

Annexure-I

Scope of tender:

1. ***Supplying & installation of backlit LED MODULE Wrap up Signage boards at Top Floor of North Central Zonal Office Building and their repair for a period of Three (3) years.***
2. The quote for the board shall therefore, includes all costs (which shall be inclusive of Materials, labour and all other allied costs) for successful installation and repair of the boards for a period of Three years, from the date of installation.

Specifications:

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

Procedure for opening of bids

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

1. The sealed cover shall contain both Annexure I & II along with the DD/Bankers' Cheque for Earnest Money Deposit. To be super scribed "***Annexure I & II - "Tender for Supplying & installation of backlit LED MODULE Wrap up Signage boards at Top Floor of North Central Zonal Office Building and their repair for a period of Three (3) years"***".
2. 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.
3. The Annexure II contains the Financial Bid with the scope of work and specification for each board. The Summary Page of the Financial

Signature of the Vendor with Seal

Bid has to be duly filled and signed by the Authorised signatory along with seal.

4. The Cover containing both Annexure I & II shall be duly sealed and super scribed **“Tender for Supplying & installation of backlit LED MODULE Wrap up Signage boards at Top Floor of North Central Zonal Office Building and their repair for a period of Three (3) years”** to be submitted on or before 04.00 pm on 11th June 2024.
5. The sealed cover containing the Annexure I & II shall be opened at 04.30 pm the same day i.e. on 11th June 2024.

Earnest Money Deposit (EMD)

- All the vendors desiring to participate in the said tender shall remit an Earnest Money Deposit (EMD) of INR 30,000/- (Rupees Thirty Thousand Only).
- The EMD amount shall be remitted by way of a crossed Demand Draft / Bankers’ Cheque from a Scheduled Commercial Bank, drawn in favour of “Life Insurance Corporation of India” payable at Kanpur, 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.
- The Earnest Money Deposit (EMD) of the successful vendor shall form part of the Security Deposit 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).

Signature of the Vendor with Seal

- 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 LED Module Wrap Up Signage Boards shall be installed at the location as mentioned in the tender documents and repair of the board (if required) for a period of three years from the date of successful installation and display.
2. All the Backlit LED Module Wrap Up Signage Boards shall strictly conform to the specifications stipulated in Annexure II.
3. The rate quoted for the installation of Backlit Signage Boards, as mentioned above, shall be inclusive of **all costs for successful display** viz. cost of the unit, fabrication cost, electrical connection, transportation costs, scaffolding costs if any, installation and repair for trouble-free functioning of the board for a period of three years. The cost of installation (excluding GST) and the cost of repair shall be considered separately to decide the L1 Vendor for based on the Financial Quote (Annexure-II). No other maintenance charges shall be paid by LIC for a period of three years. The rate quoted for repair by the Vendor shall include the cost of replacement of spares and also components, labour and transport and all other incidental charges, so as to ensure trouble-free maintenance for a period of three years.
4. The successful vendor, before issuance of work order, shall make an interest-free Security deposit with LIC amounting to 10% of the Basic Cost of the contract amount (exclusive of GST).
5. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.

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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.
7. Time is the essence of the Contract. The entire work has to be completed within a period of 30 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. LIC will provide power within 5 meter radius from the point of erection.
10. Any repair shall be attended to and the backlit LED Module Wrap up Signage Boards, shall be put back in a working condition within two working 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 (7) above, to meet the charges for repair through other sources besides imposing appropriate penalty. If the Vendor fails to maintain successful display within the stipulated time mentioned in (7) above in more than two occasions, agency will be black-listed from future works of LIC.
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.

Signature of the Vendor with Seal

14. Any dispute regarding the tender shall be adjudicated before the Court of Competent Jurisdiction in Kanpur City only.
15. **LIC of India reserves the right to cancel the tender process on situations warranting the same at any point of time.**
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:

1. I/We hereby declare that the information given above are true and agree to the Terms & Conditions mentioned above.
2. I/we further undertake that the cost quoted for installation of Backlit LED Module Wrap up Glow Sign Boards is inclusive of the cost for transporting the Unit to the respective location provided by LIC, 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.
3. I/we further undertake that the cost quoted for repair for three years from the date of successful installation and display of the Unit and ensure the repair / restoration of display within 02 working days from the receipt of the work order.
4. 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 where the Backlit LED Module Wrap up Glow Sign Boards are proposed to be installed.

Place :

Date :

Signature of the Vendor with Seal