



LIFE INSURANCE CORPORATION OF INDIA
Engineering Dept., Eastern Zonal Office, 4 th flr,
Hindustan Building, 4, C.R. Avenue, Kolkata - 700 072
Tel.: 033 -2212 4236
E-mail: ez_engineering@licindia.com
website : [www.licindia.in /tenders](http://www.licindia.in/tenders)

BID – II -PRE-QUALIFICATION CUM TECHNICAL BID

Bid Document No.	LICI/EZO/ENGG/23-24/22 , Dt.25.08.2023
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NAME OF WORK : E-TENDER FOR REPLACEMENT OF 2 NOS. 110 TR WATER COOLED CHILLERS BY 2 NOS 180 TR WATER COOLED CHILLERS AT JEEVAN DEEP BUILDING, 42C CHOWRINGHEE ROAD, KOLKATA.

NAME OF WORK : E-TENDER FOR REPLACEMENT OF 2 NOS. 110 TR WATER COOLED CHILLERS BY 2 NOS 180 TR WATER COOLED CHILLERS AT JEEVAN DEEP BUILDING, 42C CHOWRINGHEE ROAD, KOLKATA.

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E-TENDER FOR REPLACEMENT OF 2 NOS. 110 TR WATER COOLED CHILLERS BY 2 NOS 180 TR WATER COOLED CHILLERS AT JEEVAN DEEP BUILDING, 42C CHOWRINGHEE ROAD, KOLKATA.

Life Insurance Corporation of India invites e-bids through website <http://www.tenderwizard.com/LIC> from eligible contractors for the following works as per the details given below:

Bid Document No.	LIC/EZO/ENGG/23-24/22	Dt.25.08.2023
Name of work	NAME OF WORK : E-TENDER FOR REPLACEMENT OF 2 NOS. 110 TR WATER COOLED CHILLERS BY 2 NOS 180 TR WATER COOLED CHILLERS AT JEEVAN DEEP BUILDING, 42C CHOWRINGHEE ROAD, KOLKATA. Estimated Cost Rs 115.00 Lakhs. (Excluding GST)	
Sale Period (Downloading)	25.08.2023; 17:30 Hrs to 15.09.2023;13.59 Hrs	
Online Bid submission closing date & time	15.09.2023 up to 14:00 Hrs	
Contact E-mail	ez_engineering@licindia.com	

Note: Any addendum/corrigendum/sale 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. Contractors are therefore requested to regularly visit our website to keep themselves updated. Detail tender notice and Bid documents for downloading are also available in this website.

Dated : 25.08.2023

CHIEF ENGINEER

LIFE INSURANCE CORPORATION OF INDIA
Engineering Dept., Eastern Zonal Office, 4 th flr,
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Tel.: 033 -2212 4236
E-mail: ez_engineering@licindia.com
website : www.licindia.in /tenders

NOTICE INVITING E-TENDER (NIT)

System Tender No. : LIC/EZ/ENGG/2022-23/15 dated- 06.09.2022

Life Insurance Corporation of India intends to invite Percentage Rate “**E-TENDER FOR REPLACEMENT OF 2 NOS. 110 TR WATER COOLED CHILLERS BY 2 NOS 180 TR WATER COOLED CHILLERS AT JEEVAN DEEP BUILDING, 42C CHOWRINGHEE ROAD, KOLKATA.**”.

The Eligibility Criteria are as detailed below:-

Estimated cost (Rs. In Lakhs) (Excluding GST)	Minimum bank solvency (should not be more than One year old from the last date of submission of Bid) OR Net Worth Certificate (Rs. In Lakhs)	Average annual financial Turn-over on construction works during last five (05) years. (in Lakhs) 2018-2019, 2019-2020 2020-2021, 2021-2022 & 2022-2023, considering average of any three financial years having maximum turnover among last five Financial years.	Work Experience: The applicant/contractor should have successfully completed similar works, during last 7 (seven) years ending last day of month previous to the one in which applications are invited should be either of the following:.
A	B	C	D
Rs. 115.0 Lakhs (Excluding GST)	Bank Solvency of Rs.46.0 Lakhs. OR Net Worth Certificate of Rs 12.0 Lakhs	Rs. 173.0 Lakhs	Three similar completed works costing not less than the amount equal to Rs. 46.0 Lakhs. OR Two similar completed works costing not less than the amount equal to Rs. 58.0 Lakhs. OR One similar completed works costing not less than the amount equal to Rs. 92.0 Lakhs.

NOTES:

Life Insurance corporation of India invites e-Tender in Three bid system from **Original Equipment Manufacturers** for replacement of 2 Nos. 110 TR water cooled Chillers by 2 Nos 180 TR Water Cooled Chillers at Jeevan Deep Building, Kolkata as per schedule as under;

II	Name of the Work	NAME OF WORK : E-TENDER FOR REPLACEMENT OF 2 NOS. 110 TR WATER COOLED CHILLERS BY 2 NOS 180 TR WATER COOLED CHILLERS AT JEEVAN DEEP BUILDING, 42C CHOWRINGHEE ROAD, KOLKATA.
III	Brief description /scope of Work	1.Dismantling and taking away (a) existing 2 Nos. 110 TR water cooled chillers installed in AC Chiller Plant room, ground floor. 2.S/I/T/C of 2 Nos. 180 TR Water cooled chillers in AC Chiller Plant Room at Ground Floor, required modifications in concrete/MS foundation/frame work and installation of M.S. insulated connecting pipe from chiller to Header. 3.S/I/T/C of chiller water pumps, valves, M.S. Insulated connecting pipe, etc. , and chiller pumps by M.S. insulated pipe, valves and associated hardware 4. S/I/T/C of condenser water pumps, valves, M.S. Insulated connecting pipes, valves 5. Replacement of Air Handling Units
IV	Estimated Cost	Rs 115 Lakhs (Rupee One Hundred Fifteen Lakhs Only) (Excluding GST)
V	Sale Period (Downloading)	25.08.2023 17.30 Hrs To 15.09.2023 13.59 Hrs
VI	Last date & Time for submission of online tender	15.09.2023 up to 14.00 Hrs
VII	Hard copy submission of Bids & time	15.09.2023 up to 14.00 Hrs
VIII	Pre-Bid Meeting	11.00 Hrs on 06.09.2023
IX	Pre Bid Meeting	
X	Period for completion of work.	120 Days
XI	Earnest Money Deposit	Rs 2,30,000.00 (Rupees Two Lakh Thirty Thousand only)
XII	Tender Cost/Tender processing Fees	Rs. 1,000/- + 18% GST (Total Rs 1,180/-) Non refundable .
XIII	Period during which hard copy in original of EMD, Cost of Tender Document, e-tender processing fee, Letter from Contractor to the Chief Engineer, other document as per NIT shall be submitted.	Up to 15.09.2023; 14.00 Hrs (IST) to be submitted to : The Chief Engineer, LIFE INSURANCE CORPORATION OF INDIA, Engineering Dept., Eastern Zonal Office, 4 th flr, Hindustan Building, 4, C.R. Avenue, Kolkata – 700 072 If the Contractor fails to submit the Original D.D./UTR Receipt of EMD and Tender Cost within date & time as specified, the Bid Document will be declared non – Bonafide and shall not be opened irrespective of fact that scanned copy of the DD/Pay Order/UTR might have been uploaded in e-Portal and even if the delay is due to extraneous factor .

NOTES :

The tender document can be downloaded from website www.tenderwizard.com/LIC. Corrigendum(s)/Amendment(s), if any, would appear only on the website and will not be published in any other media.

2.0 Minimum Eligibility Criteria:

The eligibility criteria for contractors for prequalifying for opening of Price Bids will be as under;

A. Work Experience:

1) Experience of having successfully completed similar works during the last **7 years** ending previous month of last date of submission of tenders:

a. Three similar completed works each costing (excluding GST) not less than or equal to **Rs. 46.00 lakhs.**

OR

b. Two similar completed works each costing (excluding GST) not less than or equal to **Rs. 58.00 lakhs.**

OR

c. One similar completed work costing (excluding GST) not less than or equal to **Rs. 92.00 lakhs.**

For arriving at current cost of similar works, value of qualifying work executed shall be brought to current costing level by enhancing the actual value of work at a simple rate of 7% per annum calculated from the date of completion to the date of Bid-II (Qualification bid) opening.

“Similar nature” means the characteristics of the completed works should be similar to that of the proposed building in terms of physical parameters, like finishes complexity, method/technology and / or other characteristics described and scope of works/Tender specifications.

Hence, **similar nature of work** means Supply, Installation, Testing and Commissioning of Water Cooled Chillers, Chilled Water Pumps, providing and fixing M.S. Pipes, Valves and associated accessories, Air handling Units etc. in the High Rise Building.

The applicants/contractors need to submit completion certificate for all qualifying works, containing the details such as Date of Commencement & Completion, details of similar nature of works, Final Completion Cost duly certified by Authorized official in case of Govt / Semi Govt or Public Sector Undertaking.

In case, qualifying works are from Private Sector, the applicants/contractors to submit payment received details duly certified by Chartered Accountant. If called for documents such as copy of final bill or other relevant documents like Form 26AS and Form 16A, to be submitted for verification.

A 2) : The contractor shall have service centre in Kolkata for the past seven years with office & staff. Office address in Kolkata shall be enclosed.

2) Key Construction Activities Criteria:

~~Applicants/Contractors should have completed 50% in numbers of any of following Key Construction Activities as included in the scope of the proposed work, either completed separately or combined in qualifying works (contract completed):-~~

If the proposed building has the following 10 numbers Key Construction Activities, then the Applicants/Contractors should have carried out at least 5 out of them.

- ~~i. Double skin Internal partition works of Metal/wooden frame works.~~
- ~~ii. Wall cladding/Lamination works.~~
- ~~iii. False Ceiling~~
- ~~iv. Air conditioning.~~
- ~~v. Modular Furniture.~~
- ~~vi. Supply of Chairs.~~
- ~~vii. Fire alarm work.~~
- ~~viii. Network and Telephone cabling.~~
- ~~ix. Internal Electrical distribution with Fixtures.~~
- ~~x. Storage works.~~

—Note:

- ~~a) In case, applicant/ contractor is qualifying under Criteria of Work experience with Three completed works of similar nature (contract completed) each costing not less than the amount equal to 40% of the Estimated Cost, then 50% in numbers of any of Key Construction Activities of proposed work shall be completed separately or combined in these qualifying works.~~
- ~~b) In case, applicant/ contractor is qualifying under Criteria of Work experience with Two completed works of similar nature (contract completed) each costing not less than the amount equal to 50% of the estimated cost, then 50% in numbers of any of Key Construction Activities of proposed work shall be completed separately or combined in these qualifying works or in any of the other completed works of similar nature (contract completed) having value equal to or more than 40% of the estimated cost.~~
- ~~c) In case, applicant/ contractor is qualifying under Criteria of Work experience with One completed work of similar nature (contract completed) costing not less than the amount equal to 80% of the estimated cost, then 50% in numbers of any of Key Construction Activities of proposed work shall be completed in this qualifying work or in any of the other completed works of similar nature (contract completed) having value equal to or more than 40% of the estimated cost.)~~

Note: For Evaluation:-

~~Qualification Criteria for Key Construction Activities: At least 50% activities as mentioned above to be available. Minimum qualifying amount for individual activities need not be specified.~~

B. Financial Strength:

1. Average Annual Financial Turn Over:

The Applicant should have Average Annual Financial Turn Over of not less than **Rs. 173.00 Lakhs** of Chiller Installation works and shall be derived by considering average of any three financial years having maximum turnover among last Five Financial years ending 31st March of previous Financial year from the year in which NIT is published. (*Scanned copy of certificate from Chartered Accountant to be uploaded*).

Note: In case final audited account statements are not available for the last year, then provisional account statements can be submitted duly certified by Chartered Accountant.

2.Solvency/ Banker Certificate or Net worth Certificate (any one to be submitted):

Solvency/ Banker Certificate submitted to be at least **Rs. 46.00 Lakhs** and should not be older than **One year old** from the last date of submission of Bid. Solvency/ Banker Certificate should have been issued by a Scheduled Commercial (ie., Indian or Foreign Banks included in Second Schedule of Reserve Bank of India Act 1934 excluding Co-operative Banks or Regional Rural Banks). (Sample Form for Solvency Certificate – Annexure-G is attached)

or

Net worth Certificate of minimum **Rs. 12 Lakhs** issued / certified by Chartered Accountant (Sample Form for Net worth Certificate – Annexure-H is attached)

3.Disqualification:

Even if an applicant meets the Qualification Criteria, he shall be subject to disqualification if he or anyone of the constituent partner/Director is found to have:

- i) Made misleading or false representations in the forms, statements, affidavits and attachments submitted in proof of the qualification requirements **and / or**
- ii) Records of poor performance during the last five years, as on the date of NIT, such as abandoning the work, rescission of the contract for reason which are attributable to non performance of the contractor, inordinate delays in completion, consistent history of litigation resulting in awards against the contractor or any of the constituents, or financial failure due to bankruptcy and so on and / or.
- iii) On account of currency of debarment by any Government Agency

4. Additional Eligibility Criteria

- i) There will not be unauthorized time overrun of the Qualified Work(s) executed by the contractor and submitted in the bid document beyond 25% of time period stipulated in the contract agreement and authorized extended time period duly approved by client. Extension granted without LD will be considered as an authorized extension. **The Proforma in which the Contractor should obtain the performance certificate for the executed works is enclosed in Bid II Annexure I.**

II)The Contractor should have GST registration of the State (West Bengal where the works contract is to execute. If presently, they do not have the GST registration of State of West Bengal , the Contractor should submit the undertaking at the time of uploading of Bids stating that if they become successful Contractor and if the work is awarded to them, they will obtain the GST Registration in the State of

Maharashtra within 21 days from the date of issue of LOI, failing which LIC of India may withdraw the letter of Acceptance and forfeit the Earnest Money deposit.

iii) Joint Ventures applicants will not be considered.

5.) Only Contractors who have carried out similar nature of Works and fulfilling above criteria shall participate in the e-tendering process.

6.) The Tender Documents consist of BID I (EMD & Tender Cost Envelope), BID II (Prequalification Cum Technical Bid), Bid III (condition of contract, special condition, Technical Specifications, Approved Makes of Materials & Financial bid). **The Contractor shall go through the Bid-II and Bid-III of the Tender before submitting the Online Bids.**

7.) Contractor has to submit the Tender Online/Offline Bids as under;

BID – I (EMD & Tender Cost): Big Sealed envelope superscripting the name of work consisting of two separate sealed envelopes as per following and to be submitted to our office:

a) **Tender Fee of Rs. 1,000/- + 18% GST (non-refundable) in the form of Demand Draft / Pay Order /NEFT/RTGS in favor of “Life Insurance Corporation of India” payable at Kolkata. Scanned copy of DD/Pay Order/NEFT/RTGS to be uploaded while submission of online Bids within specified date & time.**

b) **Earnest Money Deposit of Rs 2,30,000 Rupees Two Lakh Thirty Thousand only) in the form of Demand Draft / Pay Order /NEFT/RTGS/Bank Guarantee in favor of “Life Insurance Corporation of India” payable at Kolkata , from any Scheduled commercial Bank only (i.e. Indian or Foreign Banks Included in Second Schedule of Reserve Bank of India Act 1934 excluding Co-operative Banks or Regional rural Banks) and not from Scheduled Co-Operative bank. Scanned copy of DD/Pay order/NEFT/RTGS to be uploaded while submission of online Bids within specified date & time.**

Original physical DD/Pay Order/NEFT/RTGS /Bank Guarantee of EMD and Tender Cost should be submitted to the Chief Engineer, LIFE INSURANCE CORPORATION OF INDIA, Engineering Department, 4 th floor, Hindustan Bldg, 4 C R Avenue, Kolkata – 700 072 in the sealed envelope on or before the date & time specified / extended date & time if any for submission of online Bids. If the Contractor fails to submit Original physical Bank Guarantee and Original DD/Pay Order/RTGS/NEFT on or before the specified date and time, the Bid Document will be declared non-Bonafide and shall not be opened irrespective of fact that scanned copy of the BG might have been uploaded in e-Portal, even if the delay is due to extraneous factor.

BID – II: Prequalification Cum Technical Bid : The Contractor shall upload the Filled up and signed scanned copy of the Pre Qualification Bid form (Filled up and signed) along with supporting documents/ attachments and Statement of Accounts duly certified by a Chartered Accountant with Registration number, etc. All documents shall be self-attested by authorized person of contractor with an undertaking that full responsibility is taken by him/her on behalf of the contractor for veracity of submitted documents. The scanned copy of the Demand Draft/ Pay Order of Tender Fee and EMD shall be uploaded in BID II. The Contractor shall also fill in the Technical Deviation Sheet. The technical details/catalogue of the chiller, pump, AHU offered shall be enclosed.

Apart from online submission prequalification bid with annexure the contractor is required to submit physically the prequalification bid with annexure in a hard bound form covered in a sealed envelope super scribing “Prequalification Bid ” .In case of any dispute the physically submitted copy will have precedence over online submission.

BID – III including financial bid - The Item rate in figure and word shall be quoted in the Financial Bid Template. No other document, conditions shall be uploaded along with documents of FINANCIAL BID.

- 8) Those intending tenderer/contractors not registered on the website i.e. www.tenderwizard.com/LIC mentioned above with M/s Antares Systems Limited are required to get registered beforehand. If needed they can be imparted training on online tendering process as per details available on the website ie., www.tenderwizard.com The intending tenderer must have class-III digital signature to submit the tender.

Note:

- (a) The Contractor will be considered for pre-qualification only after satisfactory verification of the genuineness of the Bank Solvency/Net worth certificate and submitted documents as the proof of Credentials. In case the BG and the proof of credentials submitted by the Contractor is not genuine the Contractor will be barred from participating in the tender of the Corporation for 2 years period and the information will be shared with Govt. of India, Banks and other financial institutions, their previous/present employers etc.
- (b) Any Contractor applied and fulfilling the selection criteria may not be considered for enlistment if unsatisfactory performance report/s is/are received for the completed projects from their previous employer/s. The credentials of works executed under Joint-Ventures system and applications from Joint Venture agencies shall not be accepted.
- (c) In case of qualifying works are from private sector the following documents shall be submitted to ascertain genuineness of the works
- i. The applicants/contractors to submit payment received details duly certified by Chartered Accountant. If called for documents such as copy of final bill or other relevant documents to be submitted for verification
- ~~ii. If the tender stipulates any prequalification criteria for specialized work like Interior works, HVAC, fire alarm. Furniture, supply of Chair etc. the copy of the final bill of the relevant work shall be submitted for proof of work.~~
- (d) Certificate submitted from the previous employers in support of credential should clearly mention the postal address, telephone number and email ID of the concerned authority of the employer. Similarly Bank solvency certificate should Clearly mention postal address as bank, Email id and Contact number.
- (e) The Chief Engineer reserve the right to not open Financial Bid of any / all the Contractors at his sole discretion without assigning any reason whatsoever.

Date: 25.08.2023

CHIEF ENGINEER

System Tender No. LIC/EZ/ENGG/2023-24/22
Date : 25.08.2023

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.

Sr. No.	Name of Work	Estimated Cost	Earnest Money Deposit (EMD)	Tender Document Fee
1.	NAME OF WORK : E-TENDER FOR REPLACEMENT OF 2 NOS. 110 TR WATER COOLED CHILLERS BY 2 NOS 180 TR WATER COOLED CHILLERS AT JEEVAN DEEP BUILDING, 42C CHOWRINGHEE ROAD, KOLKATA.	Rs. 115 lakhs	Rs. 2,30,000	Rs. 1,000 + 18% GST (Rs 1,180/-)

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.

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

Office Address:

Antares Systems Limited.
E-Tender helpdesk
#24, Sudha Complex,
03rd Stage, 04th Block,
Basaveshwaranagara,
Bangalore - 560079,

Help Desk Contact Details:

Tel: 080-40482000/121/133/140
Mobile: 9686115304/9686115323
E-mail: lokesh.hr@antaressystems.com
raghuprashanth@antaressystems.com

Key Dates:

Sl. No.	Department Stage	Contractor Stage	Start Date and Time	Expiry Date and Time
1.		Downloading of Tender Document	25.08.2023 17:30 Hrs.	15.09.2023 13:59 Hrs.
2.		Online submission of tender documents	25.08.2023 17:31 Hrs.	15.09.2023 14:00 Hrs.
3.		Last date of physical submission of EMD & Tender fees, if tenderers avail the option in form of DD/PO/BG in the office of LIC of India, EZO, Kolkata.	28.08.2023 10:00 Hrs.	15.09.2022 14:00 Hrs.
4.		Last date of online payment through NEFT/RTGS for EMD & Tender Fees and to be deposited UTR no. in due date of submission of tender.	25.08.2023 17:31 Hrs.	14.09.2023 Upto 23:59 Hrs.
5.		Pre-bid meeting	06.09.2023 11:00 Hrs.	
6.		Physical Opening of BID-1	15.09.2023 15:00 Hrs.	
7.		Physical Opening of Online Opening of BID-II	15.09.2023 15:30 Hrs.	

NOTE: The date of opening of Financial Bid shall be intimated at a later date to eligible Contractors, who fulfill the selection criteria and also it will be notified on E-Tender Portal. BID II – prequalification bid has to be submitted in online as well as in hard bound physical form.

The venue of the Physical Submission of BID- I:

Life Insurance Corporation of India
Eastern Zonal Office,
Engineering Department (4th floor),
“Hindusthan” Building,
4, C.R. Avenue,
Kolkata-700072.

INSTRUCTIONS IN REGARD TO SUBMISSION OF BIDS

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

1. Address to which the BID No. I i.e. EMD and Tender Cost and Bid no II i.e. prequalification bid in separate sealed envelopes marked BID No-I and bid No II are to be submitted:

**The Chief Engineer
LIFE INSURANCE CORPORATION OF INDIA,
Engineering Department, 4 th Floor,
Eastern Zonal Office, Hindustan Building,
4, C.R. Avenue,
Kolkata – 700 072**

2. Last date for Submission of Online Bids **Refer NIT & Corrigendum /Amendments if any.**
3. The contractors are advised in their own interest to submit their bid documents well in advance from last date/time of submission of bids so as to avoid problems which the contractors may face in submission at last moment /during rush hours.

However, after submission of the Bid the Contractor can re-submit revised Bid any number of times but before last time and date of submission of tender as notified.
4. Contractor should fill in all the relevant information in prescribed templates/forms as required in the e-tendering System.
5. The Contractor should quote the Item Rate in the Part A & Part B of the Price Bid Template to be downloaded from tender portal and should be uploaded on tender portal without making any changes in the setting of template on or before the date and time specified for online Bid submission.(Price bid template will be visible after registration and payment to Antares systems). The item rate for buy back of existing installations and the CAMC charges for the period of Five years reckoned from the date of expiry of Defects Liability Period are fixed by LIC.
6. No liability whatsoever will be admitted nor claim allowed in respect of errors in the submitted Bid due to missing / duplicate uploaded documents etc.
7. Performa of Articles of Agreement should not be filled in by the Contractor. While the contract shall be deemed to have come into existence on issue of letter of acceptance to the successful Contractor, formal agreement shall be signed thereafter with the successful Contractor on non-judicial stamp paper of requisite value as per the proforma of Articles of Agreement.
8. Earnest Money accompanying the tender will be accepted only in the form of Demand Draft / Pay Order in favor of “Life Insurance Corporation of India” payable at Mumbai. Any tender, which is not accompanied by Earnest Money Deposit and Tender Cost, shall be summarily rejected.

Scan copy of the DD/Pay order shall be uploaded on e-tender portal while submission of Bids and Original Hard copy of DD/Pay order in physical form shall be submitted to the **Chief Engineer, LIFE INSURANCE CORPORATION OF INDIA, Engineering Department, 4th floor, Hindustan Building, 4, C R Avenue, Kolkata in sealed envelope on or before the date & time specified / extended date & time if any for submission of online Bids.**

Contractors are warned that Cash, or Encashable Cheque, or Insurance Guarantee, or Fixed Deposit receipt for the aforementioned form of Earnest Money remittance will not be accepted.

- 9) **Tender Fee of Rs. 1,000/- + 18% GST (non-refundable) in the form of Demand Draft/ Pay order in favour of "Life Insurance Corporation of India" payable at Kolkata. Scanned copy of DD/Pay Order to be uploaded while submission of online Bids within specified date & time**

- 10) If the Contractor fails to submit Original DD/Pay Order on or before the specified date and time, the Bid Document will be declared non-Bonafide and shall not be opened, even if the delay is due to extraneous factor.

- 11) The Tender Documents as uploaded excluding Price Bid Template can be viewed and downloaded free of cost by anyone including intending tenderer. But Price Bid Template can be downloaded only by the registered contractors and the Bid can only be submitted after uploading the mandatory scanned documents such as a) Demand Draft / Pay order or Banker's Cheque towards cost of tender document & EMD & All other documents shall be as per Notice Inviting e-tender.

Contractor to upload scanned copies of all the documents including valid GST registration /EPF registration/ PAN No as stipulated in the tender document.

- 12) The contractors are advised to submit complete details with their bids as Technical Bid Evaluation will be done on the basis of documents uploaded on website by the contractors with the bids. The information should be submitted in the prescribed proforma. Bids with Incomplete /Ambiguous information will be rejected.

- 13) The contractors are required to quote strictly as per terms and conditions, specifications, standards given in the tender documents and not to stipulate any deviations.

- 14) Certificate of Financial Turnover: At the time of submission of tender, the tender shall upload Certificate from Registered Chartered Accountant mentioning Audited Financial Turnover of last 7 years or for the period as specified in the tender document.

There is no need to upload entire voluminous balance sheet. However, page of summarised Balance Sheet (Audited) and page of summarised Profit & Loss Account (Audited) duly attested by the Registered Chartered Accountant shall be uploaded.

- 15) The contractor(s) if required, may submit queries, if any, through E-mail and in writing to the tender inviting authority to seek clarifications as per dates mention in NIT but latest by so as to reach LIC office not less than 2 days prior to the date of Pre-bid meeting (if to be held as per NIT). LIC will address only those queries which are essentially required for submission of bids. LIC will not reply the queries which are not considered fit like replies of which can be implied /found in the NIT/ Tender Documents or which are not relevant or in contravention to NIT/Tender Documents, queries received after PRE-BID meeting.

The Pre-Bid meeting shall be attended by the intending contractors only and not by vendors/manufacturers. **Further, the intending contractors should depute their authorized person with authorization letter in original to attend the pre-bid meeting.**

16) List of Documents to be scanned, uploaded within the period of tender submission:

- a) Demand Draft/Pay Order or Banker's Cheque of any Scheduled Bank towards cost of Tender Document and EMD
- b) Unconditional Letter of Acceptance of Tender Conditions on Letter Head of the Applicant/ Contractor.
- c) ~~Integrity pact duly signed by the contractor. The contractors are requested to download the Integrity Pact as uploaded in the tender documents, and sign on the same, put rubber stamp/seal and upload the signed copy on e-tendering websites.~~
- d) ~~Form of Pre-qualification with all supporting documents.~~
- e) Details of Similar Works - Annexure D of form of Pre-qualification.
- f) Financial Details
- g) Final bill/TDS Details for Private Sector Projects
- h) Self-certified copy of Bank Solvency Certificate
- i) Affidavit duly notarized by Notary Public on Non-Judicial Stamp Paper of Rs. 100.00 for correctness of Documents /Information.
- j) Power of Attorney of the person authorised for signing/submitting the tender
- k) Valid GST registration/ EPF registration/ PAN NO.
- l) All pages of the Corrigendum/Amendments (if any) duly signed by the authorized person.
- m) Pre-bid clarifications, if any.
- n) Work Experience Certificates consisting of details as mentioned in Annexure -G of Form of Pre-qualification.
- o) Technical Deviation Sheet, Detailed Technical Specifications of Chiller offered etc.

17) Submission of Price Bid and Other Bid Documents.

- a) Price Bid Template is provided in protected Excl Sheet format, keeping open only those cells where the Contractor needs to fill the information like the name of Firm and the Lump Sum amount to be quoted for execution of the work as per Scope of work, Tender Drawings, ~~DBR~~ & Technical Specifications etc given in the Bid Documents. The Contractors to fill the necessary information and amount quoted and upload the Price Bid Template on E-tender Portal within the specified date & time.
- b) Other Bid Documents uploaded by ~~LIC including Tender Drawings~~ to be downloaded by the Contractor and all the Bid Documents ~~including drawings~~ to be digitally signed by the Contractor and uploaded on E-tender Portal within the specified date & time.

- 18).Tenders containing errors are liable to be considered non-bonafide at the discretion of the Chief Engineer
- 19) Contractor should note that tender should remain open for consideration for a minimum period of **THREE MONTHS** from the Last date fixed for the receipt of tenders and validity of BG submitted for EMD will be **6 months** from Last date fixed for the receipt of tenders.
- 20) The Life Insurance Corporation of India reserves the right to reject any or all tenders or cancel/withdraw the invitation for bid without assigning any reasons whatsoever thereof. LIC does not bind itself to accept lowest tender. The LIC reserves the right to award the work to a single party or to split the work amongst two or more parties as deemed necessary without assigning any reason thereof. The contractor is bound to accept the portion of work as offered by LIC after split up at the quoted / accepted rates. No claim of the Contractor whatsoever shall be entertained by LIC on this account.

CHIEF ENGINEER

NOTE:

1. All the uploaded documents should be in readable, printable and legible form failing which the Bids are liable for rejection. The document submitted in hard copy should be indexed and duly page numbered
- 2 All the uploaded and submitted documents shall be considered as duly signed by contractor/ authorized representative.

*

**INFORMATION & INSTRUCTIONS TO THE CONTRACTORS
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), Eastern Zonal Office, Kolkata as given in the subsequent pages will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

- Registration of the Contractors/Contractors:** All the Contractors intending to participate in the tenders floated online using Electronic Tendering System (ETS) are required to get registered on the e-Tender 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/contractors can view tenders floated on online Electronic Tendering System (ETS) hereinafter referred as “e-Tendering 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 e-Tender.

- Obtaining a Digital Certificate and its Usage:** On e-Tendering System the bids should be Encrypted and Signed electronically with a Digital Signature Certificate (DSC) to establish the identity of the contractor on online Portal. The 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 Help Desk Contact Details:

#24, Sudha Complex, Tel: 080-40482000/121/133/140
03rd Stage, 04th Block, Mobile: 9686115304/9686115323
Basaveshwaranagara, E-mail: lokesh.hr@antaressystems.com
Bangalore - 560079, raghuprashanth@antaressystems.com

Tenderwizard Help Desk Center, Kolkata

BD-52/A, Rabindra Pally, Kestopur Behind IDBI Bank
Kolkata-700101

Mr. Aslam – 8641967966

- The Bid (Online Offer) for a particular e-Tender may be submitted only using the Digital Signature Certificate (DSC), In case, during the process of a particular e-Tender, 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.

- 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.
- Contractors participating in e-tendering shall check his/her validity of Digital Signature Certificate before bidding in the specific work floated online at the e-Tendering Portal (website) through <http://www.tenderwizard.com/LIC>.

• **Submission of Earnest Money Deposit:**

- Earnest Money accompanying the tender will be accepted only in the form of Demand Draft/Pay Order/Banker's Cheque/Bank Guarantee/RTGS/NEFT of any Nationalized Bank/Approved Scheduled Bank drawn in favour of "**LIFE INSURANCE CORPORATION OF INDIA**" payable at "**Kolkata**". 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 LIC of India.
- Refund of Earnest Money Deposit to the unsuccessful contractors will be made through RTGS/NEFT and Bank Guarantee shall be refunded by Speed Post/Courier.
- A scanned copy of Earnest Money Deposit in appropriate format as mentioned above should be uploaded mandatorily while Bid Preparation stage (as per the Key Dates mentioned in e-Tender and Tender document) and **original Demand Draft/Pay Order/Banker's Cheque/Bank Guarantee should be submitted to the Chief Engineer, Life Insurance Corporation of India, Eastern Zonal Office, Engineering Department (4th Floor), Hindusthan Building, 4, C.R. Avenue, Kolkata -700072 in the sealed envelope (BID I) on or before the due date mentioned in Key Dates of e-Tender, otherwise your BID-II will not be opened if the tenderers avail the option in form of DD/PO/BG. Tenderers shall also avail the option to pay online as EMD/Tender Fees through RTGS/NEFT in LIC of India account as mentioned above (needs to send the UTR No & Receipt copy through email: ez_engineering@licindia.com)**

• **Submission of Tender Document Fees:**

- The Contractors have to submit a Demand Draft/Pay Order/Banker's Cheque/RTGS/NEFT of requisite amount as mentioned in the particular e-Tender against the Tender fees of any of the Nationalized/Scheduled Banks drawn in the favour of the "**Life Insurance Corporation of India**" payable at "**Kolkata**" only, and not in the favour of any other Authority or Location.
- The scanned copy of the Demand Draft/Pay Order/Banker's Cheque/UTR no for NEFT or RTGS against Tender Fees should be uploaded mandatory during Tender Submission stage (as per the due date mentioned in Key Dates of e-Tender) and original Demand Draft/Pay Order/Banker's Cheque should be submitted to the **Chief Engineer, Life Insurance Corporation of India, Eastern Zonal Office, Engineering Department (4th Floor), Hindusthan Building, 4, C.R Avenue, Kolkata-700072 in the sealed envelope on or before the due date mentioned in Key Dates of respective e-Tender, 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.
- The Eligible Contractors can download the Tender Document online from above e-Tendering Portal <http://www.tenderwizard.com/LIC> before the Tender closing date & time mentioned in the e-Tender floated.

BANK GUARANTEE IN LIEU OF EARNEST MONEY
(On Non-judicial Stamp Paper of Rs. 1000.00)

To
The Life Insurance Corporation of India
Eastern Zonal Office
Engineering Department, 4th Floor,
Hindusthan Building
4, C.R. Avenue,
Kolkata - 700072

In consideration of the Life Insurance Corporation of India a body Corporate constituted and established by Life Insurance Corporation Act, 1956 (Act 31 of 1956) and having its Central Office at "Yogakshema" , Jeevan Bima Marg, Mumbai and its Eastern Zonal Office at Kolkata in the State of West Bengal (hereinafter called "The Corporation" which expression shall include its successors and assignees wherever context or meaning shall so require or permit) published a tender for the work having name and title.....

..... (hereinafter called "The Tender" which expression shall include any amendment, alteration to "The Tender" issued by "The Corporation")

M/S..... a partnership firm / sole proprietor / a company registered under the company act, 1956 having its office at (here in after called "The Tenderer" which expression shall include its executors, administrators and assigns) having participated against "The Tender" for Construction / Execution of works for "The Corporation" and "The Corporation" having agreed to accept the payment of Earnest Money amounting to Rs..... (Rupees..... Only) in form of an unconditional and irrevocable Bank Guarantee for the fulfillment of laid down condition of "The Tender",

1. We,..... Bank having office at (herein after referred to as "The Bank" which expression shall include its successors and assigns) at the request and on behalf of "The Tenderer" do hereby guarantee and undertake to pay " The Corporation " immediately on demand any or all money to the extent of Rs.....(Rupees..... only) as aforesaid at any time upto (date) without any demur , reservation , contest, recourse or protest and / or without any reference to "The Tenderer". Any such demand made by "The Corporation" on "The Bank" shall be conclusive and binding notwithstanding any difference between " The Corporation" and " The Tenderer " or any dispute pending before any Court, Tribunal, Arbitrator or any other authority.
2. We("The Bank") agree that the guarantee herein contained shall be irrevocable and shall continue to be enforceable till "The Corporation" discharges this guarantee.
3. We, Bank further agree that the amount demanded by "The Corporation" as such shall be final and binding on "The Bank" as to " The Bank " 's liability to pay and the amount demanded and "The Bank" to undertake to pay "The Corporation" the amount so demanded on first demand and without any demur

notwithstanding any dispute raised by "The Tenderer" or any suit or other legal proceedings including arbitration pending before any court, tribunal or arbitrator relating thereto, our liability under this guarantee being absolute and unconditional.

4. We, Bank further agree with "The Corporation" that "The Corporation" shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of "The Tender"/ or to extend time of performance by "The Tenderer" from time to time or to postpone for any time to time any of the powers exercisable by "The Corporation" against "The Tenderer" and to forbear to enforce any of the terms and conditions relating to "The Tender" and we shall not be relived from our liability by reason of any such variation or extension being granted to "The Tenderer" or for any forbearance, act or omission on the part of "The Corporation" or any indulgence by "The Corporation" to "The Tenderer" or by any such matter or things whatsoever which under the law relating to sureties would but for this provision have the effect of reliving us.
5. NOTWITHSTANDING anything hereinbefore contained, our liability under this Guarantee is restricted to Rs..... (Rupees.....Only). Our liability under this guarantee shall remain in force until expiration of six (6) months from the due date of opening of "The Tender". Unless a demand or claim under this guarantee is made on us in writing within said period, that is, on or before all rights of "The Corporation" under the said guarantee shall be forfeited and we shall be relived and discharged from all liabilities there under.
6. We, Bank further undertake not to revoke this guarantee during its currency except with the previous consent of "The Corporation" in writing.
7. We, Bank lastly agree that "The Bank" 's liability under this guarantee shall not be affected by any change in the constitution of "The Tenderer".
8. "The Bank" has power to issue this guarantee in favour of "The Corporation" in terms of the documents and/or the Agreement / Contract or MOU entered into between "The Tenderer" and "The Bank" in this regard.

IN WITNESS WHEREOF "The Bank" has executed this document on this day of

ForBank
(by its constituted attorney)
(Signature of a person authorised to sign on behalf of "The Bank")

TENDER EVALUATION PROCEDURE

Tenders are invited in Three Bid tendering system.

- 1) **BID I (E.M.D. & Tender Cost)** : Tender Fee of Rs.1000/-+ 18% GST (non-refundable) in the form of Demand Draft/PaY Order/NEFT/RTGS and Earnest Money Deposit (EMD) of Rs. 2,30,000/- in the form of DD/Pay order/NEFT/RTGS/BG to be remitted as detailed in pre-qualification notice. On the due date of opening of BID I, the sealed envelopes consisting of EMD & Tender Cost submitted by the Contractors shall be opened first. Also the Scanned copies of EMD & Tender Cost uploaded by the Contractor on E-tender Portal shall be downloaded. The EMD & Tender Fees, D.D./pay order/NEFT/RTGS/BG submitted in Original in Physical Form shall be verified with uploaded documents and if it is found in order as per the requirements stated in NIT the Pre-qualification Bid (BID No. II) of Contractors whose EMD & tender Fee are found in order shall be opened online .
- 2 **BID II (Pre-qualification) Evaluation** : Eligibility related documents submitted physically as well as uploaded by the Contractors shall be scrutinized & evaluated viz- a- viz the Pre-qualification Criteria given in Detailed E-Tender Notice of all the contractors who have submitted valid Earnest Money Deposit & Tender Fee. The veracity of the Solvency Certificate shall be confirmed from the issuing Bank. The documents related to work experience shall be verified and Confidential Reports from the Employers for whom the qualifying works are executed by the Contractors may be called. Some of the works of the Contractors may be inspected by LIC Officials. In the meantime pending Confidential Reports from the past Clients of the Contractors, LIC may decide provisional Pre-qualification of the Contractors based on the submitted documents.

The Technical Bid of the prequalified Contractors shall be scrutinized, further details/documents shall be called and if required discussions shall be held with the Contractor. The prequalified contractor who satisfies all the commercial and technical requirements shall be selected for opening of Price Bid.

The list of prequalified contractors with date and time for opening of Price Bids shall be notified on e-Tender Portal <http://www.tenderwizard.com/LIC>. The EMD of the non-qualified Contractors shall be refunded within 10 days from the date of notification of Pre-qualified agencies.

3. In case if the Tender Fees & EMD submitted by the Contractor is found not genuine, the Contractor will not be qualified for further process and shall be barred from participating in the tender of the Corporation for 2 years and the information will be shared with Govt. of India, Banks and other financial institutions, their previous/present employers etc
- 4) **BID III (Financial Bid)** : The Financial Bids of Pre-qualified contractors will be opened on the notified date & time.

All the documents of L-1(lowest contractors) pertaining to their pre-qualification i.e. Solvency Certificate , Turnover , Qualifying Works & Confidential Report from Previous Employers shall be verified & their lowest Financial Bid shall be considered for acceptance ,only if all the document submitted , are found in order on verification and favorable Confidential Report are received from Previous Employers

- 5) In case , the documents submitted by the L-1 contractor are found not to be in order & it is established that L1- contractor have submitted improper / false documents, and their Confidential Report from previous employer are received unfavorable, then their lowest bid shall be rejected. In case of document submitted by L-1 contractor is/are found to be false / fabricated and not genuine, in addition to rejection of lowest bid and debarment of the contractor for participating in future tendering in LIC of India the EMD of L1 contractor shall be forfeited . The information regarding their debarment in LIC of India, shall also be shared

- with other PSUs / Govt. Departments and process for re-invitation of above tender shall be reinitiated
- 6) All the rights for rejection / consideration of L-1 Bid (Lowest Bid) are reserved with LIC of India without assigning any reason whatsoever

CHIEF ENGINEER

Note:

1. The EMD of the Contractors who do not qualify in Prequalification Bid will be released without opening their Financial Bid.
- 2) Notwithstanding anything stated above, LIC reserves the right to assess the capabilities and capacity of the tenderer to perform the contract, in the overall interest of LIC. In case, tenderer's capabilities and capacities are not found satisfactory, LIC reserves the right to reject the tender.

1. PART A: (Selection of Contractor and Technical Bid)

The Technical Bid consists of Selection Criteria, Enrolment Form, Conditions of Contract, Terms & Conditions, Technical Specifications, List of approved makes etc. The Eligibility Form of the Tenderer shall be scrutinized first. Further clarification(s), if any, in respect of submitted documents then the same shall be called for. The Tenderer who is found qualified as per the selection criteria, their Tender Document shall be processed further. The EMD of the unqualified Tenderer shall be returned. During the further scrutiny. If the Tenderer mention any deviations in commercial and / or technical specifications then the same shall be discussed with them. Any amendment required to bring the Tenderers technically AT PAR, shall be issued and if any Tenderer desires to review their earlier submitted Price Bid then they may be allowed to submit their **revised offer in terms of percentage ABOVE/BELOW on the total quoted amount.** After the discussions the Tenderer shall submit their confirmation regarding the acceptance of agreed terms and conditions. If any Tenderer does not agree to withdraw their commercial / technical conditions then their Price Bid shall not be opened. The EMD of such agency shall be returned to them.

The date of opening of BID III i.e. Price Bid will be conveyed to the contractors who qualify in Technical Bid.

INSTRUCTIONS FOR FILLING AND SUBMISSION OF PRE-QUALIFICATION BID

The Enrolment Form along with the Annexure A1, A2 and B to K shall be completely filled in all respect along as per instructions for filling and uploaded in the E-tendering portal

1. Contractors to note that all particulars required as per the form and Annexures shall be filled in completely in relevant place strictly as per the format.
2. The forms not submitted strictly as per the above instructions within stipulated time 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 a Scheduled Commercial Bank (i.e. Indian or Foreign Banks included in Second Schedule of Reserve Bank of India Act 1934 excluding Co-operative Banks or Regional Rural Banks) of an amount mentioned in the pre-qualification tender notice should be uploaded and physically submitted along with **BID - II**.
5. The Contractors are advised to follow the instructions given below:
 - (a) Enrolment Form shall be filled in **capital letters** or typed and uploaded on the e-tendering portal.
 - (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 Contractor 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 as given in Annexure D.
 - (d) The annual value of Chiller Installation works .
 - (e) Copy of Agreement in case of works carried out for private agencies should be enclosed.
6. All the documents uploaded are to be self attested by the authorized signatory.
7. Please note that the submission of Pre-qualification BID does not confer any right to claim for selection for further tendering process.
8. Chief Engineer reserves the right to reject the Prequalification BID of the applicant(s) without assigning any reason whatsoever.

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

CHIEF ENGINEER

FORM FOR PRE-QUALIFICATION OF CONTRACTORS (P-1)

NAME OF WORK : E-TENDER FOR REPLACEMENT OF 2 NOS. 110 TR WATER COOLED CHILLERS BY 2 NOS 180 TR WATER COOLED CHILLERS AT JEEVAN DEEP BUILDING, KOLKATA

Please note that all documents required to be uploaded along with filled in Pre-Qualification (Enrollment) form are to be self attested by the authorized person of the applicant with an undertaking that full responsibility is taken by him/her on behalf the applicant for veracity of submitted documents.

I / We _____ am / are desirous of carrying out the above mentioned work and hereby apply for the same.

Sl.No	QUERY		ANSWER
1	Name of the firm	:	
2	Address:		
3	Local Address:		
4	PAN No		
	TIN No		
	GST Registration No.		
5	Contact Details	Office Phone No.	
		Residence Phone No.	
		Mobile No.	
		Fax No.	
		Email	
6	Month and year in which the firm was established in present name		
7	Particulars of old firm (if present firm is new) if main partners of the present firm were working as construction Contractors, in some other name in the past (The partnership deed of old firm be enclosed).		
8	Particulars of sister concern firms, if any		
9	i) What is the constitution of firm viz. Sole Proprietor, Partnership, Pvt. Ltd., Public Ltd., etc.		

	ii) Enclose copy of partnership deed, Articles of Association and Affidavit in case of sole proprietorship as per Annexure A-1.		
	iii) Fill-in enclosed Annexure A-2.		
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	Annual value of the Centralised Air conditioning work with centrifugal chiller/	YEAR	Rs. in Lakh
		i	2018-2019
		ii	2019-2020
		iii	2020-2021
		iv	2021-2022
		v	2022-2023
	ii) Acknowledgement of filling IT returns for last 5 years		
	iii) Enclose statement of Accounts of last 5 years as mentioned above duly certified by the Chartered Accountant (i.e. 2018-2019, 2019-2020 & 2020-2021, 2021-22, 2022-2023) and for the relevant FY in which the contractor has attained required Annual Turnover		
13	i) Name and complete postal address of bankers including email id.		
	ii) NEFT and Bank Account Details (Photocopy of cancelled cheque should be uploaded):	Name of Bank:	
		Address of Bank:	
		Name of beneficiary:	
		Account No:	
		IFSC Code:	
	iii) Enclose solvency certificate indicating amount from a Scheduled Commercial (i.e. Indian or Foreign Banks included in Second Schedule of Reserve Bank of India Act 1934 excluding Co-operative Banks or Regional Rural Banks). (The certificate should not be more than One Year old from the last date of submission of Bid). Please provide following details about solvency certificate a) Complete address of the Bank who has issued solvency certificate: b) Telephone No. of the Bank		

	connecting Branch Head: c)E-mail ID of the Bank:		
	iv) Bank Guarantee limit with Various banks.		i) Rs.....Lac with..... ii) Rs.....Lac with..... iii) Rs.....Lac with
	iv) Form no 26AS & Form No 16A for the relevant period of qualifying works in private sector		
14	i) Enclose list of immovable properties with complete postal addresses, full description & reasonable market value of property duly supported by certificate of D.M./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 enclosed?		
16	Fill in and enclose list of tools as per Annexure-C enclosed.		
17	Fill in & enclose Annexure-D giving full particulars about major works completed during past Seven years NOTE: List of only those works which are carried out by firm requesting for enrolment is to be given.		

19	Work in Progress:		
	i) Whether full details of major work on hand given in Annexure- 'E'		
	ii) Are copies of work orders for such large works enclosed		
20	Provide full information regarding permanent technical staff employed in the format as per Annexure 'F'		
21	How do you normally carry out works for the following trades		
	water supply, sanitary and plumbing installations		
	Electrical installations		
	Fire alarm & fire fighting work		
	HVAC work		
	Façade Work		
	ELV work such as data cabling, CCTV etc		
22	i) Who is the license holder & what is their experience for the following trades		
	water supply, sanitary and plumbing installations		
	Electrical installations		
23	Any other information the applicant might like to give		

DECLARATION

I/We agree to notify the Office accepting this application and registering my/our names on list of Contractors 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 Authority of Life Insurance Corporation of India has the right as he may decide, not to issue tender form 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 enrolment form or submitting non-bonafide tenders or for technical or other delinquency in regard to which the decision of appropriate Authority Life Insurance Corporation of India shall be final and conclusive.

I/We certify that the particulars furnished in the enrolment 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 remove my/our name from the list of Contractors and any contract that I/We may be holding at the time may be rescinded.

PLACE :

DATE :

SIGNATURE OF CONTRACTOR

CONTRACTOR

CHIEF ENGINEER

ANNEXURE – A1

AFFIDAVIT

(On Non Judicial Stamp paper of appropriate amount 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 thereof.

Hence this affidavit.

Deponent _____

Note: This Affidavit shall be notarized.

ANNEXURE A2

**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 to	As Employee	As contrac tor	
1	2	3	4	5	6	7	8

SIGNATURE OF CONTRACTOR

CONTRACTOR

CHIEF ENGINEER

ANNEXURE – B

PARTICULARS OF ENROLMENT WITH LIC AND OTHER ORGANIZATION

I.ENROLMENT WITH LIC :

Name of works for 1)

Which enrolled by 2)

L.I.C. in the past 3)

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 Lac)	Is copy of letter enclosed
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

SIGNATURE OF CONTRACTOR

CONTRACTOR

CHIEF ENGINEER

ANNEXURE-C

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) 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

CONTRACTOR

CHIEF ENGINEER



ANNEXURE – D

LIST OF MAJOR WORKS COMPLETED DURING LAST SEVEN YEARS

The detail address along with Phone No. and E-mail ID of the Authority under whom works was carried out must be given.

Sr. No.	Name and Complete Postal Address of			Order			Value of work as per final bill (Rs. in Lac)	Commencement of work, month Year	Completion of work, month Year	Height of the Building from finished ground level to parapet. level	Penalty levied for delay of completion, if any
	Site of Work & Nature of Work	Owner	Authority under whom work was carried out	Ref. No. & Date	Contract Amount (Rs. in Lac)	Is copy enclosed					
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

SIGNATURE OF CONTRACTOR

CONTRACTOR

CHIEF ENGINEER



ANNEXURE – E

LIST OF WORK IN HAND

The detail address along with Phone No. and E-mail ID of the Authority under whom works was carried out must be given.

Sr. No.	Name and Complete Postal Address of			Order			Date of commence- ment of work	Scheduled date of completion of work	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 Lac)	Is copy enclosed			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

SIGNATURE OF CONTRACTOR

CONTRACTOR

CHIEF ENGINEER



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



To

Chief Engineer / Dy. Chief Engineer (I/C),
.....Office,

BANKERS CERTIFICATE FROM A BANK

This is to certify that to the best of our knowledge and information that M/s / Shri.....
.....having marginally noted address as a customer of our bank are/ is respectable
and can be treated as good for any engagement up to a limit of Rs..... (
Rupees.....).

This certificate is issued without any guarantee or responsibility on the bank or any of the officers.

(Signature of Authorized official)
For the Bank

NOTE:

- 1.Banker's certificate should be on letter head of the Bank, addressed to Tender Issuing Authority.
- 2.In case of partnership firm, certificate should include names of all partners as recorded with the Bank.
- 3.The bid will not be considered valid if any change to the above format is made.



FORM FOR CERTIFICATE OF NETWORTH FROM CHARTERED ACCOUNTANT

It is to certify that as per the audited Balance Sheet and Profit & Loss Account during the Financial Year, the Net Worth of M/s.....(Name & Registered Address of Individual / Firm / Company) as on 31st March(previous financial year from the year in which NIT is published/ application invited for Enrolment) is Rs.....(Rupees.....) after considering all liabilities. It is certified that computation of Net Worth based on my / our scrutiny of the Books of Accounts, Records and Documents is true and correct to the best of my / our knowledge.

(Signature of Chartered Accountant)

Name of Chartered Accountant:

Membership No. of ICAI:

Date:

Seal:

Note:

- 1.The Net worth Certificate should be on letter head of the Chartered Accountant.
- 2.In case of Contractor is partnership firm, certificate should include names of all partners as recorded with the Chartered Accountants.



ANNEXURE - I

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.	If actual date of completion is beyond original stipulated date of completion a) Extended Period without imposition of Penalty/Liquidated damages for.....Number of days/Months b) Extended Period with Penalty/Liquidated damages for Number of days/Months	
8	Performance Report:	
i)	Contractors Site organization	a) Well organized, b) Adequate c) Poorly organised
	Quality of materials with reference to specifications	a) Good b) Satisfactory c) Poor
	Workmanship and Supervision	a) Good b) Satisfactory c) Poor
	Labour Relations and facilities	a) Good b) Satisfactory c) Poor
	Attitude towards settlement of disputes and differences	a) Co-operative b) Non co-operative
	Safety Record a) Were there any accidental / structural collapse at site b) If answer to (a) is Yes, state whether due to	i) Yes ii) No i) Negligence ii) Improper work iii) Reasons beyond control

9. Any other Remarks: _____

Dated

Signature of Authorized Official

(Note: This format shall be part of Pre-qualification Form and the Contractor shall obtain Performance Certificate from the Employer in above format and submit along with Pre-qualification documents)

**GST REGISTRATION DETAILS FORMAT**

SR. No.	Requirement	Submissions
1.	Name of Construction Associate as per GST Registration Certificate	
2.	Address as per GST Registration Certificate	
3.	City	
4.	Police Station	
5.	Postal Code	
6.	Region / State (to provide complete State name)	
7.	Permanent Account Number	
8.	GST IN ID / PROVISIONAL ID Number (copy of acknowledgement is required)	
9.	Business nature as per Registration with GST	
10.	Service Accounting Code / HSN Code	
11.	Contact Person	
12.	Phone Number / Mobile Number	
13.	E-mail ID	
14.	Compliance Rating if updated by GST IN	

NB: The specific details should also be asked for all new contracts and it should be an integral part of the Contract Document.

As per GST Act, there is no such condition which makes him mandatorily register in the state where they are making supplies. Rather, GST registration should be obtained by a taxable person under GST in each of the State or Union Territory, from where the taxable supply of goods or services is made.

As such, vendor, if making inter-state supplies he shall charge IGST and if making intra-state supplies he shall charge CGST plus SGST/ UTGST in his invoice.

**PRE-QUALIFICATION BID CHECKLIST****ENROLMENT CHECKLIST**

Sr. No.	Description of Enclosure	Refer Item of form	Uploaded YES/NO
1.	Partnership deed / Articles of Association / Affidavit (□) (□) Annexure A-1	9 (ii)	
2.	Annexure (A-2) as supplied	9 (iii) (Particulars of Partners)	
3.	Annexure – B (as supplied)	10 (Particulars of enrolment in LIC and other Organization)	
4.	Proof of Turnover	12 (i)	
5.	Acknowledgement of filling IT returns for last 3 years	12 (ii)	
6.	NEFT Details	13 (ii)	
7.	Solvency Certificate	13 (iii)	
8.	Certificate of Bank Guarantee	13 (iv)	
9.	Form no 26AS & Form No 16A for the relevant period of qualifying works	13 (v)	
10.	Copy of final bill showing values of specialized works like HVAC, Firefighting etc if it has been executed along with main work.		
11.	Immovable Property certificate	14 (ii)	
12.	Movable Property certificate	15 (ii)	
13.	Annexure 'C' (as supplied)	16 (Particulars of tools/plant)	
14.	Annexure 'D' (as supplied)	17 (List of major works completed during last 7 years)	
15.	Annexure 'E' (as supplied)	19 (i) (List of work in hand)	
16.	Copies of work order	19 (ii)	
17.	Annexure 'F' (as supplied)	20 (Particulars of permanent technical staff)	
18.	Annexure 'G'	Bankers Certificate from Bank	
19.	Annexure 'H'	Net worth Certificate from Chartered Account	
20.	Annexure 'I'	Performance certificate	