



Life Insurance Corporation of India
KHARAGPUR DIVISION
OS Department, Malancha Road, Kharagpur, Midnapore (W)
PIN-721304, Tel:253081, E.Mail:os.kharagpur@licindia.com

NOTICE INVITING TENDER

“ Tender for SITC of 10 KVA Diesel Generator set (D.G. Set) with Acoustic, Soundproof Green DG Set on hire basis at HERIA SO in Purba Medinipur District Under Kharagpur DO”.

Sealed Tenders are invited on hiring basis from experienced Firms / Agencies under Two Bid (T.B & F.B) system for “ SITC of Acoustic, Soundproof Green type of DG Set of 10 KVA capacity for Heria Salellite Office with Kirloskar / Cummins/ Eicher/ Ashok Leyland/ approved equivalent engine on hire basis. Last date of receipt of offer will be 3rd January, 2025 upto 03.00 P.M. Eligible Firms / Vendors/Agencies are requested to submit their offers on or before 3rd January,2025 upto 03.00 PM . For further details visit our Corporation’s website www.licindia.in/Tender . Any subsequent change in Terms & Conditions of the notice for hiring of generator will be published on our website only.

Place: Kharagpur

14th December,2024

Sr. Divisional Manager

Important Points to be noted

Separate Tender (Technical Bid, Financial bid, EMD etc) is to be submitted for each proposal clearly mentioning the name of the Branch/ Satellite Office (SO) for which the Tender is submitted.



Life Insurance Corporation of India

KHARAGPUR DIVISION

**OS Department, Malancha Road, Kharagpur, Midnapore (W)
PIN-721304, Tel:253081, E.Mail:os.kharagpur@licindia.com**

TENDER NOTICE

LIC of India, Kharagpur Divisional Office intends to hire 10 KVA D.G.set of reputed make viz. Cummins / Kirloskar/Eicher/Ashok Leyland/approved Equivalent Engine suitable to generate 3 phase 415 volts , 50 Hz at 1500 r p m complete in all respects with acoustic, Soundproof Green type of D G set confirming to the norms of pollution control board , on rental basis with all charges inclusive , for its operation in case of interruption of normal power supply to the office including low voltage and fluctuation if any, during the working hour i.e. **from 09.30 AM to 06.00 PM or “AS AND WHEN REQUIRED”** including all Saturdays, Sundays & holidays. Offers are invited on hiring basis only from eligible Firms / Agency under two bid (Technical & Financial Bid) system having installed minimum rating of 10 KVA D.G. set on hire basis including its operation and maintenance all inclusive complete in all respects. The firm / agency must have satisfactory experience at least of three years in respective field. The prospective bidders meeting the above requirements are requested to submit their sealed offer in three parts namely Part – I “ Technical Bid (TB)”, Part – II “Financial Bid (FB)”- and “Part - III “ Earnest Money Deposit” (EMD) and “Cost of tender document” (in case the tender document is down loaded from the Corporation’s web site) in three sealed covers. The tender documents will be issued from 14th Dec,2024 to 3rd January,2025 between 11.00 AM and 02.00 PM on all working days (excluding Holidays and all Saturdays & Sundays)) from the above office on payment of **non refundable tender cost of Rs. 590.00(Rupees Five hundred ninety) only including GST @ 18% by Demand Draft / Pay Order in favour “ Life Insurance Corporation of India” payable at Kharagpur or by Cash depositing over the Cash Counter.** Please submit/bring (in case of Cash payment) copy of GST Registration Certificate in Form GST REG-06/25 and PAN of the firm/agency. The last date for submission of filled in offers is 3rd January,2025 upto 03.00 PM. The “Technical Bids” will be opened on the same day at 03.30 PM by the tender opening committee in the presence of bidders or their authorized representatives willing to participate during opening of technical bid. For complete details and bid documents please log on to www.licindia.in and go to tenders and click on the link “ **Tender for SITC of 10 KVA D.G set on hire basis for Heria SO under Kharagpur DO**” .



Life Insurance Corporation of India
KHARAGPUR DIVISION
OS Department, Malancha Road, Kharagpur, Midnapore (W)
PIN-721304, Tel.253081, E.Mail.os.kharagpur@licindia.com

Agency / Firms fulfilling the following criteria will be eligible for participating in the bid.

1. Yearly average turnover of the contractor for last 03 (three) financial years should be at least Rs. 1,20,000.00 .
2. Agency / Firm must have completed at least one similar nature of work amounting to Rs. 1,20,000.00 . The works must be of similar nature involving complete works such as Civil works , installation of D.G.sets , earthing work ,integration with existing electric distribution system , electrical cabling works of public sector undertakings / institutions (Govt. / Semi – sponsored Institutes / Reputed MNCs / Organizations).
3. GST Registration Certificate.
- 4.Income Tax return for last three years . Agency / Firm should submit the Income Tax clearance certificates along with bid .
- 5.Trade Licence certificate and Professional License No.(if any)
- 6.Valid registration certificate from CPWD / PWD / MES / Railways / Govt. / Semi Govt. Organizations or any other private Organization of repute.
- 7.List of organizations where D.G. Sets are installed on hire basis in last three years with supporting documents such as work order / Letter of Intent.
- 8.Performance certificate of best two works of similar nature issued by the respective Officer of the Deptt. / Company along with Name , Designation and Deptt. to be submitted.

Supporting documents in regard to the above mentioned points should be attached along with “ Technical Bid”. Financial Bid of only those parties shall be opened who qualify in “ Technical Bid”.

No Brokers / Intermediaries shall be entertained. LIC of India reserves the right to accept or reject any or all offers in full / part without assigning any reasons whatsoever.

Sr. Divisional Manager



Life Insurance Corporation of India
KHARAGPUR DIVISION
 OS Department, Malancha Road, Kharagpur, Midnapore (W)
 PIN-721304, Tel: 253081, E-Mail: os.kharagpur@licindia.com

Annexure - I

TENDER SCHEDULE

SI No	Description	
1	Name of work :	SITC of 10 KVA Acoustic, soundproof Green Type of D G Set (Diesel Generator set) in Acoustic enclosure on hire basis for Heria SO
2	Estimated rent per month	As per prevailing market Rate of the mentioned Branch area.
3	Cost of tender document	Rs. 590/- (Rupees Five hundred Ninety) only including GST @ 18%.
4	Earnest Money Deposit	Rs. 10,000/- (Rupees Ten Thousand)
5	Date of sale of tender document	From 14 th December, 2024 to 3 rd January, 2025 between 11.00 AM and 02.00 PM on all working days from the above office on payment of non refundable tender cost by Demand Draft / Pay Order in favour of “ Life Insurance Corporation of India ” payable at Kharagpur or on depositing of Rs.590.00 over the Cash Counter.
6	Last Date & Time of receiving / submission of tender document.	On 14 th December, 2024 to 3 rd January, 2025 upto 15 hours
7	Date & Time of opening of Technical Bids	As on the last date of submission of tender i.e. on 3 rd January, 2025 at 03.30 PM.
8	Date & Time of opening of Financial Bids.	Shall be intimated later on.
9	Time Limit for installation of the D.G. Set	60 (Sixty) days from the date of acceptance letter.
10	Contract period	03 years (Initial).
11	Security Deposit	10% of the estimated annual rent.
12	Notice period for Termination of contract.	02 (Two) months on either side..
13	Validity of tender	60 (Sixty) days from the date of opening of Technical Bid.



Life Insurance Corporation of India
KHARAGPUR DIVISION
OS Department, Malancha Road, Kharagpur, Midnapore (W)
PIN-721304, Tel 253081, E.Mail: os.kharagpur@licindia.com

Annexure-II

INSTRUCTIONS TO BIDDERS

1. The tender forms will be available from **From 14th December, 2024 to 3rd January, 2025 between 11.00 AM and 02.00 PM** on week days (excluding Holidays, Sundays and Saturdays) on payment of Rs. 590/- (Rupees five hundred ninety only) by Demand Draft / Pay order (Non refundable) in favour of “ Life Insurance Corporation of India” payable at Kharagpur or by depositing in cash over the cash counter.
2. The last date for submission of filled in tenders (both technical and financial bids) is 03/01/2025 upto 03.00 PM. The offers received after the last date and time mentioned above will not be considered.
3. The filled in tenders should be submitted to the address given below :

Manager (E&OS)

**LIFE INSURANCE CORPORATION OF INDIA
Kharagpur Divisional Office, Jeevan Prakash
Jeevan Bima Sarani, Malancha, Kharagpur, PO: Malancha
Paschim Medinipur 721 304 , (03222) 253-081**

4. The technical bid will be opened by the “Tender Opening Committee” on the same day i.e. on 03/01/2025 at 03.30 PM in the presence of bidders or their authorized representatives if they are willing to attend. After scrutiny of the technical bids, the date of opening of financial bids will be intimated to those bidders whose offers are found suitable.

5. The tender form consists of the following documents. i.e.,
 - 1 Instructions to bidders and Terms & Conditions.
 - 2 Technical part.
 - 3 Financial part.

The offers are to be submitted in Two Bid system i.e., Technical Bid and Financial Bid. The Technical Bid consists of all the required information called for in the questionnaire and it should be placed in envelop-1. The envelope shall contain the addressee’s details and details of the bidder also.

6. The Financial bid shall contain only financial details i.e., rate and other financial implications. The Financial Bids will be placed in the Envelope - II and superscribed with addressee and bidders details. Separate Financial Bid is to be submitted for each BO/ SO.
7. **EMD of Rs. 10,000/ (Ten Thousand only) in the form of Demand Draft / Pay Order in favour of “ Life Insurance Corporation of India” payable at Kharagpur and the cost of tender fee of Rs. 590/- (Rupees Five hundred ninety) only including GST @ 18%, the Miscellaneous Receipt of the tender fee deposited or D.D or Pay Order shall**



Life Insurance Corporation of India
KHARAGPUR DIVISION
OS Department, Malancha Road, Kharagpur, Midnapore (W)
PIN-721304, Tel:253081, E.Mail:os.kharagpur@licindia.com

be submitted in sealed cover (Marked Envelope – III) **superscribing as “Earnest Money Deposit”** for SITC of 10 KVA soundless / noiseless Diesel Generator set (D.G. Set) in Acoustic enclosure on hire basis at HERIA SO **along with the “Technical and Financial Bid”**. **Please note that no interest is payable on the EMDs.**

8. In case the tender form is downloaded from the corporation's web site, **the non refundable tender fee of RS . 590/ (Rupees Five Hundred Ninety Only) shall be remitted in the form of Demand draft / Pay order drawn in favour of “ Life Insurance Corporation of India” payable at Kharagpur .**

9. All the three envelopes will be placed in a fourth envelope (Envelope – IV) and sealed and submitted to the Manager (E & OS) at the address given above. The envelope must be superscribed with “Bids for SITC of 10 KVA soundless / noiseless Diesel Generator set (D.G. Set) in Acoustic enclosure on hire basis at HERIA SO , and the last date for submission is 03/01/2025 up to 3.00 PM and to be opened on 03/01/2025 at 03.30 PM.

10. **Refund of EMD :-** EMD shall be refunded as under :

- (i) EMD of Non Eligible Firms / Agencies shall be refunded within 30 (Thirty) days from the date of opening of Technical Bid.
- (ii) EMD of all unsuccessful Firms / Agencies shall be refunded within 30 (Thirty) days after awarding the contract to the successful bidder.
- (iii) EMD of lowest bidder shall be refunded separately or adjusted along with the Security Deposit.
- (iv) In case the lowest Firm / Agency refused to install the D.G. Set after issue of acceptance letter , a notice shall be served to them by giving 30 (Thirty) days time failing which their EMD amount lying / retained with us shall be forfeited without any further correspondence.

Sr. Divisional Manager is the competent authority to refund/ forfeit the EMD amount.



Life Insurance Corporation of India
KHARAGPUR DIVISION
OS Department, Malancha Road, Kharagpur, Midnapore (W)
PIN-721304, Tel 253081, E.Mail: os.kharagpur@licindia.com

11. The following documents should be enclosed along with the Technical Bid :

- (a) Trade Licence Certificate .
- (b) Professional Licence No.
- (c) Service Tax Registration Certificate, if any .
- (d) List of clients with D.G.Set supplied on hire basis with date and location of installation during last three years.
- (e) List of current contracts with capacity of D.G.Set.
- (f) Attested copies of work order.
- (g) Performance certificate issued by clients during last three years.
- (h) Income Tax return for the last three years.
- (i) Certified copy of average annual turn over of the firm / agency.
- (j) G S T Registration Certificate.
- (k) PAN Card.

If any of the above documents are not enclosed along with the offer (i.e Technical Bid) by the Firms / Agency such firms shall be declared as Non Bonafide / Non Eligible and their Financial Bid will not be opened.

12. All the pages of the tender documents are to be signed by the authorized signatory of the tenderer. Any over writing or use of white ink is to be duly initialed by the tenderer. The Corporation reserves the right to reject the incomplete bids and bids lacking in details and without signatures.
13. Tenderers should note that their tenders should remain open for consideration for a minimum period of 60 (Sixty) days from the date of opening of "Technical Bids".
14. Separate tender forms are to be submitted in case more than one tender is offered.
15. Tenders received late, not in properly sealed cover, received telegraphically & Conditional or not conforming with the prescribed conditions or not complete in all respects will be rejected.
16. If any of the dates mentioned above happens to be a holiday, the transaction will be made on the next working day.



Life Insurance Corporation of India
KHARAGPUR DIVISION
OS Department, Malancha Road, Kharagpur, Midnapore (W)
PIN-721304, Tel-253081, E-Mail: os.kharagpur@licindia.com

17. Issue of tender document does not mean that the Firm / Agency is considered qualified.
18. The Tender Inviting Authority reserves the right to accept any tender or to reject any or all tenders at his sole discretion without assigning reasons thereof. The tender inviting authority does not bind to accept the lowest tender.

Place : Kharagpur

Date :14th December,2025

Sr. Divisional Manager



Life Insurance Corporation of India
KHARAGPUR DIVISION
OS Department, Malancha Road, Kharagpur, Midnapore (W)
PIN-721304, Tel 253081, E.Mail: os.kharagpur@licindia.com

Annexure – III

Sub : “ Tender for SITC of 10 KVA D.G set on hire basis” to be installed at Heria Satellite Office.

=====

This tender consists of two parts, viz., Technical Bid including Instructions to Bidder , Terms and conditions and Financial Bid containing expected price only. **Separate Technical and Financial bids are to be submitted for each proposal** . The Technical Bid , Financial Bid and the Earnest Money Deposit (EMD) should be sealed in envelopes . The use of envelopes will be as under :

- (a) **Envelope marked as I :** The duly completed **Technical Bid** along with supporting documents be put in this envelope and sealed.
- (b) **Envelope marked as II :** The duly completed **Financial Bid** be put in this envelope and sealed. Separate Financial Bid is to be submitted for each Branch.
- (c) **Envelope marked as III :** The DD or Bankers cheque for “ Earnest Money Deposit” and “Cost of tender document” or the M.R of the required value be put in this envelope and sealed.
- (d) **Envelope marked as IV :** All the three envelopes shall be placed in envelope marked – IV and sealed (i.e. Envelopes marked as IV , will contain three envelopes marked as I , II & III) and submitted to LIC of India, in sealed condition “ Superscribing as “ **Tender for SITC of 10 KVA KVA D.G set on hire basis” at Heria Satellite Office , to be opened on 03/01/2025 at 15.30 Hrs .**

GENERAL TERMS & CONDITION

The scope of services and terms & conditions for hiring the D.G. Set are as under:

1. The terms and conditions along with the instructions will form part of the tender to be submitted by the tenderer to LIC of India, Kharagpur Divisional Office, herein termed as Corporation.
2. Tender which is received on account of any reason whatsoever including postal delay etc. after the expiry of time and date i.e 03/01/2025 up to 03.00 PM fixed for submission of tenders shall be termed as **‘LATE’** tender and not to be considered. Such tender shall be returned to the concerned party without opening the same.
3. All Firms / Agency are requested to submit the tender documents (Technical Bid and



Life Insurance Corporation of India
KHARAGPUR DIVISION
OS Department, Malancha Road, Kharagpur, Midnapore (W)
PIN-721304, Tel 253081, E.Mail: os.kharagpur@licindia.com

Financial Bid) duly filled in with the relevant documents / information at the following address:

LIFE INSURANCE CORPORATION OF INDIA

Kharagpur Divisional Office, Jeevan Prakash
Jeevan Bima Sarani, Malancha, Kharagpur, PO: Malancha
Paschim Medinipur 721 304 , **(03222) 253-081**

4. All columns of the tender documents must be duly filled in and no column should be left blank. All the pages of the tender documents are to be signed by the authorized signatory of the tenderer. Any over writing or use of white ink is to be duly initialed by the tenderer. The Corporation reserves the right to reject the incomplete bids and bids lacking in details and without signatures.
5. The offer should remain valid at least for a period of 60(Sixty) days to be reckoned from the date of opening of " Technical Bid".
6. There should not be any deviation in terms and conditions as have been stipulated in the tender documents. However, in the event of imposition of any other condition, which may lead to a deviation with respect to the terms and conditions as mentioned in the tender document, the vendor is required to attach a separate sheet marking "list of deviations".
7. The Technical bids will be opened on 03/01/2025 at 03.30 PM in the presence of tenderers at our above office. All tenderers are advised to be present in their own interest and cost on that date, at the specified time.
8. Canvassing in any form will disqualify the tenderer.
9. Income-Tax and Statutory clearances shall be obtained by the vendors at their own cost as and when required. **All payments to the successful vendor shall be made by NEFT only.**
10. In case the space in the tender document is found insufficient, the bidder may use separate sheets to provide full information.
11. The financial bids will be opened only if at least two Technical Bids are found suitable. In any case single Financial Bid shall not be opened.



Life Insurance Corporation of India
KHARAGPUR DIVISION
OS Department, Malancha Road, Kharagpur, Midnapore (W)
PIN-721304, Tel: 253081, E. Mail: os.kharagpur@licindia.com

12. Rates are to be quoted for running the D.G. Set monthly including rental charges for each rating of D.G. Set complete with all accessories on hire basis in sealed cover(Envelope – II), super scribing the rating of D.G. set.
13. The operator provided by the supplier , should possess the requisite & valid electrical license , for running D.G. Set.
14. All cost for maintenance and servicing of the generator including the cost of spare parts and periodical replacement of Mobil oil are to be borne by the D.G.set contractor.
15. The D.G. Sets should be maintained properly to keep those in satisfactory running condition at all times for supplying emergency power for a load at least 90% of rated output of respective generators.
16. The permission of statutory authorities towards installation of D.G. Sets, will be obtained by the supplier of D.G. Set at their own cost.
17. The arrangements for providing accessories like cables, change-over switches etc., if required, will be made by the contractor at their own cost.
18. The arrangements for providing exhaust pipeline of the D.G. Set, as per requirement & specification of Statutory Authorities, will be made by the contractor at their own cost.
19. Mending of any damage caused to the LIC property during loading, unloading of the D.G. Set in LIC premises at the time of installation or taking out D.G set from LIC premises will be done by the contractor to original finish, at their cost.
20. The successful bidder should install and commission the D.G. Set in LIC premises within 60 (Sixty) days from the date of awarding the contract.
21. Electricity Duty, if any, payable to the State Govt., depending on running hours of the D.G. Set shall be borne by the contractor . Installation of the energy meter with its calibration and registration with the Statutory Authority, shall be done by the contractor at their cost.
22. The contract shall remain in force initially for a period of three years from the date of installation and satisfactory commissioning of the D.G. Set at site. However, the contract is subject to termination at any time if the services are not found satisfactory or for any other reason whatsoever by serving three calendar months notice on either side. Also LIC of India can terminate the contract by serving three calendar months notice if the services of DG set is not required. The contract may be renewed for further period at mutually agreed rates / charges and keeping other



Life Insurance Corporation of India
KHARAGPUR DIVISION
OS Department, Malancha Road, Kharagpur, Midnapore (W)
PIN-721304, Tel-253081, E-Mail: os.kharagpur@licindia.com

- terms & conditions unchanged, depending on satisfactory services rendered by the generator supplier and requirement of the office.
23. In case of any major break-down of D.G. Sets requiring repairing time for more than one day, an alternative interim arrangement will be made by the generator provider immediately by providing a substitute generator of adequate capacity at no extra cost. For non-functioning of the D.G. Set or in the event of failure on the part of the generator supplier to provide an alternative interim generator of adequate capacity, within one day during power failure / load shedding, penalty deduction shall be made based on OT rate for running of DG set beyond normal hours and if the same is not restored within 24 hours, corporation will be free to hire another DG set from the market at the risk and cost of contractor limited to double the amount quoted by the contractor.
24. **Tenders should be submitted along with the requisite Earnest Money Deposit amount in the prescribed mode. Tenders submitted without Earnest Money Deposit will be summarily rejected. The Earnest Money will not bear any interest.**
25. The successful bidder will also have to remit performance Security Deposit by DD / Pay Order / Banker's Cheque for an amount equal to 10 % of accepted tender amount of a year within 15 days from the date of issue of acceptance letter. Work order for commencement of the work will be issued separately within seven days after the contractor remit the requisite performance Security Deposit. If the successful bidder agrees to convert the EMD amount to Security Deposit , in that case the contractor shall has to deposit an amount equal to 10% of accepted tender of a year less EMD amount deposited along with the tender within 15 days from the date of issue of acceptance letter. Please note that the Security Deposit will not bear any interest and the same will be refunded to the contractor within 30 (Thirty) days after the closure of the contract.
26. The successful bidder will have to execute an Agreement with the LIC of India, on Non - judicial stamp paper of requisite value and as per the draft of Agreement to be provided by the LIC of India, within 14 (Fourteen) days from the date of issue of work order for commencement of the work. No payment will be made until the Agreement is executed. Please note that necessary instructions for payment will be issued to concerned Divisional / Branch Office only after execution of agreement.



Life Insurance Corporation of India
KHARAGPUR DIVISION
OS Department, Malancha Road, Kharagpur, Midnapore (W)
PIN-721304, Tel:253081, E.Mail:os.kharagpur@licindia.com

27. In case the successful bidder remit the full amount of Security Deposit (i.e. 10 % of Estimated annual rent of a year by DD / Pay Order / Banker's Cheque) in that case their EMD amount will be refunded after execution of the Agreement .
28. The deployment of operator for running the generator should comply with the Labour Legislation Act. and Minimum wage Act of Govt. of India and the State Govt.
29. The contractor will have to remove the D.G. Set from the LIC premises within 07 (Seven) days from the date of termination or closure of the contract at their cost , else demurrage charges @ 1000/- (Rupees One thousand only) per day will be levied by the LIC of India, on the contractor. The D.G. set shall have to be run in the event of load shedding / power cut / breakdown / single phasing / erratic power supply from supply Co. on all working days.

*** Normal working hours on all working days shall be as under.**

a. From Monday to Friday - (i) 9.30 AM to 06.00 PM.

30. Please note that D G set shall comprise Diesel Engine of **Kirloskar / Cummins/ Eicher/ Ashok Leyland/ approved equivalent engine** will only be accepted. The approval of make of Engine, Alternator & Enclosure must be obtained well before procurement. If the tenderer wishes to procure the D.G.Set other than approved make, they must submit the proposal along with copy of certification as mentioned & obtain approval of Chief Engineer / Sr. Divisional Manager well before procurement of D.G. Set. If at any stage it is found that DG set provided is not of our approved make, LIC reserves the right to ask the contractor to remove the DG set & provide new DG set as per approved makes.

- 31 The successful tenderer has to submit copies of invoices after procurement of D.G.Set.
The name, address & phone no. of service centre shall also be mentioned.
32. Hiring charges shall be payable from the date of commissioning / date of energizing the electrical installation.
33. The quoted rate for running the D.G set on monthly hire basis shall be inclusive of cost of DG set installation, operation (including operator) , cost of diesel price prevailing in the market at the date of opening of tender, lubricant, maintenance, tools, security etc. complete required for D G set



Life Insurance Corporation of India
KHARAGPUR DIVISION
OS Department, Malancha Road, Kharagpur, Midnapore (W)
PIN-721304, Tel-253081, E-Mail: os.kharagpur@licindia.com

- operation. Please note that any variation (Increases / Decreases) in the price of diesel will be considered for payment / recovery as per the Govt. notification issued for diesel price.
34. **Price adjustment for the cost of running of DG set due to variation in diesel price-** Price adjustment shall be done on the basis of actual consumption of diesel for operation of DG in a given period. For adjustment on account of price variation in diesel price, quantity of diesel consumed shall be determined on the basis of standard fuel consumption chart on different percentage of load, supplied by the standard DG set manufacturer like Kirloskar/ Cummins etc.
35. **A Log book shall be maintained for recording the daily running of DG set including over time which should be signed by authorized representative of LIC .**
36. The rate quoted shall be written in **FIGURES & WORDS** both & if there are any corrections same shall have to be initialed by the contractor. **Please note that quoted rates shall be inclusive of all prevailing taxes viz I.T, Work contract tax Service tax or any other taxes , duties , levies etc as applicable but without GST & nothing extra shall be paid on any account except GST.**
37. Bill shall be submitted in triplicate in the first week of the following month along with the Xerox copy of Logbook and original Log Book for certification and settlement of the bill. The payment will be made after deducting the Income Tax and Works contract Tax etc. at source as per the rules from the running bills. **No payment will be made until the Agreement is executed .**
38. If required Tenderer has to submit necessary approval from pollution control board / Directorate of electrical safety without any extra cost to LIC. Sound and pollution level shall be maintained within the prescribed limits.
39. Successful tenderer has to obtain policies to cover T.P., Fire and W.C. Insurance cover of suitable amount for each policy which shall remain in force till the contract, period and extension if granted. No payment shall be released, if the insurance lapses during contract period.
40. Tenderer are requested to visit to the site of work before quoting their rates.
41. The essential service electrical load shall be connected to D. G. set.
42. Agency has to arrange suitable foundation, earthing with copper earth plate and suitable size cable up to changeover switch provided in panel etc. as per relevant IS – Code which has to be certified / confirmed by the Engineer. Nothing extra shall be paid in this regard.
43. Unauthorized supply of power to other agency / firms from the D.G.set installed at our premises if any are found , penal action will be taken against the vendor as deemed fit.



Life Insurance Corporation of India
KHARAGPUR DIVISION
OS Department, Malancha Road, Kharagpur, Midnapore (W)
PIN-721304, Tel:253081, E.Mail:os.kharagpur@licindia.com

44. LIC shall not be responsible for any injury partial or permanent or death of any worker at site due to accident or any other reasons or by personal negligence of the staff of the contractor. LIC of India, will remain indemnified by the contractor on this account.
45. The firm shall be fully responsible for any liability / compensation in case of any accident or otherwise any untoward incident at his own risk for the staff deputed by the firm and LIC shall not give any compensation.
46. First Aid box shall be arranged by the contractor at site of work at their cost.
47. Timing may change according to the LIC's requirement.
48. The contractor shall not sublet the contract to any other party / contractor.
49. Contractor shall be solely responsible for payment of wages / salaries and allowances to his personnel that might become applicable under any Government order. LIC of India shall have no liability whatsoever in any manner.
50. For running the generator beyond the schedule hours , permission in writing shall be taken from the LIC of India and a copy of the same shall be produced while claiming the overtime charges.
51. LIC will provide suitable space for installation of D.G.Set but other infrastructures to be arranged by the vendor.
52. The following tests shall be performed at manufacture's outlet prior to packing & dispatch to site :-
 - (a) Load test at full load 50% load , 75% and 110% overload.
 - (b) Fuel consumption at full load , 75% load , 50% load and 25% load.
 - (c) Other routine test as per IS / BS on alternator , exciter and AVR. Original copies of the test certificates shall be submitted to LIC of India.
 - (d) Noise level measurement.
53. In case of dispute , the matter shall be settled mutually, failing which the decision of the Chief Engineer /Sr. Divisional Manager, LIC of India, shall be final and binding on the bidders.
54. **The selection of L-1 Vendor to be considered not only on the basis of Mly hiring charges but taking into consideration the experience on last 6 (six) Month average (July,2024 to Dec,2024) cost of extra operation charges and extra attendance charges beyond office hours of the respective BO's/SO's**

55. LIC of India, reserves the right to accept any tender or to reject any or all tenders at his sole discretion without assigning reasons whatsoever. The tender inviting authority does not bind to accept the lowest tender.

Agreed & Confirmed

**Signature of contractor
With Seal & Date**

Sr. Divisional Manager



Life Insurance Corporation of India
KHARAGPUR DIVISION
OS Department, Malancha Road, Kharagpur, Midnapore (W)
PIN-721304, Tel: 253081, E. Mail: os.kharagpur@licindia.com

Annexure-IV

Ref :-----

Date :-----

To
M/S. _____

Dear Sir,

Re : Tender for SITC of 10 KVA Acoustic, soundproof Green Diesel Generator set (D.G. Set) on hire basis at Heria Satellite Office .

Sealed tenders are invited on hire basis for the subject works which should be carried out as per LIC terms and conditions of contract.

Tenders are available from undersigned office at above address on any working day during office hours.

You may collect the tenders and submit the same well in time. Tenderers may send their representative at the time of opening of tenders.

LIC reserves the right to refuse or accept any tender at his sole discretion without assigning any whatsoever.

DETAILS.

1. Issue of tender document : From 14.12.2024 to 03.01.2025
2. Last date of submission of tender : Up to 03.00 Hrs. on 03.01.2025
3. Date of opening of Tech. Bid : At 15.30 hrs on 03.01.2025
4. Earnest money deposit by cash or DD only : Rs 10,000/- (Ten Thousand only)
5. Security deposit : 10 % of estimated annual rent i.e. Rs.-----
Rs. (----- only).
6. Time period for installation of the D.G.Set : 60 (Sixty) days from the date of acceptance letter.
7. Notice period : Two calendar months on either side.
8. Validity of tenders : 60(Sixty) days from the date of opening of Technical Bid.

Sr. Divisional Manager.



Life Insurance Corporation of India
KHARAGPUR DIVISION
OS Department, Malancha Road, Kharagpur, Midnapore (W)
PIN-721304, Tel: 253081, E-Mail: os.kharagpur@licindia.com

Annexure-V

ANNEXURES TO BE SUBMITTED BY THE FIRM / AGENCY UNDER TWO BID SYSTEM.

Re : Tender for SITC 10 KVA Acoustic, soundproof Green Diesel Generator set (D.G. Set) on hire basis. at Heria Satellite Office.

=====

TECHNICAL BID

TO BE SUBMITTED IN ENVELOPE – I

Reference of Technical Bid No. -----,

Note : This reference no. to be filled up by the bidder in the Price Bid also.

Name of the SO for which Technical Bid is submitted-----

SI No	Description	Remarks
1	Name of the Firms / Agency :	
2	Address & Phone No	
	Fax No.	
	E - Mail ID	
3	Name of the contact person.	
	Phone No.	
4	Name of the Proprietors / Partners	
5	PAN Card (Enclose attested copy).	
6	Trade Licence Certificate (Enclose copy).	
7	Sales Tax / VAT/GST Registration and Clearance certificate (Enclose attested copy).	
8	Professional Licence No (Enclose copies).	
9	Service Tax Registration Certificate (Enclose attested copy).	
10	List of clients with D.G. Set supplied on hire basis with date and location of installation during last three years (Enclose as per annexure - A).	
11	List of contracts in hand (Enclose as per annexure - B).	
12	Copies of work order (Enclose attested copies).	
13	Income Tax return for the last three years, 2021-22,2022-23 & 2023-24 (Enclose attested copies).	



Life Insurance Corporation of India
KHARAGPUR DIVISION
OS Department, Malancha Road, Kharagpur, Midnapore (W)
PIN-721304, Tel:253081, E.Mail:os.kharagpur@licindia.com

SI No	Description	Remarks
14	Average annual turn over of the firm / agency (Enclose Certified copy) .	
	i) F.Y 2021 to F.Y 2022	
	ii) F.Y 2022 to F.Y 2023	
	iii) F.Y 2023 to F.Y 2024	
	iv) Average	
15	Performance certificate issued by clients during last three years (Enclose attested copies).	

Signature of vendor with seal.

Place :

Date :



Life Insurance Corporation of India
KHARAGPUR DIVISION
OS Department, Malancha Road, Kharagpur, Midnapore (W)
PIN-721304, Tel:253081, E-Mail:os.kharagpur@licindia.com

Annexure - VI

FINANCIAL BID

TO BE SUBMITTED IN ENVELOPE – II

Re : Tender for SITC of 10 KVA Acoustic, soundproof Green Diesel Generator set (D.G. Set) on hire basis at Heria Satellite Office.

Note: Financial Bid is to be submitted separately for each SO, clearly mentioning the name of the SO for which the Bid is submitted.

=====

Name of the Branch for which Financial Bid Is submitted -----

Sl. No	Description of work	Qty	Unit	Rate (Rs)	Amount(Rs) (Excluding GST)
1	Providing new weather proof 3 phase 10 KVA Soundproof green type DG set in sound attenuating acoustic enclosure with anti vibration mounting (AVM) pads (Dunlop make) with rated output of 220 volts 50 HZ consisting of <u>Diesel Engine of Kirloskar / Cummins, Eicher, Ashok Leyland, Approved Equivalent Engine etc. make for Air cooled and enclosure of Jackson/Bhaskar/ as per OEM with Auto start system</u> complete with accessories including base plate , fuel tank (capacity for minimum 8 hrs. of running) , batteries with leads and terminals , silencer , alarms standard engine control panel (manual) , utility piping , approved sound proof enclosure etc. complete in all respect as required. The D.G. Set & enclosure shall satisfy the norms of C.P.C.B.(Central Pollution Control Board) & A.R.A.I.(The Automotive Research Association of India) . The quoted rate of D.G set on hire basis shall be inclusive of diesel , lubricant , operation and maintenance charges etc. for operation of	1(One) 10 KVA	Month		

	<p>DG set during working hrs. as specified in terms & condition enclosed. The DG set shall be equipped with following security & safety features</p> <ul style="list-style-type: none"> i- Glass control panel viewing window. ii- Externally accessible emergency stop button. iii- Provision for illumination inside enclosure. iv- High enclosure temperature safety. v- Access to battery via lockable doors. vi- Externally accessible lockable fuel filling arrangement provided to the canopy. vii- Special lockable door handles with single key. viii- Corrosion resistant modular construction (without any protruding parts). ix- Canopy is lined with acoustic foam which is non - igniting / fire retardant (conforming to BS 4735 / BIS – 7888). x- Designed for installation in open air condition. <p>Operation of D.G. set during working hrs. as given in this tender excluding Sundays & holidays. against power cut /single phasing / poor supply from supply company.</p>				
2	Over time operation of above D.G. set beyond the working hrs. as given in this tender including Sundays & holidays.(1	Hrs		
3	Waiting charges of operator beyond working hrs. as given in this tender when DG set is not operated.	1	Hrs		

Notes: Rates quoted are :1. Subject to the terms & conditions enclosed.

2. Prevailing Diesel Price = Rs _____ per litre.

(Rupees ----- per litre).



Life Insurance Corporation of India
KHARAGPUR DIVISION
OS Department, Malancha Road, Kharagpur, Midnapore (W)
PIN-721304, Tel-253081, E-Mail: os.kharagpur@licindia.com

- 3 The rates will remain fixed for the entire contract period and the GST will be payable to the vendor as per the prevailing norms of the Govt of India.
4. **The quantities mentioned in the tender under Sl. No. (2) & (3) are approximate. and it may vary up to any extent. However , the payment will be made based on hours the D.G. Set actually runs as per the rates quoted in the tender.**

Signature of Contractor

(with seal & date)



Life Insurance Corporation of India
KHARAGPUR DIVISION
OS Department, Malancha Road, Kharagpur, Midnapore (W)
PIN-721304, Tel:253081, E.Mail:os.kharagpur@licindia.com

List of works completed.

Annexure – A.

SI No	Details of the Organisation / Firm		Capacity of D.G Set (KVA)	Type of D.G Set	Details of Order			
	Name of Firm / Agency	Postal Address			Reference No & Date	Date of Commencement	Contract period	Contract amount (Rs.)

Signature of the Firm / Agency

(With seal & date)



Life Insurance Corporation of India
KHARAGPUR DIVISION
OS Department, Malancha Road, Kharagpur, Midnapore (W)
PIN-721304, Tel:253081, E.Mail:os.kharagpur@licindia.com

List of contracts in hand.

Annexure – B.

SI No	Details of the Organisation / Firm		Capacity of D.G Set (KVA)	Type of D.G Set	Details of Order			
	Name of Firm / Agency	Postal Address			Reference No & Date	Date of Commencement	Contract period	Contract amount (Rs.)

**Signature of the Firm / Agency
(With seal & date)**