

NOTICE INVITING TENDER

Life Insurance Corporation of India, Goa Divisional Office (hereinafter referred to as "The Corporation") invites sealed tenders for the Comprehensive service and maintenance contract for Water purifiers/water coolers installed at Goa Divisional Office and our various offices, guest houses and staff quarters in Goa. (Total no. of water purifiers/water coolers: 28+3 (Refer Annexure B) from the vendors having office in GOA .

Life Insurance Corporation of India reserves the right to call for missing /additional requirement/clarifications or otherwise from the Bidder at the time of analysis of the tenders received in response to this notice.

Life Insurance Corporation of India does not bind itself to accept the lowest or any tender and reserves the right to reject all or any bid or can cancel the tender without assigning any reason whatsoever.

All pages of the tender document and enclosures alongwith the documents and rates as called for to be signed and stamped and submitted in a sealed cover superscribed "Comprehensive service and maintenance of water purifiers/water coolers" addressed to Manager(OS), L.I.C. of India, Goa Divisional Office, Jeevan Vishwas Bldg., Patto, Panaji, Goa are to be inwards in the Inward section with Inward no./date/time and inward stamp.

Date of floating tender: 26-05-2026

Last date and time to submit tender: 15-06-2026 16.00

Date and time of opening tender: 16-06-2026 11:30


Sr. Divisional Manager



TENDER DOCUMENT OF LIC OF INDIA GOA DIVISIONAL OFFICE FOR COMPREHENSIVE SERVICE AND MAINTENANCE
CONTRACT OF WATER PURIFIERS/WATER COOLERS

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1. We propose to have the comprehensive service and maintenance contract for two years (may be extended further by **one year** on the same terms & conditions , subject to satisfactory performance and approval of Competent Authority) for water purifiers/water coolers installed at Goa Divisional Office and our various offices, guest houses and staff quarters in Goa. The vendor should have registered office in Goa.
2. Tender will be valid for a period of three months(90 days) from the date stipulated for submission. The tender must be clear. All questions must be answered specifically, failing which the tender may be disqualified. All the pages of the tender document must be signed by the vendor.
3. The scope of the comprehensive service and maintenance work shall include preventive maintenance, routine servicing, cleaning, replacement of filters/candles/membranes and all defective spare parts (except compressor, if desired), attending breakdown complaints, gas charging, electrical repairs and ensuring proper functioning of all units during the contract period and maintain all units in proper working condition throughout the contract period.
4. Overhauling the unit and cost of change of spares including electrical parts, candles, carbon filters, PCB repairing, etc. and other spare parts will be borne by the vendor. In water cooler cost of all spares excluding compressor are to be borne by the vendor. In water purifier all spares excluding plastic parts will be borne by the vendor.
5. Rate quoted should be ALL INCLUSIVE except GST(GST to be invoiced at the prevailing rate at the time of order). If there is any discrepancy in figures and words, the amount in words shall prevail. No change in rates of the contract will be allowed during the period of contract.
6. Tender with any condition is liable to be rejected.
7. It will be the responsibility of the vendor to carry the AMC at his cost at all the locations mentioned at Annexure 'B'. The financial aspect of the tender shall be evaluated based upon the total rates quoted in Annexure "A" which includes cost of various components that may have to be installed additionally, any other expenses incurred by the vendor for carrying on the Comprehensive Service and Maintenance contract , etc.
8. Any prior damages to the system will not be part of AMC, therefore vendor should verify all systems and satisfy himself that all systems are in order before commencement of contract & report the same to LIC of India.
9. Any work outside the scope of AMC will be done with prior approval from LIC of India, Goa Divisional Office, Panaji, Goa and billed separately.
10. Apart from preventive maintenance services, any number of breakdown calls are to be attended free of cost within 24 hours from lodging the complaint failing which may attract suitable penalty which the Competent Authority may deem fit. Complaint to be resolved within 72 hours of complaint.
11. All parts will be covered under this comprehensive AMC and will be replaced free of cost. Equivalent or better specifications will have to be provided if the same model is unavailable.
12. Penalty clause: A penalty of Rs.100/- per day will be imposed in case complaint is not resolved within 72 hours for first 5 days. Thereafter LIC of India reserves the right to get the job done from any vendor and recover the cost from the Security deposit.



TENDER DOCUMENT OF LIC OF INDIA GOA DIVISIONAL OFFICE FOR COMPREHENSIVE SERVICE AND MAINTENANCE
CONTRACT FOR WATER PURIFIERS/WATER COOLERS

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- 13 Mode of servicing : Half Yearly. Date of visit should be in liason with our respective office which should be with prior intimation to them. Carry forward of Half Yearly service is NOT ALLOWED.
- 14 L.I.C. of India reserves the right to increase/decrease the no. of items(water coolers/water purifiers) specified in the list. The additional proportionate amount will be paid for the same.
- 15 No advance payment will be made. Payment will be processed by our concerned office by NEFT on completion of the Half yearly service maintenance and obtaining satisfactory report, on receipt of invoice from the vendor. TDS will be deducted as per applicable rates. Payments for water purifiers/ water coolers at guest houses and staff quarters will be made by Divisional Office.
- 16 The tenderer shall deposit tender fee of Rs.118/-(inclusive of GST) and Earnest Money Deposit(EMD) of Rs.2000 (Two thousand only) by way of D.D./Bankers cheque drawn on any nationalized bank, payable at Panaji, to be paid at the cash counter of our Divisional Office during cash hours prior to last date and time of submitting tender. Any tender without the tender fee and Earnest Money deposit shall be treated as disqualified. The EMD of successful bidder will be adjusted towards security deposit. EMD of unsuccessful bidders will be refunded without interest within 30 days from the date of awarding the contract. A cancelled cheque, self attested copy of PAN card and self attested copy of GST certificate will have to be submitted along with the tender. Also a copy of Valid Shops and Establishment certificate issued under Shops and Establishment Act in the name of the firm/bidder, for office in Goa. The contractor shall also possess a valid trade licence and all valid licences and abide by all Acts as mandatory by the State and Central Government
- 17 This entire document including Annexures and enclosures is to be duly signed, dated and sealed, on all pages as the same will form part of the agreement.
- 18 Security Deposit @ 3% of the total cost of the contract will be called for once the Bids are finalized.
- 19 The Competent Authority reserves the right to terminate the contract, if services are found to be unsatisfactory/violation of any Terms & Conditions.
- 20 L.I.C. of India reserves the right to call for missing/additional requirements/clarifications or otherwise from the Bidder at the time of analysis of the tenders received in response to this notice.
- 21 L.I.C. of India does not bind itself to accept the lowest or any tender and reserves the right to reject any or all the tenders at any time without assigning any reason whatsoever.
- 22 In case of any dispute that may arise in the execution of the contract, the settlement of such dispute will be before the Sole Arbitrator appointed by the L.I.C. of India, Goa Divisional Office. The decision of the Sr. Divisional Manager will be final & binding on all vendors



ANNEXURE – A

QUOTATION FOR COMPREHENSIVE ANNUAL SERVICE AND MAINTENANCE OF WATER PURIFIERS/WATER COOLERS

		OFFER
	Total cost of CAMC for all water purifiers/water coolers (all make/ all capacity) for a period of two years inclusive of all charges ie. servicing, replacement of parts, transportation, etc.(Payable Half Yearly on receipt of satisfactory service reports)	Rs. _____ (excl. GST) Rs. _____ (in words) (Amount to be quoted for Two Years AMC)

ANNEXURE – B

(Make of Water Purifiers – AQUAGUWARD -14, EUREKA -6, ALPHA – 6, SPARKLE -1, Blue stater -1)

Sr. No.	L.I.C. Office Locations	No. of water purifiers	water coolers
1.	Branch no. 91F, Rastroli Sadan, Near Cine Alankar, Mapusa,Bardez, Goa. 403507	3	
2.	Branch no. 93A, Govardhan Bldg.,1 st & 2 nd floor, Khadapabandh, Ponda, Goa. 403401	1	
3.	Branch no. 93B, Shetye Pride, 1 st , 2 nd & 3 rd floor, Sonarpeth, Bicholim, Goa. 403504	1	01
4.	Branch no. 93C, Chamunda Appts., 2 nd & 3 rd floor, Opp. Post Office, Sanguem Road,Curchorem, Goa. 403706	1	
5.	Branch no. 93M, Reliance Trade Centre, 4 th floor, Opp. Grace Hospital, Margao, Goa. 403601	1	
6.	Branch no. 93P, Jeevan Vishwas Bldg., 3 rd Floor, EDC Complex, Patto, Panaji, Goa. 403001.	1	
7	Branch 999 , Rajadhyaksha Park, Madgaon	1	
8	Branch 93N, Above Goa state co –op Bank , Pernem	1	01
9	Branch no. 998, Dempo House, 1 st floor, Campal, Panaji, Goa. 403001	1	
10	Goa Divisional Office , Jeevan Vishwas Bldg., 4 th /5 th /6 th floor, EDC Complex, Patto, Panaji, Goa. 403001.	03	01
11.	Guest Houses at Panaji	3	
12.	Staff Quarters at Panaji	11	
	TOTAL	28	03

CHECK LIST

1. Tender document(pgs. 1, 2 and 3)
2. Annexure A and B
3. Tender fee Rs.118/-
4. Earnest money deposit Rs.2000/-
5. PAN card copy
6. GSTIN certificate copy
7. Cancelled cheque
8. Shops and establishments certificate
9. Trade licence
10. Any other licences as required

