



SOUTHERN ZONAL OFFICE  
"LIC BUILDING"  
e-Tendering Program

e- Tender Notice

Online **LIMITED** bids are hereby invited for the works mentioned below through online e-Tendering System portal <http://www.tenderwizard.com/LIC> **FROM THE EMPANELLED CONTRACTORS.**

NAME OF WORK: SHIFTING & MODERNISATION WORKS INCLUDING CIVIL WORKS, INTERIOR WORKS, SUPPLY OF MODULAR FURNITURE & CHAIRS, ELECTRICAL INSTALLATION, AIR CONDITIONING WORKS, FIRE ALARM , SPRINKLER SYSTEMS AND DATA & TELEPHONE CABLING FOR CAB SALEM IN DO BUILDING SALEM UNDER SALEM DIVISION.

Sr. No.	Name of Work	Estimated Cost	Earnest Money Deposit (EMD)	Tender Document Fee
1.	As mentioned above	Rs. 44,81,299.00	Rs. 89,700.00	Rs. 590.00 (including GST)

Possession of Digital Signature Certificate (DSC) and registration of the contractors on the portal i.e. <http://www.tenderwizard.com/LIC> is a prerequisite for e-Tendering.

Last Dates of various activities by bidder: (Also Refer Key dates of e-tender activities in next page.)

- A. Downloading of Tender Documents from **27.02.2025, 11.30 hrs up to 23.59 Hrs on 13.03.2025.**
- B. **Pre-bid meeting at LIC, 9<sup>th</sup> floor, Engineering Department, Zonal office , Chennai at 11.30 hrs on 06/03/2025.**
- C. On line submission & tender Closing Date & Time: **up to 23:59 Hrs on 13.03.2025**
- D. Online submission of EMD and Tender processing fee (By NEFT): **up to 23.59 Hrs on 13.03.2025.**
- E. Email or Physical submission of proof of EMD and Tender processing fee to LIC of India: **up to 15.00 Hrs on 14.03.2025.**
- F. On line opening of BID I & II : **on 14.03.2025 from 15.30 Hrs onwards.**

For Registration and for further details on e-tendering, please visit website of above

mentioned portal (website) or below mentioned Helpdesk details.

Office Address :	Help Desk Contact Details:
M/s.Antares Systems Ltd E-Tender Support Desk #137/3,Bangalore Mysore Road, Opp. KMS Coach Builders, Kengeri, Bangalore – 560 060.	<b><u>Regarding Registration Contact Nos:</u></b> Tel: 8045982100 , 8045811365 Lokesh - 9686115304 Dinesh – 9894191904 <b><u>Regarding DSC Contact Nos:</u></b> Lokesh - 9686115304 Dinesh – 9894191904

**Key Dates:**

Sr. No.	Activity	Start Date and Time	Expiry Date and Time
1.	Releasing of Tender Document	27.02.2025 11.30 Hrs	
2.	Downloading of Tender Document	27.02.2025 11.30 Hrs	13.03.2025 23.59 Hrs
3.	Pre-bid meeting at LIC, 9 <sup>th</sup> floor, Engineering Department, Zonal office , Chennai	06.03.2025 11.30 Hrs	
4.	Online submission of tender documents	27.02.2025 11.30 Hrs	13.03.2025 23.59 Hrs
5.	Online submission of EMD & Tender processing Fee to LIC of India (BY NEFT)	27.02.2025 11.30 Hrs	13.03.2025 23.59 Hrs
6.	E-mail or physical submission of proof of EMD and Tender processing fee to LIC of India.	27.02.2025 11.30 Hrs	14.03.2025 15.00 Hrs
7.	Online Opening of BID	14.03.2025 15.30 Hrs onwards	-----

**NOTE: This notice is being published for information only and is not an open invitation to quote in this limited tender. Participation in this tender is by invitation only and is limited to the selected Procuring Entity’s enlisted contractors. Unsolicited offers are liable to be ignored. However, contractors who desire to participate in such tenders in future may apply for enlistment with Procuring Entity as per procedure.**

**LIFE INSURANCE CORPORATION OF INDIA  
INSTRUCTIONS IN REGARD TO SUBMISSION OF TENDERS**

Tender fee of **Rs.590/- ( Rs. Five Hundred and ninety only)** and Earnest Money Deposit of **Rs. 89,700 /- (Rs. Eighty Nine Thousand Seven Hundred Only)** in the form of 'NEFT payment' in favour of "Life Insurance Corporation of India" is payable , as per the below 'LIC-SZO-Bank Account Details'

**LIC-SZO-Bank Account Details**

**BENEFICIARY NAME: LIC OF INDIA-Zonal Office**

**ACCOUNT NO: 510101001138234**

**IFSC CODE: UBIN0906751**

**BRANCH: CHENNAI ANNA SALAI**

**GSTN: 33AAACL0582H1ZT**

**PAN: AAACL0582H**

**BANK NAME: UNION BANK OF INDIA**

NOTE: Tenderer should note that non-compliance of the following instructions will render the tender liable for rejection.

1. If the payment details not sent by mail to [sz\\_engg@licindia.com](mailto:sz_engg@licindia.com), [sz\\_engg1@licindia.com](mailto:sz_engg1@licindia.com), the address to which the BID -1 i.e. Proof of EMD and Tender Fee paid to be submitted in a sealed envelope marked BID -1 ,:  
**The Chief Engineer, L.I.C. of India, Southern Zonal Office,  
LIC Building, 9<sup>th</sup> Floor, No.153, Anna Salai, Chennai -600 002.**
2. Tenderer should ensure that the tender is received before the due date and time specified in the Key Dates of online tender.
3. Tenderer should fill in all the relevant information in prescribed templates/forms and put his Digital signature on the relevant places as required in the e-tendering System.
4. The schedule of Quantities should be filled in as per the format given in the online e-Tender.
5. Contractors should quote the rates on percentage rates at PAR, BELOW OR ABOVE of the overall tender amount. If called upon by the Chief Engineer, the details of the percentage quoted by the Contractor has to be substantiated with the supporting documents
6. No liability whatsoever will be admitted nor claim allowed in respect of errors in the submitted tender due to missing / duplicate uploaded documents.
7. Proforma of Articles of Agreement should not be filled in by the tenderer. While the contract shall be deemed to have come into existence on issue of letter of acceptance to the successful tenderer, formal agreement shall be signed thereafter with the successful tenderer on non-judicial stamp paper of requisite value as per the proforma of Articles of Agreement.

- ~~8. Earnest Money accompanying the tender will be accepted only in the form of Demand Draft/Pay Order/Banker's Cheque of any Nationalised Bank/Approved Scheduled Bank drawn in favour of the "Life Insurance Corporation of India" payable at "Chennai" only, and not in favour of any other Authority or location. Any tender, which is not accompanied by Earnest Money Deposit, shall be summarily rejected. No interest will be paid for the period during which the earnest money lies in deposit with the Employer.~~
9. The tender shall be accompanied by a certified true copy of Power of Attorney in favour of the signatory to the tender documents. If the tender is submitted on behalf of a firm, it must be signed either by all partners or person holding a valid power of attorney from all partners constituting the firm. The person signing the tender on behalf of another partner(s) or on behalf of a firm on Company shall attach with the Tender a proper Power of Attorney duly executed in his favour by such other person(s) or by all the partners in accordance with the Constitution of the Company / Articles of Association, stating that he has the authority to sign on behalf of such other person(s) of the firm or the Company as the case may be, in all matters pertaining to the contract including the Arbitration Clause. The tenderers can submit the scan copy of the same on the online portal.
10. Contractors are warned that Cash, or Encashable Cheque, or Bank or Insurance Guarantee, or Fixed Deposit receipt in lieu of the aforementioned form of Earnest Money remittance will not be accepted
11. Tenders containing errors are liable to be considered non-bonafide at the discretion of the Chief Engineer
12. Tenderer should note that tender should remain open **for consideration for a minimum period of THREE MONTH** from the date fixed for the receipt of tenders.
13. The Life Insurance Corporation of India reserves the right to accept any tender or to accept tenders in part; to reject any or all tenders without assigning reasons thereof.
14. Contractors should fill in their "**PERCENTAGE RATE**" (**Below / at Par / Above**) in the **SCHEDULE OF QUANTITIES** or **prescribed form provided on online portal in both FIGURES and WORDS**. Tenders containing the percentage rate only in figures are liable to be considered non-bonafide at the discretion of the Chief Engineer and entail forfeiture of Earnest Money Deposit.
15. If on check there are differences between the rates/ Percentage given by the contractor in words and figures or in the amount worked out or no rate /amount quoted by him, the following shall be considered:
- (i) When there is a difference between the rates/ Percentage in figures and in words, the rates which correspond to the amounts worked out by the contractor, shall be taken as correct.
  - (ii) When the amount of an item is not worked out by the contractor or it does not correspond with the percentage rate written either in figures or in words, then the percentage rate quoted by the contractor in words shall be taken as correct.
  - (iii) When the percentage rate quoted by the contractor in figures and in words tallied but the amount is not worked out correctly, the percentage rate quoted by the contractor shall be taken as correct and not the amount.
  - (iv) In the event no rate has been quoted for any item(s), leaving space both in figure(s), Word(s), and amount blank, it will be presumed that the contractor has included the cost of this/these item(s) in other item(s) and the rate for such item(s) will be considered as zero and work will be required to be executed accordingly.

**INFORMATION & INSTRUCTIONS TO THE BIDDERS  
FOR USING ONLINE ELECTRONIC TENDERING SYSTEM (eTS)**

Special Conditions & instructions for using online Electronic Tendering System (eTS) through portal (website) <http://www.tenderwizard.com/LIC> adopted by Life Insurance Corporation of India (LIC), Southern Zonal Office, 153 Anna salai, Chennai as given in the subsequent pages will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

- **Registration of the Contractors/Bidders:** All the Contractors intending to participate in the tenders floated online using Electronic Tendering System (ETS) are required to get registered on the e-Tender Portal (website) <http://www.tenderwizard.com/LIC>. After successful Registration on above mentioned portal contractor will get a User ID and Password to access the website.
- **Viewing of Online Tenders:** The contractors/bidders can view tenders floated on online Electronic Tendering System (ETS) hereinafter referred as “eTendering System” through portal (website) at <http://www.tenderwizard.com/LIC>. They can view the details like Tender Notice, Terms and Conditions, drawing (if any) and any other information. To download through they need to login on to the above portal and can download the tender documents of an eTender.
- **Obtaining a Digital Certificate and its Usage:** On eTendering System the bids should be Encrypted and Signed electronically with a Digital Signature Certificate (DSC) to establish the identity of the bidder on online Portal. The Digital Signature Certificate (DSC) has two keys i.e. Public Key and Private Key. The Public Key is used to Encrypt (code) the data and Private Key is used to decrypt (decode) the data. The Encryption means conversion of normal text into coded language whereas decryption means conversion of coded language into normal text. These Digital Signature Certificates (DSCs) are issued by an approved Certifying Authority, by the Controller of Certifying Authorities (CCA India), Government of India.
- The contractors may obtain Class III digital certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities on the portal <http://cca.gov.in>. or may obtain information and application format and documents required for issue of digital certificate from our Service Provider for Electronic Tendering System (ETS):

Office Address:	Help Desk Contact Details:
M/s.Antares Systems Ltd E-Tender Support Desk #137/3,Bangalore Mysore Road, Opp. KMS Coach Builders, Kengeri, Bangalore – 560 060.	<p><b><u>Regarding Registration Contact Nos:</u></b> Tel: 8045982100 , 8045811365 Lokesh - 9686115304 Dinesh – 9894191904</p> <p><b><u>Regarding DSC Contact Nos:</u></b> Lokesh - 9686115304 Dinesh – 9894191904</p>

- The Bid (Online Offer) for a particular eTender may be submitted only using the Digital Signature Certificate (DSC), which is used to Encrypt (codified) the data and sign the Hash (Impression of your data) during the stage of Bid Preparation and Hash submission. In case, during the process of a particular eTender, the user loses his Digital Certificate (i.e. due to virus attack, hardware problem, operating system problem), he may not be able to submit the bid online. Hence, the users are advised to keep their Digital Signature Certificates in safe custody.

- The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.
- Bidders participating in e-tendering shall check his/her validity of Digital Signature Certificate before bidding in the specific work floated online at the e-Tendering Portal (website) through <http://www.tenderwizard.com/LIC>.

**Submission of Earnest Money Deposit:** Contractors have to Remit the EMD & Tender fee of required amount through **NEFT Only** (Refer pg 5 of tender), and not in the favour of any other Authority or Location.

The Proof of EMD paid should be sent by mail to [sz\\_engg@licindia.com](mailto:sz_engg@licindia.com), [sz\\_engg1@licindia.com](mailto:sz_engg1@licindia.com) or submitted in a sealed envelope on or before the stipulated last date & time as mentioned in the in Key Dates of e-Tender **to the Chief Engineer, Southern Zonal Office, Life Insurance Corporation of India, LIC Building, No.153,-Anna Salai, Chennai - 600 002 in the sealed envelope ( BID I )**. If the payment of EMD is not identified and verified by LIC, the BID II will not be opened.

A scanned copy of NEFT Details against Tender fee and EMD should be uploaded mandatory while Bid Preparation stage (as per the Key Dates mentioned in e-Tender and Tender document)

- Refund of Earnest Money Deposit to the unsuccessful bidders will be made through RTGS/NEFT. To enable refund of EMD through RTGS/NEFT, the bidder are requested to furnish their bank details as mentioned in **Page no 10**.
- The contractor shall also submit an Advance stamp (Rs.1 /- revenue stamp) receipt for refund of EMD as per below furnished proforma:

<b><u>Proforma for refund of EMD (to be submitted in contractor's Letter head)</u></b>	
	Date: _____
<b>CASH RECEIPT</b>	
Received with thanks from the Life Insurance Corporation of India the sum of <b>Rs. 89700/-</b> towards refund of EMD paid by us for the work <b>NAME OF WORK: SHIFTING &amp; MODERNISATION WORKS INCLUDING CIVIL WORKS, INTERIOR WORKS, SUPPLY OF MODULAR FURNITURE &amp; CHAIRS, ELECTRICAL INSTALLATION, AIR CONDITIONING WORKS, FIRE ALARM , SPRINKLER SYSTEMS AND DATA &amp; TELEPHONE CABLING FOR CAB SALEM IN DO BUILDING SALEM UNDER SALEM DIVISION</b>	
<b>(Signature across the stamp with seal)</b>	
	Affix Re 1/- Revenue Stamp

- **Submission of Tender Document Fees:**
- ~~The Contractors have to submit a Demand Draft of requisite amount as mentioned in the particular e-Tender towards the Tender Document Cost, drawn from any of the Nationalized Banks in favour of the "Life Insurance Corporation of India" payable at "Chennai" only, and not in the favour of any other Authority or Location.~~

The scanned copy of the NEFT details against Tender Document Fees should be uploaded mandatory during "Bid Hash Submission" stage (as per the due date mentioned in Key Dates of eTender and NEFT details should be sent by e-mail or submitted to **L.I.C. of India Southern Zonal Office, Engineering department, Chennai**.

in the sealed envelope on or before the due date mentioned in Key Dates of respective eTender. If the payment of tender fee not identified and verified by LIC, the BID II will not be opened.

- If the tenders are cancelled or recalled on any grounds, the tender document fees will not be refunded to the agency.
- **Tender Download:**
- The Eligible Bidders can download the Tender Document online from above e-Tendering Portal <http://www.tenderwizard.com/LIC> before the Tender closing date & time mentioned in the e-Tender floated.
- **Submission of Bid Hash of online bids:**
- The bidders are required to prepare their bids on online e-Tendering Portal as mentioned above. During bid preparation the bidders have to send their Public Key of DSC hence they are advised to procure DSCs at earliest to participate in the e-Tender. They are required to upload the scan copies of NEFT details for Tender Document Fees and Earnest Money Deposit. Also bidders are required scan and upload any other documents related to their credentials and submit wherever asked online. The bidders have to prepare their commercial bid online during in this stage only and seal (Encrypt) and digital sign the online bid with their Digital Signature Certificates. The Bidders should take note of any corrigendum being issued on the web portal on a regular basis. They should view and note down or take a printout the Bid Hash submitted and ensure that it matches during "Re-Encryption of Bids" stage. The bidders will not be able to change their technical details and offer (rates) after expiry of due date and time on online portal.
- **Generation of Super Hash:** After the time of submission of Bid Seal (Hash) by the Contractors/Bidders has lapsed, the bid round will be closed and a "Digitally signed tender Super-Hash" will be generated by concerned LIC Department official. This is equivalent to sealing the tender box.
- **Re-Encryption of Bids:** Once the Generation of Super Hash stage is completed the Contractors/bidders have to decrypt their bids as they are in encrypted mode by their DSC and re-encrypt with Department user's Public Key which will be included in the e-Tender. During this process they need use their DSC for decryption of Bids and signing of Bid Hash once again for security. The electronic bids of only those Contractors/bidders who have submitted their bid seals (hashes) within the stipulated time, as per the tender time schedule (Key Dates), will be accepted by the system. A Contractor who does not submit his bid seal (hash) within the stipulated time will not be allowed to submit his bid (Re-Encryption). This stage could be considered as transfer of control to LIC Department user.
- Pre-bid discussion will be held on the key dates, wherever applicable and if mentioned in the tender program.
- **Opening of Tender (Electronic offers):**
  - For 3 Bid Tender: -
    - (a)EMD Bid & Pre-qualification Bid shall be opened on key dates.
    - (b)The date of opening of Price/Financial Bid shall be intimated to the Eligible Bidders.
  - For 2 Bid Tender: -
    - Bid I (EMD & Tender Fee) and Bid II (Financial Bid) will be opened on the stipulated date and time as mentioned on the key dates.

**Bank Account and other Details****MANDATE FORM FOR PAYMENT THROUGH NEFT / RTGS.**

1. Name of the company / Firm/ Entrepreneur Institute etc:

2. Full postal Address:

3. Phone number

STD Code.....No.....

4. E-Mail ID:

5. Bank Account Details \*:

1) Name of the Bank:

2) Address of the Bank Branch:

3) Account No. :

4) Type of Account:

5) IFSC code:

6) RTGS code:

6. GST Registration Number\* :

7. PAN Number\* :

8. TIN Number\* :

9. Whether PAN is linked with Aadhar card:

I hereby declare that the above furnished information is correct. During the contact period, if any changes took place in the above said information, the same will be informed with the valid reason.

**Signature**

**\*Attach self-attested Xerox copy.\_**



## TENDER PROCEDURE

Tenders are invited in **Two Bid** tendering system through online and same will be opened on the scheduled key date & time through online portal.

- BID I (E.M.D. Bid):** Earnest Money Deposit of **Rs. 89,700 (Rupees Eighty Nine Thousand and Seven Hundred Only)** in the form of NEFT mode as the details given in this tender. On the due date of opening of the Tender, the (BID No. I) of contractors whose Tender Fee and EMD found in order then the Financial BID (BID No.II) shall be opened online.
- BID II (Financial Bid):** The Price Bid consists of letter to contractor, letter from contractor, Appendix to Condition of Contract, Schedule of Quantities etc. The agency shall fill in the Percentage Rate both in words and figures. **The agency shall note that no condition shall be mentioned in the Price Bid. The conditional Tender is liable to be rejected.** The Financial Bid will be opened on the scheduled date and time as in key dates. The Percentage Rate quoted in Tender shall remain **valid for 3 months** from the last date of submission of Tender.

**LIFE INSURANCE CORPORATION OF INDIA**  
**Southern Zonal Office, 153 Anna salai, Chennai 600 002**

Appendix to General Instructions to Contractor

<b>Location of the Proposed Work</b>	:	<b>CAB SALEM IN DO BUILDING SALEM UNDER SALEM DIVISION.</b>
<b>Scope of Work</b>	:	<b>SHIFTING &amp; MODERNISATION WORKS INCLUDING CIVIL WORKS, INTERIOR WORKS, SUPPLY OF MODULAR FURNITURE &amp; CHAIRS, ELECTRICAL INSTALLATION, AIR CONDITIONING WORKS, FIRE ALARM , SPRINKLER SYSTEMS AND DATA &amp; TELEPHONE CABLING</b>