



Life Insurance Corporation of India,  
Surat Divisional Office,  
OS Department,  
"Jeevan Prakash" Opp. SMC, Muglisara,  
Surat – 395003  
Phone 2801002, 2801003, 2801004, 2801000,  
email: os.surat@licindia.com

## TENDER

## FOR

CAMC of  
Loose Cash Counting Machines /  
Fake Note Detecting Machines  
Installed in Surat Divisional Office, Surat City &  
Mofussil Branch offices/SOs

SURAT DIVISIONAL OFFICE,  
"JEEVAN PRAKASH", MUGLISARA, SURAT

Signature of the bidder with seal



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Signature of the bidder with seal



**Tender Notice**

Date : 07.07.2025

To,  
M/s

Dear Sir,

**Re: Tender for Comprehensive Annual Maintenance Contract (CAMC) for Loose Cash Counting Machines / Fake Note Detecting Machines installed in Surat Divisional Office, Surat City & Mofussil Branch offices/SOs**

Sealed tenders are invited from eligible Service Providers for above service.



Tender forms will be available on payment in Cash of Rs. 118/- (Tender fee Rs.100 + GST Rs. 18) as non-refundable tender fee from the OS Department, Surat D.O. at LIC of India, 'Jeevan Prakash' Building, (Ground Floor) Muglisara, Surat-395003.

Please refer "**TENDER SCHEDULE**" for relevant details and timings and go through the instructions to bidders, terms and conditions mentioned in TENDER FORM before submitting your offers.

Please send the Tender forms and rates quoted duly filled in and signed each page of the tender document alongwith seal by the authority person/persons, in a sealed cover, superscribed as "Tender for CAMC for Loose Cash Counting/Fake Note Detection Machines" and addressed to "Manager (OS), LIC of India, OS Department, Ground Floor, Jeevan Prakash, Muglisara, Surat.

The last date for submitting the completed Tender forms is as mentioned in "TENDER SCHEDULE".

LIC reserves its right to accept/reject the tenders in part or whole thereof without assigning any reasons thereof.

  
Sr. Divisional Manager  
**Signature of the bidder with seal**

**TENDER SCHEDULE**

1	Name of Service	Tender for CAMC for Loose Cash Counting Machines / Fake Note Detecting Machines installed in Surat Divisional Office, Surat City & Mofussil Branch offices/SOs
2	Tender fee	Non refundable tender fee of Rs.100/- + GST Rs. 18/- i.e. Total Rs. 118/- to be paid at Cash Counter, LIC of India, 'Jeevan Prakash' Building, F&A Dept, 2 <sup>nd</sup> Floor, Muglisara, Surat-395003 on any working day from 08-07-2025 to 17-07-2025 during cash hours (10.00 am to 16.30 pm) on weekdays (excluding holidays and Saturdays).
3	Availability of tender forms	Tender forms will be available on payment of Tender fee as above from the OS Department, Surat D.O. at LIC of India, 'Jeevan Prakash' Building, OS Dept, (Ground Floor) Muglisara, Surat-395003 on any working day from 08-07-2025 to 17-07-2025 during office hours (excluding holidays and Saturdays).
4	Tender in sealed cover to be addressed to	Manager (OS), Ground Floor, LIC of India Jeevan Prakash Building, Surat Divisional Office, Surat -395003.
5	Last date for submission of Tenders	18-07-2025 by 12.00 Hrs.
6	Tender Opening Date	18-07-2025 at 15.30 Hrs.
7	Validity of Bid	90 days from the date of opening of the Tenders.
8	Security Deposit	3% of the value of the contract.
9	Contract Period	For one year which may be extended for the period of one or two more year if services are found satisfactory.

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### Instructions to Bidders and Terms and conditions of the Contract

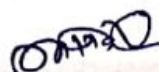
- 1) Before submitting their quotations, the prospective Bidders may interact with the LIC Officials of OS Dept DO, (Ground Floor) Surat during office hours (Monday to Friday 10.00 am to 17.30 pm excluding holidays) for examination of sample or to understand the existing infrastructure and facilities, expected requirements of the Divisional Office and the desired level of services which the Service Provider is expected to render during the contractual period etc.
- 2) The enclosed Tender form should be properly filled, in the given format only, along with the Name, Address, Telephone No, signature and rubber stamp of the authorized person. Any conditional offer is liable to be rejected by LIC of India.
- 3) Tenders should be filled with neat, legible and correct entries. The amount/ rates should be filled in figures as well as words. Correction/ Omission/ Overwriting/ Cutting should be dated and initialed.
- 4) **Minor infirmity / Irregularity / Non-conformity:-** During the preliminary examination, some minor infirmity and/or irregularity and/or non conformity may also be found in some tenders. Such minor issues could be a missing pages/attachment or illegibility in a submitted document, non submission of requisite number of copies of a document. Such minor issues may be conveyed to the tenderer by registered letter/speed post email or any other mode of communication, and so on, asking him to respond by a specified date also mentioning therein that, if the tenderer does not conform to the procuring entity's view or respond by that specified date, his tender will be liable to be rejected. Depending on the outcome, such tenders are to be ignored or considered further.
- 5) **Clarification of Bids / Shortfall Documents:-** During evaluation and comparison of bids, the purchaser may at his discretion, ask the bidder for clarifications on the bid. The request for clarification shall be given in writing by registered/speed post through e mail or any other mode of communication, asking the tenderer to respond by a specified date, and also mention therein that, if the tenderer does not comply or respond by the date, his tender will be liable to be rejected. Depending on the outcome, such tenderers are to be ignored or considered further. No change in prices or substance of the bid shall be sought, offered or permitted. No post bid clarification at the initiative of the bidder shall be entertained. The shortfall information/documents should be sought only in case of historical documents which pre-existed at the time of the tender opening and which have not undergone change since then. These should be called only on basis of the approval of the Competent Authority.
- 6) The vendor may attach relevant literature, technical specifications and any reference regarding current Service Contracts at present with other organizations in Surat city & other cities of South Gujarat.

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- 7) The Quotations received which do not fulfill any of the above Terms & Conditions or received after the last date of submission will not be accepted.
- 8) The SR.DIVISIONAL MANAGER, LIC OF INDIA, SURAT DIVISIONAL OFFICE, SURAT reserves all the rights to cancel or reject or accept in part thereof any or all the offers, without assigning any reason and also reserves the right to increase or reduce the requirement given in the quotation.
- 9) **SECURITY DEPOSIT (SD):** Security deposit in the nature of performance guarantee shall be payable by the successful Tenderer @ 3% of the contracted value within 15 days from the date of award of contract. The security deposit shall be accepted either in the form of Demand Draft / Bankers Cheque, or Bank Guarantees through Scheduled Banks. The security deposit shall not carry any interest.
- 10) You will have to provide Quarterly services to the all Loose Cash Counting/Fake note Detector machines, i.e. four services in a year. Apart from the servicing schedule you will have to attend to any breakdown call immediately as and when intimated by the offices. You will arrange to have your trained personnel to check up the machines/units thoroughly during the servicing schedule and arrange for cleaning and checking of all parts to ensure smooth and satisfactory working of the machines.
- 11) If any instrument has to be taken by you for service/repair, the same shall be replaced temporarily with a machine belonging to you. Before taking the machine, prior permission will have to be taken from the concerned official of the Branch Office.
- 12) During the contract period you will have to solve all kind of complaints within 2 (two) days.
- 13) You will have to prepare service cards for each machine/unit giving details about Machine No., make, DO/BO, Distinctive Nos. etc.
- 14) You will have to write the details of the machine/unit near the place where they are fixed for our verification.
- 15) You will have to keep these machines/units in up-to-date condition.
- 16) During the visit of your representative for servicing, breakdown calls etc. they will have to carry out the following works:
  - Inspection of units of CCM/fake note detectors & the servicing once in a quarter.

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- Checking the system for performance & overall condition of CCM/Fake note detectors.
  - Repairs of parts and sub assemblies, replacement of defective spare parts required for equipment maintenance.
  - Repairs & Replacement of parts shall be provided and fitted by you as & when required without any extra charges.
- 17) You will be paid proportionate service charges at the end of each quarterly service.
- 18) The contract will cover free replacement of all the spare parts required to keep the machines in working condition.
- 19) In case of the machine remaining inoperative for a period of more than 48 hours due to non-attendance or negligence by your Agency, proportionate deduction in the maintenance charges will be made from the AMC bill.
- 20) Penalty clause: Penalty of Rs.100 per day for delay in attending the break down call after 48 hours of a complaint.
- 21) In case the your agency fails to repair or rectify the problem of machine within the specified time period, then LIC of India will get it repair through other agency at the risk & cost of awarded AMC agency. The cost of such repairs will be recovered from the payment/invoice due to you.
- 22) You will submit the Certificates of your entire visit for servicing, repairing, breakdown calls etc. related to the machine to the concerned branch along with a copy to Division office.
- 23) In case of any accident, it will be entirely your responsibility for all consequences and cost involved unless you prove that the cause of accident was not due to improper maintenance of the CCM/Fake note detector machines.
- 24) Bills will have to be submitted on completion of quarterly servicing in triplicate along with servicing report duly certified by the concerned branch/official. No payment will be released without submission of original servicing certificate with the bill. Income tax & Other Taxes (if any), as applicable will be deducted from the bill/invoices as per Tax rules. GST is payable as per rules. Vendor will have to submit GSTIN registration on submission of invoice.
- 25) The agency/vendor is bound to handover all the systems in running condition to the user on termination or expiry of the contract as the case may be. The final quarterly payment will be released subject to the satisfactory reports of performance.

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**Locations where Loose Cash Counting Machines/Fake Note Detection  
Machines are installed**

Group	NAME OF THE BLDG / PROPERTY UNDER SURAT DIVISION	LOCATION	No. Of Loose Cash Counting Machines/Fake note Detectors installed
i	Divisional Office, City Branch office (CBO) No.-1, CBO-2, CBO-3, CBO-4	Jeevan Prakash LIC Complex, Muglisara, Surat	8
ii	CBO-7, CBO-10	Jeevan Samruddhi bldg. Nanpura, Surat	4
iii	CBO-5, CBO-11	Udhna Udhyanagar Sanng bldg. Udhana, Surat	3
iv	CBO-6	Yash Plaza Bldg, Opp.Dhanamil Complex, Varachha Road, Surat	3
v	CBO-8	BSNL building, Ghod dod road, Surat	2
vi	CBO-9	1st Floor, Krishi Bazar, APMC Sahara Darwaja, Ring Road, Begumpura, Surat-395003	3
vii	CBO-12	Trinnity Buisness Park, L.P. Savanl Road, Adajan, Surat	2
viii	BARDOLI Branch	New Navaratna Towers, Sardar Baug, Bardoli	1
ix	VYARA Branch	DNC Market, Opp.S.T. stand, Vyara(Existing) BSNL Office, Nr. Old bus stand, Main Bazar Vyara (Proposed)	1
x	NAVSARI-1 Branch	Sardar Patel Bhavan, M.G.Road, Navsari	1
xi	NAVSARI-2 Branch	Executive Point, Sattapir, Navsari	2
xii	BILIMORA Branch	Sai Arcade, Somnath Road, Billimora	1
xiii	CHIKHLI Branch	Jaydeep Shopping Centre, Thaala, Chikhali	2
xiv	VALSAD-1 Branch	L.I.C. Building, Halar Road, Surat	3
xv	VALSAD-2 Branch	L.I.C. Building, Halar Road, Surat	2
xvi	VAPI Branch	Municipal Shopping Centre, Nehru Road, Vapi	4

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xvii	SILVASSA Satellite Office	Vapi Road, Amli, Silvassa	2
xviii	VAPI GIDC Satellite Office	Comm.Bldg No: 1, Nr. Gunjan Cinema, GIDC Vapi.	2
xix	DAMAN Satellite Office	Anuradha Complex, Mansi Chowk, Airport Road, Nani Daman.	1
xx	AMROLI Satellite Office	New Ascon Piazza, Amroli Road, Amroli, Surat	1
xxi	KIM Satellite Office	Kimavati Complex, Kim Mandavi Road, Kim ( East )	1
xxii	CLIA Satellite Office	Mangaldeep II Varachha Road, Surat	1
xxiii	CIT YLIGHT Satellite Office	Shubhlaxmi Complex, City light, Surat	1
xxiv	VED ROAD Satellite Office	Vihar Co op Hsg Society, Valinath Chowk, Katargam Singanpur Road, Surat	1
xxv	Dharampur Satellite Office	Opp. Mamlatdar office, Dharampur, Valsad	1
		<b>Total</b>	<b>53</b>

- Above mentioned quantity is just an indicative and not final. Actual Quantity may differ on visiting the branch.
- As per our need the quantity mentioned above may change (i.e addition of new machines or removal of irreparable machines).
- New machines will be added to the CAMC at same rates as quoted in this tender as and when need arise.

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*[Handwritten signature]*

Rates to be quoted in following table:-

Sr. No	Type of Machine	No. of Machines in Surat City Branches/ SO & Division Office	CAMC Rate per machine per Year Excluding GST (Rs.)	Total (Column 2 x Column 3)
	(1)	(2)	(3)	(4) (2 x 3)
1	Loose Cash Counting Machine Fake note detector	53		

Grand Total Amount in words: \_\_\_\_\_

Note:

- Grand total amount of quoted rates will be taken in to consideration for deciding L1.
- If there is difference between amount quoted in figure and words than amount quoted in words will be considered.
- Rates mentioned should be for whole year i.e total of all 4 quarterly services.

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LETTER TO SR. DIVISIONAL MANAGER FROM BIDDER

TO,  
SR. DIVISIONAL MANAGER,  
LIFE INSURANCE CORPORATION OF INDIA,  
SURAT DIVISIONAL OFFICE,  
'JEEVAN PRAKASH' BUILDING,  
GROUND FLOOR  
MUGLISARA,  
SURAT- 395003

Dear Sir,

**Re: Tender for CAMC of Loose Cash Counting Machines / Fake Note Detecting Machines installed in Surat Divisional Office, Surat City & Mofussil Branch offices/SOs**

I / We \_\_\_\_\_ hereby give my consent for all instructions and Terms and Conditions contained in the above Tender document after fully understanding the same and the existing infrastructure and facilities.

I / We \_\_\_\_\_ certify that the above information is true and correct to the best of our knowledge and belief.

I / We \_\_\_\_\_ agree that the decision of the Corporation will be final and binding on me / us.

2. I / We \_\_\_\_\_ undertake to complete and deliver the whole of the service within a period as specified in the Conditions of Contract from the date of issue of an intimation from you that the tender has been accepted .

Dated at.....this.....day of.....2025

Yours faithfully,

(SIGNATURE OF THE BIDDER WITH SEAL)

Place:

Date:

**Signature of the bidder with seal**

