



Silchar Divisional Office, Meherpur, Silchar

DRAFT TENDER

SILCHAR DIVISIONAL OFFICE, JEEVAN PRAKASH

MEHERPUR, SILCHAR – 788015

ISSUED TO

M/s. _____

LAST DATE OF SUBMISSION OF TENDER

15:00 HRS ON 25.08.2026

AT OS DEPTT, SILCHAR DO

**TENDER FOR ANNUAL RATE CONTRACT FOR SUPPLY AND INSTALLATION
OF 12V-42AH/26AH/28AH/65AH SMF BATTERIES AT VARIOUS OFFICES
UNDER SILCHAR DO**

Contractor

Sr Divisional Manager

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Contractor

Sr Divisional Manager

Tender Notice

SUB: TENDER FOR ANNUAL RATE CONTRACT FOR SUPPLY AND INSTALLATION OF 12V-42AH/26AH/28AH/65AH SMF BATTERIES AT VARIOUS OFFICES UNDER SILCHAR DO

Particulars	Details
Earnest Money Deposit (EMD)	Rs. 5,000.00
Tender Fee	NIL

Contract Period: 24 months from the date of issuing acceptance letter.

Issue of Tender: **10.08.2026 to 25.08.2026.**

Last Date of Submission of Tender: **On or Before 25.08.2026 till 15:00 hrs.**

Date of Opening of Tender: **26.08.2026 at 11:00 hrs.**

E.M.D.: **Rs.5,000/- (Rupees Five Thousand only)**

Security Deposit: **Rs.20,000/- only.**

Cost of Tender Paper: **NIL**

Contractor

Sr Divisional Manager

TENDER CONDITION FOR PAYMENT**SUB: TENDER FOR ANNUAL RATE CONTRACT FOR SUPPLY AND INSTALLATION OF 12V-42AH/26AH/28AH/65AH SMF BATTERIES AT VARIOUS OFFICES UNDER SILCHAR DO**

Contractors are requested to furnish the below-mentioned particulars so that payments can be made through **NEFT/RTGS**. This shall form part of the Tender Conditions.

Sl. No.	Description
1	Name of the beneficiary (Vendor Name) as in Bank Records
2	Beneficiary's Account Number
3	Account Type (Savings Account / Current Account etc.)
4	Beneficiary's Bank – Branch
5	Bank's MICR Code
6	Beneficiary's Bank IFSC Code
7	Beneficiary's Contact Number
8	Beneficiary's E-mail ID, if any
9	PAN No.
10	GST No.

N.B.

i) No payment will be made by Cash/Cheque. Payment will be made only through ECS.

ii) All new contractors as well as existing contractors have to submit the above bank details with every tender.

Signature of the Contractor**Sr Divisional Manager**

LETTER TO CONTRACTOR FROM SR. DIVISIONAL MANAGER

Ref: SDO/OS/SMF Battery/26-27

Date: 10.08.2026

M/s _____

Dear Sir/s,

SUB:TENDER FOR ANNUAL RATE CONTRACT FOR SUPPLY AND INSTALLATION OF 12V-42AH/26AH/28AH/65AH SMF BATTERIES AT VARIOUS OFFICES UNDER SILCHAR DO

Sealed Lowest "ITEM RATE" tenders are invited from you for the subject work, which shall be carried out as per the terms and conditions of the contract.

The tender document is being issued in PDF format. The last date of submission of tender is **25.08.2026 upto 15:00 hrs**, and the same will be opened on **26.08.2026 at 11:00 hrs**.

If you are unable to submit the tender directly, it may be submitted through your authorised dealer, who should inform us well in advance through email/letter. You may also send your accredited representative at the time of opening of the tender.

You are requested to submit your sealed tender quoting your **lowest rate for SITC items** and **highest rate for buyback items**. Tenders must be submitted only in the prescribed schedule. Tenders not submitted on the prescribed schedule are liable to be rejected.

Your tender shall remain valid for acceptance for **90 days** from the date of receipt.

The Earnest Money of **Rs.5,000/- (Rupees Five Thousand only)** shall be furnished in the form of Cash or Demand Draft along with the tender. The Demand Draft shall be drawn in favour of **Life Insurance Corporation of India** payable at **Silchar**.

The duly filled tender along with the Earnest Money should be submitted in a sealed cover superscribed: "**TENDER FOR ANNUAL RATE CONTRACT FOR SUPPLY AND INSTALLATION OF 12V-42AH/26AH/28AH/65AH SMF BATTERIES AT VARIOUS OFFICES UNDER SILCHAR DO.**" Postal delay shall not be accepted as a reason for late receipt.

LIC of India reserves the right to refuse issue of tender to any party without assigning any reason whatsoever.

LIC of India is not bound to accept the lowest tender and reserves the right to reject any or all tenders without assigning any reason.

Yours faithfully,**SR. DIVISIONAL MANAGER**

LETTER TO SR. DIVISIONAL MANAGER FROM CONTRACTOR**To**

**The Sr. Divisional Manager
Life Insurance Corporation of India
Jeevan Prakash Building
Meherpur, Silchar – 788015**

Dear Sir,

Sub: Tender for Annual Rate Contract for Supply and Installation of 12V-42AH/26AH/28AH/65AH SMF Batteries at Various Offices under Silchar DO.

Having examined in detail the tender documents relating to the above work, having visited and inspected the site of the proposed work and having acquired the requisite information relating to the work affected by the tender invited by you on behalf of the Life Insurance Corporation of India, I/We, the undersigned, hereby offer to execute and maintain the proposed works on **Item Rate Basis** in strict accordance with the conditions and specifications mentioned in the Schedule of Quantities for the above work.

I/We undertake to complete the whole of the works within the stipulated time as specified in the Conditions of Contract from the date of issue of intimation that the tender has been accepted and upon receiving possession of the site.

I/We shall be under obligation to pay the sum as stated in the Conditions of Contract for the period the works remain incomplete, as damages/compensation subject to the Conditions of Contract relating to extension of time.

I/We hereby agree to deposit the amount stated as Earnest Money Deposit, which shall be forfeited by the **Life Insurance Corporation of India** in the event of my/our tender being accepted and I/we fail to execute the contract when called upon to do so.

Yours faithfully**(Signature of the Contractor with Seal & Date)**

GENERAL TERMS & CONDITIONS OF CONTRACT

Contractors are requested to note that non-compliance with the following instructions is liable to render the tender non-bonafide.

1. Sealed tenders are invited on **Item Rate Basis**. The contractor shall quote the **lowest rate** for SITC items and **highest rate** for buyback items.

The quoted rates shall include all taxes, duties, labour welfare cess, transportation, loading, unloading and fitting charges. GST shall be quoted separately as applicable. No extra payment shall be made towards transportation, loading, unloading, boarding or lodging.

2. Rates shall be quoted both in **figures and words**.
3. Contractors shall put their firm's endorsement on every page of the tender document.
4. Tender shall be submitted within the stipulated time. Delay for any reason, including postal delay, shall not be entertained.
5. Contractors shall fill in all blanks wherever required.
6. No alteration or addition shall be made by the contractor in the tender documents.
7. Conditional tenders shall be treated as non-bonafide.
8. The word **Employer** shall mean LIC authority having statutory powers to execute the work under reference and its authorised representative, i.e., the Sr. Divisional Manager or subordinate officers.
9. Any tender proposing alteration in the conditions or Schedule shall be liable for rejection.
10. The tenderer shall verify the page numbers and contents before submission. Missing pages, duplicate pages or illegible writings shall immediately be brought to the notice of the Sr. Divisional Manager.
11. No claim shall be entertained on account of missing pages, duplicate pages or illegible matter after submission.
12. In case of any discrepancy between the rate quoted in figures and words, the rate quoted in **words** shall prevail.

Contractor

Sr Divisional Manager

13. Every page of the tender shall bear the signature and seal of the contractor.
14. LIC reserves the right to amend the tender document at any time before the due date. Any amendment shall form part of the tender.
15. **Earnest Money Deposit** The tender shall accompany an Earnest Money Deposit of **Rs.5,000/- (Rupees Five Thousand only)** by Cash or Demand Draft payable at Silchar. Tenders without the prescribed EMD shall be rejected.
16. **Security Deposit** The successful contractor shall deposit a total Security Deposit of **Rs.20,000/-**, inclusive of EMD. The Security Deposit shall be refunded after successful completion of the Defect Liability Period without interest.
17. **Last Date of Submission** The tender shall be submitted in a sealed cover superscribed: "**Tender for Annual Rate Contract for Supply and Installation of 12V-42AH/26AH/28AH/65AH SMF Batteries at Various Offices under Silchar DO.**" The tender shall reach:

The Sr. Divisional Manager
LIC of India
E&OS Department
Ground Floor, Jeevan Prakash
Meherpur, Silchar – 788015

on or before **25.08.2026 upto 15:00 hrs.**

Validity of Tender The tender shall remain valid for **90 days**.

Date of Commencement The commencement date shall be specified in the Letter of Acceptance.

Minimum Wages Act The contractor shall comply with all provisions of the Minimum Wages Act and other applicable labour laws.

Contract Labour Act The contractor shall comply with the Contract Labour (Regulation & Abolition) Act, 1970 and all statutory requirements.

Terms of Payment Bills shall be submitted in triplicate after successful completion of work. Payment shall be made after certification by the user office. Applicable statutory deductions shall be made from the bills.

MISCELLANEOUS

The quoted price shall include:

- i. Transportation, loading, unloading, installation and fitting. All taxes and duties except GST wherever applicable.
- ii. Suitable battery links and accessories required for installation.

DEFECT LIABILITY PERIOD

The Defect Liability Period shall be 24 months from the date of installation.

TAXES, DUTIES, LEVIES & DEDUCTIONS

The quoted rates shall include all applicable taxes, labour cess, transportation and handling charges except GST, which shall be indicated separately.

The contractor shall furnish details of service centres and contact persons.

Complaints shall be attended promptly.

The Competent Authority reserves the right to direct the contractor to carry out work at any office covered under the contract.

LIC reserves the right to accept or reject any tender wholly or partly without assigning any reason.

Agreed and Confirmed

Sr Divisional Manager

(Signature of Company with Seal & Date)

SPECIAL CONDITIONS

Name of Work: Tender for Annual Rate Contract for Supply and Installation of 12V-42AH/26AH/28AH/65AH SMF Batteries at various offices under Silchar DO.

1. LIC reserves the right to divide the work among one or more contractors and is not bound to award the work to the lowest tenderer.
2. The contract shall remain valid for **two years** from the date of acceptance and may be extended on the same terms and conditions, subject to satisfactory performance and approval of the Competent Authority.
3. The quantity of batteries may vary according to the requirement of individual offices.
4. Supply against each work order shall be completed within **10 days**.
5. Delay beyond the stipulated period shall attract liquidated damages @ **1% per week**, subject to a maximum of **10%** of the work order value.
6. The contractor shall rectify any defects noticed during the Defect Liability Period at his own cost.
7. The contractor may be required to produce OEM Guarantee/Warranty Certificates for verification.
8. Batteries supplied shall strictly conform to the approved makes specified in the tender.
9. The warranty shall be **a minimum of 24 months** from the date of successful completion of SITC work. If the OEM offers a longer warranty, the longer warranty shall apply.
10. Materials used shall be from the approved list of makes.
11. Quantities are indicative and may vary. Payment shall be made based on the actual quantity supplied and installed.
12. **Location of Work** The work shall be carried out at any office of LIC under Silchar Division.
13. **Extra Items** While fixing rates of extra items, **15% (Fifteen percent only)** over and above the basic rates of materials (excluding GST) shall be allowed towards overheads, supervision, water charges, labour and contractor's profit. GST shall be paid separately as applicable.
14. **Payment** 100% payment shall be made after successful completion of work and submission of bill along with duly signed challan/certificate from the user office against each individual work order.
15. **Dispute** In case of any dispute, the decision of the **Sr. Divisional Manager, LIC of India, Silchar DO** shall be final and binding.
16. **Evaluation of Bids** Please note that the rank of the participating vendor shall be determined based on the **Net Rate**, i.e., **Quoted rate for SITC of the particular capacity SMF Battery – Less Buyback Rate of the same capacity SMF Battery**.
17. **Instruction regarding GST & Bills**

- The invoice submitted by the vendor shall clearly mention GST.
- LIC GSTIN shall also be mentioned on the invoice.
- Vendor shall upload the invoice on the GST Portal and remit GST within the prescribed period.
- Measurement Book and Abstract shall be checked and accepted before the GST invoice is raised.
- Vendors should quote rates excluding GST but including all other taxes, duties, cess, transportation etc.
- GST shall be paid extra as applicable at the time of billing.

Agreed & Confirmed

Signature of Company with Seal & Date

Sr Divisional Manager

APPENDIX TO THE CONDITIONS OF CONTRACT

1. Earnest Money Deposit (EMD)

Sealed tenders shall accompany an **EMD of Rs.5,000/- (Rupees Five Thousand only)** by Demand Draft in favour of **Life Insurance Corporation of India**, payable at Silchar, or by Cash deposited in Cash Section.

Tender without EMD shall be rejected.

2. Duration of Contract

Initial Contract Period shall be **Two Years** from the date of issue of Acceptance Letter.

The contract may be extended on the same terms and conditions subject to:

- Satisfactory performance.
- Mutual consent.
- Approval of Competent Authority.

Rates shall remain firm during the contract period including extension.

No escalation shall be allowed.

The Competent Authority may terminate the contract by giving **30 days' notice** if the services are found unsatisfactory.

3. Security Deposit

Total Security Deposit shall be **Rs.20,000/-**.

The EMD of the successful bidder shall be converted into Security Deposit.

Balance Security Deposit shall be deposited by the successful bidder.

Security Deposit shall be refunded after successful completion of contract including Defect Liability Period.

4. Defect Liability Period

24 Months from the date of installation.

5. Last Date of Submission

As per Key Date mentioned in the Tender Notice.

6. Date of Opening

As per Key Date mentioned in the Tender Notice.

GROUP LIST OF LIC OFFICES

GROUP A (ASSAM)

Sl	Office	Address
a	Silchar DO	Meherpur, Silchar, Cachar, Assam
b	Silchar BO-I	Silchar Club Road, Silchar – 788001
c	Silchar BO-II	Hailakandi Road, Silchar – 788005
d	Karimganj BO	Main Road, Karimganj – 788710
e	Hailakandi BO	Old Hospital Road, Hailakandi – 788151
f	Haflong BO	J.B. Road, Haflong, Dima Hasao – 788819
g	Sonai SO	Sonai, Cachar
h	Badarpur SO	Assam Agartala Road, Badarpur
i	Ramkrishna Nagar SO	Behind PNB, Ramkrishnanagar, Karimganj
j	Lakhipur SO	Lakhipur Municipal Board, Ward No.8, Cachar – 788103

GROUP B (TRIPURA)

Sl	Office	Address
a	Dharmanagar BO	Station Road, Rajbari, Dharmanagar – 799253
b	Agartala BO-I	Paradise Chowmuhan, Agartala – 799001
c	Agartala BO-II	TRTC Complex, Krishnanagar, Agartala – 799001
d	Udaipur BO	Hospital Road, R.K. Pur, Udaipur – 799120
e	Ambassa SO	Near UBI, Ambassa
f	Kailashahar SO	Kailashahar, Unakoti District
g	Kumarghat SO	Assam Agartala Road, Kumarghat
h	Teliamura SO	Assam Agartala Road, Teliamura
i	Jirania SO	Jirania Bazar, Tripura West
j	Ranir Bazar SO	Ranirbazar, Tripura West
k	G.B. Bazar SO	G.B. Bazar, Agartala
l	Bishalgarh SO	Bishalgarh, Tripura West
m	Melaghar SO	Melaghar, Tripura
n	Sonamura SO	Sonamura, Tripura
o	Shantirbazar SO	Above UBI, Shantirbazar
p	Belonia SO	Belonia, Tripura South

GROUP C (MANIPUR & MIZORAM)

Sl	Office	Address
a	Imphal BO	Khoyathong, Imphal
b	CAB Imphal	Airport Road, Imphal
c	CCPUR BO	Tiddim Road, Churachandpur
d	Kakching BO	Kakching Bazar
e	Thoubal SO	Thoubal
f	Bishnupur SO	Bishnupur
g	Moreh SO	Moreh
h	Aizawl BO	Aizawl, Mizoram

Note:

Inclusion/deletion of any office during the currency of the contract shall automatically form part of the contract.

LIST OF PRINCIPAL / APPROVED MAKES**Approved Makes of SMF Batteries**

The batteries supplied under this contract shall be of any one of the following approved makes:

- Panasonic
- Global Yuasa (Rocket)
- HBL NIFE
- Amara Raja
- AMCO
- Exide

No other make shall be supplied without the prior approval of the Competent Authority.

SCHEDULE OF RATES

(i) 12V–42AH SMF BATTERY

Schedule of Work for Annual Rate Contract for Supply and Installation of 12V–42AH SMF Batteries at Various Offices under Silchar DO

Note: Rates shall be quoted **excluding GST**. GST shall be paid extra as applicable at the time of billing.

Sl. No.	Description of Work	Qty	Group 'A'	Group 'B'	Group 'C'
I(a)	Supply, installation, testing & commissioning of 12V–42AH Sealed Maintenance Free Battery for UPS System under Silchar DO (Approved Makes: Panasonic / Global Yuasa / HBL NIFE / Amara Raja / AMCO / Exide)	1 Each			
I(b)	Buy-back value of old/unserviceable 12V–42AH Battery , irrespective of make	1 Each			
	Net Amount after Buy-back [I(a) – I(b)]	1 Each			

Net Amount in Words

Group 'A' : _____

Group 'B' : _____

Group 'C' : _____

(ii) 12V–26/28AH SMF BATTERY

Sl. No.	Description of Work	Qty	Group 'A'	Group 'B'	Group 'C'
I(a)	Supply, installation, testing & commissioning of 12V–26/28AH Sealed Maintenance Free Battery for UPS System under Silchar DO (Approved Makes: Panasonic / Global Yuasa / HBL NIFE / Amara Raja / AMCO / Exide)	1 Each			
I(b)	Buy-back value of old/unserviceable 12V–26/28AH Battery , irrespective of make	1 Each			
	Net Amount after Buy-back [I(a) – I(b)]	1 Each			

Net Amount in Words

Group 'A' : _____

Group 'B' : _____

Group 'C' : _____

(iii) 12V–65AH SMF BATTERY

Sl. No.	Description of Work	Qty	Group 'A'	Group 'B'	Group 'C'
I(a)	Supply, installation, testing & commissioning of 12V–65AH Sealed Maintenance Free Battery for UPS System under Silchar DO (Approved Makes: Panasonic / Global Yuasa / HBL NIFE / Amara Raja / AMCO / Exide)	1 Each			
I(b)	Buy-back value of old/unserviceable 12V–65AH Battery , irrespective of make	1 Each			
	Net Amount after Buy-back [I(a) – I(b)]	1 Each			

Net Amount in Words

Group 'A' : _____

Group 'B' : _____

Group 'C' : _____

NB

- GST shall be paid EXTRA on the above rates.**
- The rank of the participating vendor shall be determined on the basis of the Net Rate, i.e.,**

Quoted rate for SITC of the respective capacity SMF Battery minus the quoted Buy-back Rate of the same capacity SMF Battery.

Signature of Contractor with Official Seal & Date



Silchar Divisional Office, Meherpur, Silchar

CONTRACTOR'S CERTIFICATE

CERTIFIED THAT

We have carefully studied the Conditions of Contract, Technical Specifications, Material Specifications and all other tender documents and agree to abide by the same throughout the currency of the contract.

SIGNATURE OF THE CONTRACTOR

(With Office Seal)

PLACE : _____

DATE : _____