

ANNEXURE – I

CC Department, Southern Zonal Office, Chennai

Supply & Fixing of P4 LED Outdoor Units with Technical and Software support with Two Years Initial Free Comprehensive Warranty and Three Years Paid Service Maintenance Warranty at 10 Locations across the State of Kerala

Scope, Terms & Conditions

(Also see Instructions to Vendors, Application-cum-Profile of Vendor, Annexure II & Annexure III)

Bids are invited from Vendors across India who specialize in the field of Outdoor LED Display Units of Type P4 and *whose Administrative / Corporate/Branch offices are located in the States of Kerala, Tamil Nadu & the Union Territory of Pondicherry.*

Scope of tender: Outright sale of P4 LED Outdoor Units to LIC as per specifications with an undertaking for a trouble-free maintenance period of initial two years free of cost, along with **Content Management Software as per the specifications in Annexure III**, besides Paid Service Maintenance for an additional period of Three Years as per the Annexure II. The Bid for each board shall, therefore, *include all costs for successful display & maintenance* viz.

- The basic cost of the units along with the required Components, Software & Stabilizer etc for successful display with remote access. The Units shall also display Time, Current Temperature and Weather.
- The cost of transport of the same to the respective places specified by LIC Southern Zone for its Offices located in the State of Tamilnadu.
- The cost of fabrication and all other ancillary expenses
- Two Years initial Free Comprehensive Service Warranty inclusive of all costs for successful repair / maintenance
- Three Years Comprehensive Paid Service Warranty inclusive of all costs for successful repair / maintenance
- Content Management Software as per the tender specifications.

Item: P4 LED Outdoor Display Units

Proposed No. of Units to be Purchased: Ten (10) Units. The Units are to be installed in the various offices of LIC in the State of Kerala and maintained for initial two years, free of



cost. For more details in this regard please refer to the “Terms and Conditions”.

Important dates:

- 1. Last date for receipt of tenders by CC Dept., Zonal Office, Chennai: on or before 3pm on 02.02.2026**
- 2. Date of opening of Technical Bid on 02.02.2026 at 3.30 pm**
- 3. Date of opening of Financial Bid: Will be informed later to the eligible vendors.**

Signature of the Vendor with Seal

Purchase of P4 LED Outdoor Units by CC Dept., LIC, Southern Zone

Scope, Terms & Conditions

Locations: The P4 Boards to be installed in the following offices of LIC in Kerala

S No	Location of the LIC Office where the P4 Units are to be installed	Size of the Unit
1	LIC OF INDIA, Cherthala Branch Office P.B.NO.63, JEEVAN JYOTHI, KALIKULAM JUNCTION, CHERTHALA P.O, Pin-688524.	10(W)x6(H)
2	LIC of India, BRANCH OFFICE NO:I, VELLAKKINAR P B NO 444, ALAPPUZHA, KERALA 688 001.	10(W)x6(H)
3	LIC of India, Vaikom Branch Office, JEEVAN JYOTHI, PB NO. 4, VALIYA KAVALA, VAIKOM, VAIKOM, PIN -686141	10(W)x6(H)
4	LIC of India, Adimali Branch Office, P B NO. 12, ADIMALI.,685561	10(W)x6(H)
5	LIC of India, Kozhikode Branch Office 1, WAYANAD ROAD, CALICUT 673001.	10(W)x6(H)
6	L I C OF INDIA,, BRANCH OFFICE, CALICUT-WAYANAD ROAD,, THAMARASSERY 673571	10(W)x6(H)
7	LIC OF INDIA, OTTAPALAM B.O., PB NO. 7, SUNDER IYER ROAD, OTTAPALAM, 679101	10(W)x6(H)
8	LIC of India, Branch Office, P.B.NO:16, CHRIST COLLEGE ROAD, NEAR AKP JUNCTION, IRINJALAKUDA-680121	10(W)x6(H)
9	LIC of India, Branch Office, P.B.NO.9,JEEVAN JYOTHI, NEAR K S R T C, PUNALUR,691 305	10(W)x6(H)
10	LIC of India, Branch office-2, Jeevan Jyothi, Sangeetha Junction, Ramankulangara, Kavanad PO, Kollam-691003	10(W)x6(H)

Specifications:

Please see Annexure III for Specifications. The said Annexure-III shall be duly signed and submitted along with Annexure I (Scope, Terms & Conditions), Annexure II (Financial Bid) & the Application-cum-Profile of the Vendor.

Pre-qualification for participation:

- Vendor should have proven expertise in erection, successful display of P4 Outdoor LED Units for a minimum period of THREE YEARS as on 31.03.2025 with Concerns/Institutions either by way of renting out the Units or by way of outright sale.
- In case of experience in renting out the Units, copy of work orders or certificates issued by the organisations concerned, to that effect shall be enclosed by the vendor. In case of outright sale, copy of Sale Invoice/Bills issued to the organizations shall be enclosed.
- Applicant-Vendors should pay an Earnest Money Deposit (EMD) of **Rs.45,000/-** (Rupees Forty-Five Thousand only) in the form of Demand Draft/Pay Order in favour of “Life Insurance Corporation of India” payable at Chennai, to be enclosed along with the Application-cum- Profile, Annexure –I, Annexure II & III in a cover containing the Technical Bid as mentioned below.
- Applications without the stipulated enclosures viz. copies of work orders or certificates or Sale Invoice/Bills and EMD amount shall be summarily rejected.

Procedure for opening of bids:

The Vendors desirous of participating in the bid shall submit the bids as given below:

The bid shall be submitted in two sealed covers, to be kept inside a bigger sealed cover.

- The first sealed cover which is termed as “**Technical Bid**” should contain the Application-cum-Profile of the vendor, Annexure I (Scope, Terms and Conditions) & Annexure III (Technical Specification of P4 LED Signage Board) and Demand Draft/Pay Order of **Rs.45,000/- (Rupees Forty-Five thousand only)** payable at Chennai in favour of “**Life Insurance Corporation of India**” towards Earnest Money Deposit (EMD). The cover containing the above documents has to be superscribed as “**Technical Bid (Application-cum- Profile of the vendor, Annexures I, III & EMD) - for P4 LED Outdoor Display Units at various Offices of LIC in Kerala, Southern Zone, Chennai**”.

The second sealed cover which is termed as “*Financial Bid*” should contain **Annexure II (Financial Bid) only and no other enclosure.** To be superscribed “**Financial Bid (Annexure II) - for P4 LED Outdoor Display Units at various Offices of LIC in Kerala, Southern Zone**”.

- On both the covers Name, Address & Contact Number of the Vendor should be clearly written.
- **Both the sealed covers are to be kept in one single cover duly sealed and superscribed “Bids for P4 LED Outdoor Display Units at various Offices of LIC in the State of Kerala, Southern Zone, Chennai” ” to be submitted on or before 03.00 pm. on 02.02.2026**
- **Only Technical Bid containing Profile of Vendors, Annexures I & III & EMD shall be opened at 03.30 pm on 02.02.2026 . The Financial Bids of only those whose TechnicalBids are found eligible by the Competent Authority shall be opened on a later date under due information to such eligible Vendors. The Competent Authority’s decision in this regard shall be final.**

Screening & Shortlisting:

- There shall be an initial screening based on the Application-cum-Profile received from Vendors with the necessary enclosures. Vendors will be shortlisted based on their profile, expertise and suitability. **The decision of the Competent Authority in this regard shall be final.**
- After shortlisting, the Competent Authority, at his discretion, may appoint a Committee/Committees to inspect such P4 Outdoor Units rented out/sold by the shortlisted Vendors besides checking with the Concerns/Institutions for whom the said P4 Units have been installed as to their satisfaction over the performance of the Units installed and the service of the Vendor. This Committee shall shortlist the Technical Bids and put up to the Competent Authority for opening of Financial Bids of the Vendors who are found to be eligible.
- The Committee/Committees, appointed for the said purpose, will inspect one of the P4 Outdoor LED Units so installed by the Vendors (subject to proof of sale of the Unit/renting out theUnit) at their client’s premises. The Unit shall be in display on the day of inspection. Depending on the circumstance, the Competent Authority may also dispense with the inspection of the P4 Outdoor units.

- The Committee/Committees will also examine whether the expertise of the Vendors is relevant and consistent with the requirements of LIC so as to decide the eligibility of the Vendors to participate in the Financial Bid (Annexure-II).
- In the case of a Committee/Committees being appointed by the Competent Authority for inspection or otherwise, the sealed covers of Financial Bid containing the Annexure II shall be opened only in respect of those Vendors approved by the Competent Authority. **The decision of the Competent Authority in this regard shall be final.**
- The date of opening the sealed covers containing the Financial Bid (Annexure II) shall be intimated to each such eligible Vendor in due course.

Terms & Conditions:

1. The P4 LED Outdoor Units (as per the specifications in Annexure-III attached herewith duly signed by the Applicant-Vendor shall form part and parcel of this form), shall be sold to LIC, successfully installed and displayed at the respective places by the Vendor (L1) who is successful in the financial bid.
2. The P4 LED Boards shall strictly conform to the specifications stipulated in the Technical Bid.
3. The vendor shall arrange for timers to ensure switching on/off facilities of the Boards as per the timings as may be decided by LIC.
4. The Financial Bid for every P4 Unit shall be inclusive of ***all costs for successful display*** viz. cost of the units, transport to their respective places, scaffolding charges wherever applicable, fabrication and ***free maintenance for trouble-free display for two years***. The cost of such overall bid amount (excluding GST) mentioned in **column C** of Financial Bid (Annexure-II) for all **10 Units, including the AMC Charges for the Third, Fourth and Fifth years** shall be considered to decide the L1 Vendor. **The Vendor shall not be paid any other charges or costs whatsoever other than the Bid Amount for any maintenance for the first two years. The cost of the unit shall therefore include the AMC charges for the first two years which in turn shall include the cost of spares and also every other component including the Content Management Software and the transit charges to the respective places of installation as well.**
5. The AMC charges quoted for the Third, Fourth and Fifth years shall include the cost of replacement of spares, cost of every other component including Labour charges, so as to

ensure trouble free maintenance. The AMC charges shall be payable at the beginning of the respective years for the Third, Fourth and Fifth years, to be reckoned from the date of successful installation of all the 10 P4 LED Display Boards.

6. The L1 Vendor who is successful in the financial bid (Annexure-II), before issuance of work order, shall make an interest- free Security Deposit with LIC amounting to 10% of the total value of the bid amount (exclusive of GST) in column (C) of the Financial Bid (Annexure II). **The said deposit shall be maintained in the books of LIC till the completion of the entire maintenance period viz. AMC of Five years for all 10 Units.**
7. The EMD of the successful vendor (L1) will be refunded, without any interest, on payment of interest-free deposit of 10% of the total value of the bid amount as mentioned in (6) above. Alternatively, the EMD paid by the vendor shall be converted to a part of the Security Deposit and the vendor shall remit balance of such amount, which together with the EMD amount constitutes 10% of the bid amount as Security Deposit, on request by the vendor. **The EMD of such Vendor will be forfeited, if the bidder withdraws from undertaking the work. Further, if the L1 vendor fails to pay interest-free security deposit to LIC within a period of one week from the receipt of Work Order, the EMD amount will be forfeited. If the vendor after the remittance of Initial Security Deposit backs out / fails from carrying out the work, then the entire 10% of Security Deposit amount, remitted by the vendor shall stand forfeited.**
8. During the initial Free warranty period of first two years or during the period of Paid Service Warranty period of next three years (totaling five years) any repair shall be attended to and Units be put back in working condition within a period of three days. In extra-ordinary circumstances when more time is warranted, the Vendor shall intimate in advance and it will be the discretion of the Competent Authority to extend this time limit.
9. All P4 Outdoor Units shall be remotely controlled and the vendor shall supply the **Content Management Software** as appended in the specifications and give necessary inputs /training to the LIC officials to enable the LIC officials to upload / remove the creatives as and when required, without any intervention from the vendor.
10. The Units shall also display time, current temperature and weather.

11. Every applicant-bidder should pay Earnest Money Deposit (EMD) of **Rs.45,000/- (Rupees Forty Five thousand only)** in the form of DD/Pay Order payable at Chennai in favour of “Life Insurance Corporation of India” and shall be enclosed along with the Application-cum- Profile, Annexure I & III. **The EMD will not carry any interest.** The EMD furnished by all unsuccessful bidders will be duly refunded after opening of the Financial Bids.
12. **Apart from the above, before commencing the work, necessary insurance policies should be taken by the successful L1 vendor.** The policy should be in the combined name of LIC of India & vendor name and the insurance amount for Contractor All Risk Policy should be for the full contract value including 7.5% contract value for All Risk Policy & Workmen Compensation as per the Government Labour wages.
13. The Successful Vendor shall follow all rules/regulations in force and should possess the license for employing labour and also follow all safety measures, labour bye laws and shall be responsible for any lapse.
14. The Applicant Vendors shall inspect all the seventeen locations before placing their bids, for the installation of P4 LED Boards.
15. Time is the essence of the contract. **The entire work has to be completed within a period of 30 days from the date of receipt of the work order from LIC.**
16. **The penalty for non-completion of the aforesaid work within the stipulated time limit as mentioned above, shall be 1% of the contract amount for every week of delay, subject to a maximum of 10% of accepted tender amount. However, if the work is delayed due to the reasons beyond the control of the Vendor, he should keep intimating LIC explaining, therein the reasons for such delays, immediately and if in the opinion of LIC, the delay is justified, the Vendor shall be granted extension in time limit. In this regard, the decision of the Competent Authority is final.**
17. The successful vendor shall take prior approval of all the materials used in the said installation work and shall use only the approved brands as mentioned in the tender document. Equivalent brands, may be approved by the Competent Authority, only in case of non-availability of the specified brands in the market, being established. The worksite shall be subject to surprise frequent visits for inspection by the LIC officials.
18. **The authorized signatories of the bidders / Vendors shall sign on each page of the tender documents in proof of agreeing to the terms and conditions mentioned therein. There shall**

be no footnote or remarks by the Vendors, other than the details that are asked for in the tender and any bids that contain such footnotes /remarks are liable to be rejected.

19. Any repair to the P4 LED Boards shall be attended to and the boards shall be put back in a working condition within 72 hours (inclusive of public holidays). In extra-ordinary circumstances, when more time is warranted, the vendor shall intimate the same in advance and it will be the discretion of the Competent Authority to extend this time limit.
20. LIC of India, shall have the discretion, in the case of failure by the vendor to restore the display within the stipulated time as mentioned above (Sl.No.19), to meet the charges for repair through other sources which shall be charged to the interest-free deposit remitted by the vendor. If the vendor fails to maintain successful display within the stipulated time mentioned above on more than two occasions, the entire amount of deposit shall stand forfeited besides getting black listed from future empanelment with LIC. Subject to the above, the deposit made shall be refunded after the maintenance period of five years from the date of successful installation of the P4 LED Units.
21. After Execution of the work, if the LED Units become non-functional, an amount will be deducted from the Security Deposit, as per the time frame mentioned below:
 - a. Up to 72 Hours – Nil
 - b. After 72 Hours – 0.25% of security deposit multiplied by the number of days
22. Any addition, alteration or correction in the quote shall be signed and stamped properly by the Vendor
23. LIC shall be entitled to deduct the amount of any damage, compensation, cost, charges and expenses arising from or accruing from, or in respect of, any such claims or damage from any or all sums due or to become due to the Vendor without prejudice to the LIC's other rights in respect thereof.
24. LIC of India reserves the right to accept/reject any quotes without assigning any reasons.
25. Any work got executed with poor workmanship as pointed out by the LIC's Official will have to be dismantled and redone by the Vendor at his own cost.
26. LIC shall not be responsible for any loss or damage to the Vendor /labourer due to any natural calamity during the course of installation. Vendor is liable to make good all the damages if any, till the work is completed and handed over to LIC.
27. Decision of LIC of India shall be final and binding on any matter connected with the work.
28. Comprehensive Warranty (Defect Liability Period): The Bidder should give 2 years of comprehensive warranty from the date of completion of the work. During the warranty period,

the Vendor should attend the fault at his own cost and risk including content management. The warranty period shall cover comprehensive maintenance of supplied P4 LED Units including all the components along with the periodical maintenance visits.

29. Annual Maintenance after completion of Free Warranty Period of two years: The AMC Cost will be paid at the beginning of each year during the Third, Fourth and Fifth years. The Successful Vendor should agree to provide comprehensive maintenance of all the items, which shall include Content Management, preventive and corrective maintenance at the location. During this period, the bidder has to clean/maintain/replace the faulty parts of LED P4 Units. Care should be taken such that all the P4 LED Units are always maintained neat and tidy so that optimum visibility is maintained. The total warranty period will be Sixty Months calendar months from the date of installation of the P4 LED Units.

Declaration:

I/We hereby declare that the information given above are true and agree to the Selection Process, Terms & Conditions mentioned above. I/we further undertake that the bid amount for each board is inclusive of the cost of the Unit besides the cost for transporting the Unit to the respective place(s) stipulated, scaffolding costs as per the requirements, cost of fabrication, electrical connections etc. for successful display as described earlier in this Annexure - I, cost of trouble-free maintenance for two years from the date of successful installation and display of each Unit. We declare that the Units conform to the Specifications stipulated by LIC. We are conversant with the locations viz. premises of LIC wherein the seventeen Units of P 4 Outdoor Display are to be installed.