



SILCHAR DIVISIONAL OFFICE, MEHERPUR, SILCHAR, CACHAR, ASSAM, PIN-788015

Ref: SDO/OS/Stores

Date:- 21.11.2024

M/S.....

Dear Sir,

**Re: Tender for shifting of Furnitures/Computers/Printers/Cash Vault/Documents/ Electronic & Electric Equipments & Other Goods from the current premises of our Haflong BO to our new premises**

Sealed tenders are hereby invited from reputed and interested vendors for shifting of office furnitures, cash vault, computers, printers, official documents/papers/electronic & electric equipments and other important goods etc from the current premises of Haflong BO of LIC of India to our newly hired premises at C/O Mr. Otom Karigapsa, Main Road, Near N.C.Hills Autonomous Council, Haflong Town, PO & PS-Haflong, PIN- 788819. Those who are interested in the matter in conformity with our terms and conditions may kindly quote the tender value (excluding GST ) in the Annexure-1 hereto and submit the same duly filled in and signed with your official seal in a sealed cover marked with “ Tender for Shifting of Furnitures/Computers/Printers/Cash Vault/Electronic & Electric Equipments/Documents & Other Goods of Haflong BO” in our Tender Box **on or before 12.12.2024 within 3.00 P.M at OS department, LIC of India, Silchar Divisional Office, Meherpur, Silchar, Assam, PIN-788015.**

Tentative date of shifting : 04.01.2025 to 05.01.2025. However, the dates may change if situation so warrants and the selected vendor has to accommodate with the revised dates.

**TERMS AND CONDITIONS OF THE TENDER**

1. The tender should be sent so as to reach this office **ON OR BEFORE THE DATE & TIME SPECIFIED.**  
Tender fees of RS. 118/- (Rs. 100/- plus GST @18%) is to be deposited at the cash counter or may be paid through DD favouring LIC of India payable at Silchar. Tender documents will be available at LIC of India, OS Deptt, Silchar Divisional Office, Meherpur, Silchar, 788015. No tender fees will be required if the tender forms are downloaded from our website.
2. Price quoted should be excluding GST.
3. Tenders must be given for the total lot as required in the enquiry only and should be either TYPE WRITTEN or must be INK and should Not be with any hedging conditions.
4. The Corporation reserves the right to accept any tender in full or part. This does not necessarily mean that the L1 tender will be accepted.
5. The contractor should provide necessary logistics, hygiene requirements, transport and labour for shifting of the items at his own cost.
6. **The job comprises a voluminous work. In order to assess the actual no. of items & actual volume of work and requirements for doing the work properly before bidding for the job, the bidders with prior appointment /intimation may inspect the place for assessment from 21.11.2024 to 10.12.2024 before quoting the price.** The contact numbers for appointment and visit are
  - (1) Sri L.K.Aimol, Branch Manager, Mob- 8730982486
  - (2) Sri Niranjan Bathari, AO, Mob- 9435612034
  - (3) Sri Sandeep Nag Chowdhury, ABM(S), Mob- 7002740581
  - (4) Sri Jhun Jhun Barman, AAO, Mob- 9954132752
7. It is sole responsibility of the successful bidder to comply with all statutory requirements, rules, regulations, insurance Law and convention of the Government and Municipal Board and local bodies while carrying out the job .
8. **Successful bidder has to deposit an amount of 5% of the value of the contract as performance guarantee within 2 (two) days from declaration of LI bidder.**
9. In case the successful bidder leaves the job midway, the Corporation will be at liberty to complete the job through another vendor totally at the risk and responsibility of the bidder and cost of such work will be borne by the bidder.
9. Any dispute arising out of or relating to this tender shall be deemed to have arisen in SILCHAR TOWN and shall be under adjudication by a Court in SILCHAR TOWN.
10. Payment of performance guarantee to be tendered through NEFT or D/D or by cash at our cash counter.
11. No advance payment will be made. Payment will be made after completion of the job to the satisfaction of the Branch Manager, Haflong BO.
12. The vendor shall be liable for damage, if any, caused to the goods and furniture items in the process of shifting and LIC reserves its right to seek compensation for damage.

Yours faithfully

Sd/-

Sr Divisional Manager



SILCHAR DIVISIONAL OFFICE, MEHERPUR, SILCHAR, CACHAR, ASSAM, PIN-788015

To,  
The Manager ( OS )  
LIC of India, Silchar Division  
Jeevan Prakash Building  
Meherpur, Silchar-788015

Date:-

Sir,  
Re: Undertaking

We hereby confirm that we shall do the job of shifting as per tender specification and shall abide by the terms and conditions mentioned in the tenders. We declare that we are experienced in such shifting works and have previously done the work of shifting (including cash vault) in Banks and other offices. We also declare that we have visited the premises to assess the exact nature and the volume of the job to be done .

We further confirm that in case of change of the dates of shifting by LIC of India, we shall be bound to accommodate ourselves to render the service on the revised dates decided by LIC of India.

We are also giving the undertaking that besides imposing penal action the Corporation shall **“BLACKLIST”** our firm with information passed on to its Corporate office & other Zones/Divisions, if we fail to comply with the terms and conditions.

Your's faithfully

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( Please put Company stamp below the signature & details )



SILCHAR DIVISIONAL OFFICE, MEHERPUR, SILCHAR, CACHAR, ASSAM, PIN-788015

Annexure 1

Ref:.....  
The Sr. Divisional Manager,  
LIC of India.  
Silchar Divisional Office,  
Meherpur, Silchar-788015.

Date: .....

**Last date & time Tender submission: 12.12.2024 upto 3.00 pm**

Re:-TENDER FOR SHIFTING OF VARIOUS ITEMS FROM OUR CURRENT HAFLONG OFFICE TO NEW RENTED PREMISES AT HAFLONG.

Sir,

In response to your letter no.....dated.....

We quote hereunder our rates for shifting of Office from current building to newly rented building details mentioned in term and conditions.

	Quoted value excluding GST
TENDER FOR SHIFTING OF OFFICE MATERIALS FROM OUR CURRENT HAFLONG OFFICE TO NEW RENTED PREMISES INCLUDING CASH VAULT, FURNITURES, COMPUTERS, PRINERS, ELECTRONIC & ELECTRIC EQUIPMENTS, DOCUMENTS/PAPER AND GOODS ETC	

TENDER FEE OF Rs.118.00(Rs 100/- + 18% GST) is to be deposited by Cheque DD favouring **Life Insurance Corporation of India** payable at **Silchar** at the time of submission of tender or cash counter. This tender fee is non- refundable. However, no tender fee is required if tender forms are downloaded from our website:

EMD of Rs:- 3000/- by DD/Cheque no. .... dated.....favouring **Life Insurance Corporation of India** payable at **Silchar** is attached herewith, which is refundable without interest.

The terms & conditions of this tender intimated to us vide your letter no. Ref:SDO/OS/Stores dated 21.11.2024 are acceptable to us for the said job to your office.

Time Schedule: Tender to be floated on 21.11.2024. Last date of submission of Tender on 12.12.2024 upto 3.00 pm and opening of tender on the next day at 11.30 am.

Yours faithfully,

Signature.....  
Date.....