

Tender for Gas Bukhari Services for Branches/Satellite Offices of LIC of India Srinagar Division

Ref: OS/Gas Bukhari

Date: 20.10.2025

TENDER DOCUMENT

FOR

GAS BUKHARI SERVICES FOR BRANCH/SATELLITE OFFICES

LIFE INSURANCE CORPORATION OF INDIA SRINAGAR DIVISION

Last Date of Submission: 10.11.2025 up to 1500 Hours

Tender for Gas Bukhari Services for Branches/Satellite Offices of LIC of India Srinagar Division

TENDER NOTICE

Life Insurance Corporation of India, Divisional Office Srinagar intends to invite sealed tenders in a closed envelope under TWO BID SYSTEM for Gas Bukhari Services for various offices of Life Insurance Corporation of India under Srinagar Division, from the Individual(s)/Firms. Tender document containing terms and conditions is available at our web site www.licindia.in/Bottom-Links/Tenders. The last date of submission of Tenders is **10.11.2025 up to 1500 Hours**. For further details please log on to www.licindia.in/Bottom-Links/Tenders.

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

SR. DIVISIONAL MANAGER

Tender for Gas Bukhari Services for Branches/Satellite Offices of LIC of India Srinagar Division

The detail of various Annexures to be appended with the Tender is as under:

S. No.	Description	Page from To	No of Pages	Remarks
1	Notice	2 to 2	1	
2	Index	3 to 3	1	
3	Salient features of the tender	4 to 5	2	
4	Instructions to Bidders	6 to 8	3	
5	Eligibility criteria for Technical Bid	9 to 9	1	
6	Scope of Work	10 to 10	1	
7	General Terms and Conditions	11 to 14	4	
8	Technical Bid	15 to 16	2	Annexure-A
9	Financial Bid	17 to 17	1	Annexure-B
10	Affidavit	18 to 18	1	Annexure-C
11	Letter of Authorization	19 to 19	1	Annexure-D
12	NEFT Mandate	20 to 20	1	Annexure-E
13	Self-Declaration	21 to 21	1	
14	Check list	22 to 22	1	

Kindly Note:-

Each Page of the Tender Document must be Signed & Stamped by the Tenderer before submission.

Tender for Gas Bukhari Services for Branches/Satellite Offices of LIC of India Srinagar Division

Salient Features of the TENDER

S.NO.	TITLE	DESCRIPTION
1	Tender	Tender for Gas Bukhari Services in various offices of Life Insurance Corporation of India, Srinagar Division
2	Tender Issuing Date	20.10.2025
3	Type of Tender	Two Bid System
4	Area where Gas Bukhari Services are required	Branches/Satellite Offices of LIC of India as per Annexure-B under the jurisdiction of Srinagar Division located in J&K UT.
5	Name and address to whom the tender is to be submitted	Tender Receiving Officer Life Insurance Corporation of India Divisional Office Cell, Jeevan Jyoti Building 18-A, Rail Head Complex Jammu-180012
6	Tender Fee	Rs 118/-- (Rs 100/- as tender fee + 18% GST) (non- refundable) by way of Demand Draft only , in favor of "LIC of India" drawn on any Nationalized/Scheduled Bank payable at Jammu.
7	Last date and time of submission of tender	10.11.2025 by 1500 Hours. Applicants should ensure that their tender is received on or before the date and time specified, as no consideration whatsoever shall be given for postal or any kind of delay.
8	Date of opening of Tender	The sealed tenders will be opened by the Tender Opening Committee on 10.11.2025 at 1600 hours in presence of the bidders or one of their authorized representatives (Authorization letter as per the format provided with ID proof) who wishes to attend at their own cost.
9	Date of opening of Financial Bids	Bidders who qualify on Technical Grounds will only be eligible for opening of Financial Bids. The Financial Bids will be opened on a later date that will be communicated to the bidders.
10	Time Limit for Start of the Services	With three (03) days after Issuance of Acceptance Letter to the successful bidder.
11	Contract Period	One year from the date of approval by the Competent Authority and subject to extension by one more year.

Tender for Gas Bukhari Services for Branches/Satellite Offices of LIC of India Srinagar Division

12	Earnest Money Deposit	₹5000-(Rupees sand only-) by way of Demand Draft only in favor of "LIC of India" drawn on any Nationalized/Scheduled Bank payable at Jammu.
13	Evaluation Method	Region Wise Evaluation
11	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 15 days' notice in writing by LIC and 60 days' notice by the contractor.
12	Official Website	www.licindia.in

SR. DIVISIONAL MANAGER

Tender for Gas Bukhari Services for Branches/Satellite Offices of LIC of India Srinagar Division

Instructions to Bidders

1. LIC, Divisional Office, Srinagar, invites Tender for Gas Bukhari Services for offices of LIC of India under Srinagar Division, in sealed envelope from the Individual(s)/Firms.
2. For complete details and formats of Tender Document please log on to LIC's website www.licindia.in/Bottom-Links/Tenders. Should there be any changes in the terms and conditions of the tender, they will be duly notified on this official website and no further intimation will be given through any other means.
3. **TENDER FEE:** Tender document may be downloaded from the website, should be duly filled in and accompanied by non-refundable Tender Fee in the form of **Demand Draft only** for ₹118/- (₹100+18% GST) favoring 'LIC of India' drawn on any Nationalized/Scheduled Bank payable at Jammu.
4. **EARNEST MONEY DEPOSIT:** The tender should be accompanied by a refundable Earnest Money Deposit of ₹5000/- (Rupees Five thousand only-) in the form of **Demand Draft only** favoring 'LIC of India' drawn on any Nationalized/Scheduled Bank payable at Jammu. Earnest Money Deposit will be refunded to the unsuccessful bidders after finalization of the tender. The Earnest Money Deposit will not carry any interest.
5. **SECURITY DEPOSIT:** Successful bidder(s) are required to deposit security deposit @3% of the annualized tender value within specified time and order for start of services will be placed with the vendor only after receipt of the security deposit. In case any L1 bidder fails to deposit security deposit, then no supply order will be given to the vendor.
6. **TECHNICAL BID:** The bidders are requested to submit the **Technical Bid (Annexure A)** in a sealed cover super scribed as **"Technical Bid for Gas Bukhari Services for Offices of LIC of India under Srinagar Division"**. 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 ₹118-(non-refundable) as Tender Fee.
 - b) Demand Draft for ₹5000- as EMD.
 - c) Technical Bid **Annexure-A**
 - d) Signed copy of tender document (**Page no 01 to 14**) as token of acceptance of tender terms and conditions
 - e) Self-attested copy of **PAN** card
 - f) Self-attested copy of **AADHAR** card.
 - g) Self-attested copy of **GST** registration certificate

Tender for Gas Bukhari Services for Branches/Satellite Offices of LIC of India Srinagar Division

h) Self-attested copy of ITR as required in the tender.

8. **FINANCIAL BID:** The bidders are requested to submit **Financial Bid (Annexure-B)** separately in a sealed cover super scribed as **“Financial Bid for Gas Bukhari Services for Offices of LIC of India under Srinagar Division”**.
9. These two Sealed Cover Envelopes (Envelop -1- containing Technical Bid, Tender Fee, EMD and all documents mentioned at S. No 6, and Envelop- 2- containing Financial Bid, are to be placed in a bigger sealed cover super scribed as **“Tender for Gas Bukhari Services for offices of LIC of India under Srinagar Division.”**
10. The sealed cover containing the Tender papers is to be addressed to:

**Tender Receiving Officer,
Life Insurance Corporation of India,
Divisional Office Cell, 18-A, Rail-Head Complex, Jammu -180012.**

11. The sealed cover containing duly filled in tenders along with all relevant enclosures should be submitted by the Bidder either by Regd. Post / Speed Post or in person at the address given below:

**Tender Receiving Officer,
Life Insurance Corporation of India
Divisional Office Cell, 18-A, Rail Head Complex, Jammu- 180012.**

12. The rates quoted shall be written in **FIGURES & WORDS** without any correction. The bidders are instructed not to round off the rates. Rates to be quoted should be strictly as per the Performa of Financial Bid enclosed in the Tender document.
13. Tenderers should note that their tenders should remain open for consideration for a minimum period of three (03) months from the date of opening of Technical Bid.
14. LIC reserves the right to reject incomplete bids and bids lacking in details and without signatures or without relevant enclosures.
15. Tenders received late or not in properly sealed cover or received telegraphically & conditionally or not conforming to the prescribed conditions or not complete in all respects will be rejected.
16. The last date for submission of tenders is as stipulated in the ‘Salient features of the Tender’. If any of the dates mentioned in the ‘Salient features of the Tender’ happens

Tender for Gas Bukhari Services for Branches/Satellite Offices of LIC of India Srinagar Division

to be a holiday, then next working day will be considered.

17. The tenders will be opened by the "Tender Opening Committee" on the day as 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.
18. Please note that only Technically Qualified vendors will be eligible for opening of Financial Bids. The Financial Bids will be opened on a later date which will be communicated separately.
19. The Senior Divisional Manager, LIC of India, Srinagar Division reserves the right to make any modification/s in the tender before the last date of submission of tenders. The modification/s, if any, will be published on our website www.licindia.in/Bottom-Links/Tenders and will form part of the tender.
20. If two or more Persons/ Firms quote the same rate, the lowest bid after negotiations shall be considered.
21. Senior Divisional Manager, LIC of India, Srinagar Division reserves the right to 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, Srinagar 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, Srinagar does not bind himself to accept the lowest tender.
22. The LIC reserves the right for inclusion / exclusion for terms and conditions of the contract as per the requirements.

SR. DIVISIONAL MANAGER

Tender for Gas Bukhari Services for Branches/Satellite Offices of LIC of India Srinagar Division

Eligibility criteria for TECHNICAL BID

1. Only those person(s)/ firms who offer Gas Bukharies services using commercial Gas cylinders only, can participate in the tendering process.
2. Only those person(s)/ firms who offer Gas Bukhari services in Branches/Satellite Offices as per **Annexure-B**, can participate in the tendering process.
3. The bidder must possess a valid PAN Card issued by Income Tax Department.
4. The bidder must possess valid GST IN registration certificate issued by the concerned authorities.
5. Agencies/ Firms which are Black listed/removed by any Govt. office/PSU or any office of the Corporation are not eligible to apply for participation. If applied their applications will not be considered for technical evaluation.
6. Applicants registered as MSME/NSIC (MICRO and SMALL only) as on date of floating of tender, 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.
7. The qualified vendor shall not claim any payment for the staff deployed for operation and maintenance of Gas Bukharies in the offices.

Sr. DIVISIONAL MANAGER

Tender for Gas Bukhari Services for Branches/Satellite Offices of LIC of India Srinagar Division

SCOPE OF WORK RELATED TO GAS BUKHARI SERVICES

The Scope of the work related to Gas Bukhari Services by the Successful Bidder, is as under:

1. Providing Gas Bukharies services in Branches and Satellite offices of LIC of India Srinagar Division as per **Annexure-B**.
2. Providing complete set of Gas Bukhari, Regulator, Pipe and commercial cylinder (Filled with Gas) at their own cost, at the offices as per **Annexure-B**.
3. Providing Gas Bukhari Services, in Branches and Satellite offices of LIC of India Srinagar Division as per the requirement of the office.
4. Providing Gas Bukhari services on all working days including Saturdays and Holidays except Sundays.
5. Refilling of Gas cylinders as and when required, by the successful bidder at their own cost.
6. Service/Repair and maintenance of Gas Bukharies as and when required by the successful bidder at their own cost.
7. Deploying trained staff for overall management of Gas Bukharies for hassle free services and to avoid any mishap in any office.
8. No additional charges except the Quoted Rates as per Financial Bid shall be paid nor shall be claimed by the Successful Bidder.

Sr. DIVISIONAL MANAGER

Tender for Gas Bukhari Services for Branches/Satellite Offices of LIC of India Srinagar Division

GENERAL TERMS & CONDITIONS RELATED TO GAS BUKHARI SERVICES

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, Srinagar Division.
2. Tender which is received late on account of any reason whatsoever including postal delay etc. after expiry of time and date i.e. fixed for submission of tenders shall be termed as "LATE" tender and not to be considered. Such tenders shall be returned to the concerned party without opening the same.
3. All columns of the tender documents must be duly filled in and no column should be kept blank. All the pages of the tender documents (**Page no 01 to 14**) are to be signed by the authorized signatory of the tenderer. The Corporation reserves the right to reject the incomplete tenders or in case where information submitted/ furnished is found incorrect.
4. Overwriting/corrections in the tender document are not allowed.
5. Incomplete, conditional tenders and fax / e-mail/ telegraphic tenders will not be considered and will be rejected.
6. The offer will remain valid at least for a period of three (3) months to be reckoned from the date of opening of "Technical Bid".
7. However LIC of India reserves the right to increase the number of Gas Bukharies for installation at any place by up to 25 % of the tendered quantity. LIC also reserves the right to decrease the number of Gas Bukharies for any location by up to 25% of the tendered quantity.
8. Participating bidders have to quote region wise rates for **Region-A** and **Region-B** separately.
9. Valuation of the tender shall be done on the basis of L1 rates for Region-A and Region-B separately.
10. There should not be any deviation in terms and conditions that have been stipulated in the tender documents. Tenders with imposed conditions which may lead to a deviation with respect to the terms and conditions mentioned in the tender document will not be considered and will be rejected.
11. Any tender not complying with eligibility criteria and requirements either wholly or partially shall be rejected.

Tender for Gas Bukhari Services for Branches/Satellite Offices of LIC of India Srinagar Division

12. Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will result in the rejection of the bid.
13. The contractor shall arrange for repairs and maintenance of Gas Bukhari immediately after information from any of our offices.
14. Tenders from intermediaries or brokers will not be entertained.
15. It may be noted that no negotiations will be carried out, except with the lowest bidder and therefore most competitive rates should be offered.
16. Income Tax, from the payment to the successful bidder, will be deducted at prevailing rate.
17. GST, at the prevailing rates as per GST Rules will be reimbursed to the owner.
18. The payment shall be made at the end of the month after receipt of Tax Invoice.
19. No advance will be made to the qualifying bidder for starting the contract.
20. LIC shall have the right to amend or modify any of the terms and conditions during the period of the Contract.
21. If L1 vendor fails to execute the contract at any stage during service months or else, the Security deposit shall be forfeited. In addition the vendor shall have to deposit an amount equal to Security deposit with LIC as liquidly damages else the amount shall be deducted/recovered from the payment that is payable to the vendor.
22. The Competent Authority reserves the right to change the relevant dates to accept or reject all or any of the applications, to accept any higher bid, or to cancel all tenders without assigning any reasons whatsoever.
23. The Technical Bids of those bidders, where LIC after its scrutiny / inspection / investigation / verification is satisfied with regard to the compliance of technical criteria as laid down in the tender document, will be declared as found eligible for financial bid opening.
24. LIC will communicate to the successful bidder by letter sent through Registered Post or E-mail that the bid has been accepted.

Tender for Gas Bukhari Services for Branches/Satellite Offices of LIC of India Srinagar Division

25. **PERIOD OF CONTRACT:**

Initially the contract will be for a period of ONE year with further extension by another one year on the same terms and conditions with mutual agreement by both the parties.

26. **PAYMENT PROCEDURE:**

The payment to the contractor shall be made through NEFT for which he/she has to submit an enclosed NEFT mandate form along with cancelled Cheque of his/her Bank Account and a self-attested photocopy of AADHAR Card. The demand /GST bill will be submitted by the contractor every month to the concerned Branch In-charge for release of payment. Payment shall be made on or before 7th of the next month.

27. The contractor shall be responsible for their personal taxes as applicable and shall indemnify and shall hold LIC harmless for any liability in this regard.
28. Any dispute arising out of the terms of this contract on the interpretation of any clause herein shall be settled by mutual discussions between the Nominated Authorities of LIC and the authorized representatives of the contractor. Any dispute arising out of the Contract/Agreement shall come under the jurisdiction of the Honorable Courts in Srinagar city only.
29. The contractor will indemnify and keep indemnified LIC from claim, loss or damage that may be caused to LIC on account of failure of the contractor under various laws towards LIC due to acts of omissions of the contractor. The successful bidder has to furnish an Affidavit to LIC on a Stamp Paper of appropriate value.
30. In order to satisfy itself about the nature and quality of services rendered by the tenderer, LIC of India may depute its officer(s) or authorized representative to visit the institute/establishments mentioned by the bidder. Besides, LIC may also arrange for verification of any document/testimonial submitted by the bidder in support and compliance of technical criteria as laid down in the tender document. It will be mandatory for the bidder to extend full cooperation to LIC of India so that necessary verification is completed without any delay. In case the bidder fails to cooperate or where after verification, it is revealed that bidder does not meet with the criteria as laid down in the tender document, his bid would be considered as non-responsive and his financial bid will not be processed any further and EMD will be forfeited.
31. The Bidder should affix authorized person's signature on all the pages of the tender as a token of acceptance of the terms and conditions.
32. In case of any dispute arising with any State/ Central Agency, owing to happening of any incidence within any office, Contractor shall be solely responsible for it and LIC will not have any liability in this regard whatsoever.

Tender for Gas Bukhari Services for Branches/Satellite Offices of LIC of India Srinagar Division

33. TERMINATION CLAUSE:

LIC may also terminate the contract by serving a 15 days' NOTICE to the contractor and the decision of the Sr. Divisional Manager, LIC of India, Srinagar Division, in this regard shall be treated as final and binding on the Contractor. If the contractor refuses to provide the required facilities to LIC at any stage before the expiry of the period of contract, the contract shall be liable to be terminated by LIC without giving any notice.

34. TERMINATION OF CONTRACT:

The contract may be terminated during the operative period by giving 15 days' notice in writing by LIC and 60 days' notice in writing by the contractor. Contract may be extended further for ONE more year, if the required facilities are found satisfactory. LIC reserves the right to terminate the said contract at any time on the ground of unsatisfactory facilities rendered by the contractor or on any other ground detrimental to the interest of LIC.

35. RIGHT TO ACCEPT ANY BID AND TO REJECT ANY BID OR ALL BIDS:

Every Bidder must note that his/her Bid shall be liable to be rejected in case the tender stipulations are not complied with strictly or the services do not conform to the required Specifications indicated therein. The Sr. Divisional Manager, LIC of India, Srinagar Division, reserves the right to reject, accept or prefer 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 ground for its actions and decisions. The Sr. Divisional Manager, LIC of India, Srinagar Division also reserves the right to accept any bid in part or split the contract between two or more bidders.

SENIOR DIVISIONAL MANAGER

Tender for Gas Bukhari Services for Branches/Satellite Offices of LIC of India Srinagar Division

ANNEXURE - 'A'

TECHNICAL BID

S. No	Information Sought	Information Provided
1	Name of the Owner/Owners/Partners/Firm (in Block Letters)	
2	Full Residential Address(s):-	
3	Postal /Present Address(s):-	
4	Contact Details: 1. Land Line No 2. Mobile 3. E-Mail ID	
5	Name(s) and Address of the Partner(s) if any.	
6	Name(s) of Representative(s) who would be calling on us and attending to the jobs (With Mobile No and E-Mail ID).	
7	Bank Account No. of Proprietor/Firm. IFSC Code of the Bank.	
8	Name of Bank Addresses & Telephone No of Bank	
9	State whether the owner/owners/partners/firm is/are Income Tax assessee and if so attach (copies of IT Returns)as:	AY 2023-24 AY 2024-25 AY 2025-26

Tender for Gas Bukhari Services for Branches/Satellite Offices of LIC of India Srinagar Division

10	Has the Owner/Owners/Partners/Firm ever been involved in any criminal act as decided by any Hon'ble Court of Law anywhere in India (If yes, please give details).	
11	Whether Black listed by any Govt. deptt. /Public sector company/any office of the Corporation.(Attach Self- declaration)	
12	PAN No (attach attested copy)	
13	GST No (attach attested Copy)	
14	Details of Tender Fees	Amount Demand Draft No: Date: Bank:
15	Details of EMD	Amount Demand Draft No: Date: Bank:

I/We declare that the above information is correct and complete to the best of my knowledge and belief.

Signature(s) of the Owner/Owners/Partners

(Name):

Address:

Mobile:

Email Id:

Tender for Gas Bukhari Services for Branches/Satellite Offices of LIC of India Srinagar Division

FINANCIAL BID

Annexure-B

Region-A

S. No	Location where Gas Bukhari Services are required (Branch/Satellite Office)	Number of Units Required (±25%)	Period of Requirement	Quoted Rates Per Gas Bukhari / Month (Excluding GST) for Region-A
1.	Branch Unit-I Srinagar	16	Three to Four months	<u>In Figures</u>
2.	Branch Unit-II Srinagar	10	Three to Four months	
3.	Branch Budgam	08	Three to Four months	
4	Branch Anantnag	16	Three to Four months	<u>In words</u>
5	SO Ganderbal	03	Three to Four months	
6	SO Kupwara	03	Three to Four months	
7	SO Kulgam	03	Three to Four months	

Region-B

S. No	Location where Gas Bukhari Services are required (Branch/Satellite Office)	Number of Units Required (±25%)	Period of Requirement	Quoted Rates Per Gas Bukhari / Month (Excluding GST) for Region-B
1	Branch Doda	08	Three to Four months	<u>In Figures</u>
2	Branch Rajouri	08	Three to Four months	
3	Branch Poonch	05	Three to Four months	
4	SO Kishtwar	03	Three to four months	<u>In Words</u>
5	SO Ramban	02	Three to four months	
6	SO Sunderbani	02	Three to four months	

Before Quoting rates please go through the terms & conditions given in the Tender.

Rates Quoted shall be excluding the applicable rates of GST.

Vendors have to quote rates for Region-A and Region-B separately.

Consolidated Region wise quoted rates shall be considered for financial evaluation

Office wise quoted rates shall not be considered for financial evaluation.

Location wise full address shall be communicated to the successful vendor separately.

Quoted Rates are submitted by our Firm for your Consideration

Sr. Divisional Manager

Authorized Signatory and Stamp of the Firm
(With complete Postal address, Phone No & e-mail address)

Tender for Gas Bukhari Services for Branches/Satellite Offices of LIC of India Srinagar Division

ANNEXURE -'C'

AFFIDAVIT

(TO BE SUBMITTED BY L1 BIDDER)

I / We _____
being _____ Indian _____ Citizens _____ residing _____ at _____
_____ do hereby solemnly affirm
and state as under:-

Whereas Life Insurance Corporation of India has floated tender for Gas Bukhari Services in various offices of Life Insurance Corporation of India Srinagar Division and in respect of the same, I/we being one of the Bidders, confirm that I / We strictly follow various laws as mentioned in the Terms & Conditions of the Tender.

I/We further state that I/ we shall indemnify Life Insurance Corporation of India against all claims, which may be made upon Life Insurance Corporation of India and it shall be at liberty and is hereby empowered to deduct the amount of any damages, compensation costs, charges and expenses arising or occurring of any claim of damages, from any sum or sums due to or to become due to us.

I/We state that Life Insurance Corporation of India has considered my / our bid on the basis of the statement made by me / us in this affidavit. I / We further state that non-compliance of any provisions shall be sufficient reason for Life Insurance Corporation of India to terminate the contract, besides taking recourse to other legal remedies available in the Contract.

Solemnly affirmed at _____ this _____ Day of _____ 2025 before me.

Notary with Seal and Stamp



Life Insurance Corporation of India
OS Deptt. DO Cell, Jeevan Jyoti Building
18-A, Rail Head Complex, Jammu (Srinagar Division)
Phone: 0191-2471347; E- mail- os.srinagar@licindia.com

Tender for Gas Bukhari Services for Branches/Satellite Offices of LIC of India Srinagar Division

ANNEXURE -'D'

LETTER OF AUTHORIZATION FOR ATTENDING BID OPENING

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

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

Following person is hereby authorized to attend the bid opening of Tender floated by Life Insurance Corporation of India, Srinagar Division, for Gas Bukhari Services in offices of LIC of India under Srinagar Division, on behalf of:

..... (Bidder detail)

Name of the Person	Specimen Signature

**Authorized Signatory
(Name
Mobile/Email Id:
Date:**

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





Life Insurance Corporation of India
OS Deptt. DO Cell, Jeevan Jyoti Building
18-A, Rail Head Complex, Jammu (Srinagar Division)
Phone: 0191-2471347; E- mail- os.srinagar@licindia.com

Tender for Gas Bukhari Services for Branches/Satellite Offices of LIC of India Srinagar Division

ANNEXURE - 'E'

APPLICATION FOR PAYMENT THROUGH NEFT FROM AGENCY

Name of the Agency :
(As per Bank A/c)

PAN NO. :
(Compulsory)

Address of Agency :

Phone / Mobile No. :
(FOR SMS Alert)

Email ID :

Agency's Bank name :

Bank Branch Name :

Address of the bank :

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

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

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

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

Authorized Signatory
(Name / Designation and Seal of the Firm / Company)

Mobile/Email Id:

Date:

Kindly enclose cancelled cheque leaf for verification of NEFT details.



Tender for Gas Bukhari Services for Branches/Satellite Offices of LIC of India Srinagar Division

Self- Declaration

I/We _____
do hereby declare that I/We have not, at any time during the period of last three years, immediately preceding the date of this declaration, been Black listed by any central or state Govt. deptt. / Public Sector company /any office of the LIC nor have been convicted by any court of law. I further state that I do not have any criminal antecedents and no criminal cases are pending against me.

Authorized Signatory
Bidder Detail with Seal and Stamp

Date: _____

Tender for Gas Bukhari Services for Branches/Satellite Offices of LIC of India Srinagar Division

ENCLOSURE CHECK LIST

S. No	PARTICULARS	YES	NO
01	Demand Draft for Tender Fee & EMD enclosed with Technical Bid.		
02	All Annexures i.e. A, B, E duly signed and stamped are enclosed.		
03	Financial Bid is duly signed and enclosed in a separate envelope		
04	All Rates in the financial bid are covered with cello tape		
05	All documents are duly signed & stamped		
06	Self-attested copy of ITR for 3 AY years (2023-24, 2024-25, 2025-26) enclosed		
07	Self-Attested copy of PAN Card enclosed		
08	Self-attested copy of GST Registration certificate Enclosed		
09	Self-declaration		
10	NEFT Details along with cancelled cheque enclosed		
11	Signed Copy of tender document from page-01 to 14.		

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, Divisional Office Srinagar.

Non-submission of the required documents may result in dis-qualification of the bidders on technical grounds without any correspondence with them.