



LIC OF INDIA, Divisional Office,
E&OS Department,
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LIFE INSURANCE CORPORATION OF INDIA | MYSURU DIVISIONAL OFFICE

REF: OS ESTATES/Tender No. 2025-26/1

Date: 21.09.2026

SINGLE PACKET BID | FOR SUBMISSION THROUGH GeM PORTAL

Tender document for providing HOUSEKEEPING SERVICES (Cleaning / Sanitation / Sweeping & Office attendant) at various Offices under the jurisdiction of LIC Of India, Divisional Office, Mysore for a period of 3 years from 01.11.2026 to 31.10.2029

Date of issue: 21.09.2026

Last day for submission of duly filled in Tender Form through Gem 11.10.2026



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LIFE INSURANCE CORPORATION OF INDIA | MYSURU DIVISIONAL OFFICE

Tender Notice

LIC of India, Mysuru Divisional Office, intends to hire the services of Agencies /firms / organizations / Vendors for House Keeping Services **at various Offices under the jurisdiction of LIC of India, Divisional Office, Mysore.**

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, Mysore" 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

Last date for submitting bid documents is through GeM portal as scheduled

Date: 21/09/2026

Place: Mysore

Sr. Divisional Manager

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The firm/ Agency/ Organization/ Service Provider who are providing housekeeping services is hereafter called as “Agency”.

The Corporation and its representatives are here in after called as Office”.

Please check that total number of Pages are 37. Each Page of the Tender Document must be Signed & Stamped by the Tenderer before submission.

TENDER SCHEDULE

Name of Service	Providing Housekeeping services at various offices/premises under Mysore Division.
Tender documents	Tender Forms can be downloaded through GeM Portal from 21.09.2026 to 11.10.2026
Earnest Money Deposit	EMD to be deposited to LIC Of India, Mysore Divisional Office by way of online payment EMD Collected can be adjusted towards Security Deposit for successful bidder EMD Deposit shall be refunded within 20 days after the award of Tender to those unsuccessful bidders.
Tender Type	Single packet System
Date of opening of tenders	As scheduled in GeM Portal.
Last date of submission of Tenders	As scheduled in GeM Portal.
Annexure— VI	Affidavit / Indemnity Bond on Stamp Paper of Rs 500 and Notarized.
Contract Period	The contract shall be for a period of THREE YEARS, which may be extended at the discretion of the Corporation and on mutual consent of the bidder for a further period of one Year)subject to satisfactory performance with the same terms and conditions inclusive of rates.
Notice period for termination of contract	One month if LIC intends to terminate the services. Four months if the agency intends to terminate the contract.
Validity of Bid	180 Days from the opening of the tenders.

Scope of Work for Housekeeping services

The successful Bidder will have to provide Housekeeping services to LIC of India, Mysore Division for its DIVISIONAL OFFICE, Jeevan Prakash, Bannimantap, Mysore premises and also for the Offices (as mentioned in annexure I) by deploying their personnel to the satisfaction of LIC of India, Mysore and its mentioned offices in consistency with LIC of India standards and instructions issued by appropriate LIC of India officials from time to time.

1. The Agency shall ensure that all its personnel deployed to provide services shall be efficient and honest. The Agency will have to engage suitably trained personnel to carry out the Services.
2. The Agency shall execute the housekeeping services directly through its own regular employees and shall not appoint any sub-contractor and assign or transfer the whole or any part of the work under any circumstances.
3. Sweeping of all floors, passages, staircases, halls, rooms, lifts, reception area and external area on all floors and wherever directed by the authority, two times daily and as per special directions issued by the authority.
4. Sweeping of all office areas including cabins and attached toilets on all floors two times daily and as per special directions issued by the authority.
5. Emptying of all dustbins and collection of garbage of all the floors and also cleaning of dustbins daily and their disposal outside premises as per the Office/Government guidelines.
6. Cleaning of all gents & ladies toilets, places adjacent to water coolers, Aqua guard, wall tiles, pots, window glasses of toilets, taps/ fixtures, buckets, mugs, staircase corners and elevators, wash basins etc. daily.
7. Brooming /sweeping/mopping/cleaning should be done daily at Inspection rooms
8. Mopping with suitable liquids of all the floors of the office, common area, should be completed in every two days.
9. Daily cleaning and dusting of tables, chairs and computers and its peripherals.
10. Special Weekly cleaning and dusting of tables, chairs, partitions, window glasses, sofas, wooden racks, steel cabinets, etc. on all the concerned floors and the cabins.
11. Removal of stains on floor tiles, glasses, tiles, mirrors should be done weekly with suitable cleaning materials
12. Removing cobwebs and dusting of fans, tube lights and fittings, glow signs weekly.
13. Sweeping and mopping of the Store room or any other room weekly.
14. Weekly washing of the parking area.
15. Cleaning of cobwebs, racks, window glasses, ceiling, corners, top of almirahs, racks weekly.
16. Brooming and cleaning of roofs, terrace and all building parts fortnightly.
17. Regular inspection of the toilets and ensure necessary cleaning and mopping of the same.
18. Problems relating to plumbing, breakage, leakages etc., should be brought to the notice of the designated official of OS Department.
19. Collection and proper disposal of garbage (dry and wet)/dry leaves out of office premises etc.
20. Arranging documents/almirahs/racks and filing as prescribed by the Corporation to facilitate the improvement of ambience

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21. Housekeeping activity to be undertaken even on holidays under exceptional circumstances as preparatory for conducting official functions at Divisional Office/Branch Office Premises.
22. Mopping with approved liquids and other required materials of ISO standard.
23. Cleaning of glass mirrors and other surfaces with suitable glass Cleaners of ISO standard.
24. Toilet cleaners/tiles cleaners of reputed companies of ISO standard to be used. They should be non-corrosive to the surface of sink/tiles.
25. Surface of the commodes/urinals/wash basins, sanitary equipment's should not be spoiled. If it is found that the cleaning materials have spoiled the surface, the Office will claim damages from the agency.
26. Placing of air fresheners in all wash rooms and placing of Naphthalene balls and other suitable material in urinals.
27. Inspection Room is a part of office premises. Hence housekeeping should be done in Inspection Room.
28. Disposal of Garbage/all waste materials outside the premises as directed by the Office at agreed durations. It should not create any type of inconvenience to the neighbours /general public.
29. Housekeeping activity should be done in all parts of the premises between the compound walls.
30. Housekeeping should be done at Inspection Room as directed by the office without causing inconvenience to the occupants.
31. Inter-se prioritization of the Housekeeping activities should be according to the Office directions issued from time to time
32. Housekeeping activity should be done in all the rooms whether closed/opened in the premises.
33. Agency should get the signature of any officer as authorized by the in-charge of Branch/Division on Job Chart of House Keeping activity, every day.
34. Supervisor should be responsible for ensuring House Keeping activity at all locations mentioned in Annexure II and should attend to the office regularly. The payment to supervisor will be made by the agency only.
35. The working hours will be from 7.30 A.M. to 11.30 A.M & 2.00 P.M. to 6.00 P.M.,(in case of 8 hrs.) and from 7.00 am to 1.00 pm (in case of 6 hours), 7.30 A.M to 11.30 A.M.. (In case of 4 hrs.). and for attender 09.30 am to 1.30pm and 2.00pm to 6.00pm (8 hours) (Will be decided later).
36. Daily sweeping of parking area and premises of the said D.O. B.O. and S.O. before 9.30 am
37. The Agency should undertake the housekeeping activity of all the building parts as well as all office equipments, except electrical items.
38. Uniform is mandatory and should be provided within 15 days of awarding the tender and deployment of personnel.
39. Housekeeping activity should be done on all working days of the office
40. Any other work related to above and as instructed from time to time.

FOR HOUSEKEEPING SERVICE IN OFFICES (On all working days):-

a) DAILY SCHEDULE:

Daily Schedule for Cleaning/Sweeping shall be as under:

1. Sweeping and mopping of all cabins and office area- twice in a day with phenyl / disinfectant
2. Dusting of all furniture, walls, ceiling, curtains and venetian blinds early in the morning before 9.30 a.m.
3. Cleaning, Washing & replacing the dustbins after removing the waste material from the dustbins. Dusting and cleaning of doors, windows, glass panes, partition walls, AC machines, water cooler, fridge etc.
4. Cleaning toilets, removing stains on floors & walls, keeping air fresheners, filling liquid soap of pproved quality in the morning & keeping urinal cubes etc.

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5. Cleaning and drying all the toilets twice a day.
6. Cleaning of Buckets/Mugs by liquid soap /cleaner on daily basis.
7. Throwing of waste/garbage on daily basis in garbage bin. Disposal of waste material will be the sole responsibility of the agency.
8. Removing stains from floor, walls, staircases, cabin doors, partition of cabin inside or outside on regular basis.

(b) WEEKLY SCHEDULE:

1. Washing of floors, stairs with soap/stain cleaner, removing of cobwebs/insects from walls, ceilings, under tables/chairs/Almirahs etc.
2. Dusting of all walls, ceilings, curtains, Venetian blinds early in the morning.
3. Cleaning of taps, wash basins, flushing system, sinks etc. with help of soap/ stain leaner.
4. Cleaning (dry)/washing basement and Open area adjoining the Building of the D.O/ B.Os/ S.Os/ Inspections Rooms under Mysore Division. Any other item which may be required for the above purposes listed at Serial Nos. 1 to 4.

(c) MONTHLY SCHEDULE FOR DEEP CLEANING:

1. Removal of cobwebs from office premises.
2. Cleaning of window panes from inside as well as outside.
3. Cleaning of dust on tube lights /security grill.
4. Cleaning of partitions.
5. Cleaning of roof tops and staircases.
6. Cleaning of parapet walls.
7. Monthly cleaning of wall mounted fans/ceiling fans.
8. Monthly cleaning of man holes (gutters) in the periphery of office. Buildings/Inspection Rooms.

Supervision / coordination of various housekeeping jobs will be the responsibility of the Agency in consultation with the head of the concerned office.



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IRDAI CONDITIONS

“In terms of provisions of Section 33(3) of the Insurance Act, 1938, as amended by the Insurance Laws (Amendments) Act, 2014, Insurance Regulatory Authority of India (IRDA) is authorized to verify all such books of account, register, other documents and the data base in the custody of contractor in respect of service outsourced by the LIC of India. It shall be the duty of the contractor to provide such documents/statements/information as may be required by IRDAI within such time as may be specified by the IRDAI”.

“In terms of provisions of Section 33 (4) of the Insurance Act, 1938, as amended by the Insurance Laws (Amendments) Act 2014, any Investigating Officer of IRDAI may examine on oath the service provider or contractor where the services are outsourced by the LIC of India in relation to its business.”

INSTRUCTIONS TO BIDDERS (FOR HOUSE KEEPING SERVICES)

1. Bid is Open through GEM PORTAL for GEM registered users only from 19-09-2026 to 04.10.2026
2. The last date for submission of duly filled in tenders through GeM Portal along with EMD amount is 11/10/2026 upto 3.00 PM. The tenders received after the last date and time mentioned above will be termed as LATE and will not be considered. LIC of India 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 SINGLE PACKET SYSTEM. The bid must be submitted giving full particulars in the prescribed formats (signed and scanned copies of all the documents with related documents EMD of Rs 10,00,000 By way of online payment to Union Bank of India, Bannimantap Extension Branch, Mysuru, PIN: 570007; IFSC: UBIN0906387; Current Account No: 510341000679655. For MSMEs there is no EMD amount
4. After scrutiny of the 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 nonresponsive and their bids will not be processed and considered.**
5. 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. For MSME companies no EMD is to be deposited.
6. Successful Tenderer must deposit Security deposit @ 5% of the Total tender Value in the form of DD drawn on any of the Nationalized Bank in favour of Life Insurance Corporation of India, payable at Mysore 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.

7 The following documents should be enclosed

- a) Certificate of Registration under Companies Act, 1956/2013/ Partnership deed with proof of registration of firm/Individual Firm. Valid Certificate of Registration under Karnataka 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 average 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.**

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- i) Work orders of existing Major Agreements with large Institutes/PSUs/Goutorganisations.
- j) **The bidder Company/Firm must have minimum 100 House Keeping employees enrolled on its roll as on 31/03/2026.**
- 10. Non submission of documents referred in single packet Bid/Non-disclosure of relevant information or furnishing of incorrect information, documents will suffer disqualification.**
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 bid. 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 6 (Six) months or 180 days from the date of opening of Technical Bid.
13. 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 of Branch Office at Mysore City having 3 years of Operational Experience in **KARNATAKA STATE and must have GST registration of Karnataka state**
18. The Service Provider may preferably be on the approved panel of at least one reputed organization in Karnataka 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, Mysore 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.

General Terms and conditions for Housekeeping services

The terms and conditions along with the instructions will form part of the tender to be submitted by the tenderer to LIC of India, termed as hereunder:

The firm/Agency/Organization/Service Provider who are providing housekeeping services/Guest House Maintenance is hereafter called as "Agency".

The Life Insurance Corporation of India (Corporation) and its representatives are here in after called as "Office"

1. LIC Of India, Mysore 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 Mysore D.O. and its offices under Mysore DO (As mentioned in Annex.I). The tentative number of Personnel required may be around 70 in number
2. A Supervisor should be allocated by the vendor to monitor the functioning of the personnel deployed by the vendor. This Supervisor will not form the part of the workforce deployed by the vendor at our service Locations.
3. There should not be any deviation in Terms and Conditions as have been stipulated in the tender documents. However, in the event of imposition of any other condition, which may lead to a deviation with respect to the terms and conditions as mentioned in the tender document, the vendor is required to attach a separate sheet marking "list of deviations".
4. Office reserves the right to accept or reject any or all the tenders without assigning any reason thereof. Canvassing in any form will disqualify the tenderer.
5. The short-listed agencies/firms will be informed in writing by the Office for arranging their office inspection.
6. All payments to the successful vendor shall be made by NEFT only.
7. 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.
8. 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.
9. 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.
10. In the event of any liability of any nature whether relating to statutory compliances or payment of wages or otherwise, is saddled on the Office with regard to Personnel engaged and deployed by the Agency Providing Housekeeping services, the Office shall be entitled to recover the same from the EMD/ Security/ running bill held with the Office.
11. The Agency would undertake to indemnify and to make good the loss to the full extent to the Office, failing which the Office shall be within its right to take appropriate action in law for recovery of the said amount.
12. The Agency should take Contractor All Risk Policy which includes workmen insurance, third party liability etc.,
13. Non- Disclosure of Confidential Information will be the sole responsibility of the Agency. 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 Office. Agency shall be liable for any loss caused to the Office due to any such wrongful disclosures.

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14. 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.
15. It is particularly agreed that the Office 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 circumstances the Office is made liable to pay any such compensation, the Agency will indemnify / reimburse the Office in full extent.
16. The personnel must be in uniform on all working days, failing which 1% to 5% of total bill may be imposed/ deducted as penalty.
17. If the schedule as laid out in the scope of work is not adhered to by the contractor, a penalty of Rs.1000/- per week will be imposed.
18. Timings of the Housekeeping Activity are fixed keeping in view of the Corporation guidelines which are in vogue. The Office may change the timings if necessary without affecting the total number of working hours.
19. The Agency Providing Housekeeping services shall provide the names, local and permanent addresses, and mobile no. of the personnel deployed to the Office along with a copy of Aadhar Card.
20. Corporation will not issue Identity Cards to the housekeeping personnel deployed by the Agency. The agency should provide ID cards to its employees for identification purpose.
21. Any type of direct communication from such deployed personnel would not be entertained
22. The Office will not be entitled to retain any control, supervision or the manner of their discharge, dismissal or retrenchment of the personnel engaged and deployed by the Agency Providing Housekeeping services. However in case the Corporation is not satisfied with the work of any person deployed by the agency, the Corporation may ask the agency to replace him.
23. The Agency will be responsible for the supervision of personnel and it would provide the name of supervisor with his contact number to the Corporation for supervision purposes.
24. The Agency is responsible for keeping all necessary records and maintenance. He should be in a position to show the required documents to Corporation authorities whenever required.
25. The Agency is responsible to maintain the muster rolls originals of all the persons and all the documents regarding statutory requirements of the Agency
26. The Agency has to submit the Annexure III signed by each engaged person to the office.
27. All the original records of the Muster rolls are to be maintained by Agency.
28. Muster rolls for the running month with the office it is the responsibility of the Agency to collect and maintain original muster rolls after the bill settlement of the particular month.
29. The Agency should ensure the housekeeping activity at all offices in the Division as directed by them.
30. The Agency shall give the duty allocation chart mentioning the names of the personnel deployed at various locations to the office every month in advance.
31. The agency will check their personnel in respect of the attendance /duties regularly and will maintain complete records in this regard which shall be made available with the Agency for inspection by authorized official of the Office at all times in the respective buildings/offices.
32. In case of failure of the Agency to provide the housekeeping services on any date, the Corporation will be at liberty to engage the same from any other Service Agency, and the Agency at default shall make good the expenses incurred for such purpose and also the Agency shall make good any loss or damage that the Corporation may suffer thereby.
33. No advance payment shall be made against the work order/services

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34. It should be clearly understood and agreed that no relationship of Employer or Employee is created between “the Corporation and the housekeeping personnel deployed & providing Housekeeping services by the Agency.
35. It will be the responsibility of the Agency Providing Housekeeping services to pay wages to its Personnel through **NEFT on or before the 7th of the following month without fail** according to the prevailing rates which shall not be less than the minimum wages approved by Central Government/State Government whichever is higher.
36. The Agency will not link the payment of wages to the workers with settlement of his bills by the LIC of India
37. Payment of bills will be made on monthly basis through NEFT only, provided that the Housekeeping services provided were/are satisfactory during the month and subject to deduction of Penalty imposed if any as per terms and conditions of tender/contract.
38. If payment to worker is made by cheque, then a copy of Bank account statement of previous month showing debit of wages/benefits in favour of workmen should be submitted every month with the bill by the Agency. If payment is made through NEFT, then a copy of the statement sent to the Bank duly acknowledged by the Bank. 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. The Agency 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 Agency shall be made by NEFT subject to deductions, withholding of all applicable, taxes and charges from time to time in force.

The Agency will have to submit the following documents to the office along with monthly bills for processing the payment:

- (i) The attendance sheet of the House Keeping workers along with the monthly bill duly signed by any representative authorized by the Contractor.
- (ii) Proof of credit of wages of the House Keeping workers (as applicable) during the previous month to their respective Bank accounts.
- (iii) Proof of remittance of ESI contribution of the House Keeping workers (as applicable) for the previous month (photocopy of the remittance receipt to be enclosed) (TO BE VERIFIED BY RESPECTIVE BRANCH OFFICIALS AT THEIR LEVEL BASED ON THE ESI CARD/No. ISSUED BY CONCERNED AUTHORITY)
- (iv) Proof of remittance of EPF contribution of the House Keeping workers (as applicable) for the previous month (photocopy of the remittance receipt to be enclosed)
(TO BE VERIFIED BY RESPECTIVE BRANCH OFFICIALS AT THEIR LEVEL BASED ON THE EPF CARD/No. ISSUED BY CONCERNED AUTHORITY)
- (v) Proof of remittance of GST and other taxes, if any for the previous month
(Photocopy of the remittance receipt to be enclosed).
- (vi). Payment pertaining to a particular month will be released only on production of proof of remittance of previous month's ESI and EPF of the House Keeping Personnel.
- (vii) Income Tax or any other applicable taxes shall be deducted at source at the time of payment to the Contractor in accordance with the provisions of the relevant Acts/Rules as applicable.
- (viii) The House Keeping Agency will be required to provide its **NEFT details with PAN in enclosed NEFT Mandate Form** along with the tender documents.

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39. Onus of usage of housekeeping materials lies with the Agency. The Agency is responsible for overseeing in this regard. The housekeeping materials/tools are the property of the Corporation. Hence, the Agency has to check these items regularly.
40. The supervisor may be asked for clarification by the office if they found any deviation in quantity/quality of housekeeping materials/tools.
41. The agency may be penalized if the office found that the housekeeping materials/tools are not properly used by the persons engaged by the Agency.
42. Bills will be settled by respective locations and the Agency has to raise the invoices location wise every month.
43. The manpower 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.
44. Agreement Period: The contract for Housekeeping services shall be valid for One Year from the date of execution of agreement and issuance of work order. After further review and evaluation, can be renewed further two years on the same terms and conditions if service found satisfactory.
45. Selected Bidder should submit the deed of Agreement/Contract with LIC Of India, Mysore Divisional Office duly executed on a non-judicial stamp paper of Rs 200/-, as per the draft conditions provided by LIC of India, within 15 days (maximum) of receipt of intimation as above
46. Successful Tenderer must deposit Security Deposit @ 5 % of the Contracted Value through DD/Bank Guarantee through scheduled/Nationalized Bank in favour of Life Insurance Corporation of India payable at Mysore within 15 days after communication of selection as successful Tenderer and the same amount will be refunded without interest after expiry of the Tender Term on satisfactory performance of the Contract.
47. Failure to sign and non-submission of deed of agreement and Security Deposit @ 5% of the Contracted Value within 15 days of intimation as above may result in the forfeiture of EMD and cancellation of selection as successful bidder. However LIC of India at its discretion may cancel the tender and the decision will be final and binding. On signing of the agreement, the Office will issue work order and the Agency shall start its work within the stipulated period informed by the Office.
48. 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 maybe required in the interest of the Office.. The decision of the LIC of India shall be final and binding on the Agency in this matter.
49. The Office reserves the right to Remove/ Black list 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 Office. However any order of blacklisting or removal shall be passed after offering a reasonable opportunity of hearing/show cause to the agency concerned.
50. During the Contract Period, if the rate of minimum wages payable to the personnel deployed by the Agency increases and if the increase extends beyond the above agreed rate, then the Office 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.
51. The Office 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 contract/ rate contract but in case of breach of the terms of the contract, rate contract may be terminated and the security deposit shall also be forfeited, other action such as blacklisting may follow.

LIFE INSURANCE CORPORATION OF INDIA | MYSURU DIVISIONAL OFFICE

52. The Code of Conduct for the personnel engaged by the Agency shall be as hereunder:

- a. The Agency will have to engage suitable number of trained personnel to carry out the Services.
- b. The Agency shall be solely responsible for the integrity of the personnel deployed.
- c. The Personnel provided by the Agency are required to have minimum working knowledge and physically fit to perform the required duties
- d. The personnel provided by the Agency should have good listening skills
- e. The Agency shall provide proper uniform, hand gloves, shoes, identity cards etc. to all the persons engaged in providing housekeeping services and they should wear them during the Housekeeping activity
- f. The Agency shall ensure immediate corrective actions on receipt of any complaint against the services provided or against any individual deployed by them in the premises of Office.
- g. No liability / responsibility whatsoever on account of persons engaged by the Agency is attributable to the Office.
- h. These persons, engaged by the Agency will not be entitled to claim any kind of employment with the Office.
- i. The Agency shall carry out the housekeeping activity by replacing the absent personnel to the satisfaction of the office.
- j. None of the personnel of the Agency shall enter into any kind of work other than provided under this contract, within the complex.
- k. In case of any complaint against any of the personnel deployed by the selected Agency, Agency is bound to remove such person and arrange for replacement of removed person as and when advised to do so by the Office.
- l. If any of the staff of Agency found misbehaving with employees of the Office or with any other person in the premises, the Agency shall terminate the services of such persons forthwith.
- m. No residential accommodation would be provided by the Office to selected Agency and / or to the persons engaged by him.
- n. Whenever a new person joins as Housekeeping member, Annexure III is to be signed by the person and should be duly witnessed by the Supervisor on behalf of the Agency.
- o. The selected Agency engaged in housekeeping activity shall not at any time 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 Office, policyholders, employees of the Office.
- p. The agency will carry out all the expectations, instructions, directions etc given from time to time by the Office and shall take prompt action when informed.
- q. The person engaged in housekeeping activity should not be a sub- contractor to any other entity/person. In case of any dispute arising out of the acceptance/agreement ,shall be referred to for "Arbitration" to the Sr. Divisional Manager, Mysore Division and his/her decision shall be binding on the agency. The agency shall not raise any question of competence of the Sr. Divisional Manager to act as sole arbitrator.
- r. In terms of provision of Section 33(3) of the Insurance Act, 1938, as amended by the Insurance Laws (Amendments) Ordinance, 2014, 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 Agency in respect of service outsourced by the LIC of India. It shall be the duty of the Agency to provide such documents/statements/information as may be required by IRDAI within such time as may be specified by the IRDAI.
- s. In terms of provisions of Section 33(4) of The Insurance Laws (Amendment) Ordinance, 2014, Insurance Regulatory Authority of India (IRDAI) if it considers expedient to do so, may direct any Person herein 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

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(Amendment) Ordinance, 2014, who may examine under oath any Manager, managing Director or other Officer of the Agency where the services are outsourced by LIC of India.

- t. Any dispute arising out or relating to this tender/agreement shall be deemed to have arisen In Mysore and shall be under the adjudications of a Court in Mysore only.



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DECLARATION:

I / We _____

here by agree to all the Terms & Conditions mentioned above without any condition whatsoever. I also further agree that all the deficiencies will attract penalty and the recovery will be effected without any notice to me.

I / We _____ request Life Insurance Corporation of India, Mysore Divisional Office to consider my/our application and tender for the housekeeping activity.

Dated at this.....day 2026

Note: The Corporation reserves the right to cancel the tender of the Agency at its absolute discretion without assigning any reason.

Date:

Signature of the vendor with seal

Place:

Profile of the Tenderer

Name of the Agency/Firm/Vendor (In Block Letters)	
Date of Incorporation/Establishment	
Status of the Agency.(whether Sole Proprietorship/Firm/Pvt. Co.	
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 No.	
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, CurrentAccount,etc.)	
Beneficiary's Bank Branch	
Bank MICR Code	
Beneficiary's Bank IFSC code	
Beneficiary's Contact Number/email id if any	
Total number of housekeeping staff on roll (as on 31.03.2026)	
PAN (Individual Card in case of Proprietorship OR Firm's PAN card in other cases)	
TAN No.	
GSTN No.	
Whether holding certificate under Shops & Establishment Act, duly renewed Reg No. & Date	
License No. under Contract Labour (Regulation & Abolition) Act, 1970 & Contract Labour (Regulation & Abolition) Central Rules, 1971.	
License No. To run Housekeeping business	
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 last 3 years	
Names of all 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.2023-24: F.Y.2024-25: F.Y.2025-26:



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Name of the Agency/Firm/Vendor (In Block Letters)	
Are you agreeable to abide strictly by the Terms and Conditions of the Tender Contracts (YES/NO)	

Attested Copies of all the above documents as required in the checklist must be attached along with Application Form

SIGNATURE WITH SEAL

Name:

Designation:

LIFE INSURANCE CORPORATION OF INDIA | MYSURU DIVISIONAL OFFICE

Manpower requirement/ Rates and Bid estimated value

Quote rate as per minimum wages rules.

[To be submitted through GeM Portal Only]

Amount to be quoted [in figures] & [in Words]

NOTE: Rates to be quoted for the entire contract period (3 years), inclusive of all charges but excluding GST and other taxes (which will be paid as per prevailing rules)

Particulars/Components	Charges for One Attendant/Caretaker/Worker (Rates in Rs.)	
	AREA B	AREA C
1. BASIC+VDA for 3 years (26 Days per month)	73,01,736.00	1,62,63,000.00
2. E.S.I (3.25%)	2,37,306.42	5,28,547.50
3. P.F. (13%)	9,49,225.68	21,14,190.00
4 Total wage bill (1+2+3)	84,88,268.10	1,89,05,737.50
5 GST @18% on wage bill	15,27,888.28	34,03,032.75
6. Administrative/ Service Charges (Administrative charges should be either 3.85% or more of the total monthly cost of caretaker/worker (i.e. BASIC,VDA,ESI,PF)	3,26,798.32	7,27,870.89
7. Bid Estimated Value (4+5+6)	1,03,42,954.70	2,30,36,641.14
8. Total Bid estimated value (SI No-7 of Area B and Area C)	3,33,79,595.84	

Note: The tenderer is required to quote their rates in SI.No.4, SI.No.5 & SI. No.6 only both in figures as well as words. Any corrections, overwriting, arithmetical mistakes will lead to disqualification of the Tenderer.

Rate per duty of 08 hrs must be specified in the tender

Dated at this day of 2026.

Signature with Seal

Name & designation

LIFE INSURANCE CORPORATION OF INDIA | MYSURU DIVISIONAL OFFICE

Minimum Wages shall be based on the prevailing as per Notification No.S O.190 (E) 19.01.2017 of the Ministry of Labour & Employment, and Order dated 30.03.2026. However the Agencies/Service providers/Contractor are free to pay more but not less. EPF, ESI, BONUS contribution to be paid for personnel employed by the Contractor/Service Provider shall be responsibility of the Contractor/Service Provider.

*** For every six days one day off should be given.**

*** For 4 / 3 hours duties proportionate payment of 8 hours duty rate depending upon area will be given which please be noted. The Administrative/Service Charge rates quoted shall be inclusive of all these including cost of uniform, training, Equipment, other overheads, gratuity, off duties weightage, leave, Bonus over and above statutory provisions, profits etc., and taxes whatsoever payable.**

COST OF CLEANING MATERIALS WILL BE BORNE BY THE OFFICE ONLY

*** No Housekeeping service person will be given more than one shift [8 hrs.] per day.**

***In case the Administrative/Service Charges quoted by the Contractor in break up above, is Zero or in negative, the tender is liable to be rejected. Administrative Charges should be more than 2.05% of the total monthly cost(excluding cost of cleaning material).**

*** Adherence to statutory requirements is sole responsibility of the Contractor/Service Provider.**

OTHER MANDATORY REQUIREMENTS:-

1. Employee's contribution for PF and ESI are to be deducted & to be remitted along with Employer's contribution. Proof of remittance of PF/ESI/Bonus if any/All other Taxes must be produced every month while submitting the bill for the following month, failing which the payments will not be made.
2. 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. PF/ ESI amount should be quoted as per prevailing laws applicable.
4. Income Tax to be deducted at the applicable rate.
5. The contractor has to verify minimum wages prescribed by the Central Government Wages Act from time to time and pay not less the same at all times.
6. Uniform is mandatory and should be provided within 15 days of awarding the tender and deployment of personnel.
 - a] The personnel must be in uniform on all working days, failing which 3 % of total bill may be imposed/deducted as penalty.
 - b] If the schedule as laid out in the scope of work is not adhered to by the contractor, a penalty of Rs 1000/- per week will be imposed.
 - c] Recovery of Rs 200/- per day per person for supervisor or housekeeping person not visiting daily.

This is to certify that I/We before signing this have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.



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Date:

Name:

Designation

Address

Signature of the Bidder with seal

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Check list of attested copies of documents to be along with the tender:

S.No.	Name of Document	YES/NO
1	Certificate of Registration under Companies Act, 1956/Partnership deed with proof of registration of firm/Individual Firm, all duly registered under Shops & Establishment Act.	
2	Whether holding certificate under Shops & Establishment Act, duly renewed (Copy should be enclosed)	
3	Licence under Contract Labour (Regulation & Abolition) Act, 1970 & Contra (Regulation & Abolition) Central Rules, 1971 Act.	
4	Licence to run Housekeeping Business	
5	Status of the firm (Individual/ sole. Proprietor/ Partnership / Company and related document copies.	
6	Proof for PF Registration number	
7	Proof for ESI Registration Number	
8	TAN Copy	
9	PAN (Individual card in case of Proprietorship OR Firm's PAN card in other cases.)	
10	Income tax returns for the past 3 financial years	
11	Audited Final Accounts for the last three financial years (IT returns of A.Y. 2024-25, 2025-26, 2026-27)	
12	Details of organizations where you are providing House Keeping services currently, with nature of duties & period of contract. Relevant agreement copies.	
13	Registration under MSME/NSIC Act or the District level authority.	
14	Copy of Registration Certificate of GSTIN	
15	An affidavit stating that the applicant is not facing any blacklisting from an establishment of Central Govt or the State Govt or the PSU for breach of agreement.	

ANNEXURE-I

Details of locations where Housekeeping & Cleaning maintenance activity is required

Sl No	Name of the Office	City Class	Manpower (Hrs per day)			
			8 Hrs	6 Hrs	4 Hrs	2 Hrs
1.	Mysore DO	B		4	1	
2.	Mysore DTC	B				1
3.	Mysore Customer Zone	B		1		
4.	CBO-1/ Mysore	B		1		
5.	CBO-2/ Mysore	B		3		
6.	CBO-3/ Mysore	B		1	1	
7.	CBO-4/ Mysore	B		1	1	
8.	CBO-5/ Mysore	B			1	
9.	Mysore P & GS	B		1		
10.	ARSIKERE	C		3		
11.	CHAMARAJANAGAR	C		1		
12.	CHANNARAYAPATNA	C		2	1	
13.	HASSAN BO	C			2	
14.	HASSAN SO	C		1		1
15.	HOLENARSIPURA	C			1	
16.	ARKALGUD SO	C				1
17.	HUNSUR	C			1	
18.	KOLLEGAL BO	C		1		
19.	T NARSIPURA SO	C				1
20.	K R NAGAR BO	C		2		
21.	PERIYAPATNA SO	C			1	1
22.	K R PET BO	C		3	1	
23.	NAGAMANGALA SO	C				1
24.	MADDUR BO	C	1	2	1	
25.	MALLAVALLI SO	C		1		1
26.	MADDUR CLIA SO	C		1		1
27.	MADIKERI	C		3		
28.	MANDYA	C		1		
29.	MANDYA CLIA SO	C				1
30.	NANJANGUD BO	C			1	
31.	GUNDLUPET SO	C		1	1	
32.	SAKLESH PURA BO	C			1	
33.	BELUR SO	C				1
34.	SOMWARPET	C		1	1	

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Sl No	Name of the Office	City	Manpower (Hrs per day)			
34.	KUSHAL NAGAR SO	C		1		1
36	SRIRANGAPATNA BO	C			1	
37	PANDAVAPURA SO	C				1
38	VIRAJPET BO	C		1		
39	RMF, MANDYA	C	2			1
	TOTAL MANPOWER REQUIREMENT		70			

Total requirement:

- i) Manpower for Attender: 8 hours duty : 8 hours duty: 3 (B-city : 0, C-city : 3)
- ii) Manpower for Sweeping and Cleaning: 6 hours duty: 37 (B-city : 12, C-city : 25)
- iii) Manpower for Sweeping and Cleaning: 4 hours duty: 17 (B-city : 4, C-city : 13)
- iv) Manpower for Sweeping and Cleaning: 2 hours duty: 13 (B-city : 1, C-city : 12)

Tentative Working Hours:

Attender: 8 Hours duty: 09.30 am to 1.30 pm and 2.00 pm to 6.00 pm.

Others: 8 Hours duty: 07.00 am to 11.00 am and 2.00 pm to 6.00 pm

6 Hours duty 07.00 am to 01.00 pm

4 Hours duty: 07.30am to 11.30 am

2 hours duty 07.30 am to 9.30 am

Depending upon the DO/ BO/SO need, working hours may change.

Manpower may increase or decrease depending upon the need of the Office,

ANNEXURE II

Enrolment form worker/personnel

I hereby authorize Sri/Smt As worker/Personnel in
the Housekeeping team of our Agency to attend Housekeeping Activities at D.O/B.O/S.O. of Life Insurance
Corporation of India, Mysore Division.

I also hereby confirm that the below mentioned contents were explained to Sri..... and he had given
consent to act accordingly.

- a. The Agency shall ensure that all its personnel deployed to provide services shall be efficient and honest.
- b. The personnel engaged should have knowledge and be willing to do scavenger duties. Both Male and female employees have to be engaged and should be deployed equally depending on the office requirement
- c. The Agency Providing Housekeeping services shall ensure that all personnel deployed by it shall be disciplined, courteous, trained and ever ready to attend housekeeping work politely.
- d. The Agency shall be solely responsible for the integrity of the personnel deployed. The personnel engaged are strictly prohibited from moving, handling or carrying any papers, files or documents away from the workplaces to ensure sensitive information is not inadvertently exposed or leaked
- e. The Personnel provided by the Agency are required to have minimum working knowledge and physically fit to perform the required duties
- f. The personnel provided by the Agency should be able to read and write and should have good listening skills
- f. The Agency shall provide proper uniform, hand gloves, shoes, etc. to all the persons engaged in providing housekeeping services and the workers have to use them invariably during the Housekeeping activity.
- g. Regularly training would be provided to personnel so as to keep them abreast with the use of modern techniques of cleaning/ sweeping, behavioural training, safety etc.,
- h. The Agency shall ensure immediate corrective actions on receipt of any complaint against the services provided or against any individual deployed by them in the premises of Office.
- i. No liability / responsibility whatsoever on account of persons engaged by the Agency is attributable to the Office.
- j. These persons, engaged by the Agency will not be entitled to claim any kind of employment with the Office.
- k. If any of the staff of Agency found misbehaving with employees of the Office or with any other person in the premises, the Agency shall terminate the services of such persons forthwith
- l. No residential accommodation would be provided by the Office to selected Agency and / or to the persons engaged by him.
- m. The Agency will have to engage suitable number of trained personnel to carry out the Services
- n. The person engaged in housekeeping activity should not be a sub-contractor to any other entity/person
- o. The Agency shall ensure immediate corrective actions on receipt of any complaint against the services provided or against any individual deployed by them in the premises of Office.
- p. The agency will carry out all the expectations, instructions, directions etc given from time to time by the Office and shall take prompt action when informed.



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Seal & Signature of the Agency

I fully understood the above contents and I hereby give my unconditional acceptance to act as worker/personnel in your Agency to undertake housekeeping activity at the Locations of Life Insurance Corporation of India.

Signature of worker/ personnel.

Witnessed by
Supervisor of the Agency

ANNEXURE – III

DETAILS OF EXISTING CLIENTS OF THE BIDDER

(with turnover 50 lakhs or more)

DESCRIPTION	DETAILS
Name of the Company/Institution/Organization	
Address of the Company/Institution/Organization	
Name and designation of contact person in the Company / Institution/Organization	
Telephone (Landline No.)	
Mobile No. :	
E-mail ID:	
Details of services provided during last 3 Financial Years to the above mentioned Company/ Institution/Organization	
Period of Contract	From: To:
Annual Contracted Amount (Rs.)	

Note: The bidders have to enclose photocopies of the Contract/Work Order/Letter of Acceptance/Performance Certificate as a proof of having provided the services to the Company/ Institution/ Organization mentioned above.

Signature of Tenderer

ANNEXURE- IV

COMPLIANCE REPORT

To,
The Senior Divisional Manager,
L I C of India, Divisional Office,
Bannimantap, Mysore

Sir,

Re: Tender for Providing House Keeping Services (Cleaning/ Sanitation/ Sweeping) with material in Mysore Divisional Office, Branch Offices and Satellite Offices under its jurisdiction.

I/We certify that I/We have read the terms and conditions of the tender. I/We undertake that it is my/our responsibility to ensure that being the employer in relation to persons engaged/deployed by me/us to provide the services/activities under this tender as well as to make the payment of monthly wages/salaries, which in any case shall not be less than the minimum wages prescribed under the Minimum Wages Act, 1948 as notified/revised by Chief Labour Commissioner (C), Ministry of Labour & Employment, Government of India or as fixed by Labour Department, Karnataka Government, whichever is applicable and Payment of compensation for Overtime/ weekly off/ National holiday/ Any other holiday as applicable and amended from time to time. I/We will also comply with the requirements of various statutes, relevant to this contract, such as Contract Labour (Regulation and Abolition) Act, 1970, Contract Labour (R & A) Rules, 1971, EPF Act, 1952, , ESI Act (1948) The Industrial Dispute Act 1947 The Equal Remuneration Act 1976 Employees Compensation Act 1923 (Workmen's Compensation Act 1923) , The Payment of Bonus Act 1965, Payment of Gratuity Act 1972, Child Labour (Prohibition & Regulation) Act, 1986 as applicable and as amended from time to time and or any other Rules framed there under from time to time by the Central or State Government and or any authority constituted by or under any law, for the category of persons deployed by me/us.

Certified that I/We have read the tender document containing Notice inviting Tender, Terms and conditions. I/We have understood the contents of complete tender documents.

I/We undertake to abide by the terms and conditions as laid down in the tender document and as stated above in case the work order is allotted to me/us.

Signature of the Tenderer.

Place:

Date:



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ANNEXURE-V

APPLICATION FOR PAYMENT THROUGH NEFT

Name of the Tenderer :
(As per Bank A/c)

PAN NO. :
(Compulsory)

Address of Tenderer :
.....

Phone / Mobile no. :

Email ID:

Tenderer's Bank name:

Bank Branch Name:

Address of the bank:

Tenderer Bank Account No. :

Type of A/c: Saving A/c Current A/c OD A/c CC A/c

Bank IFSC Code No. : (11 DIGIT IFSC CODE)

I have checked the above details with my banker and confirm that they are correct. Please transfer the amount payable to me as per details stated above.

Date

Signature of the Agency
With seal

ANNEXURE – VI

AFFIDAVIT

[To be submitted on Non-judicial stamp paper of Rs. 500/- and duly Notarised]

I/We, authorized representative of being Indian
Company/Sole Trading Company/Partnership Firm, registered under
.....
bearing registration no having office at
.....
..... do hereby solemnly affirm and state as under.

Whereas Life Insurance Corporation of India, Mysore Divisional Office has floated a tender for Housekeeping 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 General Instructions and other pages of this tender.

I/We confirm that we are neither blacklisted nor facing any blacklisting from an establishment of Central Govt. or the State Govt. or the PSU for breach of agreement.

I/We shall at all-time indemnify and keep indemnified the LIC of India against any/all claims of/by its employees including but not restricted to the claims under the Workmen's Compensation Act, 1923; Payment of Wages Act; Payment of Bonus Act, Employees' Provident Funds & Miscellaneous Provisions Act, Payment of Gratuity Act, Minimum Wages Act, Employees' State Insurance Act or any other Act[s] or statutory modifications thereof or otherwise for or in respect of any claim for damage or compensation payable in consequence of any accident or injury sustained by any worker or other personnel of our firm or in respect of any claim, damage or compensation under Labour Laws or any other laws or rules made there under, by any person whether in the employment of our firm.

I/We further state that I/We shall indemnify Life Insurance Corporation of India against all claims, which may be made upon the Life Insurance Corporation of India 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 or 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

SEAL OF THE FIRM/COMPANY.



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ANNEXURE – VII

BID SECURITY DECLARATION

I / We hereby declare that we will not withdraw or modify bid during the period of validity. We agree that if we withdraw or modify our bid during the period validity etc., we are liable for suspension for a period as decided by the competent authority.

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

PRECONTRACT INTEGRITY PACT

General:

This pre-bid pre-contract Agreement (hereinafter called the Integrity Pact) is made on..... day of the month of 2026. , 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" JeevanBima 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.

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.

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

All the officials of the BUYER will report to the "**Chief Vigilance Officer**" of the Buyer any attempted or completed breaches of the above commitments as well as any substantial suspicion of such a breach.

2. In case any such preceding misconduct on the part of such official(s) is reported by the BIDDER to the BUYER with full and verifiable facts and the same is prima facie found to be correct by the BUYER, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by

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the BUYER and such a person shall be debarred from further dealings related to the contract process. In such a case while an enquiry is being conducted by the BUYER the proceedings under the contract would not be stalled.

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

The BIDDER will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER, connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract. 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, either while presenting the bid or during pre-contract negotiations or before signing the contract, shall disclose any payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries, including officials of the BUYER or their family members, if any, in connection with the contract and the details of services agreed upon for such payments.

The Bidder will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.

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

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

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.

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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 EMs and shall wait for their decision in the matter.

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

4. Sanctions for Violations:

Any breach of the aforesaid provisions by the BIDDER or anyone 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.
- (v) To debar the BIDDER from participating in the future bidding processes of LIC for a minimum period of five years which may be further extended at the discretion of the BUYER.
- (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 of this Pact.

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5. 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):

1. Shri Kata Chandrahas: IRS(Retd); G-1, Reliance homes, 8-2-547/R, Road No.7, Banjara Hills, Hyderabad 500034; Email: kchandrahas@yahoo.com, Mob-8008449678
2. Sri Gv Krishna Rau; Ex-Add. Chief Secy. & Development Commissioner to Govt. Of Karnataka, Villa-116, The Retreat, Tharabanahalli, Chikkajala Post, Bangalore-562157 Email: gvkishnarau@gmail.com, Mob 9880240080

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, 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 Chairperson, LIC and recuse himself/herself 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, substantiated suspicion of an offence under relevant IPC/ PC Act, and the Chairman LIC 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.

6. 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 for the purpose of such examination/inspection.

7. Law and Place of Jurisdiction:

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

8. 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 extant law in force relating to any civil or criminal proceedings.

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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.

9. Validity:

The validity of this Integrity Pact shall be from date of its signing and extend up to 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 turn out 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.

10. 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.