



LIFE INSURANCE CORPORATION OF INDIA

Divisional Office ,Jeevan Prakash Building .Umashankar Pd Marg ,Muzaffarpur-842002

TENDER FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF AIR COOLERS INSTALLED AT OFFICES UNDER MUZAFFARPUR DIVISION FOR FY 2026-27

TO,

M/S.....

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LIFE INSURANCE CORPORATION OF INDIA
Divisional Office ,Jeevan Prakash Building .Umashankar Pd Marg ,Muzaffarpur-842002

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SUB: - Tender for CAMC of Air Coolers of all offices under Muzaffarpur Division

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Sr. Divisional Manager



LIFE INSURANCE CORPORATION OF INDIA
Divisional Office ,Jeevan Prakash Building .Umashankar Pd Marg ,Muzaffarpur-842002

M/S

Dear Sir,

Re:CAMC of Air Coolers of all offices under Muzaffarpur D.O.

You are requested to quote your item wise rate for the above work and submit the same in a sealed envelope duly superscribing the name of the job on the top of envelope.

The tender along with an EMD of ₹3000/- (Rupees Three thousand only) in the form of Cash at Cash counter/DD issued by any nationalized Bank/Scheduled Bank in favour of LIC of India, payable at Muzaffarpur DO should reach to this office on or before 01.04.2026 at 15:00 hrs. The same shall be opened on 01.04.2026 at 15:30 hrs.

Please enclose the EMD of ₹3000/- in separate envelope marking as envelope (1) and tender document marking as envelope (2). Both envelopes will be in a separate single envelope marking tender for CAMC of Air Coolers under Muzaffarpur DO.

Please note that rates quoted shall be treated excluding GST.

LIC reserves the right to accept or cancel any tender what so ever.

Yours faithfully,

Sr. Divisional Manager



LIFE INSURANCE CORPORATION OF INDIA
Divisional Office ,Jeevan Prakash Building .Umashankar Pd Marg ,Muzaffarpur-842002

TENDER- NOTICE

Sealed tenders are invited from empanelled Contractors for Repair, Maintenance, Servicing & CAMC of Air Coolers installed in our Divisional office, Branch offices & Satellite offices under Muzaffarpur DO. Interested agencies may collect tender papers from the office of the undersigned on payment of Rs 590/- (Rupees Five hundred and Ninety only) including GST non refundable (Cash/DD) and submit the same well within the due date & time as mentioned below. The tenderers should quote their own reasonable rate excluding GST. The name of work should be super scribed on the envelope.

LIC reserves the right to accept or cancel any tender without assigning any reason thereof.

Schedule of tender programme:-

1. Issue of tender paper:- from : 17.03.2026
2. Last date of submission of tender : 01.04.2026 at 15:00 hrs
3. Date of opening of tender : 01.04.2026 at 15.30 hrs
4. Earnest Money deposit : ₹3000/- (Refundable)
5. Security Deposit:- : @10% of Total Work Value(₹14500)
6. Cost of tender paper : Rs. 590/- (Non refundable) including GST
7. Duration of Contract : Six Months from the date of acceptance of tender
8. Period of validity of Tender:- :Three Months

Date:

Sr. Divisional Manager



LIFE INSURANCE CORPORATION OF INDIA
Divisional Office ,Jeevan Prakash Building .Umashankar Pd Marg ,Muzaffarpur-842002

INFORMATION & INSTRUCTIONS TO THE BIDDERS

Special Conditions & instructions for Limited Tendering System adopted by Life Insurance Corporation of India (LIC), as given in the subsequent pages will overrule the conditions stated in the tender documents, wherever relevant and applicable.

- All the Contractors intending to participate in the tenders floated are required to deposit tender fee of Rs.500/- (Rupees five hundred only) + GST non-refundable.
- The contractors/bidders can view tender notice on their respective email submitted during enlistment or to be sent through Registered post on their address.
- The bidders are strictly advised to follow dates and time as mentioned in Key Dates of a particular tender. The date and time will be binding on all the bidders. The bidders are required to complete the stage within the stipulated time as per the schedule (Key Dates) to continue their participation in the tender.
The bidder should ensure that the status of a particular stage should be shown as "Completed" before the expiry date and time of that particular stage and they should possess a copy of receipt of completion of each stage to be performed from their end which should match with the status mentioned in tender. It will be the sole responsibility of the bidder if the status of a particular stage till the expiry date and time of that stage and he is not able to proceed further in the Tendering process. The Key dates are subject to change in case of any amendment in schedule due to any reason stated by the Department.
- 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.

NOTE:-

LIC will not entertain any reasons/claims of Tenderer on account of failure and any issues during the submission of tender. Tenderer shall be solely responsible for all those facts and failure of non submission of tender or delay if any etc.



LIFE INSURANCE CORPORATION OF INDIA
Divisional Office ,Jeevan Prakash Building .Umashankar Pd Marg ,Muzaffarpur-842002

PARTICULARS OF TENDERS

- A. Earnest Money Deposit: - : ₹3000(Rs. Three thousand only)
- B. Security Deposit: - : @10% of Total Work Value
- C. Duration of Contract: - :Six Months from the date
of acceptance of Tender
- D. Period of validity of Contract: - : Three Months
- E. Defect liability period:- :One year
- F. Issuance of tender:- :17.03.2026 to 01.04.2026 up to 15:00
hrs
- G. Last date of submission of tender :Within 15:00 hrs on 01.04.2026
- H. Date of opening of tender:- :15:30 hrs on 01.04.2026

Signature of Contractor

Manager (E&OS)

Seal:

Date:



LIFE INSURANCE CORPORATION OF INDIA
Divisional Office ,Jeevan Prakash Building .Umashankar Pd Marg ,Muzaffarpur-842002

LETTER TO CONTRACTOR FROM SR. DIVISIONAL MANAGER

Ref: MDO/AC/AMC

Date:

M/s _____

Dear Sir/s,

**RE: TENDER FOR REPAIRING,SERVICING & ANNUAL MAINTENANCE
CONTRACT OF AIR COOLER UNITS INSTALLED AT OFFICES UNDER
MUZAFFARPUR DIVISION**

1) We hereby publish the TENDER NOTICE hereinafter referred to as "Limited Tendering" and TENDER will be hereunder called as "Tender for AMC of Air Coolers". The tender Notice published through Notice Board & individual information to **Enlisted/Authorized** Vendors consisting of standard tender conditions, specifications, schedule of quantities, drawings (if any) for above referred work. Please note that copy of the above tender can be procured from E&OS deptt. Divisional office, Muzaffarpur and should be mandatorily submitted in said deptt. Herein after referred as "**Limited Offer**". The submission of offer duly signed on every pages of tender in Envelope(s) on or before **as per the key Dates mentioned in the Tender Notice in this document for above tender .**

The bidders should submit required:

2(a) Tender Fee of Rs.500/- (non-refundable) plus 18% GST i.e Rs.590.

2(b) Earnest Money Deposit of **Rs. 3,000** (Rupees Three Thousand only)

Tender Fee and EMD in the form of Cash on Cash Counter/Demand Draft/Pay Order/Banker's Cheque in favour of "**Life Insurance Corporation of India**" payable at Muzaffarpur.

In addition to that physical submission of the DD/Pay Order/MR for both Tender Fee & Standing EMD should be made to the Sr. Divisional Manager, Divisional office , Jeevan Prakash Building , U S Prasad Marg, Muzaffarpur-842002 and will be received at the office of Manager (E&OS) at above address on or before **As per the key Dates mentioned in the Tender Notice** and the Tenders will be opened at **As per the key Dates** in the presence of contractors or accredited representatives , who wish to attend



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the Tender Opening process .The tenderer should ensure that their tender is received on or before the due date and time as specified in “**Key Dates**” in the tender document and above mentioned in Tender Notice.

3. An annexure for guidelines to submit tenders is attached in the tender document. The tenderers are advised to carefully read the above document for understanding of Tendering system. The above annexure will supersede all the terms and conditions mentioned for submission of tender in document.

4. The Life Insurance Corporation of India is not bound to accept the lowest tender and reserves the right to reject any or all tenders without assigning any reason thereof.

LICI reserves the right to refuse issue of tender to any party, at his sole discretion without assigning any reason whatsoever. The LICI does not bind itself to accept the lowest or any tender and reserves the right to split up the work and/or to call separate quotations/tenders for any of the items/type of work during the currency of contract period of the Rate contract.

Yours faithfully,

Sr. Divisional Manager



LIFE INSURANCE CORPORATION OF INDIA
Divisional Office ,Jeevan Prakash Building .Umashankar Pd Marg ,Muzaffarpur-842002

LETTER TO SR. DIVISIONAL MANAGER FROM CONTRACTOR

To,

Date:

The Sr. Divisional Manager,
LIC of India,
Divisional office
"Jeevan Prakash" Building
U S Prasad Marg,
Muzaffarpur -842002

Dear Sir,

**RE: TENDER FOR REPAIRING,SERVICING & ANNUAL MAINTENANCE
CONTRACT OF AIR COOLER UNITS INSTALLED AT OFFICES UNDER
MUZAFFARPUR DIVISION**

Having examined in details, the tender documents relating to the above works and having visited and inspected the site of the proposed works and having acquired the requisite information relating thereto as affecting the tender invited by you on behalf of the Life Insurance Corporation of India, I/We, the undersigned hereby offer to execute and maintain the proposed works on percentage rate basis in strict accordance with the contract conditions and specifications as per the tender for the above work.

I/We, undertake to complete the whole of works within the stipulated time as specified in conditions of contract from the date of issue of an intimation from you that the tender has been accepted and upon receiving possession of the site, I/We, shall be under the obligation to pay the sum as stated in the Conditions of contract for the period the works shall remain incomplete, for damages as compensations subject to the conditions of contract relating to an extension of time.

I/We, hereby agree to deposit the sum stated as E.M.D., which shall be forfeited by the LIFE INSURANCE CORPORATION OF INDIA in the event of my/our tender being accepted and we fail to execute contract when called upon to do so.

Yours faithfully,

**(SIGNATURE OF THE CONTRACTOR
WITH DATE & SEAL)**

Instructions in regard to submission of tender

Note: - Contractors are requested to note that non-compliances of the following instructions are liable to render the Tender non-bonafide.

1. Address to which the EMD & Tender Fee to be submitted: The Manager(E&OS), LIC of India Muzaffarpur Divisional Office,U.S.P.Marg, Muzaffarpur
2. Last date of receipt of tenders is **01.04.2026 upto 15:00 hrs.**
3. Tenderers should ensure that their tenders are received before the date and time specified above.
4. Contractors are requested to put **their firm's endorsement** on each page of the tender documents as token of perusal.
5. Contractors should fill all the relevant blanks and put **their signature** on the relevant place in tender documents.
6. No alteration or addition is to be made by the contractors to the text of schedule quantities and other papers.
7. Any tender which proposes any alternation to any of the condition laid or which process any other conditions of any description whatsoever is liable to be rejected at discretion of Sr. Divisional Manager.
8. The contractor is required to check the numbers of pages and should any be found missing or in duplicate or the figure or writing indistinct, he must inform the Manager (OS) in order that correct meaning may be decided upon before the submission of tender.
9. The contractor is also required to attend the work in time after award the work. Delay and non-attention of concerned work are liable to take suitable action. Warning letter may also be served in this regard.
- 10.No liability whatsoever will be admitted nor claim allowed in respect of errors in the contractor's tender due to mistake in the schedule of quantity which should have been rectified in the manner described above



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11. Earnest Money along with the tender will be accepted only in the form of DD payable or cash to be deposited at cash counter at Divisional office- , Muzaffarpur. Any tender without EMD will be rejected. No interest will be paid for the period during which the EMD is kept with us. Contractors are warned that cash or in cashable cheque or Bank/Insurance guarantee or fixed deposit receipt in lieu of the aforementioned form of EMD remittance will not be accepted.
12. One copy marked "Original" of the tender should be submitted in sealed envelope.
13. Tenders containing errors are liable to be considered non-bonafide at the discretion of Sr. Divisional Manager.
14. Tenderers should note that their tender should remain open for consideration for a minimum period of three months from the last date of receipt of tender.
15. The Life Insurance Corporation of India reserves the right to accept any tender or to accept tender in part or reject any or all tenders without assigning any reason thereof.
16. The necessary documents list should be attached along with tender: -
 - a) GST Registration Certificate
 - b) PAN card & KYC Details
 - c) DD/ Cheque/ Cash of Rs. 500.00 + GST (Rs.90.00) and Rs. 3000.00 EMD in favour of L.I.C. Of India, payable at Muzaffarpur.
 - d) One cancelled cheque (for NEFT details)
 - e) Letter of empanelment of respective Division or any other related documents

Contractor

Manager(E&OS)

Terms & Conditions

1. Contractor will have to attend the repair, servicing & maintenance of Air/Desert Coolers on day to day basis and have to submit the bill along with service report to E&OS department Divisional office- Muzaffarpur for payment. Payment will be made strictly on the basis of actual work executed, duly verified by the concerned authority as per approved rates. Contractor will also require attending urgent call as and when information received from concerned offices.
2. Contractors should ensure quality of work as per requirement at site.
3. The CAMC shall be initially valid from 01.04.2026 to 30.09.2026.LIC reserves the right to extend the contract for further period on same rates and terms subject to satisfactory performance.
4. An agreement on non-judicial stamp of Rs.1000/- (minimum) to be executed after deposit of Security Money.
5. If service is not rendered in time contract may be reviewed and decision of the Competent Authority will be final.
6. Minor nature of breakdown of Air Coolers is to be attended within 48 hrs and major breakdown is to be attended within 72 hrs. If failing to attend the same, necessary breakdown charges is to be deducted as per pro rata basis of rate contract.
7. The charges for material required to repair any air cooler will be payable only once in first quarter of the tender.
8. AMC charges cover all types of expenses viz. replacement of pump motor and other materials of machine except remote control circuit/plastic materials.
9. No advance is payable in any circumstances.
10. Insurance against Third Party Risk and Workmen's Compensation of adequate amount shall be taken and shall remain enforce for the period of contract. The insurance policies shall be taken from any approved scheduled General Insurance Company and shall be in the joint name of the employer and the contractor.



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11. While carrying out the work standard engineering practice to be followed by you and engineering personnel of LIC may inspect the work/materials while the work in progress.
12. All the tools, consumable materials etc. shall be arranged by you at your own cost for that no advance is payable by LIC.
13. Replacement of any equipment will be original which will be checked by LIC's Official. The Details of any part shall be submitted i.e. Make & its date of manufacturing etc.
14. In case equipment is required to be taken to the workshop no additional payment will be made from our end. For attending any breakdown no extra amount is payable at our end.
15. Contractor has to see and brought to the notice defects if any to concerned Engineer/LIC officer before any replacement or repairing of parts failing which payment shall not be made
16. GST is payable to the contractor as per rules & regulations of Govt. of India.
17. Quarterly service report along with bill is to be submitted by the contractor after completion of each quarter before office of the Manager (E&OS), Divisional office- Muzaffarpur for payment.
18. LIC reserves the right to accept or cancel any tender whatsoever without assigning any reason thereof.
19. Company has to give the proper authorization proof of Engineers/Technicians responsible for maintenance of unit and maintain proper record of service rendered

Contractor

Manager(OS)

**RATE OF SCHEDULE FOR SPARE PARTS FOR REPAIRING SERVICES
AND MAINTAINANCE(CAMC) OF AIR COOLERS**

PART A

SI No	Description of Works	Unit	Qty	Schedule of Rate for servicing & repairing(Each)
1	Repairing/maintenance of cooler with closing of leakage with m-Seal,minor repairing of body,oiling &greasing of Pump motor and Exhaust Fan etc to make operation of the coolers	201	No	720
Gross Total				1,44,720

PART B

1	Supply and fixing of wooden wool all side of air cooler	1	Set	520
2	Supply and fixing of Pump motor submersible type	1	No.	1090
3	Supply and fixing of exhaust fan 450mm/18" 900 RPM as per approved make	1	No.	4250
4	S/F OF 4/5/8/10 MFD Capacitor	1	No.	395
5	S/F of PVC Pipe water supply	1	Feet	85
6	S/F of cooler stand of iron angle 32x32x5mm having 4 nos heavy duty wheel	1	Set	1180
7	Servicing oiling and greasing of any type of Exhaust fan	1	No.	380
8	Rewinding of exhaust fan 18" including capacitor etc	1	No.	1290
9	S/F of water divider full set	1	Set	290
10	S/F of 5 Amps Top	1	No.	135
11	S/F of 15 Amps Top	1	No.	145
12	S/F of 5 Amps Switch	1	No.	85
13	Supply and fixing of 40/36 flexible wire 3 core	1	Mtr	70
14	Supply of New Air cooler			
15	Supply and installation of fiber body Symphony/Bajaj Desert Air coolers with wheel of stand large 55 Ltr. Tank Capacity,18/16" non-corrosive fan,cooling-pad etc as per company specification	1	Set	14500

List of Branch and Satellite Offices under Muzaffarpur Divisional Office

Group -A	Group-B	Group-C
CAB Muzaffarpur	Madhubani BO	Bagha BO
Bhagwanpur SO	Town SO Madhubani	Ramnagar SO
Dholi SO	Bennipatti SO	Narkatiaganj SO
Saraiya SO	Jaynagar SO	CLIA Bettiah
Runnisaipur SO	Phulparas SO	Sugauli SO
Sitamarhi BO	Darbhangha BO	Motihari BO
Sheohar BO	Sakri SO	CLIA Motihari SO
Pupri SO	Laheriasarai BO	Chakia SO
		Areraj SO

Note: The No of Air Coolers may vary at units depending upon replacement of Air coolers time to time

Manager (OS)



LIFE INSURANCE CORPORATION OF INDIA
Divisional Office ,Jeevan Prakash Building .Umashankar Pd Marg ,Muzaffarpur-842002

Re: Comprehensive Annual Maintenance Contract for Air Cooler and supply of New Air Cooler at all B.O.'s and OQ except Air Conditioned Branches under DO Muzaffarpur for FY 2026-27

The Contractors are hereby instructed to submit their overall percentage rate in both Figures and Words on the schedule of Rate:

I/We quote the may/our over-all percentage rates as per the details given below:

Group-A _____ below/at par/above(In Words _____)

Group-B _____ below/at par/above(In Words _____)

Group-C _____ below/at par/above(In Words _____)

Note:

The Contract for each Group/category shall be awarded to the L1 Bidder for that particular group, subject to fulfillment of all T&C of the Tender

Signature of Contractor with Seal and Date



LIFE INSURANCE CORPORATION OF INDIA
Divisional Office ,Jeevan Prakash Building .Umashankar Pd Marg ,Muzaffarpur-842002

Note:-

1. The above quoted rates are excluding GST.
2. Offer is to be submitted after visiting of site or best of knowledge of the contractor.
3. The above work to be executed under the supervision of LIC's Engineer.
4. Materials to be used as per prior approval of LIC's Engineer.
5. All damages while carrying out the work to be made good in every respect within the completion period.
6. The contractors are requested to submit their tender duly filled in both figures & words.
7. The contractor should carry out the work keeping close co-ordination with other agency.
8. LIC does not bind to accept the request of contractor if it is not pertaining to the terms & condition of contract.

Certified

The rates are quoted after gathering required information about the site and nature of works and acquainting with the working conditions.

That we have carefully studied terms & conditions of the tender/contract and specifications for materials and will adhere to the same.

Contractor

Sr. Divisional Manager