



LIFE INSURANCE CORPORATION OF INDIA

Ref: OS/Architect

Life Insurance Corporation of India,
Office Services Department, Divisional Office- Amritsar

Date: 03.06.2025

**TENDER DOCUMENT
FOR HIRING OF
ARCHITECT SERVICESS

FOR PROVIDING COMPLETION
DRAWING & COMPLETION
CERTIFICATE

FOR
LIC OF INDIA
DIVISIONAL OFFICE AMRITSAR**

Last Date of Submission: 17.06.2025 up to 4.00PM

**Tender for Hiring of Architect Services for Completion Drawing & Completion Certificate
for LIC of India Divisional Office- Amritsar**

NOTICE

Life Insurance Corporation of India, Divisional Office-Amritsar intends to invite sealed quotations in a closed envelope for hiring of Architect Services for providing Completion Drawing of LIC of India Divisional Office- Amritsar and obtaining Completion Certificate from Improvement Trust, Amritsar, from experienced Architects under Single Bid system.

Tender Document can be obtained from Divisional Office Amritsar addressed at LIC of India, Divisional office, Jeevan Prakash Building, Plot no. 4 – 5 Ranjit Avenue Amritsar – 143001 during the working hours. The same can be downloaded from the official website of LIC of India i.e. www.licindia.in under section Tenders. **The applications are to be submitted in sealed envelope with “ Application for Architect services” super scribed on the envelope, on or before 17.06.2025 up to 04.00 P.M i.e. last date of submission of applications to:-**

**Tender Receiving Officer
LIC of India, Divisional Office,
Jeevan Parkash Building,
PLOT NO. 4 – 5 RANJIT AVENUE
AMRITSAR – 143001**

Senior Divisional Manager, LIC of India, Divisional Office-Amritsar reserves the right to accept or reject any or all offers/ tenders in full / part without assigning any reason whatsoever.

SENIOR DIVISIONAL MANAGER

**Tender for Hiring of Architect Services for Completion Drawing & Completion Certificate
for LIC of India Divisional Office- Amritsar**

Salient Features of the Tender

S.NO.	BRIEF DESCRIPTION	DETAILS
1	Tender	Tender for Hiring of Architect Services for Completion Drawing & Completion Certificate for LIC of India Divisional Office- Amritsar
2	Name and address to whom the tender is to be submitted	Tender Receiving Officer Life Insurance Corporation of India Jeevan Prakash Building, 4 & 5 District Shopping Complex, Ranjit Avenue, Amritsar-143001
3	Tender Fee	Rs 118/-- (Rs 100/- as tender fee + 18% GST) (non-refundable) by way of Demand Draft only , in favor of “LIC of India” drawn on any Nationalized/Scheduled Bank payable at Amritsar.
4	Earnest Money Deposit	Rs. 2000/- (Rs Two thousand only-) in the form of Demand Draft only favoring ‘LIC of India’ drawn on any Nationalized / Scheduled Bank payable at Amritsar. The Earnest Money Deposit will be refunded to the unsuccessful bidders after finalization of the tender. The Earnest Money Deposit will not carry any interest.
5	Last Date and time of submission of tender	17.06.2025 up to 04:00 PM (Excluding Saturdays, Sundays, Holidays). Applicants should ensure that their tender is received on or before the date and time specified, as no consideration whatsoever shall be given for postal or any kind of delay.
6	Date of opening of Bid	The sealed tenders will be opened by the Tender Opening Committee on 18.06.2025 at 11.00 AM in presence of the bidders or one of their authorized representatives (Authorization letter as per the format provided with ID proof) who wish to attend at their own cost.
7	Security Deposit	Security deposit @5% of contract value, to be deposited by way of Demand Draft only in favor of “LIC of India” drawn on any Nationalized/Scheduled Bank payable at Amritsar. The Security Deposit is to be deposited with LIC within 15 (Fifteen) days from the date of issue of Letter of Acceptance by LIC. Security Deposit will be refunded without any interest, after successful completion of the total Contract Period subject to deductions for any appropriations thereof required to be made by LIC as per the conditions of the contract.

SENIOR DIVISIONAL MANAGER

Scope of Services under the Contract

Phase-1 : Project Study

- a. This initial phase focuses on understanding the project requirements and constraints.
- b. Review of Existing Drawings: A thorough assessment of all available architectural and municipal drawings, plans and approvals will be conducted to evaluate existing project status and identify documentation gaps.
- c. Preparation of Plans as per site: Based on initial inputs and physical site conditions, updated layout plans are prepared to reflect the current built structure and align with compliance requirements.

Phase-2: Site Survey & Verification

- a. A detailed survey is conducted to gather accurate information on existing site conditions.
- b. Site Visit: The design team conducts a detailed onsite inspection of the LIC Divisional Office Building to capture all necessary measurements and physical data.
- c. Discrepancy Check: The actual site conditions are cross-verified with existing drawings to identify and document any discrepancies or deviations from the approved plans.

Phase-3: Plan Refinement & Compliance

- a. Refinement of the design and documentation for regulatory alignment.
- b. Updating the Plans: Incorporating findings from the survey, the drawings are revised to accurately represent the existing construction
- c. Compliance with Bylaws: The plans are checked and aligned with the applicable building bylaws and regulations under the Amritsar Improvement Trust and Punjab Municipal Building Rules.
- d. Client Review and Approval: Updated drawings and documents are presented to the office for review and formal approval before submission.

Phase-4: Completion Drawings and Submission

- a. Finalization and submission of project documentation for certification.
- b. Finalization of Drawings: All required architectural and service drawings are finalized to match built conditions, formatted as per submission standards.
- c. Preparation of Completion Drawings for office building: Dedicated completion drawings are prepared for the LIC Building, incorporating layout plans, elevations, sections and site details.
- d. Submission via e-Naksha Portal: The finalized drawings and application documents are uploaded and submitted through the official e-Naksha Portal for digital review and tracking.

Phase-5: Drawing Approval & Completion Certificate

- a. Securing Final Approval from the authorities.
- b. Approval Process: the submitted drawings are reviewed by the Improvement Trust, Amritsar. Necessary coordination, revisions (if any), and follow-ups are handled to obtain swift approval.
- c. Completion Certificate: Upon Approval, a Completion Certificate is issued by the authorities, certifying that the building complies with applicable norms and is suitable for final occupancy and recordal.

Senior Divisional Manager

Instructions to Bidders

Applications are invited from experienced Architects under **Single Bid system** for providing Completion Drawing of LIC of India, Divisional Office Amritsar and obtaining completion certificate from the Improvement Trust, Amritsar. **Applications are to be submitted in sealed envelope with “Application for Architect services” super scribed on the envelope, not later than 17.06.2025 up to 04.00 P.M i.e. last date of submission of applications to:-**

**Tender Receiving Officer
LIC of India, Divisional Office,
Jeevan Parkash Building,
PLOT NO. 4 – 5 RANJIT AVENUE
AMRITSAR – 143001**

1. Submission of applications and process of allotment:-

- i. The main envelope should contain:
 - a. **Application Form**
 - b. **Duly signed tender document**
 - c. **Annexure-1 (Financial Bid)**
 - d. **Tender fee of Rs.118/-(Rs.100+18% GST) by way of Demand Draft or can be deposited in cash at our cash counter and enclose receipt of same.**
 - e. **EMD of Rs 2000 by way of Demand Draft by way of Demand Draft or can be deposited in cash at our cash counter and enclose receipt of same.**

The main envelope with documents mentioned as above shall be submitted by the last date of tender submission **i.e. 17.06.2025 up to 04:00 P.M .**

- ii. The main envelop as above shall only be opened on the tender opening date i.e **18.06.2025 at 11.00 A.M.** Tender applicants may present themselves at the time of tender opening at:-

LIC of India, Divisional Office-Amritsar,
Jeevan Parkash Building,
Plot No. 4 – 5 Ranjit Avenue Amritsar – 143001

And are required to submit the Authorization letter to attend Bid Opening as per Performa enclosed in Tender Document.

iii. Financial competence(Annexure-1):

The financial competence should be submitted in a sealed envelope with the words “Annexure-1 of M/s..... super scribed in bold letters. The financial competence shall be submitted strictly in Annexure-1 attached to this tender. All the columns of Annexure-1 should be duly filled. Unfilled or partly filled Annexure 1 shall be rejected summarily without any further correspondence.

In case of a tie between two or more persons in financial competence (Annexure-1), Architect with more experience in providing architect services with government offices will be allotted the contract; Experience Letters from the respective architects will be called if any such situation arises. In any case decision of Sr. Divisional Manager shall be final.

The competent authority reserves the right to accept or reject any application or reserves to recall the application without assigning any reason.

2. The details of fees to be deposited are as under:-

- a. **Tender Fees of Rs.118/-(Non-refundable)** by way of **Demand Draft only**, in favor of “LIC of India” drawn on any Nationalized/Scheduled Bank payable at Amritsar or can be deposited at Cash Counter of Divisional Office-Amritsar after obtaining quotation from OS Department.
- b. **EMD of Rs 2000** by way of **Demand Draft only**, in favor of “LIC of India” drawn on any Nationalized/Scheduled Bank payable at Amritsar or can be deposited at Cash Counter of Divisional Office Amritsar after obtaining details of deposit from OS Department.

All the disputes related to this contract shall be subject to AMRITSAR Jurisdiction only.

Senior Divisional Manager

APPLICATION FORM

The Senior Divisional Manager
LIC of India, Divisional Office
Amritsar

Date:

Respected Sir,

Subject: Application for Architect Services for providing Completion Drawing of LIC of India Divisional Office- Amritsar and obtaining Completion Certificate from Improvement Trust, Amritsar

We have read the terms and conditions related to Tender for providing Completion Drawing of LIC of India Divisional Office- Amritsar and obtaining Completion Certificate from Improvement Trust, Amritsar and have understood all the conditions attached to it. We are interested in providing Completion Drawing of LIC of India Divisional Office- Amritsar and obtaining Completion Certificate from Improvement Trust, Amritsar. We are attaching herewith duly filled Annexure-1(Financial Competence) along with this application in sealed envelope

Yours Faithfully

Signature

Name of the firm:.....

Address:.....

.....

Contact Person Name:.....

Mobile No.....

Email ID.....

Aadhar No..... (Copy to be enclosed)

Pan Number (Copy to be enclosed)

Financial Competence Form

Name & Address of the vendor

S.No	Details of Job	Quoted Price (Excluding GST)
1	Providing Completion Drawing of LIC of India Divisional Office- Amritsar and obtaining Completion Certificate from Improvement Trust, Amritsar, as per Scope of Services mentioned in the Tender Document	<p>Amount (In Number)</p> <p>Amount (In words).....</p> <p>.....</p>

- Kindly Note payment shall be made after completion of the job, No advance payment shall be made in any case.
- GST will be paid extra, if applicable to the tenderer.
- Kindly cover the quoted rates with transparent tape.

Signature & Seal of the Tenderer

LETTER OF AUTHORIZATION FOR ATTENDING BID OPENING

The Manager (OS)
Life Insurance Corporation of India
Divisional Office-Amritsar

Sub: Authorization for attending bid opening on.....at.....Hrs

Following person is hereby authorized to attend the bid opening of Tender floated by LIC of India, Amritsar Division, for Hiring of Architect services for providing Completion Drawing of LIC of India Divisional Office- Amritsar and obtaining Completion Certificate from Improvement Trust, Amritsar on behalf of

.....
..... (Bidder)

Name of the Person	Specimen Signature

Authorized Signatory

(Name

Mobile/Email Id:

Date:

Note: Only one representative for any Bidder shall be authorized and permitted to attend the BID OPENING. Such person shall carry this authorization letter & I Card along with him to be present during the process of bid opening.

APPLICATION FOR PAYMENT THROUGH NEFT FROM AGENCY

Name of the Agency :

.....
(As per Bank A/c)

PAN NO. :
(Compulsory)

Address of Agency :
.....

Phone / Mobile no. :
(FOR SMS Alert)

Email ID :

Agency's Bank name :

Bank Branch Name :

Address of the bank :

Agency Bank Account No. :
(Full Digit 11-16)

Type of A/c : Saving A/c ☐ Current A/c ☐ OD A/c ☐ CC A/c ☐
(Tick)

Bank IFSC Code No. :
(11 DIGIT IFSC CODE)

I have checked the above details with my banker and confirm that they are correct. Please transfer the amount payable to me as per details stated above.

Authorized Signatory
(Name / Designation and Seal of the Firm / Company)
Mobile/Email Id:
Date:

Kindly enclose cancelled cheque leaf for verification of details.