LIC
भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

नया दशक नये सपने

NEW DECADE **NEW DREAMS**

Empanelment of firms for end-to-end management of IT related projects for LIC

Activity Schedule

Event/Activity	Details
Address for Communication/ submission of Bids	The Executive Director (IT/BPR), LIC of India, Central Office-IT Dept, 2nd floor, Jeevan Seva Annex, S.V. Road, Santacruz (W) Mumbai – 400 054.
Last date & time for submission of bids	Tuesday, 24th November, 2020, latest by 2.00 P.M.
Bid opening date, time & venue (Eligibility)	Tuesday, 24th November, 2020, latest by 2.30 P.M. Venue: - LIC of India, Central Office-IT DEPT, 2nd floor, Jeevan Seva Annex, S.V. Road, Santacruz (W), Mumbai – 400 054.
Contact Email-id	itsecuritybid@licindia.com

Basic Information

The bids must be printed on **8.27” by 11.69” (A4 size)** paper in indelible ink, spirally bound and numbered in serial order.

Index should be well defined with page numbers.

Bids should be complete, properly indexed, annexure-wise, duly supported by relevant documents and should contain no duplicate documents.

The document should not have any unnecessary item, should be complete, comprehensive in all respect.

The document should be printed on A4 paper preferably using **Times Roman font, size 10 with 1’’ inch margin on all sides.**

Bid documents should be submitted under cover of a letter printed on bidder’s letterhead. Each page of the bid document should bear the Company seal and signature of authorized signatory.

Eligibility Bid Criteria

The bidder should be an entity registered in India.

The bidder should have been working in providing services e.g. drafting RFP, its end-to-end processing, on-boarding vendor, project management, review of projects in India for at least 5 years as on 31.10.2020.

The bidder should have a minimum annual turnover of Rs. 2.00 Crores (Rupees Two Crores) in India in any of the three financial years immediately preceding the date of publishing of this RFP.

The bidder should not be blacklisted by any Indian Central or State Govt. department or PSU as on 31.03.2020.

The bidders should have necessary experience in executing at least 15 projects as per the projects listed in Annexure-E.

Eligibility Bid Criteria

The bidder should have executed 1 (one) order of at least Rs. 20 lakhs since 01.04.2015 covering services like implementation of project management to assess, review, monitor, track, on-board SI for projects, end-to-end implementation of project etc.

Multiple orders issued to the bidder from a single company during one financial year shall be considered to be one order for this purpose. These orders should have been executed by the bidder himself and not as a consortium.

The project details submitted by bidders should be executed in India only. Outside India Projects executed by the bidder will not be taken into consideration.

The revenue of the bidder in the relevant year mentioned in the RFP accrued by way of multi-year projects in India can be accepted, even if the project has commenced prior to 2015.

Eligibility Bid Criteria – General guidelines

Only one bid from one bidder shall be accepted.

No consortium is permitted for this RFP. All such consortium bids will be summarily rejected.

It is essential that the bidders who meet all eligibility criteria only should submit their bid.

Submission of Annexure/forms to be submitted for Eligibility Bid

S. No.	Eligibility condition	Applicability	Remarks
1.	Annexure – A: Submission of bid (on bidder's letterhead)	√	Eligibility Bid
2.	Annexure – B: Bidder's details and eligibility criteria	√	Eligibility Bid
3.	Annexure – C: Declaration regarding Non-Blacklisting/Debarring		Eligibility Bid
4.	Annexure – D: Details of Purchase Orders	√	Eligibility Bid
5.	Annexure – E: Experience in implementation of technologies in line with Annexure-D	√	Eligibility Bid
6.	Annexure - F: Non-Disclosure Agreement	√	Eligibility Bid
7.	Annexure – G: Authorization for signing of all documents related to RFP	√	Eligibility Bid
8.	Annexure – H: Integrity Pact (To be submitted on a stamp paper of Rs. 250/- duly notarized by the Bidder)	√	Eligibility Bid
9.	Soft copy of all above documents to be submitted in a CD (Excel copy of Annexure B, D and E are to be submitted, for others scanned copies are required.)	√	Eligibility Bid

Basic Information

Bidders should submit their bid documents (hard copies along with their respective soft copies on a CD) in separate sealed envelopes super-scribed as :

- Eligibility bid

Envelopes must be sealed in a parent envelope superscribed as follows :

‘Eligibility Bid for Empanelment of firms for end-to-end management of IT related projects for Life Insurance Corporation of India’

Reference: CO-IT/BPR/CSD/2020-2021/1 dated 2nd November 2020

SUBMITTED BY __________ (Bidder’s Name & Contact Details)”

(Note: Bidders to encircle whichever is applicable or strike off whichever is not applicable)

Annexure-E

The bidders should have necessary experience in executing at least 15 projects as per the projects listed in Annexure-E.

Bidders can add more projects to the list. It will depend upon LIC to accept such projects for future requirements.

The necessary proof has to be given for evaluation; otherwise contention will not be taken into consideration. The correlation between Annexure-D and Annexure-E must be brought out clearly and the projects need to be highlighted with marker pen.

Prioritization of projects will be done by the bidders on the basis of cost, benefit and priority from LIC's perspective. Also, the bidders are required to give the prioritization in a phased manner, keeping in mind that all the projects in one phase are not dependent on other phases directly from costing, OEM perspectives. The same should be classified on the basis of High, Medium and Low priority as per bidders experience.

Bidders are also required to mention whether the projects can be executed on the basis of OPEX/CAPEX.

- Thank You