

Re: RFP for Installation , Commissioning and Maintenance of Alternate MPLS Network Ref: LIC-CO/IT-DT/NW/RFP/2025-26/04 Dated: 02/03/2026

Section-C: INSTRUCTIONS TO BIDDERS–(Only Relevant Portion)

13. Instructions for Bid Submission

1. Instructions for Bid Submission

- a) E-Tendering Online bids are hereby invited for the services mentioned through online e-Tendering System portal <https://www.tenderwizard.com/LIC> from the intending bidders.
- b) This is an E - Tender and hence Bids must be submitted “ONLINE”. Bid is to be submitted online through e procurement portal. All documents are to be scanned and uploaded. Please refer to Annexure-XII for Online Tendering Guidelines
- c) The bidder should not respond to this RFP / quote for this requirement in consortium with any other partner. All such consortium bids will be summarily rejected.
- d) Participation in this RFP will mean that the bidder has accepted all terms and conditions and clauses of this RFP and subsequent modification(s) to this RFP, if any.
- e) **Hard copies of the bids, duly sealed in envelopes, are to be submitted in the following manner within two (2) working days from the date of online submission.** The bidders are required to adhere the guidelines and submit the relevant documents as specified in Annexure-XII (eTendering guidelines). **:-Hard copy of the bids in sealed envelopes are mandatorily to be submitted within the Stipulated Time Period of Bid Submission of the RFP.**
- f) *If the bid is not submitted online, but the hard copy of the bid is submitted, then the submission will be considered as non-submission and the submitted hard copy of the bid will NOT be processed further.*
- g) The original Bid shall be typed on 8.27” by 11.69” (A4 size) paper in indelible ink.
- h) **The content of the soft copies uploaded, and the contents of the hard copies submitted must be exactly the same. If not, the BID MAY BE REJECTED.**
- i) All the envelopes and covers should indicate the name, address, telephone & mobile number, E-mail ID and fax number of the bidder clearly.
- j) The **Hardcopy** of the signed Pre-Contract Integrity Pact on a stamp paper of INR 500. The Bid Processing Fee (non-refundable) of Rs.11,800/- (Rupees Eleven Thousand Eight Hundred Only) inclusive of GST through online mode in Account No- LIC9NETW , IFSC- UBIN0996335, A/C Holder Name-“Life Insurance Corporation of India”. Earnest Money Deposit (Bank Guarantee drawn on any Nationalized/scheduled bank payable at Mumbai for Rs. 1,50,00,000/-) and Authorized signatory document should be submitted in a sealed envelope super scribed as: “Bid Price, EMD, authorized signatory document and PRE-CONTRACT INTEGRITY PACT for RFP for Installation , Commissioning and Maintenance of Alternate MPLS Network for LIC of India Ref: CO/IT-DT/NW/RFP/2025-26/04 dated 27/02/2026
- k) Two-bid system (Eligibility-Technical and Commercial) will be followed by LIC for this RFP.
- l) Eligibility and Technical bid documents should be submitted in a separate envelope (along with pen drive for technical bid) which should be sealed and super-scribed as “ELIGIBILITY& TECHNICAL BID for RFP Installation , Commissioning and Maintenance of Alternate MPLS Network for LIC of India Ref : CO/IT-DT/NW/RFP/2025-26/04 dated 27/02/2026
- m) The prices must not be indicated in the Technical Bid, failing which the Bid may be rejected.
- n) Commercial bid should be submitted in a separate envelope (along with PEN DRIVE for commercial bid) which should be sealed and super-scribed as “COMMERCIAL BID for RFP Installation , Commissioning and Maintenance of Alternate MPLS Network LIC of India Ref : CO/IT-DT/NW/RFP/2025-26/04 dated 27/02/2026
- o) The indicative prices are ONLY to be quoted in the commercial bid.
- p) The above two envelopes containing the Eligibility, Technical-Bid and Commercial-bid should be placed inside another (third) envelope with the superscription as "BID for RFP for Installation , Commissioning and Maintenance of Alternate MPLS Network for LIC of India. Ref: CO/IT-DT/NW/RFP/2025-26/04 dated 27/02/2026
- q) The Bid processing fee, EMD and Pre-contract Integrity Pact (duly filled and signed) should be submitted separately in a sealed envelope bearing the name and address of the bidder.
As per CVC Circular No. 04/06/23 having Reference: 015/VGL/091 dated 14.06.2023 of Standard Operating Procedure (SOP) for Adoption of Integrity Pact under clause No 2.02/2.04 provides "Integrity pact, in respect of a particular contract, shall be operative from the date of IP is signed by both the parties till the completion of contract Bidders submit Pre-Contract Integrity Pact, EMD (Earnest Money Deposit) Bank Guarantee with submission of Bid.

- r) Bidders should submit their bids only if they agree to all the terms and conditions mentioned in the RFP document. Sealed Bids should be addressed to THE EXECUTIVE DIRECTOR (IT/DT) and should be deposited in the tender box at the address and date as given in the activity schedule. No consideration will be given to a bid received after the date and time stipulated by LIC and no extension of time will be permitted for submission of Bids.
- s) The Corporation will not be responsible for non-receipt of bids/quotations within the specified date and time due to any reason.
- t) The hardcopies of the bid (all documents and Annexure submitted as a part of bid or called for by the LIC) must be spirally bound, serially numbered, duly signed and stamped on each page of the bid document. Bid shall be signed by the duly Authorized signatory of the bidder. The person signing the bid shall sign all pages of the bid, except for an un-amended printed product literature/technical data- sheet available in the public domain.
- u) The technical specifications sheets and commercial-bid format/sheet in the spreadsheets will be password protected by LIC. The password used on the spread sheets will be validated by LIC for checking the authenticity of the file. If the password does not match, EMD OR A PART THEREOF MAY BE FORFEITED and BID MAYBE REJECTED.
- v) By submitting a signed bid, the bidder's signatory certifies that in connection with this RFP:
- I. The bidder's organization or an agent of the bidder's organization has arrived at the technical offer and prices in its bid without consultation, communication or agreement with any other respondent or with any competitor, with a view to restrict competition,
 - II. The prices quoted in the bid have not been knowingly disclosed and will not be knowingly disclosed by the bidder's organization or by any agent of the bidder's organization, directly or indirectly, to any other respondent or to any competitor.
 - III. No attempt has been made or will be made by the bidder's organization or by any agent of the bidder's organization to induce any other person or firm to submit or not to submit a bid for the purpose of restricting competition.
- w) The bid may be rejected if:
- I. Bid is not signed by the duly Authorized signatory or
 - II. Bid submitted is unsigned or partially unsigned or
 - III. An image of signature found pasted on pages instead of wet signature or
 - IV. Scanned bid is submitted.
 - V. Pre-contract Integrity Pact (duly filled and signed), **EMD and Bid processing fee not enclosed.**
 - VI. Bids are not submitted in respective envelopes as stipulated above.
- Please Note that Prices must not be indicated in the Technical Bid but should only be indicated in the Indicative Commercial Bid failing which the Bid may be rejected.
- x) Language of Bid :
- The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and LIC shall be in English language. As far as numbers are concerned the same should be in English Numerals.
- y) Bid Currencies :
- Prices for all the components shall be quoted in Indian Rupee. The Bids in currencies other than INR will not be considered.
- z) Ordinarily the bid shall contain no overwriting. Any interlineations, erasures or overwriting shall be valid only if the person signing the bid countersigns them. Overwriting/correction in the commercial bids are not permitted and any such overwriting in commercial bid will lead to its rejection.
- aa) The specifications (Technical and Commercial Bids format) shall be submitted in the spread sheets as per respective Annexures specified in this RFP.
- bb) The contents of the Soft copies submitted in a READ-ONLY pen drive (Separate pen drive for Technical and Commercial Bid in respective sealed envelopes) and the contents of the Hard copies shall be exactly the same. However contents of Hard Copy will prevail.
- cc) The technical specifications sheets and commercial-bid format/sheet in the spreadsheets will be password protected by LIC. The password used on the spread sheets will be validated by LIC for checking the authenticity of the file. If the password does not match, EMD OR A PART THEREOF MAY BE FORFEITED and BID MAYBE REJECTED.
- dd) It may be carefully noted by all the participating bidders that it is likely if the password protected sheet is opened in any another software for e.g. open office, the password protected sheet may lose the password. Therefore care has to be taken to open the spreadsheet only in an application

- for e.g. MS Excel where it will not lose its password when edited. It may also be informed that the softcopy of the Technical and Commercial bids provided in the PEN DRIVE will be checked at the time of opening of the Technical and Commercial bids. In case the spreadsheet is submitted to LIC without the password protection or with password that does not match, the BID MAY BE REJECTED.
- ee) During Technical Bid evaluation if any deviation is observed, LIC may call for clarifications and may decide to accept any deviation at its discretion and decision of LIC in this matter will be final. However, this will be done before opening of commercial bids.
 - ff) Bidders should submit their bids only if they agree to all the terms and conditions mentioned in the RFP document. Sealed Bids should be addressed to The Executive Director (IT/DT) and should be deposited in the RFP box at the address as per the date and time given in the activity schedule.
 - gg) No consideration will be given to a bid received after the date and time stipulated by LIC and no extension of time will be permitted for submission of bids.
 - hh) The Corporation will not be responsible for non-receipt of bids within the specified date and time due to any reason.
 - ii) Please note that if the sub envelope containing technical bid is found to contain commercial Bid also, then that bid will be rejected outright.
 - jj) Please Note that Prices must not be indicated in the Technical Bid, failing which the Bid may be rejected.
 - kk) The bidder should not respond to this RFP / quote for this requirement in consortium with any other partner. All such consortium bids will be summarily rejected.
 - ll) Participation in this RFP will mean that the bidder has accepted all terms and conditions and clauses of this RFP and subsequent modification(s) to this RFP, if any.
 - mm) The Bidder should certify that the contents of the Pen drive are the same as that provided by way of hard copy. The format of the letter to be submitted is given in Annexure -. In the event of a discrepancy, the hard copy details would prevail.
 - nn) The Bidders should submit their Bid along with required Bank guarantee towards the EMD, Annexure -I, other required documents and Certificates as stated in the RFP.
 - oo) All hardcopies of the bid must be spirally bound and pages serially numbered.
 - pp) During scrutiny of technical bid, if any technical specification/s of any item is/ are changed by mutual consent to meet our requirement, all the Bidders will be informed of the same and asked to submit fresh quotation for that/ those item/s if any, in a separate cover duly sealed and super-scribed "REVISED BID for RFP Ref: CO/IT-DT/NW/RFP/2025-26/04 dated 27/02/2026".
 - qq) **Non-Disclosure Agreement (NDA)** only by selected bidder:
 - a. The selected bidder shall submit along with the Bid, a duly notarized Non- Disclosure agreement on a stamp paper of Rs.500 (Rupees five hundred only) or of an appropriate value applicable in the relevant state/ Union Territory as per the format given in 'Annexure-VIII' duly which should be signed by the Authorized Signatory of the Company.
 - rr) Prices
 - a. Prices payable to the vendor will be fixed as derived from the Final L1 quote after Online Reverse Auction and will be exclusive of GST. Prices once fixed will be valid throughout the entire contract period.
 - b. Escalation of Costs: The vendor will in no circumstance be entitled to any escalation of costs or price of any material / items supplied or services tendered under the contract. The prices will not be subject to variation on any account.
 - ss) Taxes and Duties
 - a. Vendors will be entirely responsible for all taxes, duties, license fees, road permits, and transit insurance etc., except GST incurred until delivery of the contracted services to LIC; however LIC will provide requisite letters for road permits.
 - b. GST, if any, will be reimbursed only in actual on production of appropriate receipts within 15 days of such tax payment to the respective authorities by the vendor.
 - tt) Deduction of Taxes at Source:

LIC will deduct taxes from the amounts due and payable to the vendor wherever applicable. LIC will provide vendor with the statement of any taxes deducted by LIC on payments under the contract. The vendor agrees to reimburse and hold LIC harmless from any deficiency including penalties and interest relating to taxes including recovery of any tax retrospectively

that are its responsibility under this clause. For purposes of the contract, taxes shall include taxes incurred on transactions between LIC and the vendor.

uu) Arithmetical errors :

The Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words shall prevail. If the bidder does not accept the correction of errors, its bid will be rejected and its EMD may be forfeited.

vv) Disqualifications :

LIC may, at its sole discretion and at any time during the evaluation of Proposal, disqualify any Bidder, if the Bidder has:

- a. Made misleading or false representations in the forms, statements or attachments submitted in proof of the eligibility requirements;
- b. Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years;
- c. Submitted a proposal that is not accompanied by required documentation or is non-responsive;
- d. Failed to provide clarifications related thereto, when sought;
- e. Submitted more than one Proposal;
- f. Been declared ineligible by the Government of India/State/UT Government/ PSUs for corrupt and fraudulent practices or blacklisted.
- g. Submitted a Proposal with price adjustment/variation provision.