

### **TENDER NOTICE**

**NAME OF WORK: - “Tender for SITC of 25 KVA, soundless / noiseless New Diesel Generator set (D.G. Set) in Acoustic enclosure on hire basis for various Offices under Divisional Office, Bongaigaon”.**

LIC of India, Bongaigaon Divisional Office intends to hire 25 KVA D.G.set of reputed make viz. Cummins / Kirloskar /Greaves/Mahindra & Mahindra, Ashok Leyland engine coupled with Kirloskar / Standford alternator suitable to generate 3 phase 415 volts , 50 Hz at 1500 r p m complete in all respects with acoustic enclosure confirming to the norms of pollution control board , on rental basis all inclusive , for its operation in case of interruption of normal power supply to the office including low voltage and fluctuation if any, during the working hour i.e. **from 09.30 AM to 06.30 PM From Monday to Friday.** Offers are invited on percentage rate basis only from eligible Firms / Agencies/ Individuals under two bid (Technical & Financial Bid) system including its operation and maintenance all-inclusive complete in all respects. The prospective bidders are requested to submit their sealed offer in three parts namely Part – I “Technical Bid (TB)”, Part – II “Financial Bid (FB)” and “Part - III “ Earnest Money Deposit” ( EMD) and “Cost of tender document” ( incase the tender document is down loaded from the Corporation’s web site) in three sealed covers. The tender documents will be issued from **26.09.2025 to 16.10.2025** between 11 AM and 3 PM on week days ( excluding Holidays ,Sundays and Saturdays ) from the above office on payment of **nonrefundable tender cost of Rs. 250.00 ( Rupees two Hundred fifty only ) by Demand Draft / Pay Order in favour of “ Life Insurance Corporation of India” payable at Bongaigaon or by cash deposit in LIC Bongaigaon Divisional office.** The last date for submission of filled in offers is **17.10.2025** up to 3.00 P.M. The “Technical Bids” will be opened on **18.10.2025** at 11.00 AM by the tender opening committee in the presence of bidders or their authorized representatives willing to attend. For complete details and bid documents please log on to [www.licindia.in](http://www.licindia.in) go to tenders and click on the link “ **Tender for SITC of 25 KVA D.G set on hire basis”.**

Contractors are requested to carefully see the cost of tender forms & amount of Earnest Money Deposit to be remitted with LIC of India against each work.

**List of Offices and requirement of D.G. Set**

S. No.	Name of office	Required Capacity of DG set	Cost of Tender	Amount of Earnest money deposit
1	B.O.- Gossaigaon	25 KVA	250.00 ( Rupees Two Hundred and Fifty only)	5000.00 (Rupees Five thousand only)
2	B.O. - Pathsala	25 KVA		
3	B.O. – Barpeta Road	25 KVA		
4	B.O. – Barpeta	25 KVA		
5	B.O. – Kokrajhar	25 KVA		
6	B.O. – Dudhnoi	25 KVA		
7	BO. - -Goalpara	25 KVA		
8	BO-Tura	25 KVA		

Agency / Firms fulfilling the following criteria will be eligible for participating in the tender.

1. Annual income of the contractor in any one year of last 03 ( Three) financial years should be at least Rs. 2.50 Lacs.
2. Income Tax return for the corresponding year of Rs. 2.50 Lacs annual income to be submitted.
3. Valid Trade License issued from the competent Authority of Govt. of Assam to be submitted.
4. GSTIN certificate.

No Brokers / Intermediaries shall be entertained. LIC of India reserves the right to accept or reject any or all offers in full / part without assigning any reasons whatsoever.

**NOTE:**

**Out of the total list of 7 offices, Agency / Firm/individual may submit their tenders for maximum two offices only for BO under Divisional Office Bongaigaon as per eligibility criteria and submit separate tenders for each office along with tender deposit and EMD accordingly .**

**Sr. Divisional Manager**

Place: Bongaigaon

Date: 26.09.2025



□□□- 783380

os.bongaigaon@licindia.com

Sl No	Description	
1	Name of work :	SITC of 25 KVA soundless / noiseless new Diesel Generator set ( D.G. Set) in Acoustic enclosure on hire basis for B.O. Gossaigaon, Pathsala, Barpeta Road, Barpeta, Kokrajhar,& Dudhnoi and Goalpara
2	Estimated rent per month	Rs. 30,000/-
3	Cost of tender document	Rs. 250/- ( Rupees Two Hundred Fifty only).
4	Earnest Money Deposit	Rs. 5000.00 ( Rupees Five Thousand only).
5	Period of issue of tender document	From 26.09.2025 to 16.10.2025 between 11.00 AM and 3.00 PM on week days ( excluding Holidays , Sundays and Saturdays) from the above office on payment of nonrefundable tender cost by Demand Draft / Pay Order in favour of “ <b>Life Insurance Corporation of India</b> ” payable at <b>Bongaigaon</b> or by cash deposit in LICI Bongaigaon Divisional office.
6	Last Date & Time of receiving / submission of tender document.	On 17.10.2025, 3.00 PM
7	Date & Time of opening of Technical Bids	On the next day of last date of submission of tender i.e. on 18.10.2025, 11.00AM
8	Date & Time of opening of Financial Bids.	Shall be intimated later on.



भारतीय जीवन बीमा निगम  
LIFE INSURANCE CORPORATION OF INDIA

पञ्जाब, हरियाणा, हिमाचल प्रदेश, उत्तर प्रदेश, उत्तरांचल, बिहार, झारखण्ड, छत्तीसगढ़, मध्य प्रदेश, गुजरात, राजस्थान, महाराष्ट्र, कर्नाटक, तमिल नाडु, केरल, आंध्र प्रदेश, तेलंगाना, महाराष्ट्र, गुजरात, राजस्थान, महाराष्ट्र, कर्नाटक, तमिल नाडु, केरल, आंध्र प्रदेश, तेलंगाना

783380

Office Service Deptt., Bongaigaon Divisional Office, Main Road, Barpara, Bongaigaon- 783380 E-mail:

[os.bongaigaon@licindia.com](mailto:os.bongaigaon@licindia.com)

9	Time Limit for installation of the D.G.Set	30 ( Thirty) days from the date of acceptance letter.
10	Contract period	03 years ( Initial).
11	Security Deposit	5 % of the estimated annual rent.
12	Notice period for Termination of contract.	03 ( Three) months on either side..
13	Validity of tender	120 ( One hundred twenty) days from the date of opening of Technical Bid.



☐☐☐- 783380

[os.bongaigaon@licindia.com](mailto:os.bongaigaon@licindia.com)

1. The tender forms will be available from 26.09.2025 to 16.10.2025 between 11.00 AM and 3.00 PM on week days ( excluding Holidays, Sundays and Saturdays ) on payment of Rs. 250/- ( Rupees two hundred fifty only) by Demand Draft / Pay order ( Nonrefundable) in favour of “ Life Insurance Corporation of India” payable at Bongaigaon or by cash deposit in LIC Bongaigaon Divisional office.
2. The last date for submission of filled in tenders (both technical and financial bids) is 17.10.2025, 3.00 PM The offers received after the last date and time mentioned above will not be considered.

**PIN- 783380**

- i) Instructions to bidders
- ii) General Terms & Conditions.
- Iii) Technical part.
- iv) Financial part.

Page 5 of 21





☐☐☐- 783380

**Office Service Deptt., Bongaigaon Divisional Office, Main Road, Barpara, Bongaigaon- 783380 E-mail:**  
**[os.bongaigaon@licindia.com](mailto:os.bongaigaon@licindia.com)**

**11. The following documents should be enclosed alongwith the Technical Bid:**

- If any of the above documents are not enclosed along with the offer ( i.e Technical Bid ) by the Firms / Agency / Individuals such firms shall be declared as Non Bonafied / Non Eligible and their Financial Bid will not be opened.**

Page 7 of 21



भारतीय जीवन बीमा निगम  
LIFE INSURANCE CORPORATION OF INDIA

पञ्जाब, हरियाणा, हिमाचल प्रदेश, उत्तरांचल, उत्तर प्रदेश, बिहार, झारखण्ड, छत्तीसगढ़, मध्य प्रदेश, गुजरात, राजस्थान, महाराष्ट्र, कर्नाटक, तमिल नाडु, केरल, आंध्र प्रदेश, तेलंगाना, महाराष्ट्र, गुजरात, राजस्थान, महाराष्ट्र, कर्नाटक, तमिल नाडु, केरल, आंध्र प्रदेश, तेलंगाना

पिन- 783380

Office Service Deptt., Bongaigaon Divisional Office, Main Road, Barpara, Bongaigaon- 783380 E-mail:

[os.bongaigaon@licindia.com](mailto:os.bongaigaon@licindia.com)

---

16. If any of the dates mentioned above happens to be a holiday, the transaction will be made on the next working day.

17. The Tender Inviting Authority reserves the right to accept any tender or to reject any or all tenders at his sole discretion without assigning any reasons thereof. The tender inviting authority is not bound to accept the lowest or any tender.

**Sr. Divisional Manager**

**Place : Bongaigaon**

**Date : 26.09.2025**

### **HOW TO APPLY**

This tender consists of two parts, viz., Technical Bid and Financial Bid. Separate Technical and Financial bids are to be submitted for each proposal. The Technical Bid, Financial Bid and the Earnest Money Deposit (EMD) should be sealed in envelopes. The use of envelopes will be as under :

(a) **Envelope marked as I :** The duly completed **Technical Bid** ( Annexure –IV) along with supporting documents as per Sl. No. 11 of page No. 7 to be put in this envelope and sealed. The envelope shall superscribe as “ Technical Bid for **D.G. Set for ..... BO**” **also the bidder's name and address should be furnished.**

(b) **Envelope marked as II :** The duly completed **Financial Bid** is to be put in this envelope and sealed. The envelope shall superscribe as “ Financial Bid for **D.G. Set for ..... BO** ” **also the bidder's name and address should be furnished.**

(c) **Envelope marked as III :** The DD or Bankers cheque for “ Earnest Money Deposit” and “Cost of tender document” or the M.R of the required value to be put in this envelope and





भारतीय जीवन बीमा निगम  
LIFE INSURANCE CORPORATION OF INDIA

पञ्जाब, हरियाणा, हिमाचल प्रदेश, उत्तरांचल, उत्तर प्रदेश, बिहार, झारखण्ड, छत्तीसगढ़, मध्य प्रदेश, गुजरात, राजस्थान, महाराष्ट्र, कर्नाटक, तमिल नाडु, केरल, आंध्र प्रदेश, तेलंगाना, महाराष्ट्र, कर्नाटक, तमिल नाडु, केरल, आंध्र प्रदेश, तेलंगाना

783380

Office Service Deptt., Bongaigaon Divisional Office, Main Road, Barpara, Bongaigaon- 783380 E-mail:

[os.bongaigaon@licindia.com](mailto:os.bongaigaon@licindia.com)

sealed. The envelope shall superscribe as “ Earnest Money Deposit and Cost of tender document for ..... BO ” also the bidders name and address should be furnished.

(d) **Envelope marked as IV :** All the three envelopes shall be placed in envelope marked – IV and sealed (i.e. Envelopes marked as IV, will contain three envelopes marked as I , II & III) and submitted to LIC of India, in sealed condition “ Super scribing as

“ Tender for SITC of 25 KVA New D.G set on hire basis” at .....BO under DO Bongaigaon to be opened on 18.10.2025 at 11.00 AM

### **GENERAL TERMS & CONDITIONS**

The scope of services and terms & conditions for hiring the D.G. Set are as under:

1. The terms and conditions along with the instructions will form part of the tender to be submitted by the tenderer to LIC of India, , herein termed as Corporation.
2. Tender which is received late on account of any reason whatsoever including postal delay etc. .after the expiry of time and date i.e **3.00 P.M. on 17.10.2025,** fixed for submission of tenders shall be termed as **‘LATE’** tender and will not be considered. Such tenders shall be returned to the concerned party without opening the same.
3. All Firms / Agencies are requested to submit the tender documents ( Technical Bid and Financial Bid) duly filled in with the relevant documents / information at the following address:

**The Manager(OS)**

**LIC of India**

**Bongaigaon Divisional Office**

**Jeevan Prakash,**

**Barpara , Main Road,**

**Bongaigaon- 783380**

Mob No. **9101408552**, E-mail: [os.bongaigaon@licindia.com](mailto:os.bongaigaon@licindia.com)

4. All columns of the tender documents must be duly filled in and no column should be left blank.  
All the pages of Technical and Financial bids with documents submitted are to be signed by the authorized signatory of the tenderer. Any over writing or use of white ink is to be duly initialed by the tenderer. The Corporation reserves the right to reject the incomplete bids and bids lacking in details and without signatures.
5. The offer should remain valid at least for a period of 120 ( One hundred twenty) days to be reckoned from the date of opening of “ Technical Bid”.
6. The Technical bids will be opened on **18.10.2025 at** 11.00 AM in the presence of tenderers at our above office. All tenderers are advised in their own interest to be present on that date, at the specified time.
7. Canvassing in any form will disqualify the tenderer.
8. Income-Tax and Statutory clearances shall be obtained by the vendors at their own cost as and when required. **All payments to the successful vendor shall be made by Neft only.**
9. In case the space in the tender document is found insufficient, the bidder may use separate sheets to provide full information.
10. The financial bids will be opened only if at least two Technical Bids are found suitable. In any case single Financial Bid shall not be opened.
  11. The financial bids will be opened only if at least two Technical Bids are found suitable.  
In any case single Financial Bid shall not be opened.
10. The operator provided by the supplier, should possess the requisite & valid electrical License, for running D.G. Set.
11. All cost for maintenance and servicing of the generator including the cost of diesel ,spare parts and periodical replacement of Mobil oil are to be borne by the D.G.set contractor.

12. The D.G. Sets should be maintained properly to keep them in satisfactory running condition at all times for supplying emergency power for a load at least 90% of rated output of respective generators.
13. The permission of statutory authorities towards installation of D.G. Sets, will be obtained by the supplier of D.G. Set at their cost.
14. The arrangements for providing accessories like cables, change-over switches etc., if required, will be made by the contractor at their own cost.
15. The arrangements for providing exhaust pipeline of the D.G. Set, as per requirement & specification of Statutory Authorities, will be made by the contractor at their own cost.
16. Mending of any damage caused to the LIC property during loading, unloading of the D.G. Set in LIC premises at the time of installation or taking out D.G set from LIC premises will be done by the contractor to original finish, at their cost.
18. The successful bidder should install and commission the D.G. Set in LIC premises, on the space provided within 30( Thirty ) days from the date of issue of work order.
19. Electricity Duty, if any, payable to the State Govt., depending on running hours of the D.G. Set shall be borne by the contractor. Installation of the energy meter with its calibration and registration with the Statutory Authority, shall be done by the contractor at their cost.
20. The contract shall remain in force initially for a period of three years from the date of installation and satisfactory commissioning of the D.G. Set at site. However, the contract is subject to termination at any time if the services are not found satisfactory or for any other reason whatsoever by serving three calendar months notice on either side. Also LIC of India can terminate the contract by serving three calendar months notice if the services of DG set is not required. The contract may be renewed for further period at accepted tender rates /

charges and keeping other terms & conditions unchanged, depending on satisfactory services rendered by the generator supplier and requirement of the office. However , the diesel prize variation (either increase or decrease) will be taken into consideration at the time of renewal of agreement.

21. In case of any major break-down of D.G. Sets requiring repairing time for more than one day, an alternative interim arrangement will be made by the generator provider immediately by providing a substitute generator of adequate capacity at no extra cost. For nonfunctioning of the D.G. Set or in the event of failure on the part of the generator supplier to provide an alternative interim generator of adequate capacity, within one day during power failure / load shedding, penalty deduction shall be made based on OT rate for running of DG set beyond normal hours and if the same is not restored within 24 hours, corporation will be free to hire another DG set from the market at the risk and cost of contractor limited to double the amount quoted by the contractor.

22. **Tenders should be submitted along with the requisite Earnest Money Deposit amount in the prescribed mode. Tenders submitted without Earnest Money Deposit will be summarily rejected. The Earnest Money will not bear any interest.**

23. The successful bidder will also have to remit performance Security Deposit by DD / Pay Order / Banker's Cheque for an amount equal to 5 % of accepted tender amount of a year within 15 days from the date of issue of acceptance letter. Work order for commencement of the work will be issued separately within seven days after the contractor remit the requisite performance Security Deposit. Please note that the Security Deposit will not bear any interest and the same will be refunded to the contractor within 45 ( Forty five ) days after the closure of the contract.

24. The successful bidder will have to execute an Agreement with the LIC of India, on Non - judicial stamp paper of requisite value and as per the draft of Agreement to be provided by the LIC of India, within 14 (Fourteen) days from the date of issue of work order for commencement of the work. No payment will be made until the Agreement is executed.



☐☐☐- 783380

**Office Service Deptt., Bongaigaon Divisional Office, Main Road, Barpara, Bongaigaon- 783380 E-mail:**  
**[os.bongaigaon@licindia.com](mailto:os.bongaigaon@licindia.com)**

25. EMD amount of the unsuccessful bidder will be refunded after execution of the Agreement.

26. The deployment of operator for running the generator should comply with the Labour Legislation Act. and Minimum wage Act of Govt. of India and the State Govt. The contractor will have to remove the D.G. Set from the LIC premises within 07 (Seven) days from the date of termination or closure of the contract at their cost , else demurrage charges @ 1000/- (Rupees One thousand only) per day will be levied by the LIC of India, on the contractor. The D.G. set shall have to be run in the event of load shedding / power cut / breakdown / single phasing / erratic power supply from supply Co. on all working days.

❖ Normal working hours on all working days shall be as under.

- From Monday to Friday 9.30 AM to 6.30 PM.

Please note that D G set shall comprise Diesel Engine of Kirloskar /

Cummins/Greaves/Mahindra & Mahindra/Ashok Leyland coupled with Alternator of Standford / Crompton / Kirloskar/ Leroy Somer/Mecc.alte O.E.Ms ie Jakson / Bhaskar will only be accepted. The approval of make of Engine, Alternator & Enclosure must be obtained well before procurement. If the tenderer wishes to procure the D.G.Set other than approved make, they must submit the proposal along with copy of certification as mentioned & obtain approval of Sr. Divisional Manager well before procurement of D.G. Set. If at any stage it is found that DG set provided is not of our approved make, LIC reserves the right to ask the contractor to remove the DG set & provide new DG set as per approved makes.

29. The successful tenderer has to submit copies of invoices after procurement of new D.G.Set. The name, address & phone no. of service centre shall also be mentioned.

30. Hiring charges shall be payable from the date of commissioning / date of energizing the electrical installation.

31. The quoted rate for running the D.G set on monthly hire basis shall be inclusive of cost



☐☐☐- 783380

**Office Service Deptt., Bongaigaon Divisional Office, Main Road, Barpara, Bongaigaon- 783380 E-mail:**  
**[os.bongaigaon@licindia.com](mailto:os.bongaigaon@licindia.com)**

- Page 14 of 21



□□□- 783380

**Office Service Deptt., Bongaigaon Divisional Office, Main Road, Barpara, Bongaigaon- 783380 E-mail:**  
**[os.bongaigaon@licindia.com](mailto:os.bongaigaon@licindia.com)**

- Page 15 of 21



भारतीय जीवन बीमा निगम  
LIFE INSURANCE CORPORATION OF INDIA

पञ्जाब, हरियाणा, हिमाचल प्रदेश, उत्तरांचल, उत्तर प्रदेश, बिहार, झारखण्ड, छत्तीसगढ़, मध्य प्रदेश, गुजरात, राजस्थान, महाराष्ट्र, कर्नाटक, तमिल नाडु, केरल, आंध्र प्रदेश, तेलंगाना, महाराष्ट्र, गुजरात, राजस्थान, महाराष्ट्र, कर्नाटक, तमिल नाडु, केरल, आंध्र प्रदेश, तेलंगाना

783380

Office Service Deptt., Bongaigaon Divisional Office, Main Road, Barpara, Bongaigaon- 783380 E-mail:

[os.bongaigaon@licindia.com](mailto:os.bongaigaon@licindia.com)

---

the right to accept any tender or to reject any or all tenders at his sole discretion without assigning reasons whatsoever. The tender inviting authority does not bind to accept the lowest tender.

51. “In terms of provisions of Section 33(3) of the Insurance Act, 1938 as amended by the Insurance Laws (Amendments) Ordinance, 2014. Insurance Regulatory Authority of India (IRDAI) is authorized to verify all such books of account, register, other documents and data base in the custody of the contractor in respect of service outsourced by the LIC of India. It shall be the duty of the contractor to provide such documents/statements/information as may be required by IRDAI within such time as may be specified by the IRDAI.”

**Sr. Divisional Manager**

( With seal & date)

**Agreed & Confirmed**

**Signature of the Firm / Agency/ Individuals ( With seal & date)**





☐☐☐- 783380

[os.bongaigaon@licindia.com](mailto:os.bongaigaon@licindia.com)

**ANNEXURES TO BE SUBMITTED BY THE FIRM / AGENCY UNDER TWO BID SYSTEM.**

=====

**TO BE SUBMITTED IN ENVELOPE – I**

Page 17 of 21

8	Income Tax return for any one year within last 3 (three) years corresponding to 2.5 (two and half )lacs as annual income ( Enclose self attested copy).	
---	---	--

Signature of Tenderer with seal.

Place :

Date :

### Annexure – B

#### Financial BID (25 KVA D.G. Set)

#### TO BE SUBMITTED IN ENVELOPE – II

Re : “Tender for SITC of 25 KVA soundless / noiseless new Diesel Generator set ( D.G. Set ) in Acoustic enclosure on hire basis for ..... B.O. under Divisional Office Bongaigaon.”

Sr. No	Description of work	Qty	Unit	Rate ( Rs)	Amount ( Rs)
1	Providing new weather proof three phase 25 KVA noiseless (silent) DG set in sound attenuating acoustic enclosure with anti vibration mounting (AVM) pads ( Dunlop make) with rated output of 415 volts 50 HZ consisting of <u>Diesel Engine of Kirloskar / Cummins/ Greaves/ Mahindra &amp; Mahindra, Ashok layland make for Air cooled/ water cooled coupled with Alternator of Kirloskar / Stamford/ Crompton/ Leroy Somer/Mecc.Alte make &amp; enclosure of JAKSON / BHASKAR/ OEM</u> complete with accessories including base plate , fuel tank ( capacity for minimum 8 hrs. of running) , batteries with leads and terminals , silencer , alarms standard engine control panel (manual) , utility piping , approved sound proof enclosure etc. complete in all respect as required. The D.G.Set & enclosure shall satisfy the norms of C.P.C.B.(Central Pollution Control Board) & A.R.A.I. (The Automotive Research Association of India) . The quoted rate of D.G set on hire basis shall be inclusive of diesel , lubricant , operation and maintenance charges etc. for operation of	1	Month	30000/- (schedule rate excluding GST)	



भारतीय जीवन बीमा निगम  
LIFE INSURANCE CORPORATION OF INDIA

पञ्जाब प्रदेश, पञ्जाब प्रदेश, पञ्जाब प्रदेश, पञ्जाब प्रदेश, पञ्जाब प्रदेश, पञ्जाब प्रदेश, पञ्जाब प्रदेश, पञ्जाब प्रदेश, पञ्जाब प्रदेश, पञ्जाब प्रदेश

पिन - 783380

Office Service Deptt., Bongaigaon Divisional Office, Main Road, Barpara, Bongaigaon- 783380 E-mail:

[os.bongaigaon@licindia.com](mailto:os.bongaigaon@licindia.com)

	DG set during working hrs. as specified in terms & condition enclosed. The DG set shall be equipped with following security & safety features.				



☐☐☐- 783380

[os.bongaigaon@licindia.com](mailto:os.bongaigaon@licindia.com)

Page 20 of 21

3	Waiting charges of operator beyond working hrs. as given in this tender when DG set is not operated.	1	Hour	70	
---	--	---	------	----	--

Notes: Rates quoted are :

- Subject to the terms & conditions of the tender.
- Quoted rates are inclusive of all prevailing taxes , duties , levies etc as applicable except GST & nothing extra shall be paid on any account.

I / we quote my / our over-all percentage rates excluding GST as per the details given below :

- % ( In words : ----- ) below the schedule of rates.
- At par schedule of rates.
- % ( In words : ----- ) above Schedule of rates.

Sr. Divisional Manager

Signature of Tenderer

(with seal & date )