

**LIFE INSURANCE CORPORATION OF INDIA
DIVISIONAL OFFICE, JALANDHAR**

INSTRUCTIONS TO THE BIDDER

Providing Lodging Facilities to Trainees coming to Sales Training Centre, LIC of India, Jalandhar
All bidders are requested to carefully read the following instructions before submitting their tender.

(A) The Minimum Requirements are as under:

- 1.Lodging/Hotel Room/Guest House: Minimum 15 Air-Conditioned (AC) Rooms on twin-sharing basis. Each room shall have an attached bathroom and toilet, two separate single beds with mattresses and pillows, two chairs, one dressing mirror, two wardrobes/almirahs, mosquito protection, 24×7 running hot and cold water, drinking water in jug and tumblers, daily housekeeping, cleaning and mopping of rooms and toilets, removal of garbage, and change of bed sheets and pillow covers on alternate days or whenever required.
- 2.The requirement of rooms shall ordinarily be intimated by 11.00 A.M. on the day of check-in or as per the training schedule.
- 3.Rates quoted shall be inclusive of all taxes, duties and service charges, excluding GST. GST shall be payable extra as applicable.
- 4.The quoted rates shall remain firm and fixed throughout the contract period. No escalation shall be permitted.
- 5.The validity of the contract shall be Three (03) Years from the date of commencement, unless terminated earlier in accordance with the terms of the agreement.

(B) Other Terms & Conditions :

- 1.The bids shall be submitted under the Two-Bid System (Technical Bid and Financial Bid). The bidder shall submit the prescribed Technical Bid along with all supporting documents, including the NEFT Mandate Form and cancelled cheque.
- 2.Tender forms may be collected between 10.09.2026 to 30.09.2026 between 10.00 am to 4.15 pm on working days in person from Manager(OS), LIC of India, Divisional Office, Jalandhar.by remitting Rs.295/- (Rupees Two Hundred Ninety five Only) through Demand Draft favouring LIC of India (non-refundable) .
- 3.Last Date for submission of duly filled in and signed and sealed tender forms to our office at above address is on 30.09.2026.
- 4.Technical Bid shall be opened on 05.10.2026 or next working day at 11.00 am.

मण्डल कार्यालय:पोस्ट बाक्स स.82, "जीवन प्रकाश",माडल टाउन रोड,जालन्धर 1दूरभाष:2459801
E&OS Department ,DIVISIONAL OFFICE: Post Box No.:82, 'Jeevan Prakash' Model_Town Road, JalandharTel:2459801

5. Based on the Technical Bid, the Committee shall inspect the Hotels/Guest Houses. Only those bidders whose premises are found suitable by the Committee shall qualify for opening of the Financial Bid.

5. The successful bidder shall deposit a refundable Security Deposit of ₹10,000/- (Rupees Ten Thousand only) favoring LIC of India. No interest shall be payable on the Security Deposit. The successful bidder shall also execute a formal Agreement, and all stamp duty and registration charges shall be borne by the bidder.

6. Tender forms shall be completed neatly and legibly. Rates shall be quoted in both figures and words. Any correction, overwriting, cutting or omission shall be duly authenticated by the authorised signatory; otherwise, the bid shall be liable for rejection.

7. LIC of India reserves the absolute right to accept or reject any or all tenders, either wholly or partly, without assigning any reason whatsoever.

8. Submission of Filled-in Tender Forms:

- Cover-I: Technical Bid along with the "Instructions to the Bidder", duly signed and sealed.
- Cover-II: Financial Bid, duly signed and sealed.
- Cover-III: Containing Cover-I and Cover-II in one sealed envelope, superscribed as:

"TENDER FOR PROVIDING LODGING FACILITIES TO TRAINEES OF SALES TRAINING CENTRE, LIC OF INDIA, JALANDHAR – 2026"

Cover-III shall be addressed to:

**The Chairman, Stores Committee
LIC of India, Divisional Office
'Jeevan Prakash' Building
Model Town Road
Jalandhar – 144001**

Declaration

I/We hereby certify that I/We have carefully read, understood and agree to abide by all the terms and conditions contained in Pages 1 and 2 of the "Instructions to the Bidder", which shall form an integral part of the contract.

Date: _____

Signature of Vendor/Bidder
(With Official Seal)