LIFE INSURANCE CORPORATION OF INDIA
EASTERN ZONAL OFFICE, ENGG. DEPTT. (4TH FLOOR)
"HINDUSTHAN BUILDING", 4, C.R. AVENUE, KOLKATA – 700072
PHONE: 033-22129077/22127443,
E-mail: ez_engineering@licindia.com
AN ISO 9001:2015 CERTIFIED DEPARTMENT

System Tender No. : LIC/EZ/ENGG/2026-27/44 dated 21.08.2026

BID – II

PRE-QUALIFICATION BID

NAME OF WORK: E-TENDER FOR PROPOSED WORKS OF INTERIORS, CIVIL, MODULAR FURNITURE & CHAIRS, ELECTRICAL INSTALLATIONS, DATA & TEL. CABLING, FIRE ALARM AND AIR CONDITIONING SYSTEM AT UTTARPARA BRANCH OFFICE UNDER HOWRAH DO, WEST BENGAL (RENTED PREMISES).

BID-III (CONSIST OF PART- I, PART-II & PART-III) - CONDITIONS OF CONTRACT AND TECHNICAL SPECIFICATIONS (THIS DOCUMENT IS TO BE STAMPED & SIGNED OF EACH PAGES BY LOWEST TENDERER ONLY AS & WHEN ASK FOR).

The Earnest Money Deposit and Tender Document Fees is to be physically submit if the Tenderers are avail the option of Demand Draft/Pay Order/Banker's Cheque/Bank Guarantee/NEFT UTR. No. at the following address by 17.30hrs of 14.09.2026:

Life Insurance Corporation of India.
Eastern Zonal office.
Engineering Department.
"HINDUSTHAN BUILDING"
4, C.R. Avenue (4TH floor)
Kolkata - 700072

CONTRACTOR CHIEF ENGINEER

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भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

Life Insurance Corporation Of India, Eastern Zonal Office, Engineering Department, Hindusthan Building, 4th Floor, 4, Chittaranjan Avenue, Kolkata- 700072, Phone: 033 2212-7443, Email:ez_engineering@licindia.com, Website: www.licindia.in/tenders

COMPETITIVE BIDDING

Life Insurance Corporation of India invites e-bids through **website** **https://www.tenderwizard.com/LIC** from eligible bidders for the following works:

Bid No.	LICI/EZ/ENGG/2026-27/20 dated 10.06.2026
Description of Works	E-TENDER FOR PROPOSED WORKS OF INTERIORS, CIVIL, MODULAR FURNITURE & CHAIRS, ELECTRICAL INSTALLATIONS, DATA & TEL. CABLING, FIRE ALARM AND AIR CONDITIONING SYSTEM AT UTTARPARA BRANCH OFFICE UNDER HOWRAH DO, WEST BENGAL (RENTED PREMISES).
Estimated Cost	Rs.94.89 Lac (approx.)
Sale Period (Downloading)	21.08.2026 to 14.09.2026
Bid submission closing date & time	14.09.2026 upto 17.30 hours
Contact Person E-mail:	ez_engineering@licindia.com

Note: Any addendum/corrigendum/sale date extension in respect of above tenders shall be issued on website: http://www.tenderwizard.com/LIC only, Bidders are therefore requested to regularly visit the said website to keep themselves updated.

Date: 21.08.2026 **CHIEF ENGINEER**

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NOTICE INVITING E-TENDER (NIT)

Life Insurance corporation of India intends to invite **Percentage Rate** e-Tender for "**E-TENDER FOR PROPOSED WORKS OF INTERIORS, CIVIL, MODULAR FURNITURE & CHAIRS, ELECTRICAL INSTALLATIONS, DATA & TEL. CABLING, FIRE ALARM AND AIR CONDITIONING SYSTEM AT UTTARPARA BRANCH OFFICE UNDER HOWRAH DO, WEST BENGAL (RENTED PREMISES).**".

The Eligibility Criteria are as detailed below:-

Estimated cost (Rs. in lac)	Completion period in month.	Minimum bank solvency* (Rs. in lac). OR Net Worth Certificate**	Average annual financial Turn-over on construction works during any 3 (three) of the Financial years having maximum turnover among last 5 (five) years (in lac) 2020-2021 2021-2022 2022-2023 2023-2024 2024-2025	**Work Experience**: The applicant/bidder should have successfully completed similar works, during last 7 (seven) years ending last day of month previous to the one in which applications are invited should be either of the following:
A	**B**	**C**	**D**	**E**
94.89	**3 (Three) Months**	**Bank Solvency Rs. Rs. 37.96 Lac OR Net worth Certificate Rs. 9.49 Lac**	**Rs. 47.45 Lac**	1. **Three similar**** completed works costing not less than the amount equal to Rs. **37.96 Lac** **OR** **Two similar**** completed works costing not less than the amount equal to Rs. **47.45 Lac** **OR** **One similar**** completed works costing not less than the amount equal to Rs. **75.91 Lac**

NOTES:

A. WORKS EXPERIENCE:

1. For arriving at current cost of similar works, value of qualifying work executed shall be brought to current costing level by enhancing the actual value of work at a **simple rate of 7% per annum** calculated from the date of completion to the BID-II (Qualification Bid) Opening.
2. **Similar nature of work: Interior work, Civil, Modular furniture & Chairs, Electrical Installations, Data & Telephone cabling, Fire alarm system and Air Conditioning work etc** in Office Building, Residential Buildings, Commercial Building, Shopping Complex, Institutional Building **but not Industrial Buildings like Ware House, Factories, Plants etc. unless otherwise mentioned specifically**.
3. The applicants/bidders need to submit completion certificate for all qualifying works, containing the details such as Date of Commencement & Completion, Details of similar

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nature of works, Final Completion Cost duly certified by Authorized Officials in case of Govt./Semi Govt. or Public Sector Undertaking**.**

4. In case, qualifying works are from Private Sector, the applicants/bidders to submit payment received details duly certified by Chartered Accountant. If called for documents such as copy of final bill or other relevant documents, to be submitted for verification.

5. **Key Construction Activities Criteria for Modernization works**:

Applicants/bidders should have completed 50% in numbers of any of following Key Construction Activities as included in the scope of the proposed work, either completed separately or combined in qualifying works (contract completed):

Proposed Building has the following seven numbers Key Construction Activities in addition to **Interior & Civil Works (mandatory),** then the applicants/Bidders should have carried out **at least 04 (four) out of them:**

1. False ceiling.
2. Modular Furniture.
3. Chairs.
4. Electrical Installations & Electrical Wiring.
5. Data and Telephone Cabling.
6. Detection/Public Addressing System/Fire Alarm system.
7. Air- Conditioning work.

(a) In case applicant/bidder is qualifying under criteria of work experience with Three completed works of similar nature (contract completed) each costing not less than the amount equal to 40% of the estimated cost, then 50% in numbers of any of Key Construction Activities of proposed work shall be completed separately or combined in these qualifying works.
(b) In case applicant/bidder is qualifying under criteria of work experience with Two completed works of similar nature (contract completed) each costing not less than the amount equal to 50% of the estimated cost, then 50% in numbers of any Key Construction Activities of proposed work shall be completed separately or combined in these qualifying works or in any of the other completed works of similar nature (contract completed) having value equal to or more than 40% of the estimated cost.
(c) In case applicant/bidder is qualifying under criteria of work experience with One completed works of similar nature (contract completed) costing not less than the amount equal to 80% of the estimated cost, then 50% in numbers of any Key Construction Activities of proposed work shall be completed in this qualifying work or in any of the other completed works of similar nature (contract completed) having value equal to or more than 40% of the estimated cost

B. AVERAGE ANNUAL FINANCIALTURN OVER:

The Applicant should have Average Annual Financial Turn Over of not less than **Rs. 47.45 Lac** on construction works during any 3 (three) of the Financial years having maximum turnover among last 5 (five) years ending **31st March 2025** i.e. Financial Year between **2020-2021, 2021-2022, 2022-2023, 2023-2024 & 2024-2025 (Scanned copy of certificate from Chartered Accountant to be uploaded).** The amount of annual Turnover as given in Prequalification criteria shall be only for construction works duly certified by Chartered Accountant.

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Please note that in case final audited account statements are not available for the last year i.e FY 2024-2025 then provisional account statements can be submitted duly certified by Chartered Accountant.

C. SOLVENCY/BANKER CERTIFICATE OR NETWORTH CERTIFICATE (ANY ONE TO BE SUBMITTED)

- Solvency/Banker Certificate to be at least 40% of estimated cost i.e. **Rs. 37.96 Lac** and should not be older than **Twelve Months** from the last date of submission of Bid. Solvency/Banker Certificate should have been issued by a Scheduled Commercial (i.e. Indian Or Foreign Bank included in Second Schedule of Reserve Bank Of India Act 1934 excluding Co-operative Banks or Regional Rural Banks) (Sample Form for Solvency Certificate **– Annexure- "I"** is attached)

OR

** Net worth Certificate of minimum 10% of estimated cost i.e**. Rs. 9.49 Lac** for the proposed works issued/certified by Chartered Accountant (Sample Form for Net Worth Certificate – **Annexure – "II"** is attached)

D. DISQUALIFICATION:

Even if an applicant/bidder meets the Qualification Criteria, they shall be subject to disqualification if they or anyone of the constituent partner/Director is found to have.

i) Made misleading or false representations in the forms, statements, affidavits and attachments submitted in proof of the qualification requirement and/or

ii) Records of poor performance during last five years, as on the date of NIT, such as abandoning the work, rescission of the contract for reason which are attributable to non performance of the contractor, inordinate delays in completion, consistent history of litigation resulting in awards against the contractor or any of the constituents, of financial failure due to bankruptcy and so on.

E. JOINT VENTURE: Joint Ventures applicants will not be considered.

F. PERFORMANCE REPORT: for Qualifying works shall be called from Client as per Proforma – Annexure- "III"

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ANNEXURE- "I"

To,
The Chief Engineer,
LIC of India,
Eastern Zonal Office,
Hindusthan Building (4th Floor),
4, C.R. Avenue,
Kolkata- 700072.

BANKERS CERTIFICATE FROM A BANK

This is to certify that to the best of our knowledge and information that M/s / Shri…… having marginally noted address as a customer of our Bank are/is respectable and can be treated as good for any engagement up to a limit of Rs…… (Rupees……)

This certificate is issued without any guarantee or responsibility on the Bank or any of the Officers.

Date: (Signature of Authorized Officials)
Place: For the Bank.

NOTE:

1. Banker's Certificate should be on letter head of the Bank, addressed to Tender Issuing Authority..
2. In case Partnership firm, certificate should include names of all partners as recorded with the Bank.
3. The Bid will not be considered valid if any change to the above format is made.

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ANNEXURE- "II"

FROM THE CERTICIATE OF NETWORTH FROM CHARTERED ACCOUNTANT

It is to certify that as per the audited Balance Sheet and Profit & Loss Account during the Financial Year 2024-2025 the Net Worth of M/s…….. (Name & Registered Address of Individual/Firm/Company) as on 31st. March 2025 is Rs…..... (Rupees……) after considering all liabilities. It is certified that computation of Net Worth based on my/our scrutiny of the Book of Accounts. Records and Documents is true and correct to the best of my/our knowledge.

It is further certified that the Net Worth of the Company has not eroded by more than 30% in the last three years ending 31st March, 2023.

(Signature of Chartered Accountant)
Name of Chartered Accountant:
Membership No. of ICAI:
UDIN:

Date:
Seal

NOTE:

1. The Net Worth certificate should be on letter head of the Chartered Accountant.
2. In case of Bidder is Partnership firm, Certificate should include names of all partners as recorded with the Chartered Accountants.
3. The Issued Net Worth Certificate should be uploaded in UDIN portal by the Chartered Account.

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ANNEXURE- "III"

PERFORMANCE REPORT OF WORKS REFERRED IN QUALIFICATION BID

1.	Name of Contractor & Address:	
2.	Name of work/project & location:	
3.	Agreement No.	
4.	Estimated Cost:	
5.	Tendered Cost: & Value of completed work	
6.	Date of Completion	
	i) Stipulated date of completion	
	ii) Actual date of completion	
7.	If actual date of completion is beyond original stipulated date of completion: a) Extended Period without imposition of penalty/Liquidated damages for…….. Numbers of days/Months b) Extended Period with Penalty/Liquidated damages for…… Number if days/Months	
8.	Performance	
i)	Contractors Site Organization	a) Well Organized b) Adequate c) Poorly Organized
ii)	Quality of materials with reference to specifications	a) Good b) Satisfactory c) Poor
iii)	Workmanship and Supervision	a) Good b) Satisfactory c) Poor
iv)	Labour Relations and facilities	a) Good b) Satisfactory c) Poor
v)	Attitude towards settlement of disputes and differences	a) Co-operative b) Non Co-operative
vi)	Safety Record a) Were there any accidental / strucRAGHUNATHGANJl collapses at site. b) If answer to (a) is Yes, state whether due to:	 i) Yes ii) No i) Negligence ii) Improper work iii) Reasons beyond control

Any other remarks: ……

Dated Signature of Authorized Official

(Note: This format shall be part of Pre-Qualification Form and the Bidder shall obtain Performance Certificate from the Employer in above format and submit along with pre-qualification documents)

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E-Tendering Programme

KEY DATES (TENDERING PROGRAMME)

Sl. No.	Department Stage	Contractor Stage	Start Date and Time	Expiry Date and Time
1.	.....	Downloading of Tender Document	21.08.2026 17.01 Hrs	14.09.2026 17.00 Hrs
2.	.....	Online submission of tender documents	21.08.2026 17.01 Hrs	14.09.2026 17.30 Hrs
3.	.....	Last date of physical submission of EMD & Tender fees, if tenderers avail the option in form of DD/PO/BG in the office of LIC of India, EZO, Kolkata.	21.08.2026 17.01 Hrs	14.09.2026 17.30 Hrs
4.	.....	Last date of online payment through NEFT/RTGS for EMD & Tender Fees and to be deposited UTR no. in due date of submission of tender. UTR No & Receipt to be sent by email Id ez_engineering@licindia.com.	21.08.2026 17.01 Hrs	14.09.2026 17.30 Hrs
5.		Pre-bid meeting	28.08.2026 11.00 Hrs	
6.	.....	Physical Opening of BID-I and Online Opening of BID-II	15.09.2026 15.00 Hrs	

NOTE: The date of opening of BID- III (Financial BID) shall be intimated at a later date to contractors, who fulfill the selection criteria.

The venue of the Physical Submission of BID-I and Pre-Bid Meeting:

Life Insurance Corporation of India
Eastern Zonal Office,
Engineering Department (4th floor),
"Hindusthan" Building,
4, C.R. Avenue,
Kolkata-700072.

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INSTRUCTIONS IN REGARD TO SUBMISSION OF TENDERS

NOTE: Tenderer should note that non-compliance of the following instructions will render the tender liable for rejection.

1. Address to which the **BID - I** i.e. Earnest Money Deposit, Tender Fee in a sealed envelope is to be submitted physically if the tenderer to avail the option in form DD/PO/BG and if the tenderer avail the option through online RTGS/NEFT followed in Key dates as mentioned then tenderer should send the UTR No & Receipt copy by **email: ez_engineering@licindia.com** in due date of submission of tender.

   The Chief Engineer,
   Life Insurance Corporation of India
   Eastern Zonal Office,
   Engineering Department (4th floor),
   "Hindusthan" Building,
   4, C.R. Avenue,
   Kolkata-700072.

BID-II: PRE-QUALIFICATION BID - Tenderers should be uploaded the all documents as per pre-qualification criteria along with relevant qualifies documents as per Proforma – P1

BID-III: This bid consist of three Parts i.e. **PART-I, PART-II & PART-III**. CONDITIONS OF CONTRACT AND TECHNICAL SPECIFICATIONS (**PART-I & PART-II OF BID-III**) is to be stamped & signed of each pages by lowest tenderer only as & when ask for. PART-III of BID-III shall quote their rates on Percentage basis as per format given in the online e-tender.

2. Last date for receipt of tenders: As per Key Dates is **up to 17.30 hours of 14.09.2026.**
3. Tenderer should ensure that the tender is received before the due date and time specified in the Key Dates of online tender.
4. Tenderer should fill in all the relevant information in prescribed templates/forms and put his Digital signature on the relevant places as required in the e-tendering System.
5. **Percentage Rates** should be filled in as per the format given in the online e-Tender.
6. Tenderer should note that he is to quote Percentage rates only.
7. No liability whatsoever will be admitted nor claim allowed in respect of errors in the submitted tender due to missing / duplicate uploaded documents.
8. Proforma of Articles of Agreement should not be filled in by the tenderer. While the contract shall be deemed to have come into existence on issue of letter of acceptance to the successful tenderer, formal agreement shall be signed thereafter with the successful tenderer on non-judicial stamp paper of requisite value as per the proforma of Articles of Agreement.

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9. Earnest Money accompanying the tender will be accepted only in the form of Demand Draft/Pay Order/Banker's Cheque of any Nationalized Bank/Approved Scheduled Bank/RTGS/NEFT drawn in favour of "**LIFE INSURANCE CORPORATION OF INDIA**" payable at **"Kolkata"** **OR** 50 % of the Earnest Money Deposit in the form of Bank Guarantee (**as per enclosed proforma**) and 50% in the form of CROSSED DEMAND DRAFT/ Pay Order/ Banker's Cheque /RTGS/NEFT of any of the Nationalized Banks / Approved Scheduled Banks drawn in favour of the **"LIFE INSURANCE CORPORATION OF INDIA"** payable at **"Kolkata" OR** Total amount i.e. **Rs 1,89,800/-** (Rupees one lac eighty three thousand three hundred only) in the form of Bank Guarantee (**as per enclosed proforma**) of any Nationalized/Scheduled Bank. The Bank guarantee shall be from any Nationalized /Scheduled Bank preferably at **Kolkata** and not in favour of any other Authority or location. Any tender, which is not accompanied by Earnest Money Deposit, shall be summarily rejected. No interest will be paid for the period during which the earnest money lies in deposit with the LIC of India. The bank guarantee shall be from any Nationalized/ Scheduled Bank preferably at Kolkata or where a Branch/Division of LIC of India exists.

10. The tender shall be accompanied by a certified true copy of Power of Attorney in favour of the signatory to the tender documents. If the tender is submitted on behalf of a firm, it must be signed either by all partners or person holding a valid power of attorney from all partners constituting the firm. The person signing the tender on behalf of another partner(s) or on behalf of a firm on Company shall attach with the Tender a proper Power of Attorney duly executed in his favour by such other person(s) or by all the partners in accordance with the Constitution of the Company / Articles of Association, stating that he has the authority to sign on behalf of such other person(s) of the firm or the Company as the case may be, in all matters pertaining to the contract including the Arbitration Clause. The tenderers can submit the scan copy of the same on the online portal.

11. Contractors are warned that Cash, or Encashable Cheque, or Insurance Guarantee, or Fixed Deposit receipt in lieu of the aforementioned form of Earnest Money remittance will not be accepted.

12. Tenders containing errors are liable to be considered non-bonafide at the discretion of the Chief Engineer.

13. Tenderer should note that tender should remain open for consideration for a minimum period of **THREE MONTHS** from the date fixed for the receipt of tenders.

14. The Life Insurance Corporation of India reserves the right to accept any tender or to accept tenders in part or to reject any or all tenders without assigning reasons thereof.

15. Contractors should fill in their **"PERCENTAGE RATE" in the prescribed form provided on online portal in both FIGURES and WORDS.** Tenders containing the Percentage rate only in figures are liable to be considered non-bonafide at the discretion of the Chief Engineer and entail forfeiture of Earnest Money Deposit.

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INFORMATION & INSTRUCTIONS TO THE BIDDERS FOR USING ONLINE ELECTRONIC TENDERING SYSTEM (eTS)

Special Conditions & instructions for using online Electronic Tendering System (eTS) through portal (website) http://www.tenderwizard.com/LIC adopted by Life Insurance Corporation of India (LIC), Eastern Zonal Office, Kolkata as given in the subsequent pages will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

- **Registration of the Contractors/Bidders:** All the Contractors intending to participate in the tenders floated online using Electronic Tendering System (ETS) are required to get registered on the e-Tender Portal (website) http://www.tenderwizard.com/LIC

  After successful Registration on above mentioned portal, contractor will get a User ID and Password to access the website.

- **Viewing of Online Tenders:** The contractors/bidders can view tenders floated on online Electronic Tendering System (ETS) hereinafter referred as "e-Tendering System" through portal (website) at http://www.tenderwizard.com/LIC. They can view the details like Tender Notice, Terms and Conditions, drawing (if any) and any other information. To download through they need to login on to the above portal and can download the tender documents of an e-Tender.

- **Obtaining a Digital Certificate and its Usage**: On e-Tendering System the bids should be Encrypted and Signed electronically with a Digital Signature Certificate (DSC) to establish the identity of the bidder on online Portal. The Digital Signature Certificates (DSCs) are issued by an approved Certifying Authority, by the Controller of Certifying Authorities (CCA India), Government of India.

- The contractors may obtain Class III digital certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities on the portal http://cca.gov.in. or may obtain information and application format and documents required for issue of digital certificate from our Service Provider for Electronic Tendering System (ETS):

E-Tender helpdesk
#24, Sudha Complex,
03rd Stage, 04th Block,
Basaveshwaranagara,
Bangalore - 560079,

Help Desk Contact Details:
Tel: 080-40482000/121/133/140
Mobile: 9686115304/9686115323
E-mail: lokesh.hr@antaressystems.com
raghuprashanth@antaressystems.com

- The Bid (Online Offer) for a particular e-Tender may be submitted only using the Digital Signature Certificate (DSC), In case, during the process of a particular e-Tender, the user loses his Digital Certificate (i.e. due to virus attack, hardware problem, operating system problem), he may not be able to submit the bid online. Hence, the users are advised to keep their Digital Signature Certificates in safe custody.

- 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.

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- Bidders participating in e-tendering shall check his/her validity of Digital Signature Certificate before bidding in the specific work floated online at the e-Tendering Portal (website) through **http://www.tenderwizard.com/LIC**.

- **Submission of Earnest Money Deposit:**
  - Earnest Money accompanying the tender will be accepted only in the form of Demand Draft/Pay Order/Banker's Cheque/Bank Guarantee/RTGS/NEFT of any Nationalized Bank/Approved Scheduled Bank drawn in favour of **"LIFE INSURANCE CORPORATION OF INDIA"** payable at "**Kolkata**". Any tender, which is not accompanied by Earnest Money Deposit, shall be summarily rejected. No interest will be paid for the period during which the earnest money lies in deposit with the LIC of India.
  - Refund of Earnest Money Deposit to the unsuccessful bidders will be made through RTGS/NEFT and Bank Guarantee shall be refunded by Speed Post/Courier..
  - A scanned copy of Earnest Money Deposit in appropriate format as mentioned above should be uploaded mandatorily while Bid Preparation stage (as per the Key Dates mentioned in e-Tender and Tender document) and **original Demand Draft/Pay Order/Banker's Cheque/Bank Guarantee should be submitted to the Chief Engineer, Life Insurance Corporation of India, Eastern Zonal Office, Engineering Department (4th Floor), Hindusthan Building, 4, C.R. Avenue, Kolkata -700072 in the sealed envelope (BID I) on or before the due date mentioned in Key Dates of e-Tender, otherwise your BID-II will not be opened if the tenderers avail the option in form of DD/PO/BG. Tenderers shall also avail the option to pay online as EMD/Tender Fees through RTGS/NEFT in LIC of India account as mentioned above (needs to send the UTR No & Receipt copy through email: ez_engineering@licindia.com)**

- **Submission of Tender Fees:**
  - The Contractors have to submit a Demand Draft/Pay Order/Banker's Cheque/RTGS/NEFT of requisite amount as mentioned in the particular e-Tender against the Tender fees of any of the Nationalized/Scheduled Banks drawn in the favour of the "**Life Insurance Corporation of India**" payable at **"Kolkata"** only, and not in the favour of any other Authority or Location.

  - The scanned copy of the Demand Draft/Pay Order/Banker's Cheque/UTR no for NEFT or RTGS against Tender Fees should be uploaded mandatory during Tender Submission stage (as per the due date mentioned in Key Dates of e-Tender) and original Demand Draft/Pay Order/Banker's Cheque should be submitted to the **Chief Engineer, Life Insurance Corporation of India, Eastern Zonal Office, Engineering Department (4th Floor), Hindusthan Building, 4, C.R Avenue, Kolkata-700072 in the sealed envelope on or before the due date mentioned in Key Dates of respective e-Tender, otherwise your Tender will not be opened.**

  - If the tenders are cancelled or recalled on any grounds, the tender fees will not be refunded to the agency.

  - The Eligible Bidders can download the Tender Document online from above e-Tendering Portal **http://www.tenderwizard.com/LIC** before the Tender closing date & time mentioned in the e-Tender floated.

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PHONE: 033-22129077/22127443,
E-mail: ez_engineering@licindia.com
AN ISO 9001:2015 CERTIFIED DEPARTMENT

TENDER EVALUATION PROCEDURE

Tenders are invited in Three Bids system.

BID- I: (Earnest Money Deposit & Tender Fee): The physical submission of Earnest Money Deposit & Tender Fees are to be mandatory if the bidders are willing to avail the option in form of Demand Draft/Pay Order/Bank Guarantee **on or before 14.09.2026 upto 17.30** hrs with sealed envelope to **Chief Engineer, LIC of India, Eastern Zonal Office, Engineering Deptt. (4th Floor), Hindusthan Building, 4, C.R. Avenue, Kolkata-700072**. If the bidders are willing to avail the option to pay the Earnest Money Deposit & Tender Fees through NEFT/RTGS, then it is mandatory to send the scanned copy of NEFT/RTGS/UTR no to our office through email (**Email Id: ez_engineering@licindia.com**) one day before last date of submission of tender (**follow the key dates of tendering programme**). The **BID-I,** sealed envelope superscribing "**E-TENDER FOR E-TENDER FOR PROPOSED WORKS OF INTERIORS, CIVIL, MODULAR FURNITURE & CHAIRS, ELECTRICAL INSTALLATIONS, DATA & TEL. CABLING, FIRE ALARM AND AIR CONDITIONING SYSTEM AT UTTARPARA BRANCH OFFICE UNDER HOWRAH DO, WEST BENGAL (RENTED PREMISES).**" as per the following **(if the bidders are willing to avail the option in form of Demand Draft/Pay Order/Bank Guarantee)**:

BID- II (Pre-Qualification Criteria): This bid will be online filled in enrolment form with credentials of contractors including scan copy of Demand Draft/Pay Order/Banker's Cheque/RTGS/NEFT of Tender document fees of Rs. 500/- + 18% GST (as applicable) i.e. **Rs.590.00** (Rupees Five Hundred Ninety only) (non-refundable) and Earnest Money Deposit of **Rs 1,89,800/-** (Rupees One lac Eighty Nine thousand Eight hundred only) in stipulated format. "Pre-qualification" will be selection of contractors on the basis of minimum bank solvency, Annual turnover, confidential /Inspection report/s & Value of work done of similar nature etc. as mentioned in the selection Criteria. All the necessary required papers i.e. self attested copies of annual turnover & Net Worth Certificate (certified by Chartered Accountant), Bank solvency **(issued latest or within Twelve months prior to date of this tender notice),** copy of work/ works executed, Completion Certificates. All required scanned documents duly self attested only to be uploaded online.

BID-III: This bid consist of three Parts i.e. **PART-I, PART-II & PART-III**. CONDITIONS OF CONTRACT AND TECHNICAL SPECIFICATIONS (**PART-I & PART-II OF BID-III**) is to be stamped & signed of each pages by lowest tenderer only as & when ask for. **PART-III of BID-III, Tenderer** shall quote their rates on **Percentage Rate basis** as per format given in the online e-tender. **The tenderer shall note that no condition shall be mentioned in the Price Bid. The conditional Tender is liable to be rejected.** The Financial Bid-III (PART-I, PART-II & PART-III) will be opened on the scheduled date. Date of opening of FINANCIAL BID-III will be conveyed to the agencies who qualify in **BID- I & BID-II**. The **Percentage Rate** quoted in Tender shall remain valid for **three months** from the last date of submission of Tender

On the due date of opening of Pre-qualification Bid, the **BID - I** will be opened first and the Pre-qualification Bid (**BID -II**) of contractors whose Tender fees and Earnest Money Deposit found in order shall be opened online.

Note:

1. **The EMD of the contractors who do not qualify in the selection process will be released without opening Financial bid.**

CONTRACTOR CHIEF ENGINEER

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AN ISO 9001:2015 CERTIFIED DEPARTMENT

BANK GUARANTEE IN LIEU OF EARNEST MONEY
(On Non-judicial Stamp Paper of Rs. 100.00)

To
The Life Insurance Corporation of India
Eastern Zonal Office
Engineering Department, 4th Floor,
Hindusthan Building
4, C.R. Avenue,
Kolkata - 700072

In consideration of the Life Insurance Corporation of India a body Corporate constituted and established by Life Insurance Corporation Act, 1956 (Act 31 of 1956) and having its Central Office at "Yogakshema" , Jeevan Bima Marg, Mumbai and its Eastern Zonal Office at Kolkata in the State of West Bengal (hereinafter called "The Corporation" which expression shall include its successors and assignees wherever context or meaning shall so require or permit) published a tender for the work having name and title.....

..... (hereinafter called "The Tender" which expression shall include any amendment, alteration to "The Tender" issued by "The Corporation")

M/S..... a partnership firm / sole proprietor / a company registered under the company act, 1956 having its office at ..... (here in after called "The Tenderer" which expression shall include its executors, administrators and assigns) having participated against "The Tender" for Construction / Execution of works for "The Corporation" and "The Corporation" having agreed to accept the payment of Earnest Money amounting to Rs..... (Rupees…… …….. .....Only) in form of an unconditional and irrevocable Bank Guarantee for the fulfillment of laid down condition of "The Tender",

1. We,..... Bank having office at ..... (herein after referred to as "The Bank" which expression shall include its successors and assigns) at the request and on behalf of "The Tenderer" do hereby guarantee and undertake to pay " The Corporation " immediately on demand any or all money to the extent of Rs.....(Rupees..... only) as aforesaid at any time upto ..... (date) without any demur , reservation , contest, recourse or protest and / or without any reference to "The Tenderer". Any such demand made by "The Corporation" on "The Bank" shall be conclusive and binding notwithstanding any difference between " The Corporation" and " The Tenderer " or any dispute pending before any Court, Tribunal, Arbitrator or any other authority.

2. We …….....("The Bank") agree that the guarantee herein contained shall be irrevocable and shall continue to be enforceable till "The Corporation" discharges this guarantee.

3. We, ... Bank further agree that the amount demanded by "The Corporation" as such shall be final and binding on "The Bank" as to " The Bank " 's liability to pay and the amount demanded and "The Bank" to undertake to pay "The Corporation" the amount so demanded on first demand and without any demur notwithstanding any dispute raised by "The Tenderer" or any suit or other legal proceedings including arbitration pending before any court, tribunal or arbitrator relating thereto, our liability under this guarantee being absolute and unconditional.

CONTRACTOR CHIEF ENGINEER

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4. We, ... Bank further agree with "The Corporation" that "The Corporation shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of "The Tender"/ or to extend time of performance by "The Tenderer" from time to time or to postpone for any time to time any of the powers exercisable by "The Corporation" against "The Tenderer" and to forbear to enforce any of the terms and conditions relating to "The Tender" and we shall not be relived from our liability by reason of any such variation or extension being granted to "The Tenderer or for any forbearance, act or omission on the part of "The Corporation" or any indulgence by "The Corporation" to "The Tenderer" or by any such matter or things whatsoever which under the law relating to sureties would but for this provision have the effect of reliving us.

5. NOTWITHSTANDING anything hereinbefore contained, our liability under this Guarantee is restricted to Rs..... (Rupees.....Only). Our liability under this guarantee shall remain in force until expiration of six (6) months from the due date of opening of "The Tender". Unless a demand or claim under this guarantee is made on us in writing within said period, that is, on or before ..... all rights of "The Corporation" under the said guarantee shall be forfeited and we shall be relived and discharged from all liabilities there under.

6. We, ... Bank further undertake not to revoke this guarantee during its currency except with the previous consent of "The Corporation" in writing.

7. We, ... Bank lastly agree that "The Bank" 's liability under this guarantee shall not be affected by any change in the constitution of "The Tenderer".

8. "The Bank" has power to issue this guarantee in favour of "The Corporation" in terms of the documents and/or the Agreement / Contract or MOU entered into between "The Tenderer " and "The Bank" in this regard.

IN WITNESS WHEREOF "The Bank" has executed this document on this ..... day of .....

For .....Bank
(by its constituted attorney)
(Signature of a person authorised to sign on behalf of "The Bank")

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INSTRUCTIONS FOR FILLING AND SUBMISSION OF PRE-QUALIFICATION BID

The Enrolment Form along with the Annexure A1, A2 and B to H shall be completely filled in all respect along with these instructions for filling and uploading of Enrolment Form.

1. Contractors to note that all particulars required as per the form and Annexures shall be filled in completely in relevant strictly as per the format.
2. The forms not submitted strictly as per the above instructions within stipulated period are liable to be rejected,
3. The Pre-qualifying Bid of the eligible agencies, which fulfill the selection criteria, shall be evaluated. Please note that no enquiries or correspondence regarding the selection for issue of tenders shall be entertained.
4. Latest Solvency Certificate from any Nationalized/Scheduled Bank of an amount of **Rs. 37.96 Lac OR Net worth Certificate Rs.9.49 Lac** as mentioned in the pre-qualification tender notice should be uploaded submitted along with **BID - I.**
5. The Contractors are advised to follow the instructions given below :

   (a) Enrolment Form shall be filled online in the e-tendering portal in capital letters or and typed.
   (b) Full address of the site of work, owner or authority under whom the works have been carried out should be given (Please refer Annexure D & E).
   (c) The Tenderer should ensure to submit the satisfactory Completion Certificate giving the value of work, year of completion and it should also tally with the value of final bill in Annexure D (completion certificate shall be as per enclosed **Annexure-III**).
   (d) The annual turnover should be based on latest Income Tax Clearance Certificate duly cleared by Income Tax Department or audited balance sheet, copy of which should be enclosed.
   (e) Copy of Agreement in case of works carried out for private agencies should be enclosed.

6. All the documents uploaded are to be self attested by the authorized signatory.

7. Please note that the submission of Pre-qualification BID does not confer any right to claim for selection for further tendering process.

8. Chief Engineer reserves the right to reject the Prequalification BID of the applicant without assigning any reason whatsoever.

Encl: Enrolment Form with Annexure A1, A2 and B to G

CHIEF ENGINEER

LIFE INSURANCE CORPORATION OF INDIA
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FORM FOR ENROLMENT OF CONTRACTORS- P1

Please note that all documents required to be submitted along with filled in Enrolment form are to be self attested by the authorized person of the applicant with an undertaking that full responsibility is taken by him/her on behalf the applicant for veracity of submitted documents.

I / We _____ am / are desirous of carrying out the above mentioned work and hereby apply for the "**E-TENDER FOR E-TENDER FOR PROPOSED WORKS OF INTERIORS, CIVIL, MODULAR FURNITURE & CHAIRS, ELECTRICAL INSTALLATIONS, DATA & TEL. CABLING, FIRE ALARM AND AIR CONDITIONING SYSTEM AT UTTARPARA BRANCH OFFICE UNDER HOWRAH DO, WEST BENGAL (RENTED PREMISES)..**". I/We give the following details for your consideration:

Sl.No	QUERY			ANSWER
1	Name of the firm		:	
2	Address:			
3	Local Address:			
4	**PAN No**			
	Valid EPF Registration No.			
	Goods & Service Tax (GST) No.			
5	**Contact Details**	**Office Phone No.**		
		Residence Phone No.		
		Mobile No.		
		Fax No.		
		Email		
6	Telegraphic Address, if any			
7	Month and year in which the firm was established in present name			
8	Particulars of old firm (if present firm is new)if main partners of the present firm were working as construction contractors, in some other name in the past (The partnership deed of old firm be enclosed).			
9	Particulars of sister construction firms, if any			
10	i) What is the constitution of firm viz. Sole Proprietor, Partnership, Pvt. Ltd., Public Ltd., etc.			
	ii) Enclose copy of partnership deed, Articles of Association or Affidavit in case of sole proprietorship as per **Annexure A-1.**			

CONTRACTOR CHIEF ENGINEER

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	iii) Fill-in enclosed **Annexure A-2**.			
11	Fill and enclose **Annexure B** giving details of enrolment with LIC of India in the past and with other organizations.			
12	Has the applicant or his partners or Directors been black listed in the past by any Central or State Govt. Deptt. / Organization (undertaking boards, corporations, local bodies etc.)			
13	i) Annual Turn Over **of last Five** financial years ending 31st March, 2024 i.e. Financial Year 2020-2021, 2021-2022, 2022-2023, 2023-2024 & 2024-2025. (enclose documentary evidence or proof to support figures duly certified by Chartered Accountant with membership no.)		FINANCIAL YEAR	Rs. in Lakh
		i	2020-2021	
		ii	2021-2022	
		iii	2022-2023	
		Iv	2023-2024	
		v	2024-2025	
	ii) What evidence of proof is enclosed to support the amounts of yearly turnover			
	iii) Enclose latest income tax clearance Certificate		Certificate enclosed for Assessment year _____	
	iv) Enclose statement of Accounts of last 5 years as mentioned above duly certified by the Chartered Accountant (i.e. 2020-2021, 2021-2022, 2022-2023, 2023-2024 & 2024-2025.).			
14	i) Name and complete postal address of bankers			
	ii) NEFT and Bank Account Details (Photocopy of cancelled cheque should be attach):		Name of Bank: Account No: IFSC Code:	

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	iii) Enclose solvency certificate indicating amount. **(The certificate should not be more than 12 months old).** Please provide following details about solvency certificate a) Complete address if the Bank who has issued solvency certificate: b)Telephone No. of the Bank connecting Branch Head: c)E-mail ID of the Bank: OR Enclosed Net Worth certificate as per Pre-qualification criteria which is certified by Chartered Accountant (Sample Form for Net Worth Certificate – Annexure –II is attached)		
	iv) Bank Guarantee limit with Various banks.		i) Rs…….Lac with…….. ii) Rs……....Lac with…….. iii) Rs……Lac with …….
15	i) Enclose list of immovable properties with complete postal addresses, full description & reasonable market value of property duly supported by certificate of D.M./Collector/First Class Magistrate/ approved valuer.		
	ii)Whose supporting certificate is enclosed		Rs._____ of _____ Date _____
16	i) Particulars of movable properties along with Banker's reference		
	Value of tools & plants		Rs.
	Other Assets		Rs.
	Total		Rs.
	ii) Whose reference is enclosed?		
17	Fill in and enclose list of tools as per **Annexure-C** enclosed.		
18	Fill in & enclose **Annexure-D** giving full particulars about major works completed during past **Seven years NOTE: List of only those works which are carried out by firm requesting for enrolment is to be given (As per Annexure-III).**		

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19	**Work in Progress:**		
	i) Whether full details of major work on hand given in **Annexure-'E'**		
	ii) Are copies of work orders for such large works enclosed		
20	Whether full information regarding permanent technical staff employed given in **Annexure 'F'**		
21	i) How do you normally carry out works of **water supply, sanitary and plumbing** installations		
	ii) Who is the license holder and what is his experience of this work is.		
22	i) How do you normally get work of **Electrical installations** carried out		
	ii) Who is the license holder & what is his experience		
23	Any **other information** the applicant might like to give		

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DECLARATION

I/We agree to notify the officer accepting this application and registering my/our names on list of contractors of Life Insurance Corporation of India, of any changes in the foregoing particulars as and when they occur and to verify and confirm.

I/We understand and agree that the appropriate Life Insurance Corporation of India Authority has the right as he may decide, not to issue tender form in any particular case and also to suspend, remove or blacklist my/our name from Life Insurance Corporation of India list of contractors in the event of my/our furnishing false particulars in the enrolment form or submitting non-bonafide tenders or for technical or other delinquency in regard to which the decision of appropriate Life Insurance Corporation of India Authority shall be final and conclusive.

I/We certify that the particulars furnished in the enrolment forms are correct and that should it be found that I/We have given a false certificate or that if I/We fail to notify the fact of my/our subsequent amalgamation with another contractor or firm, the Life Insurance Corporation of India may remove my/our name from the list of contractors and any contract that I/We may be holding at the time may be rescinded.

PLACE :

DATE : SIGNATURE OF CONTRACTOR

CONTRACTOR CHIEF ENGINEER

LIFE INSURANCE CORPORATION OF INDIA
EASTERN ZONAL OFFICE, ENGG. DEPTT. (4TH FLOOR)
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ANNEXURE – A1

A F F I D A V I T

(On Non Judicial Stamp paper of **Rs. 100/-** in case the individual who is the sole proprietor of the firm)

I ……. s/o …… age …….. years, occupation business r/o …… do hereby state on oath as under:

That I am residing in …… locality of District …… since last …….. years.

That I am the sole proprietor of a proprietary concern name and style as "……..." having it's office at …… District ……. dealing in business of Government, civil contracts and ancillary works attached therefore.

Hence this affidavit.

Deponent _____

Note: **This Affidavit shall be notarized**.

CONTRACTOR CHIEF ENGINEER

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ANNEXURE A2

CONSTITUTION OF FIRM –
SOLE PROPRIETORSHIP/PARTNERSHIP/LTD.CO./OTHER

DETAILS OF CONSTITUTENTS

Sr. No.	Name of sole partner or Director / other High Officials	Age	Share	Technical Experience			Whether power of attorney Holder
				Year to Year to	As Employee	As contractor	
1	2	3	4	5	6	7	8

SIGNATURE OF CONTRACTOR

CONTRACTOR CHIEF ENGINEER

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ANNEXURE – B

PARTICULARS OF ENROLMENT WITH LIC AND OTHER ORGANIZATION

I. ENROLMENT WITH LIC :

Name of works for 1)

Which enrolled by 2)

L.I.C. in the past 3)

4)

Sr. Nos. for which tenders were submitted :

Sr. Nos. for which work-order was received:

II. ENROLMENT WITH OTHER ORGANISATIONS:

Sr. No.	Name & Address of Authority with whom you are enrolled	FIRST TIME ENROLMENT		LAST RENEWAL OR ENROLMENT			
		Year to year	Is copy of letter enclosed	Year to year	Class or Category	Limit (Rs. in Lac)	Is copy of letter enclosed
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

SIGNATURE OF CONTRACTOR

CONTRACTOR CHIEF ENGINEER

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EASTERN ZONAL OFFICE, ENGG. DEPTT. (4TH FLOOR)
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ANNEXURE-C

PARTICULARS OF SHUTTERING, TOOLS AND PLANT

Sr No.	Item	Specification	Quantity	Estimated Value	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
1.	a) Shuttering plates b) Shuttering wooden planks c) Wooden props d) Steel props				
2.	Concrete Mixers				
3.	Concrete Vibrators i) Petrol Driven ii) Electric Driven				
4.	Tower Hoist				
5.	Trucks				
6.	Welding Equipments				
7.	Pump-Sets				
8.	Floor-Polishing Machine				
9.	Cranes				
10.	Others				

SIGNATURE OF CONTRACTOR

CONTRACTOR CHIEF ENGINEER

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ANNEXURE – D

LIST OF MAJOR WORKS COMPLETED DURING LAST SEVEN YEARS

The detail address along with Phone No. and E-mail ID of the Authority under whom works was carried out must be given.

Sr. No.	Name and Complete Postal Address of			Order			Value of work as per final bill (Rs. in Lac)	Commen-cement of work, month Year	Comple-tion of work, month Year	Penalty levied for delay of comple-tion, if any
	Site of Work & Nature of Work	Owner	Authority under whom work was carried out	Ref. No. & Date	Contract Amount (Rs. in Lac)	Is copy enclosed				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

SIGNATURE OF CONTRACTOR

CONTRACTOR CHIEF ENGINEER

LIFE INSURANCE CORPORATION OF INDIA
EASTERN ZONAL OFFICE, ENGG. DEPTT. (4TH FLOOR)
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ANNEXURE – E

LIST OF WORK IN HAND

The detail address along with Phone No. and E-mail ID of the Authority under whom works was carried out must be given.

Sr. No.	Name and Complete Postal Address of			Order			Date of commence -ment of work	Scheduled date of completion of work	Progress made and expected date of completion and reasons for delay, if any
	Site of Work & Nature of Work	Owner	Authority under whom work was carried out	Ref. No. & Date	Amount (Rs. in Lac)	Is copy enclosed			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

SIGNATURE OF CONTRACTOR

CONTRACTOR CHIEF ENGINEER

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ANNEXURE – F

PARTICULARS OF PERMANENT TECHNICAL STAFF

Sr. No.	Name	Designation	Age	Academic Qualification	Service with the Firm	Details of Experience Year to Year
(1)	(2)	(3)	(4)	(5)	(6)	(7)

SIGNATURE OF CONTRACTOR

CONTRACTOR CHIEF ENGINEER

LIFE INSURANCE CORPORATION OF INDIA
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ANNEXURE – G

PRE-QUALIFICATION BID CHECKLIST

ENROLMENT CHECKLIST

Sr. No.	Description of Enclosure	Refer Item of form	Uploaded YES/NO
1.	PAN, GST Registration & EPF Registration no.	4	
2.	Partnership deed / Articles of Association / Affidavit (★) (★) Annexure A-1	10 (ii)	
3.	Annexure (A-2) as supplied	10 (iii) (Particulars of Partners)	
4.	Annexure – B (as supplied)	11 (Particulars of enrolment in LIC and other Organization)	
5.	Proof of Turnover	13 (i)	
6.	Latest I.T.C.C.	13 (iii)	
7.	NEFT Details	14 (ii)	
8.	Solvency Certificate	14 (iii)	
9.	Certificate of Bank Guarantee	14(iv)	
10.	Immovable Property certificate	15(ii)	
11	Movable Property certificate	16 (ii)	
12.	(★) Annexure 'C' (as supplied)	17 (Particulars of tools/ plant)	
13.	(★) Annexure 'D' (as supplied)	18 (List of major works completed during last 7 years)	
14.	(★) Annexure 'E' (as supplied)	19 (i) (List of work in hand)	
15.	(★) Copies of work order	19 (ii)	
16.	(★) Annexure 'F' (as supplied)	20 (Particulars of permanent technical staff)	

SIGNATURE OF THE CONTRACTOR

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Vendor ESG Assessment:

Sl No	Sub Code	Requirement for Vendor Assessment (Technical Assessment)	Yes (Y), Partial (P), No (N) or Not Applicable (NA)	Evidence/ Remarks
1		Does your organization have Written Code of Conduct or Ethics Policy?		
2		Does your organization have Anti-bribery and Anti-Corruption policy?		
3		Does your organization have Whistleblower or Grievance Mechanism available?		
4		**Please confirm compliance with applicable laws and licenses:**		
	i	**The Child Labor (Prohibition and Regulation) Act, 1986**		
	ii	**The Employees' State Insurance Act, 1948**		
	iii	**Employees Provident Funds and Miscellaneous Provisions Act 1952**		
	iv	**Code on Wages, 2019**		
	v	**The Occupational Safety, Health and Working Conditions Code, 2020**		
	vi	**Industrial Relations Code, 2020**		
	vii	**Code on Social Security, 2020**		
	viii	**Prevention of Sexual Harassment at Workplace (POSH) Act, 2013**		
5		**Does your organization have any proceedings ongoing for violations of the provisions of the laws stated above?**		
6		**Does any of your employee/ owner/ management/ promoter or any responsible person have any proceedings ongoing for violations of the provisions of the laws stated above?**		
7		Are there ESG/Sustainability responsibilities assigned and to whom?		
8		Do you have data privacy and information security controls?		
9		**Does your organization have Business continuity or disaster recovery plan?**		
10		Environmental Systems		
	i	Does your organization have Environmental policy in place?		

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	ii	Does your organization have Environmental compliance monitoring conducted?		
	iii	Does your organization have Environmental permits/consents obtained?		
	iv	Does your organization have ISO 14001 or equivalent certification?		
11		Energy & Emissions		
	i	Does your organization track its electricity consumption?		
	ii	Does your organization track its fuel consumption?		
	iii	Does your organization measure GHG emissions (Scope 1 & 2). If yes, provide the emissions for last 2 years.		
	iv	Has your organization implemented any energy efficiency initiatives? If yes, please provide details.		
	v	Does your organization have renewable energy usage in its energy mix? If yes, what percentage.		
	vi	Does your organization have Emission reduction targets or plans defined? If yes, kindly provide details.		
12		Water & Waste		
	i	Is Water consumption monitored?		
	ii	Is Water conservation initiatives implemented?		
	Iii	Is Waste segregation practiced?		
	iv	Is Hazardous waste handled as per regulations?		
	v	Is Waste segregation practiced?		
	vi	Are Hazardous waste handled as per regulations?		
	vii	Are e-waste disposed through authorized recyclers?		
	viii	Plastic/packaging waste reduction initiatives been taken?		
13		**Declaration to observations of:**		
	i	**No child labor or forced labor**		
	ii	**Compliance with minimum wage laws**		
	iii	**Compliance with working hours regulations**		
	iv	**Non-discrimination and equal opportunity policy**		
	V	Freedom of association respected		
14		Health & Safety		
	i	Occupational health & safety policy		
	ii	Whether Risk assessments conducted		
	iii	**Whether Safety training provided**		
	iv	Whether Personal protective equipment provided		
	v	Whether Incident/accident reporting system maintained		
	vi	Whether Emergency preparedness plan is in place		
	vii	Whether ISO 45001 or equivalent certification been obtained		

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15		Employee & Community Practices		
	i	Whether Employee grievance redressal mechanism is in place		
	ii	Whether Training and skill development programs is in place		
	iii	Whether Local hiring/community engagement initiatives are in place		
	iv	**Whether major labor disputes have occurred in last 3 years**		
16		Responsible Supply Chain:		
	i	Whether ESG criteria applied to own suppliers/ subcontractors		
	ii	Whether traceability of key materials/services is taking place		
	iii	Whether preference for local or sustainable sourcing is being promoted		
	iv	Whether supplier compliance monitoring conducted		
	v	Whether there is ability to share ESG or sustainability data when requested		
17		Certifications & Disclosures		
	i	Whether ISO 14001 – Environmental Management System certified		
	ii	Whether ISO 45001 – Occupational Health and Safety Management System certified		
	iii	Whether ISO 27001 – Information Security Management System certified		
	iv	Whether SA 8000 – Social Accountability certified		
18		Important Compliances:		
	i	**Do you Issue appointment letters and wage slips to all workers**		
	ii	**Do all workers receive induction and task-specific safety training?**		
	iii	Is PPE provided and enforced (helmets, harnesses, gloves, etc.)?		
	iv	Do you maintain accident/incident logs and conduct investigations?		
	v	**Do you provide onsite first-aid kits and trained first-aiders?**		
	vi	**Do you enforce a strict prohibition on child labour?**		
	vii	Do you follow pollution/dust/noise control norms onsite?		
	viii	**Do you segregate and responsibly dispose waste?**		
	ix	**Are working hours, weekly offs, and overtime fully compliant?**		
	x	**Do you have a valid POSH Internal Committee**		

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		(≥10 employees)?		
	xi	**Are staff trained annually on anti-harassment and workplace conduct?**		
	xii	**Do female staff work only in safe shifts/areas with required safeguards?**		
	xiii	**Do you provide training on chemical handling and PPE use?**		
	xiv	**Do staff wear uniforms and carry valid ID cards?**		
	xv	**Do you use safe, authorised, or eco-friendly cleaning chemicals?**		
	xvi	Do you maintain Material Safety Data System (MSDS) for all chemicals used?		
	xvii	**Do you follow waste-segregation guidelines (wet/ dry/ recyclable/ hazardous)?**		
	xviii	**Do you conduct background verification for all deployed staff?**		
	xix	**Are you compliant with DPDP Act requirements (notices, consent, rights, breach SOP)?**		
	xx	Do you have an Information Security Policy aligned to ISO 27001 or equivalent?		
	xxi	**Are support staff (security, office boys, drivers under subcontract) compliant with labour norms?**		
	xxii	**Do you minimise single-use plastics (cutlery, cups, containers)?**		
	xxiii	**Do you have valid labour licences for each location**		
	xxiv	Do you maintain a backup manpower roster to ensure no service disruption?		
	xxv	**Are electrical appliances regularly inspected to prevent short circuits?**		
	xxvi	Do you train staff on sustainable practices and resource conservation?		
	xxvii	Do you implement energy-saving initiatives (LEDs, timers, shutdown protocols)?		
	xxviii	**Do you have on-site supervisors available during operational hours?**		

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