



Life Insurance Corporation of India, Divisional office –Bhagalpur, Zero Mile, PIN - 813210

Ref: - BDO-/E&OS

Date: 09.02.2026

INDEX

SUB: - Tender for Repairing, Maintenance, and Servicing & CAMC of Air Coolers of all offices under Bhagalpur Division

Sl. No.	Contents	Page
1.	INDEX	1
2.	FORWARDING LETTER	2
3.	TENDER NOTICE	3
4.	PARTICULARS OF TENDER	4
5.	LETTER TO THE CONTRACTOR FROM MANAGER (OS)DM	5-6
6.	LETTER FROM CONTRACTOR TO MANAGER (OS)DM	7-8
7.	INSTRUCTIONS	9-10
8.	TERMS & CONDITIONS	11-12
9.	PRICE BID	13-14
10.	GROUP OF OFFICES	15
11.	NOTES & CERTIFIED	16

Sr. Divisional Manager



Life Insurance Corporation of India, Divisional office –Bhagalpur, Zero Mile PIN 813210

Ref: - BDO/E&OS.

Date: - 09.02.2026

M/S -----

Dear Sir,

Re:-Repairing, Maintenance, Servicing & CAMC of Air Coolers of all offices under Bhagalpur D.O.

You are requested to quote your item wise rate for the above work and submit the same in sealed envelope duly super scribing the name of the job on the top of envelope.

The tender along with EMD of Rs-3,000/- (Rupees Three thousand only) in the form of Cash/DD issued by any nationalized Bank/Scheduled Bank in favour of LIC of India, payable at Bhagalpur DO should reach to this office on or before 24.02..2026 at 03:00 hrs. The same shall be opened on 24.02.2026 at 15:30 hrs.

Please enclose the EMD of Rs-3000/- in separate envelope marking as envelope (1) and tender document marking as envelope (2). Both envelopes will be in a separate single envelope marking tender for CAMC of Air Coolers under Bhagalpur DO.

Please note that rates quoted shall be treated excluding GST.

LIC reserve the right to accept or cancel any tender what so ever.

Yours faithfully,

Manager (OS)DM



Life Insurance Corporation of India, Divisional office –Bhagalpur, Zero Mile, PIN - 813210

Ref: - BDO-/E&OS

Date: -09.02.2026

TENDER- NOTICE

Sealed tenders are invited from enlisted Contractors for Repair, Maintenance, Servicing & CAMC of Air Coolers installed in our Divisional office, Branch offices & Satellite offices under Bhagalpur DO,. Interested agencies may collect tender papers from the office of the undersigned on payment of Rs 590/- (Rupees Five hundred and Ninety only) including GST non refundable (Cash/DD) and submit the same well within the due date & time as mentioned below. The tenderers should quote their own reasonable rate excluding GST. The name of work should be super scribed on the envelope.

LIC reserves the right to accept or cancel any tender without assigning any reason thereof.

Schedule of tender programme:-

1. Issue of tender paper:- from : 10.02.2026
2. Last date of submission of tender : 24.02.2026 at 15:00 hrs
3. Date of opening of tender : 24.02.2026 at 15.30 hrs
4. Earnest Money deposit : Rs-3,000/- (Refundable)
5. Security Deposit:- : @5% of total value of work done
6. Cost of tender paper : Rs. 590/- (Non refundable) including GST
7. Duration of Contract :One year from the date of acceptance of tender
8. Period of validity of Tender:- :Three Months

Manager(Estate)

Manager (OS)DM



Life Insurance Corporation of India, Divisional office –Bhagalpur, Zero Mile PIN - 813210

Ref: - BDO-/E&OS

Date: - 09.02.2026

PARTICULARS OF TENDERS

- A. Earnest Money Deposit: - :Rs-3,000.00 (Rs Three Thousand only)
- B. Security Deposit:- :@5% of total value of work done
- C. Duration of Contract:- :One year from the date of acceptance of Tender
- D. Period of validity of Contract:- :Three Months
- E. Defect liability period:- :One year
- F. Issuance of tender:- :10.02.2026 to 24.02.2026 up to 15:00 hrs
- G. Last date of submission of tender:- :Within 15:00 hrs on 24.02.2026
- H. Date of opening of tender:- :15:30 hrs on 24.02.2026

Signature of Contractor

Manger (OS)DM

Seal:

Date:



Life Insurance Corporation of India, Divisional office –Bhagalpur, Zero Mile PIN - 813210

Ref: - BDO-/E&OS.

Date: - 09.02.2026

LETTER TO CONTRACTOR FROM MANAGER (OS)DM

M/S -----

Dear Sir,

Re:-Repairing, Maintenance, Servicing & CAMC of Air Coolers of all offices under Bhagalpur D.O.

1. We are enclosing herewith the tender document for the aforesaid work. You are required to submit your tender for the above work on or before 24.02.2026 at 15:00 hrs. Tenders not submitted on schedule time are liable to be rejected.
2. Your tender shall open for acceptance for a period of three months from the last date of receipt of tender.
3. The tender shall be governed by the terms & conditions of contract embodied in the document.
4. The earnest money of Rs-3,000/- (Rupees Three Thousand only) in the form of DD or Cash is to be deposited at our Cash Counter at Divisional office - Bhagalpur (prescribed in the tender document) must be furnished along with filled in tender document in a separate envelope.
5. Your tender marked "Original" duly sealed along with literature of equipments offered, if any and earnest money should be submitted to the office of the Manager (OS)DM,, Divisional office, Zero Mile, Bhagalpur in the sealed cover super scribed "Tender for CAMC of Air Coolers under Bhagalpur on or before 15:00 hrs on 24.02.2026. Postal delays as an excuse for late receipt of tenders will not be accepted.



Life Insurance Corporation of India, Divisional office –Bhagalpur, Zero Mile PIN - 813210

6. If you don't desire to submit your tender, please return all the documents supplied herewith before the last date of receipt of tender.
7. Tenders received without EMD will not be accepted.
8. Please acknowledge the receipt of this letter and the enclosures.
9. The tender papers for the above works will be issued from the office of the Manager (OS)DM, Divisional office - Bhagalpur from 10.02.2026. to 24.02.2026 up to 15:00 hrs and tender will be opened at 15:30 hrs on 24.02.2026. Last date of submission of filled in tender is 24.02.2026 at 15:00 hrs.
10. If you are interested to participate in tendering program for the above work, you are requested to arrange to pay the tender fee and collect the tender documents in time. The tender fee in cash is to be deposit at our cash counter, F&A deptt. Divisional office- Bhagalpur.
11. Details information regarding EMD etc. is incorporated in the tender paper.
12. Life Insurance Corporation of India reserves the right to accept/reject any tender without assigning any reason thereof.

Contractor

Manager (OS)DM



Life Insurance Corporation of India, Divisional office –Bhagalpur, Zero Mile PIN 813210

LETTER FROM CONTRACTOR TO MANAGER (OS)DM

The Manager (OS)DM
LIC of India,
Divisional office
Bhagalpur

Dear Sir,

Re: - Repairing, Maintenance, Servicing & CAMC of Air Coolers of all offices under Bhagalpur D.O.

1. Having examined in details the tender documents relating to the above works and visited and inspected the site of the proposed works and gathered the requisite information relating thereto as affecting the tender invited by you on behalf of Life Insurance Corporation of India, I/We, the undersigned hereby offer to execute and maintain the proposed works on CAMC basis in strict accordance with contract conditions and specification for the sum of such other as may be ascertained in accordance with the said conditions.
2. I/We, undertake to complete and deliver the whole of the works within the time stipulated as mentioned in the tender.
3. I/We deposit, along with my/our tender an Earnest Money of Rs-3,000/- (Rupees Three Thousand only) in crossed demand draft on any Nationalized/Schedule Bank payable at Bhagalpur. I/We do hereby agree that this sum shall be forfeited to the Life Insurance Corporation of India when called upon to do so.



Life Insurance Corporation of India, Divisional office –Bhagalpur, Zero Mile PIN 813210

4. In the event of the tender being accepted, I/We agree to pay to LIC a sum of @5% of accepted tender amount as total security deposit after adjustment of EMD accompany with tender.
5. The EMD/SD would be refunded after expiry of Contract period if Contract awarded to me/us.
6. Any type of information regarding attending of fault of Air Coolers will be informed well in time so that we can attend the same within time frame. Prior information to the concerned offices should be communicated by your office.
7. Name of person having power of attorney to sign/attend the work will be informed by us well in time.
8. Payment will be released after submission of bill within time frame i.e. within 5 to 10 days.
9. Any dispute will be solved on the basis of mutual understanding under Bhagalpur Judiciary.
10. Our commitment delivered best services.

contractor

Name of partner of the firm
OR

Manager (OS)DM

Name of the person having power of attorney to sign the contract
(Certified copy of the power attorney to be submitted)

Instructions in regard to submission of tender

Note: - Contractors are requested to note that non compliances of the following instructions are liable to renders non bona fide.

1. Address to which the tender marked “Original” to be submitted to the Manager (OS)DM, LIC of India, Divisional office – Zero Mile, Bhagalpur, PIN - 813210
2. Last date of receipt of tenders is **24.02.2026 upto 15:00 hrs.**
3. Tenderers should ensure that their tenders are received before the date and time specified above.
4. Contractors are requested to put **their firm’s endorsement** on each page of the tender documents as token of perusal.
5. Contractors should fill all the relevant blanks and put **their signature** on the relevant place in tender documents.
6. No alternation or addition is to be made by the contractors to the text of schedule quantities and other papers.
7. Any tender which proposes any alternation to any of the condition laid or which process any other conditions of any description whatsoever is liable to be rejected at discretion of Sr. Divisional Manager.
8. The contractor is required to check the numbers of pages and should any be found missing or in duplicate or the figure or writing indistinct, he must inform the Manager (OS)DM in order that correct meaning may be decided upon before the submission of tender.
9. The contractor is also required to attend the work in time after award the work. Delay and non attention of concerned work are liable to take suitable action. Warning letter may also be served in this regard.
10. No liability whatsoever will be admitted nor claim allowed in respect of errors in the contractor’s tender due to mistake in the schedule of quantity which should have been rectified in the manner described above



Life Insurance Corporation of India, Divisional office –Bhagalpur, Zero Mile PIN 813210

11. Earnest Money along with the tender will be accepted only in the form of DD payable or cash to be deposited at cash counter at Divisional office-, Bhagalpur. Any tender without EMD will be rejected. No interest will be paid for the period during which the EMD is kept with us. Contractors are warned that cash or in cashable cheque or Bank/Insurance guarantee or fixed deposit receipt in lieu of the aforementioned form of EMD remittance will not be accepted.
12. One copy marked “Original” of the tender should be submitted in sealed envelope.
13. Tenders containing errors are liable to be considered for non-bonafied at the discretion of Sr. Divisional Manager.
14. Tenderers should note that their tender should remain open for consideration for a minimum period of three months from the last date of receipt of tender.
15. The Life Insurance Corporation of India reserves the right to accept any tender or to accept tender in part or reject any or all tenders without assigning any reason thereof.
16. The necessary documents list should be attached along with tender :-
 - a) GST Registration Certificate
 - b) PAN card & KYC Details
 - c) DD/ Cheque/ Cash of Rs. 500.00 + GST (Rs.90.00) and Rs. 3000.00 EMD in favour of L.I.C. Of India, payable at Bhagalpur.
 - d) Letter from Contractor to Manager (OS)DM duly signed in each page
 - e) One cancelled cheque (for NEFT details)
 - f) Letter of empanelment of respective Division or any other related documents

Contractor

Manager (OS) DM



Life Insurance Corporation of India, Divisional office –Bhagalpur, Zero Mile PIN 813210

Terms & Conditions

1. Contractor will have to attend the Air Coolers quarterly and have to submit the bill along with service report to E&OS department Divisional office- Bhagalpur for payment. Contractor will also require attending urgent call as and when information received from concerned offices.
2. Contractors should ensure quality of work as per requirement at site.
3. The CAMC may be renewed for further one year for two times subject to satisfactory performance of contractor.
4. An agreement on non judicial stamp of Rs1000/- (minimum) to be executed after deposit of Security Money.
5. If service is not rendered in time contract may be reviewed and decision of the Competent Authority will be final.
6. Minor nature of breakdown of Air Coolers is to be attended within 48 hrs and major breakdown is to be attended within 72 hrs. If failing to attend the same, necessary breakdown charges is to be deducted as per pro rata basis of rate contract.
7. The charges for material required to repair any air cooler will be payable only once in first quarter of the tender.
8. CAMC charges cover all types of expenses viz. replacement of compressors and other materials of machine except remote control circuit/plastic materials.
9. No advance is payable in any circumstances.
10. After issuing of acceptance letter Security Money @ 5% of total value of work done is to be deposited further within time limit. EMD will also be converted as Security Money to make equivalent of total SD.



Life Insurance Corporation of India, Divisional office –Bhagalpur, Zero Mile PIN 813210

11. While carrying out the work standard engineering practice to be followed by you and engineering personnel of LIC may inspect the work/materials while the work in progress.
12. All the tools, consumable materials etc. shall be arranged by you at your own cost for that no advance is payable by LIC.
13. Replacement of compressor or any equipment will be original which will be checked by LIC's Official.
14. In case equipment is required to be taken to the workshop no additional payment will be made from our end.
15. Before execution of agreement contractor should ensure about the running of Air Coolers so that repairing can be done before execution of agreement. Payment will be made as per approved rate and nature of repairing work done. No payment will be made after execution of agreement/ starting of CAMC towards repairing of machine.
16. GST is payable to the contractor as per rules & regulations of Govt. of India.
17. Quarterly service report along with bill is to be submitted by the contractor after completion of each quarter before office of the Manager (E&OS), Divisional office- Bhagalpur for payment.
18. LIC reserves the right to accept or cancel any tender whatsoever without assigning any reason thereof.
19. L1 shall be decided on the basis of Sum total of quoted rate in Price Bid in Group A&B of Air Cooler from Page No- 13 to 14..

Contractor

Manager(OS)DM

PRICE BID

For group “A”

**RATE SCHEDULE FOR CAMC OF AIR COOLER
(TO BE QUOTED BY THE CONTRACTORS)**

Sl. No.	Description of works	Rate for CAMC per annum per machine
1	Air Cooler	

**RATE SCHEDULE FOR AMC OF WATER COOLER
(TO BE QUOTED BY THE CONTRACTORS)**

Schedule of quantity for servicing, maintenance of Air Cooler

Sl. No.	Description of works	Rate of Materials
01	Replacement of khus-khus including servicing and cleaning of the body	
02	Repairing of cooler pump	
03	Supply and fixing of cooler pump of Crompton/Usha make including removal of defective one.	
04	Repairing of cooler motor	
05	Supply and fixing of cooler motor of Crompton/Usha make including removal of defective one.	
06	Supply and fixing of capacitor (4 to 8 MFD)	
07	Supply and fixing of bush both for pump & motor	
08	Supply and fixing of motor shaft including removal of old one	
09	DO- as above but for pump shaft	
10	Supply and fixing of knob	
11	Replacement of fan blade	
12	Supply and fixing of 5A, 3 pin, top	
13	Replacement of 3-core 40/36 PVC insulated round cable (5 meters)	
14	Supply and installation of 40 Ltr capacity ‘Symphony’ make Air-cooler with suitable size M.S. Stand. Model “SUMO” GOLD for Bhagalpur	
15	Servicing of water cooler	

Signature of Contractor with seal & date

PRICE BID

For group “B”

**RATE SCHEDULE FOR CAMC OF AIR COOLER
(TO BE QUOTED BY THE CONTRACTORS)**

Sl.	Description of works	Rate for CAMC per annum per machine
1	Air Cooler	

**RATE SCHEDULE FOR AMC OF WATER COOLER
(TO BE QUOTED BY THE CONTRACTORS)**

Schedule of quantity for servicing, maintenance of Air Cooler

Sl. No.	Description of works	Rate of Materials
01	Replacement of khus-khus including servicing and cleaning of the body	
02	Repairing of cooler pump	
03	Supply and fixing of cooler pump of Crompton/Usha make including removal of defective one.	
04	Repairing of cooler motor	
05	Supply and fixing of cooler motor of Crompton/Usha make including removal of defective one.	
06	Supply and fixing of capacitor (4 to 8 MFD)	
07	Supply and fixing of bush both for pump & motor	
08	Supply and fixing of motor shaft including removal of old one	
09	DO- as above but for pump shaft	
10	Supply and fixing of knob	
11	Replacement of fan blade	
12	Supply and fixing of 5A, 3 pin, top	
13	Replacement of 3-core 40/36 PVC insulated round cable (5 meters)	
14	Supply and installation of 40 Ltr capacity ‘Symphony’ make Air-cooler with suitable size M.S. Stand. Model “SUMO” GOLD for Bhagalpur	
15	Servicing of water cooler	

Signature of Contractor with seal & date

List of groups

Group “A”

Bhagalpur local offices: - Bhagalpur DO, Customer Zone, Bhagalpur Br-1, Bhagalpur Br-2 & City S.O.

Group “B”

Outside Bhagalpur Offices : - Araria Branch office, Banka Branch office Amarpur S.O, Punsia S.O, Deoghar Branch office, Jamtara S.O, Madhupur S.O, Dumka Branch office, Basukinath S.O, Forbesganj Branch office, Raniganj S.O, Jogbani S.O, Godda Branch office, Mahagama S.O, Gulab Bag Branch office, Katihar Branch office, Barsoi S.O, Gedabari S.O, Manihari S.O, Kishanganj Branch office, Bahadurganj S.O, Thakurganj S.O, Munger Branch office, Jamalpur S.O, Haweli Kharagpur S.O, Purnia Branch office, Banmankhi S.O, Sahibganj Branch office and Pakur S.O

Manager (OS)DM



Life Insurance Corporation of India, Divisional office –Bhagalpur, Zero Mile PIN 810213

Note:-

1. The above quoted rates are excluding GST.
2. Offer is to be submitted after visiting of site or best of knowledge of the contractor.
3. The above work to be executed under the supervision of LIC's Engineer.
4. Materials to be used as per prior approval of LIC's Engineer.
5. All damages while carrying out the work to be made good in every respect within the completion period.
6. The contractors are requested to submit their tender duly filled in both figures & words.
7. The contractor should carry out the work keeping close co-ordination with other agency.
8. LIC does not bind to accept the request of contractor if it is not pertaining to the terms & condition of contract.
9. L1 shall be decided on the basis of Sum total of quoted rate in Price Bid in Group A&B of Air Cooler from Page No- 13 to 14..

Certified

The rates are quoted after gathering required information about the site and nature of works and acquainting with the working conditions.

That we have carefully studied terms & conditions of the tender/contract and specifications for materials and will adhere to the same.

Contractor

Sr. Divisional Manager