



LIFE INSURANCE CORPORATION OF INDIA
Guwahati Divisional Office, "JEEVAN PRAKASH", S. S. Road, Fancy Bazar,
Guwahati, Assam, Pin: 781001

TENDER NOTICE

Date:20.08.2025

Tender No.GDO/OS/STORE/OPEN TENDER/02

Sr. Divisional Manager, LIC of India, Guwahati Divisional Office, invites sealed Tenders to execute Comprehensive Annual Maintenance Contract (CAMC) for Servicing of CCTV Systems installed in various offices under Guwahati Divisional Office. The tenders are invited in the prescribed format under two bid system – Technical Bid (Part I) and Financial Bid (Part II) – from the Agencies / Individuals possessing valid Registration & License.

Bidder should qualify the eligibility criteria as stated in the tender document, otherwise bid will be rejected.

The Tender Documents can be obtained from **20.08.2025 to 09.09.2025** during office working hours, from the OS Department , LIC of India, "Jeevan Prakash", Fancy Bazar, SS Road,Guwahati -01 by depositing a non-refundable amount of **Rs.100/- (Rupees One Hundred only)** at our Cash Counter for purchasing the Tender Document.

The Tender Document can also be downloaded from the website www.licindia.in. In case, the tender document is downloaded, the tender fee of **Rs 100.00 (Rupees One Hundred only) (non-refundable)** should be paid through a separate demand draft drawn on any Nationalized Bank favoring "Life Insurance Corporation of India" payable at Guwahati which should be enclosed with Technical Bid. The Tenders for which Tender Fee is not paid will be disqualified.

The tender containing separate sealed envelopes (marked "Technical Bid Part-I"&"Financial Bid Part-II" respectively) should be submitted in a third sealed envelope marked on top "Tender for Servicing of CCTV Systems" with the name, address and telephone number of the Bidder at the bottom of the cover on the left. The complete sealed tender addressed to **Manager(OS), ,LIC of India, Guwahati Divisional Office, "Jeevan Prakash", S S Road, Fancy Guwahati-781001** should be dropped in the locked tender box available in the office or reach the above mentioned address by 5:30 pm on **10.09.2025**. LIC, Guwahati DO will not be responsible if the tenders are delivered elsewhere or are not delivered on time due to postal or any other delays. It is reiterated that tenders received after the stipulated date & time will not be accepted.

Tender will be opened in presence of representative from the vendors (if any) at **3 pm on 11.09.2025**

Tenders are not transferable under any circumstances.

All information with regard to any modification/amendment/extension of dates etc. in respect of this tender, till the tender process is completed, will be uploaded on the website www.licindia.in.

Date:-20.08.2025

SR.DIVISIONAL MANAGER
LIC of India, Guwahati Division



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TERMS & CONDITIONS OF TENDER TO EXECUTE CAMC FOR SERVICING OF CCTV SYSTEMS

1. Objective of the tender :

The objective of the tender is to execute Comprehensive Annual Maintenance Contract of CCTV Systems for various offices and other units under the jurisdiction of LIC of India, Guwahati Division.

2. Terms & Conditions of Bid :

- A. **Type of BID** : The bid will be Two Packet Bid (Technical & Financial). The participating bidders must submit bid in two different envelopes (technical and financial). The financial bids will be opened for only of those vendors who are found qualified in technical bid.
- B. **Period of Contract** : The Contract shall initially be for a period of **two years** and may be renewed further for **a period of one year for a maximum of two such successive occasions**, subject to satisfactory performance, on the same terms and conditions. The rates quoted by the bidder shall remain unchanged during the period of contract.
- C. **Notice for termination of contract** : The contract is subject to termination at any point of 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 in writing by the agency / firm / company. If the contract is terminated by the agency / firm / company, then penalty equivalent to 10 percent of the contractual amount of the unexpired period of the maintenance contract would have to be paid by the agency / firm / company.
- D. **Earnest Money Deposit** : Rs 12,000 (Rupees twelve Thousand only) by way of Demand Draft in favour of "**LIC of India**" drawn on any Nationalized / Scheduled Bank payable at Guwahati. **The Demand Draft should be enclosed with Technical Bid** . In case of micro and small enterprises who have registered with the Director of Industries (DI) / District Industries Centre (DIC) as service enterprises or has obtained MSME registration certification, will be exempted from payment of Earnest Money subject to submission of relevant document along with other BID documents.
- E. **Evaluation method** : Evaluation method of Financial Bid is **Total wise Evaluation**.
- F. **Rate**: Rate should be quoted inclusive of all (GST/Cost of Parts/Freight or any other cost/charge/tax)
- G. **Exemption to MSME Vendor**: Registered MSME Vendors will be exempted from depositing EMD and also exempted from Minimum Experience & Turnover condition provided they submit valid MSME/Udyam Registration Certificate.
- H. **Security Deposit** : Security Deposit cum Performance Guarantee for a value of **3% of the total contract price** in the form of Demand Draft payable at Guwahati in favour of LIC of India will have to be submitted by the successful bidder within 15 days from the date of issue of work order/award letter **(OR)** in the form of Bank Guarantee in favor of "Senior Divisional Manager, LIC of India, Guwahati Division, S.S. Road, Fancy Bazar, Guwahati - 781001, "issued by any nationalized / scheduled commercial bank (except co-operative bank) encashable at Guwahati, with a validity of 60 days beyond the contract period.
- I. **Last date of submission: Last date of submission of bid is 10.09.2025, 5.30 PM**
- J. **Date of opening of Bids**: Technical bid will be opened on **11.09.2025, 3 PM**
- K. **Eligibility Criteria**:
 - a) The firm should possess at least 3 years of experience in executing Similar Works. Enclose copy of work order/work completion certificate as proof.
'Similar Works' means Having experience in the field of Annual Maintenance Contract for Digital Video Surveillance System (CCTV) / Rectification of Digital



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Video Surveillance System (CCTV) in State/Central Government, State/Central Government undertakings/ Public Sector Undertakings / Public Sector Banks / Public limited companies/Private Limited companies/Institutions/Hospitals/Commercial buildings /Commercial complex/ Reputed Financial Institutions, etc. are to be eligible to participate in the tender.

Note:

- a. If the bidder submits work orders containing combination of different works then the relevant portion of the order. (i.e) order value related to the similar works only will be taken for evaluation purpose of the "Eligibility Criteria".
- b. Sub-contractors experience and resources shall not be taken into account in determining the bidder's compliance with the qualifying criteria.
- c. Even though the bidders meet the minimum qualifying criteria, they are subject to be disqualified if they have: - Made misleading or false representations in the forms, statements and attachments submitted in proof of the qualification requirements: and / or - Record of poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures etc.
- b) The bidder must have a valid PAN number and the firm should have a valid G.S.T. registration.
- c) The Minimum Average Annual Turnover for last 3 Financial Year of the participating bidder should be Rs.300000.**
- d) The bidder firm should not have been indicted for any criminal, fraudulent or anti-competition activity and not been blacklisted by any Govt. Department/ LIC / Bank / PSU/ Private Ltd. Company/Hospital / Reputed Financial Institution.
- e) The bidder should have an office / servicing center in Guwahati Municipal Corporation area.**
- f) Bid Offer validity : 180 days**
- g) Pre-Bid Meeting: A Pre bid Meeting will be conducted with the interested bidders on 27.08.2025 at 3 PM. The Venue of the Pre-bid Meeting will be Chamber of Manager(OS), 4th Floor, Jeevan Prakash, Fancy Bazar, Guwahati, 781001.**
- h) Documents to be submitted :**
Bidder firms which fulfill the above eligibility criteria **should submit** the technical bid along with the self attested copy of the following documents **failing which their bids may be rejected:**
 - i. Copy of PAN Card
 - ii. Copy of GST Registration.
 - iii. CA Certified Annual Turnover Document for last three financial years.
 - iv. Document for Previous Experience in same category (Work order / Work completion certificate)
 - v. Proof of having office/servicing center in areas under Guwahati Municipal Corporation (Trade License or other such document)
 - vi. MSME / DI / DIC registration/UDYAM Certificate (**only for bidders claiming exemption from EMD/Experience/Turnover**)
 - vii. Declaration in Annexure I.
 - viii. Annexure II (Signed & sealed) mentioning the rates for additional CCTV Cameras and other accessories as per condition 4.4.
 - ix. Bidder Details in Annexure III
 - x. Demand Draft of Rs.12000.00**

3. General Conditions of Contract:

3.1 Commencement Date:



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The tenure of the Contract shall commence from the date as will be mentioned in the Award letter.

3.2 Own Office & Service Center at Guwahati:

The firm should have its own office/ service centre at Guwahati.

3.3 Mode of Payment:

Payments under the Contract would be made on quarterly basis on satisfactory completion of works based on bills raised on the last day of the quarter, which shall be payable by LIC, Guwahati Division subject to statutory and other deductions as per the Contract. **Payment will be made only on receipt of GST complied tax invoice.**

3.4 Access to Premises:

LIC will facilitate reasonable access within its premises so as to enable the Contractor to perform its contractual obligations under this Contract. All personnel employed by the Contractor under this Contract shall display conspicuously on their person, their identification cards issued by the Contractor. Any person who does not carry the said identification papers, as aforesaid, shall be liable to be evicted from LIC's premises and also be liable for legal action including criminal /penal action for unlawful trespass/breach of security.

3.5 Responsibility:

The Contractor shall be solely responsible for any injury/damage/ loss of any of the Contractor's men or materials and for any damage/accident/injury to its personnel during the execution of works under this Contract. LIC shall not be held responsible for any reason whatsoever for any claims made by any person who is under the employment of the Contractor or whose services has been engaged by the Contractor. The Contractor shall indemnify LIC and keep LIC indemnified against all such injury/damage/loss of Contractor's men and/or materials.

3.6 Regulatory Measures:

The Contractor shall not house any of its employees within LIC's Premises. The Contractor shall not erect any structure even of a temporary nature for any other purpose whatsoever on LIC's premises.

3.7 Clearance of the premises on completion of the work:

On completion of the work, the Contractor shall clear away and remove from the site all constructional plant, temporary works, surplus materials and rubbish of every kind and leave the site and works clean and in a workman like condition to the satisfaction of the location In-charge of LIC.

3.8 Penalty:

3.8.1 Any failure by the Contractor to carry out any of the works mentioned in the scope of work to LIC's satisfaction shall, at LIC's discretion, result in the forfeiture of Performance Security provided by the Contractor and termination of the Contract, by giving one month written notice. In such situations, tender can be allotted to second lowest bidder or may go for fresh tender.

3.8.2 In the event of any default or non-availability of the Contractor's services, LIC, after notifying the contractor, reserves its right to deploy its own/third party personnel to carry out the said work and the expenses incurred by LIC for carrying out such work shall be recovered/deducted by LIC from and out of the payments accruing to the Contractor under the terms of this Contract.

3.8.3 The Contractor shall carry out all its obligations under this Contract only upon complying with all the safety regulations.

3.8.4 The bidder shall at all times have standby arrangements for carrying out the work under the Contract in case of any failure of the existing arrangement.

3.8.5 The Contractor shall not assign or sublet this Agreement or any part thereof to any third party without approval of LIC.

3.9 Dispute Settlement :



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It is mutually agreed that all differences and disputes arising out of or in connection with this agreement shall be settled by mutual discussions and negotiations. If such disputes and differences cannot be settled and resolved by discussions and negotiations, then the decision of the Senior Divisional Manager, LIC of India, Guwahati Division shall be final and binding and no further representation would be entertained.

3.10 Force Majeure clause:

The agency / firm / company will be liable for any delay in execution or failure of its obligations under this agreement except for delay caused by occurrence of events beyond its control, including but not limited to natural calamities, fire, earthquake, explosions, floods, acts of God, wars, riots, order / action or regulations of government, local or other public authorities. In case Force Majeure situation arises the same should be intimated to LIC in writing of such conditions and the cause thereof within 24 hours and prove that such situation is beyond control and affects implementation of the agreement.

4. SCOPE OF WORK:

The scope of work covered in this tender includes "Comprehensive Annual Maintenance Contract for CCTV System installed at various offices under LIC of India, Guwahati Division with the following technical / work specifications:

4.1 Work / Technical specifications for CAMC of CCTV system:

Sr No.	Item Type for which CAMC to be done	Make / Model	Quantity
1	IR Dome Camera	CP-PLUS CP-VCG-SD20L2	129
2	IR Bullet Camera	CP-PLUS CP-VCG-ST20L3	5
3	DVR 16 Channel	CP-PLUS CP-ER-HO16016K2	1
4	DVR 8 Channel	CP-PLUS CP-ER-HO808K2	18
5	DVR 4 Channel	CP-PLUS CP-ER-HO404K2	20
6	SATA HDD	SEGATE – 2 TB	39
7	MONITOR	SAMSUNG – 22' LED HDMI	39
8	ADAPTOR	PROTEK – 12V, 1 amp	134
9	DVR RACK	VALRACK	39

*** Along with other accessories such as cables, conduits, etc.**

CAMC SHALL COVER ALL SOFTWARE / HARDWARE ITEMS, ACCESSORIES, SPARED AND CONSUMABLES.

Details of locations for the installed CCTV cameras and accessories are as under

Sl. No.	DO/BO/SO/Unit Name	CAMERA		DVR			HDD		Monitor	Adaptor	DVR RACK
		DOME	BULLET	16-CH	8-CH	4-CH	2TB	4TB			
1	Divisional Office, Guwahati	11	4	1			1		1	15	1
2	EDMS, Guwahati	3				1	1		1	3	1
3	BO-1 - Guwahati	4			1		1		1	4	1
4	BO-2 - Guwahati	4			1		1		1	4	1
5	BO-3 - Guwahati	4				1	1		1	4	1



भारतीय जीवन बीमा निगम
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6	CAB - Guwahati	4				1	1		1	4	1
7	BO Dispur - Guwahati	4			1		1		1	4	1
8	BO Maligaon - Guwahati	4			1		1		1	4	1
9	BO - HAJO	4			1		1		1	4	1
10	BO - MIRZA	3	1		1		1		1	4	1
11	BO - RANGIA	4			1		1		1	4	1
12	BO - NALBARI	4			1		1		1	4	1
13	BO -DHEKIAJULI	4			1		1		1	4	1
14	BO - MORIGAON	4			1		1		1	4	1
15	BO -MANGALDOI	4			1		1		1	4	1
16	BO -TEZPUR	4			1		1		1	4	1
17	BO -NAGAON	4			1		1		1	4	1
18	BO -Biswanath Chariali	4			1		1		1	4	1
19	BO -HOJAI	4			1		1		1	4	1
20	BO -DIPHU	4			1		1		1	4	1
21	BO -SHILLONG	4			1		1		1	4	1
22	BO -JOWAI	4			1		1		1	4	1
23	SO - NARENGI	2				1	1		1	2	1
24	SO - LAL GANESH	2				1	1		1	2	1
25	SO - BARAMA	2				1	1		1	2	1
26	SO - NONGPOH	2				1	1		1	2	1
27	SO - RANGAPARA	2				1	1		1	2	1
28	SO - DHING	2				1	1		1	2	1
29	SO - HAIBORGAON	2				1	1		1	2	1
30	SO - KALIABOR	0				0	0		0	0	0
31	SO - LUMDING	2				1	1		1	2	1
32	SO - TANGLA	2				1	1		1	2	1
33	SO - UDALGURI	2				1	1		1	2	1
34	SO - BASISTHA	2				1	1		1	2	1
35	SO - NORTH GHY	2				1	1		1	2	1
36	SO - BAIHATA	2				1	1		1	2	1
37	SO - GOHPUR	2				1	1		1	2	1
38	SO - BOKO	2				1	1		1	2	1
39	SO - JAGIROAD	2				1	1		1	2	1
40	P&GS unit Ghy	4				1	1		1	4	1
		129	5	1	18	20	39		39	134	39

The main objective of CAMC is that the entire CCTV system at all the specified locations as detailed above is to be functional in 24*7*365 days without any interruption. The Contractor shall attend periodical servicing and preventive maintenance as per relevant standards and practices to maintain the CCTV system without any interruption.

Preventive Maintenance (P.M) shall be done on a quarterly basis. The following works to be done on each



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quarterly PM visit and the details shall be maintained in separate registers:

- I. Quarterly checking parameters :
 - i. Visual inspection of all major CCTV components including cabling & connections where accessible for signs of deterioration or damage
 - ii. Check all CCTV control equipment (Monitors, DVR, etc.)
 - iii. Check and clean cameras, lenses and housings as necessary.
 - iv. Check pictures for correct field of view and adjust as necessary.
 - v. Check and test remote signaling equipment (where fitted)
 - vi. Check recording and playback quality.
 - vii. Repair minor faults where necessary.
 - viii. Train the users on the use of the CCTV system (if required)
 - ix. To ensure back-up system/component is serviceable at all the time. Also, whenever asked, the agency should facilitate back-up in external memory device.
 - x. The CCTV system should be on operational status throughout the CAMC period and on the day of completion of CAMC period.
- II. Fault/un-serviceability of any component is to be rectified within minimum possible time, **which should not exceed 48 hours for offices located within G.M.C. (Guwahati Municipal Corporation) area and 72 hour for other areas** with good quality of component/items.

4.2 Manpower:

- 4.2.1 The maintenance works covered under the scope of this tender shall be carried out by qualified and experienced personnel of the Contractor holding the specified Competency Certificates. The maintenance works covered under the scope of this tender shall be carried out by qualified and experienced personnel of the Contractor holding the specified Competency Certificates. The contractor shall not depute any person of age below 18 years and above the age of 60 years and they should be sound in health in carrying out the duty and should not have infectious diseases. It is the sole responsibility of the deployed personnel to execute the assigned work perfectly and neatly. If any damages are caused to LIC's assets while discharging the duty, suitable amount will be deducted from AMC payment.
- 4.2.2 The installations / details mentioned above are only indicative in nature and the contractor shall carry out all works given by LIC as and when required.
- 4.2.3 **In case of major repairs, breakdowns, etc., due to natural calamity, the Contractor shall assist LIC in carrying out the rectifications, the cost of which including replacement of spares other than consumables item like Plasma panel, LCD & LED screen, batteries and Charge Coupled Devices (CCD) shall be to LIC's account.**
- 4.2.4 **This Comprehensive Annual Maintenance Contract includes the cost of replacement of any existing component , rectification repair and servicing of all items.**
- 4.2.5 The Annual Maintenance Contract includes preventive as well as corrective maintenance of all components of CCTV system under Comprehensive AMC.
- 4.2.6 **Scheduled Maintenance / Preventive Maintenance visits should be done once in a quarter (3 month period) and 4 (four) times in a year.**
- 4.2.7 The firm shall depute well-qualified and experienced Service Engineer, during working hours within 24 hours after the complaint is registered.



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4.2.8 In case of need to replace any item/ component, the agency shall provide original make genuine parts/components of similar or higher configurations. If original make is not available, the equivalent make with the approval of LIC shall be provided.

4.2.9 The firm shall produce the cash Memo's/Certificate/Document in proof of providing genuine components to replace the faulty ones on demand. **The Contractor shall provide standby component if the problem could not be rectified within 48 / 72 hours. Otherwise the payment for the non-functioning time shall be deducted from the contractor's bill as per clause 4.7.**

4.3 Pre-Inspection by the bidders:

Few cameras and some other related equipments / parts / devices may not be functioning properly at some of the locations. **The bidders shall inspect the CCTV system installed in the various locations of LIC premises, with prior intimation and permission of authorities at LIC, Guwahati Divisional Office and be conversant with the nature of the works prior to submission of their respective tender bids.** The bidders, upon submission of their bids, shall be deemed to have submitted their tender-bids only after having fully satisfied themselves of the prevailing conditions at site and equipments and shall not be entitled to any escalation in costs on this account during the contract-period.

4.4 There may be fresh addition of cameras at some of the existing office locations/units having CCTV systems within the next few months. The contractor shall be responsible for supplying and installation of the same with compatible and/or similar devices / equipments and making all necessary arrangements for integrating them with the existing systems at each such location with proportionate increase in CAMC charges at the same rate as per contract, subject to consideration for warranty period of any such items and/or devices. The price of each such new camera and/or any additional hardware device(s), if needed to be installed, shall be borne by LIC at rates to be quoted in the bid document.(Annexure II).

4.5 Conveyance :

The Contractor shall make his own arrangements for transportation of the man power deployed for CAMC for coming to and going from various offices / units under the jurisdiction of LIC of India, Guwahati Division.

4.6 Repairs / Maintenance :

During the period of CAMC successful bidder shall attend to all repairs/ defects/ replacement of major/ minor spare parts free of cost.

4.7 Apart from the mandatory quarterly visit / Preventive Maintenance visit, if any problem arises in functioning of CCTV system, the same shall be rectified by the service engineer as per schedule mentioned hereunder:

Sl. No	Office	Allowed period for rectification
1	Local Branch Offices at Divisional HQ/ Divisional Office / EDMS centre and other offices / units within Guwahati Municipal Corporation (GMC) area	Within 48 hrs. from time of lodgment of complaint.
2	Other offices / units	Within 72 hrs. from time of lodgment of complaint.



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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 service centre in this regard. 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:

Sl.No	Period of Delay	Penalty
1	1-7 days excluding date of lodgment of complaint	Rs. 150 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 lying with LIC, Guwahati Divisional Office. Complaints 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.

- 4.8 Penalty of 10% of the contract value per year will be charged every quarter, if the Preventive maintenance is not done by successful vendor. The penalty will be recovered From the AMC payment / Performance Bank Guarantee lying with the Corporation.
- 4.9 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 / solutions as standby with same configuration or higher and with all services restored as if it is a normal breakdown.
- 4.10 In case of partial/ full damage or loss of the equipments due to reasons beyond the control of LIC, like theft, fire etc, the bidder should be in a position to supply working standby equipments with same configuration or higher with all services restored, as if it is a normal breakdown.
- 4.11 Whenever any equipment is taken out of an 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 Officer In-charge 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 system in 100% working condition after repair/ maintenance / rectification. Thereafter, the vendor shall re-install the same machine after repair unless it is declared to be irreparable.
- 4.11.1 In the event of replacement of any parts of the system, it should be done with a part of equivalent or higher configuration which is compatible with the system.
- 4.11.2 Whenever 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 of the office.
- 4.11.3 Service Engineers / Representatives of vendor shall invariably carry their identity card s with them, without which they will not be allowed to access the Systems.
- 4.12 If the system's defect is attributable to mishandling , negligence , damage due to rodents , high neutral to earth



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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 and service rendered.

4.13 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.**

4.14 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.

**Sr Divisional Manager
LIC of India, Guwahati Division**



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INSTRUCTIONS TO BIDDERS :

1. The Senior Divisional Manager, LIC of India, Guwahati Division reserves the right to reject all or any bid in whole, or in part and to annul the bidding process without assigning any reason thereof, at any point of time. The Senior Divisional Manager, LIC of India, Guwahati Division also reserves the right to accept any bid in part or to split the contract between two or more bidders.
2. The rates and prices quoted by the bidder shall be fixed for the duration of the Contract and shall not be subjected to adjustment on any account.
3. The rates / prices shall be quoted by the bidder in Indian Rupees.
4. The bidder shall give a declaration that he will comply with all conditions in the tender document as per Annexure – I
5. **Procedure for submission :**
 - (i) Bidder should read the tender schedules carefully and submit the documents as per the schedule , else the bid will be rejected.
 - (ii) Bidder should take into account the corrigendum(s), if any published before submitting the bids online. All such corrigendum will be published only on LIC website.
6. **Clarification of Bids:**

To assist in the examination and comparison of bids, LIC, may, at his discretion, ask any bidder for clarification of his bid. The request for clarification and the response shall be in writing or by email, but no change in the price or substance of the bid shall be sought, offered, or permitted. No bidder shall contact LIC on any matter relating to his bid from the time of the bid opening to the time contract is awarded. If the bidder wishes to bring additional information to the notice of LIC, he should do so in writing. Any effort by a bidder to influence LIC's bid evaluation, bid comparison or contract award decisions may result in the rejection of his bid.
7. **The Price bids of only such of those bidders who become eligible after the evaluation of technical bids shall be opened at a later date.**
8. Within 15 days from the date of issue of work order/award letter, the successful bidder shall furnish a **Security Deposit cum Performance Guarantee for a value of 3% of the total contract price** in the form of Demand Draft payable at Guwahati in favour of LIC of India

(OR)

in the form of Bank Guarantee in favor of "Senior Divisional Manager, LIC of India, Guwahati Division, S.S. Road, Fancy Bazar, Guwahati - 781001, "issued by any nationalized / scheduled commercial bank (except co-operative bank) encashable at Guwahati, with a validity of 60 days beyond the contract period, for due fulfillment of the contract. The Performance Guarantee will be released by LIC after successful completion of the contract period and other contractual obligations.
9. The successful bidder shall have to enter into an agreement with LIC of India, Guwahati Divisional Office within 30 days of award of contract and the cost incurred in this connection, shall be borne by the contractor.



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Annexure-I

DECLARATION

I/We _____, Proprietor / Partner / Director / Authorized Signatory of _____ am/are competent to sign this declaration and execute this Bid document.

- (a) I/We have carefully read and understood all the terms and conditions of the Bid and hereby convey my / our acceptance of the same.
- (b) The information / documents furnished along with the above application are true and authentic to the best of my /our knowledge and belief. I/We am/are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my/our Bid at any stage besides liabilities towards prosecution under appropriate law.
- (c) I/We have apprised myself fully about the job to be done during the currency of period of agreement and also acknowledge to bear the consequences of non-performance or deficiencies in services on my/our part.
- (d) My/Our Company / firm has done in past satisfactory / disciplined work and not blacklisted in past by any client.
- (e) I/We hereby undertake to furnish an unconditional and irrevocable Bank Guarantee or Demand Draft towards Performance Security, encashable /payable at Guwahati, in the manner set-forth in the "Instructions to Bidders" and to commence the work at site within 15 days from the date of issue of Award letter.
- (f) I/We undertake to enter into and execute an agreement with LIC in accordance with the conditions of contract.
- (g) Unless and until a formal agreement is prepared and executed, our tender-bid together with LIC's written acceptance thereof, shall constitute a binding contract between us.
- (h) I/We shall if so required, extend the validity of the offer for such period as may be mutually agreed upon.
- (i) I/We further agree that in the event of our withdrawing our tender bid prior to the receipt of the final decision from LIC or in the event of our failing to furnish the Performance Security, in such form as prescribed in this tender or in the event of my/our tender bid being accepted and I/We fail to execute an agreement within the period specified by the competent authority to commence work, then I/We may be disqualified from bidding for any contract with LIC for a period of one year from the



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date of notification.

- (j) I/We are aware and acknowledge that LIC is not bound to accept the lowest of any tender that LIC may have received.
- (k) Should our tender bid be accepted, I/We bind ourselves to be wholly and solely responsible for the due performance of the contract.
- (l) Should our tender bid be accepted, I/We undertake to perform the work of "Comprehensive Annual Maintenance Contract for maintaining the CCTV system at various offices/units under the jurisdiction of LIC of India, Guwahati Division" at the price quoted in the tender bid during the stipulated contractual period of TWO YEARS and strictly abide by the conditions of the tender.

Signature of Owner/Managing Partner/Director

Date:
Place:

Full Name:
Company's Seal:

N.B.: Scanned copy of the above declaration should be duly signed, sealed and uploaded with technical bid.



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ANNEXURE -II

FORMAT TO QUOTE RATE FOR ADDITIONAL CCTV CAMERA AND ACCESSORIES

Sr No.	Item	Make / Model	Rate Per Unit (Rs.)
1	IR Dome Camera	CP-PLUS CP-VCG-SD20L2	
2	IR Bullet Camera	CP-PLUS CP-VCG-ST20L3	
3	DVR 16 Channel	CP-PLUS CP-ER-HO16016K2	
4	DVR 8 Channel	CP-PLUS CP-ER-HO808K2	
5	DVR 4 Channel	CP-PLUS CP-ER-HO404K2	
6	SATA HDD	SEGATE – 2 TB	
7	SATA HDD	SEGATE – 4 TB	
8	MONITOR	SAMSUNG – 22' LED HDMI	
9	ADAPTOR	PROTEK – 12V, 1 amp	
10	DVR RACK	VALRACK	

- a. **Rate quoted should be for the mentioned model or its compatible.**
- b. **Rate should be all inclusive.(GST or any other charge)**

Signature of Owner/Managing Partner/Director

Date:
Place:

Full Name:
Company's Seal:



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ANNEXURE - III

INFORMATION OF VENDOR

1. Name of Vendor:
2. Address of the Vendor:
3. Contact Person Details:
 - a. Email ID:
 - b. Contact No:
4. GST Registration Number:
5. PAN No of Vendor:

Signature of Owner/Managing Partner/Director

Date:
Place:

Full Name:
Company's Seal:



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

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FINANCIAL BID DOCUMENT

QUOTED RATE FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR SERVICING OF CCTV SYSTEMS. (The Quoted Rate must be comprehensive rate inclusive of GST and all other cost and taxes)	<u>Quoted rate in Rs.</u>
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Signature of Owner/Managing Partner/Director

Date:
Place:

Full Name:
Company's Seal: