

LETTER TO CONTRACTOR FROM SR. DIVISIONAL MANAGER



Divisional Manager,
Office Service Department,
7th Floor, Jeevan Prakash Bldg., Tilak
Road, Ahmedabad-380 001

Date 02-09-2026:

To,
M/s.....

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.....
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Dear Sir/s,

Sub: Tender for Supply, Installation, testing & commissioning of High wall split 2TR AND 1.5 TR AC units at Viramgam branch office, under AHMEDABAD DIVISIONAL OFFICE.

ReF Tender No. 3(F)/2026-27

We forward herewith tender for the above-mentioned work. Please note that duly filled tender should be submitted to Divisional Manager, Office Service Department, 7th Floor, Jeevan Prakash Building, Tilak Road, Ahmedabad – 380 001 in a sealed envelope, so as to reach on or before 16.30 Hrs on 10/9/2026.

1. Sealed tenders in the self addressed envelope provided for the purpose and accompanied by Earnest Money Deposit of Rs 7,900 (**Rupees Seven Thousand Nine Hundred only**) and Tender fee Rs. 236.00 (including GST) (FOR MSME EXEMPTION FOR TENDER FEE AND EMD) will be received at the office of **Divisional Manager, Life Insurance Corporation of India** at above address on or before 16.30 hours on 10/9/2026 technical Bid will be opened on next working day and for financial bid, intimation will be given.. All agencies should ensure that their tenders are received before the date and time specified as no consideration whatsoever shall be given for postal or any kind of delays. Tenders received late are liable to be rejected at the sole discretion of **Competent Authority**.
2. The Life Insurance Corporation of India does not bind itself to accept the lowest or any tender.

This tender is being invited among manufacturer only. In case you are not interested to participate directly, you may forward this tender to your capable authorized dealer along with your authorization in the name of dealer for submitting the tender on behalf of you. The authorization letter issued by you to your dealer should be submitted to us at time of submission of tender by your dealer. The tender without above authorization letter shall not be entertained. Please note that your authorized dealer shall have GST registration, which is mandatory.

Yours faithfully,

SR. DIVISIONAL MANAGER

INSTRUCTIONS IN REGARD TO SUBMISSION OF TENDERS

NOTE: Contractors are requested to note that non-compliance of the following instructions are liable to render their tenders non-bona fide.

AS THIS IS TWO BID TENDER. BIDDERS ARE ADVISED TO PREPARE THREE ENVELOP i.e.

- (1) SEALED ENVELOP NO. 1 : TECHNICAL BID AS PER OUR FORMAT
- (2) SEALED ENVELOP NO. 2 : FINANCIAL BID AS PER OUR FORMAT
- (3) SEALED COVER NO.3 : BIDDERS ARE ADVISED TO KEEP SEALED ENVELOP OF ABOVE 1 & 2 IN THIS ENVELOP NO. 3 AND IT SHOULD BE SEALED ALSO THE COVER OF DD FOR EARNEST MONEY AND TENDER FEE SHOULD BE KEPT INSIDE OF COVER NO.3

1. Address to which the tender marked "ORIGINAL" is to be submitted to following address.
The Divisional Manager, Life Insurance Corporation of India, OS Department, 7TH Floor, Jeevan Prakash Building, Tilak Road, Ahmedabad -380001.
2. Last date for receipt of tenders: 10/9/2026 up to 16.30 hours.
3. Tenderers should ensure that their tenders are received before the date and time specified above.
4. Contractors are requested to put their firm's endorsement on each page of the tender document as token of perusal.
5. Contractors should fill in all the relevant blanks and put their signature on the relevant places as shown in the tender document.
6. The Schedule of Quantities should be filled as follows :-
 - (a) For financial bid , Contractors should quote the **Percentage rate** in figure as well as in words at given in Schedule of Quantities **separate each product wise**. Contractors should strike out the options not applicable and should also write the option in the space given in the bracket. The amount written in words will be treated final.
 - (b) All corrections to be initialed.
 - (c) Each page of the Schedule of Quantities and the "General Summary" is to be signed by the Contractor.
7. No alterations or additions are to be made by the contractors to the text of the Schedule of these tender papers. Also use of white fluid and correction in tender is NOT allowed, Violation of this instruction entails rejection of the tender at the discretion of the Competent Authority.
8. Any tender who proposes any alterations to any of the condition/s laid down or which proposes any other conditions of any description whatsoever is liable to be rejected at the discretion of the Competent Authority.
9. The contractor is required to check the numbers of the pages and should any be found missing or in duplicate, or the figure or writing indistinct, he must inform the Competent Authority at once and have the same rectified. Should the contractor be in doubt about the precise meaning of any item or figure, for any reason whatsoever, he must inform Competent Authority in order that the correct meaning may be decided upon before the date for the submission of the tender. No liability whatsoever will be admitted nor claim allowed in respect of errors in the contractor's tender due to mistake in the Schedule of Quantities which should have been rectified in the manner described above.

10. Earnest Money accompanying the tender will be accepted only in the form of CROSSED DEMAND DRAFT of any of the nationalized banks payable at Ahmedabad drawn in favour of the "LIFE INSURANCE CORPORATION OF INDIA" only and not in favor of any other authority.
11. Contractors are warned that Encashable Cheque or Bank or Insurance Guarantee or Fixed Deposit Receipt in lieu of the aforementioned form of Earnest Money **remittance will not be accepted.**
12. The copy marked "ORIGINAL" of the tender should be submitted in a sealed envelope, which is supplied with tender papers.
13. The rates mentioned in words in tender copy marked "ORIGINAL" will be taken as bona fide. Rates in words will be taken in precedence over the figures in case of discrepancy and the amounts for the tender items shall be worked out as per percentage/rates written in words.

Tenders containing errors are liable to be considered non-bona fide at the discretion of the Competent Authority.
14. Tenderers should note that their tenders should remain open for consideration for a minimum period of TWO MONTHS from the date fixed for the receipt of tenders.
15. The Life Insurance Corporation of India reserves the right to accept any tender or to accept tenders in part; to reject any or all tenders without assigning reasons thereof.
16. If required, contractor should obtain necessary permissions from local authorities before commencing the work. The contractor should make all the liaison work / follow up with the local authorities for the same. The rates quoted shall include for the same.
17. The rates given in the tender are inclusive of all taxes and duties but excluding of GST.
18. You have to sign Integrity pact to be witnessed by two persons.
19. Those vendors, who are fulfilled their PQ criteria are eligible for tender process.

P.Q. CRITERIA

1	For OEM	No Criteria
2	For Authorized Dealer	A) Minimum Turnover in last 3 year of estimated tender value of 50 % B) Experience : Completion certificate of similar nature work preferred in Govt/PSU/Banks and reputed institutions. C) Authorization from OEM

TECHNICAL:

1	TR	SPLIT AC 2.0 TR-Green AC, Wall Mount with inverter& Split 1.5 TR WITH INVERTER
2	STAR RATING	3 STAR-INVERTER 2 TR SPLIT AC & FOR 1.5 TR FIVE STAR WITH INVERTER.
3	Rated cooling capacity	3000 and above
4	BRAND	Voltas, Hitachi, Carrier, Blue Star, Daikin
5	Material of Evaporator	Copper or Higher
6	Material of Condenser	Copper or Higher
7	Warranty on compressor	10 years or higher
8	Optional Warranty on PCB	5 years or higher

LIFE INSURANCE CORPORATION OF INDIA
TERMS AND CONDITIONS OF TENDER

1.	NAME OF WORK	Tender for Supply, Installation, testing & commissioning of High wall split & window AC units at Viramgam offices Division Deptt. under Ahmedabad DO .
2.	LAST DATE FOR SUBMISSION OF TENDER.	The tenders in a sealed cover subscribed the name of work, shall be delivered to the office of the Divisional Manager, O.S. Department, 7 TH Floor, Jeevan Prakash Building, Ahmedabad-380 001 on or before 16.30 Hrs on 10-9-2026 . The technical bid tenders shall be opened on next working day.
3	EARNEST MONEY DEPOSIT (EMD)	Rs 7,900=00 to be paid in either cash (duplicate of the receipt to be enclosed along with the tender) or by way of Demand Draft in favor of Life Insurance Corporation of India payable at AHMEDABAD .
4.	VALIDITY	The tender shall be valid for consideration for a period of 60 days from the date of opening of tender.
5.	COMPLETION PERIOD	The work shall be completed within 10 Days from the date of receipt of order. If there is any difficulty in commencing the work at site, the contractor should draw the attention of LIC of India, in writing immediately. Otherwise, the date of receipt of order or the date of intimation to start the work shall be considered as date of commencement.
6.	LIQUIDATED DAMAGES	Liquidated damages shall be recovered @ 1% for delay of each week up to maximum of 10% of the contract amount. LIC of India reserves the right to take over the site and entrust the work to any other agency by giving prior written notice during the stipulated time limit of completion, if the progress is not found satisfactory and without giving any notice after expiry of stipulated time of completion.
7.	SECURITY DEPOSIT/ RETENTION MONEY	Total security deposit shall be 5% of awarded amount on accepted tender Total security deposit will be refunded to contractor after successfully completion of contract period. No interest shall be paid on the amount of Security deposit.
8.	GUARANTEE AND MAINTENANCE	The manufacturer shall be responsible for any defects in manufacturing, installation and performance and rectify the same at their cost to the entire satisfaction of LIC for a period of TWELVE MONTHS from the date of commissioning and handing over of the AC units/system as per the approved layout /design in satisfactory working conditions and maintaining specified room temperature.
9.	BILLS	The bills shall be based on the actual installation , measurements certified by LIC Competent Authority. The bill shall show the completion of each item clearly or deviation etc., if any. For incomplete and deviated item,

		analysis of rates shall be given in support of part rate/deviated rates claimed, otherwise the settlement of the bill might be delayed. The contractor has to submit the installation report, warranty card, remote and manual along with bill, Please note the quantity may vary at any extend
10.	TERMS OF PAYMENT: AC UNITS	payment will be released on completion of Installation, testing & commissioning of the Air Conditioning units by you to the entire satisfaction of LICl including handing over of the same to LICl. And necessary signature of concerned official of the branch and seal of branch has to be submitted.
11.	DATE OF COMMENCEMENT OF WORK	The date of commencement of work shall be the date of issue of acceptance letter for supply order.
12	TAXES, OCTROI & OTHER DUTIES	The rates given in the tender are inclusive of all taxes and duties but excluding of GST.
13.	FREE SERVICE	During the warranty/guarantee period of one year the AC units shall be serviced at least 4 times or more(including 2 wet service) . Any adjustments required shall be carried out to maintain the units good in a running condition. Any breakdown during this period shall also be attended to by the successful contractor at free of cost to LICl.
14.	AUTHORITY	The competent authority reserves the right to accept or reject any or all tenders without assigning any reason whatsoever.
15.	SCOPE OF WORK	The All necessary civil works to install indoor units, out door units and lying refrigerant pipes like cutting of false ceiling, Making holes in partitions/ wall/ beams and making them good is to be done by contractor at no extra cost. The 3 phase Electrical power supply will be given at out door unit of each unit. The inter connection of indoor and out door unit shall be carried out by contractor.
16	PENALTY	If Tenderer/contractor/Vendor failed to install, testing commissioning as per point no. 5 penalty of 1% of estimated tender value will be levied. Competent Authority may waive the penalty in exceptional situation.
17	CAMC	In the event of warranty period services being found not satisfactory during first year period, LIC of India reserves the right to award CAMC contract to other vendor.
18	VENDOR OFFICE	Vendor should (preferably) have service office in Ahmedabad City for providing uninterrupted all sale & service including after sale services with technical qualified engineers.(proof of office must)

The above all terms and conditions shall form part of the contract.

CONDITIONS OF CAMC
SCOPE OF WORK UNDER CAMC

1. Inspection of indoor & outdoor units of Air conditioners & / or the system & carrying out preventive maintenance on quarterly basis.
2. Checking the refrigeration system, motor & starters etc. for performance & ensuring the overall healthy condition of the AC system.
3. Checking the system for leaks & then rectifying the leaks, if any.
4. Taking a set of readings of the system to evaluate satisfactory performance of AC system.
5. Cleaning the evaporator and condenser coil four times a year.
6. Chemical cleaning of evaporating coils if required.
7. Lubricating the fan motors as and when required.
8. Inspection of V-belts, making necessary adjustments and / or replacement of worn out belts if necessary.
9. Repairing/ replacing the components of the equipment at site or at the service station as and when required.
10. Overhauling of components of the equipments whenever necessary.
11. Replenishing and topping up the refrigerant gas as a result of a leak from the system including arresting the leak.
12. Repair / Replacement of microprocessor control.
13. Attending to the complaints / breakdown calls whenever received.
14. Replacement of defective equipments such as **Compressor**, Fans, Control / Microprocessor panel including internal cables/wiring & all types of piping including replacement of all types of filters but except sheet metal & plastic parts, grills , MCBs etc.
15. Cleaning of drain piping external to the machine.
16. The servicing is to be carried out by experienced technicians. The technician should submit the report to LIC mentioning repairs carried out, healthiness of the system & suggestions for improvement if required.
17. Payment towards service charges will be released on quarterly basis after rendering services as per tender conditions & on submission of bill in Triplicate along with the service challans duly signed & sealed by LIC representative. The Annual Comprehensive maintenance rates mentioned in the Bill of Quantities are inclusive of all taxes & hence payment will be released after making necessary deductions at source as per Rules. The rates given in the tender are **inclusive of all taxes and duties but excluding of GST**.
18. On completion of CAMC contract the AC units have to be handed over to LIC/New appoint agencies in proper working condition. Failing to so the units will be repaired at contractors risk and cost.
19. In case service is not done/defects not attended to within 48 HOURS Turn around time (TAT) after sale service call, penalty @ Rs. 100 per day per A.C. unit shall be recovered from the CAMC charges.
20. In the event of services being found not satisfactory during the CAMC period L I C of India reserves the rights to terminate the contract by giving 30 days notice.

1	COMPREHENSIVE MAINTENANCE CONTRACT (all parts repair /replacement inclusive)for the following type of SPLIT/ ALONG with spare parts & labour including all type of taxes VAT,(excluding GST)for the period of SIX years after warranty period there after every year 5 % increment will be there. The CAMC will be in force after completion of guarantee period of one year. The rates mentioned are per machine per year. CAMc will be started after completion of warranty period				
a	Split AC 1.5 TR	unit		Yearly camc	Total CAMC
	1st Year	1	Each	2,250.00	2,250.00
	Second Year	1	Each	2,350.00	2,350.00
	Third Year	1	Each	2,450.00	2,450.00
	Fourth Year	1	Each	2,550.00	2,550.00
	Fifth Year	1	Each	2,650.00	2,650.00
	Sixth Year	1	Each	2750.00	2750.00
b	2.0 Tr High Wall split unit				
	1st Year	9	Each	2,600.00	23400
	Second Year	9	Each	2,800.00	25,200
	Third Year	9	Each	3,000.00	27,000
	Fourth Year	9	Each	3,200.00	28,800
	Fifth Year	9	Each	3,400.00	30,600
	Sixth Year	9	Each	3,600.0	32,400
	TOTAL OF PART-A & B- CAMC				1,82,400.00

Details and Location for Instalation of AC

Sr	LOCATION /	BRANCH	Location	SPLIT AC Tonnage	
	BRANCH	CODE	AREA	2 TR	1.5 TR
1	VIRAMGAM	CBO-84A	2 ND FLOOR, above SHIVAM HOSPITAL, VIRAMGAM, DIST AHMEDABAD	9	1
				-	-
			TOTAL	9	1

Please note the quantities given in the tender are approximate. Any quantity may vary to 10% extent during any time of CAMC contract without causing claim for any extra.

Schedule of Quantities

ITEM NO.	DESCRIPTION	QTY	Base rate	PER	AMOUNT
1.(a)	Supply of 2.00 TR of Hi- wall mounted Split AC units with nominal cooling capacity of 3000 Watt +/- 5% per Ton. Consisting of one evaporating and one outdoor condensing unit with compressor,	9	40000/-	SET	3,60,000

	complete with filling of refrigerant gas, digital display, filters, cordless remote etc. Ac shall be BEE Three Star rated, Capable of performing a) cooling b) dehumidification c) Air circulation d) filtration of air and suitable for operation on 230 Volts +/-10%, 50 Hz, Single Phase Supply complete as required. Payment shall be made after final testing. No extra payment for installation, transportation shall be made. The rates are inclusive of necessary fixing arrangement for mounting of the indoor and outdoor units (standard L type stand), interconnections from indoor to outdoor units, minor civil works as required including making holes in walls/ wooden frame/window glass etc. for refrigerant, drain pipe & cables and making them good complete. The refrigerant pipe as per standard installation and control cabling length upto 5 Mtrs shall be included in the rate of each machine. Extra length of refrigerant piping & control cabling above 5 Mtrs will be paid extra. The above rates are inclusive of standard L type stand for outdoor unit & vibration pad.				
1(b)	Supply of 1.5 TR of Hi- wall mounted Split AC units consisting of one evaporating and one outdoor condensing unit with compressor, complete with filling of refrigerant gas, digital display, filters, cordless remote etc. Ac shall be BEE Five Star rated, Capable of performing a) cooling b) dehumidification c) Air circulation d) filtration of air and suitable for operation on 230 Volts +/-10%, 50 Hz, Single Phase Supply complete as required. Payment shall be made after final testing. No extra payment for installation, transportation shall be made. The rates are inclusive of necessary fixing arrangement for mounting of the indoor and outdoor units (standard L type stand), interconnections from indoor to outdoor units, minor civil works as required including making holes in walls/ wooden frame/window glass etc. for refrigerant, drain pipe & cables and making them good complete. The refrigerant pipe and control cabling length upto 5 Mtrs shall be included in the rate of each machine. Extra length of refrigerant piping & control	01	35,000	Set	35,000

	cabling above 5 Mtrs will be paid extra. The above rates are inclusive of standard L type stand for outdoor unit & vibration pad. Rates are called for future purchase for this product.				
2	Supply and laying refrigerant pipe(copper) and control cable of suitable size for existing 2.0 TR High wall split AC AND 1.5 TR including inter connection. IF REQUIRED In addition to standard installation		300	Running feet	
3	Supply and laying sweat water drain pipe of 20/25/32 mm in order to effectively drain out the sweat water as directed at site. IF REQUIRED In addition to standard installation			Running Meter	
4	If required Fabricating, painting, supply and fixing of MS platform for installation of out door units. The outdoor unit is to be installed in passage on suitable size of MS stand made out of MS channel/ angel etc. as directed as per site condition. The legs of stand are to be grouted with fasteners, stand should be sturdy enough to take the load of machine & mechanics. IF REQUIRED In addition to standard installation		90	Kg	
		GRAND TOTAL- Rs.			3,95,000

Competent Authority has absolutely right to to increase or decrease the quantity mentioned above during contract period. The contractor has to supply at agreed rate of this tender if required in future.

FINANCIAL BID (IN SEPARATE SEALED SHEET) TENDER 3(F)/26/27
GENERAL SUMMARY (PART OF FINANCIAL BID) TO BE IN SEALED COVER

Name of the work : Tender for Supply of 9 Nos. 2.00 TR High wall split AC units and 1.5 tr split ac for Viramgam Branche under Ahmedabad division,

NOTE:

1. The contractors are to quote their percentage rate (above/below/at par) on LIC's schedule of rates on this page only.
2. The percentage as quoted by the contractor will apply to all the rates of **Schedule of quantities of work**, but also contractors are to show the quoted percentage for each individual items.
4. The contractors are to quote their net rate both in figure and in words. In case of dispute amount in words will be final.
5. /WE /herewith quote the percentage _____% (_____ percent)
(Above / below / At par) the LIC's schedule of rates. (Strike out which ever is not applicable) for _____ brand AC(%may vary for each item)
The above percentage applicable to all products or different rate for different product and same is mentioned item wise as below:

A. Rates for 2 TR SPLIT AC(9- AC)

1. TOTAL Basic estimated amount as mentioned
FOR SPLIT 2 TR AC for 9 AC RS. 3,60,000

2. Add/Less % in Basic Estimated Amount in % (+/-)%

TOTAL QUOTED NET TENDER AMOUNT RS.....

(TOTAL QUOTED AMOUNT FOR 2 TR SPLIT AC (word) Rupees.....

.....ONLY

B. Rates for 1.5 TR SPLIT AC (1- AC)

1. TOTAL ESTIMATED AMOUNT AS MENTIONED
ABOVE FOR 1.5 TR AC RS 35,000

2. ADD/ LESS % IN BASIC ESTIMATED AMOUNT (+/-)%

TOTAL QUOTED NET TENDER AMOUNT RS.....

(TOTAL QUOTED AMOUNT 1.5 TR AC(words) RUPEES-.....

.....Only)

C: TOTAL QUOTED NET TENDER AMOUNT of A+B above Rs.....

Total Quoted NET amount for C in words Rupees.....

.....only

The L1 will be decided as per C(A+B)

SIGNATURE OF CONTRACTOR WITH SEAL AND DATE

CONTRACTOR

LETTER FROM CONTRACTOR TO SR. DIVISIONAL MANAGER(for financial Bid)

TO BE SUBMITTED ON OR BEFORE **16:30** HOURS ON 10-09-2026

Date: _____

To,
**DIVISIONAL MANAGER,
LIC of India, Office Service Department,
7th Floor, Jeevan Prakash Building,
Tilak Road, AHMEDABAD – 380 001**

NAME OF WORK: Tender for Supply, Installation, testing & commissioning of High wall split 2 TR & 1.5 TR AC units at Viramgam branch office, under AHMEDABAD DIVISION OFFICE. ReF: TENDER NO. 3(F)/2026-27

Dear Sir,

1. Having examined and understood the Specifications, Conditions of Contract and General Instructions and Schedule of Quantities relating to the above work and other related terms and conditions, amendments etc. and having visited and examined the site of the proposed works and having acquired the requisite information relating thereto as affecting the tender invited by you on behalf of the Life Insurance Corporation of India, I/We, the undersigned hereby offer to execute, complete and maintain the proposed works on item rate basis in strict accordance with the Contract Conditions and Specifications for the sum as may be ascertained in accordance with the said Conditions.
2. I/We, undertake to complete and deliver the whole of the works within a period as specified in the Conditions of Contract from the date of issue of intimation from you that the tender has been accepted and upon receiving possession of the site. I/We, shall be under the obligation to pay the sum _____ of Rs. _____/Rupees _____ only) or such other sums as may be ascertained in accordance with the said Conditions.

as stated in the Conditions of Contract for every day that the works shall remain incomplete, damages as compensation subject to the Conditions of Contract relating to extension of time.

3. I/We, enclose herewith my/our tender along with **Earnest Money Remittance** of Rs. _____ (Rupees _____ only) in the form of **CROSSED DEMAND DRAFT PAYABLE AT AHMEDABAD**. I/We, hereby agree that this sum shall be forfeited by us to 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. I/We, note that **EARNEST MONEY REMITTANCE IN FORM OTHER THAN CROSSED DEMAND DRAFT ON A NATIONALISED BANK AT AHMEDABAD SHALL NOT BE ACCEPTED.**

OR

*The EMD of Rs. _____ has been deposited in cash in the Accounts Dept. of _____ and M.R.No. _____ dt. _____ is enclosed ♠

CONTRACTOR

4. I/We, note that the Earnest Money Deposit of Rs. _____/-
(Rupees _____ only) would be refunded to me/us. On expiry of
the validity of the tender or earlier at the discretion of Competent Authority in case my/our tender is
not accepted.

Yours faithfully,

(SIGNATURE OF THE BIDDER)

Name and Seal

NAME OF THE PARTNER OF THE FIRM

OR

NAME OF THE PERSON HAVING POWER OF
ATTORNEY TO SIGN THE CONTRACT
(CERTIFIED TRUE COPY OF THE POWER
OF ATTORNEY SHOULD BE ATTACHED)

***Strike out whichever is not applicable**