



LIC of India , Divisional Office
 7 th Floor , Jeevan Prakash Building
 Relief Road , Ahmedabad-380 001
 Tel No -2550 8800, 2550 4301
 E-mail- os.ahmedabad @licindia.com

NOTICE INVITING TENDER QUOTATION FOR Comprehensive annual Maintenance contract for Bundle note counting machine.

TENDER NO. 07/2025-2026

LIC of India, Ahmedabad DO invite tender for **Comprehensive annual Maintenance contract for Bundle note counting machine at Branch Offices, Satellite Offices, Division Office and various offices under LIC, Ahmedabad Division Jurisdiction** in sealed envelope from reputed firms/ vendors having sound financial capacity. The Tenders , meeting the eligibility criteria specified in the tender format, shall only be considered for further evaluation. **For complete details and bid documents please log on to our website www.licindia.in and go to “Tenders” and click on the link “Tender for Comprehensive annual Maintenance contract for Bundle note counting machine.** Application forms may be obtained from OS department of Divisional Office Ahmedabad of LIC of India at above mentioned address from **11.06.2025 to 25.06.25** on all working days from 10.00 AM to 16.30 PM.

Last date and time for submission of tender forms is 25.06.2025 up to 16.30 PM

LIC of India reserves the right to accept or reject any or all offers/ Quotations in full/ part without assigning any reason whatsoever.

Office hours Monday to Friday **10.00 AM to 05.30 PM** (Office will remain closed on Saturdays, Sundays and Public Holidays)

Date :11.06.2025

Place : Ahmedabad

Sr. Divisional Manager



LIC of India , Divisional Office
 7 th Floor , Jeevan Prakash Building
 Relief Road , Ahmedabad-380 001
 Tel No -2550 8800, 2550 4301
 E-mail- os.ahmedabad @licindia.com

TENDER NOTICE FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF " Comprehensive annual Maintenance contract for Bundle note counting machine

S.NO	ACTIVITY	DETAILS
1	Tender No. / Date	Tender No. 7 dtd.11.06.2025 (TENDER FOR " <u>Comprehensive annual Maintenance contract for Bundle note counting machine</u> ")
2	EMD	Rs. 2000/- (Rs. Two Thousand Only) by way of Cash/Demand Draft drawn on any Schedule Bank Payable at Ahmedabad Favoring Life Insurance Corporation of India. It is not applicable to MSME / NSIC Vendor with valid certificate.
3	Security Deposit	5% of contract value is to be deposited within 15 days of the date of acceptance letter.
4	Tender fee and Documents	Tender forms will be issued on payment of Rs.118/- including GST in cash/DD on cash counter (non refundable) from OS Department, Jeevan Prakash Building, 7 th Floor, Tilak Road, Ahmedabad. 380001. From 11.06.2025 from, 10.00 AM to 25.06.2025 up to 16.30 PM. Tender forms may also be downloaded from our website www.licindia.in by clicking on Tender for <u>Comprehensive annual Maintenance contract for Bundle note counting machine</u> The Firms/Agencies/Companies having registration under NSIC/MSME will be eligible for exemption from tender fee.
5	Date of Sale of Tender Documents and Time	11.06.2025 from, 10.00 AM to 25.06.2025 up to 16.30 PM
6	Contract period	Contract period will be for Two years and which can be extended on the same Rates, Terms and Conditions for another one year on mutual consent.
7	Notice period for termination of contract	One month if LIC intends to terminate the services. Three months if the vender / service provider intends to terminate the contract.

8	Validity of Bid	90 days from the opening of tenders.
9	Address for submission of bid	Life Insurance Corporation of India, AHMEDABAD DIVISIONAL OFFICE , OS Department, Jeevan Prakash Building-7 th Floor, Tilak Road-Ahmedabad. 380001.
10	Last Date And Time Submission of Bids documents	Bidders fulfilling the eligibility conditions for TENDER FOR "Comprehensive annual Maintenance contract for Bundle Note counting machine" mentioned in the Tender should submit sealed covers Superscripted as Tender No.07, dated 11.06.2025 "Tender for "Comprehensive annual Maintenance contract for Bundle note counting machine " and Name of Tenderer, on or before 25.06.2025 up to 16.30 PM (last date of submission of tender).
11	Bid opening Date / Venue	The sealed covers will be opened by the Tender Opening committee on 26.06.2025 at 11.30 am. The concerned agency/firm may remain present at the time of opening of the Tender. at OS Department 7th Floor, Jeevan Prakash Bldg., Ahmedabad".
12	Contact Details	Ph.Nos.079-25504301 email id: os.ahmedabad@licindia.com
13	Official Website (URL)	The tender Document can be downloaded from our website www.licindia.in , go to "Tenders" and click on the link "Comprehensive annual Maintenance contract for Bundle note counting machine" .
In case there is any change in the schedule the same will be displayed on our website.		

(Signature of vender with seal)



LIC of India , Divisional Office
7 th Floor , Jeevan Prakash Building
Relief Road , Ahmedabad-380 001
Tel No -2550 8800, 2550 4301
E-mail- os.ahmedabad @licindia.com

INSTRUCTIONS TO BIDDERS:

The sealed tender is invited for running contract for **Comprehensive annual Maintenance contract for Bundle note counting machine** CAMC as per enclosed Annexure – A-B-C-D
The Bidders are advised to submit the their tender as per the following instructions.

(i) **Envelope No. 1: (Annexure - A,B,C)** duly completed and signed should be put in this envelope. The envelope should be sealed properly with super scribed as "**Tender No 7 for " Comprehensive annual Maintenance contract for Bundle note counting machine – annexures**". Firm's name and Address should be written on the envelope. The DD for tender fee and EMD should be put in this envelope

(ii) **Envelope No. 2: Financial Bid (Annexure -D)** duly completed and signed should be put in this envelope. The envelope should be sealed properly with super scribed as "**Financial Bid**" for "**Tender No 7 for Comprehensive annual Maintenance contract for Bundle note counting machine**". Firm's name and address should be written on the envelope.

(iii) **Envelope No. 3: Both the Envelope No. 1 and 2 as mentioned above,** are to be put into this envelope. The envelope should be sealed properly with super-scribed as Tender No.07 of 2025-2026 "**Tender for Comprehensive annual Maintenance contract for Bundle note counting machine**". The name of firm should be mentioned on the envelope.

(iv) Each page of all the Annexures - A, B, C, D should be duly signed and sealed.

(v) The sealed tender envelope should reach us on or before **25.06.2025 at 16.30 PM.**

To,
LIC of India, AHMEDABAD DIVISIONAL OFFICE
OS DEPARTMENT, 7TH FLOOR, JEEVAN PRAKASH BUILDING, TILAK ROAD, AHMEDABAD-380001

(vi) The tender received after the stipulated time and date will not be considered.)

LIC of India reserves the right to accept or reject any or all offers/quotations in full/part without assigning any reason whatsoever.

Sr. Divisional Manager



LIC of India , Divisional Office
7 th Floor , Jeevan Prakash Building
Relief Road , Ahmedabad-380 001
Tel No -2550 8800, 2550 4301
E-mail- os.ahmedabad @licindia.com

Annexure-A

Detail information of Vendor

S.No.	Information sought	Information Provided
1	Name of the Firm (In Block Letters)	
2	Date of Establishment / Incorporation	
3	Registration no. for registration under Companies Act, 1956. (Please enclose photocopy of certificate)	
4	Correspondence address and telephone no. with email id	
5	Address of Head Office (If separate) and Telephone no.	
6	Status Proprietary/ Partnership/ Private Limited Company/ Public Limited Company	
7	Name of the Partners/ Directors	
8	Name of Chief Executive with his present address and Telephone nos.	
9	Name of Representative (s) with Designation who would be calling on us and attending to our jobs and his Contact numbers.	
10	Details of Tender fee and EMD MR number Date of deposit Amount (Rs) OR Demand draft number and date of Rs 118/- for Tender fee and Rs. 2000/- for EMD in favor of "LIC of India" payable at Ahmedabad.	(1)MR / DD No. date / / of Rs. 118/- for Tender Fee. (2) MR / DD No. Date / / of Rs. 2000/- for EMD.
11	Name of Bankers with address & telephone nos. IFSC Code & A/C No.(Please attach Photo copy of bank pass book or Cancelled cheque of the Firm)	
12	PAN No. of the Firm (Please enclose photocopy)	

13	State the latest Income tax assessed year and the amount of tax assessed (Copies of last 03 years, IT Returns, Balance Sheets & Revenue A/C to be enclosed)	
14	MSME document submitted – if applicable	
15	Details of experience of running contract in any office of LIC of India and /or prestigious P.S.U.s. (Central).	
16	Mention any other specialties of your Establishment	
17	Whether holding certificate under shops and establishment act,(If yes duly renewed copy should be Enclosed.)	
18	Have your firm ever been blacklisted by LIC of India or PSU/BFSI organization/ Govt. / Semi Govt./ Quasi Govt. departments in India as on date of submission of bid or any order has been terminated or cancelled any time give details.	

(Note: Please type this form or fill it legibly in ink. If space provided is insufficient, please type or write the replies on a separate sheet giving appropriate question number duly authenticating the same with seal and signature and attach it to the form)

I/We _____ request Life Insurance Corporation of India, Ahmedabad Divisional Office to consider our bid. We agree to abide by all the ELIGIBILITY CRITERIA AND OTHER TERMS AND CONDITIONS and assure to render the services to the fullest satisfaction of the corporation.

Dated atthis.....day2025

Signature with Seal

Name:

Designation:

Note: The Corporation reserves the right to accept or cancel tender/bids of any/ of the agencies at their absolute discretion without assigning any reason thereof. Applications received with incomplete information or alteration not authenticated with proper seal and signature will not be considered.



LIC of India , Divisional Office
 7 th Floor , Jeevan Prakash Building
 Relief Road , Ahmedabad-380 001
 Tel No -2550 8800, 2550 4301
 E-mail- os.ahmedabad @licindia.com

Annexure-B

UNDERTAKING

Ref: OS/TENDER/ 07/2025-2026

We hereby confirm that we have not been blacklisted by LIC or PSU/ BFSI Organization/ Government / Semi Government / Quasi Govt. Departments in India as on date of submission of bid in response to the above.

We also agree with your terms and conditions quoted in tender.

Dated at _____ this _____ day of _____ 2025

Authorized Signatory Signature

NAME:

DESIGNATION:

Name and Address and SEAL OF THE FIRM / COMPANY:



LIC of India , Divisional Office
 7 th Floor , Jeevan Prakash Building
 Relief Road , Ahmedabad-380 001
 Tel No -2550 8800, 2550 4301
 E-mail- os.ahmedabad @licindia.com

Annexure-C

The various terms and conditions of comprehensive AMC for Bundle note counting machines

- 1] Mode of servicing Quarterly for all offices mentioned in the list. 1st quarter will be ended on 30.09.2025.
- 2] Break down calls should be attended free & immediately for DO & Local branches and within 48 hours for mofussil branches.
- 3] Payment will be made on quarterly base after servicing and on submission of service report duly signed by office authorities name and seal with Inventory No of Bundle note counting machine.
- 4] Servicing includes preventive and corrective of bundle note counting machine , Preventive maintenance includes cleaning of internal circuit board and all parts like main board, vacuume pump, motor, counter, spindle, transformer , belt etc... and all other measures necessary for proper functioning of the machine.
- 5] The contract includes repairing/replacement of all machine spare parts viz... main board, vacuum pump, motor, counter, spindle, transformer , belt etc... during CAMC period.
- 6.) All parts of bundle note counting machine in CAMC.
- 7.] The tender in the prescribed format (**Hard Copy only**) to be submitted to LIC of India Ahmedabad DO on or before the last date / time specified. i.e. 25.06.2025 on 16.30 pm
- 8.] The contract shall be valid for two year only. The Contract can be extended for further one year on mutual consent of both the parties with same rates and terms & conditions.
- 9.] After engaging the services of the firm, if it is found that the services are not rendered to the satisfaction of the Corporation, the services may be terminated at the sole discretion of Corporation and Corporation shall have the right to engage the services of any of other firm as it may deem fit. In this course if any financial loss/damage to reputation of Corporation is caused, the firm shall be legally bound to make good the same in monetary term to be decided by LIC. Corporation reserves right to cancel order at any time and need not assign any reason for that action.

- 10.] Mere submission of the application for tender does not confer the right of selection.
- 11.] Life Insurance Corporation of India reserves its right to reject, accept or cancel the process of tender Selection without assigning any reason thereof for which Life Insurance Corporation of India shall neither be liable nor obligatory to inform the applicant the grounds of any such action.
- 12.] Any tender not complying with these terms and conditions shall be liable for rejection.
- 13.] In the event of any loss/damage being caused to LIC on account of the negligence of the vendor or its Employees, the vendor shall make good the loss sustained by LIC either by replacement of the material/equipment or payment of compensation.
- 14.] The vendor shall not appoint any sub-vendor to carry out any obligations under the contract.
- 15.] In the event of any dispute or difference arising out of operation of this agreement, the same shall be referred to the sole arbitration and the sole arbitrator will be appointed by the SR. DIVISIONAL MANAGER, Life Insurance Corporation of India, Divisional Office Ahmedabad. Whose decision shall be final and binding on both the parties. The venue of arbitration shall be at Ahmedabad. The provisions of the Arbitration and Conciliation Act, 1996 shall apply to the arbitration.
- 16.] The employees of the vendor shall never be considered to enjoy any right to enter the premises of LIC by virtue of this agreement or otherwise at any time except with the prior permission of the LIC.
- 17.] In the event of failure of the vendor to provide the services or part thereof, as mentioned in this agreement for any reasons whatsoever, the LIC shall be entitled to procure services from other sources and the contractor shall be liable to pay forthwith to the LIC, the difference of payments made to such other sources along with other incidental charges of any nature whatsoever incurred by the LIC.
- 18.] It is clearly understood by the vendor that the persons employed by the vendor for providing services as mentioned herein, shall be the employees of the vendor and not of "The LIC". The vendor shall be liable to make payments to its said employees.
- 19.] If vendor commits breach of any covenant or any clause of this agreement, the LIC may send a written notice to the vendor to rectify such breach within the time limit specified in such notice. In the event the vendor fails to rectify such breach within the stipulated time **Corporation reserve the right to forfeit the outstanding Bills/EMD/ Security Deposit**, further agreement shall forthwith stand terminated and the vendor shall be liable to the LIC for losses or damages on account of such breach.
- 20.] This agreement may be terminated forthwith if vendor becomes insolvent, ceases its operations, dissolves, files for bankruptcy or bankruptcy protection, appoints receivers, or enters

into an arrangement for the benefit of creditors, the other party shall have the right to immediately terminate this agreement.

21] Tax at source will be deducted from the payment as per the Income Tax Rules applicable.

22] No advance payment shall be made.

23.] No extra Terms and Conditions of the vendor will be accepted at any time. If any vendor gives his own Terms and Conditions his tender will be rejected without informing him.

24]. The Vendor shall be responsible to follow all Local, state and central Act, rules and regulation in this regard. And for the payment of wages of his workers and shall abide by various laws enacted for welfare of the workers and he shall be personally liable for any damages etc which may be caused due to his failure to comply with various provisions of the law.

25] Successful Vendor (including MSME/NSIC registered vendors) have to deposit (5% of Tender value) within 15 days from date of work order as security deposit will not carry any interest and same will be refunded to the concern vender only after completion of contract.

26] In case more than one bidder quoting the lowest identical price then decision will be taken on the basis of the agency having work experience and maximum average annual turnover during the last three years.

27.] If the services are not satisfactory the comprehensive annual maintenance contract will be terminated even in the middle of the term.

28] **Penalty** of 3% to maximum 10% of CAMC will be charged every week for delay beyond 48 hours and Non servicing of equipment's calculated for the period from expiry of previous preventive maintenance period to date of servicing.

29.] **Pre Check:** The tenderer has to arrange to visit of all locations for Pre-Check of Bundle note counting machines before submission of tender.

30.] It shall be responsibility of the vendor to make all Bundle note counting work satisfactorily throughout the CAMC period and to hand over to LIC of India in working condition.

31.] Sr. Divisional Manager may call for any clarification and explanation and documents subsequent if required.

32.] During contract period Corporation may add or remove Bundle note counting machines for CAMC to provide services on same rates , terms and conditions.

Tenderer's sign./ name and seal



LIC of India , Divisional Office
 7 th Floor , Jeevan Prakash Building
 Relief Road , Ahmedabad-380 001
 Tel No -2550 8800, 2550 4301
 E-mail- os.ahmedabad @licindia.com

APPLICATION FORM

FINANCIAL BIDAnnexure-D

Financial Quotation for the CAMC of Comprehensive annual Maintenance contract for Bundle Note counting machine per annum.

<u>Particulars</u>	<u>Quantity</u>	Total Annual CAMC Charge (without GST) Amt in figure	Total Annual CAMC Charge (without GST) Amt in Words
<u>Total annual CAMC charge for Bundle note counting machines all listed</u>	<u>31</u>		

GST Rate: ---

Sign.....
 With seal of firm/company

Name & designation.....

Place.....date.....

List of Bundle note counting machine with location- For CAMC

Sr.No.	BRANCH	Address	No. of machines
1	839	Raindrop bldg..-C G Road -2	1
2	842	1st Floor, Jeevan prakash Bldg., Relief Road.	2
3	850	Jeevan Sadan Bldg., Nr. Nehru Bridge.	2
4	852	Poonam Plaza, Maninagar-2	1
5	857	Kasturbhai Chamber ,Nr. Subhash Bridge, RTO Circle	2
6	873	Jeevan Sadan Bldg., Nehru Bridge	2
7	8001	Ram Bhavan, Nr. Dena Bank,ISANPUR-2	1
8	83M	Swastik Char Rasta, above National Handloom, RAKHIAL-2	1
9	83N	Silver Shine Complex, VASNA	2
10	83P	Sardar patel Mall, Approach Nikol Gam Road,ODHAV	2
11	83T	Jeevan Vikas Bldg.,Ankur Char rasta,NARANPURA	2
12	83U	Galaxy Cinema Road, NARODA	2
13	83X	Jeevan Vikas Bldg., Shiv Ranjani, Nr. Nehru Nagar.	1*
14	83Z	3rd Floor, Jeevan Prakash Bldg.,Relief Road	1
15	84C	S B Patel Complex, IInd Floor, Sanand	1
16	84D	Subhash Bridge, Batrisi Hall, Nr. RTO Circle	1
17	DO F&A	3 rd Floor, Jeevan prakash Building, Relief road.	1
18	SSO-CLIA	127-128, Sahjanand Arcade,Memnagar	1
19	SSO-842	5/842-ff-12,Shivalik Arcade,100FT Ring Road,Prahlad Nagar Road, Satellite	1
20	SSO-843	First Floor, Rajshree Complex, CTM.	1
21	SSO-9/840	201, IInd floor, Merlin Pentagon, Mahalaxmi 5 rasta	1
22	SSO-14/83Z	Ist Floor, Amrapali Shopping mall, S P ring Road, Bopal.	1
23	SSO-83T GHATLODIYA	SHOP NO:9 TO 13, SATYA SURYA COMPLEX,NEAR SATADHAR CHAR RASTA,GHATLODIYA, AHMEDABAD.	1
		Total machines	31

Sign.....

With seal of firm/company

Name & designation.....

Place.....date.....