



S. No. 688 A+B2, 4th Floor, Mahaveer Park
Building, Opp. Walvekar Lawn, Pune-411 037.
PHONE NUMBERS 02024509022, 24509038

Ref-PUNE DO II/ OS/RRJ/TENDERS 2025-26/003

DATE 18.11.2025

TO,

M/s _____

Sir/Madam,

Re: Quotation for single shelf extension to the racks at RMF Centre, Nimbut- TENDER 25-26/003

LAST DATE FOR SUBMISSION OF QUOTATION : 09.12.2025

We intend to extend single shelf for 1000 existing Policy Docket Racks at RMF Centre, Nimbut, Tal Baramati, Dist Pune, which is about 90 km from Pune City. The 6640 metal racks have been kept adjacent to each other in 5 different godowns at the same location.

IT IS MANDATORY THAT BEFORE SUBMITTING THE QUOTATION THE VENDOR VISITS THE LOCATION UNDERSTANDS THE WORK TO BE DONE.

Vendor needs to provide his id proof copy & contact details at the time of pre bid site verification

The google location & contact details are as below

**Shri Sanjay Sawant Maanger EDMS(Pune)02024509015/9769190075
Shri Vikas Gaikwad(Nimbut) cell no 9881771494**

Approx. height of each rack from floor is 8.2 fts and width is 3 ft. All existing racks are not of same height and width. Therefore dimensions of racks may vary. Vendor has to take actual

measurement and work accordingly. **Also please see job specifications**

The vendor should bring necessary items such as ladders of appropriate type, all types of tools & machinery height, any safety equipment deemed necessary to do the work. The safety of the workers will be the sole responsibility of the vendor & LIC OF INDIA should not be held responsible, nor LIC OF INDIA will make any compensation if any unfortunate event/ accident occurs during course of this extension work at Nimbut.

Kindly submit your Quotations completed in all respects in a sealed envelope super scribed as **"Quotations for Single Shelf Extension to Policy Docket Racks."** so as to reach us at the below mentioned address on or before 09.12.2025

The Manager O S
L.I.C.Of India, 4th Floor, Mahaveer park Bldg,
S no 688, Pune -Satara Road, Bibwewadi,
Pune-411037
Office hours-Monday to Friday 10.00 am -5.30pm (excluding public holidays)

Specifications for the job for extension of single shelf to existing policy docket racks at Nimbut is as under :

Sr No.	Particulars of single shelf to policy docket racks	Quantity
1)	<p>Size 375 X 900 mm in 20 SWG to the existing slotted angle rack with extension of 600 mm long slotted angle of size 40 X 40 X 2mm in 14 SWG along with 14 SWG Punched Strip for 375 mm on both sides & 900 mm on backside of each rack</p> <p>Sufficient no. of galvanized nuts and bolts for making an arrangement in such a way that there will be a series and symmetrical connectivity look to the installed racks</p> <p>All the metal parts shall be finished with synthetic enamel paint and shade as per the directions by LIC of India</p>	1000

The work is to be done on site at Nimbut .

Terms & Conditions :

1. Please quote your rates as per attached format on your Company Letterhead only. Quotations received not as per our enclosed format are liable to be rejected.
2. The Taxes including GST, if any, shall be quoted separately.
3. The rates quoted by you should be inclusive of all costs such as material, transportation, loading, unloading, assembling and installation at RMF Centre, EDMS Godown, Nimbut, Taluka, Baramati, District Pune.
4. If Quotations submitted by two separate Vendors are of the same cost, L1 will be decided on the basis of the lowest time mentioned in the Quotation for completion of the job. Further if the time specified is also same, turnover of the firm for last 3 years will be considered as basis to decide L1. In view of this you are requested to submit Turnover Certificate for last 3 FY issued by a Chartered Accountant.
5. EMD of 2% estimated value will have to be paid by technically qualified bidders through a DD in f/o LIC of India payable at Pune. This will not carry any interest and will be refunded after the contract is awarded/ bid is rejected.
6. 10% of contracted value will be payable as Security Deposit by the successful Bidder in the form of Cash/Demand Draft.
DD should be payable at Pune in favour of LIC of India
The Deposit will not carry any interest.

Please note that if the furniture items supplied are not as per the specifications given in the Tender, Security Deposit will be forfeited in addition to imposition of Penalty as deemed fit by the Competent Authority

Please mention/specify the period for completion of the job of extension of single shelf in your quotation from the Date of issue of Work Order.

The total job should be completed within the period of 24 weeks from date of receipt of work order.

In case of delay in completion of the job over the period of 24 weeks Penalty @ 0.05% per day will be imposed.

7. As this job is different & peculiar the Competent Authority has allowed to make part payment after completion of work every 500 racks, in all maximum 4 such payments at Nimbut EDMS Godown.

8. The Bills shall be submitted in duplicate stating our GSTIN No. 27AAACL0582H1ZM.

9. The Bills shall be settled on a certificated for completion of job satisfactorily at our RMF Centre,

Nimbut, Tal. Baramati, Dist Pune.

10 Pre tender Integrity pact as per attached format will have to be signed by each bidder on Rs 500/ stamp paper as per CVC guidelines.

11. **The competent authority intends to have a pre bid meeting with all the bidders. The meeting will be in person at our office at Mahaveer Park Pune 411037 on 03.12.2025 at 2.30pm**

12 Pre bid Integrity pact on 500 Rs stamp paper will have to be signed by each bidder & will be treated as part of his tender documents.

13. That it has been mutually agreed between the Corporation and the Vendor that any dispute

arising out of acceptance of the Tender/Quotation at a later stage shall be referred to for

“Arbitration” to the Sr. Divisional Manager, LIC of India, Pune DO II who shall act as “Arbitrator” and his decision will be final and binding to all.

14. Sr. Divisional Manager reserves the right to accept/reject the Tender/Quotation in full/part, cancel the Tendering process OR postpone/defer the last date for submission of

Tenders/Quotations without assigning any reason whatsoever.

15. If anyone has done similar type of work kindly attach work order/ details for the same.

Yours faithfully,

Sd

Sr Divisional Manager

निविदा भरणार्या व्यक्तीचे घोषणापत्र

मी (स्वतः चे नाव) स्वतः (ठिकाणाचे नाव) या ठिकाणी दि
रोजी वाजता भेट दिली आहे. तिथे (तिथे उपस्थित एलआईसी कर्मचारी) याना भेटलों
आहे. काय काम करायचे आहे ते पूर्णपणे समजून घेतले आहे. आवश्यक ती सर्व माहिती, मोजमापे घेतली आहेत. माझी
निविदा त्यावर आधारित असेल.

स्वाक्षरी

नाव

पत्ता

भ्रमणध्वनी क्र

DECLARATION BY THE BIDDER

I (name of bidder) have personally visited (name of the place) today at (mention time) on (date). I have seen the workplace, spoken to (name of LIC personnel present there) I have understood the work to be done fully. I have taken necessary details, measurements and my quotation will be based on these.

Signature

Name

Address

Mobile number

(to be printed on your company letter head and seal to be put)

PRESCRIBED FORMAT FOR QUOTATION.

To,
Sr.Divisional Manager,
LIC of India, Pune DO-II,
4th Floor, Mahavir Park Bldg.,
Pune Satara Road, Bibwewadi,
Pune - 411037.

Sir,

Re: Quotation for Supply and Installation of Policy Docket Racks

Specification	Quantity	Basic Price	CGST	SGST	Total Amount
Size 375 X 900 mm in 20 SWG to the existing slotted angle rack with extension of 600 mm long slotted angle of size 40 X 40 X 2mm in 14 SWG along with 14 SWG Punched Strip for 375 mm on both sides & 900 mm on backside of each rack Sufficient no. of galvanized nuts and bolts for making an arrangement in such a way that there will be a series and symmetrical connectivity look to the installed racks All the metal parts shall be finished with synthetic enamel paint and shade as per the directions by LIC of India	1000				

(Basic Price should be inclusive of all costs such as transportation, loading, unloading, assembling and installation at RMF Centre, EDMS Godown, Nimbut, Taluka, Baramati, District Pune.)

Please specify time for completion of the Job
(we have considered approx. time as 24 weeks after issue of Work Order which please note)

Other Charges, if any : _____

Thanking you,

Place :

Date:

Yours faithfully,

Seal & Signature of Vendor