

Ref : Air- Conditioners/Jabalpur

Date : 14/3/2016

M/s

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Dear Sir,

Re : Supply, Installation, testing and commissioning of Air Conditioners
at Different BOs under DO Jabalpur

ITEM Rate basis Sealed tenders are being invited from the company/dealer/distributors of CARRIER/BLUE STAR/VOLTAS/HITACHI make only for Supply, Installation, testing and commissioning of Air Conditioning System at our different Branch offices under DO Jabalpur.If, you are interested you may collect the blank tender papers from the office of the undersigned as per following programme:-

- | | |
|---------------------------------------|---|
| 1. The Estimated cost of the work | : Rs. lac |
| 2. The cost of the Tender Paper | : Rs. 500/-(Non-refundable) |
| 3. Issue of Tender Papers | 14/3/2016 to 28/3/2016 |
| 4. Last date of submission of Tenders | : 29/3/16 p to 15-00hrs. |
| 5. Date of Opening of tender | : 29/03/16at 15-30 hrs. |
| 6. Earnest Money Deposit (EMD) | : Rs.10000.00 |
| 7. Validity of Tender | : 90 days from the date of opening of tender. |

The contractors are requested to submit the filled-in tenders in duplicate with the requisite EMD in the form of Demand Draft from any nationalized/scheduled bank in favour of Life Insurance Corporation of India, payable at Jabalpur. Tenders will not be accepted without EMD.

LIC reserves the right to issue/cancel any or all tenders without assigning any reason whatsoever.

Yours faithfully,

Sr Divisional Manager

Ref : Air- Conditioners/Jabalpur

Date : 14/03/2016

M/s

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Dear Sir/s,

**Re : Supply, Installation, testing and commissioning of Air Conditioners
at Different BOs under Divisional Office Jabalpur**

1. We are enclosing herewith the Tender Documents for aforesaid job in duplicate containing 19 Pages i.e. from Page No.1-19. You are requested to quote submit your lowest item rate Offer for the items mentioned in the Schedule of Quantities of the tender document marked **ORIGINAL Tenders not submitted on our schedules are liable to be rejected summarily.**
2. Your tender will remain valid for 90days from the date of opening of tender.
3. The tender shall be governed by the terms and conditions of contract embodied in the tender document.
4. The Earnest Money Deposit of Rs.10000/- (Rupees ten thousand) only prescribed in the tender document must be furnished in the form of Demand Draft drawn in favour of Life Insurance Corporation of India, payable at jabalpur, from any nationalized or scheduled bank. **Tender without EMD will not be accepted.**
5. Your tender marked **ORIGINAL** duly sealed along-with literature of equipment offered & EMD should be submitted to this office on or before 15.00hrs. on 29.03.2016 in the sealed cover super-scribing "Tender for Supply, installation, testing & commissioning of Air Conditioners at different BOS under Jabalpur DO". Postal Delays as an excuse for late submission of tender will not be accepted.
6. If you sought any clarification over our technical specification and commercial terms and conditions, you should approach to the office of the undersigned well before opening of tender and it will be redressed by our office immediately.
7. LIC of India reserved the rights to reject/accept one or all the Tenders or issue part/full quantity to one/many agency without assigning any reasons thereof.

Yours faithfully,

Sr Divisional Manager

Ref : /Air-Conditioners/Jabalpur

Date :14/3/2016

LETTER FROM CONTRACTOR TO SR DIVISIONAL MANAGER

To,
The Sr Divisional Manager
LIC of India,
Divisional office, Madanmahal
Nagpur road, Jabalpur

Dear Sir/s,

**Re : Supply, Installation, testing and commissioning of Air Conditioners
at different BOs under DO Jabalpur**

- 1) Having examined the form of contract, schedule of quantities and having acquired the requisite information relating there to 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 processed works on Percentage rate basis in strict accordance with the contract condition and specifications for sum of Rs..... (Rupees.....) only or such other sums as may be ascertained in accordance with the said conditions.
- 2) I/We, undertake to complete and deliver the whole of the works within the time stipulated in Appendix to Conditions of Contract under the obligation to pay the sum as stated in the Appendix to the General Conditions for everyday/week that the works shall remain incomplete after the expiry of the aforesaid date as liquidated and ascertained damages as compensations subject to the Conditions of Contract relating to an extension of time.
- 3) I/We deposit along-with my/our tender, an Earnest Money of Rs 10000=00n crossed Demand Draft on any nationalized/scheduled bank, payable at Jabalpur. I do hereby agree that this sum shall be forfeited 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.

Yours faithfully,

(Signature of the Contractor with seal)

INSTRUCTION REGARDING SUBMISSION OF TENDER

**Name of the work : Supply, Installation, testing and commissioning of Air Conditioners
at different BOs under DO Jabalpur**

The companies/dealers/distributors are requested to note that non-compliance of the following instructions liable to render their tender non-bonafide:-

1. Contractors should put their firm's endorsement on each page of the tender document as token of perusal.
2. The contractor shall submit the bid in 2nos of sealed envelope. First envelope shall contain EMD with all documents, filled enrolment paper & must be super-scribed, "EMD for Tender for supply, installation, testing & commissioning of Air- Conditioning System at different BOs under DO Jabalpur". The second envelope shall consist of Price Bid and be super-scribed "Tender for supply, installation, testing & commissioning of Air- Conditioning System at different BOs under DO Jabalpur. **Both Technical bid & Price bid must be enclosed inside 3rd envelope.**
3. Contractors should fill in all the relevant blanks, wherever available.
4. No alterations/additions are to be made by the contractors on the tender paper.
5. Earnest Monet of requisite amount shall be accepted only on the form of Demand Draft on any Nationalized Bank at Jabalpur in favor of "Life Insurance Corporation of India" and the same will be attached with the tender document in separate envelope. The tender will be summarily rejected with out Earnest Money. No interest will be payable to the contractor for the period which the Earnest money is lying with LIC. **Financial bid of that selected dealer/distributor/company will be opened who will be eligible or full fill our tender notice criteria.**
6. Item Rate quoted by the contractor must be both in words and figures and any correction on the same must be initialed by the contractor. The entries in words will be bonafide.
7. All kinds of materials and labour related to the job including cement/steel have to be arranged by the contractor and obtain approval for the same from LIC authority before execution.
8. Method of Measurements will be as per Indian Standard Code of Practice.
9. The Conditional offer will not be accepted.
10. The contractors are requested to quote the **ITEM RATE** in the schedule of quantity enclosed. The contractor is requested to put their lowest offer in the prescribed place in the tender. The quantity may be varied at any extent at the time of execution.

Sr Divisional Manager

Signature of the Contractor

GENERAL TERMS & CONDITIONS

1. **Conditions :**
Unless mentioned otherwise in following clauses, the conditions of Contract for Original works of SITC of WINDOW AC/SPLIT ACs of LIC in force at the time of opening of this tender, shall be applicable where context so requires. The same is available for perusal, in the office of the SR Divisional Manager and one copy of the same shall be supplied to the successful contractor only, if, asked by him.
2. **Scope of Work**
This contract includes the completion of all works with materials as per schedule of quantities specified in the tender. Any extra/deviated items which may be required during the contract period, pertaining to subject matter as mentioned in the notice. After completion of the said job, Installation Certificate has to be obtained from the concerned Branch offices with seal & signature by the contractor. No extra claim in this account shall be entertained.
3. **Duration of Contract**
The contract shall be deemed to be enforcing from the date of work order till the completion of the defects liability period.
4. **Inspection of Site**
The contractor at his cost, shall inspect the premises before quoting the rates and ascertain about the facilities/hindrances and generally obtained his own information on matters effecting the execution of the works. No extra claim in consequences of any misunderstanding or incorrect information on any account shall be entertained.
5. **Completion Period**
The works entrusted along with extra/deviated items if any, is to be completed within the completion period stated in the NOTICE. If required, the contractor shall work beyond office hours without demanding any claim.
6. **Work Order**
LIC of INDIA reserves the right to fix the order in which various items involved in this contract are to be executed. Contractor shall comply with the same without any extra claim.
7. **Rates**
The rates quoted by the contractor shall be firm throughout the contract period (including the extension time if any, granted) and are to cover for charges for materials, labours, scaffolding, shuttering, curing, loading, unloading at all points, barricading of footpaths if required, water supply, electric charges, temporary work, insurances, making good to the damages to match with the existing finish, removal of all sorts of derbies from the work site to the contractors own dump. All rates should hold good for execution etc. The rates quoted shall be FOR, destination basis and inclusive of all taxes, octroi, VAT, service tax Duties, as applicable during the contract period and nothing extra shall be payable to the contractor. LIC will not issue any types of Form such as 32/CST etc.
8. **Contract Labour Act.**
The contractor shall be responsible for register themselves under the contract Labour (Regulation & Abolition) Act 1970n and rules there under and must comply with and carry out all the provisions and obligations under the said Act and rules and furnish all information to employer as may be required by it and shall also indemnify the employer against any penalties, claims etc. arising from any default in their part.
9. **Completion Time**
The entire job shall be completed within 30 days from the date of receipt of work order. If the job has not been completed within the stipulated period as mentioned, L.I.C.I. reserves the right to impose necessary liquidated damages @ 1% per week and max. 10% of the contract value for the delay in completion of work. Page-5

10. **Articles of Agreement**

The Articles of Agreement should not be filled in by the tenderer. This will be done at the time of the contract is awarded in case of the successful tenderer only on Non-Judicial Stamp Paper of requisite Value as per the pro-forma of Articles of Agreement.

11. **Extra/Deviated Items**

All extra/deviated item rates will be settled in accordance with the labour and material coefficients as per the rate of CPWD, where such coefficients are not available in CPWD schedules, the actual labour/material involved are recorded in executing the item shall be considered. No extra/deviated item rates will be settled in absence of supporting bills/vouchers. LIC of India does not bind itself to accept the rates mentioned in the bills/vouchers and may settle the rates on the basis of prevailing market rates. While deciding the rates for extra/deviated items an amount @15% shall be allowed on the cost of the material and labour to cover the supervision, overheads and profits.

12. **Collection of material and clearance of site**

The contractor is not to stock any of his materials recklessly so as to endanger the safety of public property and cause any nuisance to the office/occupants and public. The contractor shall be responsible for watch and ward of his materials and protecting the work at his own cost. The contractor shall completely remove all temporary/disposable materials used while executing the work at his own cost and initiative and disposed off the same as Directed by the tender inviting authority and hand over the premises to the occupant/officer-in-charge with clean and tidy floors, doors and windows etc. they shall be required to execute the work in such a place and condition where other agencies may also be engaged for the works of various nature. No claim shall be entertained due to work being executed in the above circumstances.

13. **Compliances of Labour Laws and Insurance**

The contractor shall at his own expenses ensure due compliances with all applicable and governing labour laws, rules, regulations and other local contract and state/central governments regulations and other local authorities and further to defend, indemnify and keep the owner (Principal Employer) harmless for any liability or penalty, which may be imposed by state/central governments or other local authorities. Also from all claims, suits or proceedings that may be brought against the owner arising under, growing out of by any reason of the work provided for by this contract whether brought by an employee of the contractor, by third party, by state/central governments or other local authorities. The contractor shall ensure due compliance with all provisions of following Acts & Liabilities:-

- a) Employees State Insurance, Workmen's' Compensation and employees liability Insurance and any other insurance required under law or regulation by owner.
- b) Accidental injury to workmen, damage to property/to any person/third party,
The contractor shall indemnify and keep the owner/Principal Employer harmless of all claims, damages or compensation payable by law in respect or in consequence of any accident or damage arising under or by reason of this agreement or execution of contract.

14. **Printed Condition**

Any printed conditions on letter head or otherwise shall not be accepted and the contract shall be governed solely on the conditions stipulated herein. Hard copy of the authorization letter of dealership must enclose with technical bid.

15. **Extension of Time**

If the works get delayed due to the reasons beyond the control of the contractor, the Chief Engineer will make a fair and reasonable extension of time for completion of the contract. However, decision of the Sr Divisional Manager shall be final, conclusive and binding.-----Page-6

.16 **Quality of Work & Schedule of Quantities**

Items of work shall be carried out by the skilled workers and standard of work shall be best obtainable. All the materials and workmanship shall conform latest Indian Standard specifications. The work involved calls for a high standard of workmanship combined with speed. The work in progress shall be approved and each stage of work, approval of the Tender Inviting Authorities or his representatives shall be obtained in writing. The contractor shall take every precaution to prevent any damage to the buildings and other installations. The contractor shall be responsible for any injury to the workers or public. The contractor shall make good all the damages to the buildings or installation at his cost. The nature and extent of work has been shown in the enclosed schedule of quantities but the same are provisional and may change (increase or decrease) to any extent due to any reason whatsoever. The contractor shall be bound to the above conditions at the rates quoted in the tender.

17. **Termination of the Contract**

The Sr Divisional Manager may due to adequate reason as he deems fit, terminate the contract by giving one month notice. The contractor should then leave the premises in a descent and workable condition. Any defect or damage found shall be made good at his cost or otherwise the defects will be rectified through some other agencies and the cost involved will be deducted from his bill and/or Security Deposit lying pending with LIC of India.

18. **Payment of Bills**

(a) Submission of Bills: The contractor shall submit their bill conforming to the accepted joint measurement in triplicate to the Sr Divisional Manager after joint inspection and and respective installation certificates from concerned BOs.

(b) 90% payment for the cost of AC (quoted rate) only will be released after delivery of the materials at site (Material advance). Next 10% of the cost of AC (quoted Rate) will be released after expiry of warranty period. 100% payment other then AC item will be released after satisfactory installation of AC subject to the deduction of Security money @5% ,WCT ,Water & electricity charges (0.5%)& IT as per rule .

b) Extra Items: The extra items shall not be carried out without written permission. The rates of extra item which may come up during the execution of works and not provided in the schedule of rates shall be fixed as per CPWD rate analysis.

19. **Non- attendance of Works**

If the contractor upon receiving intimation of work failing to undertake the work within stipulated period then EMD will be forfeited without any future notice.

20. **Damage to the Property**

The contractor shall be responsible for all damages to LIC of India, and adjoining properties and for injury caused by the work or workman to persons, animals, things or to the work of other trades and he shall effect any insurance necessary and take all precautions and hold the LIC of India entirely free from all responsibilities in this respect.

21. **Measurement**

All works shall be jointly measured with steel tape by LIC of India measurer. The contractor's authorized representatives shall sign at the end of the measurement in token of acceptance of measurements.

22. **Site Clearance**

Unserviceable materials, all sorts of debris etc. will have to be removed from the worksite to contractor's own dump at his cost and risk immediately and site lien clean during execution and on completion of the work to the satisfaction of the Branch Manager , failing which, LIC of India reserves the right to remove the same through any other agencies and deduct the costs thereof any amount from the contractor without any reference to him. -----Page-7

23. GUARANTEE PERIOD

The whole installation shall be under guarantee period of one year from the date of completion of the job. All the compressor shall be guaranteed for five years from the date of completion of the job against manufacturing/workmanship defects. The contractor/company/dealer shall be responsible for any manufacturing defect or defects in installation & performance and the same will be rectified immediately at his own cost to the entire satisfaction of Engineer-in-charge during .Defect Liability Period of 12 months, reckoned from the date of virtual completion.

24. TRAINING TO STAFF

During the erection and testing, the successful vendor will have to train personnel of LICI regarding operation and preventive maintenance of the AC units. Operating & maintenance instructions shall be supplied at the time of delivery of equipment at site without any extra cost.

25. MISCELLANEOUS

- a) The price quoted shall also be inclusive of followings:-
 - i)MS angle support for holding the AC units.ii) Minor civil works like cutting holes, minor modification of extg pockets of ACs, etc and throwing away any debris coming out of this work as per direction-in-charge of LICI.
- b) The contractor shall be responsible for any mishap, accident at site & settle the claims compensations etc. arising there-of at his risk & cost.
- c) Income tax, surcharge & any other tax levied by the Central/State Government shall be recovered from the contractors Bill.
- d) The rates quoted shall be inclusive of all taxes,Service tax , packaging & forwarding and FOR at Site basis. Freight charges paid up-to the destination& also shall be inclusive of all shuttering, tools & plants etc..

26. Arbitration

All disputes of any kind whatsoever arising out in connection with this contract shall be referred to the LIC of India, C.Z.O, Bhopal for settlement and the verdict will be final and bindings.LIC of India reserved the rights to reject/accept one or all the Tenders or issue part/full quantity to one/many agency without assigning any reasons thereof.

Sr Divisional Manager

Signature of the Contractor
Seal and office address

APPENDIX TO THE CONDITIONS OF THE CONTRACT.

Name of the work : Supply, Installation , testing and commissioning of Air-conditioning at different BOs under DO Jabalpur.

01.	Last Date of Submission of Tender	:	29.03.2016 at 15.00hrs.
02.	Date of Opening of Tender	:	29.03.2016 at 15.30hrs.(Technical Bid)
03.	Earnest Money Deposit	:	Rs.10,000/-(Rupees Ten thousand)
04.	Date of Commencement	:	30 days from the date of issuance of work order.
05.	Date of Completion	:	30days from the date of commencement.
06.	Liquidated Damages	:	1% per week subject to maximum of 10% of the accepted tender amount.
07.	Security Money	:	@5% will be deducted from the bill.
08.	Defects Liability Period	:	12months from the date of successful commissioning of the work.
9.	Validity of Tender	:	90days from the date of opening of tender.
10.	Contract Labour Act.	:	The contractor shall pay his employees as per the Contract Labor Act and observe hours of working and conditions of employment according to prevailing rules under Contract Labor Act. Further it shall be contractor's responsibility to ensure the regular payment to their workmen.
11.	Workmen's Compensation Act	:	The contractor shall indemnify the LIC for all claims for injury caused to any person whether a workman or not and the LIC shall not be bound to defect and claim for under the Workmen's compensation Act.
12.	Guarantee and All inclusive Maintenance Contract	:	The contractor shall be responsible for any defects in manufacturing, installation and performance and rectify the same at his cost to the entire satisfaction of LIC for a period of 12(twelve) months from the date of satisfactory commissioning of the entire job.
13.	Thirty Party Risk	:	The contractor shall be responsible for all injuries / damages to men, materials and properties etc. which may arise from the operations or negligence of himself and / or his sub-contractor's own account.
14.	Insurance	:	Insurance against third party risk and workmen's Compensation of suitable amount is to be taken by the contractor. Bound to submit it before placing work order.7.5% of accepted tender amount's
15.	Price	:	The price quoted shall also be inclusive of following :Transportation, loading, unloading at site and lifting of equipment. I) Minor Civil works like cutting holes/pockets on walls/slabs floors etc.
16.	Free Service	:	During the guarantee period of one year the AC system shall be services at least once in a each quarter free of cost to LIC. The contractor should attain the defects/breakdown call within 04 hours of the receipt of the complaint in the guarantee period. If the defects/breakdown call is not attended in the stipulated time as mentioned, the same can rectified by us at the contractors risk and cost. No excuses will be entertained in this regard. The contractor should strictly adhere to this condition Any adjustments required shall be carried out to maintain the units in good running condition. Any breakdown during this period shall also be attended to by the successful vendor at free of cost to LIC.

Sr Divisional Manager

Signature of the Contractor
Office seal and address.

LIST OF MATERIALS AND SPECIFICATION

1.	WINDOW AC /ROOM AC	BLUESTAR, VOLTAS, CARRIER HITACHI
3.	G.I. PIPE	ITC, JINDAL, PRAKASH,
4.	WIRES	FINOLEX, RR, HAVELL'S
5.	STARTER	NORTH-WEST, WIPRO, MDS
6.	CABLES	GLOSTER, NATIONAL, HAVELLS,
7.	MAIN SWITCH, MCCB, MCB	L & T, SIEMENS, MDS (LEGRAND)
8.	CONTRACTOR	L & T, SIEMENS.
9.	METER, SELECTOR SWITCH	AUTOMATIC ELECTRIC.
10.	CABLE TRAY	L & T, SIEMENS, KAYGEL
11.	THIMBLES/LUGS	DOWELL'S.
12.	INDICATING LAMPS	DOWELL'S, BCH
13.	PANEL	FABRICATED (16SWG MS CRC SHEET) AS PER ISI SPECIFICATION.
14.	VOLTAGE STABILISER-	Logic state/Blue Bird/Voltas

Signature of the contractor with seal

Sr Divisional Manager



SPECIAL TERMS & CONDITIONS

1. The offer shall be in two separate parts for the above item, containing technical bid and financial bid . Two sealed envelopes containing Technical and Financial Bids separately should be inserted together in a large envelope, sealed and super scribed as “Tender Ref. No. and Name of the Tenderer.” The tender will not be considered if Technical and Financial bids are submitted in one envelope.
Both the envelopes containing Technical bid and Financial (price) bid should be submitted separately and securely sealed and stamped. Both these sealed envelopes must be super scribed with the following information:-

- Type of Bid (Technical or Financial)
 - Name of the item for which tender is submitted
 - Tender Reference No.
 - Name of the Tenderer.
- A) The envelope No. 1 containing Technical bid should not contain any price information. duly signed by authorized person with rubber stamp of the firm and (ii) Demand Draft favouring Life Insurance Corporation of India for `100,00/- (Ten Thousand only) drawn on any Scheduled Bank payable at Jabalpur towards Earnest Money Deposit (EMD). This envelope should also contain another Demand Draft favouring Life Insurance Corporation of India for `500/- (` **Five** Hundred only) payable at Jabalpur or LIC money receipt of Rs 500/-being the non-refundable as Tender fee.
 - B) The envelope No.2 should contain only Financial bid . It must give all the relevant price information, (both, in figures & words). The financial offer should not contradict the technical offer in any manner. The price schedule must be filled in completely without any error, cutting or alterations in rates (both in figures & words). The Financial bid of only those Tenderers who qualify themselves in Technical bids will be opened. Earnest Money Deposit (E.M.D) will be forfeited in case the tenderer refuses to execute the order, either full or part, if placed at the quoted rates. In that event LIC may decide/debar/blacklist the concerned Supplier and the decisions will be final and binding on all concerned

Signature of the contractor with seal

Sr Divisional Manager



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA