

Tender No. Est- 09/2025-26

**Tender for Providing
Air coolers
On contractual Basis for
Various Locations at Machilipatnam Division**

Date of Issue of Tender: 10-03-2026

Last Date of Submission: 19-03-2026 by 5.30 P.M.

Opening of Bid:20-03-2026 at 11.00 P.M.

Invitation of Tenders for supply of Air coolers on hire basis

Life insurance corporation of India, Divisional Office, Machilipatnam intends to invite open Tenders for the supply of Air Coolers on Hire Basis, for a period of 3 months i.e., from 1-4-2026 to 30-06-2026 to the various offices located in Krishna, NTR, Eluru, Guntur, Palnadu and Bapatla districts of Andhra Pradesh in sealed envelopes. The Tenders meeting the criteria specified in the Tender shall only be considered for further evaluation.

Tender format containing the various conditions for supply of Air coolers (approximately 498) on Hire basis can be downloaded in our Web site www.licindia.in/tenders during the tender period . Tenders also can be obtained from E&O.S. Department Divisional Office Machilipatnam between 10.00 AM to 4.00 PM on all working days from 10.03.2026 to 19.03.2026, on payment of non refundable tender fee of Rs. Rs.250/-+GST-Rs.45/- (Total rupees Two hundred and Ninety five only) in cash or by Demand Draft drawn on any Nationalized/Schedule Bank in favour of “**Life Insurance Corporation of India**” payable at Machilipatnam at the cash counter at Divisional Office, Machilipatnam during the tender period. The Miscellaneous Receipt issued by our Cash Counter is to be enclosed with the tender. Corrigendum if any, will be available in the site only.

The Senior Divisional Manager, LIC of India, Divisional Office, Machilipatnam reserves the right to reject/issue the tender to any agency at his sole discretion without assigning any reason whatsoever.

Dt.09-03-2026

Sr. Divisional Manager

Tenders for supply of Air coolers on hire basis

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TENDER SCHEDULE

Name of Service	Tender for the supply of Air Coolers (410 approximately) less or More on Hire Basis to our offices located in Krishna ,Guntur,NTR,Palnad,Bapatla and Elur districts districts for a period of 3 months i.e., from 1-4-2026 to 30-06-2026.
Tender Document	Tender format containing the various conditions for the supply of Air coolers is available in our Web site www.licindia.in/tenders from 09-03-2026. Last date and time for submission of sealed tenders to our office will be 23-03-2026 before 5.30P.M. Tender forms can be downloaded from our Web site. Tender forms can also be obtained from O.S. Department Divisional Office Machilipatnam between 10.00 AM to 4.00 PM, from 10-03-2026 to 19-03-2026 on all working days, on payment of non refundable tender fee of Rs.250/-+ GST-Rs.45/- (total rupees Two hundred and Ninety five only) in cash or by Demand Draft drawn on any Nationalized/Schedule Bank in favour of "Life Insurance Corporation of India" payable at Machilipatnam at the cash counter at Divisional Office, Machilipatnam. The Miscellaneous Receipt issued by our Cash Counter is to be enclosed with the tender.
Earnest Money Deposit	Rs.34,000=00 (Rupees Thirty four thousand only)
Security deposit	5 % of Bid Value
Date of Sale of Tender Document	From 10-03-2026 to 19-03-2026
Submission of Tender document	Duly signed in Tender document with price Bid (along with tender fee) is to be submitted to the following Address The Manager (E &OS) LIC Of India Divisional Office "Jeevan Prakash"Kennedy Road, Machilipatnam Pin 521001
Last date of Submission of Tender	19-03-2026 before 05.30 P.M.
Date and time of Opening of Bid	20-3-2026 11.00 A.M.

Dt.09-03-2026

Sr. Divisional Manager

Tenders for supply of Air coolers on hire basis

OTHER INSTRUCTIONS AND CONDITIONS TO BIDDERS

1. The Tenders received after the last date mentioned in the Tender schedule will not be considered for Bid.
2. All Bidders are advised to remain present (self or representative) in their own interest at the time of opening of Tenders. The authorized representative must bring an authority letter from the bidder. Only properly sealed tenders will be opened. **Unsealed or improperly sealed tenders are liable to be rejected. Conditional bids will also be summarily rejected.**
3. All the pages of the tender form are to be signed by the bidder. In case of joint ownership, all owners have to sign on all the pages of the bids. Incomplete bids and bids lacking in details and without signatures may liable to be rejected. LIC of India is not responsible in any manner for the postal delay / loss / non receipt of the tender form.
4. It may be noted that no negotiations will be carried out, and therefore most competitive rates should be offered.

OTHER SPECIFICATIONS AND CONDITIONS

No. of coolers required	410 (Approximately) with variation of 10% Exact quantity may be less or more
Hiring period and other aspects	From 01-04-2026 to 30-06-2026. The coolers have to function from 01-04-2026 and as such, it is suggested that the supplier should plan accordingly for supply & testing etc. If there is delay in supply & functioning of coolers, there will be a penalty of Rs.100/- per cooler per day in addition to proportionate payment from the date of functioning. The supplier has to remove the coolers on 01-07-2026 and a certificate to be obtained from the BO. If coolers are not removed by 02-07-2026, then penalty will be levied @Rs.50/- per cooler per day beyond 02-07-2026 and Security Deposit will be refunded only on certification obtained from the unit that the coolers are removed in toto.
Rate to be quoted	Rate is to be quoted inclusive of Taxes (except GST), Supply, Installation, Transportation, commissioning, operation and maintenance etc., including repairs of coolers in the 3 months period.
Places where coolers to be supplied	At our offices located in Krishna,NTR,Eluru,Palnad,Bapatla & Guntur Districts as per the details given below
Size and other specifications of the cooler	18” size Brand New Floor Model of Standard Make
Payment Mode	Payment will be made on monthly basis and a certificate to be obtained from the offices stating that the coolers are in working condition through out the month of April/May/June, 2026 and is to be enclosed along with the bill.
Penalties	If any cooler is not working, the same is to be replaced / repaired within 24 hours on receipt of complaint either by phone or by any other mode. If the cooler is not replaced / repaired within 24 hours, then proportionate amount will be deducted from the monthly bill for the number of days, the cooler is not working condition. In addition to this Rs.25/- per day will be deducted for Number of days the cooler has not worked.

Tenders for supply of Air coolers on hire basis

The various office places where the 410 (approximate) air coolers are to supplied for the 3 months period are

S. No	Area	code	Name of the office	No. reqd	S. No	Area	code	Name of the office	No. reqd
1	MTM	67N	Machilipatnam – 2	22	19	GNT	67GS2	SO - Macherla	5
2	MTM	683	Machilipatnam – 1	22	20	GNT	699S2	SO-Amaravathi	5
3	MTM	67R	Vuyyur	18	21	VJA	67K	Jaggiahpet	22
4	MTM	67F	Avanigadda	17	22	VJA	67J	Vijayawada – 4	20
5	MTM	67S	Kaikalur	15	23	VJA	693	Nuzvid	16
6	MTM	STC	Machilipatnam	5	24	VJA	67KS1	SO - Nandigama	5
7	GNT	688	Guntur – 1	26	25	VJA	693S1	SO - Tiruvur	5
8	GNT	687	Tenali	24	26	VJA	693S2	SO - Gannavaram	5
9	GNT	689	Bapatla	20	27	VJA	685S1	SO Ibrahimpatnam	5
10	GNT	67C	Repalle	20	28	VJA	67JS1	SO - Mogalrajapuram	5
11	GNT	67G	Gurajala	20	29	VJA	686s2	SO-Patamata	5
12	GNT	691	Narasaraopet	19	30	VJA	Micro	Vijayawada	2
13	GNT	67M	Sattenapalli	18	31	VJA	ATC	Vijayawada	3
14	GNT	706	Guntur – CAB	17					
15	GNT	67H	Chilakaluripet	17					
16	GNT	67L	Vinukonda	17					
17	GNT	689S1	SO - Ponnur	5					
18	GNT	699S1	SO - Mangalagiri	5					
					-	-	-	Total:	410

Note: The actual number of Air coolers may vary as per the requirement of the offices and will be intimated to the Vendor from time to time and the Vendor have to provide the required Air coolers on the same rates as quoted in the price bid.

Tenders for supply of Air coolers on hire basis
General Terms and Conditions :

1. Tenders should be filled with neat, legible and correct entries. Indistinct figures should be avoided. The amount/ rates should be filled in figures only. Correction/ Omission/ Overwriting/ Cutting should be dated and initialed. In case the space in the tender document is found insufficient, the Service Provider may attach separate sheets.
2. The LIC of India reserves the right to reject an offer if it is incomplete /not accompanied by necessary documents /if any of the terms and conditions stipulated in this document are not accepted and in case of incorrect and invalid data is submitted.
3. The tenderer also needs to pay a refundable EMD of Rs.34,000/- (Rupees Thirty four Thousand only) in the form of DD drawn in favor of "LIC of India" on any nationalized bank payable at Machilipatnam, without which the Bid will not be considered. The EMD will not carry any interest and it will be refunded to the unsuccessful bidders within 30 days after the finalization of the tender. Firms with MSME Registration are exempt from remitting EMD. The EMD deposited by the successful bidder will be converted into Security Deposit and it will not carry any interest.
4. If the Tenderer withdraws, alters after submission of the tender, the EMD of the tenderer will be forfeited and his tender will be cancelled.
5. The successful tenderer will be required to deposit an amount equal to 3% of the contracted amount by way of a crossed A/c payee demand draft favouring LIC of India, drawn upon any nationalized bank payable at Machilipatnam, towards Security deposit within 10 days of receipt of Work Order. This deposit will be refunded only on successful completion of tender period. The EMD of the successful tenderer will be adjusted to such Security Deposit, allowing the tenderer to deposit the balance amount. EMD will not carry any interest. If the successful tenderer fails to start the work within the specified time, the EMD of such tenderer shall be forfeited without any further notice.
6. If the successful tenderer fails, in course of the period, to comply with the terms and conditions of the Agreement, the AMC will be terminated and the security deposit may be forfeited in full or in part as decided by the Competent Authority i.e. Sr. Divisional Manager, LIC, DO, Machilipatnam.
7. In case Corporation is required to meet any liability in respect of any person(s) engaged by the Service Provider by virtue of their working at the premises of the CORPORATION, it would be open and lawful for CORPORATION to deduct the amount(s) of any such liability from and out of dues payable to the Service Provider.
8. The Service Provider shall only be responsible for all injuries and accidents to persons, engaged / deployed by him.
9. In the event of any loss/damage being occurred to the CORPORATION on account of the negligence of the Service Provider's workers, the Service Provider shall make good the loss sustained by the CORPORATION either by replacement of the material/equipment or payment as compensation.
10. No advance payment shall be made against the work order. All payments to the Service Provider shall be made by National Electronic Fund Transfer only after Tax Deduction at Source (T.D.S.) as per the provisions of Income Tax Act. The Payment will be made on monthly basis and a certificate to be obtained from the offices stating that the coolers are in working condition throughout the month of the April/May/June 2026 and is to be enclosed along with the bill.



Tenders for supply of Air coolers on hire basis

11. **The service provider should be from Krishna, NTR, Elur, Guntur, Palnad, Bapatla districts Only. He should have his office in any of the above districts.**
12. Any dispute arising out of or relating to this tender shall be deemed to have arisen in Machilipatnam and shall be subject to adjudication of a competent court in Machilipatnam.
13. The bidder has to bring all the material such as extension card etc for the running of Cooler at his cost.
14. The bidder has to bear all the expenses for the installation of Cooler.
15. The Corporation reserves the right to accept any quotation in full or part. This does not necessarily mean that the lowest quotation will be accepted.

DECLARATION

I/We hereby agree to all the Terms & Conditions mentioned above without any condition whatsoever.

I/We also further agree that all the deficiencies will attract penalty and the recovery will be affected without any notice to me/us.

Date:

Place:

Signature

Name & Designation

Signature of the Bidder with Seal

Tenders for supply of Air coolers on hire basis

To
The Sr.Divisional Manager
LIC of India,
Divisional Office,
Machilipatnam

PRICE BID cum TENDER DOCUMENT

Re: Supply of Air Coolers (410 approx) on Hire Basis for a period of 3 months to LIC offices in Machilipatnam division

S.No.	Description	Details
1	Name of the Bidder	
2	PAN No.(Enclose copy of self attested PAN card)	
3	Name of the Proprietor	
4	Contact No. and email ID	
5	Bank Account Details, A/c No. (Enclose cancelled cheque & self attested copy of the Bank pass Book)	
	Name of Bank	
	Branch Address	
	IFSC code	
6	Registration No.(if any) Enclose self attested copy of Certificate of Registration)	
7	GST No.(Enclose self attested copy)	
8	Previous Experience (if any) Enclose copy	
9	Make and Model of the Air cooler	

Tenders for supply of Air coolers on hire basis

Sl. No.	Area/District	Offices(As per the details given page No.5 of the Tender)	Rate per cooler per month(exclusive of GST)
1	Krishna Eluru and NTR districts	STC, Machilipatnam, CB-1 Machilipatnam, C.B-2-Machilipatnam, Avanigadda, Vuyyuru, C.B-4 Vijayawada, Kaikalur, Mogalrajapuram S.O, PatamataS.O, Micro Insurance Vijayawada, ATC in CB-1 Vijayawada, Jaggaiahpet, Ibrahimpatnam S.O, Nandigama S.O, Nuzvid, Tiruvuru S.O & Gannavaram S.O.	Rs.
2	Guntur, Palnad & Bapatla dists	C.B-1 Guntur, CAB Guntur, Tenali, Chilakaluripet, Narasaraopet, Vinukonda, Gurazala, Macherla S.O, Sattenapalli, Bapatla, Repalle, Ponnur S.O, Mangalagiri S.O & Amaravati S.O.	Rs.

Note : 1) Rate is to be quoted inclusive of all Taxes (except GST), Supply, Installation, Transportation, Commissioning, operation and maintenance etc., including repairs of coolers.) Rate quoted should not have any corrections.

2) Price bid will be evaluated separately for Sl.No.1 & 2 above for arriving at L1 .

I agree to all other terms & conditions and specifications as mentioned in the tender form.

Place :

Date:

Signature of the Vendor with Seal

Note: The Corporation reserves the right to accept any quotation in full or part. This does not necessarily mean that the lowest quotation will be accepted.