

TENDER NOTICE

Deptt., Bongaigaon Divisional Office, Main Road,

TENDER FOR

COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT(CAMC) of CCTVs INSTALLED AT VARIOUS OFFICES UNDER LICI BONGAIGAON DIVISION

LIC OF INDIA "JEEVAN PRAKASH", BARPARA MAIN ROAD, BONGAIGAON-783380

STD-03664,

Ref: BDO/OS/ CCTV/CAMC/2025-26 Dated :22.07.2025

E-mail: os.bongaigaon@licindia.com

DATE OF ISSUE OF TENDER FORMS: FROM 22.07.2025 To 11.08.2025

LAST DATE OF SUBMISSION OF TENDER: 12.08.2025 UP TO 12.00 NOON

Name of Work: Comprehensive Annual Maintenance Contract(CAMC) of CCTVs Installed at Various Offices under LICI Bongaigaon Division.



NOTICE

Life Insurance Corporation of India, Bongaigaon Divisional Office, intends to invite Sealed TENDER from vendors in a closed envelope under **TWO BID SYSTEM** for Comprehensive Annual Maintenance Contract(CAMC) of CCTVs Installed at various Offices under LICI Bongaigaon Division. The last date of submission of TENDER is **12.08.2025 up to 12.00 Noon**. For complete details, formats and terms & conditions of tender, please log on to www.licindia.in/tender. However, Tender form Downloaded from website shall accompany the pay order/Demand draft/or deposited at our cash counter for Rs. **118**/- along with technical bid.

Senior Divisional Manager, LIC of India, Bongaigaon Divisional Office, reserves the right to accept or reject any or all Offers/ TENDERs in Full/ Part without assigning any reason whatsoever.

Sr. Divisional Manager



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One of the TENDER

Sr. No.	Title	Description
1	TENDER	Comprehensive Annual Maintenance Contract(CAMC) of CCTVs Installed at various Offices under LICI Bongaigaon Division.
2	TENDER Issuing Date	22.07.2025
3	Type of Bid	Two Packet Bid
4	Name and address to whom the TENDER is to be submitted	The Manager (OS) Life Insurance Corporation of India, Jeevan Prakash Building, Bongaigaon Divisional Office, Barpara, Bongaigaon-783380
5	Last Date and time of submission of TENDER	12.08.2025, 12.00 noon Applicants to 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 TENDER	The Sealed TENDERs will be opened by the TENDER Opening Committee on 12.08.2025 at 03.30 p.m.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	Date of opening of Financial Bids	Financial Bids of only those Bidders who qualify on Technical Bid will be eligible for opening. The Financial Bids will be opened on a later date that will be communicated to the bidders.
8	Contract Period	Contract Shall be valid for a period of Four Years.

9	Estimated Value of Contract for Four Years	Rs. 376000/- (Excluding GST)
10	Notice for termination of contract	The contract is subject to termination at any time if not found satisfactory by LIC or for any other reason whatsoever by serving 30 days' notice in writing by LIC and 90 days' notice by the agency.
11	Earnest Money Deposit	Rs. 7500-(Rupees Seven thousand Five hundred only-)by way of Demand Draft only in favor of "LIC of India" drawn on any Nationalized/Scheduled Bank payable at Bongaigaon. In case of micro and small enterprises who have valid MSME certificate will be

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Deptt., Bongaigaon Divisional Office, Main Road, exempted from payment of earnest money. 12 **Evaluation Method Total wise Evaluation. 05** % of the contract value. The Security Deposit has to be deposited with LIC within 15(Fifteen) days from the date of issue of Letter of Acceptance by LIC in the form of**Demand** Draft only from 13 Security Deposit Nationalized/Scheduled Bank drawn in favour of "LIC of India" payable at Bongaigaon. The total 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. 14 Bid Offer Validity 180 Days 15 Pre Bid Meeting 05.08.2025 at 12.30 noon. The Corporation reserves the right to change the technical specifications after the Pre-Bid meeting. Any modification will be published on our website www.licindia.in and will form part of the original tender.



Instructions to Bidders

- 1. LIC of India, Divisional Office, Bongaigaon invites sealed TENDERs from vendors in a closed envelope under TWO BID SYSTEM for Comprehensive Annual Maintenance Contract(CAMC) of CCTVs Installed at various Offices under Bongaigaon Divisional Office.
- 2. <u>EARNEST MONEY DEPOSIT</u>: The TENDER should be accompanied by a refundable Earnest Money Deposit of Rs. 7500/- (Rupees Seven Thousand Five hundred only-) in the form of Demand Draft only favoring 'LIC of India' drawn on any Nationalized/ Scheduled Bank payable at Bongaigaon. 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. In case of micro and small enterprises who have valid MSME certificate will be exempted from payment of earnest money.
- 3. <u>TECHNICAL BID:</u> The bidders are requested to submit the **Technical Bid (Annexure A)** in a sealed cover super scribed as "**Technical Bid for "CAMC OF CCTV Bongaigaon".** The envelope shall contain the name, contact no., E-Mail ID and address of the bidder. The following documents are to be submitted along with the Technical Bid.
 - a) Demand Draft for Rs. 7500/-as EMD.
 - b) Technical Bid Annexure-A.
 - c) Chartered Accountant Certified Proof of Turnover for the FY, 2021-22, 2022-23 and 2023-24. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period is required to be submitted.
 - d) Copy of Work orders/experience certificates for at least two works executed in last four financial years including current year.
 - e) Signed copy of TENDER document as token of acceptance of TENDER terms and conditions.
 - f) Self-attested copy of PAN card.
 - g) Self-attested copy of GST registration certificate.
- 4. <u>FINANCIAL BID:</u> The bidders are requested to submit Financial Bid (Annexure-B) in a sealed cover super scribed as —"Financial Bid for CAMC OF CCTV Bongaigaon". These two Sealed Cover Envelopes (Envelope -1, containing Technical Bid, TENDER Fee, EMD & other mentioned documents and Envelope- 2, containing Financial Bid) are to be placed in a bigger sealed cover super scribed as "TENDER for CAMC OF CCTV Bongaigaon". The sealed cover containing the TENDER Papers is to be addressed: To



The Manager (OS), Life Insurance Corporation of India, Jeevan Prakash Building, Bongaigaon Divisional Office, Barpara, Bongaigaon-783380

Phone no-9101408552

- 5. TENDERers should note that their TENDERs should remain open for consideration for a minimum period of six (6) months from the date of opening of Technical Bids.
- LIC reserves the right to reject incomplete bids and bids lacking in details and without 6. signatures or without relevant enclosures.
- TENDERs received late, not in properly sealed cover, received telegraphically & 7. conditionally or not conforming to the prescribed conditions or not complete in all respects will be rejected.
- The last date for submission of TENDERs is as stipulated in the 'Salient features of the 8. TENDER'. If any of the dates mentioned in the 'Salient features of the TENDER' happens to be a holiday, the transaction will be made on the next working day.
- The TENDERs will be opened by the "TENDER Opening Committee" on the day as 9. mentioned in the 'Salient features of the TENDER' in the presence of bidders or their authorized representatives if they are willing to attend at their own cost.
- Please note that only Technically Qualified Bids will be eligible for opening of Financial Bids. The Financial Bids will be opened on a later date which will be communicated separately.
- The Senior Divisional Manager, LIC of India, Bongaigaon Division reserves the right to make any modification/s in the TENDER before the last date of submission of TENDERs.

12. Evaluation method of Financial Bid is Total Wise Evaluation.

- 13. If two or more Person/Persons, quote the same rate, the lowest Bid after negotiations, will be considered.
- The Senior Divisional Manager, LIC of India, Bongaigaon Division reserves the right to 14. reject, accept any bid and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for her/his actions and decisions. The Senior Divisional Manager, LIC, Bongaigaon also reserves the right to accept any bid in part or to split the contract between two or more bidders. The Senior Divisional Manager, LIC of India, Bongaigaon does not bind himself to accept the lowest TENDER.
- 15. The LIC reserves the right for inclusion / exclusion for terms and conditions of the contract as per the requirements.

Sr.Divisional Manager



Eligibility criteria at the time of furnishing TECHNICAL BID

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- 1. The Bidder Company / firm must have an average annual turnover of ₹ 4 lakhs in last three Financial years i.e. FY 2021-22, 2022-23 and 2023-24, Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period is required to submitted.
- 2. The Bidder Company/Firm have experience of at least 2 works within previous four years including current financial year.
- 3. The Bidder Company/Firm should possess valid GST Registration Certificate. Self-certified copy of GST Certificate is required to be submitted.
- 4. The Bidder Company/Firm should possess valid PAN Card. Self-certified copy is of PAN card is required to be submitted.
- 5. Micro & Small Enterprises registered as MSME/NSIC are exempted from depositing TENDER fee and EMD provided they attach self-attested copy of the relevant certificate from the concerned Department of Govt. of India to this effect with technical bid.
- 6. The Bidder Company/Firm is required to submit signed copy of TENDER document as token of acceptance of all terms and conditions.
- 7. The Bidder Company/Firm not exempted for TENDER Fee & EMD are requested to submit Demand Draft of Rs. 118/- as TENDER Fee & Demand Draft of Rs. **7500**/- as EMD with Technical Bid.
- 8. Agencies/Firms that have been black listed / removed earlier by any Govt. office/PSU or any office of the Corporation, should not apply. If applied their applications will not be considered.
- 9. **Own Office & Service Centre at Bongaigaon/or Guwahati -**The Firm must have its own office and service centre at Bongaigaon/or Guwahati. List of offices along with address and phone number of service centre to be provided with tender.

Sr. Divisional Manager



Scope of Work & General Terms and Conditions for Tender

- A. <u>Comprehensive Annual Maintenance Contract(CAMC) of CCTVs Installed at various Offices under LICI Bongaigaon Division.</u>
- 1) Make & Models for the Installed CCTVs and accessories are as under:

Sr. No.	Item Type for which CAMC to be done	Make	Total Quantity to be serviced	Year of Installation	Condition of Equipments
1	2 MP Dome Camera with 30 m IR	Hikvision Samsung	46	2018	Working Condition
2	2 MP Bullet Outdoor Camera with 30 M IR	Hikvision Samsung	6	2018	Working Condition
3	DVR 16 Channel	Samsung	1	2018	Working Condition
4	DVR 8 channel	Samsung	12	2018	Working Condition
5	DVR 4 channel	Samsung	2	2018	Working Condition
6	2 SATA ports, MAX 2 TB per HDD supported	WD	15	2018	Working Condition
7	Monitor 22 inches	Samsung	14	2018	Working Condition
10	Monitor 32 inches	LG	1	2018	Working Condition
11	Adaptor	5 AMP output	15	2018	Working Condition

In case any equipments accessories found to be in out of order condition—at the time of start of the contract, the cost of same will be borne by LIC as per the prevailing market rate, duly certified by the officer incharge and installation free of cost. Equipment cost only will be borne by LIC.

- 2) Comprehensive Annual Maintenance Contract (CAMC) shall cover all software/hardware items, accessories, spares and consumables.
- 3) AMC shall be done on Quarterly basis and payment shall be made by Divisional Office at the end of every Quarter on submission of a satisfactory service report duly signed & seal by the location in charge/authorized official.



- 4) During the period of CAMC successful bidder shall attend to all repairs / defect / replacement of major/minor spare parts free of cost.
 - 1. Apart from the mandatory Quarterly visit, if any problem arises in functioning of CCTV system, shall be rectified by the service engineer within 48 hrs from time of lodgment of complaint excluding travel time and Holidays.
 - 2. The time which will be treated as the time of lodgment of the complaint will be the 1st Call on mobile or the time of 1st e-mail sent to the service centre in this regard. Service provider will have to attend the complaint within 48 hrs of lodgement of complaint excluding travel time and Holidays.

.In case of failure in providing service within the above time frame, Corporation has the discretion/reserves the right to impose penalty as mentioned hereunder:

Sr. No.	Period of delay	Penalty
1	1-7days excluding 48 hrs of lodgment of complaint	Rs.200/- per day
2	From 8 th day to 30 days	Rs.300/- per day
3	More than 30 days	Rs.500/- per day

The penalty amount will be recovered from the AMC payment/Performance Bank Guarantee lying with Divisional Office. Complaint(s) will be deemed to be resolved only on the availability of the Customer Call Report (CCR) signed by both the service engineer and Corporation's authorized official, confirming that the complaint is resolved. Date and time of resolution of the complaint shall be indicated clearly.

- 5) Penalty of 10% of the contract value per year per location will be charged every quarter, if the Preventive Maintenance is not done by successful vendor. The penalty will be recovered from the AMC payment/ Security Deposit lying with the Corporation.
- 6) If the damage to the CCTV System is due to the power fluctuations or physical damage due to mishandling by LIC personnel or the damage by external factors, LIC would bear the cost of the parts damaged but the onus of proving this will be on the vendor. However, the vendor will be required to provide immediate system/solution as standby with same configuration or higher and with all services restored as if it is a normal breakdown.
- 7) In case of Partial/Full damage or loss of the equipment due to reasons beyond the control of LIC, like Theft, Fire etc, the TENDERer should be in a position to supply working standby equipment with same configuration or higher with all services restored, as if it is a normal breakdown.

Whenever any equipment is taken out from LIC site for repair the same piece has to be returned after repair unless it is declared to be irreparably damaged. When any CCTV equipment is taken out of any LIC Office for repair, such shifting should be done with the prior permission of the Incharge of the concerned office, as the case may be, and the vendor



shall make all arrangements for removal of the equipment, its transportation to the workshop

and back to LIC's site and its reinstallation. Transit Insurance of such equipment also has to be arranged by the vendor and all expenses for the above shall be borne by the vendor. The vendor shall hand over the systems in 100% working condition after repair/ maintenance/ rectification. Thereafter, the vendor shall reinstall the same machine after repair unless it is declared to be irreparable.

- 8) In the event of replacement of any part of the system, it should be done with a part of equivalent or higher configuration which is compatible with the system.
- 9) Wherever any system has to be shifted from one LIC location to another, the vendor is required to uninstall/ reinstall and maintain the system/s at the new location, at extra cost to LIC of India on account of reinstallation with prior approval from the office.
- 10) Service Engineers/ Representatives of vendor shall invariably carry their identity cards with them, without which they will not be allowed to access the Systems.
- 11) If the systems' defect is attributable to mishandling, negligence, damage due to rodents, high neutral to earth voltage or operation by unauthorized staff, the vendor will not be liable to repair the same under the contract. The vendor under such circumstances shall charge extra for spare & service rendered.
- 12) The Corporation reserves the right to terminate/ cancel the whole or part of the agreement at their sole discretion after giving one month's notice to the service provider. If the contract is terminated by the service provider, it would be liable for penalty which shall be forfeiture of Security deposit.
- 13) Corporation reserves the right to increase or decrease the quantity to be serviced up to 25 percent during the currency of contract at the contracted rates. Bidders are bound to accept the orders accordingly.

The agreement will be signed by both the parties within 15 days from the date of issue of Work Order for which the Agency will submit non-judicial stamp paper of appropriate value. The contract shall remain in force initially for a period of **Four Years** from the date of Commencement of the work subject to further extension by **1(one)year** on the same terms and conditions with mutual agreement by both the parties subject to satisfactory performance to be determined by LIC authorities. Any extension granted will require renewal of all statutory registrations. However, the contract is subject to termination at any time if the services are not found satisfactory by LIC or for any other reason whatsoever by Serving 30 days' notice in writing by LIC and 90 days' notice by the Agency.

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 - 14) The TENDERer whose TENDER would be approved will have to submit security deposit equivalent to 05% of the total order value/contracted value within 15 (Fifteen) days from the date of issue of Letter of Acceptance by LIC in the form of Demand Draft only from any Nationalized/Scheduled Bank drawn in favor of "LIC of India" payable at Bongaigaon. The total Security Deposit will be refunded without any interest, after successful completion of the total Contract Period and defect free handing over of the sites subject to deductions for any appropriations there of required to be made by LIC as per the conditions of the contract.
 - 15) Earnest Money Deposit (E.M.D) will be forfeited in case the TENDERer refuses to execute the order, either in full or part, if placed at their quoted/agreed rates. In that event LIC may decide to debar/blacklist the concerned Supplier and the decisions will be final and binding on all concerned. Once the TENDER is submitted, no TENDERer will be allowed to withdraw the TENDER. Even if, any TENDERer withdraws the TENDER, E.M.D. of that TENDERer will be forfeited in full. Any error on the part of the TENDERer while quoting the rates will not be accepted as an excuse for refusal to execute the order for any or all items, if order is placed on the basis of the quoted rates. For refusal of the order, the E.M.D. of the TENDERer will be forfeited in full.
 - 16) The provisions of Sec. 33(3) & 33(4) of The Insurance Laws (Amendment) Act 2015 and the provisions of Para 81 of **IRDAI** circular IRDA/Life/CIR/GLD/013/02/2011 dated 01/02/2011 is also applicable to the Contract and proof shall be produced, if required. Provisions of Sec.33(3) of the insurance act,1938 as amended by the Insurance Laws (Amendments) Ordinance, 2015: In terms of provisions of section 33(3) of the Insurance Act, 1938 as amended by the Insurance Laws (Amendments)Ordinance, 2014, Insurance Regulatory and Development Authority of India (IRDAI) is authorized to verify all such books of account, register, other documents and the data base in the custody of the agency in respect of service outsourced by the LIC. It will be the duty of the agency to provide such documents/ statements/ Information as may be required by IRDAI within such time as may be specified by the IRDAI. In terms of provisions of section 33(4) of the insurance act, 1938, as amended by the insurance laws (amendments) Act 2015, any investigating officer of IRDAI may examine on oath the service provider or contractor where the services are outsourced by the LIC of India in relation to his business.
 - 17) The necessary statutory registers, forms, returns etc. required as per the law are to be maintained and complied with by the Agency and should be available for inspection at any time.
 - 18) The Agency will indemnify and keep indemnified LIC from claim, loss or damage that may be caused to LIC on account of failure of the Agency to comply with their obligations under various laws towards their staff/employees employed by them or any loss or damage caused to LIC due to acts of omissions of Agency. The successful bidder has to furnish an



Affidavit to LIC on a Stamp Paper of appropriate value as per Annexure C.

20. FORCE MAJEURE CLAUSE: The TENDERer shall be liable for any delay in execution or failure of their respective obligations under this agreement except for delay caused by occurrence of events beyond control of the TENDERer, including but not limited to natural calamities, fire, explosions, floods, power shortages, acts of God, hostility, acts of public enemy, wars, riots, strikes, sabotage, order/action or regulations of government, local or other public authorities. In case a Force Majeure situation arises, the TENDERer shall immediately notify LIC of India in writing of such conditions and the cause there of within two calendar days and prove that such is beyond the control and affect the implementation of the agreement. Unless otherwise directed by LIC of India in writing, the TENDERer shall continue to perform its obligations under the contract as far as it is reasonably practical, and shall seek all reasonable means for performance not prevented by the Force Majeure event.



Comprehensive Annual Maintenance Contract(CAMC) of CCTVs Installed at various Offices under LICI Bongaigaon Division.

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1)Details of Locations where CAMC is to be provided on QUARTERLY Basis are as under:

Name of office	2 MP	2 MP IP	2 TB	DVR port			LG/Samsung Monitor
	DOME IP	BULLET	HDD	4	8	16	
	CAMERA	CAMERA	WD	Port	Port	Port	
Bongaigaon Divl							
Office	10	1	2	0	0	1	1x32"
Bongaigaon BO	3	0	2	0	1	0	1x22"
Barpeta Road BO	2	1	2	0	1	0	1x22"
Barpeta BO	3	0	2	0	1	0	1x22
Bijni BO	2	1	2	0	1	0	1x22"
Bilasipara BO	2	1	2	0	1	0	1x22"
Dhubri BO	3	0	2	0	1	0	1x22"
Dudhnoi BO	3	0	2	0	1	0	1x22"
Goalpara BO	2	1	2	0	1	0	1x22"
Gossaigaon BO	2	1	2	0	1	0	1x22"
Kokrajhar BO	3	0	2	0	1	0	1x22"
Pathsala BO	3	0	2	0	1	0	1x22"
Tura BO	2	0	2	0	1	0	1x22"
Abhayapuri SO	2	0	2	1	0	0	1x22"
Chapor SO	2	0	2	1	0	0	1x22"
Gauripur SO	2	0	2	1	0	0	1x22"



TECHNICAL BID

Annexure-A

Comprehensive Annual Maintenance Contract(CAMC)of CCTVs Installed at various Offices under LICI Bongaigaon Division.

Sr. No.	General Requirements	Tenderer's response
1	Name of the Firm/Organization (in Block Letters)	
2	Date of Establishment/Incorporation	
3	Registration No. under Companies Act 1956 (Please enclose photocopy of the certificate ,if any)	
4	Address of Local Office, Telephone No. and e-mail address	
5	Address of Head Office (if different) Telephone No and email address.	
6	Status: Proprietary / Partnership / Private Ltd. Co. /Public Ltd. Co.	
7	Name(s) of the Proprietor/Partners/Directors	
8	Name(s) of Representative(s) with Designation who would be calling on us and attending to the jobs (With Mobile No and E-Mail ID.	
9	Permanent Account Number.(Please enclose attested photocopy)	
10	G.S.T Registration No.(Please enclose attested photocopy of certificate)	
11	Turn over for last 3 years (Copies of Balance sheets & Profit & Loss A/c. for 3 years to be enclosed)	2021-22 2022-23 2023-24
12	Has your Firm/ Organization including Partners /Shareholders/Directors ever been blacklisted/ prosecuted by any department/statutory body in any state or by any Court of Law .If yes, please give details.	
13	Details of past experience in the present field engaged in (Please enclose certificates from relevant institutions). At least two works within previous four years including current financial year.	
14	Mention details of the in-force contracts (if any) with any other Divisional/Zonal Office of LIC OF INDIA.	

15	Whether the CCTV equipment for which the rates are quoted in Financial Bid is strictly as per specifications given in annexure "B". Annexure 'B' to be enclosed with specific remarks. Indicate if comprehensive AMC up to 5(including 1 yr onsite warranty) years will be undertaken.	
16	Details of TENDER Fees:	Amount: Demand Drat No.: Date: Bank:
17	Details of Earnest Money	Amount: Demand Drat No.: Date: Bank:

I/We have read and examined the Notice Inviting Tender, Annexure, Specifications Applicable, General Rules and Instructions, General Conditions of Contract, and all other documents referred to in the conditions of contract and all other contents in the tender document for the work and accept the terms and conditions of the tender in full conformity.

D	ate	•
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Place:

SEAL & SIGNATURE OF THE CONTRACTOR/ VENDOR



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FINANCIAL BID

Annexure-B

Comprehensive Annual Maintenance Contract(CAMC)of CCTVs Installed at various Offices under LICI Bongaigaon Division. (To be submited in separate sealed envelope-2)

Bill of Quantity(Estimated cost)

SL N O	Address	No of unit	Estimated CAMC cost per Quarter /unit(excludin g GST) (A)	Estimated Four Year CAMC cost (excluding GST – (B=Ax4x4)
1	Comprehensive Annual Maintenance Contract of installed CCTV systems at Jeevan Prakash Building, Divisional Office-Bongaigaon	1	2500/-	40000/-
2	Comprehensive Annual Maintenance Contract of installed CCTV systems at Various Branches and SOs under LICI Bongaigaon Division	15	1400/-per office	336000/-
	Total estimated amount of CAMC of installed CCTV Systems			376000/-

Please quote your most competitive percentage rates in estimated cost in summary of cost in the following page. Please Note, the CAMC charges are including of following:-

- 1. Quarterly visit(once in three months) for preventive maintenance. There must be a gap of at least 60 days in 02 consecutive P.M visits.
- 2. Any number of Breakdown to be attended within 48 hours excluding travel time and Holidays.
- 3. Replacements of any parts for satisfactory operation of the installed CCTV systems including Cameras, DVR / NVR, Display Unit, Wires, Panel, power supply etc. -No charge shall be paid for this. The agency have to replace the faulty parts with similar configuration /make, without changing the originality of the installed system.
- 4. The above CAMC charges are excluding GST, which will be payable as per applicable rates.
 - 5. Payment shall be made on quarterly basis subject to the submission of Preventive Maintenance Report duly counter-signed by respective Branch Authority/Divisional authority/officials.
 - 6. If the lowest agency fail to attend the complaint within 96 hours, the rectification works shall be done at his risk & cost through other vendor and the expenditure incurred in this shall be recovered from his bill /Security Deposit.
- 7. No extra cost shall be paid on any account such as Labour charges ,TE/DA etc.



भारतीय जीवन बीमा निगम LIFE INSURANCE CORPORATION OF INDIA
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□□□□□□□□□□□□□ 783380 Office Service Deptt., Bongaigaon Divisional Office, Main Road,
Barpara, Bongaigaon- 783380 E-mail: os.bongaigaon@licindia.com
(Please quote your most competitive percentage rates in column given below)
То
The Sr. Divisonal Manager LIC of India Bongaigaon Divisional office Bongaigaon
Subject:- Comprehensive Annual Maintenance Contract(CAMC) of CCTVs Installed at various Offices under LICI Bongaigaon Division.
Dear Sir,
We have examined the tender documents, terms and conditions stipulated therein, specifications of work etc. we the undersigned offer to execute the work of the subject cited above in conformity with the said specifications and conditions of contract at the standard schedule percentage rates quoted on estimated value(Rs.376000/-) are as under:
I/We submit our percentage rate as below:-
a. Quoted percentage above(in figure)
Quoted percentage above(in words)
b. At Par(in words)

c. Quoted percentage below(in figure)....



□□□□□□□□□□□□ □□□ - 783380 Office Service Deptt., Bongaigaon Divisional Office, Main Road,
Barpara, Bongaigaon- 783380 E-mail: os.bongaigaon@licindia.com
Quoted percentage below(in words)
Final Quoted Amount after incorporating the quoted percentage:-
<u>Rs</u>
Signature of
contractor (with seal
& date)



Barpara, Bongaigaon- 783380 E-mail:		n Divisional Office, Main Road,			
ANNEXURE-C					
AFFIDAVIT					
(TO BE GIVEN BY SUCCESSFU	UL BIDDER)				
I / Wesolemnly affirm and state as under:	being	do hereby			
Whereas Life Insurance Corporation various offices under Life Insurance of the same, I/we being one of the mentioned in the Terms & Condition	the Bidders, confirm that I / V	aon Divisional office and in respect			
I/We further state that I/ we shall which may be made upon Life Ins empowered to deduct the amount o occurring of any claim of damages,	urance Corporation of India and f any damages, compensation co	I it shall be at liberty and is hereby osts, charges and expenses arising or			
I/We state that Life Insurance Co statement made by me / us in this a shall be sufficient reason for Life taking recourse to other legal remed	affidavit. I / We further state tha Insurance Corporation of India	•			
Solemnly affirmed att	this Day of	2025 before me.			



	ce Service Deptt., Bongaigaon Divisional Office, Main Road,	ŗ
Barpara, Bongaigaon- 783380 E-mail: os.bo	ngaigaon@licindia.com	
	ANNEXURE-D	
LETTER OF AUTHORIZATION	N FOR ATTENDING BID OPENING	
The Manager (OS) Life Insurance Corporation of India Bongaigaon Divisional Office		
•	ed to attend the bid opening of TENDER floated by I r CAMC of CCTVs Installed at various offices un	
Name of the Person	Specimen Signature	
Authorized Signatory		
(Name / Designation and Sea Company) Mobile/Email Id:	l of the Firm /	
Date:		



□□□□□□□□□□□ □□□ - 783380 Office Service Deptt., Bongaigaon Divisional Office, Main Road,

Barpara, Bongaigaon- 783380 E-mail: os.bongaigaon@licindia.com

ANNEXURE-E

Name of the Agency (As per Bank A/C)	(Co	mpulsory)		
PAN NO.	:	(Compulsory)	
Address of Agency	:	•••		
•••••	•••••			
Phone/Mobile No.(whats	s app) :	••••		
Email ID	:			
Agency Bank Name Bank Branch Name Address of the Bank	: : :			
Agency Bank Account N	O. :			
Type of A/c.	:Saving A/C	Current A/C	OD A/C	CC A/C
Bank IFSC code (11 Dig	it) :	•		
	ove details with my banker an able to me as per details stated a		they are con	rrect. Please
Authorized Signatory				
Mobile/E-mail ID:	l seal of the Firm/Company)			
Date: Kindly enclose cancelled	cheque leaf for verification of d	etails		



□□□□□□□□□□□ □□□ - 783380 Office Service Deptt., Bongaigaon Divisional Office, Main Road,

Barpara, Bongaigaon- 783380 E-mail: os.bongaigaon@licindia.com

ENCLOSURE CHECK LIST

Sr.No.	PARTICULARS	Yes	No
01	Demand Draft for TENDER Fee & EMD enclosed with Technical Bid.		
02	All Annexures i.e. A, E duly signed and stamped are enclosed with Technical Bid		
03	Financial Bid Annexure B is duly signed and enclosed in a separate envelope		
04	All documents are duly signed & stamped		
05	Chartered Accountant certified proof of turnover for FY 2021-22, 2022-23 and 2023-24 are enclosed with Technical Bid		
06	Copy of work orders / experience certificate executed are enclosed with Technical Bid		
07	Self-Attested copy of PAN Card enclosed		
08	Self-attested copy of GST No .Enclosed		
09	NEFT Details along with cancelled Cheque enclosed		
10	Signed Copy of TENDER Document		

Bidders are requested to ensure that the self-attested documents, as required under TENDER conditions are enclosed while submitting the TENDER to Life Insurance Corporation of India, Bongaigaon Divisional Office.