



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

उत्तर क्षेत्रीय कार्यालय, 11वां तल, टावर-2, 124, जीवन भारती बिल्डिंग, कनाट सर्कस, नई दिल्ली -110001

Ref: NZO/OS/telephone

10/04/2024

Tender for Annual Maintenance Contract of cabling of intercom extension Lines & Direct Lines

Life Insurance Corporation of India, Northern Zonal Office, New Delhi, invites sealed Bids under two Bid system for maintenance of our 230 lines (apprx) intercom network (expandable) lines and 125 Direct lines situated at following locations :-

1. Jeevan Bharti Building, 124 Connaught Place, New Delhi 110001
2. Jeevan Prakash Building, 25, KG Marg, Connaught Place, New Delhi 110001
3. New Asiatic Building, H-39, Connaught Place, New Delhi 110001
4. Jeevan Deep Building, Connaught Place, New Delhi 110001
5. 8 Guest Houses situated at Connaught Place, Asaf Ali Road, Sunder Nagar

Terms & Conditions:-

- A) TENDER FEE :-** The vendor will be required to submit non refundable Tender fee of Rs.118/-either in the form of cash or Demand draft favoring Life Insurance Corporation of India, payable at New Delhi along with the tender. The cash can be deposited at our cash counter (11th floor) during cash hours.
 - B) EMD:-**EMD will be Rs. 5000/- either in the form of cash or Demand draft favoring Life Insurance Corporation of India, payable at New Delhi .
 - C) SECURITY DEPOSIT :-**The successful bidder shall provide a security through Bank Draft payable in favour of "LIC of India", Payable at Delhi for an amount equivalent to 3% of the bid amount within a period of 15 days from the date of issue of letter of intent. Security Deposit will not carry any interest.
 - D) Past Experience:-**The vendor should have past experience of three years in this field and documents in this regard should be submitted .
 - E) Purchase Preference to Micro and Small Enterprises (MSME/NSIC/Start-up):-** MSE/NSIC/Start up vendor are exempted from depositing Tender Fee & EMD. To avail exemption under MSME/NSIC/ Start-up Vendor has to submit relevant documentary evidence.
 - F) PERIOD OF THE CONTRACT: -** The contract shall initially be for a period of one year, which may be extended at the discretion of the Corporation by one year and thereafter for a further period of one year on satisfactory performance of the contract on mutual consent on the same terms & conditions.
 - G) Firm /Company should have Minimum Turnover of Rs. 10 lakh in Last 3 years of the Financial Years 2021-22, 2022-23, 2023-24**
1. Only those vendors having office in Delhi/NCR are allowed to participate in the Tender. Vendor is required to submit the proof of office in Delhi/NCR with the tender. Tender submitted without address proof of Delhi/NCR will be rejected.
 2. The AMC will be for service and maintenance of cabling/ telephone instruments only.
 3. One trained person will be required to be deputed in our office at Jeevan Bharti Building on all working days during office hours.

4. The payment will be made on the completion of a month subject to satisfactory services.
5. The service provider will be required to keep liaison with MTNL/Airtel officials for keeping the direct telephone in order.
6. The contractor being the employer in relation to person engaged/ employed by him for providing the services under the agreement, shall alone be responsible and liable to pay wages / salaries to such person which in any case will not be less than minimum wages or prescribed for the category of workers employed by him from time to time by State government and /or any authority constituted by or under any law.
7. In case of any statutory increase in the wages of labour in accordance with the Minimum Wages Notification issued by the appropriate authority under the Minimum Wages Act from time to time after submission of the tender, the increase of wages shall be set off by LIC of India by giving proportionate increase.
8. The contractor shall adhere to and comply with all the laws that may be applicable to him and will extend all the benefits/privileges as applicable to person engaged / employed by him including that of Provident Fund, ESI, Workmen Compensation Act, Bonus, gratuity, Minimum Wages Act and leave etc. In case of any breach of any laws, rule, notification applicable to the employee of contractor, the contractor shall be responsible and liable for any act(s) of omission and /or commission committed by any employee, agent, representative, attorney, person(s) engaged/ employed by him for discharging the obligations under this agreement.
9. The contractor shall be responsible for all injuries and accidents to person employed by him.
10. In the event of any loss/ damage being caused to LIC on account of the negligence of the contractor's employees, the contractor shall make good the loss sustained by LIC either by replacement of the material/ equipment or payment of compensation.
11. Cleaning of telephone instruments installed at Jeevan Bharti Building is to be done on regular basis.
12. The AMC charges are required to be quoted per month excluding taxes. The AMC charges per month would be payable after completion of one month. The service provider would be required to submit its bill after expiry of month and the bill, if found in order and the service rendered to our satisfaction, would be settled within 15 days from the date of its receipt in the office.
13. The vendor is required to submit this letter along with Technical bid duly signed with rubber stamp at place provided here in below in this letter in token of acceptance of all terms and conditions.
14. The Life Insurance Corporation of India does not confer any right to the vendor or anybody else by calling this tender.
15. The Life Insurance Corporation of India reserves its right to terminate the contract with the service provider any time without assigning any reason thereof.
16. The Life Insurance Corporation of India reserves its right to accept any of the quotation/ or reject any/ or all quotations without assigning any reason thereof.
17. Tenderer may visit the office during the office hours on any working day and physically verify the system installed in the office and various other locations mentioned above to assess the volume and nature of services to be provided.



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18. The rate quoted will not include the cost of cables/ spare parts etc. and will be payable separately as per requirement and consumptions.
19. Validity of tender will be 180 days from the date of opening thereof.
20. Contractor should have full registration under GST laws.
21. In case of more than one Lowest rate (L-1), contract would be awarded to bidder having highest Average Annual Turnover in last 3 years of the F.Y. (2021-22, 2022-23, 2023-24).

PENALTY CLAUSE:-

Penalty of Rs. 5000/- will be deducted from monthly payment, if trained person is not deputed in our office at Jeevan Bharti Building on any working days during office hours during that month.

TERMINATION OF CONTRACT :-

Either party can terminate this Agreement by giving one month's written notice to the other without assigning any reason and without payment of any compensation, thereof. However, the LIC shall give only a 24 hours' notice for termination of this Agreement to the contractor when there is a major default in compliance of the terms and conditions of this Agreement or the contractor has failed to comply with any of its statutory obligations.

Procedure for submitting Bids against the tender:-

- Both the bids must be submitted at the same time giving full particulars, but in separate sealed covers duly super-scribed as "Technical Bid for Annual Maintenance Contract of cabling of intercom extension Lines & Direct Lines" and "Financial Bid for Annual Maintenance Contract of cabling of intercom extension Lines & Direct Lines".
- Please note that Financial Bid as per Annexure 'A' is to be placed in the envelope super scribed as "Financial Bid for Annual Maintenance Contract of cabling of intercom extension Lines & Direct Lines".
- If any vendor puts the Performa for financial bid in the envelope for technical bid, such quotation will be rejected.
- All other documents including the Technical Bid as per Annexure 'B' are to be placed in the envelop super scribed as "Technical Bid for Annual Maintenance Contract of cabling of intercom extension Lines & Direct Lines"
- Both these envelopes are to be kept in one big envelope which will be super scribed as "Tender Annual Maintenance Contract of cabling of intercom extension Lines & Direct Lines and addressed to :-

Mr. Sunil Gupta
AO(Estate)
Life Insurance Corporation of India,
Northern Zonal Office,
Tower 2, 11th floor, Jeevan Bharti,
124, Connaught Circus





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Those vendors who wish to send the Tenders through messenger should hand over the same during office hours on or before the prescribed time & date to the officer authorized to receive the tenders whose details are given below:-

Mr. Sunil Gupta
AO(Estate)
Life Insurance Corporation of India
Northern Zonal Office,
11th floor, Tower II,
124, Connaught Circus
New Delhi-110001

The last date for receipt of quotations is 30.04.2024 up to 15.00 hrs.


Regional Manager(OS)

Encl: Annexure -A (Financial Bid)
Annexure -B (Technical Bid)

I have physically verified the system of telephone and intercom lines in the office and other location and I agree to the above mentioned terms and conditions of tender.

Signature of vendor with Rubber Stamp