

**TENDER FOR SUPPLY OF STEEL FRAMED &
CUSHIONED CHAIRS FOR VARIOUS
DIVISIONAL OFFICE (IN U.P. & U.K.) UNDER NCZO,
KANPUR.**

TENDER DOCUMENT

**LAST DATE FOR SUBMISSION
ON OR BEFORE 15:00 HRS. ON 09.09.2016**

Life Insurance Corporation Of India

North Central Zonal Office, Kanpur.

I N D E X

Name of work: Tender for Supply of Steel Framed & Cushioned Chairs for various Divisional Office (In U.P. & U.K.) Under NCZO, Kanpur.

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CONTRACTOR

DY. CHIEF ENGINEER (I/C)

Life Insurance Corporation Of India
 North Central Zonal Office, Kanpur.



Life Insurance Corporation of India
 Engineering Department, North Central Zonal Office,
 "Jeevan Vikas", 16/275, Civil Lines, Kanpur- 208001
 Tel:0512-2372555/2302184, e-mail:ncz_engg@licindia.com

Advt. No. : NCZ/ENG/16-17/03

Date: 20.08.2016

DIRECT TENDER NOTICE

Life Insurance Corporation of India intends to invite Percentage Rate Tender in THREE BID Systems for:

1. Modernisation Work of Branch Office (Interior, Furnishing Work Electrical Installations, Air Conditioning System Including Modular Furniture & Chair) at Banda (U.P.) (Estimated costs Rs. 77.73 Lac)
2. Supply of Modular Furniture for various Divisional Office (in U.P. & U.K.) under NCZO, Kanpur (U.P.) (Estimated costs Rs. 46.87Lac)
3. Supply of Chairs for various Divisional Office (in U.P. & U.K.) under NCZO, Kanpur (U.P.) (Estimated costs of Rs. 63.99Lac)

The details regarding pre-qualification and Bid Document will be available on LIC website www.licindia.co.in/tender_notice.htm from 20.08.2016.

The interested and eligible tenderer may download the Bid Documents and Enrolment Form and submit filled in Bid Document and Enrolment form on or before 15.00 Hrs. on 09.09.2016 to Dy. Chief Engineer (I/C) at above mentioned address.

Futher communication. Corrigendums. Amendments, if any will be posted on LIC's Website only.

Dy. Chief Engineer (I/C)

Life Insurance Corporation Of India

North Central Zonal Office, Kanpur.



Engineering Department, North Central Zonal Office,
"Jeevan Vikas", 16/275, Civil Lines, Kanpur- 208001
 Tel Nos: 0512-2372685 / 2312634/2302184,
 e-mail: ncz_engg@licindia.com

DIRECT TENDER NOTICE

Life Insurance corporation of India intends to invite Percentage Rate Tender in **THREE BID Systems** for Supply of Chairs for various Divisional Office (in U.P. & U.K.) under NCZO, Kanpur (U.P.) (Estimated costs Rs. 63,98,796.00).

The tender documents and enrolment form shall be downloaded from www.licindia.in (Tenders).

The details of work and the Eligibility Criteria for pre-qualification for opening of Price Bid are as detailed below:-

SL. NO.	Estimated cost of the work put to tender. (Rs.in lac)	Completion period for the proposed work (in months)	Minimum bank solvency* (Rs. In Lakhs).	Average annual Turn-over during last 4 financial years.(in Lakhs)	Qualifying value of similar work completed during last 7 (seven) years.	bidding capacity # (Rs. in lakhs)
A	B	C	D	E	F	G
1	63.99	2 (Two) months	127.98	639.90	Two similar completed works costing not less than the amount equal to Rs. 25.60 Lac OR Two similar completed works costing not less than the amount equal to Rs. 38.39 Lac OR One similar completed work costing not less than the amount equal to Rs. 51.19 Lac	Equal to or more than 63.99

Pre-qualification Criteria for working Contractors in LIC of India (LIC): Working contractors of LIC of India means the Contractors who have executed similar nature of work in LIC during the last seven years prior to date of publication of this Tender Notice and fulfilling all the eligibility criteria

A	B	C	D	E	F	G
1	63.99	2 (Two) months	108.78	543.92	Two similar completed works costing not less than the amount equal to Rs. 21.76 Lac OR Two similar completed works costing not less than the amount equal to Rs. 32.63 Lac OR One similar completed work costing not less than the amount equal to Rs. 43.51 Lac	Equal to or more than 54.39

Note:- LIC of India reserved the right to procure 20 % Twenty percent of total requirements from MSME registered agencies at the lowest accepted rates

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DY. CHIEF ENGINEER (I/C)

Life Insurance Corporation Of India
North Central Zonal Office, Kanpur.

***Solvency Certificate** should not be more than 3 months old prior to date of publication of this Notice.

** **Similar Nature of work:** (i.e. Supply of Chairs.)

The bidding capacity shall be worked out by the following formula:

Bidding Capacity= [A x N x 2] - B, Where,

A= Maximum value of construction works of civil nature job in any one year during the last four years prior to the date of publication of this Tender Notice, taking into account the completed as well as the works in progress. (A certificate from the Chartered Accountant must be provided in this regards.)

N= Number of years prescribed for completion of work for which LIC have invited tender i.e. 0.167 Years

B= Value of existing commitments and ongoing works to be completed during the period of completion of work for which Bids have been invited i.e. within 2 months from last date of submission of Tender for this work. (An affidavit duly notarized in support of this statement must be provided.)

All the tenderers have to have to sign with seal the Pre Bid / Pre-Contract Integrity Pact in the given Performa and submit alongwith Technical Bid.

Only those tenderer who have executed similar nature of work of required amount anywhere in India (Similar nature of work means Supply of Chairs.), and fulfilling the above criteria shall submit the Bid Document to The DY Chief Engineer (I/C), Engineering Department, North Central Zonal Office, Jeevan Vikas Building (1st floor), 16/275 Civil Lines, Kanpur - 208001, **in the manner prescribed herewith:**

ENVELOPE NO-1:

Non refundable Enrolment processing Fee of **Rs. 2000.00 (Rupees Two Thousand only)**, payable in the form of Demand Draft/Pay Order in favour of “ **Life Insurance Corporation of India**” payable at **Kanpur.**, AND,

The Earnest Money Deposit either in the form of Bank Guarantee plus DD / Demand Draft / Pay Order in favour of “ **Life Insurance Corporation of India**” payable at Kanpur shall also be put in this envelope.

The Enrolment processing fee shall be accepted only in form the of Demand Draft/Pay Order

The Envelope shall be sealed and superscribed as “**ENVELOPE NO-1: EMD & ENROLMENT PROCESSING FEES**” for the proposed work of “**Supply of Chairs for various Divisional Offices (in U.P. & U.K.)**”

ENVELOPE NO-2:

Technical Bid containing duly filled-in Enrolment Form with supporting documents, credentials duly attested by authorized person of the firm as detailed in the Enrolment form shall be submitted in a sealed envelope duly superscribed as “**ENVELOPE NO-2 : Technical (Pre-qualification) Bid**. The Integrity pact shall be signed and submitted along with Technical Bid

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DY. CHIEF ENGINEER (I/C)

Life Insurance Corporation Of India

North Central Zonal Office, Kanpur.

ENVELOPE NO-3:

The Financial Bid containing the filled-in Pre-Priced Schedule of Quantities including Tender Documents and tender drawings shall be submitted in a sealed envelope duly superscribed as "ENVELOPE NO-3 ; Price Bid of "Supply of Chairs for various Divisional Offices (in U.P. & U.K.)"

All these three envelopes shall be sealed in a bigger envelope duly superscribed with the name of the work and last date of submission of the tender. The name & address of the tenderer should be clearly mentioned on all the Envelopes

The filled in Tender documents (Technical bid, Financial bid and Enrolment processing fee along with EMD in the form of Bank Guarantee/Demand Draft/ Pay Order drawn in favour of **Life Insurance Corporation of India** payable at Kanpur) shall be submitted to **The Dy Chief Engineer (I/C), Life Insurance Corporation of India, Engineering Department, North Central Zonal Office, Jeevan Vikas Building (1st floor), 16/275, Civil Lines. M.G. Road, Kanpur 208001** on **or before 09.09.2016 till 15:00 hrs.**

The Pre-Bid meeting with prospective tenderers shall be held on **02.09.2016** at 11.00 AM at office of the Life Insurance Corporation of India, Engineering Department, North Central Zonal Office, Jeevan Vikas Building (1st floor), 16/275, Civil Lines. M.G. Road, Kanpur 20800. The interested Tenderers are requested to attend the same.

Note (1): The contractors will be selected only after satisfactory verification of the genuineness of the Bank Guarantee toward EMD, Bank Solvency and Credentials of the submitted documents by collecting Confidential report of executed works from their clients &/ or Site inspection report of executed work/ work in progress etc. The credentials of works executed under Joint-Ventures system and applications from Joint Venture agencies shall not be accepted.

Any agency applied and fulfilling the above criteria may not be considered for pre-qualification for opening of Price Bid, if unsatisfactory performance report/s is/are received for the Completed projects from their previous Employer or if their executed work/s is/are found unsatisfactory during the inspection of LIC officials.

Note (2): The name of independent monitor(s) of Integrity pact shall be intimated separately for the information of all parties concerned as the same is not available with us at present.

The Dy Chief Engineer (I/C) reserves the right to not to open the Price Bid & reject the Tender submitted by any or all tenderer/s at his sole discretion without assigning any reason whatsoever.

Date: 20.08.2016

Dy Chief Engineer (I/C)

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DY. CHIEF ENGINEER (I/C)

Life Insurance Corporation Of India
North Central Zonal Office, Kanpur.

INFORMATION ABOUT SEQUENCE OF OPENING OF TENDERS

Envelope – 1 and Envelope-2 of the Bid Document shall be opened first on the last date for submission of tender. **i.e. on 09.09.2016 at 15.30 Hrs.**

The Envelope No-1: Containing EMD & Enrolment Processing Fee shall be opened first. Subsequently the Envelope No-2: Containing Pre-qualification document shall be opened of the tenderers who have submitted the requisite EMD & Enrolment processing Fees.

Eligibility related documents of Tenderers who have submitted valid Earnest Money Deposit shall be evaluated and the Pre-qualification shall be decided by LIC of India based on the pre-qualification criteria given in the Detailed Tender Notice and the documents submitted by the tenderers.

Evaluation:

The Tenderer who are qualifying above mentioned pre-qualification criteria shall be advised to submit the models/samples of deferent types of chairs at the office of Dy. Chief Engineer (I/C), Kanpur within 10 days from the date of intimation sent on e-mail. The submitted sample of chairs shall be examined by the committee and if the samples are found in order and in conformity with the tender specification, then only the tenderer be pre-qualified for opening of Price Bid. The samples of lowest bidder shall be retained with LIC till supply order executed.

Financial Bid (Price Bid) will be opened only of pre-qualified Tenderers. The date, time & place of opening of Financial Bid shall be intimated to all the qualified Tenderers and the Financial Bid (Envelope -3) shall be opened in presence of qualified tenderers or their authorized representatives, who attend.

Location of site : LIC Divisional Offices at Uttar Pradesh & Uttara Khand
(Agra, Allahabad, Bareilly, Dehradun, Faizabad, Gorakhpur,
Haldwani, Kanpur, Lucknow, Meerut, Varanasi)

Life Insurance Corporation Of India
North Central Zonal Office, Kanpur.

PROCEDURE FOR EVALUATION OF TENDER

1. On the due date and time of opening of Tender the Envelope containing the Tender Fee and "EMD" (Envelop-1) shall be opened first in the presence of contractors or accredited representatives who attend.
2. Envelope-2 containing Prequalification Criteria shall be opened of the Tenderers whose Tender Fee and EMD is found in order. In case if EMD & Tender processing fees is found inadequate amount or if the tender is without EMD /Tender Processing fees, the Bid submitted by the tenderer shall be treated as non bonafide tender and their Technical Bid/ Financial Bid shall not be opened.
3. Eligibility related documents of Tenderers who have submitted valid Earnest Money Deposit shall be evaluated and the Pre-qualification shall be decided by LIC of India based on the pre-qualification criteria given in the Detailed Tender Notice and the documents submitted by the tenderers.
4. The Tenderer who are qualifying above mentioned pre-qualification criteria shall be advised to submit the models/samples of different types of chairs at the office of Dy. Chief Engineer (I/C), Kanpur within 10 days from the date of intimation sent on e-mail. The submitted sample of chairs shall be examined by the committee and if the samples are found in order and in conformity with the tender specification, then only the tenderer be pre-qualified for opening of Price Bid. The samples of lowest bidder shall be retained with LIC till supply order executed.
5. The List of the tenderers pre-qualified for opening of Price Bid shall be published on LIC's Web site. The EMD of the tenderers who does not qualify for opening of Price Bid shall be refunded.
6. The details of opening of FINANCIAL BID (Envelop-3) i.e. date, time and venue shall be intimated to the pre-qualified tenderers through mail.
7. The FINANCIAL BID shall be opened on the scheduled date in the presence of contractors or accredited representatives who attend.
8. The EMD of unsuccessful Tenderer shall be returned within SEVEN DAYS from the date of opening of FINANCIAL BID.
9. LIC reserved the right to procure 20 % of total requirements at lowest quoted rates from the MSME agencies.

There shall be a pre-bid meeting with the prospective tenderers on 02.09.2016 at 11.00 Hrs at the office of Dy Chief Engineering (I/C), NCZO, and Kanpur. If there is any change in the date or venue of pre-bid meeting the same shall be notified on LIC's web site.

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DY. CHIEF ENGINEER (I/C)

Life Insurance Corporation Of India

North Central Zonal Office, Kanpur.

Contractors are requested to furnish below mentioned particulars for refund/release of the EMD through NEFT / RTGS. This has to be treated as the part of the Tender condition.

Sl.No.	Description	Remarks
1.	Name of the beneficiary (vendor name) as in bank records.	:
2.	Beneficiary's Account Number	:
3.	Account type (Savings Account, Current Account, etc.)	:
4.	Beneficiary's Bank – Branch	:
5.	Bank's MICR code	:
6.	Beneficiary's Bank IFSC Code	:
7.	Beneficiary's contact number	:
8.	Beneficiary's e-mail ID, if any	:
9.	PAN NO.	:
10.	VAT NO. (Under U.P.)	:
11.	SERVICE TAX REGISTRATION NO.	:

- N.B. i) No payment will be made by Cash/Cheque. Payment will be made only through ECS.
ii) All new tenderer as well as existing agencies have to submit the bank details with every tender.

Signature of the Contractor
With date & seal

DY. CHIEF ENGINEER (I/C)

CONTRACTOR

DY. CHIEF ENGINEER (I/C)

Life Insurance Corporation Of India
North Central Zonal Office, Kanpur.

LETTER TO MANUFACTURER FROM CHIEF ENGINEER

To,

Dear Sir / Sirs,

**SUB: Tender for Supply of Steel Framed & Cushioned Chairs for various
Divisional Office (In U.P. & U.K.) Under NCZO, Kanpur.**

- 1) The tender should be submitted to the Dy **Chief Engineer (I/C), LIC of India, North Central Zonal Office, Engineering Department, Jeevan Vikas Building, 16/275, Civil Lines, Kanpur 208001** by following the procedures as explained in the "INSTRUCTION IN REGARD TO SUBMISSION OF TENDERS"
- 2) The sealed tenders containing the details as explained in "Instruction in regard to submission of tenders" will be received at the office of **Dy Chief Engineer (I/C), LIC of India, North Central Zonal Office, Engineering Department, Jeevan Vikas Building, 16/275, Civil Lines, Kanpur 208001** on or before **15.00 Hours** on **09.09.2016** and Envelope -1 and Envelope-2 of the tender document will be opened on **09.09.2016** At **15.30 hours** in the presence of tenderers or accredited representatives who attend. Tenderer should ensure that their tender is received before the date and time specified as no consideration whatsoever shall be given for postal or any kind of delays. Tenders received late shall be rejected.
- 3) If tender is delivered by hand, tenderer must ensure that the date and time of receipt is endorsed on the tender envelope by the Accounts Officer of the Department approved by the SE / EE (Planning) and thereafter the tender is deposited in the tender box by the tenderer or his representative.
- 4) The Life Insurance Corporation of India does not bind itself to accept the lowest or any tender.

Yours faithfully,

Dy. CHIEF ENGINEER (I/C)

CONTRACTOR

DY. CHIEF ENGINEER (I/C)

Life Insurance Corporation Of India
North Central Zonal Office, Kanpur.

LETTER FROM MANUFACTURER TO CHIEF ENGINEER

Date: _____

To,
The Chief Engineer
Life Insurance Corporation of India
East Central Zonal Office, KANPUR.

**SUB: Tender for Supply of Steel Framed & Cushioned Chairs for various
Divisional Office (In U.P. & U.K.) Under NCZO, Kanpur.**

Dear Sir,

1. Having examined and understood the Specifications of the materials for its supply at the site of work as well as for labour for all types of work including specialized work, Conditions of Contract and General Instructions relating to tender and Schedule of Quantities relating to the above work of the tender and the drawings 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 supply the furniture on Percentage rate basis in strict accordance with the Contract Conditions and Specifications for the 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 supply within a period as specified in Appendix to the Conditions of Contract from the date of issue of intimation from you that the tender has been accepted and upon receiving **supply order of the job**. I/We shall be under the obligation to pay the sum as stated in the Appendix to 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. 96,000.00 (Rupees Ninety Six Thousand only)** in the form of **CROSSED DEMAND DRAFT/PAY ORDER PAYABLE at KANPUR**. I/We, hereby agree that the Part of EMD shall be forfeited by 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.

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DY. CHIEF ENGINEER (I/C)

Life Insurance Corporation Of India
North Central Zonal Office, Kanpur.

4. In the event of the tender being accepted, I/We, agree to the retention of my/our EMD as a part of Security Deposit and the balance amount of Security Deposit to be recovered from my / our Bills.
5. I/We, note that the Earnest Money Deposit of **Rs. 96,000.00** would be refunded to me/us on expiry of the validity of the tender or earlier at the discretion of Chief Engineer in case my/our tender is not accepted and
6. I/We, agree,
- a) In case my/our tender is withdrawn before expiry of the validity period or before the issue of letter of acceptance, whichever is earlier, or makes any modifications in the terms and conditions of the tender which are not acceptable to LIC, in such case 25% of the EMD will be forfeited.
 - b) In case my/our tender is accepted and we fail to undertake the work / execute the supply order, 50 % of the EMD will be forfeited automatically without any notice.

Yours faithfully,

(SIGNATURE OF THE CONTRACTOR)

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)

CONTRACTOR

DY. CHIEF ENGINEER (I/C)

Life Insurance Corporation Of India
North Central Zonal Office, Kanpur.

INSTRUCTIONS IN REGARD TO SUBMISSION OF TENDERS

NOTE: Tenderers should note that non-compliance of the following instructions will render the tender liable for rejection.

1. Address to which the tender is to be submitted: The Dy Chief Engineer (I/C), LIC of India, North Central Zonal Office, Engineering Department, Jeevan Vikas Building (1st floor), 16/275, Civil Lines, The Mall, Kanpur 208001.

Tenderers are required to submit the tender in the following manner:

PRINTOUT & BINDING OF TENDER DOCUMENTS

The Tenderers are requested to take Printout of all the downloaded Tender Documents, Tender Drawings, Enrolment Form, Integrity Pact etc , arrange the pages serially and the documents should be binded properly. Schedule of Quantities and Tender Drawings shall be binded together as per serial number of pages. (The Printout of Tender document except Schedule of quantities may be done on back to back of pages to minimize the volume of the tender documents)

ENVELOPE NO-1:

Non refundable Enrolment processing Fee of **Rs. 2000.00 (Rupees Two Thousand only)**, payable in the form of Demand Draft/Pay Order in favour of “ **Life Insurance Corporation of India**” payable at **Kanpur.**, AND,

The Earnest Money Deposit amounting to Rs. **Rs. 96,000/-** either in the form of DD / Demand Draft / Pay Order in favour of “ **Life Insurance Corporation of India**” payable at Kanpur shall also be put in this envelope.

The Envelope shall be sealed and superscribed as “ENVELOPE NO-1: EMD & ENROLMENT PROCESSING FEES” For Supply of Steel Framed & Cushioned Chairs for various Divisional Office (In U.P. & U.K.) Under NCZO, Kanpur.

ENVELOPE NO-2:

Technical (Pre-qualification) Bid containing duly filled-in **Enrolment Form** with supporting documents, credentials duly attested by authorized person of the firm as detailed in the Enrolment form shall be submitted in a sealed envelope duly superscribed as “**ENVELOPE NO-2: Technical (Pre-qualification) Bid for Supply of Steel Framed & Cushioned Chairs for various Divisional Office (In U.P. & U.K.) Under NCZO, Kanpur.** The Integrity pact shall be signed and submitted along with Technical Bid.

ENVELOPE NO-3: FINANCIAL BID

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Life Insurance Corporation Of India

North Central Zonal Office, Kanpur.

The Financial Bid consists of Tender Document & Tender Drawings. However, the Tenderer should submit of Tender Document including Pre-Priced Schedule of Quantities and tender drawings, duly filled and signed and sealed on all pages in a sealed envelope duly superscribed as **"ENVELOPE NO-3: Price Bid of proposed Supply of Steel Framed & Cushioned Chairs for various Divisional Office (In U.P. & U.K.) Under NCZO, Kanpur.**

All these three envelopes shall be sealed in a bigger envelope duly superscribed with the name of the work and last date of submission of the tender. The name & address of the tenderer should be clearly mentioned on all the Envelopes

The submitted Tender Document shall be opened in the following manner:

Envelope – 1 and Envelope-2 of the Bid Document shall be opened first on the last date for submission of tender. The Envelope No-1 : Containing EMD & Enrolment Processing Fee shall be opened first. Subsequently the Envelope No-2 : Containing Pre-qualification document shall be opened of the tenderers who have submitted the required EMD & Enrolment processing Fees.

Micro & Samall Enterprises registred with NSIC under Single Point Registration Scheme who are elegeble for exemption of tender cost and Earnest Money Deposit and who desire such exemption shall submit application addressed to Dy. Chief Engineer (I/C) LIC of India with copy of registration certificate and the application may be submitted in ENVELOPE No. – 1, meant for submission of EMD and Tender processing fees.

Eligibility related documents of Tenderers who have submitted valid Earnest Money Deposit shall be evaluated and the Pre-qualification shall be decided by LIC of India based on the pre-qualification criteria given in the Detailed Tender Notice and the documents submitted by the tenderers.

Financial Bid (Price Bid) will be opened only of pre-qualified Tenderers. The date & time of opening of Financial Bid shall be intimated to all the qualified Tenderers and the financial bid (Envelope -3) shall be opened in presence of qualified tenderers or their authorized representatives, who attend.

1. The Last date for receipt of tenders: **09.09.2016 up to 15.00 hours.**
2. **Tenderers should ensure that the tender is received before the date and time specified above.**
3. Tenderer should fill in all the relevant blanks and put his signature on the relevant places as indicated below:
 - a. Letter from Manufacturer to Chief Engineer
 - b. Appendix to the "Conditions of Contract"
 - c. Every page of schedule of quantities and general summary.
4. The tender should be filled as follows:

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Life Insurance Corporation Of India
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- a. The “**Percentage Rate**” column to be legibly filled in ink in both **FIGURES AND WORDS**.
- b. All corrections to be initialed.
- c. Each page of the Schedule of Quantities and the “**Summary**” is to be signed by the Manufacturer.
- d. **Tenderer should note that he is to quote percentage below/above/at par in the last (Summary)” page of Schedule of Quantities only. The percentage rate quoted elsewhere in the tender shall not be considered and the tender shall be rejected summarily.**
5. No alterations or additions are to be made by the tenderer to the text or the Schedule of these tender papers. Any tenderer 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.
6. The tenderer 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 Chief Engineer at once and have the same rectified. Should the tenderer be in doubt about the precise meaning of any item or figure, for any reason whatsoever, he must inform Chief Engineer in order that the correct meaning may be decided upon before the date for the submission of the tender. Similarly if there is/are any ambiguities noticed in any of the tender clauses /Item specifications etc given at different places in tender document, the Tenderer should bring all such ambiguities to the notice of Dy Chief Engineer (I/C) before submission of tender for necessary rectification.
7. No liability whatsoever will be admitted nor claim allowed in respect of errors in the submitted tender due to missing / duplicate pages, indistinct writing or any other error in the tender documents which should have been rectified in the manner described above.
8. **EMD: Earnest Money Deposit of Rs. 96,000/-** accompanying the tender will be accepted in the form of “**CROSSED DEMAND DRAFT**” / **Pay Order** / **Bankers Cheque** of any of the Nationalized Banks / Approved Scheduled Banks drawn in favour of the “**LIFE INSURANCE CORPORATION OF INDIA**” payable at **KANPUR** only, and not in favour of any other Authority or location and Any tender, which is not accompanied by Tender Fee & Earnest Money Deposit, shall be summarily rejected. No interest will be paid for the period during which the earnest money lies in deposit with the Employer.

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Life Insurance Corporation Of India
North Central Zonal Office, Kanpur.

9. The tender shall be accompanied by a certified true copy of Power of Attorney in favour of the signatory to the tender documents. If the tender is submitted on behalf of a firm, it must be signed either by all partners or person holding a valid power of attorney from all partners constituting the firm. The person signing the tender on behalf of another partner(s) or on behalf of a firm on Company shall attach with the Tender a proper Power of Attorney duly executed in his favour by such other person(s) or by all the partners in accordance with the Constitution of the Company / Articles of Association, stating that he has the authority to sign on behalf of such other person(s) of the firm or the Company as the case may be, in all matters pertaining to the contract including the Arbitration Clause.
10. Contractors are warned that Cash, or encashable Cheque, or Insurance Guarantee, or Fixed Deposit receipt in lieu of the aforementioned form of Earnest Money remittance will not be accepted.
11. Tenders containing errors are liable to be considered non-bonafide at the discretion of the Chief Engineer
12. **Tenderer should note that tender should remain open for consideration for a minimum period of THREE MONTHS from the date fixed for the receipt of tenders.**
13. 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.
14. Contractors should fill in "PERCENTAGE RATE" legibly in ink in both FIGURES and WORDS. Amounts mentioned in words shall be prefixed and suffixed by "Rs." and "only" respectively. Tenders containing the percentage rates only in figures are liable to be considered non-bonafide at the discretion of the Chief Engineer and entail forfeiture of Earnest Money Deposit.

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15. If on check there are differences between the percentages rate given by the contractor in words and figures or in the amount worked out /amount quoted by him, the following shall be considered.
- a) When there is a difference between the percentage rates in figures and in words, the percentage rates which correspond to the amounts worked out by the contractor, shall be taken as correct.
 - b) When the amount worked out by the contractor does not correspond with the percentage rate written either in figures or in words, then the percent rate quoted by the contractor in words shall be taken as correct.
 - c) When the percentage rate quoted by the contractor in figures and in words tallied but the amount is not worked out correctly, the percentage rate quoted by the contractor shall be taken as correct and not the amount.
 - d) In the event nothing is quoted (at per/above/below) by the contractor, the tender is considered as non-bonafide.
 - e) **The Tenderers are advised to not to quote varying percentage rates for individual items / Trades etc. The percentage rate quoted shall be on overall estimated cost put in the Summary of Schedule of Quantities and the same will be applied to all the tender items.**

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CONDITIONS OF CONTRACT

Name of Work: Tender for Supply of Steel Framed & Cushioned Chairs for various Divisional Office (In U.P. & U.K.) Under NCZO, Kanpur.

- 1 Tenders in sealed cover are to be submitted to the Dy Chief Engineer (I/C), Life Insurance Corporation of India, North Central Zonal Office, Engineering Department, Jeevan Vikash Building, The Mall, 16/276, Civil Lines, Kanpur - 208001 on or before 15:00hours on **09.09.2016**
- 2 All quantities in the schedule are provisional. Payment will be made at the accepted rates for the actually quantity supplied and ascertained by actual measurements at site.
- 3 The rates quoted by the Manufacturer shall include all the materials, all lead and lifts, labour, equipment, etc. needed for the job unless otherwise stated.
- 4 The Manufacturer shall be responsible to pay the Sales Tax/Trade Tax/ Commercial Tax on works contract and such other Taxes as Turnover Tax, Sales Tax on materials, Excise Duties, Octroi and all other duties and Taxes levied by the State/Central Government/Local Bodies and rates quoted in the tender shall allow for the same. No reimbursement, whatsoever, shall be made to the Manufacturers on account of any taxes or duties or increase in the taxes/duties by act of any legislation.
- 5 The quoted rates shall be exclusive of Service Tax. The Service Tax applicable if any shall be reimbursed to the manufacturer on production of proof of payment and or paid directly to the Government Authority as per finance Act.
- 6 Deduction of Trade/Commercial/Sales Tax on works contract at source shall be made by LIC of India as per the provisions prevailing from time to time from the Running Account or Final Bills and remitted to the concerned Taxation Authorities/State Government on behalf of the Manufacturer under whose jurisdiction the work is executed. This is applicable only if, the State Government directs the Employer to deduct the works Contract tax at source.
- 7 The rates quoted shall be inclusive of Packing Charges, Transportation, etc., supplying and delivery at the above said address.
- 8 Chairs shall be manufactured at Manufacturer's own factory. L.I.C. reserves the right to inspect during the period the Furniture pertaining to L.I.C. are being manufactured. The contractor has to facilitate inspection during the manufacturing.
- 9 The Manufacturer may be asked to submit the samples of Chairs for verification/ Inspection/ approval by LIC prior to placing of supply order. The quoted rates shall be include for the same.
- 10 The order for supply of the Chairs shall be place by respective Divisional Office of LIC and the bills shall be also be settled by the respective Divisional Office. The bills shall be settled after verifying that the furniture supplied is as per tender specification.

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- 11 The manufacturers to submit the bills/invoices directly to respective Divisional Offices.
- 12 The time limit for supply of furniture shall be 30 days from the date of issue supply order . The penalty shall be impose at the rate of 1% of amount of supply order per week subject to maximum 10 % of amount of supply order.
- 13 In case of any dispute, the decision of Dy Chief Engineer (I/C) shall be final and the same shall be binding on the Manufacturer.
- 14 Rates quoted by the contractor shall be FIRM throughout the currency of the contract (including extension of time granted, if any) and will not be subject to any escalation due to variation in cost of material and labour or due to increase in Taxes and Duties Levied by the Local/Government Authorities.
- 15 LIC reserves the right to split the tender in two or more parts as per their requirement. No claim, whatsoever, shall be entertained on this account.
- 16 Twenty percent of total procurement shall be done through MSME registered agencies at the lowest accepted rates. LIC of India shall decided the items to be procure from MSME agencies including the Divisions which will procure from MSME, so as to achieve the threshold limit of 20 percent of total procurement. In case if the lowest agency itself is MSME, then LIC may procure entire quantity from the lowest Agency.

17 SECURITY DEPOSIT

- 17.1 Amount of Security deposit shall be equal to 5 % of amount of Supply Order.
- 17.2 The EMD amount paid by the manufacture shall be retained as part of Security Deposit and balance Security Deposit shall be deducted from Bills.
- 17.3 Security deposit will be refunded to the contractor after the Satisfactory completion of the defects liability period of 12 months, subject to deductions for any appropriations thereof required to be made by the employer as per the conditions of contract.
- 17.4 The Contractor should note that no interest will be allowed on any part of the Security deposit.

18 Defect Liability Period

The Chairs supplied shall free of defects. The defects observed if any due to manufacture or due to defective materials during the period of 12 months form the date of supply of furniture, shall be attended by the manufacturer at their own cost. Necessary intimation about the defects shall be intimated to the manufacturer by e-mail/speed post or courier service. The manufacturer shall rectify the defects within reasonable time period. In case if the manufacturer fails to rectify the defects within reasonable time period, the Security Deposit amount shall be forfeited.

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19 Testing of Materials

LIC of India may advise the manufacturer to send the Samples of furniture from the supplied lot to approved Testing Laboratory for carrying out the Tests as per relevant IS codes. The manufacturer shall arrange for depositing the samples at the approved laboratory and pay the necessary testing charges. The manufacturers quoted rates shall include for the same.

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APPENDIX TO THE CONDITIONS OF CONTRACT

Name of Work: Tender for Supply of Steel Framed & Cushioned Chairs for various Divisional Office (In U.P. & U.K.) Under NCZO, Kanpur.

1. Date of commencement : Within 7 days from the date of the issue of order.
2. Duration of Supply of Furniture : 60 days from the date of Supply Order issued by respective Divisional Offices.
3. Total Security Deposit : 5% of the amount of Supply Order
4. Defect Liability Period : 12 (Twelve) months after the delivery of furniture at respective Divisional Office.
5. Liquidated damages : 1% of the amount of Supply Order per week or part there of subject to maximum of 10% of the amount of Supply Order
6. Minimum value of works for interim payment. : As per supply & receipt of bill.
7. Period of final certificate : 30 Days
8. The tendered rates : The rates quoted shall be inclusive of all taxes & transportation & loading/unloading charges at all points and any other taxes / duty levied by the State/ Central Government from time to time.

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Technical Specifications for Steel Framed & Cushioned Chairs

1. The guarantee period shall be one year after the date of supply of chairs. Guarantee shall cover all parts except fabrics. In case of defects during the guarantee period the defects shall be rectified free of cost.
2. Welding done for stand and other parts shall be done by electric welding with approved welding rods of 12 gauge.
3. Unless otherwise mentioned, handles shall be of Injection Moulded Polypropylene (PP handles).
4. **Foam** : Unless otherwise mentioned, chair cushion for seat and back shall be made up of flexible polyurethane foam moulded to have consistent density of around $45 \pm 2 \text{ kg/m}^3$.
5. **Castor** : Heavy duty, non skid, twin wheel, swivel P.P.C.P. (Poly Propylene Co-Polymer) or Nylon (snap type).
6. **Revolving & Tilting**: Gas lift with 100mm adjustment of seat height along with a 360 degree swivel mechanism with tilting mechanism. The pneumatic operated mechanisms are mild steel powder coated with an additional M.S. galvanized rod.
7. PVC profile shall be provided by stapling for seat and back rest.
8. **Hardware**: All hardware should be of standard quality confirming to relevant IS code.
9. **Upholstery**: The fabric shall be of approved colour, texture, design and of approved manufacturer. Fabric shall be acrylic base and cost of fabric shall be Rs. 250/- per meter minimum
10. **Stand**: Unless otherwise mentioned, stand shall be of 10 to 12 gauge M.S. sheet, properly welded with powder coating of minimum 50 microns.
11. **Adhesive** : Fevicol SR – 505, synthetic rubber adhesive shall be used for fixing of various items for chairs.
12. 12 mm thick hot pressed ply shall be used for seat and back rest.
13. Minimum 10-14 no Tee nuts shall be provided per chair for 12 mm thick ply for back rest.
14. Spring shall be of 7 mm dia “C” class spring quality wire with minimum 5 spiral rings.
15. Pipes for S type/C type chairs shall be ERW pipes of 16 gauge with reinforcement.

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SCHEDULE OF QUANTITY

Sub: Tender for Supply of Steel Framed & Cushioned Chairs for various Divisional Office (In U.P. & U.K.) Under NCZO, Kanpur.

Sl. NO.	Description	Qty	Unit	Rate (Rs)	Amount (Rs.)
1	Providing & supplying of High back cushioned chair with following specification:	60	Each	3776	226560.00
	Seat size – 480m (W) X 440mm (D) approx.				
	Back Size -480mm (W) X 660mm (H) approx.				
	Seat & Back assembly:				
	The seat & back shall be made of 12mm thick hot pressed plywood & moulded polyurethane foam 50 mm thick with density of 45+/-2 Kg/Cum in seat and 32+/-2 Kg/Cum in back and hardness 20Kg on Hamden machine at 25% compression including PVC lipping. The back foam is designed with contoured lumber support for extra comfort.				
	Fabric:				
	Acrylic fabric for tapestry of approved colour & pattern. (Basic cost of fabric shall be minimum @ Rs.250/- per metre)				
	Tilting & Revolving Mechanism:				
	The adjustable central tilting system shall be designed for 17 degree max. tilt. The tension shall be adjustable. It shall be provided with upright locking system. A full 360 degree swivel mechanism shall allow for fluid lateral movement.				
					226560.00

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Sl. NO.	Description	Qty	Unit	Rate (Rs)	Amount (Rs.)
				B.F.	226560.00
	The revolving & Synchronised tilting mechanism with locking arrangement in different positions & anti shock back mechanism is provided alongwith height adjustment mechanism & anti toppling mechanism. Gas lift: The gas lift shall be maintenance free, environment friendly, chrome free cylinder tube fixed in a M.S. black powder coated central column tube 38mm dia, 2.0mm thick, 100mm stroke length & gas pressure of 300N force. Pedestal assembly : The pedestal shall be made of arc shaped CRC metal folded base with 2.3 mm thick steel strips and fitted with 5 nos. twin wheel pin castors of min. wheel dia. 50 mm. The 5 prongs shall be welded to a central bush made for 2.5 mm thick ERW steel tube with 63 mm OD and 60 mm length. The bush shall accommodate the housing of the gas lift. Diameter of CRC metal base shall be 660 mm with 5 pronged legs duly powder coated having powder coating thickness 50 to 60 microns.				
	The M.S. pedestal is covered with ABS moulded cover for modern and aesthetic looks.				
	Telescopic bellow assembly :				
	The bellow shall be 3 piece telescopic type and injection moulded in black Polypropylene.				
					226560.00

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Sl. NO.	Description	Qty	Unit	Rate (Rs)	Amount (Rs.)
				B/F	226560.00
	Twin wheel castors :				
	The twin wheel castors shall be injection moulded in 30% glass filled nylon & extra smooth.				
	Polyurethane armrest :				
	The one piece armrest of diamond / rectangular / elliptical shape or any other approved shape are made of black integral skin polyurethane with 50-70 share "A" hardness and reinforced with M.S. insert The armrest shall be scratch proof & weather resistant. Armrests are fitted to the seat with powder coated armrests bracket made of 5mm thick HR Steel.				
	Powder coating :				
	All the steel components shall have epoxy polyester powder coating with dry film thickness of 45 microns (min).				
	Divisional wise quantity:				
	AGRA-5, ALLAHABAD-11, BAREILLY-3, DEHRADUN-3, FAIZABAD-5, GORAKHPUR-4, HALDWANI-3, KANPUR-14, LUCKNOW-2, MEERUT-7, VARANASI-3				
2	Do as in item no. 1 above but for medium back cushioned chairs but having following size: (For AO / AAO / HGA / Asst / RC & Other Staff)	879	Each	3340	2935860.00
	Seat size –450mm (W) X 440mm (D) approx.				
	Back Size -450mm (W) X 550mm (H) approx.				
					3162420.00

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Sl. NO.	Description	Qty	Unit	Rate (Rs)	Amount (Rs.)
				B/F	3162420.00
	Divisional wise quantity: AGRA-151, ALLAHABAD-24, BAREILLY-20, DEHRADUN-82, FAIZABAD-149, GORAKHPUR-106, HALDWANI-38, KANPUR-266, LUCKNOW-25, MEERUT-15, VARANASI-3				
3	Providing & supplying low back fixed cushioned chair with tubular cantilever type frame made of 25.4mm dia, 14 BG ERW tube with powder coated but having following size: (For visitors & Agents) Seat size -450mm (W) X 440mm (D) approx. Back Size -450mm (W) X 450mm (H) approx. Divisional wise quantity: AGRA-265, ALLAHABAD-190, BAREILLY-69, FAIZABAD-230, HALDWANI-74, KANPUR-142, LUCKNOW-117, MEERUT-89, VARANASI-20	1196	Each	2706	3236376.00
					6398796.00

CONTRACTOR

DY. CHIEF ENGINEER (I/C)

Life Insurance Corporation Of India

North Central Zonal Office, Kanpur.

SUMMARY

Name of Work: Tender for Supply of Chairs for various Divisional Office (in U.P. & U.K.) under NCZO, Kanpur.

Sr.No	Discription	Amount in Rs.
1	Tender for Supply of Chairs for various Divisional Office (in U.P. & U.K.) under NCZO, Kanpur.	Rs. 63,98,796.00

Note:1.The Manufacturers are to quote their percentage rate(above/below/at par) on LIC's schedule amount stated above.

2. The quoted percentage rate will apply to all the Items of the schedule of quantities.
3. The manufacturers are not to quote percentage variation for individual items.
4. The manufacturers are to quote their percentage rate both in figure and in words.

I/We herewith quote the percentage _____ % (in words : _____ percent) above* / Below* / At Par* the LIC's schedule of rates (Strike out whichever is not applicable).

Total Quoted Amount : Rs.

(Amount in words : Rsonly)

Signature of Tenderer with Rubber Seal

CONTRACTOR

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