



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

CHENNAI DIVISION II

Anna Nagar Plaza, III Floor,
C-47 II Avenue Anna Nagar,
CHENNAI 600 040.
Phone No. 044-23451500

NOTICE INVITING TENDER

“ Tender for SITC of various capacity soundless / noiseless Diesel Generator set (D.G. Set) in Acoustic enclosure on hire basis for LIC DO/BO/SOs of LIC Chennai Division II .”.

Sealed offers are invited from experienced Firms / Agencies under Two Bid (T.B & F.B) system for “ SITC of silent type DG Sets of various capacity with Kirloskar / Cummins engine on hire basis. Last date of receipt of tender will be 18/01/23 up to 1.00 pm. For further details visit LICs website www.licindia.in .

Sr. Divisional Manager

TENDER NOTICE

LIFE INSURANCE CORPORATION OF INDIA
CHENNAI DIVISION II, Anna Nagar Plaza, III Floor,
C-47 II Avenue Anna Nagar, CHENNAI 600 040.

LIC of India, Chennai Division II intends to hire various capacity D.G.sets of reputed make viz. Cummins / Kirloskar 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, **from 9.30 am to 6.30 pm or “AS AND WHEN REQUIRED”** including Saturdays/Sunday & holidays. Offers are invited only from eligible Firms / Agency under two bid (Technical & Financial Bid) system having installed minimum rating of 125 KVA D.G. set on hire basis in any Government / Public sector undertaking/Reputed companies, including its operation and maintenance all inclusive complete in all respects. The firm / agency must have satisfactory experience at least of three years in respective field. The prospective bidders meeting the eligibility conditions detailed below 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) and “Cost of tender document” (incase the tender document is down loaded from the LICs web site) in three sealed covers. The tender documents will be issued from 26/12/22 to 17/01/23 between 11.00am and 3.00pm from Monday to Friday excluding holidays from the above office on payment of **non refundable tender cost of Rs.1000+18% GST Total Rs.1180/- (Rupees One Thousand One Hundred and Eight only) by Demand Draft / Pay Order in favour “ Life Insurance Corporation of India” payable at Chennai.** The last date for submission of filled in offers is 18/01/23 up to 1.00pm. The “Technical Bids” will be opened on the same day at 3.00 PM by the tender opening committee in the presence of bidders or their authorized representatives willing to participate. For complete details and bid documents please log on to www.licindia.com and go to tenders and click on the link “ **Tender for SITC of DG Sets on hire basis for LIC Chennai Division II**”.

ELIGIBILITY CRITERIA

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

1. Yearly average turnover of the contractor for last 03 (three) financial years (2019-20, 2020-21 and 2021-22) should be at least Rs.50 Lakhs..
2. Agency / Firm must have completed at least one similar contract of work amounting to Rs.5 lakhs or at least 02 (Two) contracts of similar works each amounting to Rs. 3 Lakhs or at least 04 (Four) contracts of similar works each amounting to Rs.2- Lakhs , in last three years. The works must be of similar nature involving complete works such as Generator Hire, Civil works , installation of D.G.sets , earthing work , integration with existing electric distribution system , electrical cabling works of public sector undertakings / institutions (Govt. / Semi – sponsored Institutes / Reputed MNCs / Organizations).
3. Should have registered with GST and attach GST registration certificate.
4. Income Tax return for last three years . Agency / Firm / Company should submit the Income Tax returns for the last three financial years i.e. 2021-22, 2020-21 and 2019-20.
5. Valid registration/Empanelment certificate or order copy from CPWD / PWD / LIC/ MES / Railways / Govt. / Semi Govt. Organizations or any other private Organization of repute.
6. List of organizations where D.G.Sets are installed on hire basis in last three years with supporting documents such as work order / Letter of Intent.
7. Performance certificate of best two works of similar nature issued by the respective Officer of the Deptt. / Company along with Name , Designation and Deptt. to be submitted.

Supporting documents in regard to the above mentioned points should be attached along with “ Technical Bid”. Financial Bid of only those parties shall be opened who qualify in “ Technical Bid”.

No Brokers / Intermediaries shall be entertained. LIC of India reserves the right to accept or reject any or all offers in full / part without assigning any reasons whatsoever.

Sr. Divisional Manager

Annexure - I

LIFE INSURANCE CORPORATION OF INDIA CHENNAI DIVISION II, Anna Nagar Plaza, III Floor, C-47 II Avenue Anna Nagar, CHENNAI 600 040.

TENDER SCHEDULE

SI No	Description	
1	Name of work :	SITC of various capacity soundless / noiseless Diesel Generator set (D.G. Set) in Acoustic enclosure on hire basis.
3	Cost of tender document	Rs. 1000/- (Rupees Five hundred only) +18% GST
4	Earnest Money Deposit	Rs.1,00,000/-
5	Date of sale of tender document	From 26/12/22 to 17/01/23 between 11.00 AM and 3.00 PM on working days (excluding Holidays, Saturdays & Sundays) from the above office on payment of non refundable tender cost by Demand Draft / Pay Order in favour of “ Life Insurance Corporation of India ” payable at Chennai .
6	Last Date & Time of receiving / submission of tender document.	On 18/01/23 up to 1.00 pm.
7	Date & Time of opening of Technical Bids	As on the last date of submission of tender i.e. on 18/01/23 at 3.00 pm.
8	Date & Time of opening of Financial Bids.	Shall be intimated later on.
9	Time Limit for installation of the D.G.Set	45 (Forty five) days from the date of acceptance letter.
10	Contract period	03 years (Initial).
11	Security Deposit	3 % of the estimated annual rent.
12	Notice period for Termination of contract.	03 (Three) months on either side..
13	Validity of tender	60 (Forty five) days from the date of opening of Technical Bid.

Annexure – II

LIFE INSURANCE CORPORATION OF INDIA
CHENNAI DIVISION II, Anna Nagar Plaza, III Floor,
C-47 II Avenue Anna Nagar, CHENNAI 600 040.

INSTRUCTIONS TO BIDDERS

1. The tender forms will be available from 26/12/22 to 17/01/23 between 11.00 AM and 3.00 PM on week days (excluding Holidays and Saturdays/Sundays) on payment of Rs. 1000/- + 18% GST (Rupees One Thousand only) by Demand Draft / Pay order (Non refundable) in favour of “ Life Insurance Corporation of India” payable at Chennai.
2. The last date for submission of filled in tenders (both technical and financial bids) is 18/01/23 up to 1.00 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 (E&OS), LIC of India,
CHENNAI DIVISION II, Anna Nagar Plaza, III Floor,
C-47 II Avenue Anna Nagar, CHENNAI 600 040.
4. The technical bid will be opened by the “Tender Opening Committee” on the same day i.e. 18/01/23 at 3.00 PM 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 whose offers are found suitable.
5. The tender form consists of the following documents. i.e.,
 - i) Instructions to bidders and Terms & Conditions.
 - ii) Technical part.
 - iii) Financial part.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 questionnaire. The envelope shall contain the addressee's details and details of the bidder also.
6. **The price bid shall contain only financial details** i.e., rate and other financial implications. The Financial Bids will be placed in the Envelope - II and superscribed with addressee and bidders details.
7. **EMD of Rs. 100000/- (Rupees One Lakh only) in the form of Demand Draft / Pay Order in favour of “ Life Insurance Corporation of India” payable at Chennai and the cost of tender fee of Rs. 1000/- +GST 18% (Rupees One Thousand only), the Miscellaneous Receipt of the tender fee deposited or D.D or Pay Order shall be submitted in sealed cover (Marked Envelope – III) **super scribing as “Earnest Money Deposit” for SITC of soundless/noiseless Diesel Generator set (D.G. Set) in Acoustic enclosure on hire basis for offices under LIC Chennai Division II at various locations along with the “Technical and Financial Bid ”. Please note that no interest****

is payable on the EMDs. Those who are exempted shall write “MSME- Exempted” on the top of the Cover and put original/certified copies inside the cover.

8. In case the tender form is downloaded from the corporation’s web site, **the non refundable tender fee of RS .1000 +GST (Rupees One Thousand only) shall be remitted in the form of Demand draft / Pay order drawn in favour of “ Life Insurance Corporation of India” payable at Chennai.**
9. All the three envelopes will be placed in a fourth envelope (Envelope – IV) and sealed and submitted at the address given above. The envelope must be super scribed with “Bids for SITC of soundless / noiseless Diesel Generator set (D.G. Set) in Acoustic enclosure on hire basis for various offices of LIC, Chennai Division II and the last date for submission is 18/01/2023 at 1.00pm and to be opened on 18/1/2023 at 3.00 pm
10. **Refund of EMD :-** EMD shall be refunded as under :
 - (i) EMD of Non Eligible Firms / Agencies shall be refunded within 30 (Thirty) days from the date of opening of Technical Bid.
 - (ii) EMD of all unsuccessful Firms / Agencies shall be refunded within 30 (Thirty) days after awarding the contract to the successful bidder.
 - (iii) EMD of lowest bidder shall be refunded separately or adjusted along with the Security Deposit.
 - (iv) In case the lowest Firm / Agency refused 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.

Sr. Divisional Manager is the competent authority to refund / forfeit the EMD amount.
11. The following documents should be enclosed along with the Technical Bid :
 - (a) Trade License Certificate .
 - (b) Professional License No.
 - (c) GST Registration Certificate copy.
 - (d) List of clients with D.G.Set supplied on hire basis with date and location of installation during last three years.
 - (e) List of current contracts with capacity of D.G.Set.
 - (f) Attested copies of work orders for Generator Hire contracts.
 - (g) One Performance certificate issued by clients during last three years.
 - (h) Income Tax return for the last three years.
 - (i) Certified copy of average annual turn over of the firm / agency attach copy of final accounts for the last three years.
 - (j) PAN Card.

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

12. All the pages of the tender 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 60 (Forty five) days from the date of opening of "Technical Bids".
15. Tenders received late, not in properly sealed cover, received by e-mail and conditional or not confirming 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. Issue of tender document does not mean that the Firm / Agency is considered qualified.
18. 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.

Place :

Date :

Sr. Divisional Manager

Annexure – III

Sub : “ Tender for SITC of D.G sets on hire basis” for office under LIC Chennai Division II.

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This tender consists of two parts, viz., Technical Bid including Instructions to Bidder , Terms and conditions and Financial Bid. Separate Technical and Financial bids are to be submitted for each proposal. The Technical Bid , Financial Bid and the Earnest Money Deposit (EMD) should be sealed in envelopes . The use of envelopes will be as under :

- (a) **Envelope marked as I :** The duly completed **Technical Bid** along with supporting documents be put in this envelope and sealed.
- (b) **Envelope marked as II :** The duly completed **Financial Bid** be put in this envelope and sealed.
- © **Envelope marked as III :** The DD or Bankers cheque for “ Earnest Money Deposit” and “Cost of tender document” or the M.R of the required value be put in this envelope and sealed.
- (d) **Envelope marked as IV :** All the three envelopes shall be placed in envelope marked – IV and sealed (i.e. Envelopes marked as IV , will contain three envelopes marked as I , II & III) and submitted to LIC of India, in sealed condition “ Super scribing as “ **Tender for SITC of KVA D.G set on hire basis” to be opened on 18/01/23 at 3.00 pm.**

GENERAL TERMS & CONDITION

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 on account of any reason whatsoever including postal delay etc. after the expiry of time and date i.e 18/1/23, 1.00 pm fixed for submission of tenders shall be termed as **‘LATE’** tender and not to be considered. Such tender shall be returned to the concerned party without opening the same.

3. All Firms / Agency are requested to submit the tender documents (Technical Bid and Price Bid) duly filled in with the relevant documents / information at the following address:

THE MANAGER (E&OS), LIC of India,
CHENNAI DIVISION II, Anna Nagar Plaza, III Floor,
C-47 II Avenue Anna Nagar, CHENNAI 600 040.

4. All columns of the tender documents must be duly filled in and no column should be kept blank. All the pages of the tender 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.
5. The offer should remain valid at least for a period of 60 (Sixty) days to be reckoned from the date of opening of " Technical Bid".
6. There should not be any deviation in terms and conditions as have been stipulated in the tender documents. However, in the event of imposition of any other condition, which may lead to a deviation with respect to the terms and conditions as mentioned in the tender document, the vendor is required to attach a separate sheet marking "list of deviations".
7. The Technical bids will be opened on 18/1/23 at 3.00 pm 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.
8. Canvassing in any form will disqualify the tenderer.
9. 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 by LIC.**
10. In case the space in the tender document is found insufficient, the bidder may use separate sheets to provide full information.
11. 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.
12. Rates are to be quoted for running the D.G.Set monthly including rental charges for each generator and diesel consumption per hour of usage. Actual rate of Diesel will be paid based on the prevailing diesel rates. (copy of the diesel bills to be attached).
13. The operator provided by the supplier , should possess the requisite & valid electrical License , for running D.G.Set and operator cost should be included with rent.
14. All cost for maintenance and servicing of the generator including the cost of spare

parts and periodical replacement of Mobil oil etc. are to be borne by the D.G.set contractor.

15. 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.
16. The permission of statutory authorities towards installation of D.G. Sets, will be obtained by the supplier of D.G. Set at their cost.
17. The arrangements for providing accessories like cables, change-over switches etc., if required, will be made by the contractor at their own cost.
18. 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.
19. 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.
20. 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.
21. 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.
22. 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 mutually agreed rates / charges and keeping other terms & conditions unchanged, depending on satisfactory services rendered by the generator supplier and requirement of the office.
23. 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.

24. 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.
25. The successful bidder will also have to remit performance Security Deposit by DD / Pay Order / Banker's Cheque/Bank Guarantee for an amount equal to 3 % 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. If the successful bidder agrees to convert the EMD amount to Security Deposit , in that case the contractor shall has to deposit an amount equal to 3% of accepted tender of a year less EMD amount deposited along with the tender within 15 days from the date of issue of acceptance letter. 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.
26. 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 Office only after execution of agreement.
27. In case the successful bidder remit the full amount of Security Deposit (i.e. 3 % of Estimated annual rent of a year by DD / Pay Order / Banker's Cheque/Bank Guarantee) in that case their EMD amount will be refunded after execution of the Agreement .
28. 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.
29. 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 @ 2000/- (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 as under.
- a. From Monday to Friday - (i) 9.30 AM to 6.30 PM.
30. Please note that D G set shall comprise Diesel Engine of Kirloskar / Cummins coupled with Alternator of Standford / Crompton / Kirloskar 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 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.
31. The successful tenderer has to submit copies of invoices after procurement of D.G.Set. The name, address & phone no. of service centre shall also be mentioned.
 32. Hiring charges shall be payable from the date of commissioning / date of energizing the electrical installation.
 33. 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 charges), lubricant, maintenance, tools, security etc. complete required for D G set operation. Please note that the diesel required for operation of generator per hour should be mentioned along with the per liter charge of Diesel at date of publishing of tender i.e. 25/12/22. The diesel charges will be paid to successive bidders based on the prevailing rate of diesel on the 15th of every month.
 34. **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.**
 35. 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 all taxes if any and exclusive of GST. Work contract tax or any other taxes charges to operator , duties , levies etc as applicable & nothing extra shall be paid on any account.**
 36. 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, GST 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.**
 37. 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.
 38. 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.
 39. Tenderers are requested to visit the all sites, assess the load etc. before quoting their rates.
 40. The essential service electrical load shall be connected to D. G. set. 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.
 41. 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.

42. 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.
43. 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.
44. First Aid box shall be arranged by the contractor at site of work at their cost.
45. Timing may change according to the LIC's requirement.
46. The contractor shall not sublet the contract to any other party / contractor.
47. 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.
48. 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.
49. LIC will provide suitable space for installation of D.G.set but other infrastructures to be arranged by the vendor.
50. 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.
51. In case of dispute , the matter shall be settled mutually, failing which the decision of the Senior Divisional Manager , LIC of India, Chennai DO II shall be final and binding on the bidders.
52. 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.
53. **DISPUTES & DIFFERENCES:**

Any dispute arising out of this contract including any clarification as to the intent or interpretation of any of the provisions of these terms and conditions and any other matter relevant to but not covered in the contract shall be referred to/sought from the Senior Divisional Manager, LIC of India, Chennai Division II, Chennai whose decision in the matters shall be final and binding on the contractor.
54. **PROVISIONS OF SECTION 33(3) and 33(4) OF THE INSURANCE ACT, 1938 AS AMENDED BY THE INSURANCE LAWS (AMENDMENTS) ACT, 2015:**

In terms of provisions of Section 33(3) of The Insurance Laws (Amendment) Act, 2015, the Insurance Regulatory and Development Authority of India (IRDAI), is authorized to verify such books of account, register, other documents and the 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 IRDAI.

In terms of provisions of Section 33(4) of The Insurance Laws (Amendment) Act, 2015, the Insurance Regulatory and Development Authority of India (IRDAI), if it considers expedient to do so, may direct any person hereinafter referred to as “Investigating Officer”, to make an investigation as specified under Sec.33(1) or carry out an inspection as specified under Section 33(2) of The Insurance Laws (Amendment) Act, 2015, who may examine on oath any Manager, Managing Director or Other Officer of the agency or contractor where the services are outsourced by LIC of India.

55. The Corporation reserves the right to call for missing/ additional requirements from the Contractor at any time in response any query from the Appropriate Authorities.

Agreed & Confirmed

Signature of contractor

Sr. Divisional Manager

With Seal & Date

INTEGRITY PACT

General: This pre-bid pre-contract Agreement (hereinafter called the Integrity Pact) is made on..... day of the month of2022/23 , between, on one hand, Life Insurance Corporation of India (hereinafter referred to as “LIC”) a statutory Corporation established under section 3 of Life Insurance Corporation Act 1956 (XXXI of 1956) and having its Zonal office at 153 Annasalai, Chennai 600 002. (hereinafter called the “BUYER” which expression shall mean and include, unless the context otherwise requires, his successors in office assigns) of the First part. And M/s _____ represented by Shri..... . (hereinafter called the “BIDDER /SELLER” which expression shall mean and include , unless the context otherwise requires, his successors and permitted assigns) of the Second part.

WHEREAS the BUYER proposes to procure Guest house maintenance services of Guest houses and the BIDDER/Seller is willing to offer/has offered the Guest house maintenanceServices of Guest houses.

WHEREAS the BIDDER is a private company/public company/Government undertaking/partnership/registered export agency, constituted in accordance with the relevant law in the matter and the BUYER is performing its function under the LIC Act 1956.

NOW, THEREFORE,

To avoid all forms of corruption by following a system that is fair, transparent and free from any influence/prejudiced dealings prior to, during and subsequent to the currency of the contract to be entered into with a view to:-

Enabling the BUYER to obtain the desired said services at a competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement, and

Enabling BIDDERS to abstain from bribing or indulging in any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and the BUYER will commit to prevent corruption, in any form, by its officials by following transparent procedures.

The parties hereto hereby agree to enter into this Integrity Pact and agree as follows:-

Commitments of the BUYER

1.1The BUYER undertakes that no official of the BUYER, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour or any material or immaterial benefit or any other advantage from the BIDDER, either themselves or for any person, organisation or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting on implementation process related to the contract.

1.2 The BUYER will, during the pre-contract stage, treat all BIDDERS alike and will provide to all BIDDERS the same information and will not provide any such information to any particular BIDDER which could afford an advantage to that particular BIDDER in comparison to other BIDDERS.

1.3 All the officials of the BUYER will report to the appropriate “CVO” any attempted or completed breaches of the above commitments as well as any substantial suspicion of such a breach.

2. In case any such preceding misconduct on the part of such official(s) is reported by the BIDDER to the BUYER with full and verifiable facts and the same is prima facie found to be correct by the BUYER, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by the BUYER and such a person shall be debarred from further dealings related to the contract process. In such a case while an enquiry is being conducted by the BUYER the proceedings under the contract would not be stalled.

Commitments of BIDDERS

3. The BIDDER commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following:-

3.1 The BIDDER will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER, connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.

3.2 The BIDDER further undertakes that it has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER or otherwise in procuring the Contract or forbearing to do or having done any act in relation to the obtaining or execution of the contract of any other contract with the government for showing or forbearing to show favour or disfavor to any person in relation to the contract of any other contract with the Government.

3.3 Foreign BIDDERS shall disclose the name and address of their Indian agents and representatives in India, and Indian BIDDERS shall disclose their foreign BUYERS or associates.

3.4 BIDDERS shall disclose the payments to be made by them to their Foreign BIDDERS shall disclose the name and address of their Indian agents and representatives in and Indian BIDDERS shall disclose their foreign BUYERS or associates, Agents/brokers or any other intermediary, in connection with this bid/contract.

3.5 The BIDDER further confirms and declares to the BUYER that the BIDDER is the original owner of the agency/ firm /company providing Housekeeping Services and has not engaged any individual or firm or company whether Indian or foreign to intercede, facilitate or in any way to recommend to the BUYER or any of its functionaries, whether officially or unofficially to the award of the contract to the BIDDER, nor has any amount been paid, promised or intended to be paid to any such individual, firm or company in respect of any such intercession, facilitation or recommendation.

3.6 The BIDDER, either while presenting the bid or during pre-contract negotiations or before signing the contract, shall disclose any payments he has made, is committed to or intends to make to officials of the BUYER or their family members, agents, brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.

3.7 The BIDDER will not collude with other parties interested in the contract to impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.

3.8 The BIDDER will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.

3.9 The BIDDER/Contractor will not commit any offence under the relevant India penal code (IPC) /Provision of corruption (PC) act .Further improperly, for purposes of competition or personal gain, pass on to others, any information provided by the BUYER as part of the business relationship, regarding plans, technical proposals and business details, including information contained in any electronic data carrier. The BIDDER also undertakes to exercise due and adequate care lest any such information is divulged.

3.10 The BIDDER commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.

3.11 The BIDDER shall not instigate or cause to instigate any third person to commit any of the actions mentioned above.

3.12 If the BIDDER or any employee of the BIDDER or any person acting on behalf of the BIDDER, either directly or indirectly, is a relative of any of the officers of the BUYER, or alternatively, if any relative of an officer of the BUYER has financial interest/stake in the BIDDER's firm, the same shall be disclosed by the BIDDER at the time of filing of tender. The term 'relative' for this purpose would be as defined in section 6 of the Companies Act 1956.

3.13 The BIDDER shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee or the BUYER.

4. Previous Transgression

4.1 The BIDDER declares that no previous transgression occurred in the last three years immediately before signing of this Integrity Pact, with any other company in any country in respect of any corrupt practices envisaged hereunder or with any Public Sector Enterprise in India or any Government Department in India that could justify; BIDDER's exclusion from the tender process. The BIDDER agrees that if it makes incorrect statement on this subject, BIDDER can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.

5. Earnest Money (Security Deposit):

5.1 While submitting commercial bid, the BIDDER shall deposit an amount Rs._____ as Earnest Money as applicable/Security Deposit, with the BUYER through any of the following instruments:

- (i) Bank Draft of Pay Order in favour of LIC.
- (ii) A confirmed guarantee by an Indian Nationalized Bank, promising payment of the guaranteed sum to the BUYER on demand within three working days without any demur whatsoever and without seeking any reasons whatsoever. The demand for payment by the BUYER shall be treated as conclusive proof of payment.
- (iii) Any other mode or through any other instrument (to be specified in the RFP/Tender:

5.2 The Earnest Money /Security Deposit shall be valid up to the complete conclusion of the contractual obligations to the complete satisfaction of both the BIDDER and the BUYER, including warranty period, whichever is later.

5.3 In case of the successful BIDDER a clause would also be incorporated in the Article pertaining to Performance Bond in the Purchase Contract that the provisions of sanctions for Violation shall be applicable for forfeiture of Performance Bond in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.

5.4 No interest shall be payable by the BUYER to the BIDDER on Earnest Money/Security Deposit for the period of its currency.

6. Sanctions for Violations:

6.1 Any breach of the aforesaid provisions by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER) shall entitle the BUYER to take all or any one of the following actions, wherever required:-

- (i) To immediately call off the pre contract negotiations without assigning any reason or giving any; compensation to the BIDDER. However, the proceedings with the other BIDDER(s) would continue.
- (ii) The Earnest Money Deposit (in pre-contract stage) and/or Security Deposit/ Performance Bond (after the contract is signed) shall stand forfeited either fully or partially, as decided by the BUYER and the BUYER shall not be required to assign any reason therefore.
- (iii) To immediately cancel the contract, if already signed, without giving any compensation to the bidder.
- (iv) To recover all sums already paid by the BUYER, and in the case of an Indian BIDDER with interest thereon at 2% above the prevailing Prime Lending Rate of State Bank of India, while in case of a BIDDER from a country other than India with interest thereon at 2% above the LIBOUR (London Inter Bank Offer Rate). If any out standing payment is due to the BIDDER from the BUYER in connection with any other contract for any other stores, such outstanding payment could also be utilized to recover the aforesaid sum and interest.
- (v) To en cash the advance bank guarantee and performance bond/warranty bond, if furnished by the BIDDER, in order to recover the payments, already made by the BUYER, along with interest.
- (vi) To cancel all or any other contracts with the BIDDER. The BIDDER shall be liable to pay compensation for any loss or damage to the BUYER resulting from such cancellation/recession and the BUYER shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER.
- (vii) To debar the BIDDER from participating in the future bidding processes of LIC for a minimum period of five years which may be further extended at the discretion of the BUYER.
- (viii) To recover all sums paid in violation of this Pact by BIDDER(s) to any middleman or agent or broker with a view to securing the contract.
- (ix) In cases where irrevocable Letters of Credit have been received in respect of any contract signed by the BUYER with the BIDDER, the same shall not be opened.
- (x) Forfeiture of Performance Bond in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this pact.

6.2 The BUYER will be entitled to take all or any of the actions mentioned at para 6.1(i) to (x) of this pact also on the Commission by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER), of an offence as defined in chapter IX of the Indian Penal code, 1860 or Prevention of Corruption Act, 1988 or any other statute enacted for prevention of corruption.

6.3 The decision of the BUYER to the effect that a breach of the provisions of this pact has been committed by the BIDDER shall be final and convulsive on the BIDDER. However, the BIDDER can approach the Independent Monitor(s) appointed for the purposes this Pact.

7. Fall Clause:

7.1 The BIDDER undertakes that it has not supplied/is not supplying similar product/systems/items or subsystems at a price lower than that offered in the present bid in respect of any other Ministry/Department of the Government of India or PSU and if it is found at any stage that similar product/systems or sub systems/items was supplied by the BIDDER to any other Ministry/Department of the Government of India or PSU at a lower price, then that very price, with

due allowance for elapsed time, will be applicable to the present case and the difference in the cost would be refunded by the BIDDER to the BUYER, if the contract has already been concluded.

8. Independent Monitors:

8.1 The BUYER has appointed (hereinafter referred to as Monitors) for this Pact in consultation with the Central Vigilance Commission. Name address of the Monitor(s):

Shri.G V Krishna Rau Ex-Addl. Chief Secy& Development Commissioner toGovt. of Karnataka Villa 116, The Retreat, Tharabanahalli, Chikkajala Post, Bangalore – 562157 E-mail: gvkrishnarau@gmail.com Mobile no. 9880240080	ShriRajni Kant Mishra IPS (retd), Noida, UP
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8.2 The task of the Monitors shall be to review independently and objectively, whether and to what extend the parties comply with the obligations under this Pact.

8.3 The Monitors shall not be subject to instructions by the representatives of the parties and perform their functions neutrally and independently. It will be obligatory for him to treat the information & documents of the Bidder /Contractor as confidential.

8.4 Both the parties accept that the Monitors have the right to access all the documents relating to the project/procurement, including minutes of meetings.

8.5 As soon as the Monitor notices, or has reason to believe, a violation of this pact, he will so inform the Authority designated** by the BUYER.

8.6 The BIDDER(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the BUYER including that provided by the BIDDER. The BIDDER will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontractors. The Monitor shall be under contractual obligation to treat the information and documents of the BIDDER/Subcontractor(s) with confidentiality.

8.7 The BUYER will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the parties. The parties will offer to the Monitor the option to participates in such meetings.

8.8 The Monitor will submit a written report to the designated authority** of BUYER /Secretary in the Department/ within 8 to 10 weeks from the date of reference or intimation to him by the BUYER /BIDDER and, should the occasion arise, submit proposals for correcting problematic situations.

9. Facilitation of Investigation:

In case of any allegation of violation of any provisions of this pact or payment of commission, the BUYER or its agencies shall be entitled to examine all the documents including the Books of Accounts of the BIDDER. The BIDDER shall provide necessary information and documents in English and shall extend all possible help of the purpose of such examination/inspection.

10. Law and Place of Jurisdiction:



This Pact is subject to Indian Law. The place of performance and jurisdiction is the seat of the BUYER.

11. Other Legal Actions:

The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extent law in force relating to any civil or criminal proceedings.

12 Validity:

12.1 The validity of this **Integrity Pact** shall be from date of its signing and extend up to 5 years or the complete execution of the contract to the satisfaction of both the BUYER and the BIDDER/Seller, including warranty period, whichever is later. In case BIDDER is unsuccessful, this Integrity Pact shall expire after six months from the date of the signing of the contract.

12.2 Should one or several provisions of this Pact turn out to be invalid; the remainder of this pact shall remain valid. In this case, the parties will strive to come to an agreement to their original intentions.

13. The parties hereby sign this Integrity Pact at.....on.....

BUYER

BIDDER

Name of the Officer

CEO

Designation

Deptt./MINISTRY/PSU

Witness

1..... 1.....

2..... 2.....

(* Provisions of these clauses would need to be amended/deleted in line with the policy of the BUYER in regard to involvement of Indian agents of foreign suppliers.)

** Please specify the "Name of Authority" in place of "Authority Designated" wherever mentioned in the Agreement)

Annexure - IV**LIFE INSURANCE CORPORATION OF INDIA**
CHENNAI DIVISION II, Anna Nagar Plaza, III Floor,
C-47 II Avenue Anna Nagar, CHENNAI 600 040.

Ref :-----

Date : -----

To
M/S. _____

Dear Sir,

Re : Tender for SITC of soundless / noiseless Diesel Generator set (D.G. Set) in Acoustic enclosure on hire basis for office under LIC Chennai Division II.
=====

Sealed tenders are invited for the subject works which should be carried out as per LIC terms and conditions of contract.

Tenders are available from undersigned office at above address on any working day during office hours.

You may collect the tenders and submit the same well in time. Tenderers may send their representative at the time of opening of tenders.

LIC reserves the right to refuse or accept any tender at his sole discretion without assigning any whatsoever.

DETAILS.

1. Issue of tender document : From 26/12/22 to 17/01/23 up to 1 pm.
2. Last date of submission of tender : Up to 1.00 pm on 18/01/23
3. Date of opening : at LIC office at the above address at 3.00pm on 18/1/23
4. Earnest money deposit by cash or DD only: Rs.100000/- (Rupees One Lakh only).
- 5.. Security deposit : 3 % of estimated annual rent
6. Time period for installation of the D.G.Set : 60 (Sixty) days from the date of acceptance letter.
7. Notice period : Three calendar months on either side.
8. Validity of tenders : 45 (Forty five) days from the date of opening of Technical Bid.

Sr. Divisional Manager.

Annexure – V.

TECHNICAL BID

TO BE SUBMITTED IN ENVELOPE – I

Note : This reference no. to be filled up by the bidder in the Price Bid also

SI No	Description	Remarks
1	Name of the Firms / Agency :	
2	Address & Phone No	
	E - Mail ID	
3	Name of the contact person.	
	Phone No. Mobile No.	
4	Name of the Proprietors / Partners/MD	
5	PAN Card (Enclose attested copy).	
6	Trade Licence Certificate (Enclose copy).	
7	GST Registration No.	
8	Professional Licence No (Enclose copies).	
9	List of clients with D.G.Set supplied on hire basis with date and location of installation during last three years (Enclose as per annexure - A).	
10	List of contracts in hand (Enclose as per annexure - B).	
11	Copies of work order (Enclose attested copies).	
12	Income Tax return for the last three years (Enclose attested copies).	
SI No	Description	Remarks
14	Average annual turn over of the firm / agency (Enclose Certified copy) .	
	i) F.Y 2019-2020	
	ii) F.Y 2020-2021	
	iii) F.Y 2021-2022	
	iv) Average	
15	Performance certificate issued by one client during last three years (Enclose attested copies).	

Place:

Date:

Signature of vendor with seal.

FINANCIAL BID

TO BE SUBMITTED IN ENVELOPE – II

Sr. No	Description of work
1	Providing new weather proof three phase noiseless (silent) DG set in sound attenuating acoustic enclosure with anti vibration mounting (AVM) pads (Dunlop make) with rated output of 415 volts 50 HZ consisting of <u>Diesel Engine of Kirloskar / Cummins make for Air cooled coupled with Alternator of Kirloskar / Standford / Crompton make & enclosure of JAKSON / BHASKAR</u> complete with accessories including base plate , fuel tank (capacity for minimum 8 hrs. of running) , batteries with leads and terminals , silencer , alarms standard engine control panel (manual) , utility piping , approved sound proof enclosure etc. complete in all respect as required. The D.G.Set & enclosure shall satisfy the norms of C.P.C.B.(Central Pollution Control Board) & A.R.A.I.(The Automotive Research Association of India) . The quoted rate of D.G set on hire basis shall be inclusive of lubricant and maintenance charges etc. for operation of DG set during working hrs. as specified in terms & condition enclosed. The DG set shall be equipped with following security & safety features - i- Glass control panel viewing window. - ii- Externally accessible emergency stop button. - iii- Provision for illumination inside enclosure. - iv- High enclosure temperature safety. - v- Access to battery via lockable doors. - vi- Externally accessible lockable fuel filling arrangement provided to the canopy. - vii- Special lockable door handles with single key. - viii- Corrosion resistant modular construction (without any protruding parts). - ix- Canopy is lined with acoustic foam which is non - igniting / fire retardant (conforming to BS 4735 / BIS – 7888). - x- Designed for installation in open air condition. Operation of D.G. set during working hrs. as given in this tender excluding Sundays & holidays. against power cut / single phasing / poor supply from supply company.

S.No.	Branch Office	Capacity required for each location.	Rent quoted (Including operator charges, maintenance etc) per month. Excluding GST Rs.	Diesel charges for one hour operation based on diesel charges as on the date of tender i.e. 25.12.22 Rs.	Consumption of Diesel per hour in liters based on calculation done for column 'E' No. of Litres
A	B	C	D	E	F
1	DO, ANNA NAGAR	180 KVA			
2	CBO 1	125 KVA			
3	CBO 3	125 KVA			
4	CBO 4 & CLIA SO	125 KVA			
5	CBO 7	125 KVA			
6	CBO 11 and 20	125 KVA			
7	CBO 12 & Customer Zone	125 KVA			
8	CBO 13	125 KVA			
9	CBO 17	125 KVA			
10	Tiruvotriyur and CBO 27	125 KVA			
11	TIRUVALLUR	125 KVA			
12	CBO 31	100 KVA			
13	CBO 18	40 KVA			
14	AMBATTUR BO	40 KVA			
15	CBO 24	40 KVA			
16	CBO 3/7/13 for Lift	40 KVA			
17	POONAMALLEE	40 KVA			
18	PONNERI	40 KVA			
19	TIRUTTANI	40 KVA			
20	VALLALAR NAGAR SO	20 KVA			
21	AMINJIKARAI SO	20 KVA			
22	KOLATHUR SO	20 KVA			
23	MOOLAKADAI SO	20 KVA			
24	MADHAVARAM SO	20 KVA			
25	KILPAUK SO	20 KVA			
26	TONDIARPET SO	20 KVA			
27	VILIVAKKAM SO	20 KVA			
28	MANALI SO	20 KVA			
29	TIRUVERKADU SO	20 KVA			
30	RED HILLS SO	20 KVA			
31	MINJUR SO	20 KVA			
32	MOGAPPAIR SO	20 KVA			
33	AVADI SO	20 KVA			
34	AMBATTUR INDL. EST. SO	20 KVA			
35	SRIPERUMBUDUR SO	5 KVA*			
36	UTTUKOTAI SO	5 KVA*			
37	PALLIPET SO	5 KVA*			

* Quote for 5KVA single phase portable petrol generator.

Signature of Contractor
(with seal & date)

FINANCIAL BID PAGE 2

S.No.	Description of work	Amount quoted. Rs.
1	Operator charges for extra hour of operation during working days and holidays. Mention per hour for a location.	
2	Diesel charges per liter taken for calculation of operation charges	

Notes:

1. The contract should be in a position to provide generator for other location at the same rate if required during the contract period. LIC reserve the right to include additional sites or delete any site at any time from the list of generators.
2. Shifting of Generator due to shifting of Branch/Satellite office or shifting of location in the same premises should be done by the contractor without any extra charge.

Sr. Divisional Manager

Signature of Contractor
(with seal & date)

List of works completed.

Annexure – A.

SI No	Details of the Organisation / Firm		Capacity of D.G Set (KVA)	Type of D.G Set	Details of Order			
	Name of Firm / Agency	Postal Address			Reference No & Date	Date of Commencement	Contract period	Contract amount (Rs.)

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

List of contracts in hand.

Annexure – B.

SI No	Details of the Organisation / Firm		Capacity of D.G Set (KVA)	Type of D.G Set	Details of Order			
	Name of Firm / Agency	Postal Address			Reference No & Date	Date of Commencement	Contract period	Contract amount (Rs.)

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

MSME Questionnaire

S.No.	Question	
a)	Whether your firm belong to the category of Micro, Small & Medium Enterprises as defined in the Micro, Small & Medium Enterprises Development Act, 2006 “ If yes ,specify the category of Micro ,Small or medium Enterprises and whether the enterprise is in manufacturing or service industry.	
b)	Whether registration by filing entrepreneur’s memorandum part –II, with the respective District Industries Centre has been done OR is registered under Single Point Registration Scheme of NSIC? If yes then the Entrepreneur memorandum Number is to be mentioned and copy of Acknowledgement of Entrepreneurs memorandum –II and /or Single point registration certificate to be submitted.	
c)	Whether the MSME is owned by SC/ST entrepreneurs and if so, attested true copies of SC/ST Certificate issued by the District Authority to be submitted.	

Address of our Branches.

CBO-1 (717) PRITHVI INSURANCEBUILDING No-1,KONDI STREET, CHENNAI- 600 001. Phone- 044-23451501 /555	CBO-3 (723) 2 nd FLOOR, BOMBAY MUTUAL BUILDING, 232,N.S.C. BOSE ROAD CHENNAI-600 001 Phone-044-23451503 /502	CBO-4 (724) 2 nd FLOOR, UNITED INDIA BUILDING, ESPLANEDE, CHENNAI - 600 108 Phone- 044-23451504 / 505
CBO – 7 (727) 3 rd FLOOR, BOMBAY MUTUAL BUILDING, 232,N.S.C. BOSE ROAD CHENNAI - 600 001 Phone -044-23451507 / 506	CBO -11 (718) 1 st FLOOR, UNITED INDIA BUILDING, ESPLANDE,CHENNAI- 600 108 Phone – 044-23451511 /508	CBO -12 (802) CAB -I, ORIENTAL BUILDING, 47, ARMENIAN STREET , CHENNAI - 600 001 Phone – 044-23451512 / 509
CBO-13 (697) 5 th FLOOR, BOMBAY MUTUAL BUILDING,232, N.S.C BOSE ROAD CHENNAI - 600 001 Phone – 044 -23451513 / 510	CBO-17 (71S) 2 nd FLOOR, C-47, 2ND AVENUE, ANNA NAGAR PLAZA, ANNA NAGAR, CHENNAI - 600 040 Phone – 044-23451517 / 514	CBO – 18 (71W) 333/1 ,PAPER MILLS ROAD PERAMBUR,CHENNAI - 600 011 Phone – 044-23451518 / 515
CBO – 20 (71U) GROUND FLOOR, UNITED INDIA BUILDING, ESPLANEDE CHENNAI. Phone – 044 -23451520 / 516	CBO -24 (70P) CAB -II, YAAFA COMPLEX, 9, PURASAVAKKAM HIGH ROAD, CHENNAI - 600 007, Phone – 044-23451524 / 521	CBO – 27 (70U) 142-144,T.H.ROAD, Ground Floor TONDIARPET, NEAR RTO OFFICE CHENNAI - 600 081 Phone – 044 – 23451527 / 523
CBO – 31 (80P) 2,3rd CROSS STREET, UNITED INDIA NAGAR AYANAVARAM , CHENNAI - 600 023, Phone – 044 -23451531 / 525	AMBATTUR - BRANCH (71G) 87, NORTH PARK STREET VENKATAPURAM,AMBATTUR CHENNAI -600 053 Phone – 044-26570978 / 26570240	THIRUVOTTIYUR-BRANCH (71D) 142-144,T.H.ROAD, TONDIARPET, NEAR RTO OFFICE CHENNAI - 600 081, Phone – 044- 23451530 / 529
POONAMALLEE - BRANCH (80N) 11, SANNITHI STREET POONAMALLEE , CHENNAI - 600 056 Phone – 044- 26273034 / 26273043	TIRUTTANI (70T) 23,AKKAIAH STREET, TIRUTTANI,TAMILNADU -631 209. Phone – 27885518 / 27886083	PONNERI (71F) 6,THALUK OFFICE ROAD PONNERI,TAMILNADU 601 204 Phone - 27973254 / 27972506
GUMMIDIPOONDI (7151) SANTHI NILAYAM, 1ST FLOOR, 98, GNT ROAD, GUMMIDIPOONDI TAMIL NADU - 601 201 Phone- 27929085 / 27928578	TIRUVALLUR (719) 45,JAWAHARLAL NEHRU ROAD, OPP.GOV'T HOSPITAL, TIRUVALLUR,TAMILNADU 602 001 Phone - 27660253 / 27660208	

Address of our Satellite Offices.

1) AVADI SO	First Floor, Plot No. No.1116, MIG, Fire Station Road, TNHB, Avadi, Chennai 600054. (PHONE : 044 – 26554384)
2) VILIVAKKAM SO	OLD 18/NEW 38/6, PERUMAL KOIL NORTH MADA ST., VILLIVAKKAM, CHENNAI – 600 049. (PHONE : 044 – 26172992)
3) MUGAPAIR SO	PLOT NO.106, BLOCK NO.8 – KAVIMANI SALAI, MUGAPAIR WEST, CHENNAI – 600 037.(PHONE: 044 – 26532211)
4) KOLATHUR SO	NO.1- PARVATHI AMAN AVENUE, RED HILLS ROAD, KOLLATHUR, CHENNAI – 600 099. (PHONE : 044 – 25565550)
5) SRIPERUMBUTHUR SO	9 & 10 – GRK PLAZA, 2 ND FLOOR, GANDHI ROAD, SRIPERUMBUDHUR – 602 105. (PHONE : 044 – 27163636)
6) KILPAUK SO	108 – 2 ND FLOOR, NEW AVADI ROAD, KILPAUK, CHENNAI – 600 010. (PHONE : 044 – 2647 7766)
7) MANALI SO	6 – SCHOOL STREET, MANALI, CHENNAI – 600 068. (PHONE : 044 – 25940606)
8) AMBATTUR ESTATE SO	2B / 3, NEW NO.38 – KSR NAGAR, AMBATTUR, CHENNAI – 600 053. (PHONE : 044 – 26255219)
9) UTHUKOTTAI SO	S.R. BABOO PURSHOTHAMAR BUILDING NO. 119, 1ST FLOOR, NEHRU BAZAAR,OPP TO BUS STAND, UTHUKOTTAI. (PHONE : 044 – 2763133)
10) RED HILLS SO	NO 1/172-A GNT ROAD, RED HILLS CHENNAI-600 052. (PHONE : 044 – 26321887)
11) THONDAIARPET SO	52, 1ST FLOOR, MEENAMBAL SALAI, VIVEKANANDA NAGAR, M.K.B NAGAR MAIN ROAD, CHENNAI - 600 118. (PHONE : 044 – 25547731)
12) THIRUVERKADU SO	85/17, 85/14 FIRST FLOOR, POONAMALLEE HIGH ROAD, VELAPPANCHAVADI, NATIONAL HIGH WAY, OPP. THIRUVERKADU ENTRANCE ROAD, CHENNAI-600 077.(PHONE : 044 – 26491985)
13) PALLIPAT SO	DOOR NO. / SURVEY NO.133/1, SHOLINGAR ROAD, OPPOSITE TO FIRE STATION, PALLIPAT TOWN & TALUK PIN – 631 207. TIRUAVALLUR DISTRICT. (PHONE : 044 – 27843100)
14) CLIA SO	3 RD FLOOR, UNITED INDIA BUILDING, ESPLANADE, CHENNAI - 600 108. (PHONE : 044 – 25330688)
15) MOOLAKADAI SO	NO. 461, I-FLOOR, M.R.H.ROAD, MOOLAKADAI JUNCTION, MOOLAKADAI, CHENNAI-600 060. (PHONE : 044 – 25580304)
16) MADHAVARAM SO	NO.199, BAZAAR STREET, MADHAVARAM, CHENNAI 600 060. (PHONE : 044 – 25531323)
17) AMINJIKARAI	522 Poonamallee High Road, Aminjikarai, CHENNAI 600029
18) MINJUR SO	No. 263, T.H.Road, Janaki Ratana Nagar, Minjur, CHENNAI 600120.
19) VALLALAR NAGAR SO	No.10, Basin Bridge Road, Near Mint Clock Tower, Vallalar Nagar, Chennai.
