



LIFE INSURANCE CORPORATION OF INDIA

DIVISIONAL OFFICE : : RAJAHMUNDRY

e mail id : os.rajahmundry@licindia.com

***TENDER DOCUMENT FOR PROVIDING HOUSEKEEPING
SERVICES (OFFICE MAINTENANCE)***

AT

**Various Offices/Premises/Guest House under Jurisdiction of
LIC OF INDIA, DIVISIONAL OFFICE, RAJAHMUNDRY.**

**Through GEM Portal for Registered users of GEM for Providing
Housekeeping Services (Office Maintenance)**

For a period of 2 years from 01-12-2025 to 30-11-2027

TENDERNO 01OF 2025-26

Date of issue: 31.10.2025

Last date of submission: 18/11/2025 up to 3.30PM

Signature of the vendor with seal

LIFE INSURANCE CORPORATION OF INDIA

DIVISIONAL OFFICE : : RAJAHMUNDRY

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Tender Notice

LIC of India, RAJAHMUNDRY Divisional Office, intends to hire the services of Agencies / firms / organizations / Vendors for House Keeping Services (Office Maintenance) for its premises at LIC of India, RAJAHMUNDRY Divisional Office, "**JEEVAN GODAVARI**", **MORAMPUDI ROAD ROAD, RAJAHMUNDRY-533107** and its branches and satellite offices and staff quarters/ Guest houses under RAJAHMUNDRY Division.

For complete details and tender documents please log on to GEM PORTAL option :TENDERS or Log on to www.licindia.in and click on "Tender for House Keeping Services at LIC Of India, Divisional Office, RAJAHMUNDRY "under the link "TENDERS"

LIC of India reserves the right to accept or reject any or all offers in full/part without assigning any reasons whatsoever. The interested service providers who are on our panel are also required to apply afresh, if interested.

Last date for submitting bid documents is upto 3.30P.M.on 18/11/2025.

Date:31/10/2025

Place:RAJAHMUNDRY

Sr. Divisional Manager

(Signature of vendor with seal)

LIFE INSURANCE CORPORATION OF INDIA

DIVISIONAL OFFICE : : RAJAHMUNDY

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Serial Number of Category	Name of the Category
01	Housekeeping services (Office Maintenance)

On Contractual Basis for its offices at RAJAHMUNDY Division and its Branch
Offices as per locations mentioned in Annexure II.

Please check that total number of Pages is **38**. Each Page of the Tender Document must
be Signed & Stamped by the Tenderer before submission

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Scope of Work for House keeping services(office maintenance)

A. The successful Bidder will have to provide House keeping services (Office Maintenance) to LIC of India, RAJAHMUNDY Divisional Office at "JEEVANGODAVARI", MORAMPUDI ROAD, RAJAHMUNDY - 533107. and also for the Branch Offices (as mentioned in annexure II) by deploying its personnel to the satisfaction of LIC of India, RAJAHMUNDY and its mentioned branch offices/guest house in consistency with LIC of India standards and instructions issued by appropriate LIC of India officials from time to time.

B. The Service Provider shall ensure that all its personnel deployed to provide services shall be efficient and honest. **It shall provide Uniforms to its workmen and also ensure their neatness and cleanliness. The workmen shall also be provided with Identity card by the Service Provider.** The Service Provider will have to engage suitably trained personnel to carry out the following Services mentioned for Divisional Office RAJAHMUNDY premises and its mentioned branch offices (as per Annexure II).

Persons for Housekeeping Services (Office Maintenance) : To carry out all works relating to office upkeep services during working hours and as and when required on all working days. The Services includes Sweeping and Cleaning, Cleaning of water tanks and sumps, removing of garbage from office premises and handing over to municipal workers, works related to outside offices like BSNL, Banks, Post, Municipal Corporation etc, Serving of Drinking Water, movement and maintenance of files, filing of papers and documents, dusting of tables, chairs, movement of stationery boxes/bundles etc., Opening and closing of offices and any other work incidental thereto. Persons engaged at guest house have to carry the duties necessary for guesthouse maintenance including maintenance of rooms, kitchen, beds, etc.

Any other work related to above and as instructed from time to time.

The tentative number of workforce required will be 64. The number may increase or decrease according to requirement of the Corporation.

The working hours should be between 8.00A.M.to 6.30 P.M. including lunch time for every day excluding Sunday, Saturday & public holiday.

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TENDER SCHEDULE

Name of Service	Providing Housekeeping services at various offices/premises under RAJAHMUNDRY Division.
Tender documents	Tender forms can be obtained through GEM PORTAL from 31/10/2025 to 18/11/2025 by Registered Users (Service Providers)
Earnest Money Deposit(EMD)	The amount of EMD should be Rs.2,93,441.00/- i.e.2% of contract value (not bearing any interest) & It will be payable by demand draft/bankers cheque/NEFT in favour of LIC Of India payable at RAJAHMUNDRY should be enclosed along with Technical Bid. Those who are registered under MSME are exempted from paying the Tender EMD
Bid Open Dates	31-10-2025 TO 18-11-2025
Last date of submission of Tender	Upto 3.30 PM on 18.11.2025
Date, time & place of opening the Technical Bid	19-11-2025 AT 12-00 PM THROUGH GEM PORTAL
Date & time of opening the Financial Bid	Shall be intimated later on for valid technical bids.
Agreement period	The Agreement shall initially be for a period of two years w.e.f 01/12/2025 to 30/11/2027 which may be extended at the discretion of the Corporation and on consent of the Service Provider for a further period of One year on yearly basis with the same terms and conditions inclusive of rates if the performance of the service provider is satisfactory to LIC of India, RAJAHMUNDRY Division. However LIC reserves the right to terminate the contract earlier, if services are not found satisfactory.
Notice period for termination of Agreement	One month (1)if LIC of India, RAJAHMUNDRY Division intends to terminate the Agreement. Three (3) months if the Service Provider intends to terminate the Agreement.
Validity of Bid	120 days from the opening of the tenders

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**INSTRUCTIONS TO BIDDERS FOR HOUSE KEEPING
SERVICES(OFFICE MAINTENANCE)**

1. Bid is Open through GEM PORTAL for GEM registered users only from 31-10-2025 to 18-11-2025.
2. The last date for submission of duly filled in tenders (both technical and financial bids along with EMD amount) is 18/11/2025 upto 3.30 PM. The tenders received after the last date and time mentioned above will be termed as LATE and will not be considered. LIC is not responsible for any late submission caused at GEM portal in uploading the bids by the Service Provider.
3. The Offers are to be submitted in TWO BID SYSTEMs i.e. Technical Bid and Financial Bid. Both bids must be submitted at the same time giving full particulars in the prescribed formats separately.

Technical Bid (as per Annexure A) submitted with related documents

EMD of Rs.293441/- By Demand Draft/Bankers Cheque drawn at any
Nationalized Bank in favour of LIC of India Payable at RAJAHMUNDRY.

Financial Bid (as per Annexure B): Rate of wages per person per month for
8 hours/6 hours/4 hours duty, administrative charges etc duly completed and
signed with Seal.

4. The duly filled in and completed tender should be submitted through GEM Portal to the Beneficiary

The Sr Divisional Manager, LIC Of India
Divisional Office, RAJAHMUNDRY – 533107.

The technical bid will be opened through GEM Portal on 19/11/2025 at 12.00 pm.

Conditional bids will be summarily rejected.

After scrutiny of the technical bids, in order to satisfy itself about the nature and quality of services rendered by the tenderer, LIC of India may depute its Officer (s) or authorized representative to visit the Institute/Establishments mentioned by the bidder. Besides, LIC of India may also arrange for verification of any document/ testimonial submitted by bidder in support & compliance of technical criteria as laid down in the tender document. It will be mandatory for the bidder to extend full cooperation to LIC of India so that necessary verification is completed without any delay. **In case the bidder fails to cooperate or where after verification it is revealed that bidder does not meet with the criteria as laid down in the Tender Document, then his bid would be considered as non-responsive and their financial bids will not be processed and considered.**

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5.The financial bids of only those bidders, whose offers are found suitable to the Corporation, will be opened at a later date .The date of opening of financial bids will be intimated in writing to those bidders.

6. The financial bid of technically qualified bidders will be opened on the GEM Portal and if more than one L1 are there, we propose to go for random selection on the Gem Portal i.e. Computerized draw, as per one of the option available on Gem Portal.

7. The EMD of other bidders (excluding successful bidder) shall be refunded without any Interest on the amount deposited within 30 days from the date of final decision on awarding The contract.

8. Successful Tenderer must deposit Security deposit for Rs.7,33,602/-
(Rupees Seven lakh thirty three thousand six hundred two only)
In the form of Demand Draft/Bankers Cheque drawn on any of the Nationalized Bank in Favour of Life Insurance Corporation of India, payable at RAJAHMUNDRY within 10 days of Receipt of the communication about the selection as successful Tenderer/Bidder and the Same amount will be refunded within 2 months without interest after expiry of the Tender Term on satisfactory performance of the Agreement.EMD of successful bidder may be Adjusted towards Security Deposit.

9. The following documents should be enclosed with the Technical Bid:

- a) Certificate of Registration under Companies Act, 1956/2013/ Partnership deed with proof of registration of firm/Individual Firm. Valid Certificate of Registration under Andhra Pradesh Shops & Establishment Act, if applicable.
- b) Copy of the PAN no.(Service Provider) as allotted by the Income Tax Department (Individual PAN for Proprietorship and for Firms/Agency etc. Firm/Company PAN should be submitted).
- c) Certificate of the Labour License/Statutory Licenses as required by Central or State Govt. Act.
- d) Copy of the GSTN Registration
- e) Copy of the E.P.F. registration
- f) Copy of the E.S.I. registration
- g) Copies of last 03 years I.T.RETURNS/Balance Sheets & Revenue A/C having a turnover of at least 2 Crores or more.
- h)An affidavit stating that the applicant is not facing any blacklisting from any establishment of Central Govt. or the State Govt. or the PSU for breach of agreement.**
- i)Work orders of existing Major Agreements with large Institutes/PSUs/Govt Organisations.

10. Non submission of documents referred in Technical Bid/Non disclosure of relevant information or furnishing Of incorrect information, documents will suffer disqualification.

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11. All the pages of the tender form are to be signed by the bidder. In case of joint ownership, all owners have to sign on all the pages of the bids (Technical and Financial bids). Incomplete bids and Bids lacking in details and without signatures are liable to be rejected.
12. Bidders should note that their tenders will remain open for consideration for a minimum period of 4 (Four) months or 120 days from the date of opening of Technical Bid.
13. The financial bids will be opened only if at least two Technical Bids are found suitable. In any case single Financial Bid shall not be opened.
14. It may be noted that no negotiations will be carried out, and therefore most competitive rates should be offered.
15. In case of identical lowest bid by more than one bidder, the selection will be made by running Gem Portal Option (Computerized Draw).
16. The Service Provider may preferably be in the profession for at least 3 years and should have Clients who are PSU/Banks/Government Bodies/reputed private firm.
17. The Service Provider should have Registered Office Or Branch Office at **ANDHRA PRADESH** having 3 years Of Operational Experience at **ANDHRA PRADESH STATE**.
18. The Service Provider may preferably be on the approved panel of at least one reputed organization In **ANDHRA PRADESH** State.
19. The Agency is required to provide its NEFT details along with the tender documents.
20. Canvassing in any form will disqualify the tenderer.
21. The short-listed Service Provider will be informed in writing or telephonically by the Corporation For arranging their office inspection if required.
22. The Service Providers are advised to inspect the premises where the services are required to be offered and assess for requirements themselves before submission of the tender. The prospective Bidders may interact with the LIC Officials of OS Dept DO, RAJAHMUNDRY during office hours only to understand the existing infrastructure and facilities, existing deployment pattern of personnel, expected requirements of the Divisional Office and the desired level of services which the Service Provider is expected to render during the contractual period.
23. **Any modification/corrigendum to the Tender or extension of Tender submission period shall Be uploaded on the website of LIC of India & in Gem Portal and shall not be published in NEWSPAPER.**
24. LIC of India reserves the right to accept any tender or to reject any or all tenders full or part at its sole discretion of the corporation without assigning any reasons thereof and shall not be bound to accept the lowest Tender.

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GENERAL TERMS & CONDITIONS

The terms and conditions along with the instructions will form part of the tender to be submitted by the tenderer to LIC of India, here in after termed as Corporation.

1. LIC Of India, RAJAHMUNDY Divisional Office desires to engage the services of an agency for providing Housekeeping services during working hours and as & when required at the offices/premises at RAJAHMUNDY D.O. and its offices under RAJAHMUNDY DO/Guesthouse. (As mentioned in Annex. II). **The tentative number of Personnel required is 64 . It may increase or decrease as per requirements of the Corporation during Contractual period.**
2. All columns of the tender documents must be duly filled in legibly and no column should be kept blank. All the pages of the tender documents are to be signed by the authorized signatory of the tenderer. Any overwriting or use of white ink is not allowed. **The Corporation reserves the right to reject the incomplete tenders or in case where information submitted/furnished is found incorrect.**
3. The offer should remain valid at least for a period of 4 (FOUR) Months or 120 days to be reckoned from the date of opening of technical bid.
4. The bidder should not have been at any time declared insolvent or convicted for any offence and should not have been prosecuted or suffered any penalty for violation of any Labour law or any other law by any court or any other government authority.
5. The bidder should not have suffered at any time any disqualification of any nature not Enumerated here in above to render the Housekeeping services.

Further, as per the ATC of GEM, we have added the following Terms & Conditions in our Tender.

5. 1. Duration of Service contract may be extended up to 6 months beyond the initial contract duration (subject to satisfactory performance and mutual consent). The Contract may be renewed on the same Terms and conditions with mutual consent for a further period of 6 months subject to a maximum of 2 such Extensions of 6 months each (Max 1 year).
5. 2. Option Clause :LIC reserves the right to increase/decrease the number of workers over and above The bid.

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5. 3. The bidder must pay salaries to the workers through NEFT from their own resources before 7th of Subsequent month and then claim the same from us after submitting proof of all statutory payments. Once the bids are closed, we will technically evaluate all the bids and incomplete bids will be rejected. The financial bid of qualified technical bidders only will be opened on the GEM PORTAL and if more Than 1 L1 are there, we propose to go for random selection on the Gem Portal i.e. Computerized draw As per one of the option available on the Gem Portal.

6. All the persons employed by the vendor will be made payment for actual days worked by person. If any person/s is called for work on holidays due to any office exigency, payment will be made to that for such days as per prevailing rates

The Agency shall ensure the compliance of all provisions of Contract Labour Act (Regulation and abolition Act 1970), Minimum Wages Act 1948, Payment of Wages Act 1935, ESI Act, Employees Provident Fund and Misc. Provisions Act, The Child Labour (Prohibition and Regulation) Act 1986 and such other statutory enactments, amended from time to time. Any Rules and Regulations promulgated by the Government and Local Bodies, coming into force that may apply to the contract shall be the Agency's sole responsibility including any liability on account of non-compliance or violation thereof. The Agency shall also comply with all the requirements of laws with regard to provision of labour and ensure that an appropriate license from State/Central Labour Commissioner is obtained.

In the event of any liability of any nature whether relating to statutory compliances or payment of wages or otherwise, is saddled on the Corporation with regard to Personnel engaged and deployed by the Agency Providing Housekeeping services, the Corporation shall be entitled to recover the same from the Security Deposit/running bill held with the corporation. The Agency would undertake to indemnify and to make good the loss to the full extent to the Corporation, failing which the Corporation shall be within its right to take appropriate action in law for recovery of the said amount. It will be the responsibility of the Agency to pay the wages and all statutory amounts and then claim the bill from LIC which will be settled as per terms and conditions of the contract/agreement.

7. It is particularly agreed that "the Corporation" shall in no way be held responsible for any bodily injuries sustained or death of any employee(s) of "the Agency". "The Agency" shall alone be liable to pay all statutory compensations which may be awarded or payable to such employee or his/her dependent. If under any circumstance "the Corporation" is made liable to pay any such compensation, "the Agency" will indemnify/reimburse "the Corporation" in full extent.

8. Uniform is mandatory and should be provided within 15 days of awarding the tender and deployment of personnel.

9. If the working hours as laid out in the scope of work is not adhered to by the contractor, a penalty of Rs. 500/- per week will be imposed. Recovery of Rs. 200/- per day will be imposed for Supervisor not visiting daily.

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paid within the stipulated time period as provided under relevant Rules & Regulations/Law/Statute in force. **The Service Provider/Contractor will not link the payment of wages to the workers with settlement of his bills by the LIC of India. The Service Provider/Contractor has to first pay the wages to the Workers and then put up his bill for payment.**

19.Payment of bills will be made on monthly basis through NEFT only, provided that the House keeping services provided were/are satisfactory during the month and subject to deduction of Penalty imposed if any, Income tax and other statutory deductions as per terms and conditions of tender/contract. **The monthly bill payment will be made** subject to the Service Provider/Contractor submitting the attested photo copies of the following documents:

- (i) Muster Roll/Attendance sheet of the workers signed by the Service provider/Contractor for the month on the format prescribed in the Contract Labour (Regulation and Abolition Act, 1970) along with Contract Labour (Regulation and Abolition) Rules, 1971.
- (ii) Salary sheet for the month showing receipt of the wages on the format prescribed in the Contract Labour (Regulation and Abolition Act, 1970) along with Contract Labour (Regulation and Abolition) Rules.
- (iii) Deposit Challan showing the individual figure of deposit of contribution of provident fund of Employees and employer's share, with the appropriate authority.
- (iv) Deposit Challan showing the individual figure of deposit of contribution of ESI of employees and employer's share, with the appropriate authority.
- (v) Receipt and Statement of Bonus paid to the employees (To be Submitted in the following Month after making payment)
- (vi) **Deposit of contribution of provident fund and contribution of ESI of employees and employer should be with a challan separately for LIC of India. It should not contain the contribution of PF and ESI of employees of other organizations being serviced by the Contractor.**
- (vii) Salary payment to the workers should be made through NEFT and a copy of the statement sent to the Bank duly acknowledged by the Bank is to be produced to this office. All payments to the agency shall be made by Electronic Fund Transfer only after Tax Deducted at Source (T.D.S.) as per the provisions of Income Tax Act as amended from time to time and a certificate to this effect shall be provided to the agency.

(Signature of the vendor with seal)+

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20.Payment Register containing the signature of representative should be produced at the time of disbursement of wages amount. The Payment Register is to be produced for verification along with the Bills. The Agency will submit copy of challan as proof of payment made to the Personnel with statement of the Personnel showing deposit of PF and ESI contribution every month with bill without fail. In case of disbursement of wages through e-payment/NEFT, a signed statement must be produced for verification along with bills. Also the Agency shall produce forth with documents in proof of other Statutory compliances :

1. The Service Provider/ Contractor shall raise the invoice/bill and LIC of India agrees to pay such Invoices/bills within 15 working days of receipt and acceptance of the invoice/bill, as per terms and conditions of the tender/contract. All payments to the Service Provider/Contractor shall be made by NEFT subject to deductions, withholding of all applicable, taxes and charges from time to time in force. **If any vendor quotes administration charges as 0 (zero), then his tender will be rejected summarily.**

2. **The Office will have an approximate requirement of around 64 house keeping personnel and the number may be increased/reduced from time to time as per our requirement.** The tenderer should also be able to provide additional personnel at a short notice as and when required on same terms and conditions.

The period of contract is for TWO years from the date of approval of the tender with a provision to renew the contract on the same terms and conditions with mutual consent for second and third years. Corporation reserves the right to pre-mature termination of the contract/agreement without assigning any reason there of by giving one month's notice before the expiry of the contract period.

21.(a)Selected Bidder should submit the deed of Agreement/Contract with LIC Of India, RAJAHMUNDRY Divisional Office duly executed on an non-judicial stamp paper of Rs 500/,-as per the draft conditions provided by LIC of India, within 15 days(maximum)of receipt of intimation as above. Failure to sign and non-submission of deed of agreement and Security Deposit in the nature of Demand Draft OR Cheque of Nationalized Bank @ 5% of the Contracted Value within 15days of intimation as above may result in the forfeiture of Earnest Money Deposit and cancellation of selection as successful bidder. However LIC of India at its sole discretion may cancel the tender in full or part and the decision will be final and binding. On signing of the agreement ,the Corporation will issue work order and the Agency shall start its work with in the stipulated period informed by the Corporation.

21(b) The service provider/vender has to submit the integrity pact on non-judicial stamp paper of **Rs 500/- (Five Hundred Only)**as per Annexure III.

21(c) If at any stage, it is revealed that documents/certificates/testimonials submitted by the Service Provider are forged or have been manipulated, the work order issued to the Service Provider shall be Cancelled and Security amount deposited with LIC Of India shall be forfeited without any claim whatsoever on LIC OF INDIA and the Service Provider shall be liable for action as appropriate under Relevant laws.

21(d) Without Prejudice to any of the rights or remedies under the agreement, if the Service Provider dies Or the firm become non existent, LIC Of India shall have the option of terminating the agreement without Compensation to the legal or other heirs of the Service Provider/Firm.

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22. In the event of the agency not fulfilling the conditions of the Contract and the work order, LIC of India reserves the right to forfeit the Security deposit placed with the LIC herein above mentioned, in part or in full and to take such other decision as may be required in the interest of the Corporation..The decision of the LIC of India shall be final and binding on the Agency in this matter.

23. The Corporation reserves the right to change, add or delete any conditions described above without consent of Service Provider.

24. The Personnel provided by the Agency are required to possess the minimum qualifications as under:

House Keeping(Office Maintenance):Minimum 8thClass Pass.(Desirable)

25. The corporation reserves the right to Remove/Blacklist Firm/Agency/Organization/Service provider for a period of five to ten years for any deviation from the agreed Terms and Conditions if any activity is observed which is detrimental to the interest of the Corporation. However any order of blacklisting or removal shall be passed after offering a reasonable opportunity of hearing/show cause to the agency concerned.

26. During the CONTRACT PERIOD, if the rate of minimum wages payable to the personnel deployed by the Firm/Agency/Organization/Service provider increases and if the increase extends beyond the above agreed rate, then the Corporation shall increase the above accepted rate to the extent of the difference amount only and the above agreed rate shall be deemed to have been modified accordingly. No other increase in the amount quoted by the successful tenderer shall be entertained on any account during the period of the contract.

27. Agreement Period: The contract for Housekeeping services shall be valid for Two Years from the date of execution of agreement and issuance of work order. After further review and evaluation, can be renewed further for one year on the same terms and conditions. However, in case of non performance or bad performance, the agreement may be terminated by the Competent Authority at any time before completion of above period by giving an opportunity. To show cause. The competent authority may also terminate the contract simply by giving one month prior notice or wages in time there of without assigning any reason.

28. The Corporation reserves the right to cancel the contract/rate contract without assigning any reason at any time by giving 30 days notice in advance in case of simple termination of contract/rate contract but in case of breach of the terms of the contract, rate contract may be terminated & the security deposit shall also be forfeited, other action such as black listing may follow.

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29. Non-Disclosure of Confidential Information will be the sole responsibility of the Contractor. For this the Agency shall depute persons of good integrity and honesty who will not divulge information in his possession by virtue of his working with the Corporation. Agency shall be liable for any loss caused to the Corporation due to any such wrongful disclosures.

Agency should not have any hidden benefit from the wages of workers. All the salary details should be clearly mentioned and transparent.

30 a) The Agency Providing Housekeeping services shall ensure that all personnel deployed by it shall be efficient, honest, disciplined, courteous, trained and ever ready to attend housekeeping work politely.

b) As maintaining office upkeep is the essence of the house keeping work, selected service provider shall deploy workers to ensure quality work. The successful service provider shall clearly mention the same in the covering letter.

c) To provide proper uniform etc. to all the persons engaged in providing house keeping services.

d) Regularly training personnel that would be provided so as to keep them abreast with the use of modern techniques of cleaning, behavioural training, safety, etc.

e) To ensure immediate corrective actions on receipt of any complaint against the services provided or against any individual deployed by them in the premises of Corporation.

f) All persons engaged by the successful service provider for carrying out the work would be deemed to be successful service provider's employees for all-purpose and he shall make regular and full payment to his employees. No liability /responsibility what so ever on account of persons engaged by the successful service provider is attributable to the Corporation. **These persons, engaged by the successful service provider, will not be entitled to claim any kind of employment with the Corporation.** Selected service provider has to ensure regular medical check up of all the personnel employed by him/her at his/her cost.

g) To replace the absent personnel immediately on the same day within one hour of commencement of Office Maintenance duty.

h) None of the personnel of the successful service provider shall enter into any kind of work other than provided under this contract, within the complex.

i) The personnel deployed by the successful service provider shall be of good conduct, character and health. They should be in proper uniform and with identity cards. In case of any complaint against any of the personnel deployed by the selected service provider, Provider is bound to remove such person and arrange for replacement of removed person as and when advised to do so by the Corporation.

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j) The successful service provider shall be solely responsible for the integrity of the personnel deployed. If any of the staff of successful service provider found misbehaving with employees of the Corporation or with any other person in the premises, the service provider shall terminate the services of such persons forthwith.

k) No residential accommodation would be provided by the Corporation to selected service provider and/or to the persons engaged by him.

l).The selected service provider shall not at any time do cause or permit anyone to do or cause any nuisance on the site or do anything which shall cause unnecessary disturbance or inconvenience to the Corporation, employees of the Corporation.

31 The agency has to provide housekeeping services at premises mentioned in Annexure II - as per requirement of the office.

32 The agency will carry out all the expectations, instructions, directions etc given from time to time by the Corporation and shall take prompt action when informed of any such trespass.

33 The agency will check their personnel in respect of the attendance /duties/vigilances regularly and will maintain complete records in this regard which shall be made available for inspection by authorized official of the Corporation at all times in the respective buildings/offices.

34 The Agency shall give the duty allocation chart mentioning the names of the personnel deployed at various locations to the Competent Authority.

35 In case of any dispute arising out of the acceptance/agreement, shall be referred to for "Arbitration" to the Sr. Divisional Manager, RAJAHMUNDY Division and his/her decision shall be binding on the firm/ agency /service provider. The firm/agency/service provider shall not raise any question of competence of the Sr. Divisional Manager to act as sole arbitrator.

36 In terms of provision of Section 33(3) of the Insurance Act, 1938, as amended by the Insurance Laws (Amendments) Act, 2015 Insurance Regulatory Authority of India (IRDAI) is authorized to verify all such books of account, register, other documents and the data base in the custody of the contractor/Agency in respect of service out sourced by the LIC of India. It shall be the duty of the contractor/agency to provide such documents/statements/information as may be required by IRDAI within such time as may be specified by the IRDAI.

(Signature of the vendor with seal)

LIFE INSURANCE CORPORATION OF INDIA**DIVISIONAL OFFICE : : RAJAHMUNDY**

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37 In terms of provisions of Section 33(4) of The Insurance Laws(Amendment)Act 2015, Insurance Regulatory Authority of India(IRDAI)if it considers expedient to do so, may direct any Person here in after referred to as the "Investigating Officer, to make an investigation as specified under Sec.33(1) or carry out an inspection as specified under Sec 33(2) of The Insurance Laws (Amendment)Act,2015, who may examine under oath any Manager, managing Director or other Officer of the service provider or contractor where the services are outsourced by LIC of India.

38 Any dispute arising out or relating to this tender/agreement shall be deemed to have arisen in RAJAHMUNDY and shall be under adjudications of a Court in RAJAHMUNDY only.

DECLARATION:

I hereby agree to all the Terms & Conditions mentioned above without any condition what so ever. I also further agree that all the deficiencies will attract penalty and the recovery will be effected without any notice to me.

Date
Name of the vender/service provider

Signature of the vendor with seal-Place

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LIFE INSURANCE CORPORATION OF INDIA

DIVISIONAL OFFICE : : RAJAHMUNDRY

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APPLICATION FORM FOR TENDER(Technical Bid)

Profile of theTenderer

Name of the Agency/Firm/Vendor(In Block Letters)

Status of the Agency.(whether Sole
Proprietorship/ Firm/Pvt. Co.
Date of Incorporation/Establishment
Correspondence address and Telephone No.
&Email

Address of Head Office,(If Separate)and
Telephone No.

Names of the Partners/Directors

Name of Chief Executive with his present addresses
and Telephone Nos.

Name of Contact person with Designation who
would be calling on us and attending to our jobs&
contact phone No.

Name of your Bankers with Addresses& telephone
nos.

Name of the beneficiary

Beneficiary's Account No.

Account type : (Savings Account, Current Account,
etc.)

Beneficiary's Bank Branch

Bank MICR Code

Beneficiary's Bank IFSC code

Beneficiary's Contact Number/email id if any,
Total number of house keeping staff on roll(as on
01/10/2025)

PAN (Individual Card in case of Proprietorship)OR
Firm's PAN card in other cases.

TAN No.

GST registration No

GSTN No.

(Signature of the vendor with seal)



LIFE INSURANCE CORPORATION OF INDIA

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Whether holding certificate under Shops & Establishment Act, duly renewed

Reg No. & Date

Licence No. under Contract Labour (Regulation & Abolition) Act, 1970 & Contract Labour (Regulation & Abolition) Central Rules, 1971.

ESI Registration No.

PF Registration No.

Registration under MSME/NSIC or the District level authority

Name of offices where you have carried out work during past 3 years

Name of at least four of your most valued clients At the present time

Average Turnover of the Agency for the last three years. Submit copies of I.T returns, Balance Sheets & P/L accounts for last three years.

F.Y. 2022-23

F.Y. 2023-24

F.Y. 2024-25

Are you agreeable to abide strictly by the Terms And Conditions of the Tender Contracts.

YES/NO

Details of EMD : EMD Rs. 293441/-

DD/Bankers Cheque No :

Date:

Name of Issuing Bank Branch:

IFSC Code No of the Branch:

Attested Copies of all the above documents must be attached along with Application Form

Note: Please type this form or fill it legibly in ink. If space provided is in sufficient, please type or write the replies on a separate sheet giving appropriate question number and attach it to the form. All the pages application form and documents submitted must be signed with seal.

(Signature of the vendor with seal)



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DECLARATION

I/We _____ request Life Insurance Corporation of India, RAJAHMUNDRY Divisional Office,, to consider my/our application and tender for the above mentioned category. We agree with all terms and condition and to give full satisfaction to the Corporation in the event of their doing so.

Dated at.....this.....day of,2025

Signature with
Seal Name &)
Designation

Note: The Corporation reserves the right to cancel the tender in full or part of the firm/Agency/Service provider at its absolute discretion without as signing any reason.



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Minimum Wages shall be based on the prevailing rate as per Central Govt./State Govt. Act (which ever is higher) as on 01/10/2025 (Pl attach the relevant Government Notification.) However, the companies are free to pay more but not less. EPF, ESI, and BONUS contribution etc to be paid for workers engaged by the Service Provider shall be responsibility of Service Provider and are to be paid as per statutory provisions and applicable laws & rules.

Prevailing Min. wages applicable as on 1/10/2025 are as follows.

- 1) C class city (RAJAHMUNDRY Division) : -Rs.615/-

The Administrative /Service Charge rates quoted shall be inclusive of cost of uniform, training, other benefits payable to the persons to be deployed and other overheads, profits etc. and taxes if any (other than GST) what so ever payable.

- Adherence to statutory requirements is sole responsibility of the Service Provider.
- Payment will be done as per actual no. of days worked during the month.

OTHER MANDATORY REQUIREMENTS:-

- 1) Proof of remittance of PF /ESI/GST will be produced by vendor every month while submitting the bill for the following month, failing which the payments will not be made. **Further a Penalty of Rs.1000/- per month will be imposed for non uploading of GSTR 3 B in the relevant web site which is Mandatory and non providing of GSTR 1 to Divisional Office, RAJAHMUNDRY.**

- 2) Payment Register containing the signature of our representative will be produced at the time of disbursement of wages amount. The Payment Register is to be produced for verification along with the Bills.

In case of disbursement of wages through e-payment/NEFT, a signed statement, acknowledged by the bank must be produced for verification along with bills

- 3) Uniform is mandatory for all Personnel on duty, failing which penalty may be imposed. This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained here in and undertake myself/ourselves to abide by them.

Date:

Name:

Designation:

Address:

Signature of Tenderer with Seal



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Annexure-I

Check list of attested copies of documents to be enclosed along with the Technical Bids:

1	Agency Registration/ Incorporation certificate
2	Whether holding certificate under Shops& Establishment Act, duly renewed(Copy should be enclosed)
3	License under Contract Labour (Regulation &Abolition)Act,1970&Contract(Regulation &Abolition) CentralRules,1971.
4	Status of the Firm(Individual/Sole Proprietor/Partnership/Company and related Document copies.
5	Proof for PF Registration number
6	Proof for ESI Registration Number
7	TAN Copy
8	PAN(Individual Card in case of Proprietorship OR Firm's PAN c ard in other cases)
9	Copy of Registration Certificate of GST
10	Income tax returns for the past 3 financial years
11	Audited Final Accounts for the last three financial years (with copies of IT returns)
12	Details of organizations where you are providing House Keeping services currently, with Nature of duties & period of contract in ANDHRA PRADESH area of which one must be PSU..
13	Registration under MSME/NSIC Act or the District level authority.
14	Copy of Registration Certificate of GSTN
15	Address of office/branch office in ANDHRA PRADESH Area.

(Signature of vendor with seal)



LIFE INSURANCE CORPORATION OF INDIA

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AFFIDAVIT(To be given on stamp paper of Rs.500/-)

I/We, authorized representative of _____, being Indian
Company/Sole Trading Company/ Partnership Firm, registered under
_____ bearing
registration no. _____ having office at

hereby solemnly affirm and state as under:-

Where as Life Insurance Corporation of India has floated a tender for appointing House Keeping Services and in respect of the same, I/ we being one of the Bidders, confirm that I/ We strictly follow various laws as mentioned in para 6 of General Instructions and other pages of this tender.

I /We further state that I /we shall indemnify Life Insurance Corporation of India against all claims, which may be made up on the Life Insurance Corporation of India being employer and it shall be at liberty and is hereby empowered to deduct the amount of any damages, compensation costs, charges and expenses arising or occurring of any claim of damages, 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 non-compliance 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.

Signed before me(Notary)

Signature of the Vendor

NAME/DESIGNATION AND SEAL OF THE FIRM/COMPANY

Date:

(Signature of vendor with seal)

LIFE INSURANCE CORPORATION OF INDIA
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ANNEXURE-II
(Details of the locations)

Sl. No	Name of Office	Office boys	SWEEPERS				Toilet cleaners
		8 Hours	8 Hours	6 Hours	4 Hours	4 hours	
1	Amalapuram			1			1
2	Ambajipeta	1					
3	Bhimvaram			1			1
4	Eluru 1	1		1			1
5	Bhimadole	1					
6	Eluru 2	1			1		1
7	Chintalpudi	1					
8	Gokavaram			1			1
9	Jangareddygudem				1		1
10	Kakinada M			1			1
11	Kakinada CAB				1		1
12	Kovvur			1			1
13	Palakollu			1			1
14	Narsapuram	1					
15	Peddapuram	1		1			1
16	Pithapuram	1		1			1
17	Ramachandrapuram	2		1			1
18	Mandapeta	1					
19	Rajahmundry M			1			
20	Rajahmundry R	2			1		1
21	Ravulapalem	1			1		1
22	Razole	1		1			1
23	Tadepalligudem			1			1
24	Ganapavaram	1					
25	Tanuku			1			1
26	Tuni			1			1
27	DO Quarters		1				
28	DO Guest House	3 (CT)			1		1
29	Divl. Office 2 nd floor				1		1
30	EDMS RMF Center				1		1
total		19	1	15	8		22

(Signature of vendor with seal)



LIFE INSURANCE CORPORATION OF INDIA

DIVISIONAL OFFICE :: RAJAHMUNDRY

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BID SECURITY DECLARATION

**I, UNDERSIGNED, HEREBY DECALRE THAT, I AM ACCEPTING THAT IF WE
WITHDRAW OR MODIFY OUR BID CONDITIONS DURING PERIOD OF
VALIDITY, ETC, WE WILL BE SUSPENDED FOR THE TIME SPECIFIED IN
TENDER DOCUMENTS.**

DATE:-

PLACE:-

**SIGNATURE OF VENDOR
WITH SEAL**

(Signature of vendor with seal)

PRECONTRACT INTEGRITY PACT

General:

This pre-bid pre-contract Agreement (hereinafter called the Integrity Pact) is made on..... day of the month of2025. , 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 corporate office at "Yogakshema" Jeevan Bima Marg Mumbai 400021. (here in after 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.....(Here in after called the "BIDDER /SELLER/SERVICE PROVIDER" which expression shall mean and include, unless the context otherwise requires, his successors and permitted assigns) of the Second part.

WHERE AS the BUYER proposes to procure.....
(Name of the Stores/ Equipment/Item/Service) and the BIDDER/Seller/Service Provider is willing to offer/has offered the stores/services and

WHEREAS the BIDDER/Seller/Service Provider is a private company/public company/Government undertaking/partnership/registered export agency, constituted in accordance with the relevant law in the matter and the BUYER is performing its function under the LIC Act 1956.

(Signature of vendor with seal)

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 stores/ equipment/ item/service at a competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement, and

Enabling BIDDERS/Sellers/Service Providers 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:-

1. Commitments of the BUYER

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, organization 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.

(Signature of vendor with seal)

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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.

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.

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.

BIDDERS shall disclose the payments to be made by them to their agents/brokers or any other intermediary, in connection with this bid/contract.

The BIDDER further confirms and declares to the BUYER that the BIDDER is the original manufacturer/integrator/authorized agent of the stores/equipment/items and has not engaged 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.

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

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

If the Bidder or any of the key personnel of the bidder, actively involved in the project is a relative of any of the actively involved personnel of the Buyer, the same should be disclosed.

The term 'relative' for this purpose would be as defined in section 2(77) of the Companies Act, 2013.

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.

The Bidder(s)/Contractor(s) who have signed the Integrity Pact shall not approach the Courts while representing the matter to IEMs and shall wait for their decision in the matter.

4. Previous Transgression

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 an incorrect statement on this subject, or committed a transgression through a violation of any of the clauses of the commitments of bidder, BIDDER

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can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.

5. Sanctions for Violations:

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. 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.
- (ii) To immediately cancel the contract, if already signed, without giving any compensation to the BIDDER.
- (iii) 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.
- (iv) 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/recession and the BUYER shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER.

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

The BUYER will be entitled to take all or any of the actions mentioned at para 5.1(i) to (viii) 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.

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 conclusive on the BIDDER. However, the BIDDER can approach the Independent Monitor(s) appointed for the purposes this Pact.

6. Independent Monitors:

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

Name, address, email of the Monitor(s):

(Signature of vendor with seal)



....

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.

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 as confidential.

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

As soon as the Monitor notices, or has reason to believe, a violation of this pact, he will so inform the **Executive Director (E&OS), LIC.**

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.

The Monitor has also signed declarations on 'Non-Disclosure of Confidential Information' and of 'Absence of Conflict of Interest'. In case of any conflict of interest arising at a later date, the IEM shall

Inform Chairman ,LIC and recues himself/her self from that case.

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.

The Monitor will submit a written report to the **Chairman, LIC** 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.

If the Monitor has reported to the Chairman, LIC, a substantiated suspicion of an offence under relevant IPC/ PC Act, and the Chairman LICI has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.

7. 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.

8. Law and Place of Jurisdiction:

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

9. 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.

If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.

Changes and supplements as well as termination notices need to be made in writing.

10. Validity:

The validity of this Integrity Pact shall be from date of its signing and extend upto 12 months after the last payment under the contract. In case BIDDER is unsuccessful, this Integrity Pact shall expire after six months from the date of the signing of the contract.

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

(Signature of vendor with seal)

11. The parties here by sign this Integrity Pact at.....on.....

BUYER

BIDDER

Name of the Officer:

CEO:

Designation

Deptt./

Witness

1.....

1.....

(Name)

(Signature)

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

(Name)

(Signature)

(Note: Bidder/Seller/Service Provider Stores/equipment/item/service
Bidding process/bid evaluation/process of availing services)

Appropriate word may be used where ever applicable without altering the purpose/desired intention of the clause.

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