

**LIFE INSURANCE CORPORATION OF INDIA**

Northern Zonal Office, Engineering Department, "Jeevan Prakash" 25, K. G. Marg, New Delhi - 110001.  
Ph. 011-28844171, 28844180, Fax:28844168, Telegram:" Bima Pradesh", e-mail: nz\_engg@licindia.com

# **BID – I**

## **PRE-QUALIFICATION BID**

**NAME OF WORK: SUPPLY, INSTALLATION, TESTING AND COMMISSIONING (SITC) OF 50 KWp GRID INTERACTIVE ROOF TOP SOLAR POWER PLANT WITHOUT BATTERY BACKUP, AT DIVISIONAL OFFICE LUDHIANA**

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## PRE-QUALIFICATION NOTICE

Life Insurance corporation of India intends to invite **percentage Rate e-Tender** for "SUPPLY INSTALLATION TESTING AND COMMISSIONING (SITC) OF 50 KWp GRID INTERACTIVE ROOF TOP SOLAR POWER PLANT WITHOUT BATTERY BACKUP, AT DIVISIONAL OFFICE LUDHIANA  
The Eligibility Criteria are as detailed below:-

Estimated cost (Rs. in lac)	Completion period in days.	Minimum Bank Solvency* OR Net Worth Certificate (Rs. in lac).	Avg. Annual Turnover during last 3 financial years, i.e. 2018-2019, 2019-2020 & 2020-2021 (Rs. In lakhs)	Min. Capacity of similar work completed in last 7 yrs.
A	B	C	D	E
23.35	90 days	4.67 (Bank Solvency)  OR  2.34 (Net Worth Certificate)	23.35	1. One similar work of 40 KWp OR Two similar works of 25 KWp OR Three similar works of 20 KWp.  2. If all qualifying work(s) is / are executed with Private organization then in addition to qualified work(s), should have installed at least 20 KWp in any Central Govt. Dept / State Govt. Dept / Central Autonomous Body / State Autonomous Body/ Central Public Sector Undertaking/City Development Authority/Municipal Corporation of City formed under any act by Central / State Govt. and published in Central/State Gazette.

**NOTES:**

- A.**
- For qualifying works executed by bidder in private sector, bidder should submit the details of payment received duly certified by Chartered Accountant i.e. Copy of paid final bill, Form 26AS and Form 16A of relevant period for verification of amount of work done.
  - Even though any tenderer may satisfy the above requirements, tenderer would be liable to disqualification if tenderer has made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the eligibility criteria documents etc.
  - The Bidder as a Joint Venture is not Eligible for Participation in Bidding.**
- B.** Even though the bidder has executed similar nature of work of Qualifying amount/s, bidder will not be pre-qualified if there is unjustified delay in completion of the work by more than 25% period of total permissible time period. (Permissible time period means Schedule Time Limit + justified extended time period allowed without imposing Liquidated Damages/Penalty). The Pro-forma in which the bidder should obtain the **performance certificate from the employer** for the executed works is enclosed as **Annexure- "X"**

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\***Solvency Certificate** should not be more than **06 months** old prior to date of publication of this Notice. OR

The requisite Net worth shall be duly certified by a Chartered Accountant with his Seal/ signatures and registration number. (Sample form for Net worth Certificate - Annexure-II is attached).

Only contractors who have carried out similar nature of Works i.e. SITC of roof top grid connected SPV plants and fulfilling above criteria shall participate in the e-tendering process.

The Tender Documents consist of **BID- I, BID- II, BID -III**. The tenderer shall go through the **BID-I and BID-II** and quote their offer in **BID III**. The Tenderer shall go through the **BID-I, BID-II** and **BID-III** of the tender documents before submitting the tender.

**Contractor has to submit the Tender as under:**

- (1) **BID--I:** Prequalification Bid (Enrolment form with Annexures). The Tenderer shall fill in the enrolment form and upload the supporting documents/attachments. The scanned copy of the Demand Draft/Pay Order /Banker's Cheque/RTGS/NEFT of Tender document Fee and Earnest Money Deposit shall be uploaded in **BID - I**.
- (2) **BID- II (Earnest Money Deposit & Tender Document Fee):** The physical submission of Earnest Money Deposit & Tender Fees are to be required if the tenderers are willing to avail the option in form of Demand Draft/Pay Order/Bank Guarantee with sealed envelope to **Chief Engineer, LIC of India, Northern Zonal Office, Engineering Department, "Jeevan Prakash" 25, K. G. Marg, New Delhi - 110001**. If the tenderers are willing to avail the option to pay the Earnest Money Deposit & Tender Fees through NEFT/RTGS, then it is not required to submit the hard copy of NEFT/UTR no to our office. The **CONDITIONS OF CONTRACT AND TECHNICAL SPECIFICATIONS** is to be stamped & signed of each pages by lowest tenderer only as & when ask for. The **BID-II**, sealed envelope superscribing "**SUPPLY, INSTALLATION, TESTING AND COMMISIONING (SITC) OF 50 KWp GRID INTERACTIVE ROOF TOP SOLAR POWER PLANT WITHOUT BATTERY BACKUP, AT DIVISIONAL OFFICE LUDHIANA** " consisting of two separate sealed envelopes as per the following (if the tenderers are willing to avail the option in form of Demand Draft/Pay Order/Bank Guarantee) :
  - (a) Tender document Fee of **Rs 2,000/- +@ 18% GST i.e. Rs.360.00 = Rs. 2,360.00** (Rupees two thousand three hundred sixty only) (non-refundable) in the form of Demand Draft/Pay order/ Banker's Cheque/RTGS/NEFT in favour of "**Life Insurance Corporation of India**" payable at "**New Delhi**".
  - (b) Earnest Money Deposit of **Rs.11,700/-** (Rupees Eleven Thousand Seven Hundred only) in the form of Demand Draft/Pay Order/Banker's Cheque/RTGS/NEFT in favour of "**Life Insurance Corporation of India**" payable at "**New Delhi**".

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The Bank Account Details for NEFT/RTGS Transactions are as follows :

S.No.	Name	Account	15 Digit Account No.
01.	LIC of India	Current Account	510101002947780

Bank name – UNION BANK OF INDIA

IFSC code: UBIN0530786

**NOTE: IN CASE OF ONLINE / NEFT/ RTGS PAYMENT IN LIEU OF EMD PLEASE MENTION**

**THE UTR NO. ....**

(c) **CONDITIONS OF CONTRACT AND TECHNICAL SPECIFICATIONS (PART OF BID-II)** is to be stamped & signed of each pages by lowest tenderer only and to be submitted as & when ask for except Earnest Money Deposit & Tender Fees.

(3) **BID--III: FINANCIAL BID** consisting of schedule of quantities. The **percentage rate** in figure shall be quoted in the template provided. No other document, conditions shall be uploaded along with documents of **FINANCIAL BID**.

**Note:**

(a)The contractors will be selected only after satisfactory verification of the genuineness of the Bank Solvency and submitted documents as the proof of Credentials. Any contractor applied and fulfilling the selection criteria may not be considered for enlistment if unsatisfactory performance report/s is/are received for the completed projects from their previous employer/s. The credentials of works executed under Joint-Ventures system and applications from Joint Venture agencies shall not be accepted.

(b) The Chief Engineer reserve the right to not open Financial bid of Tender or any/ all the Applicants at his sole discretion without assigning any reason whatsoever.

**IMPORTANT NOTE:** Please note that if submitted documents filed by the Tenderer are found false/forged or fabricated during verification process and / or after opening of financial bid not only Earnest Money Deposit will be forfeited in totality but also they will be debarred from LIC of India from participating of tendering for a period of 3 (three) years and such information will also be shared with other Organizations.

Date:

**CHIEF ENGINEER**

**LIFE INSURANCE CORPORATION OF INDIA**

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**System Tender No: LIC/NZ/ENGG/241. DATED 20.10.2021**

1. Online bids are hereby invited for the works mentioned below through online e-Tendering System portal <http://www.tenderwizard.com/LIC> from the intended contractors.

Sr. No.	Name of Work	Estimated Cost	Earnest Money Deposit (EMD)	Tender Document Fee
1.	Supply, Installation, Testing and Commissioning (SITC) of 50 KWp Grid Interactive Roof Top Solar Power Plant without Battery Backup, at Divisional Office <b>LUDHIANA</b>	Rs.23,34,850.00	<b>Rs.11,700/-</b>	Rs 2,000/- +@ 18% GST i.e. Rs.360.00 = Rs. <b>2,360.00</b> ( non-refundable)

2. Possession of Digital Signature Certificate (DSC) and registration of the contractors on the portal i.e. <http://www.tenderwizard.com/LIC> is a prerequisite for e-Tendering.

**3. Last Dates of various activities by bidder: As per Key dates**

For Registration and for further details on e-tendering, please visit website above mentioned portal (website) or below mentioned Helpdesk details.

**Office Address :**

Antares Systems Limited.  
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](mailto:lokesh.hr@antaressystems.com)  
[raghuprashanth@antaressystems.com](mailto:raghuprashanth@antaressystems.com)

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**KEY DATES**

Sr. No.	Stage	Start Date & Time	Expiry Date & Time
1	Release of Tender Document	20.10.2021 17.00 Hrs.	
2	Downloading of Tender Documents	20.10.2021 17.01 Hrs.	08.11.2021 17.00 Hrs.
3	Deposit of Tender Processing Fees & EMD (In form of DD) Physical form in sealed envelope.	20.10.2021 17.01 hrs	<b>08.11.2021 up to 17.00 Hrs.</b>
4	Deposit of Tender Processing Fees & EMD (In form of NEFT / RTGS) online.	20.10.2021 17.01 hrs	<b>08.11.2021 up to 23.59 Hrs.</b>
5	Online submission of Bid I, II & III	20.10.2021 17.01 hrs	09.11.2021 up to 15.00 hrs
6	Opening of BID- I & BID- II	09.11.2021 at 15.30 Hrs.	
7	Opening of BID-III (Financial Bid)	Shall be intimated to eligible bidders only at a later date.	

**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-II:**

Life Insurance Corporation of India  
Northern Zonal Office,  
Engineering Department,  
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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 - II i.e. Earnest Money Deposit ,Tender document Fee and CONDITIONS OF CONTRACT AND TECHNICAL SPECIFICATIONS signed and stamped in each page by the tenderer in a sealed envelope marked BID-II is to be submitted physically:**

**The Chief Engineer,  
Life Insurance Corporation of India,  
Northern Zonal Office,  
Engineering Department,  
"Jeevan Prakash"  
25, K. G. Marg,  
New Delhi – 110001**

2. Last date for receipt of EMD & Tender documents fees (if EMD & Tender documents fees are in form of DD/Bank Guarantee) : As per Key Dates.
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. The schedule of Quantities 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.
9. Earnest Money accompanying the tender will be accepted 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 "**New Delhi**" of any Nationalized/Scheduled Bank. 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 New Delhi 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

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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 **SCHEDULE OF QUANTITIES or 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.
16. If on check there are differences between the percentage rates given by the contractor in words and figures or in the amount worked out by him, the following procedure shall be followed :
  - a) When there is a difference between the percentage rates in figures and in words, the rates which correspond to the amounts worked out by the contractor, shall be taken as correct.
  - b) When the amount of an item is not worked out by the contractor or it does not correspond with the percentage rates written either in figures or in words, then the percentage rate quoted by the contractor in words shall be taken as correct.
  - c) When the percentage rate quoted by the contractor in figures and in words tallied but the amount is not worked out correctly, the percentage rate quoted by the contractor shall be taken as correct and not the amount.
  - d) In the event no rate has been quoted for any item(s), leaving space both in figure(s), Word(s), and amount blank, it will be presumed that the contractor has included the cost of this/these item(s) in other item(s) and the rate for such item(s) will be considered as zero and work will be required to be executed accordingly.



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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), Northern Zonal Office, New Delhi 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):

**M/S Antares Systems Limited.**

**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](mailto:lokesh.hr@antaressystems.com)  
[raghuprashanth@antaressystems.com](mailto: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.

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- 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.
- 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/RTGS/NEFT of any Nationalized Bank/Approved Scheduled Bank drawn in favour of "**LIFE INSURANCE CORPORATION OF INDIA**" payable at "**New Delhi**". 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.
  - 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 should be submitted to the Chief Engineer, Life Insurance Corporation of India, Northern Zonal Office, Engineering Department, "Jeevan Prakash" 25, K. G. Marg, New Delhi - 110001 in the sealed envelope (BID II) on or before the due date mentioned in Key Dates of e-Tender, otherwise your BID-I 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 (need not required to physical submission of UTR no. etc.)**
- **Submission of Tender Document 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 Document fees of any of the Nationalized/Scheduled Banks drawn in the favour of the "**Life Insurance Corporation of India**" payable at "**New Delhi**" 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 Document 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, Northern Zonal Office, Engineering Department, "Jeevan Prakash" 25, K. G. Marg, New Delhi - 110001. 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 document 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.
- **Tender Download:**

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- 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.
- **Online Submission of Bid :**
- The bidders are required to prepare their bids on online eTendering Portal as mentioned above. During bid preparation the bidders have to send their Public Key of DSC hence they are advised to procure DSCs at earliest to participate in the eTender. They are required to upload the scan copies of Demand Draft for Tender Document Fees and Earnest Money Deposit. Also bidders are required scan and upload any other documents related to their credentials and submit wherever asked online. The bidders have to prepare their commercial bid online during in this stage only and seal (Encrypt) and digital sign the online bid with their Digital Signature Certificates. The Bidders should take note of any corrigendum being issued on the web portal on a regular basis. They should view and note down or take a printout the Bid Hash submitted and ensure that it matches during "Re-Encryption of Bids" stage. The bidders will not be able to change their technical details and offer (rates) after expiry of due date and time on online portal.
- **Generation of Super Hash:**
  - After the time of submission of Bid Seal (Hash) by the Contractors/Bidders has lapsed, the bid round will be closed and a "Digitally signed tender Super-Hash" will be generated by concerned LIC Department official. This is equivalent to sealing the tender box.
- **Re-Encryption of Bids:**
  - Once the Generation of Super Hash stage is completed the Contractors/bidders have to decrypt their bids as they are in encrypted mode by their DSC and re-encrypt with Department user's Public Key which will be included in the eTender. During this process they need use their DSC for decryption of Bids and signing of Bid Hash once again for security. The electronic bids of only those Contractors/bidders who have submitted their bid seals (hashes) within the stipulated time, as per the tender time schedule (Key Dates), will be accepted by the system. A Contractor who does not submit his bid seal (hash) within the stipulated time will not be allowed to submit his bid (Re-Encryption). This stage could be considered as transfer of control to LIC Department user.
  - **Opening of Tender (Electronic offers):**
- EMD Bid & Pre-qualification Bid shall be opened on key dates.
  - The date of opening of Price/Financial Bid shall be intimated to the eligible Bidders.

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**TENDER EVALUATION PROCEDURE****Tenders are invited in Three Bid tendering system.**

**1. BID- I (Pre-qualifying):** This bid will be online filled in enrolment form with credentials of contractors including scan copy of Demand Draft/Pay Order/Banker's Cheque of Tender document fees and Earnest Money Deposit in stipulated format. "Pre-qualification" will be selection of contractors on the basis of minimum bank solvency, Annual turnover, confidential /Inspection report/s & Capacity 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 (certified by Chartered Accountant), Bank solvency (**issued latest or within three 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.

**2 BID- II (Earnest Money Deposit & Tender Document Fee) :** The **CONDITIONS OF CONTRACT AND TECHNICAL SPECIFICATIONS (PART OF BID-II)** is to be stamped & signed of each pages by lowest tenderer only as & when ask for. Earnest Money Deposit in the form of Demand Draft/Pay Order/Banker's Cheque/RTGS/NEFT in favour of "**Life Insurance Corporation of India**" payable at "**New Delhi**" OR 50% amount in the form of Bank Guarantee (**as per enclosed proforma**) of any Nationalised/Scheduled Bank & another 50% amount in the form of Demand Draft/Pay Order/Banker's Cheque/RTGS/NEFT drawn in favour of "**Life Insurance Corporation of India**" payable at "**New Delhi**" OR Total amount in the form of Bank Guarantee (**as per enclosed proforma**) of any Nationalised/Scheduled Bank. The bank guarantee shall be from any Nationalised/ Scheduled Bank preferably at New Delhi where a Branch/Division of LIC of India exists.

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

**3. BID- III (Financial Bid):** The Price Bid consists of Schedule of Quantities. The agency shall fill in the percentage Rate both in words. **The agency shall note that no condition shall be mentioned in the Price Bid. The conditional Tender is liable to be rejected.** The Financial Bid will be opened on the scheduled date. Date of opening of FINANCIAL BID 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.

**Note:**

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

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Ph. 011-28844171, 28844180, Fax:28844168, Telegram:" Bima Pradesh", e-mail: nz\_engg@licindia.com

**INSTRUCTIONS FOR FILLING AND SUBMISSION OF PRE-QUALIFICATION BID**

The Enrolment Form along with the Annexure A1, A2 and B to G 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 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.
  - (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 **"PROPOSED SUPPLY INSTALLATION TESTING AND COMMISIONING (SITC) OF 50 KWp GRID INTERACTIVE ROOF TOP SOLAR POWER PLANT WITHOUT BATTERY BACKUP, AT DIVISIONAL OFFICE LUDHIANA "** I/We give the following details for your consideration:

SI.No	QUERY		ANSWER
1	Name of the firm		:
2	Address:		
3	Local Address:		
4	PAN 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 SITC of Solar Power Plant 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.		

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	ii) Enclose copy of partnership deed, Articles of Association or Affidavit in case of sole proprietorship as per <b>Annexure A-1</b> .		
	iii) Fill-in enclosed <b>Annexure A-2</b> .		
11	Fill and enclose <b>Annexure B</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.		
13	i) Annual Turn Over for last <b>three years</b> (enclose documentary evidence or proof to support figures duly certified by Chartered Accountant with membership no.)	YEAR	Rs. in Lakh
		2018-2019	
		2019-2020	
		2020-2021	
	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 <b>3 years</b> as mentioned above duly certified by the Chartered Accountant (i.e. 2018-2019, 2019-2020 & 2020-2021).			
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:
	iii) Enclose solvency certificate indicating amount. <b>(The certificate should not be more than 3 months old)</b> . 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:		



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	iv) Bank Guarantee limit with Various banks.	i) Rs.....Lac with..... ii) Rs.....Lac with..... iii)Rs.....Lac with ..... <hr/> Total : Rs.....Lac
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 <b>Annexure-C</b> enclosed.	
18	Fill in & enclose <b>Annexure-D</b> giving full particulars about <b>similar nature</b> of works completed during past <b>Seven years. NOTE: List of only those works which are carried out by firm requesting for enrolment is to be given. Work completion certificate for qualified projects must be uploaded with address &amp; contact numbers of issuing authority.</b>	
19	<b>Work in Progress:</b>	
	i) Whether full details of <b>similar nature</b> of work on hand given in <b>Annexure-'E'</b> <b>Note: The details must be self attested.</b>	
	ii) Are copies of work orders for such large works enclosed	
20	Whether full information regarding permanent technical staff employed given in <b>Annexure 'F'</b>	



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21	Upload the copies of the <b>Certificate of Electrical Inspector</b> for the executed Solar Power Plant.		
22	i) How do you normally carry out the works of <b>electrical installations</b>		
	ii) Who is the license holder and what is his experience of this work.		
23	i) How do you normally get work of <b>Electrical installations</b> carried out		
	ii) Who is the license holder & what is his experience		
24	Upload Bidding Capacity details as per prequalification notice. <b>For "A" submit Chattered Accountant certificate (The certificate shall mention the registration number chattered accountant).        The details of "B" shall be notarized.</b>		
25	Any <b>other information</b> 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



**LIFE INSURANCE CORPORATION OF INDIA**

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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.**

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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

**LIFE INSURANCE CORPORATION OF INDIA**

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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

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ANNEXURE-C

**PARTICULARS OF SOLAR POWER PLANT TOOLS**

<b>Sr No.</b>	<b>Item</b>	<b>Specification</b>	<b>Quantity</b>	<b>Estimated Value</b>	<b>Remarks</b>
(1)	(2)	(3)	(4)	(5)	(6)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

SIGNATURE OF CONTRACTOR



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**ANNEXURE – D**

**LIST OF SIMILAR NATURE 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)	Commencement of work, month Year	Completion of work, month Year	Penalty levied for delay of completion, 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



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**ANNEXURE – E**

**LIST OF SIMILAR NATURE 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 commencement 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





**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.	Partnership deed / Articles of Association / Affidavit (★) (★) Annexure A-1	10 (ii)	
2.	Annexure (A-2) as supplied	10 (iii) (Particulars of Partners)	
3.	Annexure – B (as supplied)	11 (Particulars of enrolment in LIC and other Organization)	
4.	Proof of Turnover	13 (i)	
5.	Latest I.T.C.C.	13 (iii)	
6.	NEFT Details	14 (ii)	
7.	Solvency Certificate	14 (iii)	
8.	Certificate of Bank Guarantee	14(iv)	
9.	Immovable Property certificate	15(ii)	
10.	Movable Property certificate	16 (ii)	
11	(★) Annexure 'C' (as supplied)	17 (Particulars of tools/ plant)	
12.	(★) Annexure 'D' (as supplied)	18 (List of similar nature of works completed during last 2 years)	
13.	(★) Annexure 'E' (as supplied)	19 (i) (List of similar nature of work in hand)	
14.	(★) Copies of work order	19 (ii)	
15.	(★) Annexure 'F' (as supplied)	20 (Particulars of permanent technical staff)	

**SIGNATURE OF THE CONTRACTOR**

CONTRACTOR

26

CHIEF ENGINEER



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**BANK GUARANTEE IN LIEU OF EARNEST MONEY**  
**(On Non-judicial Stamp Paper of Rs. 1000.00)**

To  
The Life Insurance Corporation of India  
Northern Zonal Office  
Engineering Department  
Jeevan Prakash Building  
2<sup>nd</sup> Floor, 25 K.G.Marg,  
**New Delhi**

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 Northern Zonal Office at New Delhi in the State of Bihar (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 / Supply Installation Testing Commissioning of Grid Interactive Solar Power Plant 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.



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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.

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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**ANNEXURE – X**
**PERFORMANCE REPORT OF WORKS REFERRED IN PRE-QUALIFICATION BID**

1. Name of work/project & location:
2. Agreement no.
3. Estimated cost
4. Tendered cost
5. Date of start
6. Date of completion
  - (i) Stipulated date of completion
  - (ii) Actual date of completion
7. Period of delay beyond stipulated date of completion, if any
  - (a) Extended period without imposition of Penalty: ..... Days/ Months.
  - (b) Extended period with imposition of Penalty: ..... Days/ Months
8. Performance Report

I)	Contractors Site organisation	:	(a) Well organised, (b) Adequate (c) Poorly organised
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 / structural collapses at site		i) Yes ii) No
	(b) If answer to (a) is Yes, state whether due to		i) Negligence ii) Improper work. iii) Reasons beyond control

9. Any other Remarks: -----

Dated

Executive Engineer or Equivalent

( **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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Annexure II

## FORM FOR CERTIFICATE OF NETWORTH FROM CHARTERED ACCOUNTANT

It is to certify that as per the audited Balance Sheet and Profit & Loss Account during the Financial Year ....., the Net Worth of M/s.....( Name & Registered Address of Individual / Firm / Company) as on 31<sup>st</sup> March .....( previous financial year from the year in which NIT is published ) is Rs.....( Rupees.....) after considering all liabilities. It is certified that computation of Net Worth based on my / our scrutiny of the Books 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 on 31<sup>st</sup> March .....( previous financial year from the year in which NIT is published )

(Signature of Chartered Accountant)

Name of Chartered Accountant:

Membership No. of ICAI:

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.

