



**Life Insurance Corporation of India
"Jeevan Vishwas", Divisional Office
Patto, Panaji , Goa**

Ref: OS / Pest Control/GDO

24.03.2026

M/S _____

Dear Sir,

Re: Tender for approval of authorized service provider for Pest Control Services under Divisional Office Goa.

LIC of India invites sealed quotations from all empanelled and other firms to provide pest control services in its Office Premises, Staff Quarters, RMF centre, Customer Zone, and Guest Houses situated at different locations under Divisional Office Goa.

You are requested to submit your sealed tender/quotations as per procedure prescribed hereunder to this office on or before **4.00 PM. on 15.04.2026**

The sealed quotations should be addressed to following addressee and dropped in the drop box at the same address. Please mention **"Quotation for Pest Control: Last date 15.04.2026 on the top of envelope containing quotation.**

**The Manager (OS)
Life Insurance Corporation of India
"Jeevan Vishwas", Divisional Office
Patto, Panaji , Goa**

The **quotations shall be opened at 12.30 PM on 16.04.2026.** Vendors or their authorized representative (only one person with valid I-Card) may be present if they so desire. Tenders received after due date due to delay in post or any reason will not be considered. Further LIC reserves the right to accept or reject any tender or whole tender process at any time, without assigning any reason thereof.

Life Insurance Corporation of India reserves the right to call for missing /additional requirement/clarifications or otherwise from the vendor at the time of analysis of the tenders received in response to this notice.




Manager OS

Terms & Conditions of Tender

(To be returned duly filled with your quotation as acceptance of T&C)

1. Aim of Contract:

Effective disinfection and satisfactory pest control services designed through a periodical program for eliminating, reducing, controlling and preventing nuisance of damage and health hazard from:

- General pest control:- Cockroaches, flies, insects, red and black Ants, Beetles, Moths, Spiders, Silverfish and Lizards etc.
- All varieties of Rodents viz., Rats, Mice etc.
- Anti-termite treatment.

2. SCOPE OF WORK : The job of Pest control shall include the following:

The general pest control disinfection services are required to be carried on once a quarter for locations at sr. No. 1 to 20 in annexure B and need based for Locations at Sr. No 21 and 22 . Rodent Management service and anti termide treatment shall be need based for all locations.

- General Pest Control/Disinfections:-** It includes treatment against crawling insect pests such as cockroaches, silver fish, red and Black ants, spiders, lizards etc. through Gel application and or spray treatment by permitted insecticides as per Government of India and WHO norms. The treatment shall be based on the use of Imidacloprid 2.15% Gel or Fipronil 0.03%/0.05% Gel bait and water based pesticides (Chemicals to be used as mentioned in the specification or equivalent).

Water based pesticide shall be applied as a controlled/restricted spray in cracks crevices, wall and floor junctions, cockroach, flies, insects, silver fish, bugs, red/black ant harboring areas etc with 1.5 lt lightweight or 5 lt hand compression sprayer. Gel Bait shall be applied as spot placements with a modified syringe/cartridge applicator. Ready to use oil based spray having odor shall applied as aerosol spray/ or by a 1.5 lt capacity hand compression sprayer to outside areas.

The Pest control should cover all the places as mentioned above and any hidden space in the campus and should leave no space unattended.

- Rodent Management Services:-** It meant for controlling rat problem inside as well as outside the premises and safeguarding the important files, papers, boxes, electrical and telephone wiring, wooden ceiling, paneling, cardboards, raw materials etc from rodent's damage. The service provider shall visit regularly for changing and replacing the glue pads/bait cakes/traps etc and dispose off used items outside the building.

It should be done through rat traps/pads/bait cake etc. Rodent bait cakes shall be placed in the bait station with self lock mechanism which in turn shall be places at strategic locations/runways of rodents inside the building. Rodent bait shall also be placed in the exteriors of buildings in tamper proof bait station units. Loose rodent bait shall be used in burrow treatment in the compound area.

The placement of the wire traps, bait stations shall be along the walls/runways in all area, close to doors and other openings into an area from where rats and mice are likely to enter inside the building. Placement and spacing of these devices is to be determined on practical feasibility, upon inspection. Chemical used in the cake should be as per WHO norms viz Bromodiolone etc.

- Anti Termite treatment:-** Termites are a group of insects that mostly feed on dead plants materials, with the ability to digest cellulose. Injecting termiticide into affected portions of the woodwork, woodwork in contact with machinery for examples door frames,

cabinets, cupboards etc shall be treated by drilling and injecting termiticide at the points of contact, through drilling holes at the junctions of the walls and the door and pumping chemicals through these holes, wherever necessary. The drilled holes are effectively sealed thereafter. The applications of blanket spray and dusting wherever necessary as and when required.

It should be done though applying post constructional anti-termite treatment to the (i) outer periphery of the buildings by drilling 12 mm dia holes as close as possible to the plinth wall @300mm c/c and 300 mm deep and by pumping chemical emulsion in to these holes @ 2.25 liters per RM.

(ii) Inside at the junction of the floor and wall by drilling vertically 12 mm dia holes at the junction of the floor and walls @300 mm c/c and 300 mm deep and by pumping chemical emulsion into these holes @ 1.0 liters per hole.

(iii) Existing wood work by drilling 6 mm dia holes at a downward angles of about 45 degree at the junction of wood work and masonry @ 150 mm interval and injecting chemical emulsion Imidacloprid (30.5%SC) with dilution ratio 2.1 ml per liter of water or chloropyriphos (20% EC) (in oil or kerosene based solution) in to these holes @ 0.5 liters per hole or 7.5 lit emulsion concrete per sqm including sealing and making good the holes after treatment with cement mortar 1:2 (1 cement : 2 coarse sand) to the full depth of the hole etc all complete as per the direction of the branch in-charge.

(iv) It also include eradication of termite though permitted insecticides as per Govt of India and WHO norms. The Anti Termite treatment should cover all the places as defined in work order & defined by consignee **with application of gel, spray, fumigation under the Tables, Chairs, Almirahs, on and around the pile of files, on wooden furniture, on false ceiling, on all staircases, on all toilets drain ducts in whole office & staff quarters and any hidden space in the campus and should leave no space unattended.**

(iii) Agencies must ensure that the pest control once done shall remain effective up to warranty period, failing which it will have to be done again free of cost.

3. Validity of Tender: Rates quoted by the Firm shall remain valid for a period two year from the date of award of contract. However, before expiry of original contract, existing contract may be renewed further period of one year on original terms & conditions on mutual consent . Corporation reserves the right to terminate the contract by giving 15 days notice and without assigning any reason thereof.

4. Eligibility conditions

a) The bidder should have a valid license to stock and use of permissible insecticides for commercial pest control operations.

b) Copy of GSTIN & PAN Certificates to be attached.

5. Tender Fee(Non Refundable): The bidder shall furnish towards Tender Fee (Non Refundable) **an amount of Rs. 118/- (Rupees One Hundred Eighteen only)** inclusive of GST by way of Demand Draft drawn in favor of "LIC of India" payable at Panaji or in cash.

6. Earnest Money Deposit (Refundable): The bidder shall furnish towards Earnest Money Deposit an amount of Rs.5000/- (Rupees Five Thousand only) by way of Demand Draft Drawn on any scheduled bank, in favor of "LIC of India" payable at Panaji.

* Alternatively, the same can also be deposited at the cash counter in our office on 5th Floor, of "Jeevan Vishwas" Building, Divisional Office, Panaji, Goa and the receipt may be enclosed with the tender.

The EMD of the unsuccessful bidder will be returned by NEFT only, subsequent to the award of Contract & acceptance by successful bidder. No interest whatsoever shall be payable on the EMD. EMD exemption will be applicable as per Gove norms.

7. Security Deposit: Successful bidder has to deposit an amount equals to 3% of total value of contract (excluding GST). SD will be retained by LIC up to the end of contract period or warranty period of last ATT service (whichever is later). LIC can consider the amount of EMD as SD subject to deposition of difference amount of SD. No interest whatsoever shall be payable on the EMD or SD.

8. Submission of Tenders:

(i) The quotation indicating rates for Pest Control should be excluding GST & including all other expenses, must be submitted in Annexure 'A' in a sealed envelope along with the following certificate duly signed by the vendor :-

(ii) The quotation, tender document, valid license to stock and use of permissible insecticides for commercial pest control operations, certified copy of the Registration Certificate(Trade License) of his Agency showing Registration with the concerned authority/ies for carrying out business of Pest control services, ISI certification and IPCA certification in respect of his agency and shall keep such registration effective during the present agreement. A cancelled cheque, self attested copy of PAN card and self attested copy of GST certificate will have to be also submitted. Evidence of the contractors credibility such as copies of experience certificate, if any, from existing clients, list of clients, is required to be submitted. Copy of valid shops and Establishment certificate issued under Shops and Establishment Act in the name of the firm/bidder should be submitted. (Bidder has to submit at least one certificate for office in Goa). an envelope containing EMD and Tender Fee are to be kept in a big sealed envelope. Vendor is liable to be terminated if the contractor fails to renew its membership certificate during contractual period.

(iii) **The envelope containing EMD should not be sealed and kept open.**

(iv) Late/delayed tenders due to any reason what so ever, will not be accepted/considered under any circumstances.

(vi)The pest control exercise is to be undertaken preferably on Saturdays.

(vii) The quoted rates should include the cost of pesticides and related labour and transportation charges. **The chemicals/pesticides used by the agency should be ISI Marked and/or WHO approved.**

(VII) a) The pest control disinfection treatment is to be carried out on a pre-appointed time (in liason with the respective office) within the quarterly period for the offices and guest houses. Carry forward of skipper period is not allowed.



b) For staff quarters the services will be need based.

c) Rodent, Termite and sanitization services will be need based. These services which include cleaning of the area thereafter if required and to be carried out as and when required as per office requirement for affected area only as per the area specified by the concerned office and payment shall be made on per sq ft. basis as per approved rates for the specifically treated area only.

b) The treatment is also required to be carried out in sensitive areas like electrical control boxes, computer rooms, Stationery, store rooms, docket rooms, etc. The treatment shall also cover the areas like toilets/baths, etc

(viii) The rates should be quoted in **Annexure "A" in figures as well as in words and should not have any correction/cutting or over writing.**

(ix) List of the of premises for pest control activity is as per Annexure "B" however the contractor to provide pest control and other services mentioned in the tender to any other such property other than mentioned in the Annexure B if it is required and the contractor shall provide the same rate approved for a particular location or in the close vicinity of the approved location.

9. Payment:

The contractor shall submit the invoice for payment with detailed service report towards pest control services to the respective office of the Corporation within 7 days on completing each service. Payment will be made by NEFT by the respective office subject to deduction of Income Tax at source. Invoices pertaining to RMF, Guest houses and Staff quarters to be submitted to the Divisional Office. No advance payment will be done

10. The Responsibility of Service Providing Agency:

(a)The Service Providing Agency shall be solely responsible for the redressal of grievances /resolution of disputes relating to persons deployed by the agency. The LIC of India shall, in no way, be responsible for settlement of such issues, whatsoever.

(b)It will be the responsibility of The Service Providing Agency to meet transportation, food, medical and any other requirements in respect of the persons deployed by him and follow all the laws and regulations laid by the Govt.

(c)The Service Providing Agency shall have to follow all the instruction given to him/them from time to time by the competent authority or person nominated by him.

(d)The Service Providing Agency and its worker shall abide by the rules and regulations of the LIC as well as directions/instructions issued by the Manager (OS) or on his behalf by the authorities from time to time and violation of which may result in cancellation of the contract.

(e)The LIC of India **shall not be responsible** for any damages, losses, claims, financial or other injury to any person deployed by Service Providing Agency during the course of their performing the functions/duties, or for payment towards any compensation. The Service Providing agency will also indemnify the LIC from any claim in this regards.

(f) The Service Providing Agency shall have to fix prior appointment directly with the location in charge under intimation to us. The work completion certificate shall be obtained from the location in charge submitted along with the bills.



(g) All the chemicals used should be certified by WHO under WHO pesticide Evaluation Scheme for public health utilization and approval with BIS certification and should be used in recommended doses as per guidelines in this matter.

(h) The rates tendered by the contractor shall be all inclusive(excluding GST) and shall apply to all heights, lifts, leads and depths of the building and nothing shall be payable to him on this account.

(i) Tenderers shall inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders as to the nature of the site and shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. A tenderer shall be deemed to have full knowledge of the site whether he inspects it or not. Submission of the tender implies that the tenderer has read the complete contract documents and is aware of the conditions, specifications of the work to be done and of the local conditions and other factors having a bearing on the execution of work. Any claim either for extra amount or for additional time of execution due to ignorance about the site and working condition is not payable.

(j) The pesticide etc. used for pest/rodent control should not have adverse impacts on human health.

(k) Tender with any condition is liable to be rejected.

(l) The Vendor shall deploy required number of well trained and well groomed staff for pest control treatment work at the Corporation's office premises and they shall follow the instructions given to them by the officers of the Corporation.

(m) Vendors staff shall be able to communicate in at least one of the four languages viz. Hindi, Konkani, English or Marathi.

(n) Vendor's staff shall be equipped with all the necessary accessories while on duty, like – uniform, shoes, proper company badges so that they can be properly identified, while on duty.

(o) Vendor's staff shall not come on duty under influence of alcohol or drugs. The resources deployed to the premises of LIC shall behave in respectful and courteous manner while on duty. Contractor shall be responsible for their conduct in LIC.

(p) The vendor shall not appoint any sub-contractors/agents or any other persons to carry out all or any of the duties and functions under this agreement nor shall he assign or otherwise transfer his rights under this agreement to any other person

11. Penalty Clause: (A)If it is found that during warranty period of any site, any physical damage to the property of corporation is reported due to Termite attack, than it will be the sole responsibility of vendor, & such type of loss will be recovered from vendor.

(B) If the vendor fail to perform quarterly , then penalty of Rs 500.00 per service will be imposed.

12. Warranty Period: Warranty period for Anti Termite Treatment should be minimum 24 months.

13. In the event of any dispute or difference arising out of operation of this agreement, the same shall be referred to the sole arbitration and the sole arbitrator will be appointed by the Sr. Divisional Manager, LIC of India, Divisional Office, Panaji whose decision shall be final and binding on both the parties. The venue of arbitration shall be at Goa. The provisions of the Arbitration and Conciliation Act, 1996 shall apply to the arbitration



In case of failure of Arbitration process, and/or any dispute arising out of or relating to this tender shall be deemed to have arisen in Panaji and be subject to adjudication of competent Court in Panaji,Goa only.

14. THE INSURANCE LAWS (AMENDMENT) ACT, 2015

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

15. a) The L1 vendor for Pest Control Disinfection Services will be decided on the basis of Basic rate per square ft. per service quoted, excluding GST for general pest control –A , in annexure 'A' .

b) L1 for other services ie. Rodent, Termite and sanitation shall be treated separately as it is need based.

Terms & Conditions as stated above accepted

**Signature of Vendor
with stamp**

(Please sign each page)


Manager (OS)

LIC Insurance Corporation of India
Goa Office
Panaji

ANNEXURE "A"

QUOTATION FORM FOR PEST CONTROL SERVICE

Rates & Mode of Payment for Pest Control services

SCOPE OF WORK	Basic Rates per service (excluding GST)
General pest control - A (Quarterly basis applicable for all locations)	@₹ _____ per sq. ft. @₹ _____ _____ per sq. ft.(In words)
Rodent Management Services - B (Need Basis applicable for all locations))	@₹ _____ per sq. ft. @₹ _____ _____ per sq. ft.(In words)
Anti Termite treatment - C (Need Basis)	@₹ _____ per sq. ft. @₹ _____ _____ per sq. ft.(In words)

Warranty Period: Warranty period for Anti Termite Treatment should be **minimum 24** months.

Please note that in case of difference in figure and words, amount mentioned in words will prevail. Total amount as per Total D above excluding GST will be the basis for financial evaluation.

Place:

Date:

Signature of the bidder
Name & address of the bidder (with stamp)



ANNEXURE "B"**Locations FOR PEST CONTROL SERVICE**

Sr. No.	Locations	Area in sq. ft.
1.	Branch no. 91E, St. Pelagia Bldg., 3 rd Floor, Near Maharaja Hotel, Vasco da Gama Goa.	4837
2.	Branch no. 91F, Rastroli Sadan, Near Cine Alankar, Mapusa, Bardez, Goa. 403507	5770
3.	Branch no. 93A, Govardhan Bldg., 1 st & 2 nd floor, Khadapabandh, Ponda, Goa. 403401	7250
4.	Branch no. 93B, Shetye Pride, 1 st , 2 nd & 3 rd floor, Sonarpeth, Bicholim, Goa. 403504	3730
5.	Branch no. 93C, Chamunda Apts., 2 nd & 3 rd floor, Opp. Post Office, Sanguem Road, Curcholem, Goa. 403706	5960
6.	Branch no. 93K, Canacona Palace, 1 st floor, Chaudi, Canacona, Goa. 403702	3290
7.	Branch no. 93M, Reliance Trade Centre, 4 th floor, Opp. Grace Hospital, Margao, Goa. 403601	5100
8.	Branch no. 93N, 1 st floor, Sahakar Bhavan, Opp. Ravalnath Temple, Pernem, Goa	3640
9.	Branch no. 93P, Jeevan Vishwas Bldg., 3 rd Floor, EDC Complex, Patto, Panaji, Goa. 403001.	4500
10.	Branch no. 998, Dempo House, 1 st floor, Campal, Panaji, Goa. 403001	5000
11.	Branch no. 999, Rajadhyax Park, 1 st floor, Behind Loyola High School, Comba, Margao, Goa 403601	7064
12.	SSO 91F, Calangute, Colonia de Braganza Resort, Calangute, Goa. 403516	840
13.	SSO 93B, Sanquelim, Shetye Plaza, Sankhali, Goa. 403505	980
14.	SSO 999, Cuncolim, Behind Cuncolim Medical Stores, Cuncolim, Goa. 403703.	1050
15.	P&GS dept., Jeevan Vishwas Bldg., 3 rd Floor, EDC Complex, Patto, Panaji, Goa. 403001.	2878
16.	Goa Divisional Office, Jeevan Vishwas Bldg., 4 th /5 th /6 th floor, Patto, Panaji, Goa. 403001.	20200
17.	RMF(EDMS) Old Goa	10510
18.	General Guest House, Kamat Estate, Panaji(2 flats) Total area:	1610
19.	VIP Guest House, Alfred Apts., Caranzalem, Panaji(2 flats) Total area:	1646
20.	VVIP Guest House, Madhura, La Campala Colony Panaji, Goa	1997
21.	2BHK Staff Quarters- Curcholem(2), Panaji(18), Margao(1), Vasco(2) Actual no. of quarters/services will be need based. Quote to be given for one service of total 23 staff quarters	861 – for 5 753 – for 8 969- for 10 (approx)
22.	3BHK Staff Quarters(Panaji(3), Margao(1)) Actual no. of quarters/services will be need based. Quote to be given for one service of total 4 staff quarters	1184-for 4 (approx)



(PEST CONTROL SERVICES ON CONTRACT BASIS)

BIODATA/PROFILE OF CONTRACTOR

1. Name of the Contractor:
2. Name of the Firm/Agency:
3. Address:
4. Date since Firm/Agency came into existence:
5. No. of years of experience in the similar Field:
6. Names of organizations/establishments with whom Associated presently or in the past in the similar field(Attach experience certificate OR Appointment Letters)
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.
 - 6.
7. Telephone no.
8. Mobile no.
9. Email Id.



BIDDERS DECLARATION

I, hereby agree to abide by the above said conditions pertaining to the said tender.

I enclose herewith the following:-

1. Earnest Money Deposit particulars (copy of receipt to be enclosed)
Paid Rs.5000/- vide MR no. _____, Trn. No. _____ dated _____ **OR**
D.D. No. _____ dated _____ for Rs. _____ on
Bank _____, Place of Bank _____
2. Trade licence details(copy to be enclosed)
 - a) License no. _____
 - b) Date of issue: _____
 - c) Valid upto: _____
3. BIO-DATA form duly filled in(format enclosed)
4. Quotation form duly filled in(format enclosed)
5. Experience certificate for testimonials
6. Copy of PAN card
7. Copy of GSTIN registration certificate
8. Cancelled cheque
9. Copy of ISI certificate/IPCA Certificate no. _____ valid upto _____
10. Shops and Establishment certificate with Office in state of Goa
11. MSME certificate

SIGNATURE OF THE VENDOR

Name: _____

Address: _____

Date:

Office Seal:

