



TENDER DOCUMENT

FOR

OFFICE UPKEEP (Semi-skilled)/ HOUSE KEEPING (Unskilled)

&

GUEST HOUSE CARE TAKER(Semi -skilled) SERVICES

LIC OF INDIA

**OS/ESTABLISHMENT DEPARTMENT, DIVISIONAL OFFICE
3RD FLOOR, “JEEVAN PRAKASH”
M.G. ROAD, ERNAKULAM – 682 011**

Cost of Tender document : 500/- + GST @18%

FORM - A

NOTICE INVITING TENDER

**TENDER NOTICE FOR OFFICE UPKEEP(Semi-skilled)/
HOUSE KEEPING (Unskilled)/ CARE TAKER(Semi-skilled) SERVICES**

TENDER NO:- OS/ESTB 01/2025-26 Dated 08.05.2025

Life Insurance Corporation of India, Ernakulam Division (hereinafter referred to as “The Corporation”) having its Office at MG Road, Ernakulam, 682011 invites Sealed Tenders under two-bid system from reputed, licensed organizations / Agencies who are providing office upkeep & Housekeeping services in any organization/ Government / Public Sector undertaking / Private organizations of repute etc. for providing House Keeping / Office upkeep Services for Offices and Guest Houses at the places as given in Form- D.

Sealed Tenders are invited from licensed agencies with their presence in Ernakulam who have been providing House Keeping Services with at least three years experience in Housekeeping Services to organization/ Government /Public Sector undertaking / Private organizations of repute etc, under the two bid system. Schedule for the tender process is as given below:-

TENDER SCHEDULE

Name of Service	Providing Office upkeep, House Keeping and Guest House Care Taker Services to LIC of India, Ernakulam Division
Tender Documents and Cost of Tender Document	Tender forms will be issued on payment of Rs 500/- + GST 18% (Total Rs.590/-) (non -refundable) in cash from LIC of India Divisional Office, Ernakulam or can be downloaded from the site www.licindia.in/Tenders . If downloaded from the site, Rs. 590/- by Demand Draft / Pay Order drawn in favor of “ LIC OF INDIA” payable at Ernakulam is to be paid at the time of submitting the tender in a separate envelope super scribed” COST OF DOCUMENT FOR OFFICE UPKEEP/ HOUSEKEEPING/ CARE TAKER SERVICES TENDER”
Earnest Money Deposit	Rs.1,00,000/- in the form of Demand Draft/Pay Order drawn in favor of “LIC OF INDIA” payable at Ernakulam to be paid at the time of submitting the tender in a separate envelope super scribed “EMD for Tender OS/ESTB 01/2025-26”.



<p>भारतीय जीवन बीमा निगम LIFE INSURANCE CORPORATION OF INDIA</p> <p>Time , Date and Place of issue of Tender Document (collection in person from the given address or downloading from official site of the Corporation)</p>	<p>Time - 10.30 am to 03.00 pm Date - From 08.05.2025 to 28.05.2025 Place : LIC OF INDIA, E& OS DEPARTMENT 3rd Floor, Jeevan Prakash, MG Road, Ernakulam – 682 011; Ph -0484-2362361</p>
<p>Time, Date and Place for receipt of Tender Documents (LAST DATE)</p>	<p>Time – 3.30 pm Date – 28.05.2025 Place - : LIC OF INDIA, E & OS DEPARTMENT 3rd Floor, Jeevan Prakash, MG Road, Ernakulam – 682 011 0484-2362361 *** Please see note below</p>
<p>Time, Date and Place of Opening Tender Document (Technical Bid)</p>	<p>Time – 04.00 pm Date – 28.05.2025 Place - LIC OF INDIA, E & OS DEPARTMENT 3rd Floor, Jeevan Prakash, MG Road, Ernakulam – 682 011 0484-2362361 *** Please see note below</p>
<p>Pre-Bid meeting with Tenderers</p>	<p>At 11.00AM on 16.05.2025 Place - LIC OF INDIA, E & OS DEPARTMENT 3rd Floor, Jeevan Prakash, MG Road, Ernakulam – 682 011 0484-2362361</p>
<p>Validity of the tender</p>	<p>180 days from the date of opening of technical bids</p>
<p>Contract period</p>	<p>One year from the date of taking over as agreed upon by both the parties and which can be renewed on the same terms and conditions for second/third year if the performance of the service provider is satisfactory to LIC of India.</p>

***** Tender document may also be downloaded from Corporation’s website from the link:-
www.licindia.in/tenders**

The downloaded / purchased tender form must be complete in all respects and dropped in the tender box placed at the above mentioned address strictly within the dates and time mentioned as above along with the other tender document and Demand Draft Rs.590/- drawn in favour of “LIC OF INDIA” payable at Ernakulam towards the cost of Tender Document. If Rs.590/-, the tender fee is paid by cash the Miscellaneous receipt for the payment made has to be enclosed.

The tenders received after the last date and time for submission as mentioned above shall be rejected.

All the forms (A to G) & Annexures (A to E) are part of this tender and shall be duly signed by authorized person of the tenderer.

LIC of India reserves the right to call for missing/additional requirements or otherwise from the applicant at the time of analysis of the tenders received in response to this notice.

LIC of India does not bind itself to accept the lowest or any tender, and reserves the right to reject all or any bid or cancel the tender without assigning any reason whatsoever.

Decision of the Corporation will be final, conclusive and binding on the tenderers and the Corporation takes no responsibility for any delay whatsoever for submission of tender after the last date and time given in the schedule.

Date: 08.05.2025

Senior Divisional Manager.

FORM - B

GENERAL RULES AND INSTRUCTIONS TO TENDERERS

(Tenderer/Bidder must go through the complete Tender document – Technical Bid and Financial Bid including Terms and Conditions and understand his/her/their responsibilities and obligations thereunder. **Seal and signature from company's authorized person is to be affixed on all pages**)

Life Insurance Corporation of India , Divisional Office, Ernakulam (hereinafter referred to as “The Corporation”) invites tender for “HOUSEKEEPING /OFFICE UPKEEP/ GUEST HOUSE CARE TAKER SERVICES” for its offices, Quarters, Guest Houses located at (Refer Form D) under Ernakulam and Alappauzha Districts from the Agencies (Please refer to scope of work in instructions to Bidders here below) for a period of 1 Year (Twelve Months) from the date of awarding contract which can be renewed on the same terms and conditions for 2nd /3rd year (maximum twice), depending upon the experience and at the discretion of Competent Authority of the Corporation.

1. Tender should be dropped (which shall be the only mode of submitting the tender) in Tender Box (placed at E&OS department, 3rd floor, LIC of India, Divisional Office, Ernakulam) in sealed envelope bearing address:-

The Manager (E&OS)
LIC of India
“Jeevan Prakash”, 3rd Floor,
MG Road, Ernakulam – 682 011

2. The last date and time for submission of tender is **28.05.2025** up to 3.30 pm. The tender (Technical Bid) will be opened on **28.05.2025**, 04.00 PM onwards. The venue of opening of Technical Bid will be same as given above. The Technical Bids will be opened in presence of Tenderer or their authorized representatives. The Tenders received after 3.30 pm on **28.05.2025** will not be entertained and shall be rejected forthwith. Decision of the Corporation in this regard will be final, conclusive and binding on the tenderers and the Corporation takes no responsibility for any delay whatsoever for submission of tender on or before due date and time given here above.

3. The cost of tender form Rs 590/- (500 + GST @ 18%) is non refundable. The tender form may be downloaded from website of Corporation- www.licindia.com or can be obtained from the office at the address as mentioned above.

4. The bid shall be valid for the period of 180 days from the date of opening technical bids, as per notice issued in this respect.

5. The tender shall be submitted in two parts i.e. Part-I (Technical Bid) and Part- II (Financial Bid). The mode of submission of tender will be:-

OS Department, Divisional Office, “Jeevan Prakash”, M G Road, Ernakulam, 682011
Ph. 0484 2362361, e-mail ID : os.ernakulam@licindia.com

Envelope –I: This cover forming Part-I of the tender should be super scribed with the words “TENDER FOR HOUSEKEEPING/ OFFICE UPKEEP/ GUEST HOUSE CARETAKER SERVICES IN LIC OF INDIA, ERNAKULAM DIVISION – **TECHNICAL BID** ” (Strictly as per **Form F**) containing all the certificates /information/documents.

The following documents should be enclosed with the Technical Bid:

1. Technical Bid with all forms of Tender (Form A - Notice, Form B- General rules, Form C – General Conditions of the Contract, Form D –Locations, Form E – Details of Scope of Work, Form F Technical Bid, Annexure A – Integrity Pact) all pages duly signed and sealed.
2. Attested Copies of Registration of the Firm under Shops and Establishment Act, Partnership deed with proof of registration of firm/Individual Firm / Company.
3. Copy of the PAN no. as allotted by the Income Tax Department. & PAN should be registered in the name of the Agency/Firm of the service provider.
4. Certificate of the Labour Licence/Statutory Licences as required to employ contract labour under the Contract Labour Act.
5. Copy of the Goods and Service Tax Registration (GST)
6. Copy of the E.P.F. registration, Copy of Authorized Labour Identification number of Central Govt.
7. Registration under Employees State Insurance Act, with latest proof (Challans to be attached)
8. Audited copies of last three years Income Tax Returns, Balance Sheets & Profit & Loss Account ending with the Financial Year 2023-24.
9. Bank account details (enclose cancelled cheque leaf/bank statements).
10. Agreement copies of two leading existing clients, if not produced, tender will be disqualified.

Envelope –II: This cover forming Part- II of the tender should be super scribed with the words “TENDER FOR OFFICE UPKEEP/ HOUSE KEEPING/ CARETAKER SERVICES – **FINANCIAL BID**”. The bid should be strictly in the format as given in **Form G**. This cover will be opened after short listing of tenderers based on the Technical Bids.

Envelope – III: : Superscribed as **EMD and TENDER FEE** with the following:

This cover should contain the DDS/Pay orders for EMD AND TENDER FEE FOR Rs.1,00,000/- (Rupees One Lakh only) and Rs.500/-(plus GST @18%) respectively / Copy of Miscellaneous receipt deposited in cash at cash counter of LIC of India. . MSMEs registered with the prescribed

agencies are exempted from payment of EMD and tender fee and should enclose proof of their being registered with agencies mentioned in the tender document. Their registration should be valid as on last date of submission of tender and they should also mention the terminal validity of their registration, failing which their offer shall not be considered for benefits detailed in MSME notification of Govt. Of India dated 23.03.2012 or any other notification issued thereafter.

Envelope – IV: This is a sealed Master cover containing the above three envelopes of Technical Bid and Financial Bid and Envelope for “EMD and Tender Fee” this Envelope should be super scribed with the words “APPLICATION FOR OFFICE UPKEEP/ HOUSEKEEPING/ CARETAKER SERVICES UNDER LIC OF INDIA, ERNAKULAM DIVISION” the same shall bear the address as given below:

The Manager(E&OS)
E&OS DEPARTMENT
LIC of India
“Jeevan Prakash”, 3rd Floor,
M G Road, Ernakulam – 682 011

6. Those Technical bids which are found to be in order i.e. satisfying all the stipulated conditions for OFFICE UPKEEP / HOUSE KEEPING/ GUEST HOUSE CARE TAKER SERVICES shall be short-listed and financial bids of only such short-listed bidders will be opened. Tenders without EMD and fee for Tender form also shall be liable to be rejected.
7. Any agency submitting the tender shall be deemed to have read and understood the terms and conditions, scope of the work, etc and quoted accordingly.
8. LIC of India at its discretion, for getting a better clarification, reserves the right to call for missing/additional requirements or otherwise from the applicant at the time of analysis of the Tenders (technical bids) received in response to this notice.
9. Any conditional offer / tender shall not be considered.
10. Any modification in the tender after opening date shall not be considered.
11. The Tenderers should read and understand all the terms and conditions of the Tender before applying as the submission of the tender shall be deemed to signify the acceptance of the terms and conditions of this tender along with Annexures and forming a part and parcel of it and the successful tenderer shall sign and execute a Contract subsequently which shall be inclusive of the terms and conditions as set forth in Form -F “TECHNICAL BID” of this Tender.

12. The Contractor should be a registered body for providing services of semi-skilled/unskilled labourers for office upkeep/housekeeping services having requisite license.

13. The Bidders should have experience of at least 3 years in providing housekeeping services.
14. The Bidder should have experience in the Housekeeping services in any Financial organization, Government /Public Sector undertaking / Private organizations of repute with at least One (1) existing work order/ contract in the said organizations with housekeeping services.
15. The average Annual Turnover from Housekeeping business during last 3 years should be at least **Rs. 400 Lakhs** per annum.
16. The firm / Agency Should be profitable during the last three years, i.e 2021-22, 2022-23 and 2023-24.
17. Satisfactory service certificates should be enclosed from any Two of their existing major clients with details of contact person, Telephone No. email etc.
18. The Bidders should ensure and confirm that they have the entire mandatory compliance certificates/ registrations/ license under various applicable laws including labour laws applicable for the state of Kerala. The Contractor shall ensure that none of his employees are paid salary / wages which are less than the prescribed amount under the Minimum Wages Act 1948 by the Government of India or by the State Government or any other Authority constituted by or under any law, whichever is higher, for the category of workers employed by them from time to time. The Bidder should comply with various provisions of Contract Labour (R & A) Act 1970 and Central Rules 1971 and should enclose the copies of the following:
 1. License from Labour Commissioner to employ contract labour under the Contract Labour Act.
 2. Registration certificate under Employees Provident Act.
 3. Registration under Employees State Insurance Act.
 4. Latest Income tax clearance certificate, if any and PAN Card of the Contractor.
 5. GST registration Certificate.
 6. Copies of Audited Balance Sheets for the past 3 years.

The Bidders shall have good name, standing and professional reputation for performing similar job/ assignment. In addition they should not have defaulted in providing similar services or should not have been black listed with any office of the Corporation (LIC) or any other establishments. The Bidders should have proper tools & tackles for providing housekeeping services at Ernakulam and Alappuzha Districts and should be GST registered.

19) The Bid shall be signed by a person or person so authorized by the Bidder. In case, the Bidder is a Company, the officer so authorized by the Company with its seal duly affixed shall sign the Bid.

20) While discharging the duties, the agency shall be responsible for all injuries to persons, damage to building, building structure, any office equipments, properties or any damages, to the Corporation.

21) The agency shall be responsible for storing and safeguarding its own material, if any, at its own cost. Any damage/spoiling of lift/floor etc caused during such act will have to be made good by the agency at his/its own expenditure.

FORM- C

GENERAL CONDITIONS OF CONTRACT :

1. The Office and premises should be kept neat and tidy after cleaning / mopping, etc. is completed. No cleaning material should be left in and around the cleaned area. Number of BUILDINGS/OFFICES can be increased or decreased with a notice. Accordingly, manpower will be adjusted. The cost due to decrease or increase in man power (as per requirements of Corporation) to provide the service will be suitably effected.
2. The material required for cleaning should be kept only in store room provided by the Corporation. The material in any case should not lie on the floor / rooms / toilets or near electrical panel switchboards on any floor. The contractor shall ensure to take proper safety measures against hazardous material.
3. None of the personnel deployed by the Contractor shall indulge in any act other than that provided under this contract
4. The Contractor shall follow all prevailing rules / regulations / laws and should possess valid license for providing housekeeping services and shall take all safety measures for the personnel deployed by him. The Contractor shall follow all the provisions of labour law and shall, solely be responsible for any lapse in this regard.
5. The Contractor shall carry out the entire work having full regard to the safety of his own personnel as well as Corporation's staff and officers including customers and other clients of Corporation at the Office premises. All safe practices shall be strictly adhered to by the Contractor such as providing gloves when handling sharp objects, chemicals etc. The Contractor shall protect sides of opening in floor slabs, edges of slabs, stair, stairwells etc. with barricade, warnings signs / lights and educate all his personnel to follow safe working practices. The Contractor shall provide first aid boxes wherever required. Despite observing safe practices if any unfortunate incident occurs, the Contractor shall bear all expense or claims towards treatment or compensation.
6. The Corporation shall not be responsible financially or otherwise for any injury or death caused to any of the personnel of the Contractor during the performance of duties in the premises of the Corporation. The Contractor shall be solely responsible for providing compensation, if any and / or providing for expenses towards treatment for any injury or loss of life during performance of duties by the personnel deployed by him.

In the event of payment of any compensation by LIC to a workman employed by the Contractor, LIC will recover from the contractor the amount of compensation so paid; and

with out prejudice to the rights of LIC under sub section(2) of section (12)of the Workman's compensation Act,1923, the LIC shall be at

liberty to recover such amount or any part there of by deducting it from the security deposit or from any sum due by the LIC to the Contractor whether under this contract or otherwise. More over, LIC shall not be bound to contest any claim made against it under sub section (1) of section 12 of the said Act, except on the written request of the Contractor and upon his giving to the Corporation full security for all costs for which LIC might become liable in consequence of contesting such claim.

7. The Contractor shall not cause or allow any of his personnel to act in any manner, which may cause unnecessary disturbance or inconvenience to the Corporation, employees of the Corporation, owners / tenants / occupants of nearby properties or to the general public.
8. Nothing in this tender shall by implication or expression be taken to mean or imply that any of the person deployed by the Contractor for rendering housekeeping services are employees of the Corporation or deployed by the Corporation. The Contractor shall deploy workers who shall be in his sole employment and he shall be solely and wholly responsible for their acts, wages, remunerations or any other statutory liabilities or other payments. Under no circumstances shall the Corporation be liable for any payment or claim or compensation (including but not limited to compensation on account of injury, death or termination). In case any liability falls on the Corporation for any reason, the Contractor shall keep the Corporation indemnified against the same. In order to give effect to this, the Contractor shall incorporate suitable clause in the appointment letters to be issued to his workers specifically mentioning that the workers are employees of the Contractor and not of the Corporation. The Contractor shall ensure medical checkup of all the personnel deployed by him, periodically as well as whenever necessary, at his own cost.
9. The Contractor should have their Head Office in Kerala State. They should have an office at Ernakulam / a current ongoing contract of Housekeeping & office upkeep in Ernakulam or shall undertake to commence an office at Ernakulam if the Tender is awarded to them.

For Administrative purpose, all locations shown under Form D will be treated as Area under Category “B” and equal daily wages will be paid irrespective of the location where the services are provided by the Agency.

10. The Contractor will be responsible for all members of the personnel deployed by him and shall obtain police verification of their antecedents which may be submitted to LIC along with the profiles of personnel deployed. A certificate to this effect shall be furnished by the Contractor to the Corporation before deployment of the persons. Further, in respect of the workers deployed at the Corporation’s premises, the Contractor shall submit details such as Names, appointment letters issued by the Contractor, age proof, address proofs & certificate of police verification in respect of all his persons deployed at Corporation’s site. The Contractor shall ensure that the character and antecedents of the personnel deployed by him are duly verified and confirmed before such deployment.

11. The Contractor shall be responsible for any loss due to theft / pilferage / damage caused in the course of performance of duties to the Corporation's property including fittings, furniture, fixtures or any other equipment(s). The Corporation shall assess the amount payable by the Contractor towards damages / loss / theft / pilferage and the same shall be recovered by the Corporation from the monthly payment to be made to the Contractor / Security Deposit.
12. The personnel deployed by the Contractor should be healthy, neat and clean. They should display good conduct & courteous behavior. They should be in proper uniform with photo identity cards, both provided by the Contractor at his own cost.

In case of any complaint against any of the personnel deployed by the Contractor, he shall remove such person immediately and arrange for replacement of removed person within 24 hours. The person(s) so removed should not be deployed again or allowed to work in the premises of the Corporation.
13. If the staff deployed by the Contractor is found to be indulging in any undesirable activities in the premises of the Corporation, the Contractor will solely be responsible for all the consequences. Besides, the Corporation shall be at liberty to lodge complaints before appropriate authorities.
14. No residential accommodation shall be provided by the Corporation to Contractor and / or to the personnel deployed by him.
15. The contract shall be for a period of One Year initially. However, the same may be extended year by year (maximum twice) at the same rates, terms and conditions subject to the discretion and approval of Competent Authority.
16. The Contractor shall make payment to his personnel as per the The Minimum Wages Act only by electronic mode. Monthly payments to the Contractor will be made only after submission of certificate mentioning names of personnel engaged, amount paid, name of the bank and bank account number. The names mentioned should only be of those personnel who were actually deployed for providing housekeeping services to the Corporation by the contractor. Any violation of the Minimum Wages Act will entail forthwith termination of the contract in addition to such penal consequences as may be deemed fit by the Corporation.
17. All work must be carried out to the entire satisfaction of the Corporation. If the standard of services is not maintained to the satisfaction of the Corporation, appropriate penalty as stipulated in Annexure D will be imposed and the same will be deducted from the monthly bill and / or Security Deposit.
18. Personnel required:
 - i) Having regard to the places mentioned in Form - D of this tender, based on our experience we have arrived at a number of manpower resources required to carry out the services

as about **128** (including one supervisor) to ensure the quality of housekeeping services at Divisional/ Branch/ Satellite Offices/ Quarters and Guest House and the workers so deployed by contractor are expected to carry out office upkeep/ Housekeeping, Caretaker Services and other related miscellaneous work as deemed fit by the Corporation. Our assessment of manpower requirement is only to provide an equal footing to all the bidders so that they have equal weightage on this factor. Hence, this tender must not be construed as a tender for supply of manpower or materials. It is also reiterated that this tender is inviting offers to provide Housekeeping/ Office upkeep and Guest House Care Taker services and not for supply or deployment of contract labour and / or materials.

ii) The personnel deployed by the Contractor are expected to provide services as per terms of the contract and their services may also be utilized for any incidental work such as meetings, conferences or any other day to day work in different departments.

In addition to the schedule of various house-keeping activities that are required to be carried out as mentioned in Form E - scope of work, it should also be ensured that all the personnel engaged by the contractor are available for carrying out any house-keeping activity/ies that may arise intermittently.

iii) The Contractor is required to deploy one competent supervisor. The Service provider and his supervisor will be responsible for the conduct of persons deployed by contractor as well as quality of services provided. They shall receive and comply with instructions issued from time to time by the authorities of the Corporation. The supervisors shall be responsible for ensuring cleanliness of all lift lobbies, parking areas, link portion & all areas / halls of various departments.

The Supervisor shall maintain registers showing deployment of personnel for providing services at different locations. In addition, the Supervisor shall also maintain a daily chart about various house-keeping activities performed by the personnel at different locations. The chart should contain the nature of house-keeping activity/ies carried out, the name of the person, and time of completing the activity/ies and should be initialed by the Supervisors in token of having verified & ensured satisfactory performance. Such chart shall also be maintained in respect of the weekly house-keeping activities required to be carried out under this Contract. The Agency himself or its authorized representatives / supervisor must visit the premises at least once in a month per unit and whenever required. Any deficiency in the service should be rectified immediately when pointed out by LIC Officials.

The Supervisor at Divisional Office shall maintain a Complaint Register with a record of all complaints received from different departments and / or forwarded by E&OS Deptt, DO, Ernakulam. Suitable corrective action thereon must be taken immediately. In case of unsatisfactory corrective action, recovery of damages shall be effected by the Corporation as mentioned at point 22 below (as per the penalty clause Annexure D). The Register must be shown to the authorized officials of the Corporation as and when demanded by them.

iv) **The personnel deployed by Contractor for Housekeeping jobs should be of sound mind, Healthy & major with age not more than 60 years.**

v) If necessary, the personnel deployed by the Contractor may also be called upon to perform any housekeeping duties in addition to those explicitly stated in this tender. The Contractor shall ensure due compliance of such instructions, issued from time to time, by authorities of the Corporation.

vi) Complete details of the personnel deployed daily by the Contractor shall be maintained by Contractor and made available for verification as and when demanded by the Corporation.

vii) **The Contractor shall not deploy for house-keeping/upkeep and / or supervision any relative(s) of any serving / retired / resigned / deceased employee(s) of the Corporation.**

19) A) Responsibilities of the Contractor would be as under:-

i) To provide efficient, honest, disciplined, courteous, trained and quality personnel ever ready to attend housekeeping/ office upkeep/ guest house caretaker work politely. They shall be of good conduct, character and health.

ii) The Contractor shall ensure excellent standard of house-keeping and maintenance and ensure that entire premises are kept hygienic and clean at all times.

iii) The Contractor shall maintain daily Muster Roll / Attendance Sheet in respect of its personnel deployed at the Corporation's premises and produce it for inspection as and when demanded. Further, the Supervisor of the Contractor, referred above shall produce the Muster Roll / Attendance Sheet to Nodal Officer at Divisional Office or the officers of the Branch office / Satellite Offices for inspection before his personnel enter the Corporation's premises every day. Needless to add, all the personnel of the Contractor entering the Corporation's premises shall be required to display their photo identity card issued by the Contractor.

iv) The personnel of the Contractor shall deposit their bags & belongings inside the room allotted. The personnel must enter the premises only after frisking at the entrance by the Corporation's Security Personnel, if required. In other words except for the cleaning materials, personal bags & belongings of the personnel shall not be allowed to be carried inside the premises.

v) It shall be the responsibility of the Contractor to provide its personnel with all the benefits, remuneration & amenities prescribed under any applicable law.

vi) The Contractor shall be responsible to maintain all Registers, Records and Accounts required for the compliance of any and all statutory provisions /obligations.

vii) The Contractor should ensure that its personnel do not smoke while working in the premises of the Corporation. They will also not indulge in drinking alcohol or any other

intoxicants. They will not consume drugs and eat pan / khaini / tobacco etc. They will not play cards or indulge in gambling in the complex.

viii) The Contractor shall maintain a daily record of the cleaning done of the office premises and toilets and obtain signature from Nodal Officer of each department on each floor in DO building and officers of the branches/ Satellite Offices. In the daily record maintained, signature shall be obtained from Officers of E&OS dept. at DO, Branch and Satellite Offices in respect of cleaning done at the office parking area, pump room area, toilet area etc. The record maintained by the Contractor as required herein above shall be submitted to E&OS dept, DO Ernakulam for verification as and when required by the OS department,

ix) The Contractor shall comply with the written feed-backs, if any, given to it by the Nodal Officer(s), Officials of OS Dept, DO, as the case may be.

x) All complaints received during normal working hours should be attended to as early as possible. No complaint should be left unattended / postponed.

19 (B) The Contractor shall:

i) Display and maintain inside each toilet, a chart showing the time during which the toilet(s) were cleaned as per the terms of this Contract. The chart shall be initialed by the cleaner(s) along with the time of cleaning and shall also be signed by the supervisor of the Contractor in token of satisfactory cleaning.

ii) Provide proper neat and clean uniform and necessary identity card to all the personnel deployed by him for providing the services and ensure that the same is worn by his personnel during the course of their duties in the premises. In case of any complaint against any of the personnel deployed by the selected Agency/ service provider, he is bound to remove such person and arrange for replacement of removed person as and when required to do so by the Corporation.

iii) Train personnel regularly so as to keep them abreast with the use of modern techniques of cleaning / sweeping, behavior, safety etc.

iv) Ensure immediate corrective action on receipt of any complaint against the services provided or against any individual deployed by him in the premises of the Corporation.

v) Arrange and pay for the Policy under the Public Liability Insurance Act, 1991 and insure and keep insured all materials which are or have been declared to be hazardous under the notifications issued or that may be issued from time to time under the above Act or any rule framed there under.

vi) **Obtain Insurance Policy/ Group Insurance Policy with Rs. 2 Lakh death coverage & accident benefit** in respect of all his personnel deployed for providing housekeeping services, towards meeting the liability of compensation arising out of death, injury, disablement of work etc. and shall pay premiums regularly as and when the same shall become due during the currency of the Contract.

- vii) Be obliged to continue providing the services on the same terms and conditions as provided in the Contract, till such time as CORPORATION, is able to make any alternative arrangement or CORPORATION has agreed in writing to allow the Contractor to discontinue earlier.
- viii) Comply with the instructions issued by the authorities of the Corporation from time to time relating to the performance of the services, duties and obligations. The services rendered by the Contractor shall be subject to regular review by the Corporation and its decision as to the quality there of shall be final and absolute.
- 20) Nothing in this tender shall be deemed to create any Partnership, Joint Venture, Agency between CORPORATION and the Contractor or their representatives and employees and nothing herein shall deem to confer on any party, any authority to incur any obligation or any liability on behalf of the other party. The Contractor is an independent entity and not an employee, agent, associate or authorized representative of Corporation. The Contractor is not authorized to undertake any obligation or liability in the name of or on behalf of Corporation whatsoever.
- 21) The Contractor & the workers deployed by him at the Corporation Premises shall maintain confidentiality of any information in their possession during their deployment in the premises of the Corporation & thereafter.
- 22) In case the Contractor fails to fulfill his obligations for any day to the satisfaction of the Corporation, for any reason whatsoever, the Contractor shall pay damages ranging from Rs 50/- (minimum) to Rs 5,000/- (maximum) per day depending upon LIC's discretion for the entire number of such days and Corporation shall without prejudice to their rights and remedies including termination of Contract, be entitled to deduct such damages from any amount payable to the Contractor. – Refer Annexure D for details.
- 23) Upon expiry of the Contract or termination of the Contract, the Contractor and its personnel shall vacate the office premises and handover the same in good working condition.
- 24) Mandatory Conditions:-
- 1) The tendering Firm / Contractor / Company are required to enclose photocopies of the following documents duly self attested along with the Technical Bids failing which their bids shall be summarily rejected.
 - a) Registration certificate with Labour Department
 - b) Copy of PAN/GIR card
 - c) Copy of Income Tax Returns filed for the last three financial years
 - d) Copies of EPF and ESI certificate
 - e) Copy of GST Registration
 - f) Copy of Shop and Establishment License
 - g) Copy of Bank details (cancelled cheque leaf/bank statements)

2) The Contractor should have the necessary valid licence under Kerala Shops & Establishments Act 1948. It shall also obtain the permission of the Municipality or any other authorities if required under the existing law.

3) The successful bidder shall give Notarized Affidavit on Stamp paper of adequate value that they are complying with the provisions pertaining to various Acts and Rules as mentioned below. It will be the sole responsibility of the Contractor to abide by the provisions of the following Acts as to the workers deployed by him for performance of the service.

- a] Child Labour Abolition & Rehabilitation Act, 2006
- b] Workmen Compensation Act 1923
- c] Labour & employment Act 1972
- d] Industrial Employment (Standing Orders) Act 1946
- e] Contract Labour (Regulation & Abolition) Act 1970.
- f] The Minimum Wages Act 1948 & Payment of wages Act 1935
- g] Employees' Provident Fund Act 1952
- h] The Employees' State Insurance Act 1948
- i] The Payment of Bonus Act, 1965
- j] Income Tax Act 1961 & GST Act 2017
- k] Employers Liability Act, 1938
- l] Maternity Benefits Act, 1961

Any other Act or Legislation which may govern the nature of Contract.

The Successful contractor should obtain a license under The Contract Labour (Regulation and Abolition) Act, 1970 to provide the service to LIC of India, Ernakulam Division.

25) The bidder will discharge all legal obligations in respect of wages of his personnel and their service conditions & shall comply with all the rules & regulations & provisions of Law in force that may be applicable to them from time to time viz. statutory obligations under the Contract Labour (Regulation & Abolition) Act 1970, Minimum Wages Act, Workmen Compensation Act, EPF & Miscellaneous Provisions Act, Industrial Dispute etc. The Contractor will indemnify & keep indemnified the Corporation from any claim, loss or damage that may be caused to the Corporation on account of the failure of the Contractor to comply with his obligations under the various laws towards the personnel deployed by him for any loss or damage to the Corporation due to the acts / omissions of Contractor.

26) **The Successful bidder shall execute and submit Integrity Pact on stamp paper of Rs 500/- as per Annexure A in this tender document and submitted along with the contract agreement before taking over.**

27) **All the bidders shall submit an affidavit confirming that the contractor has not been blacklisted by any of the office of Corporation.**

28) The bidder should neither be a sub-contractor to any other entity / person, nor should, at any time, sub-let to any other person, the contract awarded to him. He should not be a party to any cartel at any time for processing any contract including the present Tender.

29) The bidder shall submit only one tender either by himself or as a partner in joint venture or as a member of consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, their Bids are liable to be rejected.

30) PAYMENT TERMS:

The billing and payment will depend on actual number of personnel deployed by contractor and their stipulated minimum wages, according to their respective category based on the number of hours worked. The Contractor will be paid on monthly basis by NEFT / RTGS only for the services rendered during the particular month for which he shall submit the bill for the agreed amount latest by 7th of the following month along with proof of remittance of EPF, ESIC of the previous calendar month along with list of employees for whom the amount stands remitted. The list shall mention all the particulars like name of personnel engaged, amount credited (With bifurcation like BASIC+VDA+EPF+ESIC+STATUTORY BONUS & Total amount paid), Bank name and bank account number.

The Contractor shall disburse the minimum wages (in vogue as on date of payment of wages) or as agreed with the Corporation to its personnel by electronic mode only. The Agency should submit the combined wage sheet along with name of personnel, place where engaged, number of days worked during the month etc duly certified by the officer in the Office.

The Agency should separately deposit the Provident Fund and ESI contributions of workers deployed for LIC of India. The list of such deposit made should not contain the contribution of other organizations being serviced by the Agency. The Agency should submit separate challan for its workers deployed to LIC.

• TDS at the prevailing rates will be deducted.

- The Contractor shall alone bear all taxes, rates, charges and levies or claims whatsoever as may be imposed or levied by the State/Central Government(s) or any local body or authority for and in connection with rendering services except Goods and Services Tax (GST) raised by Contractor in the monthly bill & same will be paid by Corporation along with the other agreed charges for the services of housekeeping.

- All the taxes which the Corporation may be liable to deduct or called upon to so deduct, during the currency of the Contract which are liable to be paid by the Contractor under the law, if not paid, shall be set-off against the bills raised by the Contractor and paid to the respective government department(s) or authorities as may be required under law and the Contractor shall have no claim / objection in respect of any or all such payments.

31) TERMINATION:

Corporation reserves the right to cancel or terminate the contract / agreement by giving one month's notice in writing without giving or assigning any reason whatsoever for doing so. In the event of the Contractor wishing to terminate the Contract, the Contractor shall give at least three

months' notice to Corporation in writing and in either case; the Contractor shall hand over the peaceful possession of the space as provided in the tender.

In the event of earlier termination of the Contract by either parties or on expiry of the contract, the contractor shall be obliged to continue providing the services on the same terms and

conditions as provided in the Contract, till the Corporation is able to make alternate arrangements for the services, even if Corporation has agreed in writing to allow the Contractor to discontinue earlier.

The contract is also liable to be terminated by the Corporation if

- a. The Contractor abandons the work or
 - b. The Contractor assigns or sublets the work in whole or in part thereof
 - c. The Contractor makes default in proceedings of the work under the contract, at any time during the contract period, with due diligence and continues to do so even after a notice is issued by the Corporation or
 - d. The Contractor becomes bankrupt or insolvent or goes into liquidation or is ordered to wind up or has a receiver appointed on its assets or
 - e. The Contractor persistently disregards the instructions issued by the Corporation or
 - f. The Contractor fails to adhere to the agreed schedule of the work or
 - g. The information submitted by the Contractor in the Tender is found to be incorrect or
 - h. The Contractor fails to perform its obligations as per terms and conditions of the contract or
 - i. The Contractor fails to maintain records / registers as required under the terms of this contract
 - j. The Contractor fails to adhere to the laws required to provide the services including the laws mentioned under section 24 above.
- 32) If necessary, the personnel deployed by the Contractor may also be called upon to perform any housekeeping duties in addition to those explicitly stated in this tender. The Contractor shall ensure due compliance of such instructions, issued from time to time, by authorities of the Corporation.
- 33) The Service Provider/Contractor shall immediately provide a substitute in the event of any housekeeping personnel leaving the job due to his personal reasons or on not attending the duty.
- 34) The contract is for providing the services and is not for supply of Contract Labour and that the persons employed by him for providing the services more fully described in Scope of Work shall be the employees of the Service Provider and not of the LIC.

35) DISPUTES & DIFFERENCES:

In all cases of dispute, the matter will be referred to the Senior Divisional Manager , L.I.C. Of India, Divisional Office, Ernakulam and his/her decision shall be final and legally binding on the contractor.

36) **PENALTY CLAUSE:** The Competent Authority at LIC Of India, Ernakulam Divisional Office will impose penalty for non fulfillment of contractual obligations by the contractor as per Annexure- D

37) **SECURITY DEPOSIT:**

The selected Contractor will have to remit security deposit of Rs. 10,00,000/- out of which Rs.2,00,000/- by Demand Draft and Rs. 8,00,000/- by Bank Guarantee .

The amount will be kept with Corporation interest free for the entire period of the contract. The Security Deposit shall be refunded within a period of two months from the date of expiry or termination of contract (whichever is earlier) provided there are no defects or loss or damage caused to the Corporation. In case of defects or loss or damage caused to the Corporation, the same shall be recovered from the Security Deposit and balance, if any, shall be refunded without interest to the Contractor.

38) The Contractor shall remit ESI and EPF contribution of all his personnel regularly to ESI Corporation and P.F. Authorities respectively and furnish the proof of the same every month to the Corporation with remittance details along with bill. If it is found at any time that ESI and EPF contributions in respect of his employees are not being deposited, L.I.C. of India reserves the right to utilize the amount of Security Deposit for the same or from the amount payable to the said contractor. The service provider /Contractor will be liable for getting the Provident Fund refunded from the Provident Fund Commissioner, if a person engaged is terminated or dies or leaves the job for onward transmission to him/ legal heir. It is the duty of the Contractor to register the details of their workers in EPF portal in time.

39) The Contractor agrees to abide by the regulations if any notified by IRDAI during the currency of Contract in connection with, “Outsourcing of Services” by LIC of India.

40) **PROVISIONS OF SECTION 33(3) and 33(4) OF THE INSURANCE ACT, 1938 AS AMENDED BY THE INSURANCE LAWS (AMENDMENTS) ACT, 2015:**

In terms of provisions of Section 33(3) of The Insurance Laws (Amendment) Act, 2015, the Insurance Regulatory and Development Authority of India (IRDAI), is authorized to verify such books of account, registers, other documents and the data base in the custody of the Contractor in respect of services outsourced by the Insurer. It shall be the duty of the Contractor to provide such documents / statements / information as may be required by IRDAI within such time as may be specified by IRDAI.



In terms of provisions of Section 33(4) of The Insurance Laws (Amendment) Act, 2015, the Insurance Regulatory and Development Authority of India (IRDAI), if it considers expedient to do so, may direct any person hereinafter referred to as “Investigating Officer”, to make an investigation as specified under Sec.33(1) or carry out an inspection as specified under Section 33(2) of The Insurance Laws (Amendment) Act, 2015, who may examine on oath any Manager, Managing Director or Other Officer of the Contractor or agency where the services are outsourced by LIC of India.

- 41) The Corporation reserves the right to call for any record or requirements from the Contractor at any time in response to any query from the Appropriate Authorities.

We accept all the above terms and conditions as set forth in all the Forms from A to G and Annexures A to E.

AUTHORISED SIGNATORY

NAME / DESIGNATIONS & SEAL OF THE

FIRM/ CONTRACTOR/COMPANY

FORM – D:

LOCATIONS OF OFFICES, GUEST HOUSES & QUARTERS FOR OFFICE UPKEEP/ HOUSEKEEPING/ CARETAKER SERVICES

The successful Contractor will be required to provide housekeeping/ Office upkeep services on working days i.e. from: Monday to Friday at all the following office premises of the Corporation (at Divisional/ Branches/ Satellite Offices) located in Ernakulam and Alappuzha districts and 24x7 basis at Guest Houses. As per experience, For 8 hrs and 4 hrs duty put together, around 128 personnel are required to carry out the given services. Cleaning of Office should be completed by 10 am on all working days.

Our Branches, Satellite Offices, Quarters & Guest Houses are situated at the following places:
Number of employees to be engaged for each unit will be provided separately.

Branch Offices

Aluva
Angamaly
CA Branch, Ernakulam
Ernakulam I
Ernakulam 2
Kochi
Kaloore
Muvattupuzha
North Parur
Perumbavoor
Tripunithura
Alappuzha I
Alappuzha II

Cherthala

Divisional Office

Ernakulam
EDMS Centre, Edappally

Satellite Offices

Kothamangalam All Quarters
Kalamassery VVIP G H
Kakkanad VIP G H
Edappally Ord. G H
Vytila
Kalady
Kolencherry
Piravom
Narakkal
Vaduthala
Edathuva
Eramallur
Ambalapuzha

CLIA Cherthala
CLIA Angamaly-
Kothatukulam-
Mulanthuruthy -
Alappuzha Clia-

However, before submitting the tender, the bidder may visit the sites where intended services are to be provided and satisfy himself as to the area and aspects requiring housekeeping services at the site. No claim on this account shall be entertained by the Corporation under any circumstance subsequently.

FORM – E:
DETAILS OF THE SCOPE OF WORK

The Contractor will be required to discharge the following functions as per time schedule given below:-

- I. 4 hrs duty at Satellite Offices (7.30 am to 11.30 am)**
- II. 8 hrs duty at Branch/ Divisional Offices (7.30 am to 3.30 pm)**

Office Premises – Divisional Office, Branches, Satellite Offices and other servicing centers Located in Ernakulam and Alappuzha districts under Ernakulam Division.

- 1) Cleaning and mopping to be done daily in all Office Premises, Toilets, Canteen hall, dining area Recreation club, Ladies room, staircases, Lifts etc. Dusting and cleaning of wooden/Glass partitions, doors, walls etc;
- 2) Daily cleaning of toilets, wash rooms, windows, exhaust and mirrors.
- 3) Cleaning of Hand railings, sweeping and wet cleaning of parking area, cleaning of LIC name Board, outside Open area, gates, Terrace etc - once in 2 days.
- 4) Video Conference room, Training Halls and Conference rooms on need basis to be cleaned.
- 5) Segregation and Disposal of wastes daily and cleaning of waste bins.
- 6) Taking care of gardens available in LIC office premises & Any other emergency house keeping activities if any notified by LIC Officials.

III. 8 hrs duty at SO/ Branch/ Divisional Offices (9.30 am to 5.30 pm)

- 1) Cleaning of tables, Chairs, Telephones, side racks, computers, printers and other Office Equipments.
- 2) Moving of papers, files and articles from one department to another and also to other Offices.
- 3) Helping the Office in arranging the files and filing of papers.
- 4) Assisting the office for dispatch documents, letters/ files and articles.
- 5) Helping the Office in destruction of old and unwanted records.
- 6) Help the office in keeping Office file and equipments clean and tidy,

7) Any other work assigned from time to time by the office.

IV. **Weekly/ Monthly / Special Cleaning**

1. Shampoo cleaning of all floors including cleaning of tube lights, security grills, fans (wall mounted/ ceiling), side racks, windows, Filing cabinets, almirahs etc and removal of cobwebs - monthly once.
2. Special cleaning drive as per Govt. directives or any other occasions as may be decided by the Corporation.
3. Cleaning of man holes (gutters) in the periphery of office buildings.
4. Clearance of blockage in toilets/ drainages as and when required
5. Overhead water tank cleaning as and when required
6. Vacuum cleaning of curtains, Venetian Blinds etc
7. Cleaning of roof top, staircases, parapet walls, partitions etc

V. **24 hrs duty (in three shifts at Guest Houses as Guest House Care Taker)**

1. Cleaning Guest House, Toilets, Equipment, Furniture etc
2. Take care of overall requirements of all Guests staying in the Guest Houses including arrangement of Drinking water/Tea/ Coffee/Food items etc.
3. Proper maintenance of all Guest House Registers
4. Collection and remittance of Guest house charges.
5. Collection of Feed back forms from all Guests and submitting to the concerned GH Nodal Officer
6. Supply of bed sheets/pillows/pillow covers/towels/welcome kits etc to the guests
7. Arranging for washing of Bedsheets/pillow covers/towels etc
8. Reporting of any requirements of the Guest house to the Nodal Officers promptly.

Supervision/ coordination of various housekeeping jobs will be the responsibility of the Agency in consultation with the Nodal Officer/Head of the concerned LIC Office.

If at any time after the acceptance of the Tender, LIC shall decide to abandon or reduce the scope of the works for any reason whatsoever and hence not require the whole or part of the works to be carried out, LIC shall give notice in writing to that effect to the Contractor and the Contractor shall act accordingly in the matter. The Contractor shall have no claim to any payment of compensation or otherwise whatsoever, on account of any profit or advantage which he might have derived from the execution of works in full but which he did not derive in consequence of the foreclosure of the whole or part of the works.

FORM - F:

**APPLICATION FORM FOR TENDER FOR PROVIDING
HOUSEKEEPING/ OFFICE UPKEEP AND GUEST HOUSE CARE TAKER SERVICES**

TECHNICAL BID

(To be submitted in a sealed cover super scribed as “ Technical Bid for Office Upkeep/
Housekeeping/ Guest House Caretaker Services - LIC OF INDIA DIVISIONAL OFFICE,
ERNAKULAM”)

1	Name of the Firm / Contractor / Company : (attach certificate of Registration)	
2	Status of the Agency (proprietorship/ partnership/ company)	
3	Date of Incorporation/ Establishment	
4	Name of the Proprietor/ partners/ Directors of the Firm	
5	Full Address of Registered Office Telephone No E-mail Address	
6	Full Address of Operating Office at Ernakulam. Telephone No E-mail Address	
7	Name of Contact Person with Designation who attend our jobs Telephone No E-mail Address	



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

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Name of your bankers
with Address &
Telephone Nos:

	Name of Beneficiary (vendors name as in Bank records) Account No Account Type (Attach certified copy of A/C statement of Last 3 years)	
9	Total No of House Keeping Staff on roll as on 01.01.2025	
10	PAN TAN GST Registration No (Copies to be enclosed)	
11	Registration under Shops & Establishment Act, duly renewed (Enclose Copy of renewed Certificate)	
12	License No. under Contract Labour (Regulation & Abolition) Act, 1970 & Contract Labour (Regulation & Abolition) Central Rules, 1971 (Enclose a copy License)	
13	ESI Registration No EPF Registration No (Copies to be enclosed)	
14	Details of Application fee (Receipt/ DD particulars for Rs. 590/- (with GST)) Details of EMD paid : Rs.1,00,000.00	
15	Name of Offices where you have carried out housekeeping jobs during past three years: (Attach separate sheet in the format of Annexure B for leading clients for housekeeping services)	



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LIFE INSURANCE CORPORATION OF INDIA

16	Turnover of the Agency for the last three years: FY 2021-22 FY 2022-23 FY 2023-24 (Please attach a copy of audited	
	Balance Sheet and Profit & Loss Account for all the three years)	
17	Are you agreeable to abide strictly by the Terms and Conditions of the Tender Contracts	

DECLARATION

1. I,Son / Daughter / Wife of Shri.
Proprietor / Director /Authorized Signatory of the Firm/ Contractor/ Company mentioned above
is competent to sign the declaration and Execute this Tender Document
2. I have carefully read and understood all the terms and conditions of the Tender and undertake to
abide by these terms and conditions.
3. The information / Documents furnished along with the application are true and authentic to the
best of my knowledge and belief. I / We am / are well aware of the fact that furnishing of any
false information / fabricated document would lead to rejection of my tender at any stage besides
liabilities towards prosecution under appropriate Law.

I/We undertake that I/We abide by the terms and conditions and I/we confirm that our firm/Establishment/agency has never been:

Blacklisted by any of our clients nor our Contract is cancelled/terminated or involved in civil suit in matters related to our contracts

Signature of Authorized person

Date: -

Full Name: -

Designation:

Place: -

Seal:-

Order of Arrangement of Documents with Technical Bid : - (Self Attested)

1. Application of Technical Bid and Declaration (with all Forms A to F and Annexures A to D) all pages duly signed with seal by the Authorized signatory.
2. Attested copy of Firm/ Contractor /Company Registration
3. Certified copy of the statement of Bank Account of the Firm/ Contractor/ Company for the last 3 years (FY 2021-22, 2022-23 & 2023-24).
4. Attested copy of PAN/ GIR Number
5. Attested Copy of last 3 years IT Returns filed by Firm /Company ((FY 2021-22, 2022-23 & 2023-24). along with Copies of balance Sheets and P&L Account and Turn over of respective years.
6. Attested copy GST registration
7. Attested copy of PF Registration letter / Certificate
8. Attested copy of ESI Registration letter / Certificate
9. Copy of Registration under Shops & Establishment Act, duly renewed
10. Copy of License under Contract Labour (Regulation & Abolition) Act, 1970 & Contract Labour (Regulation & Abolition) Central Rules, 1971
11. Separate sheet in reply to question no. 15 of Technical Bid in the given format with additional details about contact person/s (name, designation and contact number).
12. Affidavit on stamp paper (Annexure E) of appropriate value confirming that the agency / contractor has not been blacklisted by any of the office of Corporation and no child labour has been engaged by the Agency/ Contractor.
13. Satisfactory service certificates from any two of their existing major clients with details of contact person, Telephone No, email etc.
14. Copies of Latest Central & State Governments notifications on Minimum Wages

FORM - G:

APPLICATION FORM FOR TENDER FOR PROVIDING HOUSEKEEPING (Unskilled)/ OFFICE UPKEEP (Semi-skilled) AND GUEST HOUSE CARE TAKER (Semi-skilled) SERVICES

FINANCIAL BID

PER SHIFT CHARGES:

Sl.No	Particulars	Supervisor (Skilled) Per shift 8 Hrs	Office Upkeep & Caretaker (Semi-skilled) Per shift 8 Hrs	House keeping (Unskilled) Per shift 8 Hrs	Housekeeping (Unskilled) Per shift 4 Hrs
1	Basic	579	494	437	218.5
2	VDA	289	245	218	109
3	EPF (As per rules)	75	75	75	42.57
4	ESI(As per rules)	0	0	21.28	10.64
5	Bonus	0	0	22.42	22.42
6	TOTAL per shift	943	814	773.7	403.13

- Refer Point No. 4 in the NOTES given below:
- EPF- 13% salary ceiling Rs.15000 pm (for 26 Days)
- ESI- 3.25% salary ceiling for eligibility up to Rs.21000 pm
- Bonus-Eligibility up to Rs.21000 pm @8.33% on Rs.7000 pm/ 26 days

MONTHLY CHARGES:

Sl No.	Category	Total amt quoted per shift (a)	Total No. of personnel required (b)	Total per day (c)= a x b Rs.	Total for a month (d)= (c)x26 Rs.
7	Supervisor		1		
8	Office Upkeep Service + Guest House Care- taker		99		
9	House-keeping service 8 Hrs duty		10		
10	House keeping service 4 Hrs duty		18		

11	Total per month (Sl no. 7 to 10)	Rs.
12	SERVICE CHARGES	Rs.
13	TOTAL (Sl. No..11 + 12) (In words and Figures)	Rs. (Rupees)

Signature of Authorised person:
NAME/DESIGNATION AND
SEAL OF THE FIRM/COMPANY

NOTES:

- Agency Commission / Administration charges will remain fixed as percentage of Sl. No.11 above, irrespective of any increase/decrease in the rates of wages throughout the tenure of the agreement. The minimum wages as per Central / State whichever is higher is to be paid. Copies of both Central & State Governments notifications to be enclosed.
- Service charges should include contractor's costs towards all other STATUTORY BENEFITS TO PERSONNEL engaged including Group Insurance of Rs. 2 Lac per employee with accident insurance as well as all other expenses likely to be incurred by him for PROVIDING Office Upkeep/ Housekeeping / Guest House Caretaker Services including Costs to be incurred for Uniforms, Identity cards and any other item/s required for rendering the Housekeeping services as per terms and conditions of contract but excluding the Minimum wages payable, ESI, EPF and Bonus for the actual number of personnel & wage of one Supervisor deployed by the contractor for providing the services.
- Contractor's service charges for rendering house-keeping services cannot be zero or less than 3% of the Total as per Sl.No.11 of Financial Bid mentioned above.** Tenderers quoting less than the Central Minimum wages or less percentage of PF/ESI/Bonus or service charge less than 3% will not be considered.
In case of identical lowest bid by more than one bidder, the selection will be made by giving priority to the Service Provider having more average Turnover for the three previous years 2021-22, 2022-23 and 2023-24.
The lowest bidder will be arrived at by the Total monthly cost as per Sl.No.13 of the Financial Bid.
- The billing and payment will depend on actual manpower including the Supervisor deployed by contractor and their stipulated minimum wages according to their respective category based on

working hours. The monthly wages are arrived in financial bid above by multiplying per day wages of respective category by 26.

5. Payment will be made on production of documentary evidence of payments of wages and other statutory payments to the personnel deployed by the contractor including PF, ESIC, Bonus etc.
6. Minimum Wages, VDA, EPF , ESIC & Bonus paid to deployed personnel shall be as per applicable Act. A copy of Government notification in respect of the above said items shall be enclosed with the financial bid.
7. All the housekeeping services will be provided for Five days a week. Housekeeping staff deployed by the agency shall be required to work in for Five days a week from Monday to Friday as per time schedule shown in Form E, SCOPE OF THE WORK. The manpower will be called upon to perform duties on Saturdays, Sundays & other holidays whenever required.
8. If there is any discrepancy in the rates quoted in figures and in words, the rates quoted in words only will be considered as valid quote.
9. TDS at applicable rates will be recovered from the amounts payable.
10. For Administrative purpose, all locations shown under Form D will be treated as Area under Category “B” and equal daily wages will be paid irrespective of the location where the services are provided by the Agency.
11. The cleaning materials will be procured and supplied by the office.
12. Adherence to Statutory requirements is the sole responsibility of the Service Provider.

This is to certify that I / We before signing this tender have read all forms and annexures which are part of this contract and fully understood all the terms and conditions of the contract and undertake myself / ourselves to abide by them.

I/ We confirm that the payments shown in the Financial Bid are in accordance with The Minimum wages Act as prescribed under the notified Minimum Wages as per Central Government Guidelines and Labour laws and Statutory laws.

Dated at on th Day of 2025.

Signature of Authorised person:
AUTHORISED SIGNATORY

NAME/DESIGNATION AND

SEAL OF THE FIRM/COMPANY

OS Department, Divisional Office, “Jeevan Prakash”, M G Road, Ernakulam, 682011
Ph. 0484 2362361, e-mail ID : os.ernakulam@licindia.com

Annexure – A: PRE CONTRACT INTEGRITY PACT

General:

This pre-bid pre-contract Contract (hereinafter called the Integrity Pact) is made on..... day of the month of202 , between, on one hand, the Life Insurance Corporation of India (hereinafter referred to as “LIC”) a statutory Corporation established under section 3 of Life Insurance Corporation Act 1956 (XXXI of 1956) and having its LIC Divisional office at Ernakulam,”Jeevan Prakash”, MG Road, Ernakulam, 682011 (hereinafter called the “BUYER” which expression shall mean and include, unless the context otherwise requires, his successors in office assigns) of the First part. And M/s _____ represented by Shri..... (hereinafter called the “BIDDER /SELLER” which expression shall mean and include, unless the context otherwise requires, his successors and permitted assigns) of the Second part.

WHEREAS the BUYER proposes to procure Housekeeping/ Office upkeep/ Guest House Caretaker services for its LIC Buildings at Ernakulam and Alappuzha Districts and the BIDDER/Seller is willing to offer/has offered the Housekeeping services for its buildings which comes under Ernakulam Divisional Office and WHEREAS the BIDDER is a private company/ public company/Government undertaking/ partnership/registered export Contractor, constituted in accordance with the relevant law in the matter and the BUYER is performing its function under the LIC Act 1956.

NOW, THEREFORE,

To avoid all forms of corruption by following a system that is fair, transparent and free from any influence/prejudiced dealings prior to, during and subsequent to the currency of the contract to be entered into with a view to:-

Enabling the BUYER to obtain the desired said services at a competition price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement, and Enabling BIDDERS to abstain from bribing or indulging in any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and the BUYER will commit to prevent corruption, in any form, by its officials by following transparent procedures.

The parties hereto hereby agree to enter into this Integrity Pact and agree as follows:-

Commitments of the BUYER

1.1 The BUYER undertakes that no official of the BUYER, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour or any material or immaterial benefit or any other

advantage from the BIDDER, either themselves or for any person, organisation or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting on implementation process related to the contract.

1.2 The BUYER will, during the pre-contract stage, treat all BIDDERS alike and will provide to all BIDDERS the same information and will not provide any such information to any particular BIDDER which could afford an advantage to that particular BIDDER in comparison to other BIDDERS.

1.3 All the officials of the BUYER will report to the appropriate “CVO” any attempted or completed breaches of the above commitments as well as any substantial suspicion of such a breach.

2. In case any such preceding misconduct on the part of such official(s) is reported by the BIDDER to the BUYER with full and verifiable facts and the same is prima facie found to be correct by the BUYER, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by the BUYER and such a person shall be debarred from further dealings related to the contract process. In such a case while an enquiry is being conducted by the BUYER the proceedings under the contract would not be stalled.

Commitments of BIDDERS

3. The BIDDER commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following:-

3.1 The BIDDER will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER, connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.

3.2 The BIDDER further undertakes that it has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER or otherwise in procuring the Contract or forbearing to do or having done any act in relation to the obtaining or execution of the contract of any other contract with the government for showing or forbearing to show favour or disfavor to any person in relation to the contract of any other contract with the Government.

3.3 Foreign BIDDERS shall disclose the name and address of their Indian agents and representatives in India, and Indian BIDDERS shall disclose their foreign BUYERS or associates.

3.4 BIDDERS shall disclose the payments to be made by them to their Foreign BIDDERS shall disclose the name and address of their Indian agents and representatives in India and Indian BIDDERS shall disclose their foreign BUYERS or associates. agents/brokers or any other intermediary, in connection with this bid/contract.

3.5 The BIDDER further confirms and declares to the BUYER that the BIDDER is the original owner of the Contractor/ firm /company providing Housekeeping Services and has not deployed any individual or firm or company whether Indian or foreign to intercede, facilitate or in any way to recommend to the BUYER or any of its functionaries, whether officially or unofficially to the award of the contract to the BIDDER, nor has any amount been paid, promised or intended to be paid to any such individual, firm or company in respect of any such intercession, facilitation or recommendation.

3.6 The BIDDER, either while presenting the bid or during pre-contract negotiations or before signing the contract, shall disclose any payments he has made, is committed to or intends to make to officials of the BUYER or their family members, agents, brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.

3.7 The BIDDER will not collude with other parties interested in the contract to impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.

3.8 The BIDDER will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.

3.9 The BIDDER/Contractor will not commit any offence under the relevant India penal code (IPC) /Provision of corruption (PC) act .Further improperly, for purposes of competition or personal gain, pass on to others, any information provided by the BUYER as part of the business relationship, regarding plans, technical proposals and business details, including information contained in any electronic data carrier. The BIDDER also undertakes to exercise due and adequate care lest any such information is divulged.

3.10 The BIDDER commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.

3.11 The BIDDER shall not instigate or cause to instigate any third person to commit any of the actions mentioned above.

3.12 If the BIDDER or any employee of the BIDDER or any person acting on behalf of the BIDDER, either directly or indirectly, is a relative of any of the officers of the BUYER, or

alternatively, if any relative of an officer of the BUYER has financial interest/stake in the BIDDER's firm, the same shall be disclosed by the BIDDER at the time of filing of tender.

The term 'relative' for this purpose would be as defined in section 6 of the Companies Act 1956.

3.13 The BIDDER shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee or the BUYER.

4. Previous Transgression

4.1 The BIDDER declares that no previous transgression occurred in the last three years immediately before signing of this Integrity Pact, with any other company in any country in respect of any corrupt practices envisaged hereunder or with any Public Sector Enterprise in India or any Government Department in India that could justify; BIDDER's exclusion from the tender process.

The BIDDER agrees that if it makes incorrect statement on this subject, BIDDER can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.

Earnest Money Deposit/ Security Deposit:

5.1 Earnest Money Deposit of Rs.1,00,000/- will be paid along with the Tender. However, in lieu of the EMD, Tenderer has to submit a "BID SECURITY DECLARATION" as per Annexure C on the letter head of the Company/ Firm if concession for MSME is applicable. The successful bidder shall deposit 3.5% of contract value being Security Deposit and the amount is to be remitted as detailed below:

- (i) Bank Draft of Pay Order in favour of LIC of India payable at Ernakulam for Rs. 2,00,000/-.
- (ii) Rs. 8,00,000/- by way of a confirmed guarantee by an Indian Nationalized Bank, promising payment of the guaranteed sum to the BUYER on demand within three working days without any demur whatsoever and without seeking any reasons whatsoever. The demand for payment by the BUYER shall be treated as conclusive proof of payment.
- (iii) Any other mode or through any other instrument (to be specified in the RFP/Tender:

5.2 The Earnest Money /Security Deposit shall be valid up to the complete conclusion of the contractual obligations to the complete satisfaction of both the BIDDER and the BUYER, including warranty period, which ever is later.

5.3 In case of the successful BIDDER a clause would also be incorporated in the Article pertaining to Performance Bond in the Purchase Contract that the provisions of sanctions for

Violation shall be applicable for forfeiture of Performance Bond in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.

5.4 No interest shall be payable by the BUYER to the BIDDER on the Security Deposit for the period of its currency.

6. Sanctions for Violations:

6.1 Any breach of the aforesaid provisions by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER) shall entitle the BUYER to take all or any one of the following actions, wherever required:-

(i) To immediately call off the pre contract negotiations without assigning any reason or giving any; compensation to the BIDDER. However, the proceedings with the other BIDDER(s) would continue.

(ii) The Earnest Money Deposit (in pre-contract stage) and/or Security Deposit/ Performance Bond (after the contract is signed) shall stand forfeited either fully or partially, as decided by the BUYER and the BUYER shall not be required to assign any reason therefore.

(iii) To immediately cancel the contract, if already signed, without giving any compensation to the BIDDER.

(iv) To recover all sums already paid by the BUYER, and in the case of an Indian BIDDER with interest thereon at 2% above the prevailing Prime Lending Rate of State Bank of India, while in case of a BIDDER from a country other than India with interest thereon at 2% above the LIBOUR (London Inter Bank Offer Rate). If any outstanding payment is due to the BIDDER from the BUYER in connection with any other contract for any other stores, such outstanding payment could also be utilized to recover the aforesaid sum and interest.

(v) To encash the advance bank guarantee and performance bond/warranty bond, if furnished by the BIDDER, in order to recover the payments, already made by the BUYER, along with interest.

(vi) To cancel all or any other contracts with the BIDDER. The BIDDER shall be liable to pay compensation for any loss or damage to the BUYER resulting from such cancellation/recission and the BUYER shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER.

(vii) To debar the BIDDER from participating in the future bidding processes of LIC for a minimum period of five years which may be further extended at the discretion of the BUYER.

(viii) To recover all sums paid in violation of this Pact by BIDDER(s) to any middleman or agent or broker with a view to securing the contract.

(ix) In cases where irrevocable Letters of Credit have been received in respect of any contract signed by the BUYER with the BIDDER, the same shall not be opened.

(x) Forfeiture of Performance Bond in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this pact.

6.2 The BUYER will be entitled to take all or any of the actions mentioned at para 6.1(i) to (x) of this pact also on the Commission by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER), of an offence as defined in chapter IX of the Indian Penal code, 1860 or Prevention of Corruption Act, 1988 or any other statute enacted for prevention of corruption.

6.3 The decision of the BUYER to the effect that a breach of the provisions of this pact has been committed by the BIDDER shall be final and convulsive on the BIDDER. However, the BIDDER can approach the Independent Monitor(s) appointed for the purposes this Pact.

7. Fall Clause:

7.1 The BIDDER undertakes that it has not supplied/is not supplying similar product/systems/items or subsystems at a price lower than that offered in the present bid in respect of any other Ministry/Department of the Government of India or PSU and if it is found at any stage that similar product/systems or sub systems/items was supplied by the BIDDER to any other Ministry/Department of the Government of India or PSU at a lower price, then that very price, with due allowance for elapsed time, will be applicable to the present case and the difference in the cost would be refunded by the BIDDER to the BUYER, if the contract has already been concluded.

8. Independent Monitors:

8.1 The BUYER has appointed (hereinafter referred to as Monitors) for this Pact in consultation with the Central Vigilance Commission.

Name address of the Monitor(s):

1 Shri. Arun Chandra Verma, IPS (Retd)
Flat No.C-1204, C Tower, Amrapali
Platinum Complex, Sector-119
Noida (U P)

E Mail : acvermal@gmail.com

2. Shri. Jose T Mathew, IFS (Retd)
House No.37/930, Ebrahim Pillai Lane
Via Kakkanad, Thrikkakara – 682021
Ernakulam Dist., Kerala
Email : jtmat507@gmail.com

8.2 The task of the Monitors shall be to review independently and objectively, whether and to what extent the parties comply with the obligations under this Pact.

8.3 The Monitors shall not be subject to instructions by the representatives of the parties and perform their functions neutrally and independently. It will be obligatory for him to treat the information & documents of the Bidder /Contractor as confidential.

8.4 Both the parties accept that the Monitors have the right to access all the documents relating to the project/procurement, including minutes of meetings.

8.5 As soon as the Monitor notices, or has reason to believe, a violation of this pact, he will so inform the Authority designated** by the BUYER.

8.6 The BIDDER(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the BUYER including that provided by the BIDDER. The BIDDER will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontractors. The Monitor shall be under contractual obligation to treat the information and documents of the BIDDER/Subcontractor(s) with confidentiality.

8.7 The BUYER will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the parties. The parties will offer to the Monitor the option to participate in such meetings.

8.8 The Monitor will submit a written report to the designated authority** of BUYER /Secretary in the Department/ within 8 to 10 weeks from the date of reference or intimation to him by the BUYER /BIDDER and, should the occasion arise, submit proposals for correcting problematic situations.

9. Facilitation of Investigation: In case of any allegation of violation of any provisions of this pact or payment of commission, the BUYER or its agencies shall be entitled to examine all the documents including the Books of Accounts of the BIDDER. The BIDDER shall provide necessary information and documents in English and shall extend all possible help of the purpose of such examination/inspection.

10. Law and Place of Jurisdiction:

This Pact is subject to Indian Law. The place of performance and jurisdiction is the seat of the BUYER.

11. Other Legal Actions: The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extent law in force relating to any civil or criminal proceedings.

Validity:

12.1 The validity of this Integrity Pact shall be from date of its signing and extend up to 5 years or the complete execution of the contract to the satisfaction of both the BUYER and the BIDDER/Seller, including warranty period, whichever is later. In case

BIDDER is unsuccessful, this Integrity Pact shall expire after six months from the date of the signing of the contract.

12.2 Should one or several provisions of this Pact turn out to be invalid; the remainder of this pact shall remain valid. In this case, the parties will strive to come to an Contract to their original intentions.

13. The parties hereby sign this Integrity Pact at.....on.....

BUYER

BIDDER

Name of the Officer:

CEO

Designation Deptt./MINISTRY/PSU

Witness

1..... 1.....

2..... 2.....

(* Provisions of these clauses would need to be amended/deleted in line with the policy of the BUYER in regard to involvement of Indian agents of foreign suppliers.)

** Please specify the “Name of Authority” in place of “Authority Designated” wherever mentioned in the Contract)

Annexure B

DETAILS OF LEADING EXISTING CLIENTS (where more than 50 personnel are engaged by the Bidder.

Name and Address of the Company	Name, designation of contact person with telephone no. and email ID	Date of award of Contract	Area allotted for Housekeeping job	Number of personnel and supervisor deployed	Total Annual Contract Value(in lacs)

(Please give the above information separately on company's letter head and also attach letters from each of the above clients mentioning testimony of the work undertaken under housekeeping contract for their respective sites) .

ANNEXURE C

“BID SECURITY DECLARATION” By Vendor to L.I.C. OF INDIA (To be typed in the Letter Head of the Firm/ Agency)

To

The Sr. Divisional Manager,
Life Insurance Corporation of India,
“Jeevan Prakash”, PB No.1133,
M.G.Road, Ernakulam – 682011

Dear Sir,

Sub: “BID SECURITY DECLARATION” - on Tender for ANNUAL CONTRACT FOR HOUSE KEEPING/ OFFICE UPKEEP AND GUEST HOUSE CARE TAKER SERVICES at Offices of Life Insurance Corporation of India under Ernakulam Division

With reference to the captioned tender, I/We hereby declare that I/We will not withdraw or modify our Bid during the period of validity etc., Further, I/we hereby accept that in case of violation of the above from my/ our part my/our Firm/ Agency will be liable to be suspended as specified in the Tender Document.

Dated at this Day of 2025

Authorized Signatories

(Name and Designation, Signature, Seal of the Firm/ Company)

OS Department, Divisional Office, “Jeevan Prakash”, M G Road, Ernakulam, 682011
Ph. 0484 2362361, e-mail ID : os.ernakulam@licindia.com

ANNEXURE D : PENALTY:

A	Delay/ Non performance in providing services as per the specified time schedule	Rs. 50/- per item for each day of delay/ non performance.
B	Misuse (consumption of alcohol etc....of any space /room/ Entry of any unauthorized person	Rs. 1000 per day
C	Non attending the daily cleaning, mopping, sweeping, dusting etc	Rs 50/- per complaint
D	Non cleaning of Toilets daily twice during the office hours (Morning and afternoon)	Rs. 50/- per complaint per occasion or per toilet
E	Non cleaning of cobwebs, fans and tube lights , window frames, shutters, Vertical Blinds, doors in each Quarter	Rs 100/- per complaint
F	Non cleaning of roof / terrace of Buildings	Rs. 500/- per instance per building.
G	Non wearing of ID card/uniform by staff of contractor.	Rs 200/- per person per month for each branch and Satellite office (Every Unit)
H	Non visit of contractor or his authorized person to LIC Branch and Satellite office premises at least once in a month	Rs 500/- per Branch and Satellite office
I	Salaries to the staff to be paid on or before 7 th of the following month	Failure for payment of salaries on or before 7 th of the following month – Penalty of Rs.5000/- per month will be imposed.
J	On surprise check on any day, if there is difference in attendance sheet and physical presence of staff.	Minimum wages of the no. of persons will be reduced / deducted and penalty of Rs. 500/- + GST per occasion will be imposed.
K	Goods and Service Tax	Non uploading of GSTR 3B in the relevant website which is mandatory and non providing of GSTR- 1 to LIC, Divisional Office, Ernakulam- Rs. 1000/- Penalty Per month
L	Any Loss or Damage caused to the LIC Offices due to the activities of workers deployed by the Agency (Intentionally or Un-intentionally) or loss in any other ways caused by the Agency/Workers	To the extent of loss , the amount will be recovered from Security Deposit / Bills amount . And the Agency should change the worker immediately.

ANNEXURE – E

AFFIDAVIT

(To be executed on stamp paper of appropriate value)

I / We, authorized representative ofIndian
Company /Sole Trading Company / Partnership Firm,
Registered with bearing Registration Number
having office at ERNAKULAM at

Whereas Life Insurance Corporation of India has floated a tender for House Keeping Services/
Office upkeep/ Guest House Care Taker and in respect of the same, I / we being one of the
Tenderer, confirm that

I/ We strictly follow various laws as mentioned in para 18 of General Rules and Instructions,
Para 24(3) of General Conditions and other pages of this tender and that yhe documents
submitted along with the Tender are under his knowledge and are authentic, genuine, copy of
their originalsand no part of them is false, forged or fabricated.

I / We being employer further state that I / we shall indemnify Life Insurance Corporation of
India against all claims, which may be made upon the Life Insurance Corporation of India, I
/ we hereby empower “ Life Insurance Corporation Of India” to deduct the amount of any
damages, compensation costs, charges and expenses arising or occurring of any claim of
damages, Penalty imposed, from any sum or sums due or to become due to us.

I / We state that Life Insurance Corporation of India has considered my / our bid on the basis
of the statement made by me /us in this Affidavit. I / We further state that noncompliance of
any provisions, being a statutory requirement, any misstatement made shall be sufficient
reason for Life Insurance Corporation of India to terminate the contract, besides taking
recourse to other legal remedies available in the contract.

I/We hereby confirm that we have not been blacklisted by LIC or any PSU/BFSI organization/
Government /Semi Govt./Quasi Govt. Departments in India, as on date of submission of bid in
response to the above Tender.



I/We hereby confirm that we have an operating office at Ernakulam/ we undertake to commence our operating office at Ernakulamwith in 60 days from the date of award of the tender.

Dated at on day of 2025.

Signature of the Vendor
NAME
DESIGNATION AND
SEAL OF THE FIRM / COMPANY

Signed Before me

(Name, Signature and seal of the Notary)