L1 vendor fails to pay interest-free security deposit to LIC within the specified period, the EMD will be forfeited.

Terms & Conditions:

1. The Backlit Glow Sign Boards shall be installed at all the places as mentioned in the tender documents and the Vendor shall undertake a trouble-free maintenance of the board for a period of **three years** from the date of successful installation and display.
2. All the Backlit Signage boards shall strictly conform to the specifications stipulated.
3. The rate quoted for the installation of Backlit Signage Board shall be inclusive of **all costs for successful display** viz. cost of the unit, transportation costs, scaffolding costs if any, installation and **maintenance for trouble- free functioning of the board for a period of three years.. Only the cost of the overall quote (excluding GST) including maintenance costs less buy back costs wherever applicable for all the seven works together** shall be considered to decide the L1 Vendor based on the Financial Quote (Annexure-II). **There shall be no maintenance charges for the first three years.** The Vendor shall not be paid any other charges or costs whatsoever for the first three years and other than the amount quoted for AMC during the fourth year. The AMC charges for the fourth year shall include the cost of replacement of spares and also every other component, labour and transport and all other incidental charges, so as to ensure trouble-free maintenance. The AMC charges for the fourth year, quoted by the L1 vendor shall be paid at the beginning of the fourth year, from the date of installation of the boards.
4. The successful vendor, before issuance of work order, shall make an **interest- free deposit with LIC amounting to 10% of the Basic Cost of the bid amount (exclusive of GST) quoted in column** of the financial bid in Annexure II. The said deposit shall be maintained

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in the books of LIC till the completion of the maintenance period viz. AMC of three years from the date of successful installation of the boards.

5. Apart from the above, before commencing the work, necessary insurance policies should be taken by the vendor. The policy should be in the **combined name of LIC of India & vendor name** and the insurance amount for Contractor All Risk policy should be full amount including 7.5% contract value for All Risk policy & Workmen Compensation as per Government Labour wages.
6. **The vendors may inspect all the work sites before quoting the Tender Amount, including the Basic Structure and facilities available at the work site. The existing old Back Lit Glow Sign Boards have to be removed and taken away by the vendor, and the rate quoted shall include the buyback value wherever applicable.**
7. Time is the essence of the Contract. The entire work has to be completed within a period of **15 days** from the date of receipt of the Work Order from LIC.
8. The penalty for non-completion of the aforesaid work within the stipulated time limit as mentioned above will attract a penalty of 0.50% of the Contract Amount for every week of delay, subject to a maximum of 10% of the accepted tender amount.
9. The successful vendor shall take prior approval of the materials used in the said installation work. The worksite shall be subject to surprise / frequent visit for inspection by the LIC officials.
10. Any repair shall be attended to and the Backlit Glow Sign Board shall be be put back in a working condition within two days. In extra-ordinary circumstances, when more time is warranted, the Vendor shall intimate in advance and it will be discretion of the Competent Authority to extend this time limit.
11. LIC of India shall have the discretion, in the case of failure by the Vendor to restore the display within the time stipulated in (10) above, to meet the charges for repair through other sources besides imposing appropriate penalty which shall be charged to the said interest-free deposit. If the Vendor fails to maintain successful display within the

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stipulated time mentioned in (10) above in more than two occasions, the entire amount of deposit shall stand forfeited besides getting black-listed from future works of LIC. Subject to the above, the deposit made shall be refunded after the maintenance period of three years of the installation of the Backlit Glow Sign Boards.

12. LIC of India reserves the right to decide the successful Vendor amongst the bids and the decision of the Competent Authority in this regard shall be final and no correspondence, verbal or writing, shall be entertained in this regard by unsuccessful Vendors.

13. Acceptance or rejection of the Tender / quote shall be the sole discretion of the Life Insurance Corporation of India.

14. Any dispute regarding the tender shall be adjudicated before the Court of Competent Jurisdiction in Chennai City only.

15. LIC of India reserves the right to cancel the tender process on situations warranting the same.

16. The authorized signatories of the Vendors shall sign on all the pages of the Tender Document in acknowledgement of having accepted the terms and conditions.

Declaration:

I/We hereby declare that the information given above are true and agree to the Terms & Conditions mentioned above. I/we further undertake that the cost quoted for installation of Back lit Glow Sign Boards is inclusive of the cost of the Unit besides the cost for transporting the Unit to the LIC Building, cost of scaffolding, cost of installation, fabrication, electrical connections and any other direct or indirect costs etc for successful display as described earlier in this Annexure -I, cost of trouble-free maintenance for three years from the date of successful installation and display of the Unit. We declare that the Glow Sign Boards shall conform to the Specifications stipulated by LIC. We certify that we have inspected the premises of LIC the Backlit Glow Sign Boards are proposed to be installed.

Signature of the Vendor with Seal

Place

Date: