

“Jeevan Prakash”, Divisional Office, Johnsonpet, Salem - 636 007.

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**CORRIGENDUM TO TENDER DOCUMENT FOR SECURITY SERVICES & HOUSE KEEPING SERVICES(Cleaning/Sanitation/Sweeping) :**

1. In page 2 , Para 3 is revised as given below

Tenderers will have to send a DD for Rs 250/- + GST Rs 45/- total Rs 295/- for each tender(Rupees Two hundred ninety five only) towards tender fee along with the completed tender**.**

1. **Page 11, Annexure A is revised as below**

***ENVELOPE – 1. ANNEXURE “A”***

## Tender for SECURITY SERVICES and HOUSE KEEPING SERVICES (Cleaning / Sanitation / Sweeping) TECHNICAL BID

**LIC OF INDIA, SALEM DIVISION**

|  |  |  |
| --- | --- | --- |
| 1. Name of the Firm /Organisation ( in Block letters) | |  |
| 2. Date of Establishment / Incorporation. | |  |
| 1. GST Registration Certificate. | |  |
| 4. Correspondence address and Telephone No. | |  |
| 5. Address of Head Office (if separate) and Telephone No. | |  |
| 6. Status : Proprietary / Partnership /  Private Limited Company / Public Company. | |  |
| 7. Name(s) of the proprietor/ Partners /Directors. | |  |
| 8.. Name of the Chief Executive with his  present address, Mobile / Telephone No | |  |
| 9.. Name(s) of Representative(s) with Designation who would be calling on  us and attending to our jobs. | |  |
| 10. Name of Bankers with addresses &  Telephone Nos. & IFSC Code. | |  |
| 11. PAN No. allotted by Income Tax Dept.  (Please enclose attested photocopy). | |  |
| 12. Labour Licence Nos. and validity under various provisions of Labour Laws. (Please enclose attested  photocopy of certificate). | |  |
| 13.E.P.F. Registration No. (Please  enclose attested photocopy of certificate). | |  |
| 14. ESI No. (Please enclose attested  photocopy of certificate) | |  |
| 15. Turnover for last 3 years. | | F.Y.2021-22.  F.Y. 2022-23.  F.Y. 2023-24. |
| 16. State the latest Income Tax Assessed year and the amount of Tax Assessed  (copies of last 3 years IT Returns, Balance Sheets & Revenue  A/c to be enclosed). |  | |
| 17. Details if registered with any other Government Authority (ies). |  | |
| 18. Date of obtaining ISO 9001:2015  certificate and its validity period (Please enclose an attested copy of certificate), if any. |  | |
| 19. Details of empanelment with any office of LIC of India and/or PSUs/any other Corporate Offices. (Please enclose list giving full details and  name and telephone no. of person/s who may be contacted for  confirmation). |  | |
| 20. Details of your Past Experience and Presently undertaken in the field of Security  Services and House Keeping Services (cleaning / sanitation / sweeping)  . (enclose the certificates from the  relevant institutions). |  | |
| 21. Furnish the details of Security Services and House Keeping Services (cleaning / sanitation / sweeping)  annulled/broken services before the end of contractual period, if any. |  | |
| 22. Mention any other specialties of your establishment. |  | |

### NOTE: Please type out this form or fill it up legibly in ink. If space provided is insufficient, please attach separate sheet/s of paper by giving appropriate question numbers and answers thereto duly authenticating the same with signature and seal.

I / We \_ \_ \_ \_ \_ \_ \_ \_ request Life Insurance Corporation of India, Salem Division to consider our agency bid. I / We agree to abide by all the “ELIGIBILITY CRITERIA AND OTHER TERMS AND CONDITIONS” prescribed in your formats and assure to render the services to the fullest satisfaction of the Corporation.

Dated at \_ \_ this day of , 2024.

## Signature of the Contractor Name & Address Seal

***NOTE: The Corporation reserves the right to accept or cancel any of the agencies tender at their absolute discretion without assigning any reason. Applications received with incomplete information or alterations will not be considered.***

Note: Documentary evidence wherever applicable should be enclosed.

(Copies of the credentials & Certificates issued by any other institution may be enclosed)

1. Page 13, Annexure B is revised as below

**ENVELOPE– II FINANCIAL BID ANNEXURE “B”**

**Tender for Security Services and HOUSE KEEPING SERVICES (Cleaning / Sanitation / Sweeping)**

# LIC OF INDIA, SALEM DIVISION

### The consideration for Security services shall be as follows: (PER SHIFT CHARGES)

|  |  |  |
| --- | --- | --- |
| **Sl** | **PARTICULARS** | **Security Guard without Arms. Shift of 8 hrs Rs.**  **B REGION C REGION** |
|  | Basic. |  |
| 2 | V D A. |  |
| 3 | E P F.(As per rules) |  |
| 4 | E S I.(As per rules) |  |
| 5 | Bonus(As per prevailing rules) |  |
| 6 | Service Charges/Admn. Charges/ (incl. of all charges). |  |
| 7 | Total per shift Rupees. |  |

**The consideration for House Keeping Services (cleaning / sanitation / sweeping) shall be as follows:**

|  |  |  |
| --- | --- | --- |
| **Sl**  **No.** | **PARTICULARS** | **Housekeeping services**  **Shift of 8 Hrs. Rs.**  **B REGION C REGION** |
| 1 | Basic. |  |
| 2 | V D A. |  |
| 3 | E P F.(As per rules) |  |
| 4 | E S I.(as per rules) |  |
| 5 | Bonus (As per prevailing rules) |  |
| 6 | Service Charges/Admn.  Charges/ (incl. of all charges). |  |
| 7 | Total per shift Rupees. |  |

\*13% - Salary ceiling Rs.15, 000/- per month (for 26 days)

\*\* 3.25% - Salary ceiling for eligibility up to Rs.21, 000/- per month.

1. In page no 18, Para no 22 is revised as under

The successful tenderer will be required to deposit an amount of Rs.10,00,000/- Rupees Ten Lakhs

(Rs.3,00,000 by way of a crossed A/c payee demand draft favouring LIC of India, drawn upon any nationalized bank payable at Salem + Rs.7,00,000 by Bank guarantee) towards security deposit for each tender. This deposit will be refunded only on successful completion of the agreement period. No interest will be payable on this security deposit. The EMD of the successful tenderer will be adjusted to such Security Deposit, allowing the tenderer to deposit the balance amount.

1. The following list to be added in Tender Document for Security and house keeping services



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**LIST OF CONSUMABLE CLEANING MATERIALS TO BE USED:**

The Agency while executing the office upkeep and house keeping jobs shall provide all necessary tools and equipments and branded cleaning materials necessary for carrying out the house keeping works, some of which are:

1.Liquid Hand Wash Soap

2.Hand Sanitisers

3.Phenyl

4.Naphthalene Balls

5. Detergents

6. Room Fresheners

7.Urinal Cakes

8.Metal Polish

9.Brooms (Soft)

10.Brooms

11.Floor Duster

12.Scouring Powder

13.Pan with Handle to collect Sweeping (Dust pan)

14. Floor Cleaners

15. Hand Brush

16.Glass Cleaner

17.Cobwebs Remover

18.Washing Powder/Bleaching Powder

19.Air Freshner

20.Mosquito Repellant/Disinfectant

21.Mops

22.Garbage Sacks

23.Any other item required for Cleaning/Sanitation/Sweeping purposes

**List of Repute makes material:**

The material to be used shall be of reputed make as specified or approved by LIC. One month material should always be in stock of the contractor within the respective office premises.

|  |  |  |
| --- | --- | --- |
| S. No | Description of Material required | Manufacturing /Brand |
| 1. | Flush Cleaner,Phenyl | ISI marked , Harpic, Lizol, Similar Brands |
| 2. | Air Freshner Installation/ Refilling | Dabur(India)/Odonil/Ambipur/Similar brands |
| 3. | Stain/Glass Cleaner | Colin/Similar brands |
| 4. | Liquid Soap | Lifebuoy,Dettol, Similar brand |

Substandard or expired products, materials harmful to Human beings any chemical/material banned by Govt of Tamilnadu or Govt of India are not be used/stored in any of our premises.

**Revised Tender Document incorporating the above amendments has been uploaded in the website and the same may be downloaded from Corporation’s website from the link:** [**www.licinida.com/Tenders**](http://www.licinida.com/Tenders) **under the name Tender for Security Services and House keeping Services .**