



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

THANE DIVISIONAL OFFICE, OS DEPARTMENT, THIRD FLOOR, JEEVAN CHINTAMANI BUILDING, EASTERN EXP. HIGHWAY, THANE [W] 400604, TEL. NOS. :- 2582 9327, 2580 3583

Ref:-TDO/OS/Computer cleaning

Date:-10.12.2024

To,
All the Empanelled
firms of Thane, Division

Sir / Madam,

Re:- Tender for the CONTRACT for the cleaning of computers & it's peripherals, telephone instruments, Currency counting machines

We propose to have CONTRACT for one year for the cleaning of computers & it's peripherals, telephone instruments, Currency counting machines installed at our various branches situated in Palghar, Raigad & Thane districts. The bid documents have been put on our website viz. licindia.in under head "TENDERS" from where they can be downloaded. The tenders will be issued physically up to 1.00 pm on 18.12.2024 by paying the tender fee as mentioned under OTHER TERMS & CONDITIONS .The offers are invited in two parts namely Part-1 **Technical Bid (TB)** & Part-2 **Financial Bid (FB)** in separate sealed covers. The TB should contain duly signed tender document, duly filled annexure – A [Technical Specifications], demand draft for EMD, cancelled cheque & certified copies of GST / PAN card. No indications as to price aspect or financial stipulations are to be given in Technical Bid. In case any reference to price or any other extraneous consideration is made in the TB, the tender will be rejected. The Financial Bid as per the annexure – B & annexure - C should contain nothing but the price aspects of the items offered without any conditions. The envelopes should be super-scribed as "Technical Bid – Tender for the cleaning of computers & it's peripherals, telephone instruments, Currency counting machines & "Financial Bid – Tender for the cleaning of computers & it's peripherals, telephone instruments, Currency counting machines" as the case may be & the sentence " NOT TO BE OPENED BEFORE DUE DATE & TIME OF TENDER OPENING " be written on the envelopes. Further applicant's name & address should be written below. You are requested to put both TB & FB in separate envelopes sealed properly & both these envelopes be put in a third big envelop sealed properly, which should be super-scribed as "PLEASE PLACE IN TENDER BOX---NOT TO BE OPENED BEFORE DUE DATE & TIME OF TENDER OPENING BY THE TENDER OPENING COMMITTEE- TENDER FOR THE CONTRACT FOR THE CLEANING OF COMPUTERS & IT'S PERIPHERALS, TELEPHONE INSTRUMENTS, CURRENCY COUTNTING MACHINES " "Last date _____" & after noting the date & time of submission from the designated officer of OS department drop the same in the tender box kept in the cabin of Manager [OS] situated at OS dept, 3rd floor, Thane Divl. Office, Jeevan Chintamani bldg., E. Exp. Highway, Near R T O, Thane (w) on or before the stipulated date & time by hand delivery only.

OTHER TERMS & CONDITIONS

1. Tender fees is exempted if the tender documents is submitted by downloading the same from our site. Other vendors submitting the tenders are required to pay **Re. 590/- (non refundable)** along with the tender. MSME vendors are exempted from submitting tender fees subject to submission of valid copy of the certificate issued by appropriate authority. The specified tender along with Earnest money deposit should reach this office on or before **20.12.2024** by 1.00 pm. Delay of any kind will not be considered. Our tender opening committee will open the tenders on **20.12.2024** at **03.00 pm** in OS dept, 3rd floor, Thane Divl. Office, Jeevan Chintamani bldg., E. Exp. Highway, Near R T O, Thane (w). The authorized representatives of the willing firms may remain present at the specified place at specified time & date with appropriate identity proof. Further the date & time of opening the financial bid will be informed in due course to the technically qualified bidders.

2. An earnest money deposit of Re. 15,000/- [Rupees fifteen thousand only] be paid by DD in favour of LIC of India, payable at Thane. No interest will be paid on the EMD. Tender without EMD will not be entertained. MSME vendors are exempted from submitting EMD subject to submission of valid copy of the certificate issued by appropriate authority. After submission of tender no request will be considered for withdrawal, substitute or modify the tenders received after the prescribed due date & time of submission of the tender. However before due date fresh tender may be submitted with prior permission of the competent authority & needless to add that the earlier submitted tender will be treated as invalid. In the event of withdrawal of the tender by the vendor during the period of due date of the submission of tender and expiry period of tender will result in to the forfeiture of the vendor's EMD & other sanctions. EMD of the unsuccessful bidders will be refunded by NEFT immediately after the date of finalizing the order. EMD of the vendor getting the orders will be refunded by NEFT on accepting the work order & starting the work thereof.
3. Enclose cancelled cheque for payments, certified copies of GST certificate & PAN card [in technical bid envelop].
4. Tender should be valid for a period of three months from the date stipulated for the submission of tender.
5. The quotation must be clear. All the questions must be answered specifically, failing which the tender may be disqualified. All the pages are to be signed by the vendor. **Tender with any condition is liable to be rejected.**
6. If there is a discrepancy between figures & words, the amount in words shall prevail. No change will be allowed in the approved rates during the period of contract.
7. Considering the volume of the work & the locations of the branches / satellite offices we have prepared two groups of the branches including satellite offices so that the work will be distributed between two different firms for the convenience. The group of branches is as per enclosed annexure – A & B. If any firm offers lowest rates for both the groups then after giving the choice of group to L1 firm the another group will be offered to the second lowest firm [who is L2 for that particular group] at the L1 rates only.
8. The tender shall be evaluated based upon complying required technical specifications & the total of the rates quoted for cleaning for the entire group of branches. Every firm has to quote for both the groups. Eligible firms will be awarded work for only one group.
9. Within 14 days from the notification of the award security deposit @ 5% of the total yearly cost of order should be submitted towards the security deposit against any damage / loss incurred by the corporation, in the form of Demand Draft in favor of LIFE INSURANCE CORPORATION OF INDIA payable at Thane. The defect liability period will be for one year from the date of completion of each order. The security deposit will not carry any interest.
10. **No advance OR part payment will be made.** The payment on bi-monthly basis will be made by the respective branch after the service given & upon submission of appropriate invoice with appropriate statement stating services given. Appropriate TDS shall be deducted as per the law during the currency of the contract. Omission / non service will be viewed seriously. Recurrence may attract penalty as deem feet by the competent authority.
11. Liquidated Damages:- In case of delayed service whatever reasons / breach of contractual obligations the liquidated damages, without prejudice to the other remedies available, @ 2% of the total cost of the work order per week or part thereof delayed will be recovered from the payment / security deposit.
12. Force Majeure :- If there is delay OR omitting the cleaning services by the firm due to event of force majeure, the firm will not be held responsible for such delay OR omitting the cleaning services.

13. If it is observed any time during the contract that the order has been obtained by the firm by providing false information, then the firm is liable to any or all of the following penalties which are binding upon him.
 - a. Forfeiture of EMD and/ or security deposit
 - b. Imposition of penalty
 - c. Termination of the contract for default
 - d. Debar / Blacklisting of the firm
14. If the vendor refuses to accept or execute the work order after acceptance for whatever reason then in addition to any or all the penalties laid down in point no. 13 the firm is liable to any other penalty which deem fit by the competent authority.
15. The cost towards any damages to the equipment will be recovered from the firm.
16. The contract may be extended for further period of one OR two years at same rates depending upon the services rendered.
17. L I C of India reserves the right to reject any or all the tenders at any time without assigning any reason whatsoever.
18. In case of any disputes that may arise in the execution of the rate contract, the settlement of such disputes will be before the Sole Arbitrator appointed by the LIC of India, Thane Divisional Office.


) Sr. Divisional Manager

Encl:- As Above

Confirmation by the Vendor:-

All the above terms & conditions are accepted.

Seal & Signature of the Company

ANNEXURE - A

**TECHNICAL BID FOR CLEANING OF COMPUTER & IT'S PERIPHERALS, NOTE COUNTING MACHINES
TELEPHONE INSTRUMENTS**

NAME OF THE FIRM :- _____

SR. NO.	DESCRIPTION	CONFIRMATION BY THE FIRM
1	Name of the firm	
2	Registered address of the firm	
3	Is the firm MSME? If yes then submit the valid certificate thereof	
4	PAN NO. & Name of the PAN holder	
5	Whether Registered GST holder OR Unregistered GST holder?	
6	GST details	
7	Name & contact no. of the firm's representative	
8	Are the IT / GST returns filed in time for past three assessment years ?.	
9	Two services per month [fortnightly] to be given with proper duration to the satisfaction of the user.	
10	Cleaning work has to be managed before start of office / after office hours / during lunch time OR any time suitable for both parties with proper liason with the branch officials to avoid any disputes.	
11	Quality herbal cleaners with pleasant fragrance are to be used which should not damage the equipment.	
12	Clean dusters are to be used for cleaning	
13	Low noise vacuum cleaner / air blower to be used for dusting	
14	Any damages done to the equipments while cleaning will be recovered from the security deposit & if necessary from the bi-monthly cleaning charges.	
15	Attach list of Current client names & addresses	

SIGNATURE & SEAL OF THE FIRM

ANNEXURE - B

FINANCIAL BID FOR CLEANING OF COMPUTER & IT'S PERIPHERALS, NOTE COUNTING MACHINES
TELEPHONE INSTRUMENTS FOR GROUP 'A' BRANCHES

NAME OF THE FIRM :- _____

GROUP - A

SR. NO.	BRANCH	A RATE + GST PER SERVICE FOR COMPUTER'S & IT'S PERIPHERAL [Monitor, key board, CPU]	B RATE + GST PER SERVICE FOR PRINTER	C RATE + GST PER SERVICE FOR NOTE COUNTING MACHINE	D RATE + GST PER SERVICE FOR TELEPHONE INSTRUMENTS
1	91-G, Dombivali				
2	91J, Thane				
3	917, Ulhasnagar - II				
4	934, Kalyan - I				
5	9276, Dombivali CAB				
6	92- B, Ambarnath				
7	92- D, Kalyan - II				
8	92-F, Ulhasnagar				
9	92-K, Khopoli				
10	Thane Divisional Office & Customer zone office				
11	P & GS unit, Thane				
12	Ghodbunder S O				
13	Titwala S O				
14	Murbad S O				
15	Badlapur S O				
16	Karjat S O				
	SUB TOTAL				
	TOTAL [A+B+C+D]				

SIGNATURE & SEAL OF THE FIRM

ANNEXURE - C

FINANCIAL BID FOR CLEANING OF COMPUTER & IT'S PERIPHERALS, NOTE COUNTING MACHINES
TELEPHONE INSTRUMENTS FOR GROUP 'B' BRANCHES

NAME OF THE FIRM :- _____

GROUP - B

SR. NO.	BRANCH	A RATE + GST PER SERVICE FOR COMPUTER'S & IT'S PERIPHERAL [Monitor, key board, CPU]	B RATE + GST PER SERVICE FOR PRINTER	C RATE + GST PER SERVICE FOR NOTE COUNTING MACHINE	D RATE + GST PER SERVICE FOR TELEPHONE INSTRUMENTS
1	91- M, Bhiwandi				
2	91- N, Vasai Road				
3	91 - P, Panvel				
4	932, Dahanu Road				
5	933, Thane city				
6	92 - A Vashi				
7	92 - C, Kalwa				
8	92 - G Nallasopara				
9	92 - H, Kopari, Thane				
10	92 - J, Boisar				
11	92 - L, Bhayander				
12	91 - H, Mahad				
13	92 - E, Roha				
14	936, Pen				
15	Shahpur S O				
16	Kharghar S O				
17	Nerul SO & Ghansoli S O				
18	Virar S O				
19	Palghar S O				
20	Mira Road S O				
21	Alibaug S O				
	SUB TOTAL				
	TOTAL [A+B+C+D]				

SIGNATURE & SEAL OF THE FIRM