

## Section-F: Payment Terms

Solution:

- 75% of the cost shall be paid after delivery of entire solution (software, hardware and peripherals as per scope) at the specified location mentioned in the PO.
- 20% of the cost shall be paid after successful Installation and integration, acceptance testing as per scope of work.
- 5% of the cost shall be paid after training/knowledge transfer, documentation of entire solution at specified locations as per the scope of work.

Efforts will be made to settle all payments within 30 days, for the orders for which complete set of invoices along with supporting requirements are submitted.

Documents to be produced for release of payment:-

- **For 75 % Payment against Delivery of hardware and software:**
  - Invoice (with reference of Purchase Order for execution, description of services delivered, quantity, unit price, total amount).
  - The proof of payment of VAT, Octroi, Entry Tax (wherever applicable)
  - Delivery Challans “Proof of Delivery” in original
  - Delivery Certificates for Software licenses
  - Verification of above deliverables and any other, if needed by Authorized LIC officials not below the rank of Assistant Secretary at CO, IT Mumbai.
  - Certificate by the bidder indemnifying the Corporation against Violation of Copyright and Patents.
  - Certificate by the bidder that software licenses comply with OEMs guidelines/requirements.
  - OEM Audit Report along with remediation of the recommendations made through the report .
  - Data Migration certificate
  - RACI Matrix
  - SNR Certificate (if applicable)
- **For 20% Payment against installation, integration and acceptance testing as per the scope of work**
  - Invoice for Balance amount
  - Verification of above deliverables and any other, if needed by authorized LIC officials not below the rank of Assistant Secretary at CO, IT Mumbai.
  - Certificate by the bidder indemnifying the Corporation against Violation of Copyright and Patents etc.
  - Receipt of Installation certificate & sign-off duly signed and stamped by the Bidder, and counter-signed by the officials of IT dept., LIC Central Office.
  - Lifting of buy-back items
- **For Balance 5 % Payment**
  - Proper documentation (soft & hard copy) for the full project (product wise) should also be submitted with regard to the configuration, commands used, trouble shootings done in configuration phase etc. to LIC Central Office – IT officials handling the project.
  - Training as per scope of work.

In addition the following aspects may be noted:

- a. No advance payment will be made by LIC.
- b. The payment will be released from IT department, Central Office.
- c. If Components are not delivered within the time schedule for delivery and installation, penalty will be applicable as per SLA.
- d. The total penalty for delivery and installation shall not exceed the total PO Value.
- e. Payment will be subject to deduction of buyback price etc.
- f. LIC at its discretion may temporarily withhold the buy-back router/component. In that case, payment to vendor will not be withheld however; deduction of the buy-back amount will be made immediately from the respective PO payments.

- **For Payment against remote (offsite) support**

Payment for the Remote Monitoring Services will be done on quarterly basis at the end of each quarter on production of the following:

- Invoice for the amount payable.
- Verification of 'Service level agreements' defined in this bid.

▪ **For Payment against Onsite Services:**

Payment for the Onsite Services will be done on quarterly basis at the end of each quarter on production of the following:

- Invoice for the amount payable quarterly.
- Performance Report of the onsite Personnel.
- The Performance report will be given by LIC administrators considering the various attributes of the Personnel related to the project deliverables.
- Verification of 'Service level agreements' defined in this bid.
- Updated SOP and Rule Review Report

▪ **For Payment against Half Yearly OEM Report:**

- Invoice for the amount payable.
- Compliance to the Audit report

**The Amount against Penalties if any will be recoverable from any payment due to the vendor OR from performance Bank Guarantee.**