



BID - I

PREQUALIFICATION BID

E-TENDER FOR CIVIL & INTERIOR WORK INCLUDING MODULAR FURNITURE, CHAIRS, ELECTRICAL INSTALLATION, DATA & TELEPHONE CABLING, FIRE ALARM SYSTEMS, FIRE HYDRANT & SPRINKLER SYSTEMS, AIR CONDITIONING WORK FOR PROPOSED MODERNIZATION OF DIVISIONAL OFFICE AT BHAVNAGAR, GUJARAT

(WORKING OFFICE)

**LIFE INSURANCE CORPORATION OF INDIA
ENGINEERING DEPARTMENT
WESTERN ZONAL OFFICE,
“YOGAKSHEMA”,
WEST WING, 1st FLOOR,
JEEVAN BIMA MARG,
MUMBAI – 400021
e-mail: wz_engg@licindia.com**

E-TENDER FOR CIVIL & INTERIOR WORK INCLUDING MODULAR FURNITURE, CHAIRS, ELECTRICAL INSTALLATION, DATA & TELEPHONE CABLING, FIRE ALARM SYSTEMS, FIRE HYDRANT & SPRINKLER SYSTEMS, AIR CONDITIONING WORK FOR PROPOSED MODERNIZATION OF DIVISIONAL OFFICE AT BHAVNAGAR, GUJARAT

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TENDER NOTICE

 भारतीय जीवन बीमा निगम LIFE INSURANCE CORPORATION OF INDIA		Life Insurance Corporation of India Engineering Department, Western Zonal Office, 1st floor, West wing, "Yogakshema" J.B. Marg, Mumbai 400 021 Phone Nos. 022-66598251, 66598252. E-mail - wz_engg@licindia.com Website : www.licindia.in/tenders	
COMPETITIVE BIDDING FOR MODERNIZATION WORKS (THREE BID SYSTEM)			
Life Insurance Corporation of India invites Percentage Rate e-tender through the website http://www.tenderwizard.com/LIC from eligible bidders for the following works as per the details given below:			
Bid Document No.	1) WZ/ENGG/DO Gandhinagar /19-20/002 2) WZ/ENGG/DO Bhavnagar/19-20/003 3) WZ/ENGG/DO Nashik/19-20/004		
Description of works	Modernization Work of Divisional Offices (which includes Civil, Interior works, Electrical Installation works, Supply & Installation of Modular Furniture, Chairs, Air Conditioning (VRF System), Fire Detection & Alarm System, Fire Hydrant & Sprinkler System, Structured Cabling and Allied works)		
Name of Office & Place	Divisional Office, Gandhinagar	Divisional Office, Bhavnagar	Divisional Office, Nashik
Estimated Cost	Rs. 319.19 Lakh	Rs. 266.71 Lakh	Rs. 468.75 Lakh
Pre-bid Meeting	24.01.2020 at 11:00Hrs.	24.01.2020 at 14:30Hrs.	23.01.2020 at 11:00Hrs.
Bid-Availability Period	12.01.2020 at 10:30 Hrs. to 02.02.2020 upto 23:59 Hrs.		
Bid submission Closing date and time	03.02.2020 at 15:00 Hrs.		
Contact Person(s) e - mail id	1. Devendra@licindia.com 2. Baburao.Humraskar@licindia.com		
Note: Any addendum/ corrigendum/ BID date extension in respect of above tender shall be issued on website: http://www.tenderwizard.com/LIC only and no separate notification shall be issued in the press. Bidders are therefore requested to regularly visit above website to keep themselves updated.			
Dt: 12.01.2020		CHIEF ENGINEER	

**Engineering Dept., Western Zonal Office, “Yogakshema”, West Wing, 1st Floor, J B Marg,
Mumbai – 400 021 Tel **022-66598251, 66598252.**
E-mail: wz_engg@licindia.com**

PRE QUALIFICATION NOTICE

Life Insurance Corporation of India intends to invite Percentage rate tender for the following work.

A. Criteria for eligibility/ pre-qualifications are as follows.

S. No	Description of the work	Estimated cost (Rs. in Lakh) (**)	Completion period in months	Min. Bank Solvency (Rs. In lakh) (**)	Avg. Annual financial turnover on Modernization / Interior works during last 3 years, ending 31 st March of the previous financial year. (Rs. In lakh) (**)	Experience of having successfully completed similar works during last 7 years ending last day of month previous to the one in which application is invited. (Rs in Lakh) (**)
1	CIVIL & INTERIOR WORK INCLUDING MODULAR FURNITURE, CHAIRS, ELECTRICAL INSTALLATION, DATA & TELEPHONE CABLING, FIRE ALARM SYSTEMS, FIRE HYDRANT & SPRINKLER SYSTEMS ,AIR CONDITIONING WORK FOR PROPOSED MODERNIZATION	266.71	06 (Six)	106.69	133.36	Three similar completed works, each costing not less than the amount equal to Rs. 106.69 Lakh of estimated cost put to tender OR Two similar completed works, each costing not less than the amount equal to Rs. 133.36 Lakh of estimated cost put to tender. OR One similar completed work of aggregate cost not less than the amount equal to Rs. 213.37 Lakh of estimated cost put to tender.

	N OF DIVISIONAL OFFICE AT BHAVNAGAR ,GUJARAT (Working Office)					If all the Qualifying work(s) is / are executed with Private Organization, then in addition to Qualified work(s), One completed work of any nature costing not less than the amount equal to Rs.106.69 Lakh of the estimated cost put to tender with Central Govt. Department / State Govt Department /Central Autonomous Body/State Autonomous Body/ Central Public Sector Undertaking/ City Development Authority / Municipal Corporation of City formed under any Act by Central / State Govt. and published in Central / State Gazette
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Notes :

- I “ The value of executed work (by the bidders in the last 7 years) shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum; calculated from the date of completion of the work to previous day of last date for submission of Bids.”
- II Similar nature of works means works of Interior, Modular furniture, Chairs, Electrical Installations, Data/ telephone cabling, Fire Alarm , Fire hydrant system&, Sprinkler, Air Conditioning etc executed in office , shopping complex, commercial building , Institutional Building.
- III For qualifying works executed by bidder in private sector , he should submit the details of payment received duly certified by Chartered Accountant i.e. Copy of paid final bill, Form 26AS and Form 16A of relevant period for verification of amount of work done.
- IV The amount of annual turnover as given in pre-qualification criteria shall be only for Modernization / Interior works duly certified by Chartered Accountant.
- V Even though any tenderer may satisfy the above requirements, he would be liable to disqualification if he has made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the eligibility criteria document, etc.
- VI The Bidder as a Joint venture is not eligible for Participation in Bidding.

B Other Criteria for Eligibility / Pre- qualification:

- I Even though the Bidder has executed similar nature of work of Qualifying amount/s, he will not be pre-qualified if there is unjustified delay in completion of the work by more than 25% period of total permissible time period. (Permissible time period means Schedule Time Limit + justified extended time period allowed without imposing Liquidated Damages/Penalty) the Performa in which the Bidder should obtain the performance certificate for the executed works is enclosed as Annexure 'A' .

Only contractors who are fulfilling above criteria shall participate in the e-tendering process.

The Tender Documents consist of BID-I, BID-II, BID-III (Part – B Financial bid) and Part – A) . The tenderer shall go through the Part A of BID-III of the Tender (Page No. 1 to 136) and need not sign and quote their offer in BID-III. The Tenderer shall go through the Part A & Part B of the Tender before submitting the Tender.

Contractor has to submit the Tender as under :

- (1) **BID - I : Prequalification Bid** (Enrolment form with Annexures) (Page No. 1 to 32). The Tenderer shall fill-in the enrolment form and upload the supporting documents / attachments. The scanned copy of the Demand Draft/Pay Order/Banker's Cheque of Tender Fee and Demand Draft/Pay Order/Banker's Cheque / Bank Guarantee of EMD shall be uploaded in BID I.
- (2) **BID - II** : Big Sealed envelope consisting of two separate sealed envelope as per following : -
- (a) Tender Fee of **Rs. 2,360/-(non-refundable) including GST 18%** in the form of Demand Draft/Pay order/ Banker's Cheque in favour of "Life Insurance Corporation of India" payable at Mumbai.
- (b) Earnest Money Deposit of **Rs. 4,00,100.00** (Rupees Four Lakh One Hundred Only) in the form of Demand Draft/Pay Order/Banker's Cheque in favour of "Life Insurance Corporation of India" payable at Mumbai. OR 50% amount i.e. Rs. 2,00,050/- in the form of Bank Guarantee of any Nationalised/Scheduled Bank & another 50% i.e. Rs. 2,00,050/- amount in the form of Demand Draft/Pay Order/Banker's Cheque drawn in favour of "Life Insurance Corporation of India" payable at Mumbai **(or) Bank Guarantee for the full amount i.e. for Rs.4,00,100.00** (Rupees Four Lakh One Hundred Only)
- (3) **BID - III: FINANCIAL BID** (part B of tender) consisting of documents (Page No.1 to 42) and schedule of quantities (Page No. 43 to 133). The Tenderer shall download the documents, fill in their relevant information, sign & stamp and upload in the portal. The percentage rate in words and figure shall be quoted in the templet provided. No other document, conditions shall be uploaded along with documents of **FINANCIAL BID**.

Note:

(a) Any bidder applied and fulfilling the eligibility / Pre- qualifications criteria may not be considered for enlistment if unsatisfactory/ unacceptable performance report/s, inspection report/s is/are received for the Completed projects from their previous Employer/ based on the inspection report submitted by our team of Engineers after inspecting the Bidders completed similar works.

(b) The Chief Engineer reserve the right not to open Financial bid of Tender of any/ all the Applicants at his sole discretion without assigning any reason whatsoever.

(C) If submitted documents filed by the Tenderer are found false / forged or fabricated during verification process and / or after opening of Price Bid not only Earnest Money Deposit will be forfeited in totality but also they will be debarred from LIC of India from participating of tendering for a period of 3 years and such information will also be shared with other organizations.

(d)The bidders have to submit an integrity pact along with the tender (Format attached in part B of tender.)

(e)“All the Participating Bidders must have valid GST Registration Certificate of a particular State / Union Territory at the time of submission of the Bld. In the eventuality of not having valid GST Registration Certificate with the State / Union Territory, where implementing Works Contracts, the successful bidder will be required to obtain GST Registration Certificate of that particular State / Union Territory where the Works Contract will be implemented within a period of 21 days from the date of issuance of Letter of Acceptance, failing which the letter of Acceptance will be withdrawn and cancelled. Earnest Money Deposit will also be forfeited. No extension of time period will be given whatsoever unless there remain unforeseen impediments with the issuing Authority of such GST Registration”.

Date:.

CHIEF ENGINEER

(**) Note : In case the Contractor intends to qualify for the proposed Works; more than one [i.e. proposed works mentioned in the NIT (Notice for Inviting Tender) as published in the Newspaper dated 12.01.2020, then, the amounts of criteria of; (i) Minimum Bank Solvency, (ii) Average Annual Financial Turnover and (iii) Completed Similar Works During Last Seven Years, shall be equal to the sum of amounts arrived by adding the amounts of said criteria of those intended proposed works.



**Engineering Dept., Western Zonal Office, “Yogakshema”, West Wing, 1st Floor, J B Marg,
Mumbai – 400 021 Tel **022-66598251, 66598252.****

E-mail: wz_engg@licindia.com

e-Tendering Programme

System Tender No.

1. Online bids are hereby invited for the works mentioned below through online e-Tendering System portal <http://www.tenderwizard.com/LIC> **from the intended contractors.**

E-TENDER FOR CIVIL & INTERIOR WORK INCLUDING MODULAR FURNITURE, CHAIRS, ELECTRICAL INSTALLATION, DATA & TELEPHONE CABLING, FIRE ALARM SYSTEMS, HYDRANT&SPRINKLER SYSTEMS ,AIR CONDITIONING WORK FOR PROPOSED MODERNIZATION OF DIVISIONAL OFFICE AT BHAVNAGAR, GUJARAT

Sr. No.	Name of Work	Estimated Cost	Earnest Money Deposit (EMD)	Tender Document Fee
1.	As mentioned above	Rs. 266.71Lakh	Rs. 4,00,100.00	Rs. 2,360.00 including 18% GST

2. Possession of Digital Signature Certificate (DSC) and registration of the contractors on the portal i.e. <http://www.tenderwizard.com/LIC> is a prerequisite for e-Tendering.
3. Last Dates of various activities by bidder:
 - i) Downloading of Tender Documents : 10.30 Hrs on 12.01.2020 to 23.59 Hrs on 02.02.2020
 - ii) Pre Bid Meeting Date, Time & venue : at 14.30 Hrs on 24.01.2020 at office of “The Chief Engineer LIC of India, Western Zonal Office, 1st Floor, West wing, Yogakshema, J.B. Marg. Mumbai -21
 - iii) Date of corrigendums, amendments, if any: up to 17.30 Hrs on 28.01.2020.
 - iv) Tender Closing Date & Time: up to 15:00 Hrs on 03.02.2020
 - v) Manual submission of tender fee & EMD : Up to 15.00 Hrs on 03.02.2020
 - vi) Opening of BID I & BID II : At 15.30 Hrs. on 03.02.2020

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For Registration and for further details on e-tendering, please visit website above mentioned portal (website) or below mentioned Helpdesk details.

Office Address :

E-Tender helpdesk
#24, Sudha Complex,
3rd Stage, 4th Block,
Basaveshwaranagara,
Bangalore – 560079,

Help Desk Contact Details:

Tel: 080-40482000/121/133/140

Mobile: 9686115304/9686115323

E-mail: lokesh.hr@antaressystes.com
raghuprashanth@antaressystems.com

Key Dates:

Sr. No.	Department Stage	Contractor Stage	Start Date and Time	Expiry Date and Time
1	Release of Tender document		12.01.2020 at 10.30 Hrs.	02.02.2020 at 23.59 Hrs.
2		Downloading of Tender Document	12.01.2020 at 10.30 Hrs.	02.02.2020 at 23.59 Hrs.
3	Pre-bid meeting		On 24.01.2020 at 14.30 Hrs.	
4	Date of corrigendum, amendments if any		12.01.2020 at 10.31 Hrs.	28.01.2020 at 17.30 Hrs.
5		Online submission of tender documents	12.01.2020 at 10.31 Hrs.	03.02.2020 at 15.00 Hrs.
6	Manual submission of tender fee & EMD		12.01.2020 at 10.31 Hrs.	03.02.2020 at 15.00 Hrs.
7	Opening of BID II and Online Opening of BID I & BID II		On 03.02.2020 at 15.30 Hrs.	

NOTE: The date of opening of BID III (Financial BID) shall be intimated later to the contractors, who fulfill the selection criteria

**LIFE INSURANCE CORPORATION OF INDIA
INSTRUCTIONS IN REGARD TO SUBMISSION OF TENDERS**

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

1. E- tenders to be submitted with EMD specified (BID I & BID II)
2. Last date for receipt of tenders As per Key Dates is **03.02.2020 up to 15.00 hours.**
3. Tenderer should ensure that the tender is received before the due date and time specified in the Key Dates of online tender.
4. Tenderer should fill-in all the relevant information in prescribed templates/forms and put his Digital signature on the relevant places as required in the e-tendering System.
5. The schedule of Quantities should be filled in as per the format given in the online e-Tender.
6. Tenderer should note that he is to quote percentage rate only for the total estimated amount and refrain from making offer of percentage below/above the estimated rates quoted. Such tenders are liable to be rejected.
7. No liability whatsoever will be admitted nor claim allowed in respect of errors in the submitted tender due to missing / duplicate uploaded documents.
8. Part I and Proforma of Articles of Agreement should not be filled in by the tenderer. While the contract shall be deemed to have come into existence on issue of letter of acceptance to the successful tenderer, formal agreement shall be signed thereafter with the successful tenderer on non-judicial stamp paper of requisite value as per the proforma of Articles of Agreement.
9. Earnest Money accompanying the tender will be accepted only in the form of Demand Draft/Pay Order/Banker's Cheque of any Nationalised Bank/Approved Scheduled Bank drawn in favour of "LIFE INSURANCE CORPORATION OF INDIA" payable at Mumbai, OR 50% of the EMD in the form of Bank Guarantee and 50% in the form of CROSSED DEMAND DRAFT/Pay Order/Banker's Cheque of any of the Nationalised Banks/Approved Scheduled Bank drawn in favour of "LIFE INSURANCE CORPORATION OF INDIA" payable at "Mumbai" only and not in favour of any other Authority or location. **(or) Bank Guarantee for the full amount i.e. for Rs. 4,00,100.00 (Rupees Four Lakh One Hundred Only).** Any tender, which is not accompanied by 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.
10. 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 or 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. The tenderers can submit the scan copy of the same on the online portal.

11. 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.
12. Tenders containing errors are liable to be considered non-bonafide at the discretion of the Chief Engineer
13. Tenderer should note that tender **should remain valid** for consideration for a minimum period of **THREE MONTHS from** the last date fixed for the submission of tenders.
14. 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.
15. Contractors should fill-in their **“PERCENTAGE RATE” in the SCHEDULE OF QUANTITIES or prescribed form provided on online portal in both FIGURES and WORDS.** Tenders containing the percentage rate only in figures are liable to be considered non-bonafide at the discretion of the Chief Engineer and entail forfeiture of Earnest Money Deposit.
16. If on check, there are differences between the rates/ percentage given by the contractor in words and figures or in the amount worked out or no rate/amount quoted by him, the following shall be considered:
 - a) When there is a difference between the rate/percentage in figures and in words, the rate which correspond to the amounts worked out by the contractor, shall be taken as correct.
 - b) When the amount of an item is not worked out by the contractor or it does not correspond with the percentage rate written either in figures or in words, then the percentage 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.
17. **Latest solvency certificate from any nationalized / scheduled bank (Not more than 3 months old from the date of publication of tender notice.) should be submitted along with enrolment form.**

Pages to be filled and signed by the contractors for uploading their tender are as below :

- 1. Bid – I i.e. Prequalification Bid- Pages 01 to 32 along with enclosures.**
- 2. Bid –III (Part B) i.e. Financial Bid- Page 01 to 145**
- 3. Enrolment form in BID – I and PRICE BID SUMMARY PAGES of BID - III to be filled in Excel Sheet provided along with tender.**

INFORMATION & INSTRUCTIONS TO THE BIDDERS
FOR USING ONLINE ELECTRONIC TENDERING SYSTEM (eTS)

Special Conditions & instructions for using online Electronic Tendering System (eTS) through portal (website) <http://www.tenderwizard.com/LIC> adopted by Life Insurance Corporation of India (LIC), Western Zone, Mumbai as given in the subsequent pages will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

- **Registration of the Contractors/Bidders:** All the Contractors intending to participate in the tenders floated online using Electronic Tendering System (ETS) are required to get registered on the eTender Portal (website) <http://www.tenderwizard.com/LIC>

After successful Registration on above mentioned portal contractor will get a User ID and Password to access the website.

- **Viewing of Online Tenders:** The contractors/bidders can view tenders floated on online Electronic Tendering System (ETS) hereinafter referred as “eTendering System” through portal (website) at <http://www.tenderwizard.com/LIC>. They can view the details like Tender Notice, Terms and Conditions, drawing (if any) and any other information. To download through they need to login on to the above portal and can download the tender documents of an eTender.
- **Key Dates:** The contractors/bidders can view the Online Scheduled dates of e-tendering System (time schedule) hereinafter referred as “Key Dates” for all the tenders floated using the online electronic tendering system on above mentioned portal (website) <http://www.tenderwizard.com/LIC>

The bidders are strictly advised to follow dates and time as mentioned in Key Dates of a particular tender. The date and time will be binding on all the bidders. The bidders are required to complete the stage within the stipulated time as per the schedule (Key Dates) to continue their participation in the tender. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and time of the stage as defined.

The bidder should ensure that the status of a particular stage should be shown as “Completed” before the expiry date and time of that particular stage and they should possess a copy of receipt of completion of each stage to be performed from their end which should match with the status with their offer on online portal. It will be the sole responsibility of the bidder if the status of a particular stage is “Pending” till the expiry date and time of that stage and he is not able to proceed further in the eTendering process. The Key dates are subject to change in case of any amendment in schedule due to any reason stated by the Department.

- **Obtaining a Digital Certificate and its Usage:** On eTendering System the bids should be Encrypted and Signed electronically with a Digital Signature Certificate (DSC) to establish the identity of the bidder on online Portal. The Digital Signature Certificate (DSC) has two keys i.e. Public Key and Private Key. The Public Key is used to Encrypt (code) the data and Private Key is used to decrypt (decode) the data. The Encryption means conversion of normal text into coded language whereas decryption means conversion of coded language into normal text. These Digital Signature Certificates (DSCs) are issued by an approved Certifying Authority, by the Controller of Certifying Authorities (CCA India), Government of India.

- The contractors may obtain Class III digital certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities on the portal <http://cca.gov.in>. or may obtain information and application format and documents required for issue of digital certificate from our Service Provider for Electronic Tendering System (ETS):

E-Tender helpdesk
#24, Sudha Complex,
03rd Stage, 04th Block,
Basaveshwaranagara,
Bangalore - 560079,
dscprocessingunit@yahoo.com

Help Desk Contact Details:

Tel: 080-40482000/121/133/140

Mobile: 9686115304/9686115323

E-mail: lokesh.hr@antaressystes.com
raghuprashanth@antaressystems.com

- The Bid (Online Offer) for a particular eTender may be submitted only using the Digital Signature Certificate (DSC), which is used to Encrypt (codified) the data and sign the Hash (Impression of your data) during the stage of Bid Preparation and Hash submission. In case, during the process of a particular eTender, the user loses his Digital Certificate (i.e. due to virus attack, hardware problem, operating system problem), he may not be able to submit the bid online. Hence, the users are advised to keep their Digital Signature Certificates in safe custody.
- In case of online Electronic Tendering, if the Digital Certificate issued to the authorized user of a firm is used for signing and submitting an online bid, it will be considered equivalent to a no-objection certificate/power of attorney to that User. The firm has to authorize a specific individual via an authorization certificate signed by all partners to use the Digital Certificate as per Indian Information Technology Act 2000 and its amendments. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of agency for LIC of India, Western Zonal Office, Mumbai as per Information Technology Act 2000 and its amendments. The Digital Signature of this authorized user will be binding on the firm. It shall be the responsibility of management / partners of the registered firms to inform the certifying authority or Sub Certifying Authority; in case of change of authorized user and that a fresh digital certificate is procured and issued an "Authorization Certificate" for the new user. The procedure for application of a Digital Certificate will remain the same for the new user.
- The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.
- Bidders participating in e-tendering shall check his/her validity of Digital Signature Certificate before bidding in the specific work floated online at the eTendering Portal (website) through <http://www.tenderwizard.com/LIC>.

- **Submission of Earnest Money Deposit:**

Contractors have to deposit EMD of required amount and in the form as stated in of DD in a sealed envelope on and before as mentioned in the respective eTender in the form of “CROSSED DEMAND DRAFT “ of any of the Nationalized Banks drawn in the favour of the “**Life Insurance Corporation of India**” payable at “**Mumbai**” only, and not in the favour of any other Authority or Location .

- Refund of Earnest Money Deposit to the unsuccessful bidders will be made through RTGS/NEFT.
- A scanned copy of DD/BG against EMD should be uploaded mandatory while Bid Preparation stage (as per the Key Dates mentioned in eTender and Tender document) and **original D.D./B.G. should be submitted to the Chief Engineer, Western Zonal Office, Life Insurance Corporation of India, Yogakshema, 1st Floor West wing, J B Marg, Mumbai - 400 021 in the sealed envelope (BID II) on or before the due date mentioned** in Key Dates of E-Tender, otherwise your BID I will not be opened.

- **Submission of Tender Document Fees:**

- The Contractors have to submit a Demand Draft of requisite amount as mentioned in the particular e-Tender against the Tender Document Cost of any of the Nationalized Banks drawn in the favour of the “**Life Insurance Corporation of India**” payable at “**Mumbai**” only, and not in the favour of any other Authority or Location.
- The scanned copy of the Demand Draft against Tender Document Fees should be uploaded mandatory during “Bid Hash Submission” stage (as per the due date mentioned in Key Dates of eTender and original DD should be submitted to the Chief Engineer, Western Zonal Office, Life Insurance Corporation of India, ‘Yogakshema’, 1st Floor West wing, J B Marg, Mumbai - 400 021 in the sealed envelope on or before the due date mentioned in Key Dates of respective eTender, otherwise your Tender will not be opened.
- If the tenders are cancelled or recalled on any grounds, the tender document fees will not be refunded to the agency.

- **Tender Download:**

- The Eligible Bidders can download the Tender Document online from above eTendering Portal <http://www.tenderwizard.com/LIC> before the Tender closing date & time mentioned in the eTender floated.

- **Submission of online bids:**
- The bidders are required to prepare their bids on online eTendering Portal as mentioned above. During bid preparation the bidders have to send their Public Key of DSC hence they are advised to procure DSCs at earliest to participate in the eTender. They are required to upload the scan copies of Demand Draft for Tender Document Fees and Earnest Money Deposit. Also bidders are required scan and upload any other documents related to their credentials and submit wherever asked online. The bidders have to prepare their commercial bid online during in this stage only and seal (Encrypt) and digital sign the online bid with their Digital Signature Certificates. The Bidders should take note of any corrigendum being issued on the web portal on a regular basis. They should view and note down or take a printout the Bid Hash submitted and ensure that it matches during "Re-Encryption of Bids" stage. The bidders will not be able to change their technical details and offer (rates) after expiry of due date and time on online portal.
- ~~**Generation of Super Hash:** After the time of submission of Bid Seal (Hash) by the Contractors/Bidders has lapsed, the bid round will be closed and a "Digitally signed tender Super Hash" will be generated by concerned LIC Department official. This is equivalent to sealing the tender box.~~
- **Re-Encryption of Bids:** Once the Generation of Super Hash stage is completed the Contractors/bidders have to decrypt their bids as they are in encrypted mode by their DSC and re-encrypt with Department user's Public Key which will be included in the eTender. During this process they need use their DSC for decryption of Bids and signing of Bid Hash once again for security. The electronic bids of only those Contractors/bidders who have submitted their bid seals (hashes) within the stipulated time, as per the tender time schedule (Key Dates), will be accepted by the system. A Contractor who does not submit his bid seal (hash) within the stipulated time will not be allowed to submit his bid (Re-Encryption). This stage could be considered as transfer of control to LIC Department user.
- Pre-bid discussion with all applicants on key dates.
- **Opening of Tender (Electronic offers):** (a) EMD Bid & Pre-qualification Bid shall be opened on key dates. (b) The date of opening of Price/Financial Bid shall be intimated to the Eligible Bidders.

TENDER EVALUATION PROCEDURE

Tenders are invited in Three Bid tendering system.

1. BID I (Eligibility/Pre-qualification): This bid will be online filled in enrolment form with credentials of contractors including SCAN copy of DD/Pay Order/Banker's Cheque of processing fee of **Rs.2,360/-** including GST 18% (Rupees Two Thousand Three Hundred Sixty only) and copy of DD/Pay Order/Banker's Cheque/ BG of EMD of Rs. 4,79,000.00 "Eligibility/Pre-qualification" will be selection of contractors on the basis of minimum bank solvency, Average Annual financial turnover on interior works during last 03 years, ending & value of work done of similar nature as mentioned in the Selection Criteria as mentioned in the Pre Qualification Notice. All the necessary required papers i.e. self attested copies of annual turnover (certified by Chartered Accountant), Bank solvency (**issued latest or within three months prior to date of this tender notice**), copy of work/ works executed, Completion Certificates. All required scanned documents duly self attested only to be uploaded online.

2. BID II (E.M.D.Bid) : Earnest Money Deposit of **Rs. 4,00,100.00** (Rupees Four Lakh One Hundred Only) in the form of Demand Draft/Pay Order/Banker's Cheque in favour of "Life Insurance Corporation of India" payable at Mumbai. OR 50% amount i.e. Rs. 2,00,050/- in the form of Bank Guarantee of any Nationalised/Scheduled Bank & another 50% i.e. Rs. 2,00,050/- amount in the form of Demand Draft/Pay Order/Banker's Cheque drawn in favour of "Life Insurance Corporation of India" payable at Mumbai (**or**) **Bank Guarantee for the full amount i.e. for Rs. 4,00,100.00** (Rupees Four Lakh One Hundred Only)of any Nationalised/Scheduled Bank on the due date of opening of Pre-qualification Bid, the BID II will be opened first and the Pre-qualification Bid (BID No.I) of contractors whose Tender Fee and EMD found in order shall be opened online.

3 BID III (Financial Bid) : The Price Bid consists of letter to contractor, letter from contractor, Appendix to Condition of Contract, Schedule of Quantities etc . The agency shall fill in the Percentage Rate both in words and figures. **The agency shall note that no condition shall be mentioned in the Price Bid. The conditional Tender is liable to be rejected.** The Financial Bid will be opened on the scheduled date. Date of opening of FINANCIAL BID will be conveyed to the agencies who qualify in BID I & II. The Percentage Rate quoted in Tender shall remain valid for 3 months from the last date of submission of Tender.

Note:

- 1. The EMD of the contractors who do not qualify in Prequalification Bid will be released without opening financial bid.**

LIFE INSURANCE CORPORATION OF INDIA.

Western Zonal Office, “Yogakshema”, J B Marg, Mumbai

INSTRUCTIONS FOR FILLING AND SUBMISSION OF PRE-QUALIFICATION BID

The Enrolment Form along with the Annexure A1, A2 and B to H shall be completely filled in all respect along with these instructions for filling and uploading of Enrolment Form.

1. Contractors to note that all particulars required as per the form and Annexures shall be filled in completely in relevant strictly as per the format.
2. The forms not submitted strictly as per the above instructions within stipulated period are liable to be rejected,
3. The Pre-qualifying Bid of the eligible agencies, which fulfill the selection criteria, shall be evaluated. Please note that no enquiries or correspondence regarding the selection for issue of tenders shall be entertained.
4. Latest Solvency Certificate from any Nationalized/Scheduled Bank of an amount as mentioned in the tender notice should be uploaded submitted along with BID-I DOCUMENT
5. The Contractors are advised to follow the instructions given below :
 - (a) Enrolment Form shall be filled online in the e-tendering portal in capital letters or and typed.
 - (b) Full address of the site of work, owner or authority under whom the works have been carried out should be given (Please refer Annexure D & E).
 - (c) The Tenderer should ensure to submit the satisfactory Completion Certificate giving the value of work, year of completion and it should also tally with the value of final bill in Annexure D.
 - (d) Bidder should obtain the performance certificate for the executed works in Annexure ‘A’
 - (e) Bidder should submit the details of payment received duly certified by Chartered Accountant for qualifying works executed by bidder in private sector i.e. copy of the paid final bill , Form 26AS and Form 16A of relevant period for verification of amount of work done.
 - (f) The amount of an annual turnover as given in pre-qualification criteria shall be only for Interior works duly certified by Chartered Accountant.
6. All the documents uploaded are to be self attested by the authorized signatory.
7. Please note that the submission of PQ BID does not confer any right to claim for selection for further tendering process.
8. Chief Engineer reserves the right to reject the PQ BID of the applicant without assigning any reason whatsoever.

Encl: Enrolment Form with Annexure A, A1, A2 and B to H

CHIEF ENGINEER

CONTRACTOR

CHIEF ENGINEER

LIFE INSURANCE CORPORATION OF INDIA
ENGINEERING DEPARTMENT
WESTERN ZONE, MUMBAI

FORM FOR PRE-QUALIFICATION BID

I / We _____ am/ are desirous of submitting Pre-
Qualification bid for _____ and hereby apply for the
same.

I / We give the following details for your consideration.

Sl.no	QUERY			ANSWER
1	Name of the firm		:	
	Proprietary / Corporate			
2	Address	OFFICE		
		RESIDENTIAL		
3	i) What is the constitution of firm viz. Sole Proprietor, Partnership, Pvt. Ltd., Public Ltd., etc.			
	ii) Upload copy of partnership deed, Articles of Association or Affidavit in case of sole proprietorship as per Annexure A-1.			
	iii) Fill-in enclosed Annexure A-2.			
4	PAN No			
	TIN No.			
	Goods & Service tax Registration No.			
5.	Registration with EPF and Details			
	Registration as per Labour Act and Details			
6	Contact Details	Office Phone No.		
		Residence Phone No.		
		Mobile No.		
		Fax No.		
		e-mail		
7	Month and year in which the firm was established in present name			
8	Particulars of old firm (if present firm is			

	new) if main partners of the present firm were working as contractors, in some other name in the past (The partnership deed of old firm be uploaded)		
9	Particulars of sister firms, if any:		
10	Fill and enclose Annexure B giving details of enrolment with LIC of India in the past and with other organizations		
11	Has the applicant or his partners or Directors been black listed in the past by any Central or State Govt. Deptt. / Organization		
12	i) Annual Turn Over for last three years (upload the self attested Statement of Accounts of last three consecutive years duly certified by Chartered Accountant with Registration Number Details of ATO are to be filled up in Annexure-G. The Bank statement for last 12 months shall be uploaded.		YEAR
		i	2016-17
		ii	2017-18
		iii	2018-19
	ii) What evidence of proof is uploaded to support the amounts of yearly turnover.		
	iii) Upload latest income tax clearance Certificate		Certificate of chartered accountant uploaded for Assessment year
13	i) Name and complete postal address of bankers and statement of accounts of last 3 consecutive years duly certified by Chartered Accountant with registration number etc.		
	ii) NEFT and Bank Account Details		Name of Bank :
			Account No.
			IFSC Code :
	iii) Upload solvency certificate indicating amount (The certificate should not be more than 3 months old from date of publication of tender notice.		
	iv) Bank Guarantee limit with Various banks	i)	Rs. _____ Lac with _____
		ii)	Rs. _____ Lac with _____

		iii)	Rs. _____ Lac with _____
		TOTAL	
14	i) Upload list of immovable properties with complete postal addresses, full description & reasonable market value of property duly supported by certificate of DM/ Collector/ First Class Magistrate/ approved valuer.		
	ii) Whose supporting certificate is enclosed		Rs. _____ of _____ Date _____
15	i) Particulars of movable properties along with Banker's reference		
	Value of tools & plants		Rs. _____
	Other Assets		Rs. _____
	Total		Rs. _____
	ii) Whose reference is uploaded?		
16	Fill-in and upload list of tools & plants as per Annexure-C enclosed.		
17	Fill-in & upload Annexure-D giving full particulars about major similar works successfully completed during last seven years ending last day of month previous to one in which application is invited. NOTE: List of only those works which are carried out by firm requesting for enrolment is to be given. Work completion certificate & Performance report as per Annexure – A must be uploaded with address & contact numbers of issuing authority		
18	Work in Progress:		
	i) Whether full details of major work on hand given in Annexure 'E' Note: The details must be self attested.		
	ii) All copies of work orders for such large works uploaded		

19	Whether full information regarding permanent technical staff employed given in Annexure 'F'		
20	i) How do you normally carry out works of water supply, sanitary and plumbing installations.		
	ii) Who is the license holder and what his experience of this work is.		
21	i) How do you normally get work of electrical installations carried out		
	ii) Who is the license holder & what is his experience		
22	Any other information the applicant might like to give		

DECLARATION

I/We agree to notify the officer accepting this application for Pre-Qualification of Life Insurance Corporation of India, of any changes in the foregoing particulars as and when they occur and to verify and confirm.

I/We understand and agree that the appropriate Life Insurance Corporation of India Authority has the right as he may decide, not to open Financial Bid tender in any particular case and also to suspend, remove or blacklist my/our name from Life Insurance Corporation of India list of contractors in the event of my/our furnishing false particulars in the pre-qualification bid form or submitting non-bonafide tenders or for technical or other delinquency in regard to which the decision of appropriate Authority of Life Insurance Corporation of India, shall be final and conclusive.

I/We certify that the particulars furnished in the Pre qualification bid forms are correct and that should it be found that I/We have given a false certificate or that if I/We fail to notify the fact of my/our subsequent amalgamation with another contractor or firm, the Life Insurance Corporation of India may disqualify my/our name from the opening Financial bid.

PLACE:
DATE :

SIGNATURE OF CONTRACTOR

ANNEXURE 'A'

PERFORMANCE REPORT OF WORKS REFERRED IN PRE-QUALIFICATION BID

1. Name of work/ project & location :
2. Agreement no.
3. Estimated cost
4. Tendered cost
5. Date of start
6. Date of completion
 - (i) Stipulated date of completion
 - (ii) Actual Date of Completion
7. Period of delay beyond stipulated date of completion, if any
 - (a) Extended period without imposing of Penalty: Days/ Months
 - (b) Extended period with imposition of Penalty: Days/ Months
8. Performance Report

I)	Contractors Site organization	:	(a) Well organised, (b) Adequate (c) Poorly organised
II)	Quality of materials with reference to specifications.	:	(a) Good, (b) Satisfactory (c) Poor
III)	Workmanship and Supervision	:	(a) Good, (b) Satisfactory (c) Poor
IV)	Labour Relations and facilities	:	(a) Good, (b) Satisfactory (c) Poor
V)	Attitude towards settlement of disputes and differences	:	(a) Co-operative (b) Non co-operative.
VI)	Safety Record:		
	(a) Were there any accidents collapses at site.	: :	i) Yes ii) No
	(b) If answer to (a) is Yes, state whether due to	: : :	i) Negligence ii) Improper work iii) Reasons beyond control

9. Any other Remarks :

Dated

Executive Engineer or Equivalent

Name :

Phone No :

Email id :



WZO

Modernization of Divisional Office, Bhavnagar

ANNEXURE – A1

A F F I D A V I T

Note: **This Affidavit should be notarized.**

(On Non Judicial Stamp paper of Rs.*_____/ - in case the individual who is the sole proprietor of the firm)

I
..... s/o
..... age years, occupation business
r/o do hereby state on oath as under:

That I am residing in locality of
District since last years.

That I am the sole proprietor of a proprietary concern name and style as
“.....” having it's office at
..... District dealing in business of
Government, civil contracts and ancillary works attached therefore.

Hence this affidavit.

Deponent _____

LIFE INSURANCE CORPORATION OF INDIA

**CONSTITUTION OF FIRM – SOLE
PROPRIETORSHIP/PARTNERSHIP/LTD.CO./OTHER**

DETAILS OF CONSTITUTENTS

Sr. No .	Name of Sole Partner or Director / other High Officials	Age	Share	Technical Experience			Whether power of attorney Holder
				Year to Year	As Employee	As contractor	
1	2	3	4	5	6	7	8

SIGNATURE OF CONTRACTOR

CONTRACTOR

CHIEF ENGINEER

ANNEXURE – B

LIFE INSURANCE CORPORATION OF INDIA

PARTICULARS OF ENROLMENT WITH LIC AND OTHER ORGANIZATION

I.

Name of works for Which enrolled by L.I.C. in the past	1)	
	2)	
	3)	
	4)	
Sr. Nos. for which tenders were submitted :		
Sr. Nos. for which work-order was received:		

II. ENROLMENT WITH OTHER ORGANISATIONS:

Sr. No.	Name & Address of Authority with whom you are enrolled	FIRST TIME ENROLMENT		LAST RENEWAL OR ENROLMENT			
		Year to year	Is copy of letter enclosed	Year to year	Class or Category	Limit (Rs. in Lakh)	Is copy of letter enclosed
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

SIGNATURE OF CONTRACTOR

CONTRACTOR

CHIEF ENGINEER

ANNEXURE – C

LIFE INSURANCE CORPORATION OF INDIA

PARTICULARS OF SHUTTERING TOOLS AND PLANT

Sr. No.	Item	Specification	Quantity	Estimated Value	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
1.	a) Shuttering plates b) Shuttering- Wooden Planks c) Wooden props d) Steel props				
2.	Concrete Mixers				
3.	Concrete Vibrators i) Petrol Driven ii) Electric Driven				
4.	Tower Hoist				
5.	Trucks				
6.	Welding Equipments				
7.	Pump Sets				
8.	Floor Polishing Machine				
9.	Cranes				
10.	Others				

SIGNATURE OF CONTRACTOR

ANNEXURE – D**LIFE INSURANCE CORPORATION OF INDIA****LIST OF MAJOR SIMILAR WORKS SUCCESSFULLY COMPLETED DURING LAST SEVEN YEARS ENDING LAST DAY OF MONTH PREVIOUS TO ONE IN WHICH APPLICATION IS INVITED**

completed similar works during last 7 years ending last day of month previous to the one in which application is invited.

Sr . N O.	Name and Complete Postal Address of			Order			Value of work as per final bill (Rs. in Lakh)	Commencement of work month /Year	Comple- tion of work month/ Year	Penalty levied for delay of completion , if any	Performance Report (Annexure- A) of work referred here enclosed or not say 'YES' or "NO"
	Site of Work & Nature of Work	Owner	Authority under whom work was carried out	Ref. No. & Date	Contract Amount (Rs. in Lakh)	Is copy enclosed					
(1)	(2)	(3)	(4)	(5)	(6)	(7)	*(8)	(9)	(10)	(11)	(12)

SIGNATURE OF CONTRACTOR

CONTRACTOR

CHIEF ENGINEER

ANNEXURE – E

**LIFE INSURANCE CORPORATION OF INDIA
LIST OF WORK IN HAND**

Sr. No.	Name and Complete Postal Address of			Order			Date of commen cement of work	Scheduled date of completion of work	% of work completed	Progress made and expected date of completion and reasons for delay, if any.
	Site of Work & Nature of Work	Owner	Authority under whom work was carried out	Ref. No. & Date	Amount (Rs. in Lakh)	Is copy enclosed				
(1)	(2)	(3)	(4)	(5)	*(6)	(7)	(8)	(9)	(10)	(11)

SIGNATURE OF CONTRACTOR

CONTRACTOR

CHIEF ENGINEER

ANNEXURE – F**PARTICULARS OF PERMANENT TECHNICAL STAFF**

Sr. No.	Name	Designation	Age	Academic Qualification	Service with the Firm	Details of Experience Year to Year
(1)	(2)	(3)	(4)	(5)	(6)	(7)

SIGNATURE OF CONTRACTOR

CONTRACTOR

CHIEF ENGINEER

ANNEXURE- 'G'**Name of contractor:****ANNUAL FINANCIAL TURNOVER ON INTERIOR WORKS
DURING LAST 3 YEARS, ENDING 31ST MARCH OF THE
PREVIOUS FINANCIAL YEAR.**

Sr.No .	Financial Year	Total Contract amount received	IT certificate enclosed. Yes/ No	Audited balance sheet copy enclosed. Yes/ No	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
1	2016-17				
2	2017-18				
3	2018-19				

SIGNATURE OF CONTRACTOR

CONTRACTOR

CHIEF ENGINEER

ANNEXURE – H**PRE-QUALIFICATION BID CHECKLIST**

Sr. No.	Description of Enclosure	Refer Item of form	Uploaded YES/NO
1.	Performance report of executed work.		
2.	Partnership deed/ Articles of Association/ Affidavit (★) (★) Annexure A-1		
3.	Annexure (A-2) as supplied	(Particulars of Partners)	
4.	Annexure – B (as supplied)	(Particulars of enrolment in LIC and other Organization)	
5.	Proof of Turnover		
6.	Latest I.T.C.C.		
7.	Solvency Certificate		
8.	Certificate of Bank Guarantee		
9.	Immovable Property Certificate		
10.	Movable Property reference		
11.	(★) Annexure 'C' (as supplied)	(Particulars of shuttering tools/ plant)	
12.	(★) Annexure 'D' (as supplied)	(List of major similar works completed during last 7 years)	
13.	(★) Annexure 'E' (as supplied)	(List of work in hand)	
14.	(★) Copies of work orders		
15.	(★) Annexure 'F' (as supplied)	(Particulars of permanent technical staff)	
16.	(★) Annexure 'G'	Annual financial turnover for last three years.	

SIGNATURE OF CONTRACTOR

CONTRACTOR

CHIEF ENGINEER