



OFFICE OF THE CHIEF ENGINEER,
L.I.C. OF INDIA, NORTH CENTRAL ZONAL OFFICE,
1ST FLOOR, "JEEVAN VIKAS BUILDING",
16/275 , CIVIL LINES , M.G. MARG, KANPUR – 208001
PHONE: 0512- 2336233 / 2336235 / 2336234
E-mail: ncz_engg@licindia.com

BID II:

(PART-I)

PREQUALIFICATION BID


Name of Work: E- Tender (Percentage rate) for Proposed structural rehabilitation work along with renovation of Officers Quarter building 'A' & 'B' Block , at Dholpur House, Agra under Agra DO.

Tender No : LIC1 /NCZ/ENGG/T-24/2022-2023

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TENDER NOTICE

 <p>भारतीय जीवन बीमा निगम LIFE INSURANCE CORPORATION OF INDIA</p>	<p>L.I.C. OF INDIA, NORTH CENTRAL ZONAL OFFICE, 1ST FLOOR, "JEEVAN VIKAS BUILDING", 16/275 , CIVIL LINES , M.G. MARG, KANPUR – 208001 PHONE: 0512- 2336233 / 2336235 / 2336234 E-mail: ncz_engg@licindia.com</p>
<p>E- Tender (Percentage rate) for Proposed structural rehabilitation work along with renovation of Officers Quarter building 'A & 'B' Block , at Dholpur House, Agra under Agra DO.</p> <p>Life Insurance Corporation of India invites e-bids through the website https://www.tenderwizard.com/LIC from eligible bidders for the following works as per details given below:</p>	
Bid document no.	LIC/NCZ/ENGG/ T-24 /2022-2023 dated 21/10/2022
Description of work	E- Tender (Percentage rate) for Proposed structural rehabilitation work along with renovation of Officers Quarter building 'A & 'B' Block , at Dholpur House, Agra under Agra DO.
Estimated Cost of work	Rs. 77,05,057/- (Approx).
Sale period	21/10/2022 to 03/11/2022 (IST)
Pre-bid Meeting	31/10/2022 at 11.30 hours
Bid submission closing date & time	03/11/2022 at 17.00 hrs(IST)
Contact person(s) e-mail :	ncz_enggtender@licindia.com
<p>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. Bidders are therefore requested to regularly visit our website to keep themselves updated.</p>	
Date : 21/10/2022	Chief Engineer

IMPORTANT INSTRUCTIONS

Contractors are advised to read prequalification criteria carefully for their eligibility and submit their bids accordingly. Uploading of all requisite documents with BID-II for considering eligibility and opening of financial bid is a must. Brief particulars of some of the essential documents required to be submitted are listed below:

S.No.	Requirement	Document to be uploaded
1	Constitution of Firm	Self attested copy of Constitution of Organization/ firm
2	For proof of Average annual financial turnover amount not less than as mentioned in Pre Qualification Tender Notice and it shall be derived by considering average of any three financial year having maximum turnover among last five financial year ending 31 st march 2022. Note :- In case final audited account statement are not available for 31st March, 2022, then Provisional account statements can be submitted duly certified by Chartered Accountant.	(i) Self attested copies of Statement of accounts of relevant period. (ii) Self attested copies of audited balance sheets of relevant period duly certified by Chartered Accountant with registration number of CA mandatorily with UDIN. (iii) CA certificate showing annual turnover showing maximum turnover among last five financial year ending 31 st march 2022 with CA registration Number and mandatorily with UDIN. In case of work completed in Private Organization, the copies of Form 16 A and Form 26 A of relevant period. (Scanned copy of duly certified by Chartered Accountant with registration number of CA & mandatorily with UDIN.)
3	Bank solvency/ Banker certificate	Self Attested Copy of Bank solvency certificate/ Bankers certificate addressed to the Chief Engineer, LIC of India, Kanpur as per requirement mentioned and proforma Annexure – I enclosed with bid documents .
	OR	
	Net Worth Certificate	Net worth certificate of required amount issued / certified by Chartered Accountant with CA Registration Number and UDIN as per sample form for net worth certificate enclosed with bid document as Annexure – II.
4	Requisite tender processing fees + GST on tender fees	As per details mentioned in BID-I
5	Earnest Money Deposit	As per details mentioned in BID-I
6	Qualifying value of work as per requirements mentioned in Pre-qualification Tender Notice	(i) Self attested Copies of completion certificates / Performance Report (form of performance report enclosed with bid) containing details such as date of commencement & completion, details of similar nature of works, final completion cost duly certified by authorized officials in case of Govt./ Semi Govt./ Public Sector Undertakings in support of similar nature works completed. (ii) In case, qualifying works are from Pvt. Sector, the applicant / bidders to submit Completion Certificate, letter of intent, Agreement and payment received details duly certified by Chartered Accountant. If called for, documents such as copies of final bill or other relevant documents, to be submitted for verification.
7	Attestation of all documents	All the documents are to be self attested by an authorized person of the applicant with an undertaking that full responsibility is taken by him/ her on behalf of the applicant for

		submitting documents' veracity
8	Authenticity of all documents	Documents to be submitted by the bidders must be self attested, authentic, verifiable and genuine. If any document submitted / uploaded by the bidders is found false, forged or fabricated during verification process and/ or after opening of Price Bid, not only EMD will be forfeited in totality but also bidder 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.
9	Enrolment Form	Duly filled-in and signed & stamped copy of Enrolment Form mentioning all required details
10	PAN card & GST Registration	Self attested Copy of PAN Card and GST registration to be uploaded.
11	Cancelled Cheque	Copy of cancelled cheque of the firm to be uploaded
12	EPF Compliance	Bidder should comply all provisions, rules and regulations as per Employee Provident Fund and Miscellaneous Provisions Act, 1952'.

PRE-QUALIFICATION TENDER NOTICE

Life Insurance Corporation of India intends to invite Percentage rate e-Tenders in THREE BID Tendering Systems for Proposed structural rehabilitation work along with renovation of Officers Quarter building 'A & 'B' Block , at Dholpur House, Agra under Agra DO and Bill of Quantity attached.

The Bid Documents shall be downloaded from e-Tendering system portal: <https://www.tenderwizard.com/LIC>

The Eligibility Criteria for pre-qualification and provisional selection for opening of Price Bid are as detailed below:-

The Eligibility Criteria -

Sl. No.	Description	Requisite Value for pre-qualification (Rs)
1	Estimated cost of Work :	77,05,057.00
2	Completion period in month :	04 (Four) Months
3	Minimum bank solvency / Banker Certificate* should not be more than one year old from the last date of submission of bid	30.82 Lakh
	*Solvency/ banker Certificate : The solvency/ banker certificate to be obtained from scheduled commercial (i.e. Indian or Foreign Bank included in Second Schedule of Reserve Bank of India Act 1934 excluding cooperative Banks or Regional Banks or Regional Rural Banks). The Bankers Certificate should be strictly in the format as attached as Annexure-I.	
	OR	
	Net Worth Certificate issued/ certified by Chartered Accountant bearing CA registration number & UDIN on the basis of Final Audited Account or Provisional Account Statement in case final audited account statements are not available, on sample form for net worth certificate – Annexure-II attached with bid document)	7.71 Lakh

Sl. No.	Description	Requisite Value for pre-qualification (Rs)
4	Average annual financial turnover amount not less than 38.53 Lakh of Construction Works and shall be derived by considering average of any three financial year having maximum turnover among last five financial year ending 31 st march 2022. (Scanned copy of certificates from Chartered Accountant bearing CA registration number & UDIN to be uploaded). (50%) Note : In case final audited account statements are not available for last financial year, then provisional account statements can be submitted duly certified by Chartered Accountant bearing CA registration number & UDIN	38.53 Lakh
5	Qualifying value of work completed during last 7 (Seven) years ending last day of month previous to the one in which applications are invited i.e. prior to 30.09.2022 :-	
A	Three similar** completed works costing not less than the amount equal to :	Rs. 30.82 Lakh
	OR	
B	Two similar** completed works costing not less than the amount equal to :	Rs. 38.53 Lakh
	OR	
C	One similar** completed work costing not less than the amount equal to :	Rs. 61.65 Lakh
	Documents to be uploaded : (i) Self attested Copies of completion certificates / Performance Report (form of performance report enclosed with bid) containing details such as date of commencement & completion, details of similar nature of works, final completion cost duly certified by authorized officials in case of Govt./ Semi Govt./ Public Sector Undertakings in support of similar nature works completed. (ii) In case, qualifying works are from Pvt. Sector, the applicant / bidders to submit Completion Certificate, letter of intent, Agreement and payment received details duly certified by Chartered Accountant. If called for, documents such as copies of final bill or other relevant documents, to be submitted for verification.	
	Notes :-	
	(1) 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 of the work to the date of opening of BID-II (Qualification Bid).	

Sl. No.	Description	Requisite Value for pre-qualification (Rs)
	<p>(2) **Similar Nature of work means : The building works (original Construction / Renovation) carried out for Offices, residential buildings, shopping complex, commercial building, institutional buildings but not industrial building like ware house, factories, plants etc.</p> <p>(3) For value of qualifying value of work completed by bidder, amount of Service Tax and GST on works contract shall not be considered.</p> <p>(4) For qualifying works executed by bidder in private sector, he should submit completion certificate supported with copy of Letter of Award & Agreement, the details of payment received duly certified by CA. If called for, documents such as copies of final bill or other relevant documents, to be submitted for verification.</p> <p>(5) Even if an applicant meets the qualification criteria, he shall be subject to disqualification if he or any one 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 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, of financial failure due to bankruptcy and so on.</p>	
	<p>(6) Bidders should have valid GST registration and self attested copy of GST registration must be uploaded with Bid-II</p>	<p>Upload GST Registration (mandatory)</p>
	<p>(7) Bidder should comply all provisions, rules and regulations as per Employee Provident Fund and Miscellaneous Provisions Act, 1952'</p>	
	<p>(8) The credentials of works executed under Joint-Ventures system and applications from Joint Venture agencies shall not be accepted.</p> <p>(9) Bidders to note that the Net Worth Certificate and Annual Turnover Certificate issued by Chartered Accountant without UDIN may not be considered for selection of bidders for opening of their financial bids.</p>	

Documents to be submitted by the bidders must be self attested, authentic, verifiable and genuine. If any document submitted / uploaded by the bidders is found false, forged or fabricated during verification process and/ or after opening of Price Bid, not only EMD will be forfeited in totality but also bidder 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.

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

To
Chief Engineer,
LIC of India, North Central Zonal Office,
Kanpur (U.P.)

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.

Annexure-II

FORM FOR CERTIFICATE OF NETWORTH FROM CERTERED ACCOUNTANT

It is to certify that as per the audited Balance sheet and profit & loss Account during the financial year 2021-22, the Net Worth of M/s(Name & Registered address of Individual / Firm / Company) as on 31st March 2022 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 corrected to the best of my / our knowledge .

It is further certified that the Net worth of the company has not eroded by more than 30% in the last three years ending on 31st March 2022.

(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 Bidder is partnership firm, certificate should include names of all partners as recorded with Chartered Accountant.

PERFORMANCE REPORT OF WORKS REFERED IN 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 imposition of Penalty / Liquidated damages for Number of days / Months.	
8.	Performance Reports :	Please tick/ mention appropriate remarks
i)	Contractors site organization	a) Well organized b) Adequate c) Poorly organized
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 Records a) Where 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

1. Any other Remarks

Date

Signature of Authorized official

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

The Tender Documents consist of BID I (EMD, Tender Processing Fees and GST on tender fees), BID II- Part -I (Pre-qualification Bid) and BID II Part-II & Part-III (Tender document). The bidders shall go through the BID-I, BID-II and BID -III (Financial Bid/Price bid) before submitting the bid.

The bidders have to submit the Bids as under :-

(1) BID I (EMD & Tender Processing Fee) :

Requisite Earnest Money Deposit of Rs.38,600/ (Rupees Thirty Eight Thousands Six Hundred Only) & tender processing fees of Rs. 2,000.00 (non refundable) along with GST on tender fees of Rs. 360/- = Total amounting to Rs. 2,360.00 shall be deposited as per details given in BID-I (EMD & Tender Processing Fee BID) and before the closing dates mentioned in Key Dates.

Proof of remittance i.e. scanned copy of DD/Pay order/ Bankers Cheque or transaction number with copy of UTR (in case of online payment) shall be attached/ uploaded on e-tender portal in BID-I towards payment of Tender Processing Fees and Earnest Money Deposit and details may be mentioned in the BID-I i.e. EDM and Tender Processing Fees.

Payment made through IMPS (Immediate Fund Trasfer) mode will not be accepted.

(2) BID II Part-I : Prequalification Bid (Enrolment form with Annexure) :

The bidders shall upload the filled in and signed scanned copy of the enrolment form on e-Tender Portal along with scanned copies of self attested / certified documents by giving identification of certifying authority of all the supporting documents / attachments/Completion Certificates/ statement of Accounts duly certified by Chartered Accountant with Registration No & UDIN etc. All documents to be uploaded shall be self attested by the authorized person of bidder with an undertaking that full responsibility is taken by him/ her on behalf of the bidder for veracity of submitted documents.

The Format of necessary documents which need to be submitted are attached. The bidder can download the same and submit the scanned copy of duly filled in or typed documents as per instruction mentioned therein.

(3) BID II- Part II & III : TENDER DOCUMENT :

This Bid Consists of Part - II & Part –III of tender, Tender Document, **Schedule of Quantities**, etc. The Tenderer shall download the Tender Documents, read it carefully before quoting the percentage rate.

(4) BID III : FINANCIAL BID / PRICE BID : The percentage rate in figure shall be quoted in the template and shall be uploaded on E-tender Portal Signed electronically with a Digital Signature Certificate (DSC). No other document, conditions shall be uploaded along with documents of FINANCIAL BID.

Please note that all bids are to be submitted online only. Only Bank Guarantee/ Demand Draft / Pay Order towards Earnest Money Deposit shall be submitted physically on or before the last date & time as mentioned in key dates for submission of these instruments.

Process for Selection of Bidders :-

The BID-I & BID-II will be opened on date & time mentioned in Key dates of activities after the verification of Tender Fees + GST on Tender Fees and EMD . The extended date for opening of these bids, if any, will be uploaded on e-tender website only.

After opening of BID-I & BID II, all the documents submitted by the bidders will be processed for verification to the respective authorities and inspection of works shall also be initiated.

However, the selection of bidders shall be done, provisionally, based on the documents submitted by the bidders and based on the prequalification criteria mentioned in the bid documents & verification of documents submitted by the bidders. Financial bids of provisionally selected bidders shall be opened later on for which intimation shall be published on e-tender website only.

All documents submitted by the bidders along with their pre qualification application shall be verified. The process for award of work to lowest bidder shall be done only after satisfactory verification of submitted documents, receipt of satisfactory confidential reports from past employers and receipt of satisfactory inspection reports submitted by LIC Engineers for the work executed by lowest bidder.

In case the documents submitted by lowest bidder are found false/ forged/ fabricated in part or full 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 for period of three years and such information will also be shared with other Organizations.

In case non satisfactory confidential report/s from past employer for the work executed and / or unsatisfactory inspection report/s of the work/s executed or work/s in progress by lowest bidders by LIC Engineers is/ are received, the lowest bid is liable to be cancelled. In this case the EMD submitted by the lowest bidder shall be refunded.

The credentials of works executed under Joint-Ventures system and applications from Joint Venture agencies shall not be accepted.

The Chief Engineer reserves the right not to open financial bid of any or all the bidders at his sole discretion without assigning any reason whatsoever.

The tender processing fees and GST on Tender Fees are non refundable and will not be refunded in any case.

E-Tendering Programme

System Tender No.: LIC/NCZ/ENGG/ T-24/2022-2023 Dated 21/10/2022

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 + GST
1.	As mentioned above	Rs.77,05,057/-	Rs 38,600/-	Rs. 2,000.00 + 360.00 = 2,360.00

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 at <http://www.tenderwizard.com/LIC> or below mentioned Helpdesk details.

Office Address : E-Tender helpdesk
#24, Sudha Complex, 03rd Stage, 04th Block,
Basaveshwaranagara, Bangalore - 560079,

Help Desk Contact Details: Tel: 080-40482000/121/133/140

Name, Mobile Nos. & email address of Contact persons:

Name	Mobile No	e-mail address
Mr. Lokesh H.R.	9686115304	lokeshhr@antaressystems.com
Mr. Harish Mishra	09560056647	harishmishra@etenderwizard.com

3. The Key Dates of various activities are as follows :

Sr. No.	Stage	Start Date & Time	Expiry Date & Time
1(b)	Downloading of Tender Documents	21.10.2022 10:05 Hrs.	03.11.2022 17:00 Hrs.
2	Pre Bid Discussions	31.10.2022 11.30 hours	
3	Deposit of Tender Processing Fees & EMD through NEFT / RTGS	21.10.2022 10:05 Hrs	03.11.2022 17:00 Hrs..
4	Physical submission of EMD in the form of Demand Draft in the Office of the Chief Engineer, NCZO, Kanpur.	Up to 15.00 Hrs. on 04.11.2022	
5	Online submission of tender BID I, BID II & BID III (Part I and Part II)	Up to 15.00 Hrs. on 04.11.2022	
6	Opening of BID- I & BID- II	04.11.2022 at 15.30 hrs.	
7	Opening of BID-III (Financial Bid)	Shall be intimated to eligible bidders only at a later date.	
8	Venue of the Pre-Bid meeting	Office of the Chief Engineer, L.I.C. of India, N.C.Z.O., Engg. Deptt., 1 st Floor, Jeevan Vikas Building, 16/275 , CIVIL LINES , M.G. MARG, KANPUR – 208001	

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. Address at which Demand Draft towards EMD to be submitted (Physical submission before the due date & time mentioned in key dates):

The Chief Engineer, L.I.C. of India, Engineering Department, 1st Floor, “Jeevan Vikas Building”, 16/275 , CIVIL LINES , M.G. MARG, KANPUR – 208001

2. Last date for online submission of tenders: As per Key Dates .

3. Tenderer should ensure that the bids is submitted online 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 **percentage** rates in BID page should be filled in as per the format given in the online e-Tender.

6. No liability whatsoever will be admitted nor claim allowed in respect of errors in the submitted tender due to missing / duplicate uploaded documents.

7. 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.

8. Tenderers have to deposit Earnest Money Deposit as per the modes available & mentioned in BID-I i.e. EMD bid. Any tender, which is not accompanied by EMD, shall be

summarily rejected. No interest will be paid for the period during which the earnest money lies in deposit with the Employer.

9. The tender shall be accompanied by a certified true copy of Power of Attorney in favour of the signatory to the tender documents. If the tender is submitted on behalf of a firm, it must be signed either by all partners or person holding a valid power of attorney from all partners constituting the firm. The person signing the tender on behalf of another partner(s) or on behalf of a firm on Company shall attach with the Tender a proper Power of Attorney duly executed in his favour by such other person(s) or by all the partners in accordance with the Constitution of the Company / Articles of Association, stating that he has the authority to sign on behalf of such other person(s) of the firm or the Company as the case may be, in all matters pertaining to the contract including the Arbitration Clause. The tenderers can submit the scan copy of the same on the online portal.

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

11. Tenders containing errors are liable to be considered non-bonafide at the discretion of the Chief Engineer

12. Tenderer should note that tender should remain open for consideration for a minimum period of **THREE MONTHS** from the last date of submission of bids. ~~Validity of BG submitted for EMD shall be 6 months from the last date of submission of bids.~~

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**" (**Below / at Par / Above**) in the **price bid sheet or prescribed form provided on online portal in both FIGURES and WORDS.**

**INFORMATION & INSTRUCTIONS TO BIDDERS FOR USING ONLINE ELECTONIC TENDERING
SYSTEM FOR SUBMISSION OF E-TENDERS**

1. All the Contractors intending to participate in the tenders processed online, are required to get registered for the Electronic Tendering System on the Portal <https://www.tenderwizard.com/LIC>
2. Tender Document can be down loaded as per key dates from website.
3. The Last Date of Submission of online Bids is as per key dates mentioned in bid documents.
4. **Obtaining a Digital Certificate :**

The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. Digital signature certificate has two keys i.e. Public Key and Private Key. Public Key is used to encrypt the data and Private Key is used to decrypt the data. Encryption means conversion of normal text into coded language whereas decryption means conversion of coded language into normal text. These Digital Certificates are issued by an approved certifying authority, by the controller of Certifying Authorities, 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 one such certifying authority given below which is :-

S.N.	Certifying Authority	S.N.	Certifying Authority
1	TATA Consultancy Services Ltd., 11 th Floor, Air India Building, Nariman Point, Mumbai-400021 website – www.tcs-ca.tcs.co.in	5	MTNL Trustline CA, O/o DGM (IT-CA), 5515, 5 th Floor, Core-V Mahanagar Doorsanchal Sadan, CGO Complex, MTNL, Delhi- 110003. Website – www.mtnltrustline.com
2	Sify Communications Ltd. III Floor, Tidel Park, 4 Canal Bank Road, Taramani, Chennai-600113. Website – www.safescrypt.com	6	(n)Code solutions 301, GNFC Tower, Bodak Dev, Ahmedabad-380054, Gujarat. Website – www.ncodesolutions.com

3	iTrust CA (IDRBT) Castle Hills, Road No.1, Masab Tank, Hyderabad, Andhra Pardesh - 500057. Website – idrbtca.org.in	7	National Informatics Centre Ministry of Communication and Information Technology, A- Block CGO Complex, Lodhi Road, New Delhi-110003. Website https://nicca.nic.in
4	e-Mudhra CA, 3i Infotech Consumer Services Ltd, 3 rd Floor, Sai Arcade, Outer Ring Road, Devarabeesanahalli, Bangalore560036, Karnataka Website – http://www.e-Mudhra.com		

5. Contractors may contact the e-tendering service provider on following telephone numbers or e-mail address for any kind of support activities:

Name	Mobile No	e-mail address
Mr. Lokesh H.R.	9686115304	Lokesh.hr@antaressystems.com
Mr. Harish Mishra	09560056647	harishmishra@etenderwizard.com

E-Tender helpdesk :

#24, Sudha Complex,

03rd Stage, 04th Block

Basaveshwaranagara, Bangalore- 560079

dscprocessingunit@yahoo.com

7. 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.

8. In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a 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. 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, North Central Zonal Office, Kanpur (UP) as per Information Technology Act

2000. 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.

9. The tenderer is required to check the numbers of the pages and should any be found missing or in duplicate, or the figure or writing indistinct, he must inform the Chief Engineer at once and have the same rectified. Should the tenderer be in doubt about the precise meaning of any item or figure, for any reason whatsoever, he must inform Chief Engineer in order that the correct meaning may be decided upon before the date for the submission of the tender. Similarly if there is/are any ambiguities noticed in any of the tender clauses /Item specifications etc given at different places in tender document, the Tenderer should bring all such ambiguities to the notice of Chief Engineer before submission of tender for necessary rectification.

No liability whatsoever will be admitted nor claim allowed in respect of errors in the submitted tender due to missing / duplicate pages, indistinct writing or any other error in the tender documents which should have been rectified in the manner described above.

10. 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

Note: - Bidders participating in e-tendering shall check his/her validity of Digital Signature Certificate before bidding in the specific work floated online at the website <http://www.tenderwizard.com/LIC>. Also, the bidder will be held liable solely, in case, while bidding in particular stage - Date & Time expired as per the key dates available on the tender document. Key dates are subject to change in case of any amendment in schedule due to any reason stated by the Department.

TENDER EVALUATION PROCEDURE

Tenders are invited in Three Bid tendering system.

(1) BID I :

(A) If tender fees with GST and / or EMD are submitted in the form of DD / Pay order ~~or EMD~~ is submitted in the form of BG:

Big Sealed envelope consisting of two separate sealed envelope as per following are to be submitted to our office :

- a. Non refundable Tender Fee of Rs. 2000/- + GST @ 18 % on tender fees i.e. Rs. 2360/- (non-refundable) in the form of Demand Draft/ Pay order in favour of “Life Insurance Corporation of India” payable at Kanpur.
- b. Earnest Money Deposit of Rs 38,600/ (**Rupees Thirty Eight Thousand Six hundred Only**) in the form of DD/ Pay order as mentioned in BID-I.

(B) In case of NEFT / RTGS towards Tender Fees and / or EMD:

Please mention & upload the UTR No. in the BID-I in case of online payment of tender fees & GST and EMD.

On the due date of opening of BID-I (EMD Bid) will be opened first and the BID-II (Part-I) (Pre-qualification Bid) of contractors whose Tender Fee and EMD found in order shall be opened online.

(2) BID II (Part –I) (Pre-qualification): This bid will be online filled in enrolment form with credentials of contractors. “Pre-qualification” will be selection of contractors on the basis of selection Criteria mentioned in BID-II.

(5) BID III (Financial Bid) : The agency shall fill in the Percentage Rate in figures and **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 at a later stage of provisionally selected bidders only. Date of opening of FINANCIAL BID will be conveyed to the agencies who qualify in BID I & II.

Note: The EMD of the contractors who do not qualify in Prequalification Bid will be released without opening their Financial bid.

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 mentioned in the pre-qualification tender notice should be uploaded in BID DOCUMENT NO. II.
5. The Contractors are advised to follow the instructions given below :
 - (a) Enrolment Form shall be neatly filled in capital letters or typed and uploaded online in the e-tendering portal duly signed & stamped.
 - (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) The annual turnover should be based on latest Income Tax Clearance Certificate duly cleared by Income Tax Department or audited balance sheet supported with CA certificate, copy of which should be enclosed.
 - (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 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: Form of Pre-qualification Bid with Annexure A1, A2 and B to H

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		:
2	Address:		
3	Local Address:		
4	PAN No (Attach copy)		
	GST Registration No. (Attach copy) TIN NO		
5	Contact Details	Office Phone No.	
		Residence Phone No.	
		Mobile No.	
		Fax No.	
		Email	
6	Telegraphic Address, if any		
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 construction contractors, in some other name in		

	the past (The partnership deed of old firm be enclosed).			
9	Particulars of sister construction firms, if any			
10	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 or Affidavit in case of sole proprietorship as per Annexure A-1 .			
	iii) Fill-in enclosed Annexure A-2 .			
11	Fill and enclose Annexure B giving details of enrolment with LIC of India in the past and with other organizations.			
12	Has the applicant or his partners or Directors been black listed in the past by any Central or State Govt. Deptt. / Organization.			
13	i) Annual Turn Over for last five years (enclose documentary evidence or proof to support figures duly certified by Chartered Accountant with membership no & UDIN.) Note: Average annual financial turnover amount not less than as specified in Bid document and it shall be derived by considering average of any three financial year having maximum turnover among last five financial year ending 31st march 2022		YEAR	Rs. in Lakh
		i	2017-2018	
		ii	2018-2019	
		iii	2019-2020	
			2020-2021	
		2021-2022		
	ii) What evidence of proof is enclosed to support the amounts of yearly turnover			
	iii) Enclose latest income tax clearance Certificate			Certificate enclosed for Assessment year _____

	iv) Enclose statement of Accounts of last 5 years as mentioned above duly certified by the Chartered Accountant (i.e. 2017-2018, 2018-2019, 2019-2020 & 2020-2021, 2021-2022).		
14	i) Name and complete postal address of bankers		
	ii) NEFT and Bank Account Details (Photocopy of cancelled cheque should be attach):	Name of Bank:	
		Account No:	
		IFSC Code:	
	iii) Enclose solvency certificate indicating amount as specified in tender (Solvency 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	
	v) Enclose Bank Statement for last 12 (twelve) months prior to date of submission of tender.		

15	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 _____
16	i) Particulars of movable properties along with Banker's reference (Duly self attested /Certified)	
	Value of tools & plants	Rs. _____
	Other Assets	Rs. _____
	Total	Rs. _____
	ii) Whose reference is enclosed?	
17	Fill in and enclose list of tools as per Annexure-C enclosed.	
18	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. Work completion certificate for qualified projects must be notarized with address & contact numbers of issuing authority.	
19	Work in Progress:	
	i) Whether full details of major work on hand given in Annexure-'E' Note. The details must be notarized .	

	ii) Are copies of work orders for such large works enclosed		
20	Whether full information regarding permanent technical staff employed given in Annexure 'F'		
21	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.		
22	i) How do you normally get work of Electrical installations carried out		
	ii) Who is the license holder & what is his experience		
23	Any other information the applicant might like to give		

NB: You have to comply with the provision of rules & regulation of EPF and miscellaneous provision Act 1952.

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 Life Insurance Corporation of India Authority 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 – A1

AFFIDAVIT

(On Non Judicial Stamp paper of appropriate value 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 _____

Note: This Affidavit should be notarized.

ANNEXURE A2

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	As Employe	As contract	
1	2	3	4	5	6	7	8

SIGNATURE OF CONTRACTOR

ANNEXURE – B

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

SIGNATURE OF CONTRACTOR

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



LIST OF MAJOR SIMILAR WORKS COMPLETED DURING LAST SEVEN YEARS

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

Note : Please ensure that the complete postal address including Pin Code and Telephone /Fax number/E-mail address etc are furnished under column No 3 & 4 above.

SIGNATURE OF CONTRACTOR



LIC of INDIA, NCZO KANPUR

ANNEXURE – E

LIST OF WORK IN HAND

Sr. No	Name and Complete Postal Address of			Order			Date of commencement 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 Lac)	Is copy enclosed				
(1)	(2)	(3)	(4)	(5)	*(6)	(7)	(8)	(9)	(10)	(11)

Note : Please ensure that the complete postal address including Pin Code and Telephone /Fax number/E-mail address etc are furnished under column No 3 & 4 above.

SIGNATURE OF CONTRACTOR

PRE-QUALIFICATION BID CHECKLIST

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

SIGNATURE OF CONTRACTOR

Proforma of authorization for signing documents on behalf of bidder

TO WHOMSOEVER IT MAY CONCERN

Sub : Authority for signing bid documents on our behalf.

Name of work: -. E- Tender (Percentage rate) for Proposed structural rehabilitation work along with renovation of Officers Quarter building 'A & 'B' Block , at Dholpur House, Agra under Agra DO..

We hereby authorize Mr.....
(designation) for signing/ self attestation/ uploading all documents related to submission of bids for above work on our behalf.

The signature of Mr. below is attested by us.

Signature of Mr.....

Signature attested
(Bidder's signature)

For M/S.....

Stamp.

Date :

(Pre forma of Undertaking by authorized person of bidder taking full responsibility on behalf of bidder for submitting document's veracity)

UNDERTAKING

Name of work: - **E- Tender (Percentage rate) for Proposed structural rehabilitation work along with renovation of Officers Quarter building 'A & 'B' Block , at Dholpur House, Agra under Agra DO.**

We hereby confirm that all submitted documents are self attested by me on behalf of the applicant M/S

I further undertake full responsibility on behalf of M/S

for submitting document's veracity for submission of bids for above work.

(Authorized Signatory)

For M/S.....

Stamp :

Date :