

### TENDER NOTICE

**NAME OF WORK: - “Tender for SITC of 25 KVA soundless / noiseless New Diesel Generator set (D.G. Set) in Acoustic enclosure on hire basis for three branches under Divisional Office, Bongaigaon”.**

LIC of India, Bongaigaon Divisional Office intends to hire **25 KVA** D.G.set of reputed make viz. Cummins / Kirloskar /Greaves/Mahindra & Mahindra, Ashok Leyland engine coupled with Kirloskar / Standford alternator suitable to generate 3 phase 415 volts , 50 Hz at 1500 r p m complete in all respects with acoustic enclosure confirming to the norms of pollution control board , on rental basis all inclusive , for its operation in case of interruption of normal power supply to the office including low voltage and fluctuation if any, during the working hour i.e. **from 09.30 AM to 06.30 PM From Monday to Friday.** Offers are invited on percentage rate basis only from eligible Firms / Agencies/ Individuals under two bid (**Technical & Financial Bid**) system including its operation and maintenance all-inclusive complete in all respects. The prospective bidders are requested to submit their sealed offer in three parts namely Part – I “Technical Bid (TB)”, Part – II “Financial Bid (FB)” and “Part - III “ Earnest Money Deposit” ( EMD), in three sealed covers. The tender documents will be available in our LIC website [www.licindia.in](http://www.licindia.in) in Tender section from **05.06.2026** to **18.06.2026**. The last date for submission of filled in tender is **18.06.2026 up to 5.00** P.M. The “Technical Bids” will be opened on **19.06.2026** at 11.00 AM by the tender opening committee in the presence of bidders or their authorized representatives willing to attend. For complete details and bid documents please log on to [www.licindia.in](http://www.licindia.in) go to tenders.

#### List of Offices and requirement of D.G. Set

S. No.	Name of office	Required Capacity of DG set	Amount of Earnest money deposit
1	B.O.- Dhubri	25 KVA	5000/-

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2	B.O. - Bilasipara	25 KVA	5000/-
3	B.O. – Bijni	25 KVA	5000/-

Agency / Firms fulfilling the following criteria will be eligible for participating in the tender.

1. Annual income of the contractor in any one year of last **03** ( Three) financial years(**2022-23,2023-24,2024-25**) should be at least Rs. **2.50** Lacs.
2. Income Tax return for the corresponding year of Rs. **2.50** Lacs annual income to be submitted.
3. GSTIN certificate.

LIC of India reserves the right to accept or reject any or all offers in full / part without assigning any reasons whatsoever.

**NOTE:**

**Out of the total list of 3 offices, Agency / Firm/individual may submit their tenders for maximum two offices only as per eligibility criteria and submit separate tenders for each office along with EMD accordingly.**

Place: Bongaigaon

Date: 05.06.2026

Sr. Divisional Manager

**TENDER SCHEDULE (25 KVA D.G. Set)**

SI No	Description	
1	Name of work :	SITC of 25 KVA soundless / noiseless new Diesel Generator set ( D.G. Set) in Acoustic enclosure on hire basis for B.O. Dhubri, Bilasipara, Bijni.
2	Estimated rent per month	Rs. 25,000/-
4	Earnest Money Deposit	7. Rs. 5000.00 ( Rupees Five Thousand only) In case of MSME/NSIC registered vendor EMD is exempted.
6	Last Date & Time of receiving / submission of tender document.	On 18.06.2026, 5.00PM

7	Date & Time of opening of Technical Bids	On the next day of last date of submission of tender i.e. on <b>19.06.2026</b> , 11.00AM
8	Date & Time of opening of Financial Bids.	Shall be intimated later on.
9	Time Limit for installation of the D.G.Set	<b>30</b> ( Thirty) days from the date of work order.
10	Contract period	<b>03</b> years ( Initial).
11	Security Deposit	<b>15000/-</b>
12	Notice period for Termination of contract.	03 ( Three) months on either side..
13	Validity of tender	<b>120</b> ( One hundred twenty) days from the date of opening of Technical Bid.

### **INSTRUCTIONS TO BIDDERS**

1. The tender forms will be available at our website [www.licindia.in](http://www.licindia.in)
2. The last date for submission of filled in tenders (both technical and financial bids) is **18.06.2026, 5.00 PM** The offers received after the last date and time mentioned above will not be considered.
3. The filled in tenders should be submitted to the address given below:
 

**The Manager(OS)**  
**LIC of India,**  
**Bongaigaon Divisional Office**  
**Jeevan Prakash, Barpara, Main Road**  
**Bongaigaon, Assam,**  
**PIN- 783380**
4. The technical bid will be opened by the “Tender Opening Committee” on the next day of submission of tender i.e. on **19.06.2026 at** 11.00AM in the presence of bidders or their authorized representatives if they are willing to attend. After scrutiny of the technical bids, the date of opening of financial bids will be intimated to those bidders who qualify in the Technical Bid.
5. The tender form consists of the following documents. i.e.,
  - i) Instructions to bidders

ii) General Terms & Conditions.

iii) Technical part.

iv) Financial part.

6. The offers are to be submitted in Two Bid system i.e., Technical Bid and Financial Bid. The Technical Bid consists of all the required information called for in the tender. The envelope shall be superscribed with “ Technical Bid for DG Set .....BO, with the addressee’s details of the bidder and to be marked as **Envelop – I.**

The Financial bid shall contain only financial details i.e., rate and other financial implications as per the format –**ANNEXURE-B.** The envelope for Financial Bids shall be superscribed with “ Financial Bid” for DG Set for ..... BO” with addressee and bidders’ details and to be marked as **Envelop - II.**

8. **EMD in the form of Cash/Demand Draft / Pay Order in favour of “ Life Insurance Corporation of India” payable at Bongaigaon the Miscellaneous Receipt of the EMD deposited or D.D or Pay Order shall be submitted in sealed cover ( Marked as **Envelope – III**) super scribing as “**Earnest Money Deposit**” for DG Set for ..... BO under DO Bongaigaon along with the name and address of the Bidders.** In case of MSME/NSIC registered vendor EMD is exempted.

9. All the three envelopes will be placed in a fourth envelope (Marked as **Envelope – IV**) and sealed and submitted to the Sr. Divisional Manager at the address given above. The envelope must be super scribed with “**Bids for SITC of 25 KVA soundless / noiseless new Diesel Generator set ( D.G. Set) in Acoustic enclosure on hire basis for..... BO under DO Bongaigaon** and the last date for submission is **18.06.2026, 5.00 PM** and technical bid to be opened on **19.06.2026 at 11.00 AM.**”

10. **Refund of EMD:-** EMD shall be refunded as under :

- EMD of technically Non Eligible Firms / Agencies/ Individuals shall be refunded within 30 (Thirty) days from the date of opening of Technical Bid.
- EMD of unsuccessful Firms / Agencies/ Individuals in Financial Bids shall be refunded within 30 (Thirty) days after awarding the contract to the successful bidder.
- EMD of lowest/ successful bidder shall be refunded separately.



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d. In case the lowest Firm / Agency refuse to install the D.G. Set after issue of acceptance letter, a notice shall be served to them by giving 30 ( Thirty ) days time failing which their EMD amount lying / retained with us shall be forfeited without any further correspondence.

**11. The following documents should be enclosed alongwith the Technical Bid:**

- (a) Goods and Service Tax Registration Certificate. In case applied for GSTIN certificate proper acknowledgement receipt.
- (b) Income Tax return for last three years having 2.5 Lacs.
- (c) PAN Card.
- (b) A Cancelled cheque leaf.

**If any of the above documents are not enclosed alongwith the offer ( i.e Technical Bid ) by the Firms / Agency / Individuals such firms shall be declared as Non Bonafied/ Non Eligible and their Financial Bid will not be opened.**

12. All the pages of submitted documents are to be signed by the authorized signatory of the tenderer.

Any over writing or use of white ink is to be duly initialed by the tenderer. The Corporation reserves the right to reject the incomplete bids and bids lacking in details and without signatures.

13. Tenderers should note that their tenders should remain open for consideration for a minimum period of 120 ( One hundred twenty) days from the date of opening of “Technical Bids”.

**14. Separate tender forms are to be submitted in case more than one tender is offered along with EMD subject to maximum two numbers of application.**

15. Tenders received late, not in properly sealed cover, received late by post or courier & conditional or not conforming with the prescribed conditions or not complete in all respects will be rejected.

16. If any of the dates mentioned above happens to be a holiday, the transaction will be made on the next working day.

17. The Tender Inviting Authority reserves the right to accept any tender or to reject any or all tenders at his sole discretion without assigning any reasons thereof. The tender inviting authority is not bound to accept the lowest or any tender.



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Place : Bongaigaon

Sr. Divisional Manager

Date : 05.06.2026

### **GENERAL TERMS & CONDITIONS**

**The scope of services and terms & conditions for hiring the D.G. Set are as under:**

1. The terms and conditions along with the instructions will form part of the tender to be submitted by the tenderer to LIC of India, , herein termed as Corporation.
2. Tender which is received late on account of any reason whatsoever including postal delay etc. .after the expiry of time and date i.e **5.00 P.M. on 18.06.2026**, fixed for submission of tenders shall be termed as '**LATE**' tender and will not be considered. Such tenders shall be returned to the concerned party without opening the same.
3. All Firms / Agencies are requested to submit the tender documents ( Technical Bid and Financial Bid) duly filled in with the relevant documents / information at the following address:

**The Manager(OS)**

**LIC of India**

**Bongaigaon Divisional Office**

**Jeevan Prakash,**

**Barpara , Main Road,**

**Bongaigaon- 783380**

**Mob No. 9101408552, E-mail: os.bongaigaon@licindia.com**

4. All columns of the tender documents must be duly filled in and no column should be left blank.

All the pages of Technical and Financial bids with documents submitted are to be signed by the

authorized signatory of the tenderer. Any over writing or use of white ink is to be duly initialed by the tenderer. The Corporation reserves the right to reject the incomplete bids and bids lacking in details and without signatures.

5. The offer should remain valid at least for a period of 120 ( One hundred twenty) days to be reckoned from the date of opening of “ Technical Bid”.
6. The Technical bids will be opened on **19.06.2026 at 11.00** AM in the presence of tenderers at our above office. All tenderers are advised in their own interest to be present on that date, at the specified time.
7. Canvassing in any form will disqualify the tenderer.
8. Income-Tax and Statutory clearances shall be obtained by the vendors at their own cost as and when required. All payments to the successful vendor shall be made by Neft only.
  9. In case the space in the tender document is found insufficient, the bidder may use separate sheets to provide full information.
10. The financial bids will be opened only if at least two Technical Bids are found suitable. In any case single Financial Bid shall not be opened.
- 11 The operator provided by the supplier, should possess the requisite & valid electrical License, for running D.G. Set.
10. All cost for maintenance and servicing of the generator including the cost of diesel ,spare parts and periodical replacement of Mobil oil are to be borne by the D.G.set contractor.
11. The D.G. Sets should be maintained properly to keep them in satisfactory running condition at all times for supplying emergency power for a load at least 90% of rated output of respective generators.
12. The permission of statutory authorities towards installation of D.G. Sets, will be obtained by the supplier of D.G. Set at their cost.
13. The arrangements for providing accessories like cables, change-over switches etc., if required, will be made by the contractor at their own cost.

14. The arrangements for providing exhaust pipeline of the D.G. Set, as per requirement & specification of Statutory Authorities, will be made by the contractor at their own cost.
15. Mending of any damage caused to the LIC property during loading, unloading of the D.G. Set in LIC premises at the time of installation or taking out D.G set from LIC premises will be done by the contractor to original finish, at their cost.
18. The successful bidder should install and commission the D.G. Set in LIC premises, on the space provided within **30( Thirty )** days from the date of issue of **work order**.
19. Electricity Duty, if any, payable to the State Govt., depending on running hours of the D.G. Set shall be borne by the contractor. Installation of the energy meter with its calibration and registration with the Statutory Authority, shall be done by the contractor at their cost.
20. The contract shall remain in force initially for a period of **three years** from the date of installation and satisfactory commissioning of the D.G. Set at site. However, the contract is subject to termination at any time if the services are not found satisfactory or for any other reason whatsoever by serving three calendar months notice on either side. Also LIC of India can terminate the contract by serving three calendar months notice if the services of DG set is not required. The contract may be renewed for further period at accepted tender rates /charges and keeping other terms & conditions unchanged, depending on satisfactory services rendered by the generator supplier and requirement of the office. However , the diesel prize variation (either increase or decrease) will be taken into consideration at the time of renewal of agreement.
21. In case of any major break-down of D.G. Sets requiring repairing time for more than one day, an alternative interim arrangement will be made by the generator provider immediately by providing a substitute generator of adequate capacity at no extra cost. For nonfunctioning of the D.G. Set or in the event of failure on the part of the generator supplier to provide an alternative interim generator of adequate capacity, within one day during power failure / load shedding, penalty deduction shall be made based on OT rate for running of DG set beyond normal hours and if the same is not restored within 24 hours, corporation will be free to hire another DG set from the market at the risk and cost of contractor limited to double the amount quoted by the contractor.
22. Tenders should be submitted along with the requisite Earnest Money Deposit amount in the prescribed mode. Tenders submitted without Earnest Money Deposit will be summarily rejected. The Earnest Money will not bear any interest.

23. The successful bidder will also have to remit performance Security Deposit by DD / Pay Order / Banker's Cheque for an amount equal to 5 % of accepted tender amount of a year within **15** days from the date of issue of **acceptance letter**. Work order for commencement of the work will be issued separately within seven days after the contractor remit the requisite performance Security Deposit. Please note that the Security Deposit will not bear any interest and the same will be refunded to the contractor within **45** ( Forty five ) days after the closure of the contract.

24. The successful bidder will have to execute an Agreement with the LIC of India, on Non - judicial stamp paper of requisite value and as per the draft of Agreement to be provided by the LIC of India, within 14 (Fourteen) days from the date of issue of work order for commencement of the work. No payment will be made until the Agreement is executed.

Please note that necessary instructions for payment will be issued to concerned Divisional / Branch Office only after execution of agreement.

25. EMD amount of the unsuccessful bidder will be refunded after execution of the Agreement. The deployment of operator for running the generator should comply with the Labour Legislation Act. and Minimum wage Act of Govt. of India and the State Govt. The contractor will have to remove the D.G. Set from the LIC premises within 07 (Seven) days from the date of termination or closure of the contract at their cost , else demurrage charges @ 1000/- (Rupees One thousand only) per day will be levied by the LIC of India, on the contractor. The D.G. set shall have to be run in the event of load shedding / power cut / breakdown / single phasing / erratic power supply from supply Co. on all working days.

26. ❖ Normal working hours on all working days shall be as under.

- **From Monday to Friday 9.30 AM to 6.30 PM.**

Please note that D G set shall comprise Diesel Engine of Kirloskar / Cummins/Greaves/Mahindra & Mahindra/Ashok Leyland coupled with Alternator of Standford / Crompton / Kirloskar/ Leroy Somer/Mecc.alte O.E.Ms ie Jakson / Bhaskar will only be accepted. The approval of make of Engine, Alternator & Enclosure must be obtained well before procurement. If



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the tenderer wishes to procure the D.G.Set other than approved make, they must submit the proposal along with copy of certification as mentioned & obtain approval of Sr. Divisional Manager well before procurement of D.G. Set. If at any stage it is found that DG set provided is not of our approved make, LIC reserves the right to ask the contractor to remove the DG set & provide new DG set as per approved makes.

29. The successful tenderer has to submit copies of invoices after procurement of new D.G.Set. The name, address & phone no. of service centre shall also be mentioned.

30. Hiring charges shall be payable from the date of commissioning / date of energizing the electrical installation.

31. The quoted rate for running the D.G set on monthly hire basis shall be inclusive of cost of DG set installation, operation (including operator) , cost of diesel price, lubricant, maintenance, tools, security etc. complete required for D G set operation.

32. **A Log book shall be maintained for recording the daily running of DG set including over time which should be signed by authorized representative of LIC.**

33. The rate quoted shall be written in **FIGURES & WORDS** both & if there are any corrections same shall have to be initialed by the contractor. **Please note that quoted rates shall be inclusive of all prevailing taxes , duties , levies etc as applicable except GST & nothing extra shall be paid on any account.**

34. Bill shall be submitted in triplicate in the first week of the following month along with the Xerox copy of Logbook and original Log Book for certification and settlement of the bill. The payment will be made after deducting the Income Tax at source as per the rules from the running bills. **No payment will be made until the Agreement is executed.**

35. If required Tenderer has to submit necessary approval from pollution control board / Directorate of electrical safety without any extra cost to LIC. Sound and pollution level shall be maintained within the prescribed limits.



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36. Successful tenderer has to obtain policies to cover T.P., Fire and W.C. Insurance cover of suitable amount for each policy which shall remain in force till the contract, period and extension if granted. No payment shall be released, if the insurance lapses during contract period.
37. Tenderers are requested to visit to the site of work before quoting their rates.
38. The essential service electrical load shall be connected to D. G. set.
39. Agency has to arrange suitable foundation, earthing with copper earth plate and suitable size cable up to changeover switch provided in panel etc. as per relevant IS – Code which has to be certified / confirmed by the Engineer. Nothing extra shall be paid in this regard.
40. Unauthorized supply of power to other agency / firms from the D.G.set installed at our premises if any are found , penal action will be taken against the vendor as deemed fit.
41. LIC shall not be responsible for any injury partial or permanent or death of any worker at site due to accident or any other reasons or by personal negligence of the staff of the contractor. LIC of India, will remain indemnified by the contractor on this account.
42. The firm shall be fully responsible for any liability / compensation in case of any accident or otherwise any untoward incident at his own risk for the staff deputed by the firm and LIC shall not give any compensation.
43. First Aid box shall be arranged by the contractor at site of work at their cost.
44. Timing may change according to the LIC's requirement.
45. The contractor shall not sublet the contract to any other party / contractor.
46. Contractor shall be solely responsible for payment of wages / salaries and allowances to his personnel that might become applicable under any Government order. LIC of India shall have no liability whatsoever in any manner.
47. For running the generator beyond the schedule hours , permission in writing shall be taken from the LIC of India and a copy of the same shall be produced while claiming the overtime charges.
48. LIC will provide suitable space for installation of D.G.set but other infrastructures to be arranged by the vendor.



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49. The following tests shall be performed at manufacture's outlet prior to packing & dispatch to site :-

( a ) Load test at full load 50% load , 75% and 110% overload.

( b ) Fuel consumption at full load , 75% load , 50% load and 25% load.

( c ) Other routine test as per IS / BS on alternator , exciter and AVR. Original copies of the test certificates shall be submitted to LIC of India.

( d ) Noise level measurement.

50. In case of dispute, the matter shall be settled mutually, failing which the decision of the Sr. Divisional Manager, LIC of India, shall be final and binding on the bidders. LIC of India, reserves the right to accept any tender or to reject any or all tenders at his sole discretion without assigning reasons whatsoever. The tender inviting authority does not bind to accept the lowest tender.

51. "In terms of provisions of Section 33(3) of the Insurance Act, 1938 as amended by the Insurance Laws (Amendments) Ordinance, 2014. Insurance Regulatory Authority of India (IRDAI) is authorized to verify all such books of account, register, other documents and data base in the custody of the contractor in respect of service outsourced by the LIC of India. It shall be the duty of the contractor to provide such documents/statements/information as may be required by IRDAI within such time as may be specified by the IRDAI."

**Sr. Divisional Manager**

**( With seal & date)**

**Agreed & Confirmed**

**Signature of the Firm / Agency/ Individuals ( With seal & date)**



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Re : “ Tender for SITC of 25 KVA soundless / noiseless new Diesel Generator set ( D.G. Sets) in Acoustic enclosure on hire basis at .....B.O. under DIVISIONAL OFFICE BONGAIGAON”.

**TECHNICAL BID  
TO BE SUBMITTED IN ENVELOPE – I**

**Annexure – A**

Name of the Office applied for : \_\_\_\_\_ for installation of D.G.Set 25 KVA

SI No	Description	Remarks
1	Name of the Firms / Agency/ Individuals :	
2	Address & Phone No	
	E - Mail ID	
3	Name of the contact person.	
	Phone No.	
4	Name of the Proprietors / Partners/ Individuals	
5	PAN Card ( Enclose self attested copy).	
6	GST registration Certificate / Acknowledge- ment copy if applied new (Enclose self attested copy).	
7	Income Tax return for any one year within last 3 (three) years corresponding to 2.5 (two and half )lacs as annual income ( Enclose self attested copy).	

**Signature of Tenderer with seal.**

**Place :**

**Date :**



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**Financial BID**

**Annexure – B**

**TO BE SUBMITTED IN ENVELOPE – II**

**Re : “Tender for SITC of 25 KVA soundless / noiseless new Diesel Generator set ( D.G. Set ) in Acoustic enclosure on hire basis for ..... B.O. under Divisional Office Bongaigaon.”**

**Scheduled rate :**

- a. Rs.25000/- per month(excluding GST) but including all associated costs
- b. Overtime operation beyond working hours : Rs.400/- per hour
- c. Waiting charges of operator beyond working hrs. as given in this tender when DG set is not operated : Rs. 70/- per hour

Notes: Rates quoted are :

1. Subject to the terms & conditions of the tender.
2. Quoted rates are inclusive of all prevailing taxes , duties , levies etc as applicable except GST & nothing extra shall be paid on any account.

I / we quote my / our over-all percentage rates **excluding GST** as per the details given below :

- (i) ----- % ( In words : ----- ) **below** the schedule rates.
- (ii) **At par** of schedule rates.
- (iii)----- % ( In words : ----- ) **above** Schedule rates.

**Signature of Tenderer**

**(with seal & date )**

**Sr. Divisional Manager**