



भारतीय जीवन बीमा निगम  
LIFE INSURANCE CORPORATION OF INDIA

DIVISIONAL OFFICE RAIPUR

"JEEVAN PRAKASH" JEEVAN BIMA MARG, PANDRI, RAIPUR- 492004. PHONE NO. 0771-4054454.

**TENDER NOTICE FOR PROVIDING HOUSEKEEPING & OFFICE UPKEEP SERVICES (SWEEPERS & OFFICE ATTENDANTS & GARDENER) AT DIVISIONAL OFFICE RAIPUR, BRANCHES & SATELLITE OFFICES UNDER RAIPUR DIVISION.**

Life Insurance Corporation Of India, Raipur DO (hereinafter referred to as "The Corporation") having its Office at 'Jeevan Prakash building', Jeevan Bima Marg, Raipur, C.G. Pin- 492004 invites Sealed Tenders under Two Bid System for Housekeeping & Office Upkeep Services (Sweepers & Office Attendants & Gardener) for its Divisional Office and its Branches & Satellite Offices located in different places as per Annexure E.

**Schedule for the tender Process is as given below:-**

<b>Tender Date</b>	<b>Dated - 09.05.2023</b>
<b>Tender Fee</b>	<b>Rs. 295/- (Including GST)</b>
<b>Earnest Money Deposit</b>	Rs.50000/- in the form of Demand Draft drawn in favour of "LIC OF INDIA" payable at Raipur to be paid at the time of submitting the tender
<b>Time, Date and Place of Sale document collection in person from the given address or downloading from officials site of the Corporation.</b>	<b>Date – 09.05.2023 to 22.05.2023</b> <b>Time - 10.30 am to 03.30 PM</b> <b>(Except All Saturdays, Sundays and intervening Holidays, if any)</b> Place – LIC of India, OS Department, Raipur Divisional Office Jeevan Prakash building, Jeevan Bima Marg, Raipur, C.G. Pin- 492004
<b>Last Date for receipt of Tender Documents</b>	<b>23.05.2023 up to 5.00 PM</b>
<b>Date of Opening of all Tender Documents</b>	<b>24.05.2023 at 11.30 AM</b>

Tender document may also be downloaded from Corporation's website from the link [www.licindia.in](http://www.licindia.in) under the head **TENDERS**. The downloaded / purchased tender form must be complete in all respect and deposit to authorized person to receive tender for drop in tender box placed at the above mentioned address strictly within the dates and time mentioned as above along with the other tender document and Demand Drafts of Rs..50000/- towards the Earnest Money Deposit (EMD) & Demand Drafts of Rs..295/- as Tender Fee drawn in favour of "LIC OF INDIA" payable at Raipur.

**NOTE -:**

- The tenders received after the last date and time of submission as mentioned above shall be marked as "Late" and shall be rejected.**
- All the ANNEXURES (A TO F) are part of this tender and all other requisite documents shall be duly signed by authorized person of the tenderer.
- LIC of India reserves the right to call for missing / additional requirements or otherwise from the applicant at the time of analysis of the tenders received in response to this notice.
- LIC of India does not bind itself to accept the lowest or any tender and reserves the right to Reject any or all bids or cancel the tender without assigning any reason whatsoever.
- Decision of the Corporation will be final, conclusive and binding on the tenderers and Corporation takes no responsibility for any delay whatsoever for submission of tender after the last date and time given in the schedule.



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### **GENERAL RULES AND INSTRUCTIONS TO TENDERERS**

Life Insurance Corporation Of India, Raipur DO (hereinafter referred to as "The Corporation") invites tenders under two bid system for House Keeping & Office Upkeep services (Sweepers & Office Attendants & Gardener) for its Divisional Office at Jeevan Prakash Building, Jeevan Bima Marg, Raipur 492004 and its offices situated at different places (Please refer to scope of work in instructions to Bidders herein below) for a period of 2 Years (Twenty four Months) from the date of awarding contract extendable by one more year (max. 02 times) depending upon the experience and at the discretion of Competent Authority of the Corporation.

Scope of the Work: Providing Sweepers & Office Attendants for the following works at different places under Raipur Division

Sweepers (unskilled): **(a)** To carry out all cleaning works of the office twice during the day on all working days. It shall cover the job of sweeping, moping, scrubbing, removing cow webs, cleaning of doors, windows glass panes, cleaning of walls, cleaning and drying of toilets in periodical intervals, sinks, washing of staircase etc as directed from time to time.

Office Attendants (unskilled): **(b)** To carry out all works relating to office upkeep (House Keeping) services during working hours and as and when required on all working days. The services includes serving of drinking water, carrying of documents, files from one Department to another and vice versa, filing of papers and documents, dusting of tables, chairs, cleaning of doors, windows glass panes, cleaning of walls etc. and any other works incidental there to and on some special occasion when the office remains open although not for work but for other reason.

1. Tender should be submitted on following address in a **sealed envelope** super scribed with the words "**Tender for providing Housekeeping & Office Upkeep Services (Sweepers & Office Attendants & Gardener) at Divisional Office, Branches & Satellite Offices under Raipur Division**" bearing address:-

**Manager (OS)**  
**LIC OF INDIA**  
**Divisional office "Jeevan Prakash"**  
**Jeevan Bima Marg, Pandri,**  
**Raipur (C.G.) Pin-492004.**

2. The last date and time for submission of tender is 23.05.2023 up to 5.00 PM. The tenders be opened on the next day i.e. 24.05.2023 at 11.30 AM. The venue of opening of tender is LIC OF INDIA, OS Deptt. in presence of tenderers or their authorized representatives The tenders received after 5.00 PM on 23.05.2023 will not be entertained hence shall be rejected forthwith. Decision of the Corporation in this regard be final, conclusive and binding on tenderers and the Corporation takes no responsibility for any delay whatsoever for submission of tender after due date and time given here above.
3. **In case of two or more vendors quoting similar L1 rate tender, (As per S. NO. 6 of Financial Bid ie Grand Total of the Wages per Person / PER Day). Then selection of the vendor will be done as per the highest total Turnover of last three FY. 2019-2020, 2020-2021 & 2021-2022.**



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4. The tender form may be downloaded from website of the Corporation- [www.licindia.in](http://www.licindia.in) or can be obtained from the office at address as mentioned above. i.e. LIC OF INDIA, OS Deptt. Jeevan Prakash, Jeevan Bima Marg, 1st Floor, Pandri, Raipur 492004.
5. The bid shall be valid for the period of 120 days from the last date of submission of the tender as per Notice issued in this respect.
6. Any Contractor submitting the tender shall be deemed to have read and understood the terms and conditions, scope of the work etc and quoted accordingly.
7. LIC of India reserves the right to call for missing / additional requirements or otherwise from the applicant at the time of analysis of the technical bids received in response to this notice.
8. Any conditional offer / tender shall not be considered.
9. Any modification in the tender's Terms & Conditions shall not be considered.
10. The Bidders should ensure and confirm by submitting affidavit (As per Annexure-C) that they have the entire mandatory compliance certificates / registrations / license under various applicable laws including labour laws applicable for the state of C.G. The Contractor shall ensure that none of his employees are paid salary / wages which are less than the prescribed amount under the Minimum Wages Act 1948 by the Government of India or by the State Government or any other Authority constituted by or under any law, whichever is higher, for the category of workers employed by them from time to time. The Bidder should comply with various provisions of Contract Labour (R & A) Act 1970 and Central Rules 1971 and should enclose the copies of the following and mentioned in Technical Bid.
  1. License from Labour Commissioner to employee on contract labour under the Contract Labour Act.
  2. Registration certificate under Employees Provident Act.
  3. Registration under Employees State Insurance Act.
  4. Latest Income tax clearance certificate, if any and PAN Card of the Contractor.
  5. GST registration Certificate.
  6. Copies of Audited Balance Sheets for the past 3 years.(2019-20,2020-21 & 2021-22)
11. While discharging the duties, the contractor shall be responsible for any injuries to persons, damage to building, building structure, streets and footpaths and shall rectify it at his own cost.
12. Exemption from Earnest Money Deposit (EMD) is allowed to Micro Small and Medium Enterprises (MSMEs) provided such MSMEs enclose certified copy of Valid Certificate of Registration as MSMEs issued by appropriate Registering Authority. Letter from such Registering Authority certifying exemption from payment of Earnest Money Deposit to such MSMEs.



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### **GENERAL TERMS & CONDITIONS OF THE CONTRACT**

- 1) None of the personnel deployed by the Contractor shall indulge in any act other than that provided under this contract.
- 2) The Contractor shall follow all prevailing rules / regulations / laws and should possess valid license for providing House Keeping & Office Upkeep services (Sweepers & Office Attendants) or same nature of work. The Contractor shall follow all the provisions of labour law and shall alone be Responsible for any lapse in this regard.
- 3) **The Applicant (Company/Firm) must be a Registered/Licensed Organization / Partnership firm / So Proprietorship having local office / establishment at C.G. State on or before date of Tender.**
- 4) **The applicant (Company/Firm) must have average annual turnover not less than Rs. 35 lakhs durir the last three Financial Years.**
- 5) **The Applicant (Company/Firm) must have a proven track record of minimum 3 years wit reputed client in supply of man power.**
- 6) The Agency providing Office upkeep & cleaning services shall provide the names, local and permanent addresses, mobile no if any of the Helpers / worker and Cleaner deployed to the Corporation.
- 7) Nothing in this tender shall by implication or expression be taken to mean or imply that any of the persons deployed by the Contractor for rendering Office upkeep (House Keeping & Cleaning) services are employees of the Corporation or deployed by the Corporation. The Contractor shall deploy workers who shall be in his sole employment and he shall be solely and wholly responsible for their acts, salaries, wages, remunerations or any other statutory liabilities or other payments. Under no circumstances shall the Corporation be liable for any payment or claim or compensation (including but not limited to compensation on account of injury, death or termination). In case any liability falls on the Corporation for any reason, the Contractor shall keep the Corporation indemnified against the same. In order to give effect to this, the Contractor shall incorporate suitable clause in the appointment letters to be issued to his workers mentioning that the workers are employees of the Contractor. The Contractor shall ensure medical checkup of all the personnel deployed by him, periodically as well as whenever necessary, at his own cost.
- 8) The personnel deployed by the Contractor should be healthy, neat and clean. They should display good conduct & courteous behavior. They should provided photo identity cards by the Contractor at his own cost. In case of any complaint against any of the personnel deployed by the Contractor, he shall remove such person immediately and arrange for replacement of removed person within 24 hours. The person(s) so removed should not be deployed again or allowed to work in the premises.
- 9) If the staff deployed by the Contractor is found to be indulging in any undesirable activities in the premises of the Corporation, the Contractor solely be responsible for all the consequences. Besides, the Corporation shall be at liberty to lodge complaints before appropriate authorities.
- 10) No residential accommodation shall be provided by the Corporation to Contractor and / or



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to the personnel deployed by him.

**11) The contract shall be for a period of two Year initially. However, the same may be extended by one year (Maximum Two Times) with mutual consent of both the parties.**

12) The Contractor shall make payment to his personnel as per Minimum Wages Act only by electronic mode. Monthly payments to the Contractor be made only after submission of certificate mentioning names of workmen, amount paid, name of the bank and bank account number. The names mentioned should only be of those personnel who were actually deployed for providing Housekeeping & Office upkeep services to the Corporation by the contractor. Any violation of the Minimum Wages Act entail forthwith termination of the contract in addition to such penal consequences as may be deemed fit by the Corporation.

13) All work must be carried out to the entire satisfaction of the Corporation. If the standard of Housekeeping & Office upkeep services is not maintained to the satisfaction of the Corporation, appropriate penalty be imposed and the same be deducted from the monthly bill and / or Housekeeping / Office Upkeep Deposit.

**14) Personnel required:**

i) Our assessment of manpower (Sweepers) requirements only to provide an equal footing to all the bidders so that they have equal weight age on this factor. It is also reiterated that this tender is inviting offers to provide House Keeping & Office Upkeep services (Sweepers) and as well for supply of manpower as contract labour for our office use. **Presently 39 (Thirty Nine) numbers of Housekeeping staff (Sweepers) required in Offices under Raipur Division and actual requirements of Manpower for Housekeeping & Office Upkeep will be increases or decreases as per needs of our Offices under Raipur Division.**

ii) The personnel deployed by the Contractor are expected to provide services as per terms of the contract and their services may also be utilized for any other miscellaneous work such as meetings, conferences or any other day to day work in different departments.

iii) The workmen deployed by Contractor for House Keeping jobs (Sweepers & Office Attendants) should be of sound mind & major (21 Yrs.) with age not more than 60 years.

iv) If necessary, the workmen deployed by the Contractor may also be called upon to perform any Office upkeep (House Keeping & Cleaning) duties in addition to those explicitly stated in this tender. The Contractor shall ensure due compliance of such instructions, issued from time to time, by authorities of the Corporation.

v) Complete details of the workmen deployed daily by the Contractor shall be maintained by Contractor and made available for verification as and when demanded by Corporation.

**15) SCOPE OF THE SERVICES OF SWEEPERS:-**

1. Sweeping and mopping of all floors, passages, staircases, halls, rooms, toilets and external area of all floors and wherever directed by the authority, twice daily with Phenyl before 9.00 am and after lunch at around 02.30 p.m.
2. Sweeping and wet mopping of all office areas including cabins and attached toilets on all



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floors twice daily.

3. Sweeping of 2 wheeler/ Car parking sheds, sweeping of areas around the Office / garden inside the compound wall; Removing the dry leaves/twigs etc., and to water the plants daily and grooming the garden on daily basis.
4. Daily emptying of all dustbins and collection of garbage of all the floors, cleaning of dustbins, buckets, mugs and proper disposal of all wastes from the office compound to Vendors dump OR at the areas specified by the local municipal authorities if any on daily basis.

5. Cleaning of all gents & ladies toilets, wall tiles, pots, window glasses of toilets, taps/ fixtures, buckets, mugs etc. at least twice a day with filling and re-filling of (i) Liquid Soap (ii) Air freshners (iii) Naphthalene Balls/ Sani Cubes to deal with bad odour and germs, to also undertake regular inspection of the toilets and ensure necessary cleaning and mopping of the same. Also bring any problems relating to plumbing, breakages etc. to the notice of the designated officials of the OS Department.

6. Daily sweeping of parking area/ premises before 09:30 A.M and collection and proper disposal of garbage/ dry leaves etc. Weekly washing of floors including parking areas with soaps/ stain cleaners.
7. Terraces, Roof top Solar System, Signboards, grills and outside of walls are to be cleaned once a month.
8. Scrubbing of all floors, passages, staircases, halls, rooms, toilets and external area of all floors, once in a week.
9. The above Scope of services is illustrative and not exhaustive. The deputed personnel may be assigned any duty/ function with regard to the House keeping service/maintenance from time to time.

**16) Scope of Work of Office Attendants**

1. Daily Cleaning of all Office Furniture & Fixtures which includes tables, sofa, chairs, Almirah, telephones, fans, other electrical equipments, computer peripherals, printers etc.
2. Attending to officers & staff.
3. Serving tea, snacks etc, Drinking water, washing utensils like cup, jug, glass etc related to these services.
4. Opening & closing of office main gate, doors, windows etc.
5. Carrying message, letter, dak, post etc. to different offices.
6. Switching on & off the lights, fans, ACs whenever necessary.
7. Assisting in photocopying, scanning and packing & dispatch of documents.
8. Moving & shifting of office furniture/ items.
9. To see all waste papers are removed / stored properly.
10. Turning off water taps wherever water is overflowing etc. every day.
11. Any other miscellaneous job required from time to time.

**17) Responsibilities of the Contractor would be as under:-**





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- i) To provide disciplined, courteous, trained and quality personnel ever ready to attend Office upkeep (House Keeping & Cleaning) work politely.
- ii) The Contractor shall maintain daily attendance register in respect of its workmen deployed at the Corporation's premises and produce it for inspection as and when demanded. Further, the Supervisor of the Contractor, referred above shall produce the attendance to OS Dept, Divisional Office for inspection Purpose.
- iii) It shall be the responsibility of the Contractor to provide its workmen with all the benefits, remuneration & amenities prescribed under any applicable law.
- iv) The Contractor shall be responsible to maintain all Registers, Records and Accounts required for the compliance of any and all statutory provisions/ obligations.
- v) The Contractor should ensure that its employees do not smoke while working in the premises of the Corporation. They should also not indulge in drinking alcohol or any other intoxicants. They should not consume drugs and eat pan / khaini / tobacco etc. They should not play cards or indulge in gambling in the complex.
- vi) The Contractor shall comply with the written feed-backs, if any, given to it by the Nodal Officers/Departments/branches as the case may be.
- vii) All complaints received during normal working hours should be attended to as early as possible. No complaints should be left unattended / postponed.

**18) The Contractor shall:**

- i) Ensure immediate corrective action on receipt of any complaint against the services provided or against any individual deployed by him in the premises of the Corporation.
- ii) Obtain Insurance Policy of adequate value in respect of all his workmen deployed for providing Office upkeep (House Keeping & Cleaning) services, towards meeting the liability of compensation arising out of death, injury, disablement of work etc. and shall pay premiums regularly as when the same shall become due during the currency of the Contract.
- ii) Be obliged to continue providing the services on the same terms and conditions as provided in the Contract, till such time as Corporation is able to make any alternative arrangement or Corporation has agreed in writing to allow the Contractor to discontinue earlier.
- iii) Comply with the instructions issued by the authorities of the Corporation from time to time relating to the performance of the services, duties and obligations. The services rendered by the Contractor shall be subject to regular review by the Corporation and its decision as to the quality thereof shall be final and absolute.

- 19) Nothing in this tender shall be deemed to create any Partnership, Joint Venture, Agency between Corporation and the Contractor or their representatives and employees and nothing herein shall deem to confer on any party, any authority to incur any obligation or any liability on behalf of the other party. The Contractor is an independent entity and not an**



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employee, agent, associate or authorized representative of Corporation. The Contractor is not authorized to undertake any obligation or liability in the name of or on behalf of Corporation whatsoever.

- 20)** The Contractor & the workers deployed by him at the Corporation Premises shall maintain confidentiality of any information in their possession during their deployment in the premises of the Corporation & thereafter.
- 21)** In case the Contractor fails to fulfill his obligations for any day to the satisfaction of the Corporation, for any reason whatsoever, the Contractor shall pay damages ranging from ₹ 500 (minimum) to ₹ 2,000/- (maximum) per day depending upon LIC's discretion for the entire number of such days and Corporation shall without prejudice to their rights and remedies including termination of Contract, be entitled to deduct such damages from any amount payable to the Contractor.

**22) Mandatory Conditions:-**

- a) Registration certificate with Labour Department for such nature of Service Providers ,
- b) Copy of PAN/GIR card,
- c) Copy of Income Tax Returns filed for the last three financial years 2019-20, 2020-21 & 2021-22,
- d) Copy of GST Registration,
- e) The bidder shall give an Affidavit (as per Annexure-C) on Notarized Stamp paper of Rs.100/- that they are complying with the provisions pertaining to various Acts as mentioned below. It shall be the sole responsibility of the Contractor to abide by the provisions of the all Acts as to the workers deployed by him for performance of the service.

- 23)** The bidder will discharge all legal obligations in respect of wages of his workmen and their service conditions & shall comply with all the rules & regulations & provisions of Law in force that may be applicable to them from time to time viz. statutory obligations under Contract Labour (Regulation & Abolition) Act 1970, Minimum Wages Act, Workmen Compensation Act, EFP & MP Act, Industrial Dispute etc. The Contractor will indemnify & keep indemnified the Corporation from any claim, loss or damage that may be caused to the Corporation on account of the failure of the Contractor to comply with his obligations under the various laws towards the workmen deployed by him for any loss or damage to the Corporation due to the acts / omissions of Contractor.

- 24)** The bidder should neither be a sub-contractor to any other entity / person, nor should, at any time, sub-let to any other person, the contract awarded to him. He should not be a party to any cartel at any time for processing any contract including the present Tender.

- 25)** The bidder shall submit only one tender either by himself or as a partner in joint venture or as a member of consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, their Bids are liable to be rejected.

- 26) Integrity Pact as per Annexure- F on Stamp Paper worth Rs. 250/- & the Contract Agreement on stamp Paper worth Rs. 500/- will be executed by the successful Bidder at their own cost.**





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**27) PAYMENT TERMS:**

- The billing and payment depend on actual number of personnel deployed by contractor and their stipulated minimum wages, according to their respective category, viz unskilled / semi-skilled etc. The Contractor will be paid on monthly basis through NEFT / RTGS only for the services rendered during the particular month for which he shall submit the bill for the agreed amount latest by 7th of the following month along with proof of remittance of EPF, ESIC of the previous calendar month along with list of employees for whom the amount stands remitted. The list shall mention all the particulars like name of workmen, amount credited (With bifurcation like BASIC + VDA + EPF + ESIC + STATUTORY BONUS), Bank name and bank account number. The Contractor shall disburse the minimum wages as per statutory act (in vogue as on date of payment of wages) to its workmen by electronic mode only
- TDS at the prevailing rates will be deducted.
- The Contractor shall alone bear all taxes, rates, charges and levies or claims whatsoever as may be imposed or levied by the State/Central Government(s) or any local body or authority for and in connection with rendering services except Goods and Services Tax (GST) raised by Contractor in the monthly bill & same will be paid by Corporation along with the other agreed charges for the services of Office upkeep (House Keeping & Cleaning).
- All the taxes which the Corporation may be liable to deduct or called upon to so deduct, during the currency of the Contract which are liable to be paid by the Contractor under the law, if not paid, shall be set-off against the bills raised by the Contractor and paid to the respective government department(s) or authorities as may be required under law and the Contractor shall have no claim / objection in respect of any or all such payments.

**28) TERMINATION:**

Corporation reserves the right to cancel or terminate this contract / agreement by giving one month's notice in writing without giving or assigning any reasons whatsoever for doing so. In the event of the Contractor wishing to terminate this Contract, the Contractor shall give at least three months notice to Corporation in writing and in either case; the Contractor shall hand over the peaceful possession of the space as provided in the tender.

**29) DISPUTES & DIFFERENCES:**

In all cases of dispute, the matter will be referred to the Sr. Divisional Manager, L.I.C. of India, Raipur DO and his decision shall be final and legally binding on the contractor.

**30) SECURITY DEPOSIT -:**

The selected Contractor will have to remit Office upkeep (House Keeping & Cleaning work) security deposit 10% of the annual contract value The amount will be kept with us interest free for the entire period of the contract. The Office upkeep (House Keeping & Cleaning) Deposit shall be refunded with in a period of two months from the date of expiry or termination of contract (whichever is earlier) provided there are no defects or loss or damage caused to the Corporation. In case of defects or loss or damage caused to the Corporation, the same shall be recovered from the Office upkeep (House Keeping & Cleaning) Deposit and balance, if any,



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shall be refunded without interest to the Contractor.

31) The Contractor shall remit ESI and EPF contribution of all his workmen regularly to ESI Corporation and P.F. Authorities respectively and furnish the proof of the same every month to the Corporation. If it is found at any time that ESI and EPF contributions in respect of his employees are not being deposited, L.I.C. of India reserves the right to utilize the amount of Office upkeep (House Keeping & Cleaning) Deposit for the same or from the amount payable to the said contractor.

32) The Contractor agrees to abide by the regulations if any notified by IRDAI during the period of Contract in connection with, “Outsourcing of Services” by LIC of India.

33) PROVISIONS OF SECTION 33(3) and 33(4) OF THE INSURANCE ACT, 1938 AS AMENDED BY THE INSURANCE LAWS (AMENDMENTS) ACT, 2015:

**THE INSURANCE LAWS (Amendment) ACT, 2015**

1. In terms of provisions of Section 33 (3) of The Insurance Laws (Amendment) Act, 2015, Insurance Regulatory and Development Authority of India (IRDAI), is authorized to verify all such books of account, register, other documents and the data base in the custody of the contractor 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 IRDAI.

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

34) The Corporation reserves the right to call for any record or requirements from the Contractor at any time in response to any query from the Appropriate Authorities.

**We accept all the above terms and conditions as set forth in all the Forms.**

Date:

Authorized Signatory

Place

Name / Designation & seal  
Of the Firm/Company



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**ANNEXURE - A**

**Technical Bid-Agency Profile**

Sl. No.	Particulars	To be filled in by the bidder
1.	Name of the Agency	
2.	Date of establishment of the agency	
3.	Detailed office address of the agency with telephone number, FAX number, Mobile number, e-mail id, Whats app number and name of the contract person	
4.	Status of firm, Proprietary/ partnership/ Private Ltd. Company/ Public Ltd. Company	
5.	Name of the Partners/Directors	
6.	Name of the Key person with his present address	
7.	Valid Contract Labour License No. (Attach self attested copy)	
8.	ESIC registration No. (Attach self attested copies) EPF registration No. (Attach self attested copies)	
9.	PAN No. (attach self attested copy)	
10.	GST Registration number (attach self attested copy)	
11.	Whether holding certificate under shop and commercial establishment act(If yes, enclose duly renewed copy)	
12.	Is the Firm/ Company is registered for Micro and Small Enterprises (MSME) with Director of Industries/District Industries Centre as Manufacturing/Service Enterprises or registered with National Small Industries Corporation (NSIC) under single point Vendor registration scheme. If yes submit latest and valid certificate	
13.	Whether the firm is blacklisted or debarred by any Central/State Govt. Ministry / Deptt./ Autonomous body/PSU or any criminal case is registered against the firm or its owner/ partner anywhere in India (If not, an undertaking on non-judicial stamp paper of Rs.100/- value, as per Annexure specimen at Annexure –C. Original may be submitted with LIC of India.	
14.	Length of experience in the field	
15.	Annual Turnover of the Company during preceding three years (Attach certificate issued by the Chartered Accountant, ITRs for the Financial years 2019-20, 2020-21 & 2021-22 and Profit and Loss Account and balance sheets, turnover)	F.Y. 2019-20 - F.Y. 2020-21 - F.Y. 2021-22 -
16.	Experience certificates for works executed / completed during last 3 years with Central/State Govt. Ministry / Depts. /Autonomous body/PSU's. Attach self attested copies of the ongoing contracts / completed contracts.	



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17.	<b>Are you having office in C.G. State? Kindly give full address</b>	
18	<b>BANK DETAILS:</b>	
	Name of the Bank	
	Address of the Bank	
	Account Type ( CC/Current / OD etc)	
	IFSC Code of the Bank	
	Account Number	
19	<b>EMD Details( Details of Demand Draft)</b>	<b>Rs. 50000/- (Fifty Thousand) only.</b>
	Demand Draft No.	
	Date of DD	
	Name of Issuing Bank	
	Branch & Address of Issuing Bank	

**Note - (Please attach a copy of audited Balance Sheets and Profit & Loss Account for all the said three financial years 2019-20, 2020-21 & 2021-22 without fail)**

**Date :**

**Signature of the authorized person  
With office seal**

**Place :**



**DIVISIONAL OFFICE –RAIPUR**

“JEEVAN PRAKASH” JEEVAN BIMA MARG, PANDRI, RAIPUR- 492004. PHONE NO. 0771-4054454.

**Annexure B**

**Technical Bid- Details of Existing Clients**

(Separate page must be submitted for each client)

Name of the Govt. Departments/Semi Govt./PSUs/	
Address of above office	
Name, designation of contact person with telephone no. and e-mail ID	
Name:	
Designation:	
Landline No.:	
Mobile No. :	
Email ID:	
Whether the contract is in vogue Yes/No	
No of workers engaged by the client (Attach copy of ESIC/EPF list of the engaged workers	
Self-attested copies of the work orders to be attached (An order of minimum one client worth Rs.10 Lakh for any one of the last three Financial Years is must)	

**Date:**

**Place:-**

**Authorized Signature of bidder with Date & Seal of Company/Firm/Agency**

**Authorized Signatory**



**DIVISIONAL OFFICE –RAIPUR**

“JEEVAN PRAKASH” JEEVAN BIMA MARG, PANDRI, RAIPUR- 492004. PHONE NO. 0771-4054454.

**ANNEXURE-C**

**AFFIDAVIT / DECLARATION**

**(To be given by the bidder on stamp paper of 100/- along with the tender Documents)**

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, Raipur Divisional Office, Raipur has floated a tender for Office Upkeep and Housekeeping Services and in respect of the same, I/we being one of the Bidders, confirm that

1. I /We strictly follow various laws as mentioned in General Conditions of contract and other pages of this tender.
2. I have carefully read and understood all the terms and conditions of the Tender and undertake to abide by these terms and conditions.
3. I /We confirm that we are neither black listed nor facing any penal action from any establishment of Central Govt or the State Govt or the PSU for breach of agreement.
4. The information/Documents furnished along with the application are true and authentic to the best of my knowledge and belief. I/We am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate Law.
5. I /We shall at all time indemnify and keep indemnified the Corporation 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 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.
6. 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 of damages, from any sum or sums due or to become due to me/us.
7. 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 mis-statement 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.

Date -

**Signature of the Bidder**

Place –

**NAME /DESIGNATION AND SEAL OF THE FIRM / COMPANY**





**DIVISIONAL OFFICE –RAIPUR**

“JEEVAN PRAKASH” JEEVAN BIMA MARG, PANDRI, RAIPUR- 492004. PHONE NO. 0771-4054454.

**ANNEXURE-D**

**FINANCIAL BID**

**Office Housekeeping & Upkeep Services (Sweepers/Office Attendants)**

A	B	C	D
S.NO.	Particulars	Amount (Rs.) Per person/day (IN FIGURES) <b>B-Class Cities</b>	Amount (Rs.) Per person/day (IN FIGURES) <b>C-Class Cities</b>
1.	Prevailing Min. wages (per person per day) ** w.e.f. 01.04.2023	Rs. 616.00	Rs. 494.00
2.	ESI (per person per day)@3.25% of Min. wages**	Rs. 20.02	Rs. 16.055
3.	PF (per person per day)@13.% of Min. wages**	Rs. 80.08	Rs. 64.22
4.	TOTAL WAGES PER PERSON PER DAY**	Rs. 716.10	Rs. 574.275
5.	Administrative /Service Charges (per person per day) (will be Minimum 1% of “S.NO.4”). <b><u>ie More than or Equal to Rs. 7.16 in Column “C” &amp; More than or Equal to Rs. 5.74 in Column “D”</u></b> <b>Please Note - It should not be Zero or minus figure)</b>	Rs.	Rs.
6.	<b>GRAND TOTAL OF THE OF WAGES PER PERSON PER DAY (TOTAL OF S. NO. 1 to S. NO. 5)</b>	Rs.	Rs.

**Please Note -:**

- 1- GST will be paid separately as per the prevailing rates hence, above rates are to be quoted without GST but inclusive of all the other charges & taxes in force at the date of closing of tender.
- 2- Needless to add whenever the Minimum wages as mentioned above are revised, the rates mentioned as above from S NO. -1 to S. NO. -4 would be revised accordingly.
- 3- **Administrative Charges mentioned in S. No. -5 will be fixed throughout the contract Period.**
- 4- No separate reimbursement for charges, if any, made to supervisory personnel, I cards will be made.
- 5- The service/administrative charges must not be NIL [above serial no. 5 ] or having value Nil otherwise BID will not be considered. Agency commission may range more than 1% Per Person Per Day, on the minimum wages of unskilled workers of Ministry of Labour & Employment of Central govt. Words like Nil Negotiable ,NA etc,. Towards service charge in Serial Number “5” will not be considered and Application shall be deemed to be rejected without Information to the Bidders.
- 6- Above wages are for Working Hours Eight (08) Hours per shift/ per day. In case the Duty Hours of the Deployed person for any our Offices will be four (04) Hours, two(2) Hours then proportionate amount of wages will be paid.

**\*\* As per the prevailing statutory provisions and rules of the Central Govt. applicable as on date.**

**SIGN AND SEAL OF THE AUTHORISED PERSON OF THE BIDDER**



DIVISIONAL OFFICE –RAIPUR

“JEEVAN PRAKASH” JEEVAN BIMA MARG, PANDRI, RAIPUR- 492004. PHONE NO. 0771-4054454.

ANNEXURE-E

**Manpower (Unskilled Workers) Requirement for Housekeeping & Office Upkeep Services (Sweepers) at Divisional Office and Branches & Satellite Offices under Raipur Division**

SR.	NAME OF B.O./SSO	MANPOWER REQD.	WORKING HOURS
1	BO -2 RAIPUR	1	4 HOURS
2	BO -3 RAIPUR	1	4 HOURS
3	CAB RAIPUR	1	4 HOURS
4	BO -1 BHILAI	2	4 HOURS
5	DURG	2	4 HOURS
6	RAJNANDGAON	1	4 HOURS
7	DALLIRAJHARA	2	4 HOURS
8	MAHASAMUND	1	4 HOURS
9	SARAIPALI	1	4 HOURS
10	DHAMTARI (NEW)	1	4 HOURS
11	KANKER	1	4 HOURS
12	DANTEWADA	1	4 HOURS
13	DO RAIPUR	4	4 HOURS
14	STAFF QTR. (SHANKAR NAGAR)	1	4 HOURS
15	ABHANPUR SO	1	2 HOURS
16	BALOD SO	1	2 HOURS
17	BEMETARA SO	1	2 HOURS
18	BHANUPRATAPPUR SO	1	2 HOURS
19	DONGARGARH SO	1	2 HOURS
20	DURG SO	1	2 HOURS
21	KASDOL SO	1	2 HOURS
22	KAWARDHA SO	1	2 HOURS
23	KHAIRAGARH SO	1	2 HOURS
24	KONDAGAON SO	1	2 HOURS
25	KUMHARI SO	1	2 HOURS
26	KURUD SO	1	2 HOURS
27	RAJIM SO	1	2 HOURS
28	RAJNANDGAON SO	1	2 HOURS
29	RISALI SO	1	2 HOURS
30	TELEBANDHA SO	1	2 HOURS
31	GARIYABAND SO	1	2 HOURS
32	CZEE	1	2 HOURS
33	EDMS RMF CENTRE	1	2 HOURS
	<b>Total</b>	<b>20</b>	<b>4 HOURS</b>
	<b>Total</b>	<b>19</b>	<b>2 HOURS</b>

Signature of the Contractor & Seal