



**WESTERN ZONAL OFFICE, ESTATES DEPARTMENT, YOGAKSHEMA , 1ST FLOOR,
WEST WING, JEEVAN BIMA MARG, MUMBAI - 400 021.**

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Tender Document

(For providing services of operation of Lift situated in various buildings of LIC of India at Fort and Opera House area, Mumbai)

Content

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Each page of the Tender Document must be Signed and Sealed by the Tenderer before submission.

Signature and seal of Tenderer



WESTERN ZONAL OFFICE, ESTATES DEPARTMENT, YOGAKSHEMA, 1ST FLOOR, WEST WING, J.B.MARG, MUMBAI – 400021, Tel (022) 66598102,66598106,66598199 Email-wz_estates@licindia.com

Ref :- WZ/Estates/2026/VN/Tender

Date:- 09.03.2026

Re: TENDER FOR PROVIDING LIFT OPERATION SERVICES FOR LIFTS OF LIC BUILDING SITUATED IN FORT AREA AND OPERA HOUSE, MUMBAI.

Sealed tenders are invited for providing service of Lift operation for Lifts situated in various buildings of LIC in Fort area and Opera House in Mumbai.(hereinafter referred to as Estates Department, WZO) as per enclosed formats.

1. The tender form can be downloaded from our website: www.licindia.in/tender_notice.htm.
2. This tender consists of **two** parts viz. Technical Bid & Financial Bid, **Technical Bid** consists of Terms & Conditions and **Financial Bid** containing price only. Separate Technical and Financial bids are to be submitted for each proposal. (I)The Technical Bid with Terms and Conditions and (II) Financial Bid are to be sealed in **Envelops marked I & II separately**. The Money Receipt of tender fees is to be deposited by DD Or Pay Order should be put in envelop marked as – III and sealed.
3. Tender will be accepted only when the bidder agrees to operate all the 18 Lifts as detailed in main page of Advertisement on our website under “Tender” column (Annexure-A). **So the contractor is not allowed to bid separately for each Lifts.**
4. The tenderer should pay an amount of Rs.1000/- (Rupees One Thousand only) towards tender fee for submission of tender for providing service of Lift operation for Lifts in form of Demand Draft drawn favoring “L.I.C. of India” on any Nationalized Bank payable at Mumbai along with duly furnished tender forms/Documents. **(Envelop –III)**=The demand drafts of tender fee and EMD are to be put in this duly sealed envelop-III.
5. The sealed quotation should be accompanied with a refundable Earnest Money Deposit (EMD) of Rs.200000/- (Rupees Two Lakh only) in the form of Demand Draft drawn favoring “L.I.C. of India” on any Nationalized Bank payable at Mumbai along with duly furnished tender forms/Documents, without which the Bid will not be considered. The EMD will not carry any interest and it will be refunded/adjusted towards security deposit soon after the finalization of the tender. **(Envelop –III)**=The demand drafts of tender fee and EMD are to be put in this duly sealed envelop-III.
6. The terms and Conditions governing the tender are given herewith separately.
7. All pages of the tender forms will have to be signed and sealed by the tenderer as proof of its acceptance.
8. **(Envelop - I)** Tenders completed in all respect should be submitted in the form of two bid system viz. one sealed cover super scribed as **“Technical Bid for providing services of Lift operation in Fort & Opera House, Mumbai”** and **(Envelop –II)** another sealed cover super scribed as **“Financial Bid for providing services of Lift operation in Fort & Opera House, Mumbai”**
9. The applicant should submit self attested copies of following documents in the sealed envelope super scribed as **“Technical Bid for providing services of Lift operation in Fort & Opera House, Mumbai”**:
 - a. Tender Document **(Pages No. 1 to 12)** All pages duly signed and sealed by the tenderer.
 - b. Certificate of Registration with Registrar of Companies or Registrar of Firms or letter of proprietorships.
 - c. Registration Certificate under Shops and Establishment Act.
 - d. Income Tax Returns for Financial Year 2022-2023, 2023-24 and 2024-2025.
 - e. PAN Card.
 - f. Audited Financial Statements (Income Statement, Profit & Loss Account and Balance Sheet including all related notes) for the Financial Year ending 31.03.2023, 31.03.2024 and 31.03.2025

Signature and seal of Tenderer

- g. Registration Certificate from E.S.I. Corporation.
- h. Certificate from E.P.F. Organization under E.P.F. & Misc. Provision Act 1952.
- i. Registration Certificate for Service Tax/GST Tax.
- j. Demand Draft for Rs. 1000/- in favor of "LIC of India" payable at Mumbai towards Tender Fees.
- k. Demand Draft for Rs.200000/- in favor of LIC of India payable at Mumbai towards refundable EMD.

10. The Financial Bid should be submitted in the format given in the **page no. 10** of the tender Document. Financial Bid should be submitted in a separate sealed envelop and marked as **"Financial Bid for providing services of Lift operation in Fort & Opera House, Mumbai"**
11. These two individual sealed covers are to be kept in a single big Sealed cover super scribed as **"Tender for providing services of Lift operation in Fort & Opera House, Mumbai"**
12. **Envelop marked as IV -** The above three sealed envelops be placed in envelope marked-IV and sealed (i.e. envelope marked IV will contain three envelopes marked as I,II,III) and submitted super scribed with "Bid for requirement of Lift Operators for LIC bldg., on out sourcing basis"
13. The Sealed envelops should be addressed and submitted to **"The Regional Manager (Estates), LIC of India, WZO, Mumbai."** The tenders should reach the above addressee or to dropped in to the tender Box (available at our above said Office) on or before 3.00 PM IST on 29.03.2026. The tenders received after the due date and time will not be considered.

The Schedule for processing of tender is as under:

(i)	Availability of Tender Forms on Website:	From 10.03.2026 to 30.03.2026
(ii)	Pre-Bid Meeting	17.03.2026 at 11 AM IST at Estates Deptt WZO
(iii)	Last Date for Submission of Tender Forms:	30.03.2026 up to 3.00 PM IST
(iv)	Opening of Tenders (Technical Bids):	01.04.2026 at 3.00 PM IST at Estates Deptt WZO

First Envelop No-IV will be opened. After opening of envelop no. IV, the envelop no.III will be opened to see if the tender fees has been enclosed/paid. In case the tender fees is not enclosed/paid the said tender will be treated invalid and in such case, the Envelop No. I containing the technical Bid will not be opened.

The concerned service providers may send their one representative at the time of opening the Tender-Technical Bid. Only the sealed Financial Bid of those who have qualified under Technical Bids, will be opened subsequently.

The Zonal Manager, LIC of India, WZO, Mumbai reserves the right to reject/accept the tender of any agency at his sole discretion without assigning any reasons whatsoever.

Regional Manager (Estates)

Signature and seal of Tenderer

**TENDER FOR PROVIDING LIFT OPERATION SERVICES FOR LIFTS O LIC BUILDING
SITUATED IN FORT AREA AND OPERA HOUSE, MUMBAI**

1. The applicant must be a Registered/Licensed Organization /Govt. undertaking/Partnership firm/ Sole proprietor/Individual.
2. The applicant must have a proven track record of minimum 1 year as on the date of publication of advertisement for this tender with reputed clients in providing the Services of Lift operation
3. The applicant must have annual turnover of at least Rs. 50 lakh during the financial year 2024-2025.
4. The applicant must have following licenses/registration certificates:
 - a. Registration certificate under shops and establishment Act.
 - b. Registration certificate from ESI Corporation.
 - c. Registration certificate from EPF organization under EPF & Misc. Provision Act 1952.
 - d. Registration certificate from GST Authority.
5. Non disclosure of relevant information or furnishing of incorrect information/documents will suffer disqualification of the application at any stage.
6. The applicant must not have been at any time declared as insolvent or convicted for any offence by any Authority. The applicant must not have been prosecuted or suffered any penalty for violation of any Labour laws by any Authority
7. The applicant should not have rescinded/abandoned any Lift Operation Contract awarded by any of his clients before the expiry of prescribed period of contract.
8. The applicant should neither be a sub contractor to any entity/person nor has at any time sub-let the contract awarded to the applicant to any other person.
9. The applicant does not suffer/ has not suffered any disqualification to provide services of Lift operation at any time in respect of matter not enumerated herein.
10. The contractors, who are not in our panel may also submit their offer submitting tender/Bid.
11. The applicant should not be a party to any cartel at any time for processing any contract including the present Tender.
12. LIC of India is not responsible in any manner for the postal delay/loss/non receipt of the tender.
13. The Tenderers are advised to inspect the premises etc. where the services are required to be offered and assess for requirements themselves before submission of the Tender.
14. The validity of the Tender shall be for 21 days from the date of publication of this tender.
15. The Tenderer should pay an amount of Rs.1000/- (Rupees One Thousand only) towards tender fees. The Demand Draft is to be drawn favoring "L.I.C. of India" on any Nationalized Bank payable at Mumbai along with duly furnished tender forms/Documents.

Signature and seal of Tenderer

16. The Tenderer should pay Earnest Money Deposit (EMD) of Rs. 200000/- (Rupees Two Lakh only) in the form of Demand Draft drawn favoring "L.I.C. of India" on any Nationalized Bank payable at Mumbai along with duly furnished tender forms/Documents, without which the Bid will not be considered. The EMD will not carry any interest and it will be refunded/adjusted towards security deposit soon after the finalization of the tender.
17. The Successful Tenderer will be required to deposit an amount of 10% of contractual order by way of a crossed A/c payee demand draft favoring LIC of India, drawn upon any Nationalized Bank payable at Mumbai as Security Deposit. No interest will be payable on this Security deposit.
18. The Competent Authority reserves the right to change the relevant dates; to accept or reject all or any of the applications; to accept any higher bid; or cancel all tenders without assigning any reasons whatsoever.
19. Any tender not complying with requirements/conditions either wholly or partially shall be liable for rejection.
20. Selected Bidders will have to execute a contract (agreement) with Estates department on non-judicial stamp papers of appropriate value.
21. Failure to sign and submit the contract/submission of Security Deposit within 7 days of intimation of selection may result in the forfeiture of EMD and cancellation of selection as L1 bidder.
22. The Tenderer should ensure that Financial bid as shown in Tender document on page no. 10 should be sealed in Envelope –II and **not to be submitted with Tender document.**

Place:

Date :

Signature and seal of Tenderer

FORMAT OF “TECHNICAL BID”
FOR CONTRACT OF LIFT OPERATOR ON OUT SOURCE BASIS

Sr.	PARTCULARS	<u>DETAIL</u>
1	Name of partnership Firm/Proprietorship/Individual	
2	Address and contact details of Registered Office	
3	PAN No.	
	TAN NO.	
	GST Registration No.	
	Office Phone No.	
	Residence Phone No.	
	Mobile No.	
	FAX No.	
	E-mail Address	
	ESI Corporation Registration No. Provident Fund Registration No.	
4	Telegraphic Address, if any	
5	" Gumasta License Number " and date of expiry of License (enclose copy)	
6	Month and year in which firm was established	
7	i) What is the constitution of the firm viz. Sole Proprietor, Partnership, Pvt. Ltd., Public Ltd , etc	
	ii) Enclose copy of Partnership deed, Article of Association OR Affidavit in case of sole proprietorship as per Annexure A-1	
	Whether you are on panel of LIC of India OR any	

Signature and seal of Tenderer

	other organization/Firms etc (give details)		
8	Has the applicant or his partner or Directors been black listed in the past by any Central or States Govt. dept./ Organization/ PUC Organisation		
9	Annual Turn Over for last four years (enclose documentary evidence or proof to support figures)		YEAR
		I	2021-2022
		II	2022-2023
		III	2023-2024
		IV	2024-2025
10	Enclose the Bankers details with cancelled cheque		
11	Give full information regarding staff employed given		
12	Whether Police verification is done for each employees by contractor/firm/proprietorship		
13	Whether contribution for Provident Fund is deducted from the wages paid the employees and remitted to PF Authority.		
14	Whether contribution for Employees Insurance is deducted from the wages paid the employees remitted to ESI Corporation.		
15	Any other information the applicant might like to give		
16	Work experience of similar nature		

DECLARATION

1. All the information furnished by me/us is correct to the best of my/our knowledge & belief.
2. I/We agree that misinformation or false information, if any, shall make the contract (if awarded) liable to be cancelled at any time and I/We will be solely responsible for the consequences.
3. I/We agree that the decision of Zonal Manager, WZO, LIC of India, Mumbai in selection of contractor for providing the Lift Operation services will be final and binding to me/us.
4. I/We agree that I/We have no objection if enquires are made about that work listed by me/us.

Place:

Date:

Signature_____

Name & Designation

Seal of Organization/Agency/Firm/Proprietor

Signature and seal of Tenderer

(Copies of the Credential & Certificates issued by any other institute must be enclosed)

TENDER FOR PROVIDING LIFT OPERATION SERVICES FOR LIFTS OF LIC BUILDING SITUATED IN FORT AREA AND OPERA HOUSE, MUMBAI

“TERMS & CONDITIONS”

FOR CONTRACT OF LIFT OPERATOR ON OUT SOURCE BASIS

- (1) The “terms and conditions” along with the “instructions to bidders” and Annexure “A” and Annexure “B” will form part of the tender to be submitted to LIC of India by the bidder.
- (2) All the pages of the tender document are to be signed by the Authorized Signatory of the tenderer. The Authorized Signatory should initial any overwriting. Use of correction fluid is not permitted.
- (3) Canvassing in any form will disqualify the tender
- (4) The Period of contract will be for two years i.e. from **01.06.2026 to 31.05.2028**.
- (5) In case of 18 Lifts situated in following Buildings, the lifts shall be in operation from 9.30 a.m. to 6.00p.m. from Monday to Saturday except Sundays and Public Holidays.

Western Zonal Office	MDO-I	MDO IV
(1) Bombay Mutual Chambers (1)	(8) Bombay Mutual Terrace Opera House (1)	(13) Asian Bldg. (1)
(2) East & West Bldg, Fort (1)	(9) Canada Building (1)	(14) Bombay Mutual Bldg. (2)
(3) Empire House (1)	(10) Gulestan Building (1)	(15) Bombay Mutual Annex (1)
(4) Great Social Building (1)	(11) Jeevan Udyog (1)	(16) Western India House (1)
(5) Indian Globe Chambers (1)	(12) National Insurance Building (1)	
(6) Universal Bldg. (2)		
(7) Warden House (1)		

In case of building known as “**Bombay Mutual Terrace**” (8th Bldg.) situated at Opera House, Charni Road, Mumbai, the lift shall be in operation from **6.00 a.m. to 10.00 p.m.** from Monday to Saturday. This Lift shall have to be operated in **two shifts by two different Lift Operators** in such a way that One Lift operator shall operate Lift from 6.00 am to 2.00 pm & another operator shall operate from 2.00 pm to 10.00 pm.

- (6) The Lifts are to be operated at locations and the shift timing for operation of lift shall be as stated in main page of our advertisement on our web site (i.e. Annexure “A”).
- (7) In case of absence of lift operator, you will arrange a substitute immediately, failing which charges will be deducted on pro-rata basis.
- (8) In case of shut down of Lift due to major breakdown, exceeding 10 days appropriate deduction shall be made on pro-rata basis.
- (9) The Corporation will not be liable for any injury to or death of the Lift operator/operators engaged by contractor during the operation of lifts. Any **CLAIM in this regard of whatsoever nature** will **not** be entertained by the Corporation.

Signature and seal of Tenderer

- (10) Contractor shall ensure that the wages drawn to the liftmen shall be as per the revised guidelines of Minimum Wages Act April 2023 Central Govt.
- (11) Monthly wages given to the Liftmen by the Contractor should be in standard format (i.e. Annexure "B")
- (12) Contractor shall appoint a supervisor to monitor the operation of lifts by lift operators at no extra cost.
- (13) The Corporation reserves the right to terminate the contract by giving one month Notice. However in case your services are found unsatisfactory, the contract shall be terminated without any notice period.
- (14) The contractor shall be personally responsible for complying all the provisions of the Labour Law or any other law as may be in force from time to time and as may be required in respect of the persons engaged by him in this behalf including the laws relating to engagement of child labour for any purpose whatsoever at LIC of India. LIC of India shall not be responsible for violation of any of the laws / rules / regulations to be followed by the contractor in this regard.
- (15) The contractor shall ensure that Lift Operator appointed will be well mannered and discharge his duties in proper conduct.
- (16) Payment shall be made, on a monthly basis, on submission of the bills in triplicate after deduction of applicable Taxes.
- (17) The contractor shall ensure that monthly deductions made towards P.F. and ESIC amount from wages/salary will remit to the concerned authority in time. Copy should be made available whenever asked for.
- (18) The Tender Inviting Authority reserves the right to accept any tender or to reject any or all tenders at his sole discretion without assigning any reason thereof. The Tender Inviting Authority does not bind to accept the lowest tender.

Declaration by the bidder :-

I have gone through all the above instructions and agree to abide by them.

Signature of bidder with seal
Authorized Signatory:
Name of Person:
Seal (In case of firm/organization)

Signature and seal of Tenderer

TENDER FOR PROVIDING LIFT OPERATION SERVICES FOR LIFTS O LIC BUILDING SITUATED IN FORT AREA AND OPERA HOUSE, MUMBAI

“FINANCIAL BID”

FOR CONTRACT OF LIFT OPERATOR ON OUT SOURCE BASIS

Particulars	No. of Lifts	Basic Rate per month, per Lift, per Operator, per Shift (in Indian Rupees)	Rate with GST per month, per Lift, per Operator, per shift (in Indian Rupees)	Total Basic Rate for all Shifts and all Lifts in all buildings,	Total Gross rate with GST
(1)	(2)	(3)	(4)	(5)	(6)
Total number of buildings = 16 as per the advertisement on our web site under Heading “requirement for Lift Operator”	Total number of Lifts = 18			(Total Lift 18 X 1 shift) + (1 Lift X 2 Shifts) = 18 X rate (as quoted column in (3)	Amount quoted in Column (5) + GST

(L-1) Financial comparison will be done as per column No. (5) excluding GST

Please give below the detail of Bidder : (All fields are mandatory)

Full Name of Firm/Organization/Individual	
Present Address of firm/Individual along with self attested address proof)	
PAN No. with self attested copy	
Name of Contact Person	
Designation	
Contact No. Office Tel No.	
Mobile No.	
Email Id	
Are you related to the any employee or ex-employee of the LIFE INSURANCE CORPORATION OF INDIA?	

I _____ (Name of the bidder) hereby declare that I have seen the Lift/Lifts proposed to be operated as stated **above and agree to operate Lift/Lifts. I also agree to abide by all the rules, terms and conditions forming part of this bid or imposed later on.**

Authorized Signatory:

Signature and seal of Tenderer

Name of Person:
Seal (In case of firm/organization)

TENDER FOR PROVIDING LIFT OPERATION SERVICES FOR LIFTS OF LIC BUILDING SITUATED IN FORT AREA AND OPERA HOUSE, MUMBAI

“Annexure A showing Location of Lift”
FOR CONTRACT OF LIFT OPERATOR ON OUT SOURCE BASIS

Annexure "A"					
Description of Location, number of lifts, number of Shifts and timing of operation of lifts in our various buildings.					
Sr. No.	Name of Bldg	No. of operational Lifts	No. of Liftman	Location	Lift timing
1	Asian Building	1	1	Fort, Mumbai	As per "A" below
2	Bombay Mutual Annex	1	1	Fort, Mumbai	As per "A" below
3	Bombay Mutual Building	2	2	Fort, Mumbai	As per "A" below
4	Bombay Mutual Chambers	1	1	Fort, Mumbai	As per "A" below
5	Bombay Mutual Terrace, Opera House	1	2 (Two shifts for 2 liftmen)	Opera House, Mumbai	As per "B" below
6	Canada Building	1	1	Fort, Mumbai	As per "A" below
7	East & West Bldg, Fort	1	1	Fort, Mumbai	As per "A" below
8	Empire House	1	1	Fort, Mumbai	As per "A" below
9	Great Social Building	1	1	Fort, Mumbai	As per "A" below
10	Gulestan Building	1	1	Fort, Mumbai	As per "A" below
11	Indian Globe Chamber	1	1	Fort, Mumbai	As per "A" below
12	Jeevan Udyog Building	1	1	Fort, Mumbai	As per "A" below
13	National Insurance Building	1	1	Fort, Mumbai	As per "A" below
14	Universal Building	2	2	Fort, Mumbai	As per "A" below
15	Warden House	1	1	Fort, Mumbai	As per "A" below
16	Western India House	1	1	Fort, Mumbai	As per "A" below
	Total number of Lifts=	18	19		

"A" = From 09.30 a.m. to 6.00 p.m. from Monday to Saturday except Sunday and public Holidays.

"B" = In case of building known as "Bombay Mutual Terrace" situated at Opera House, Churni Road, Mumbai, The lift shall be in operation from 6.00 am to 10.00 pm from Monday to Saturday. This Lift shall have to be operated in two shifts by two different Lift Operators in such a way that One Lift operator shall operate Lift from 6.00 am to 2.00 pm and another operator shall operate from 2.00 pm to 10.00 pm.

"C" = The Successful Tenderer will be required to arrange 3-4 liftmen extra in case of office exigencies .

Signature and seal of Tenderer

Annexure – B

NAME OF THE LIFT OPERATOR : _____ MONTH : _____

NAME OF THE BUILDING : _____

Payment :

Basic _____

D.A. _____

HRA _____

Other Incentives _____

GROSS : _____

Deductions :

Provident Fund _____

ESIC _____

Profession Tax _____

Other deductions _____

TOTAL DEDUCTIONS : _____

NET PAYMENT : _____

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Signature and seal of Tenderer