



**LIFE INSURANCE CORPORATION OF INDIA  
ENGINEERING DEPARTMENT,  
SOUTHERN ZONAL OFFICE, CHENNAI – 600002**

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**e- Tender Notice**

**TENDER NO. LICI/SZ/ENGG/25-26/GB/Consultant/Ambtr/Conr**

Online bids are hereby invited for the work of **e-Tender for Appointment of Green building consultant for consultancy services for obtaining Svagriha green building certification to LIC Branch Office Buildings at AMBATTUR and at COONOOR - in Tamil Nadu State** through online e-Tendering System portal <http://www.tenderwizard.com/LIC>

Sr. No	Name of work	Period for completion	Earnest Money Deposit (EMD)	Tender document fee
1	As mentioned above	03 months from the date of Virtual date of completion of construction/modernization works of the Buildings by other agencies.	Rs. 6,000/- (Rupees Six thousand only). For each building . Total Rs.12,000/- for both buildings	Nil

1. Possession of Digital Signature Certificate (DSC) and registration of the Bidders on the portal i.e. <http://www.tenderwizard.com/LIC> is a prerequisite for e-Tendering.
2. For Registration and for further details on e-tendering, please visit website portal mentioned above (<http://www.tenderwizard.com/LIC>) or below mentioned Helpdesk details.

Office Address :	Help Desk Contact Details:
M/s.Antares Systems Ltd E-Tender helpdesk #24, Sudha Complex, 03 <sup>rd</sup> Stage, 04 <sup>th</sup> Block, Basaveshwaranagara, Bangalore – 560079.	Tel: 080-40482000/121/133/140  Lokesh - 9686115304 Dinesh – 9962676264 Madhan - 9894191904 Ernakulam : Vijay –9746428200  Email: <a href="mailto:lokesh.hr@antaressystems.com">lokesh.hr@antaressystems.com</a> , twhelpdesk908@gmail.com

### **Key Dates:**

	ACTIVITIES	DATE & TIME
1.	Date of uploading of tender document in central office approved online e-tendering system portal <a href="http://www.tenderwizard.com/LIC">www.tenderwizard.com/LIC</a> , CPPP Portal	18.09.2025
2.	Period for Downloading of tender document	From 18.09.2025 10.00 hrs up to 23.59 Hrs on 06.10.2025
3.	Last date & Time for online Tender Submission	UP to 23.59 Hrs on 06.10.2025
4.	Last date for physical submission of EMD <del>and tender Fee.</del>	UP to 15:00 Hrs on 07.10.2025
5.	Physical opening of EMD fee and Online Opening of Tender documents	At 15.30 Hrs on 07.10.2025

**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 Zone, Chennai as given in the subsequent pages will over-rule the conditions stated in the tender documents, wherever relevant and applicable.**

- **Registration of the Bidders:** All the Bidders intending to participate in the tenders floated online using Electronic Tendering System (ETS) are required to get registered on the eTender Portal (website) <http://www.tenderwizard.com/LIC>

After successful Registration on above mentioned portal Bidder/ tenderer will get a User ID and Password to access the website.

**Viewing of Online Tenders:** The tenderers/bidders can view tenders floated on online Electronic Tendering System (ETS) hereinafter referred as “e-Tendering System” through portal (website) at <http://www.tenderwizard.com/LIC>. The details like Terms and Conditions, drawing (if any) and any other information can be viewed. It is necessary to login to the above portal for downloading the tender documents.

- **Obtaining a Digital Certificate and its Usage:** On e-Tendering 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 Bidders 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 helpdesk  #24, Sudha Complex,  03 <sup>rd</sup> Stage, 04 <sup>th</sup> Block,  Basaveshwaranagara,  Bangalore – 560079.	Tel: 080-40482000/121/133/140  Lokesh - 9686115304  Dinesh – 9962676264  Madhan - 9894191904  Ernakulam : Vijay –9746428200  Email: <a href="mailto:lokesh.hr@antaressystems.com">lokesh.hr@antaressystems.com</a> , <a href="mailto:twhelpdesk908@gmail.com">twhelpdesk908@gmail.com</a>

- The Bid (Online Offer) for a particular e-Tender 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 e-Tender, 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:**
  - (a) Earnest Money accompanying the tender will be accepted only in the form of **'NEFT' in favour of "Life Insurance Corporation of India" payable at Chennai** in the legal Name/Trade Name/Company Name as the case may be of the bidder. **Documentary proof of payment to be uploaded while submission of online Bids within specified date & time**

**Information for MSME registered contractor: Benefits under public procurement policy for MSMEs shall not be extended for this tender. Submission of tender without EMD shall not be considered for opening tender.**

- Refund of Earnest Money Deposit to the unsuccessful bidders will be made through RTGS/NEFT

A Documentary proof for EMD in appropriate format as mentioned above should be uploaded mandatory while Bid Preparation stage (as per the Key Dates mentioned in eTender and Tender document).

**Scanned copy for proof for (1) EMD and (2) copy of the valid Griha Empanelment certificate** in the sealed Envelope **super scribed** as "EMD and Griha Empanelment certificate ~~tender Fee~~ for e-tender for Appointment of Green building consultant for consultancy services for obtaining Svagriha green building certification to LIC Branch Office Buildings at AMBATTUR and Coonoor in Chennai State " should be submitted to the **The Chief Engineer, LIFE INSURANCE CORPORATION OF INDIA, Engineering Department, 9<sup>th</sup> floor, Southern Zonal Office, "LIC Building", 153, Anna Salai, Chennai – 600 002 on or before the due date mentioned** in Key Dates of eTender, otherwise your tender will not be opened.

- **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. Bidders are required to 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 tenderers/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 tenderers/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 to use their DSC for decryption of Bids and signing of Bid Hash once again for security. The electronic bids of only those 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 Bidder 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.
- **Opening of Tender (Electronic offers):** Technical Bid shall be opened on key dates and the date of opening of Financial Bid shall be intimated to Bidders who qualify the eligibility criteria, as the case may be.