



LIFE INSURANCE CORPORATION OF INDIA
Guwahati Divisional Office, “JEEVAN PRAKASH”, S. S. Road, Fancy Bazar,
Guwahati, Assam, Pin: 781001

TENDER NOTICE

Date:06.08.2025

Tender No.GDO/OS/STORE/OPEN TENDER/01

Sr. Divisional Manager, LIC of India, Guwahati Divisional Office, invites sealed Tenders for providing Catering, Services at our Sales Training Centre, LIC of India, “Jeevan Prakash”, Fancy Bazar and STC Hostel at Panbazar, Guwahati. The tenders are invited in the prescribed format under two bid system – Technical Bid (Part I) and Financial Bid (Part II) – from the Agencies / Individuals possessing valid Registration & License under Labour Department, Central/Assam Govt. and rules framed there under & other relevant statutes including the ESI Act 1948 and EPF Act 1952, for providing Catering Services in the STC AND STC Hostel, for a period of One year extendable upto One year + One year, two times under the same terms and conditions subject to satisfactory service.

Bidder should qualify the eligibility criteria as stated in the tender document , otherwise bid will be rejected.

The Tender Document can be obtained from **08.08.2025 to 26.08.2025** during office working hours, from the OS Department , LIC of India, “Jeevan Prakash”, Fancy Bazar, SS Road,Guwahati -01 by depositing a non-refundable amount of **Rs.118/- (Rupees One Hundred Eighteen only) Rs 100 + Rs. 18 (GST)** at our Cash Counter for purchasing the Tender Document.

The Tender Document can also be downloaded from the website www.licindia.in. In case, the tender document is downloaded, the tender fee of **Rs 118/- (Rupees One Hundred Eighteen only) Rs 100 + Rs. 18 (GST) (non-refundable)** should be paid through a separate demand draft drawn on any Nationalized Bank favoring “Life Insurance Corporation of India” payable at Guwahati which should be enclosed with Technical Bid. The Tenders for which Tender Fee is not paid will be disqualified.

The tender containing separate sealed envelopes (marked “Technical Bid Part-I”&“Financial Bid Part-II” respectively) should be submitted in a third sealed envelope marked on top “Tender for Providing Catering Services at LIC, STC, Guwahati” with the name, address and telephone number of the Bidder at the bottom of the cover on the left. The complete sealed tender addressed to **Manager(OS), ,LIC of India, Guwahati Divisional Office, “Jeevan Prakash”, S S Road, Fancy Guwahati-781001** should be dropped in the locked tender box available in the office or reach the above mentioned address by 4:00 pm on **27.08.2025**. LIC, Guwahati DO will not be responsible if the tenders are delivered elsewhere or are not delivered on time due to postal or any other delays. It is



LIFE INSURANCE CORPORATION OF INDIA

**Guwahati Divisional Office, "JEEVAN PRAKASH", S. S. Road, Fancy Bazar,
Guwahati, Assam, Pin: 781001**

reiterated that tenders received after the stipulated date & time will not be accepted.

Tender will be opened in presence of representative from the vendors (if any) at 3 pm on 28.08.2025

Tenders are not transferable under any circumstances.

All information with regard to any modification/amendment/extension of dates etc. in respect of this tender, till the tender process is completed, will be uploaded on the website www.licindia.in.

Date:-06.08.2025

**SR.DIVISIONAL MANAGER
LIC of India, Guwahati Division**



LIFE INSURANCE CORPORATION OF INDIA

**Guwahati Divisional Office, “JEEVAN PRAKASH”, S. S. Road, Fancy Bazar,
Guwahati, Assam, Pin: 781001**

TERMS & CONDITION OF BID FOR CATERING SERVICE AT STC GUWAHATI & HOSTEL

- 1.Term of the contract (period)** The contract shall be for a period of one years. There will be a provision to renew the contract for two more years on yearly basis on existing terms and conditions subject to satisfactory service.
- 2. Number to be supplied** – Actual number of candidates per session and/ or as per order placed. Order will be placed before 3-4 hours of serving time. The bill will be settled on this basis only.
- 3.System of Bid:** The bid will be Two Packet Bid (Technical & Financial). The participating bidders must submit bid in two different envelopes (technical and financial). The financial bids will be opened for only of those vendors who are found qualified in technical bid.
- 4.Rate:** The rate should be quoted in the provided format. Evaluation will be done on the basis of Total Quoted Rate and not item wise. The quoted rate must be inclusive of all charges and taxes , if any but exclusive of GST.
- 5.Pre-Bid meeting:** 14.08.2025 at 3 PM. Venue: STC, Guwahati, Jeevan Prakash, S S Road, Fancy Bazar, Guwahati, 781001.
- 6.Earnest Money Deposit:** The participating Bidders must deposit an amount of **Rs.67500.00** as EMD/Security Deposit in a Demand Draft favouring LIC of India payable at Guwahati which will be refunded/ adjusted as Performance Security. The Demand Draft must be enclosed in the envelop containing Technical Bid. Non deposit of EMD will lead to disqualification of the vendor. The registered MSME vendors will be exempted from paying the EMD. Such vendors must submit Udyam Certificate/MSME Registration certificate to claim the exemption.
- 7.Performance Security:** The successful vendor must deposit 3% of the Bid Value as Performance Security within 7 days of receiving the offer letter through Demand Draft favouring LIC of India and payable at Guwahati.
- 8.Integrity pact:** The participating bidder must execute an Integrity Pact with LIC in a supplied format.
- 9.Exemption to MSME:** Participating MSME Vendors having valid MSME Certificate/Udyam Registration will be exempted from Condition of Minimum Experience & Turnover and also from Depositing EMD.
- 10.Servicing Times:**
 - a) **Bed Tea:** Sachet of Tea/Coffee , Sugar etc need to be provided at **Panbazar, Guwahati**
 - b) **Breakfast:** To start at 8.00 am and finish by 9.00 am **at the Hostel at Panbazar, Guwahati**
 - c) **Tea/ Coffee Break :** At 11.30 am & 3.30 pm **at STC, Guwahati, Fancy Bazar**
 - d) **Lunch:** To be ready by 1 pm, to be finished by 2.30 pm **at STC, Guwahati, Fancy Bazar**
 - e) **Afternoon Tea & Snacks: 5.30 pm to 7.00 pm** **at the Hostel at Panbazar, Guwahati**
 - f) **Dinner:** To start by 8.30 pm to 9.30 pm **at the Hostel at Panbazar, Guwahati.** Dining Hall will be closed by 10 pm
- 11.Venue:** STC , Guwahati , Fancy Bazar & STC Hostel at Panbazar, Guwahati.



LIFE INSURANCE CORPORATION OF INDIA

**Guwahati Divisional Office, "JEEVAN PRAKASH", S. S. Road, Fancy Bazar,
Guwahati, Assam, Pin: 781001**

12.Utensils: All types of utensils, cookeries and disposable items , serving plate, bowl etc as required should be supplied by the caterer. Food should be prepared at vendors premise and bring to the venue at casserole.

13. Cleaning of wastage, servicing tables and servicing area shall be the caterer's responsibility

14.Details of catering items is mentioned below:-

A: BREAKFAST

4(four) Pieces of Poori /2 Pieces of Roti or Paratha with adequate Vegetable and one piece Sweet with Tea/Coffee **OR** 3 Pieces Bread with Butter , 1 Banana & 1 Egg served alternately.

B: LUNCH:-Good quality Rice (Aijung Mosuri etc), Handmade Roti and fresh baked Dal and bhaji (to be changed every day)

Vegetable side dish:

2 (two) items from the following options out of which ONE PONEER item is must:- (1) Paneer Butter Massala (2) Palak Poneer (3) Rajma Channa Masala (5) Chilli Mashroom (6) Seasonal Mixed vegetable (7) Vendi Masala (8) Brinjal Varta (9) Phul kabi Masala, (20) Cabage motor Green Salad : Containing slices of green cucumber, onion , tomato carrot etc. & Chatni, Papad (one) piece Sweet : Rosogolla/ Lal Mohon/ Kalakand/ Gulab Jamun /Curd.

Non Vegetable side dish:

1 (one) Vegetable item from above and 1(one) piece fish of 100 gram or chicken 150 gram: Fish Masala/ Fish Curry of Rohu/ Barali/ Kurhi/ Bhakua/ Aari / Lasim/ Bhangan etc **OR** Chicken curry, Chicken butter masala, etc.

Green Salad : Containing slices of green cucumber, onion , tomato carrot etc. & Chatni, Papad

1 (one) piece Sweet : Rosogolla/ Lal Mohon/ Kalakand/ Gulab Jamun /Curd.

C:TEA/COFFEE SNACKS:

To be served 2 (two) times: Hot Tea/Coffee along with branded standard size 2(two) Pieces salted Biscuits/ branded standard size 2(two) Pieces sweet Biscuits each time.

D: AFTERNOON SNACKS :-

Samosa/ Cutlet(non-veg) (1big size)/ Paneer Pakora(4/6 pcs)/ Nimki / Vada(2 pcs) Tea/Coffee

E: DINNER :-

Good quality Rice (Aijung Mosuri etc), Handmade Roti and fresh baked Dal and bhaji (to be changed every day)

Vegetable side dish:

2 (two) items from the list of the items as mentioned under Lunch above.

SPECIAL - Vegetable side dish: One special Paneer /Mushroom item in addition to 2 (two) other items as above.

Green Salad: Containing slices of green cucumber, onion , tomato carrot etc. & Chatni, Papad

1 (one) piece Sweet: Rosogolla/ Lal Mohon/ Kalakand/ Gulab Jamun etc.

F: MORNING BED TEA:

Should be provided 1 Sachet of Tea/Coffee, 1 Sachet of Milk Powder, 1 sachet of Sugar and 2 Nos of Branded Biscuit everyday in the rooms per participant.

15. The CATERER/SERVICE PROVIDER/ CONTRACTOR must have the proper arrangements in place to ensure that the items are served at the convenience of the participants, at the Dinner time . No cooking facility will be provided by LIC. Only serving space will be provided.



LIFE INSURANCE CORPORATION OF INDIA

**Guwahati Divisional Office, “JEEVAN PRAKASH”, S. S. Road, Fancy Bazar,
Guwahati, Assam, Pin: 781001**

16. The CATERER/SERVICE PROVIDER/ CONTRACTOR must serve food as buffet .
17. The participating vendor must have establishment in Guwahati Municipal Area and must submit Trade License issued by GM C as supporting documents.
18. FSSAI standard of catering shall be maintained for all items with due regard to quality and purity of food stuff, quality and quantity of dishes, cleanliness in preparation and handling of food items and utmost courtesy of services. The contractor shall always maintain good and sufficient supply of all articles, food stuffs for the catering and the same shall be kept in a proper hygienic manner. The contractor should have adequate staff to maintain the service properly.
19. The quotation must be inclusive of all (except GST) like carrying charges, cost of disposable tea cups/drinking glasses, service charges and taxes etc.
20. While calculating cost, the vendor has to factor in everything like cost of all food materials, his own service charge and number of workers to be employed by him.
21. Vendor should submit GST Invoice copy towards Monthly Food bill
22. Usually the training sessions are conducted throughout the year, but the number of trainees may vary from time to time . The monthly average minimum participants in 15 Nos.
23. The Selected vendor should be ready to Start their Catering Service immediately within one(1) week From the date of issuance of work order.
24. The Corporation insists on the highest quality in preparation of foodstuff and also the associated services. The contractor should attend the meeting whenever he is called upon to do so. This is mainly to keep a check on the quality and the quantity of food to be served. If the quality/quantity of food served or service rendered by the contractor is not satisfactory at any point of time, the Sr. D.M. Guwahati or any one authorized by him/her or by the Corporation is entitled to withhold the contractor's bills, demand compensation from the contractor, the quantum of which may be decided from time to time by the competent authority impose penalties, or take any other action deemed necessary including termination of the contract with due notice to the contractor. In particular, penalties will be raised in case of the following deficiencies: Stale food, Unhygienic food, Inadequate food ,Failure to serve within prescribed hours, Deviation from prescribed Menu
- Penalty will be charged up to 25% of the entire catering bill for the date of such incidence for all the training sessions running on that date.

OR

A recovery in terms of the percentage of total food bill for each session shall be effected as per the table given below if the feedback is equal to or more than 50% of the participants giving 'Below Average/poor' Ratings with regard to the quality of food served to them.

Sl.	Percentage of participants giving 'Below Average/poor' Ratings in a session	Recoverable % of total food bill for the respective session
	50%	10%



LIFE INSURANCE CORPORATION OF INDIA

**Guwahati Divisional Office, “JEEVAN PRAKASH”, S. S. Road, Fancy Bazar,
Guwahati, Assam, Pin: 781001**

In the event of persistent adverse ratings per week, a penalty higher than that specified above may be imposed by the Competent Authority.

25. The participating bidder(s) may visit the premises etc., where the services are required to be offered during the first 7 working days from the Tender invitation date between Monday to Friday 10AM to 5 PM with prior intimation in writing to STC, Guwahati authorities.

[Permission may be sought by Email to stc.guwahati@licindia.com]

26. Manager (OS) Guwahati Divisional Office, 4th floor, Fancy Bazar, Guwahati may be contacted in mobile no 9007638401 or email: os.guwahat@licindia.com regarding any query in regards to the tender.

27. The Sr. Divisional Manager, LIC of India, Guwahati Division reserves the right to call for any additional documents, at any point of time from the vendors.

28. Sr. Divisional Manager, LIC Guwahati Division reserves the right to change the relevant dates; and add or delete any condition to accept or reject all or any of the applications; or cancel all tenders without assigning any reasons whatsoever, at any point of time.

29. No communication shall be made from this office to the caterer whose quotation could not be accepted.

Date:-06.08.2025

**SR.DIVISIONAL MANAGER
LIC of India, Guwahati Division**



LIFE INSURANCE CORPORATION OF INDIA

**Guwahati Divisional Office, “JEEVAN PRAKASH”, S. S. Road, Fancy Bazar,
Guwahati, Assam, Pin: 781001**

Eligibility Criteria and Other Requirements

1. The applicant must be a Company / Partnership firm / Sole proprietorship / Individual Registered and Licensed for carrying out Catering jobs based in Guwahati.
2. The interested vendor should have establishment within Greater Guwahati City.
3. The applicant must have a proven track record of rendering Catering services to reputed clients (At least 3 years experience in Catering services).
4. The applicant must have average annual turnover of at least **Rs.3 lakhs** per year during the last three financial years.
5. The Bidder shall be compliant to the remuneration of his employees as per Minimum Wages Act, 1948 & Minimum Wages (Central/ state) Rule, whichever is higher.
6. The applicant must not have been at any time declared as insolvent or convicted for any offence by any Authority. Bidder should not be declared defaulter in respect of payment of Minimum Wages, PF, ESIC and other statutory liability in respect of the workmen and no proceeding for attachment be pending against the Bidder.
7. The applicant shall comply with all the requirements of Contract labour law (Regulation & abolition) Act, 1970 & obtain all licences /approvals /permissions from Govt. of Assam to carry on the business of Catering services.
8. The applicant should not have rescinded/abandoned any Catering contract awarded by any of his clients before the expiry of prescribed period of contract.
9. The applicant does not suffer/ has not suffered any disqualification to render the Catering services at any time in respect of matters not enumerated herein.
10. The applicant should not be a party to any cartel for processing this contract under the present Tender. Joint Venture / multiple entities shall NOT be allowed to submit the Tender.
11. The rates to be quoted shall be inclusive of all i.e., providing Catering services/ cleaning/disposal of garbage / and inclusive of all taxes, charges, levies etc., if any, but excluding GST .
12. Any tender not complying with requirements/conditions either wholly or partially shall be liable for rejection.
13. The Tenders from Individual/Firm/Organization including its Partners / Shareholders / Principals who have been blacklisted/prosecuted or under prosecution by any departments / Statutory Bodies anywhere in India or by any Court of Law, shall not be considered.
14. Any dispute arising out of or relating to this tender shall be deemed to have arisen in STC Guwahati & shall be subject to adjudication of a competent court in Guwahati only.
15. Estimated Bid Value: - **Rs.2250000/-** for one year contract period.
16. DD / NEFT of **Rs.67500.00** as EMD (Earnest Money Deposit) favouring “LIC Of India” payable at Guwahati must be attached with technical bid documents. However, MSME/NSIC units are exempted from submission of EMD.
17. Within 15 days from the date of issue of work order/award letter, the successful bidder shall furnish a Security Deposit cum Performance Guarantee for a value of 3% of the total contract price in the form of Demand Draft payable at Guwahati in favour of LIC of India **(OR)** in the form of Bank Guarantee in favor of “Senior Divisional Manager, LIC of India, Guwahati Division, S.S. Road, Fancy Bazar, Guwahati - 781001” issued by any nationalized / scheduled commercial bank encashable at Guwahati, with a validity of 90



LIFE INSURANCE CORPORATION OF INDIA

**Guwahati Divisional Office, "JEEVAN PRAKASH", S. S. Road, Fancy Bazar,
Guwahati, Assam, Pin: 781001**

days beyond the contract period, for due fulfillment of the contract. The Performance Guarantee will be released by LIC within 2 months of successful completion of the contract period and other contractual obligations.

18. The Tenders from Individual/Firm/Organization including its Partners / Shareholders / Principals who have been blacklisted/prosecuted or under prosecution by any departments / Statutory Bodies anywhere in India or by any Court of Law, shall not be considered.
19. The Competent Authority / Corporation reserves the right to terminate / cancel the whole or part of the agreement at their sole discretion after giving one month's notice to the service provider. However the contractor can send a notice of 90 days in advance to the competent Authority for termination of the agreement.

Date:-06.08.2025

**SR.DIVISIONAL MANAGER
LIC of India, Guwahati Division**



LIFE INSURANCE CORPORATION OF INDIA

**Guwahati Divisional Office, “JEEVAN PRAKASH”, S. S. Road, Fancy Bazar,
Guwahati, Assam, Pin: 781001**

Important information for Bidders:-

1	Issue of the Tender document	08.08.2025
2	Tender document Fee	Rs.118/-(Rs100+Rs.18GST)
3	Date of Pre-bid meeting	14.08.2025, 4 pm
4	Last Date of Issue of tender Documents	22.08.2025, 5.30 PM
4	Last Date & time of submission of tender	26.08.2025, 4 PM
5	Date & Time of opening of Technical Bids	27.08.2025, 3 PM
6	Date & Time of opening of Financial Bids	Will be intimated to the Technically Qualified bidders at a later date.
7	Earnest Money Deposit(EMD)	Rs.67500.00
8	Point of Contact	G K Biswas, Manager(OS)- 9007638401 N Bhattacharyya, Mgr(Admn)- 9435733012



LIFE INSURANCE CORPORATION OF INDIA

**Guwahati Divisional Office, “JEEVAN PRAKASH”, S. S. Road, Fancy Bazar,
Guwahati, Assam, Pin: 781001**

DOCUMENTS TO BE SUBMITTED BY PARTICIPATING BIDDERS

- i) Self attested Photo copy of GST Registration. No.
- ii) Self attested Photo copy of the license from Labour Commissioner, Assam under Contract Labour (Regulation & abolition) Act, 1970
- iii) Self attested photocopy of valid and duly renewed License under Shops & Establishment Act.
- iv) CA Certified Turnover Certificate mentioning turnover of the vendor/firm.
- v) Self attested Photo copy of PAN card
- vi) Self attested Photo copy of latest / renewed copy of valid Trade License issued by Guwahati Municipal Corporation
- vii) Self attested Photo copy of valid registration with Food Safety and Standards issued by FSSAI.
- viii) Self attested Photo copy of Partnership Deed (in case of Partnership Firm) / Copy of Memorandum of Association / Article of Association in case of Company.
- ix) CBS Bank account No. with IFSC of the vendor (attach a cancelled cheque leaf & photocopy of first page of Pass Book).
- x) Self attested copies of documents in proof of being engaged in catering business for the last three Financial Year.
- xi) Self attested copy of MSME/NSIC certificate issued by the Competent Authority (for claiming exemptions)
- xii) Demand Draft of Rs.67500.00 against EMD. (Exempted if The vendor is registered MSME)
- xiii) Demand Draft of Rs.118.00 against Tender fee (In case of Tender Form downloaded from website and tender fee not paid in our cash counter.)



LIFE INSURANCE CORPORATION OF INDIA
Guwahati Divisional Office, “JEEVAN PRAKASH”, S. S. Road, Fancy Bazar,
Guwahati, Assam, Pin: 781001

FORMAT FOR TECHNICAL BID

1	Name Organization/ Company / Firm / Individual Submitting the Bid	
2	Permanent Address(with telephone no & e-mail id)	
3	Address of the Unit in Guwahati (with telephone no & e-mail id), Name of the Contact Person (with telephone no)	
4	Certificate No of incorporation/Firm registration (enclose photocopies of above)	
6	Name of the Proprietors/Partners/Directors	
7	PAN Number of Firm/Individual	
8	Contract Labour Act License No (enclose photocopy of above)	
10	GST Registration No (enclose photocopy)	
	EPF Registration No (enclose photocopy)	
	ESI Registration No (enclose photo copy)	
12	Details of Demand Draft (Against EMD)of Rs.67500/- Name of Bank, Date & DD No	

Signature of Bidder/Company Representative with Seal



LIFE INSURANCE CORPORATION OF INDIA
Guwahati Divisional Office, “JEEVAN PRAKASH”, S. S. Road, Fancy Bazar,
Guwahati, Assam, Pin: 781001

FORMAT FOR FINANCIAL TENDER

The participating bidder will quote the rate in the following format. The rates should be inclusive of all other charges and taxes but excluding of GST. The Financial Evaluation will be done on the basis of Total Quoted Rate and not on individual meal.

SL	SERVING TYPE (Meal)	QUOTED RATE (RS.) (Exclusive of GST)
1	Bed Tea with Biscuit	
2	Tea at Break with Biscuit (Two Times)	
3	Evening Snacks with Tea	
4	Breakfast	
5	Lunch	
6	Dinner	
Total Quoted Rate (1+2+3+4+5+6)		

Signature of Bidder/Company Representative with Seal