

Scope of Work / General Terms & Condition of the Tender

TENDER NO..GDO/OS/OPEN TENDER/01

Date:15.07.2026

Tender is called for Supply-Installation-Testing & Commissioning (SITC) of soundless / noiseless Diesel Generator set (D.G. Set) in Acoustic enclosure on Monthly Hire Basis including fuel at 25 (Twenty Five) units under Guwahati Divisional Office from eligible Vendor/Firm/Individual.

The interested and eligible bidders are requested to collect tender documents from OS Department, Guwahati Divisional Office, LIC of India **from 15.07.2026, 11 AM to 03.08.2026, 1.30 PM** on payment of nonrefundable **tender fee of Rs.118.00** (Rupees One hundred) at the cash counter in Divisional Office. The Tenders Documents can also be downloaded from our website www.licindia.in (tender section). Vendors downloading the forms from our website must enclose a Demand Draft (Separate and in addition to EMD) of Rs.118.00 drawn in favour " Life Insurance Corporation of India" payable at Guwahati For payment of Tender fee at our cash counter, the vendor must bring GST Certificate of the firm/Individual participating in the bid.

The bidders are requested to submit their tenders in three different envelopes as described below on or before 03.08.2026, 3.00 PM.

Envelope 1. Should contain the Technical Bid Document duly signed and sealed along with all other documents/certificates and should be superscribed with text "TECHNICAL BID"

Envelope 2. Should contain Financial Bid Document (Annexure 3) only duly signed and sealed & should be superscribed with text "FINANCIAL BID"

Envelope 3. Should contain 1) one Demand Draft against EMD amount and a separate Demand Draft of Rs.118.00 against Tender fee(Only for those bidder who has downloaded the tender documents from website or doesn't deposit the Tender Fee in our cash counter). The Demand Drafts should be drawn in favour of LIC of India payable at Guwahati. The envelope should be superscribed with text "EARNEST MONEY DEPOSIT"

These three envelope should be enclosed in a larger envelope. The larger envelope should be superscribed with text "TENDER FOR SITC OF DG SET FOR GUWAHATI DIVISIONAL OFFICE" and should be addressed to : Manager(OS), LIC of India, Guwahati Divisional Office, Jeevan Prakash, S S Road, Fancy Bazar, Guwahati, 781001. All the envelopes should be sealed properly.

The technical bid will be opened on 04.08.2026, 3.00 PM by the Tender Opening Committee in presence of the representative from participating vendor (If present at the scheduled time)

The financial bid of only those vendors who qualifies in the Technical Bid Evaluation will be opened and considered in Financial Bid evaluation.

A Pre-Bid meeting with the representative of prospective vendor(s) will be held on 24.07.2026,3 PM (Venue: Chamber of Manager(OS), LIC, Guwahati Division)

No Tender received after the scheduled date & time will be accepted for evaluation and will be rejected.

Scope of Work

1. The tender is invited for SITC of 10/25/30 KVA D.G.set of reputed make viz. Cummins / Kirloskar / Eicher / Ashok Leyland / Mahindra or approved Equivalent Engine suitable to generate 3 phase 415 volts , 50 Hz at 1500 RPM complete in all respects with acoustic, soundproof Green Type D G set confirming to the norms of pollution control board 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 06.00 PM or "AS AND WHEN REQUIRED" including Sunday & Holidays. Location & Capacity wise list is provided in Annexure.1
2. The services will be on rental basis (monthly payable) with all charges inclusive (Cost of Fuel/Operator/Security etc).
3. The interested vendors may participate in the bid for one or more offices as per their interest. The financial evaluation will be done separately for each office.
4. The supplying vendor will be solely responsible for operation, maintenance, safety & security of the DG Set.. Corporation will not bear any responsibility arising from Theft/Damage of the DG Set or any of its component.
5. The contract will be for 3 years initially and may be extended for further one year subject to satisfactory service of the vendor.
6. The validity of the bid is 180 days from date of publication of notice.
7. All the pages of the tender documents are to be signed by the authorized signatory of the vendor. Any over writing or use of white ink is to be duly initiated by the tenderer. The Corporation reserves the right to reject the incomplete bids and bids lacking in details and without signatures.
8. In case the space in the tender document is found insufficient, the bidder may use separate sheets to provide full information.
9. The quoted rate for running the D.G set on monthly hire basis (To be quoted in Annexure-3, Col.5) shall be inclusive of cost of DG set installation, operation (including operator) , cost of diesel price prevailing in the market at the date of opening of tender, lubricant, maintenance, tools, security and any other charges but exclusive of GST. Please note that unnatural variations (Increases / Decreases) in the price of diesel will be considered for payment / recovery as per the Govt. notification issued for diesel price after one year of execution of the contract.
10. The rate quoted shall be written in figures only & and no correction or use of whitener will be accepted .Please note that quoted rates shall be inclusive of all prevailing taxes viz I.T, Work contract tax Service tax or any other taxes, duties , levies etc as applicable but exclusive of GST & nothing extra shall be paid on any account except GST.
11. If the DG Set is run with outside Office Hour or during Holidays on request of appropriate authority, then Overtime Payment will be made to the vendor on hourly basis as per the log book. Also, waiting Charge of the Operator will be paid for outside Office Hour or during Holidays on the basis of quoted rate. The hourly rate for Running of DG Set and Waiting Period of Operator have to be quoted by the vendor with the Financial Bid Document (Annexure-3, Col.6 & Col.7).
12. However, Only the Monthly Rate quoted for Working Hour will be considered for Financial Ranking of the vendors and bid will be awarded on basis of
13. Issue of tender document does not mean that the Firm / Agency is considered qualified.
14. The Tender Inviting Authority reserves the right to accept any tender or to reject any or all tenders at his sole discretion without assigning reasons thereof. The tender inviting authority does not bind to accept the lowest tender.
15. Canvassing in any form will disqualify the tenderer.

Eligibility Criteria

1. The vendor must have registered office in Assam or Meghalaya and must submit Valid Trade License issued by appropriate authority for running such business.
2. The vendor must have Minimum Average Turnover for 3 Years of Rs.1 lac and must submit CA certified documents showing the turnover.
3. The vendor must have Pollution Under Control (PUC) certificate for Generator older than 1 year.
4. The vendor must have at least 3 years of previous experience in rendering similar services and must submit certificate/work order copy as proof of providing such services covering 3 FY.
5. The vendor must have GST & PAN Registration.
6. The participating vendors must deposit a refundable Earnest Money Deposit @ Rs.5000.00 for each location they have applied for (e.g If they applied for 8 offices EMD will be $8 \times \text{Rs.5000.00} = \text{Rs.40000.00}$). The EMD will be refunded to all disqualified/failed vendors within 15 days of finalization of the bid. For successful vendors, the EMD will be adjusted into Performance Security. If any vendor withdraw from the bid during the bid period, the EMD will be forfeited.
7. The participating vendor must deposit a Tender Fee of Rs.118.00 in the form of DD or paid at our cash counter.

Documents to be enclosed with Technical Bid

1. Duly filled up Technical Bid Document (Annexure-2) supplied from our office with signature of authorized person and seal
2. Copy of Valid Trade License issued by appropriate authority for running such business.
3. Copy of CA certified documents showing the average turnover (3 Years) of minimum 1 lacs
4. Copy Pollution Under Control (PUC) certificate (If applicable)
5. Work Order/ Experience certificate showing minimum experience covering 3 Financial Year.
6. Copy of GST Registration Certificate
7. Copy of PAN Registration
8. Proof of GST Return Submission for last Financial Year.
9. Demand Draft of Rs.118.00 against Tender Fee OR Photo Copy of Money Receipt, if deposited in our cash counter.
10. Demand Draft against Earnest Money Deposit.
11. Duly filled up Integrity Pact as provided by our office.

All submitted documents should be signed and sealed by authorized person.

General Terms & Conditions of the Bid

1. The successful bidder must deposit Performance Security @ 10% of Annual Contract Value (After adjustment of EMD) which will be refunded within 2 months of completion of the contract.
2. 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.
3. The DG Sets must be installed within 45 Days of issue of acceptance letter.
4. 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.
5. 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 non-functioning 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.
6. LIC of India may terminate the contract by giving advance notice of 3 Months to the vendor. The vendor may terminate the contract by giving advance notice of 3 months also, but in case the vendor terminate the contract, the Performance Security amount will be forfeited fully to recover the damage caused by the termination of the contract.
7. 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. *Normal working hours on all working days shall be From Monday to Friday - (i) 9.30 AM to 06.00 PM.
8. Please note that D G set shall comprise Diesel Engine of Kirloskar / Cummins/ Eicher/ Ashok Leyland/ approved equivalent engine will only be accepted. The approval of make of Engine, Alternator & Enclosure must be obtained well before procurement. If 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 Chief Engineer / 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.
9. Hiring charges shall be payable from the date of commissioning of the DG Set.
10. The operator provided by the supplier, should possess the requisite & valid electrical license, for running D.G. Set.
11. 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.
12. All cost for maintenance and servicing of the generator including the cost of spare parts and periodical replacement of Mobil oil are to be borne by the D.G.set contractor.

13. The D.G. Sets should be maintained properly to keep those in satisfactory running condition at all times for supplying emergency power for a load at least 90% of rated output of respective generators.
14. The permission of statutory authorities towards installation of D.G. Sets, will be obtained by the supplier of D.G. Set at their own cost.
15. The arrangements for providing accessories like cables, change-over switches etc., if required, will be made by the contractor at their own cost.
16. 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.
17. 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 within 45 (Forty Five) days from the date of awarding the contract.
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. Price adjustment for the cost of running of DG set due to variation in diesel price- Price adjustment shall be done on the basis of actual consumption of diesel for operation of DG in a given period. For adjustment on account of price variation in diesel price, quantity of diesel consumed shall be determined on the basis of standard fuel consumption chart on different percentage of load, supplied by the standard DG set manufacturer like Kirloskar/ Cummins etc.
21. 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.
22. 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 and Works contract Tax etc. at source as per the rules from the running bills. No payment will be made until the Agreement is executed.
23. 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.
24. The vendor 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.
25. Tenderer are requested to visit to the site of work before quoting their rates.
26. The essential service electrical load shall be connected to D. G. set.
27. 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.
28. 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.
29. 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.
30. 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.
31. First Aid box shall be arranged by the contractor at site of work at their cost.
32. Timing may change according to the LIC's requirement.

33. The contractor shall not sublet the contract to any other party / contractor.
34. 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.
35. For running the generator beyond the schedule hours , permission in writing from authorized LIC Officials shall be taken from the LIC of India and a copy of the same shall be produced while claiming the overtime charges.
36. LICI will provide suitable space for installation of D.G.Set but other infrastructures to be arranged by the vendor.
37. In case of dispute , the matter shall be settled mutually, failing which the decision of the Chief Engineer /Sr. Divisional Manager, LIC of India, shall be final and binding on the bidders.
38. 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.

Sr.Divisional Manager.

LICI, Guwahati Division

Annexure-1

LIST OF BRANCHES WHERE SITC OF DG SET IS REQUIRED

SL	Branch	State	Capacity
1	NALBARI	Assam	30 KVA
2	NAGAON	Assam	30 KVA
3	GBO-1	Assam	30 KVA
4	GBO-2	Assam	25 KVA
5	GBO-3	Assam	25 KVA
6	MALIGAON	Assam	25 KVA
7	TEZPUR	Assam	25 KVA
8	DIPHU	Assam	25 KVA
9	CAB	Assam	25 KVA
10	SHILLONG	Meghalaya	25 KVA
11	DHEKIAJULI	Assam	25 KVA
12	HAJO	Assam	25 KVA
13	MIRZA	Assam	25 KVA
14	MORIGAON	Assam	25 KVA
15	RANGIA	Assam	25 KVA
16	BISWANATH CHARIALI	Assam	25 KVA
17	HOJAI	Assam	25 KVA
18	JOWAI	Meghalaya	10 KVA
19	JAGIROAD	Assam	10 KVA
20	BAIHATA CHARIALI	Assam	10 KVA
21	RANGAPARA	Assam	10 KVA
22	DHING	Assam	10 KVA
23	UDALGURI	Assam	10 KVA
24	BARAMA	Assam	10 KVA
25	NARENGI	Assam	10 KVA

ANNEXURE-2**TECHNICAL BID DOCUMENT****TENDER NO..GDO/OS/OPEN TENDER/01 Date:15.07.2026**

Sl No	Description	Provided Data
1	Name of the Firms / Agency/Individual	
2	Address	
3	Contact No.	
4	E - Mail ID	
5	Name of the Contact Person	
6	Contact No.	
7	GST Registration	
8	PAN Registration No.	
9	Trade Licence Certificate ID No	
10	Name of Office/Institute where similar service is provided (Minimum 3 Yaers)	
11	Annual Turnover for Last 3 Financial Year	1
		2
		3
	Average Turnover	

Place :
Date :

Signature & seal of the Vendor/Firm/Proprietor

FINANCIAL BID DOCUMENT

Important: Vendor should quote Rate(s) only against those branches for which they are interested in providing DG Set Service. For other Branches for which they are not applying the corresponding rows should be filled up with “Not Applied”. All rates should be quoted in INR(Rs.)

SL	Branch	State	Capacity	Quoted Monthly Rate (RS.) for Providing DG Set Service (Inclusive of all & Exclusive of GST) (Rs.)	Hourly Over Time Rate for Running of DG Set (Rs.)	Hourly Rate for Waiting Period of Operator (Rs.)
1	NALBARI	Assam	30 KVA			
2	NAGAON	Assam	30 KVA			
3	GBO-1	Assam	30 KVA			
4	GBO-2	Assam	25 KVA			
5	GBO-3	Assam	25 KVA			
6	MALIGAON	Assam	25 KVA			
7	TEZPUR	Assam	25 KVA			
8	DIPHU	Assam	25 KVA			
9	CAB	Assam	25 KVA			
10	SHILLONG	Meghalaya	25 KVA			
11	DHEKIAJULI	Assam	25 KVA			
12	HAJO	Assam	25 KVA			
13	MIRZA	Assam	25 KVA			
14	MORIGAON	Assam	25 KVA			
15	RANGIA	Assam	25 KVA			
16	BISWANATH CHARIALI	Assam	25 KVA			
17	HOJAI	Assam	25 KVA			
18	JOWAI	Meghalaya	10 KVA			
19	JAGIROAD	Assam	10 KVA			
20	BAIHATA CHARIALI	Assam	10 KVA			
21	RANGAPARA	Assam	10 KVA			
22	DHING	Assam	10 KVA			
23	UDALGURI	Assam	10 KVA			
24	BARAMA	Assam	10 KVA			
25	NARENGI	Assam	10 KVA			

Palce:

Date:

Signature & seal of the Vendor/Firm/Proprietor