

LIFE INSURANCE CORPORATION OF INDIA

DIVISIONAL OFFICE

JEEVAN PARKASH BUILDING

MODEL TOWN ROAD

JALANDHAR – 144001

Email-id: os.jalandhar@licindia.com

TENDER DOCUMENT

Ref : Tender for Security Services

(Dated – 27.12.2016)

Last Date of submission – 17.01.2017 at 15.30 Hrs.

NOTICE INVITING TENDER

The Life Insurance Corporation of India, Divisional Office, Jeevan Parkash Building, Model Town Road, Jalandhar-144001 invites sealed bids/quotations under two bid system from Reputed and Experienced Security Agencies to provide security services at different buildings of Life Insurance Corporation of India at locations in Jalandhar and BO/SO under its jurisdiction.

S.No.	Activity	Details
1.	Tender Date	27-12-2016
2.	EMD (Refundable)	Rs. 700,00.00 (Rs. Seventy thousand Only) Payable by Demand Draft in favour of of Life Insurance Corporation of India payable at Jalandhar
3.	Tender Fee (Non Refundable)	Rs. 200.00 (Rs. Two Hundred Only) payable by Demand Draft in favour of Life Insurance Corporation of India, payable at Jalandhar
4.	Address for submission of bid to be put in Tender Box	Manager (O.S.) Life Insurance Corporation of India, 1st Floor, Jeevan Parkash Building Model Town Road, Divisional Office, Jalandhar
5.	Submission of Bids Date and Time	Bidders fulfilling the eligibility conditions/Specifications mentioned in the Tender Should submit technical bid (ANNEXURE-I TO V) and financial bid (ANNEXURE –VI) in separate sealed covers subscribed as Technical Bid & Financial Bid put together in a large sealed cover superscribed as Tender for SECURITY SERVICES . Last date for submission of tender document is 17.01.2017 up 15.30 Hrs.
6.	Technical Bid Opening Date/Venue/Time.	The sealed cover having Technical Bids will be opened by the tender opening committee on 18.01.2017 at 11.00 AM in the presence of bidders In the Chamber of Manager (OS), 1st Floor, LIC of India, Divisional Office, Jalandhar-144001
7.	Financial Bid	Financial Bid will be opened on a later date which will be intimated separately to technically qualified bidders only.
8.	Tender Documents	Also available at www.licindia.com

Sr.Divisional Manager
Life Insurance Corporation of India,

AT THE TIME OF FURNISHING THE TECHNICAL BID THE COMPANY SHOULD BE FOUND SATISFYING THE FOLLOWING CRITERIA. -

1. Security Service Provider should be an ISO certified only with ISO 9001-2008.
2. The Security agency should have a valid license in terms of PSARA-2005.
3. Minimum annual turnover of the company should be Rs.50.00 lakh and above in the last three years.
4. The company should provide security services at locations as per ANNEXURE-I
5. The company should have a valid PAN No. of Income Tax Department.
6. The company should have service tax registration.
7. The company should have labour license from Chief Labour Commissioner (Central).
8. The company should have its registered office at Jalandhar.
9. The company should have its own training centre/provision of out door training.
10. The company as an employer should be complying with all the statutory requirements such as payment of gratuity act, ESI, P.F. etc. as applicable to them.
11. Minimum 3 years of experience (IN ORDER TO SELECT A COMPANY WITH SUFFICIENT PROFESSIONAL EXPERIENCE) in addition to providing security services at minimum 2 establishments .
12. The security firm must have minimum 200 permanent employee/staff on its roll with clear and regular recruitment policy. The manpower provided by the agency must not fall under definitions of the "Contract Workman" as per provision of central Labour Act 1970.
13. The Company should be registered with registrar of Companies under companies act 1956.
14. Each page of tender document must be signed & stamped by the tenderer before submission.
15. 10% of the annual value of the contract at the rates prevailing on the date of award of contract to be deposited as security deposit in the form of Bank Guarantee of Nationalized Bank or Demand Draft of scheduled bank, payable at Jalandhar in favour of **Life Insurance Corporation of India**.
16. The successful bidder/contractor shall give Affidavit on Rs. 100- stamp paper as per Annexure-VII by the successful Bidder.
17. The filled in tenders should be handed over to :-
Sh.M.L.Rawal,
Chairman, Sotre Committee, LIC of India,
CRM department, Divisional Office,
Jeevan Parkash Building, Model Town Road,
Jalandhar City-144001

Sr.Divisional Manager
Life Insurance Corporation of India

TERMS AND CONDITIONS OF THE TENDER

The tender in the prescribed format (**HARD COPY ONLY**) should be dropped in tender box as per Rules on or before the last date specified. No corrections are to be made in the terms quoted.

1. Service Tax and other taxes whenever applicable should be stated in the tender separately.
2. Monthly Rate per duty of 08 hrs must be specified in the tender.
3. Rate is to be mentioned in both in figure and words.
4. The Corporation reserves the right to accept / reject any quotation in full or in part.
5. After engaging the services of the agency, if it is found that the services are not rendered to the Satisfaction of the Corporation, the services will be terminated without paying any damages/Compensation to the agency during the term of the contract.
6. Mere submission of tender does not confirm the right of selection/empanelment.
7. The award of tender would be without any liabilities from our side.
8. After selection of security agency the agency should execute a stamped agreement on terms and Conditions in the prescribed format.
9. Life Insurance Corporation of India reserves its right to reject, accept or cancel the process of award of tender without assigning any reason thereof for which Life Insurance Corporation of India shall neither be liable nor obligatory to inform the applicant the grounds of any such action.
10. Any dispute arising out of or relating to this tender shall be deemed to have arisen in Jalandhar and be subject to adjudication of competent Court in the jurisdiction of Jalandhar.
11. Any tender not complying partly or wholly with these terms and conditions shall be liable for rejection.
12. The Contractor, being the employer in relation to persons engaged/employed by him for providing the services under this agreement, shall alone be responsible and liable to pay the wages/salaries to such persons which in any case will not be less than the minimum wages as fixed or prescribed for the category of workers employed by him from time to time or by the State Government and /or any authority constituted by or under any law.

13. The contractor shall adhere to and comply with all the laws that may be applicable to him and will extend all the benefits/privileges as applicable to persons engaged/employed by him including that of Provident Fund Act 1952, ESI Act 1948, **Workmen's Compensation Act, Bonus, Gratuity, Minimum Wages Act 1948 and Leave**, etc. In case of any breach of any law, rules, notifications applicable to the employees of the Contractor, the contractor alone shall be responsible and liable for any act(s) of omission and /or commission committed by any employee, agent, representative, attorney, and person(s) engaged, employed by him for discharging the obligations under this agreement.
14. The Contractor shall obtain appropriate license under the Contract labour (Regulation and Abolition) Act 1972 and the Rules as amended up to date and shall comply with all terms and conditions thereof strictly, and shall keep such license duly validated and / or renewed from time to time throughout the currency of this Agreement.
15. The Contractor shall maintain all registers required under various Acts, which may be inspected by the LIC as well as the appropriate authorities at any time.
16. The Contractor will have to produce the Register of Wages or the Register of Wages-cum-Muster Roll of the preceding month along with the bill to be submitted on the 3rd day of every calendar month for verification, to the nominated official of the LIC. The contractor shall ensure that payment to his employees is made by ELECTRONIC TRANSFER ONLY (RTGS/NEFT)
17. In case any statutory increase/decrease in the wages of labour in accordance with the minimum wages notification issued by the appropriate authority under the Minimum Wages Act 1948 from time to time, the increase/decrease in rates will be effected.
18. The Contractor shall give an undertaking by the 22nd of the proceeding month to LIC that he has complied with all his statutory obligations.
19. The Contractor shall provide the above said services at such times and in such manner as may be communicated by the LIC from time to time.
20. The quality and punctuality of/in rendering of the said services are the essence of the contract and the contractor undertakes to abide by them at all times.
21. The contractor shall ensure that all persons employed by him shall be efficient, skilled, honest and conversant with the nature of work.
22. No relationship of employer and employee shall be created between the LIC and the employee engaged by the Contractor.
23. The Contractor shall provide uniforms to his employees the pattern of which will be different than that of the LIC as followed for its employees and they shall wear them at all time while at work and maintain such uniforms.

24. All employees of the contractor shall be issued with identity cards bearing their photographs, cost of identity cards and photographs for identity cards shall be borne by the contractor.
25. The contractor shall issue name badges to all his employees, which the employees shall wear while on duty.
26. The contractor alone shall have the right to take disciplinary action against any person(s) engaged/employed by him, while no right whatsoever shall vest in any such person(s) to raise any dispute and /or claim whatsoever against the LIC. The LIC shall, under no circumstances be deemed or treated as the employer in respect of any person(s) engaged/employed by the contractor for any purpose whatsoever nor would the LIC be liable for any claim(s) whatsoever of any person(s) of the contractor.
27. In case LIC is required to meet any liability in respect of any person(s) engaged/employed by the contractor by virtue of their working at the premises of the LIC, it would be open and lawful for LIC to deduct the amount(s) of any such liability from and out of dues payable to the contractor.
28. The contractor shall be responsible for all the injuries and accidents to persons employed by him inside or outside the premises of LIC.
29. The contractor shall be responsible for the conduct and behavior of his employees. If any employee of the contractor is found misbehaving within the LIC staff/ members of public the contractor shall take necessary and appropriate action immediately.
30. In the event of any loss/damages being occasioned to LIC on account of the **negligence of the contractor's employees, the contractor shall make good the** loss sustained by LIC either by replacement of the material/equipment or payment of compensation.
31. The contractor shall not appoint any sub-contractor to carry out any obligations under the contract.
32. The contractor shall take proper instructions from LIC for execution of the contract at the different places and will faithfully comply with the same during the currency of the contract.
33. The contractor shall give the services on all days during the period of contract **as per the LIC's requirement.**
34. **The contractor's employees will make their** own arrangements for food and tea/snacks while at work at their own cost and the LIC will not entertain any financial expenditure or provide any canteen facility.

35. Should the contractor commit any breach of any of the terms and conditions hereof and/or fail/neglect to carry out any instructions issued to him by the LIC from time to time, it shall be open and lawful for the LIC to terminate this agreement forthwith without assigning any reason and can get the work done by any person(s) or through any other agency or contractor at the risk and cost of the contractor and the contractor shall have no right to claim any compensation whatsoever on this account.
36. In the event of any dispute or difference arising out of operation of this agreement, the same shall be referred to the sole arbitration and the sole arbitrator will be appointed by the Sr.Divisional Manager, Divisional Office, Jalandhar whose decision shall be final and binding on both the parties. The venue of arbitration shall be at Jalandhar. The provisions of the Arbitration and Conciliation Act, 1966 shall apply to the arbitration.
37. In case of any new addition of building for security after submission of the tender, pro-rata rates will be allowed for such conditions.
38. The contractor shall frame appropriate procedure for taking immediate action as may be advised by LIC from time to time.
39. If the LIC notices that the personnel for the contractor has/have been negligent careless in rendering the said services, the same shall be communicated immediately to the contractor who will devise corrective steps immediately to avoid recurrence of such incidents and report to the LIC its action plan.
40. If any of the personnel of the contractor indulges in theft or any illegal/irregular activities, misconduct, the contractor will take appropriate action against its erring personnel and intimate accordingly to the LIC.
41. The contractor shall at all times indemnify and keep indemnified the LIC 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, Employee's Provident Fund & Miscellaneous Provisions Act 1952, Payment of Gratuity Act, Minimum Wages Act 1948, Employees State Insurance Act 1948, 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 workers or other personnel of the contractor 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 the contractor or not, who provided the said services under this Agreement.**
42. The employees/agents of the contractor shall never be considered to enjoy any right to enter the premises of LIC by virtue of this agreement or otherwise at any time except with the prior permission of the LIC.
43. If any theft or loss of any of the times of the LIC occurs during the period of this agreement, the contractor shall be liable for the same and shall make good the loss.

44. In the event of failure of the contractor to provide the services or part thereof, as mentioned in this agreement for any reason whatsoever, the LIC shall be entitled to procure services from other sources and the contractor shall be liable to pay forthwith to the LIC, the difference of payment made to such other sources, besides damages at double the rate of payment for the period of failure in providing the services or part thereof.
45. If, any time, during the operation of this agreement or thereafter the LIC is made liable in any manner whatsoever by any order, direction or otherwise of any Court Authority, Tribunal, to pay any amounts whatsoever by any order, direction or otherwise of any of the present or ex-personnel of the contractor or to any third party, the contractor shall immediately pay to the LIC all such amounts and costs also and in all such cases/events the opinion of the LIC shall be final and binding upon the contractor. The LIC shall be entitled to deduct any such amounts as aforesaid, from any pending bills of the contractor and if such amount is not fully recovered, the LIC shall be entitled to recover the balance amount through legal recourses.
46. The contractor further agrees to absolve the LIC from all the liabilities in regard to any statutory enactments to the extent applicable to the service provided by the contractor. It is clearly understood that should the LIC be called upon to make any payment to any authority, the contractor shall reimburse such amounts to the LIC whether such liability arises during the currency of this agreement or after expiry of the period of this agreement. If there would be any claim on the LIC for any default of the contractor or its employees committed during operation of this Agreement, the contractor shall pay the LIC such amount on demand without protest.
47. It is clearly understood by the contractor that the persons employed by the contractor for providing services as mentioned herein, shall be the employees of the contractor and not of "The LIC". The contractor shall be liable to make payments through NEFT/RTGS to its said employees towards their monthly wages/salaries and other statutory dues like EPF, ESI, MINIMUM WAGES, BONUS, GRATUITY etc.
48. Either party can terminate this Agreement by giving one month's **written notice** to the other without assigning any reason and without payment of any **compensation, thereof. However LIC shall give only a 24 hour's notice for** termination of this Agreement to the contractor when there is a major default in compliance of the terms and conditions of this Agreement or the contractor has failed to comply with its statutory obligations. In that eventuality the contractor will move out of the premises of the LIC with his deployed employees immediately. This discretion of termination of this Agreement by the LIC will be exercised judiciously since the contractor is rendering the essential services.
49. If contractor commits breach of any covenant or any clause of this agreement, the LIC may send a written notice to the contractor to rectify such breach within the stipulated time, the Agreement shall forthwith stand terminated and the contractor shall be liable to the LIC for losses or damages on account of such breach.

50. This agreement may be terminated forthwith if either party becomes insolvent, ceases its operations, dissolves, files for bankruptcy or bankruptcy protection, appoints, receivers, or enters into an arrangement for the benefit of creditors, the other party shall have the right to immediately terminate this agreement.
51. **Either party's liabilities for any chargers, payments or expenses due to the other party** which accrued prior to the termination date shall not be extinguished by termination and such amount (if not otherwise due on an earlier date) shall be immediately due and payable on the termination date.
52. Any obligations under this agreement which either expressly or by their nature is to continue after termination or expiration of this agreement shall survive and remain in effect.
53. The contract shall be for a period two years and can be extended up to one year depending on satisfactory review after every six months and on mutual understanding of both the parties.
54. The contractor shall submit the bills on a monthly basis. The payments of bill will be made within 7 days from the date of verification of these bills. If bills are not settled within 7 days on presentation by the contractor, the LIC shall pay on account payment to the extent 75% of the bill amount which shall be accounted for while finally settling the bills.
55. Tax at source will be deducted as per the Income Tax Rules applicable from time to time.
56. The contractor will follow in letter and spirit the guidelines/rules given vide the PRIVATE SECURITY AGENCY (REGULATION) ACT 2005 and the Private Securities Agencies Central Model Rules 2006.
57. KYC details and Police Verification of the personnel deployed to be provided by the contractor.
58. The Contractor shall not engage/employ persons below the age of 18 Years.

Note: Your representative may visit the buildings as per Annexure-1 between 10.00 A.M. to 3.00 P.M from Monday to Friday and between 10.00 AM to 1.00 PM on Saturday.

ANNEXURE-I

ON THE BASIS OF REQUIREMENT PROPOSED STRENGTH OF SECURITY GUARDS				
Sr No.	Locations of Jalandhar Division (DO/BO/SO)	Address of the offices	Proposed Man Power	
OWN PREMISES			No of Persons	No of Hours
1	DO/Unit-4/Unit-1/P&GS	Jeevan Parkash Bldg, Model Town Road, Jalandhar	2	16
2	Jalandhar-2 & IAB	Jeevan Raksh Bldg. Opp Tehsil Complex, Jalandhar	3	24
3	Jalandhar-3 & CAB	Jeevan Jyoti bldg, Pucca Bagh, Jalandhar	3	24
4	Moga	G T Road, Near Bus stand, Moga	3	24
5	Faridkot	Jeevan Jyoti Bldg, Bhan Singh Colony, Faridkot	3	24
6	Mukatsar	Railway Road, Muktsar	3	24
7	Malout	G T Road, Malout	3	24
8	Hoshiarpur	Lajpat Rai Road, Hoshiarpur	3	24
9	Garshanker	Jeevan Jyoti Bldg, Hoshiarpur Road, Garshankar	3	24
10	Dasuya	G T Road, Dasuya	3	24
11	Kapurthala	Jeevan Jyoti Bldg, Model Town, Kapurthala	3	24
12	Phillaur	G T Road, Phillaur	3	24
13	Phagwara	Urban Estate, Near Swami Sant Dass School, Phagwara	3	24
HIRED PREMISES (From 9.30 AM to 5.30 PM)				
14	Customer Zone	Crystal Plaza, Chhoti Baradari, Garha Road, Jalandhar	1	8
15	Kartarpur	G T Road, Kartarpur	1	8
16	Nakodar	Opp Bus Stand, Nakodar	1	8
17	Nawanshahr	Banga Road, Near Railway Crossing, Nawanshahr	1	8
18	SO-Balachur	Opp. Kheti Bari Office, Garshanker Road, Balachaur	1	8
19	SO-Banga	Shivalik Complex, G T Road, Banga.	1	8
20	SO-Hoshiarpur	Near Parbhat Chowk, Hoshiarpur	1	8
21	SO-Jalandhar-1	Ropp Complex, Opp Jammu Hospital, Jalandhar	1	8
22	SO-Kotkapura	Dhoda Complex, Ist Floor, Faridkot Road, Kotkapura	1	8
23	SO-Mukerian	Bhangala Chungi, Mukerian, Distt Hoshiarpur	1	8
24	SO-Rahon	Near Royal Restauant, Machiwara Road, Rahon	1	8
25	SO-Shahkot	S S Complex, Moga Road, Shahkot	1	8
26	SO-Sulatnpur Lodhi	Talwandi Chaudhrian Road, Sultan Pur Lodhi	1	8

DUTIES OF SECURITY GUARDS

1. Safeguarding Corporation's property against theft,damage,misuse and keeping a watch over the cars,scooters,cycles etc. Parked inside the premises/compound.
2. Preventing unauthorized persons, vehicles etc. or animals from entering the premises
3. Taking charge of personal property found in the Coprorations premises and handing over the same to the office.
4. Watching the entire premises and patrolling the same frequently specially during the silent hours.
5. Observing carefully, pipelines, electrical fittings, drainage and safety installations and taking action against damages, or wastage, wherever possible and bringing them to the notice of the superiors for further remedial action.
6. Preventing unauthorized additions or alterations in the premises being carried out by outsiders or tenants or employees and reporting the matter to the Authorised officer of the branch.
7. Performing duties such as operating water pumps.
8. Maintain confidentiality and share official information on need to know basis only.
9. Checking all the doors, windows, ventilators and ensure same are properly closed after office hours. Also ensure locking of main door and switching off the mains at night.
10. In case of theft or damage to the property or any untoward incident or unusual occurrence, inform Head of the Department/Security Officer about the same.
11. Custody and safe keeping of keys entrusted to his care and handing them over to the relieving watchman or to any other duly authorized person/s.
12. Ensuring that no person has remained inside the premises before locking the premises.
13. Taking the following precautions against fire.
 - a) To switch off gas cylinders, kerosene stove or other such appliances used in the office premises.
 - b) To ensure that all waste papers is removed from the office and stored properly in the place meant for it.

14. Taking the following action in case of fire

- a) To raise alarm and muster assistance from neighboring buildings/passers by.
- b) To contact immediately fire brigade and the police.
- c) To try to put out the fire by using available fire extinguishing appliances.
- d) To inform immediately the Head of the Office or the Head of the Establishment and the Security Officer.

15. Security Guards/Supervisor to be smartly turned out while on duty and be in possession of a torch, whistle and baton.

16. Comply with any official / instructions whether, oral or written pertaining to security and fire safety.

**Sr.Divisional Manager,
Life Insurance Corporation of India,
Jeevan Parkash Bldg,
Model Town Road, Jalandhar-144001**

ANNEXURE - III

TECHNICAL BID

Re: LIC of India Security Services at various locations in Jalandhar and BO/SO under its Jurisdiction

APPLICATION FORM TECHNICAL BID

S. No.	Information Sought	Information Provided
1.	Name of the Firm (BLOCK LETTERS ONLY)	
2.	Date of Establishment/Incorporation	
3.	Registration No. under Companies Act,1956(Please enclosed Copy)	
4.	Correspondence Address with Telephone No. and email id	
5.	Address of Head Office with telephone No. and email id	
6.	Status of Company/Limited/Pvt. Limited	
7.	Name of Directors	
8.	Name of Chief Executive with Address, Telephone No. and e mail id	
9.	Name of Representative(s) with Designation who would be calling on us and attending to our Job.	
10.	Name of Bankers with address & Telephone No.s. IFSC code & Account No.	
11.	Pan No. of Income Tax deptt.(Please enclosed photo copy)	
12.	Labour Licence nos. and validity under various sections of Labour Laws (Central Govt.) (Please enclose photocopy)	
13.	Service Tax Registration No. (Please enclose photocopy)	
14.	E.P.F. Registration No. (Please enclose photocopy)	
15.	E.S.I. Registration No. (Please enclose photocopy)	
16.	Date of obtaining ISO with validity (Please enclose photocopy)	
17.	Date of obtaining PASARA (Please enclose photocopy)	
18.	Details of registered with any other Government Authority (Please enclose photocopy)	
19.	State the latest Income Tax Assessed year and the amount of tax assessed (Copies of last 03 years, IT Returns, Audited Balance Sheet & Revenue A/C to be enclosed.	2014-15 AY 2015-16 AY 2016-17 AY

20.	Turn over for the last three financial years,	2013-14 2014-15 2015-16
21.	Details of CONTRACT with any office of the LIC of India and or prestigious PSU's (Central) , (Please enclose the list giving full details and name and telephone nos. of person who may be contacted for information)	
22.	Total no of Security Personnel employed by the agency as on 01.04.2016	
23.	Mention any other specialties of your Establishment	
24.	Details of Tender Fees.	
25.	Details of Earnest Money	

Note: Please type this form or fill it legibly in ink. If space provided is insufficient, please type or write the replies on a separate sheet giving appropriate question number duly authenticating the same with seal and signature and attach it to the form

I/Werequest Life Insurance Corporation of India, Divisional Office, Jalandhar to consider our agency bid. We agree to abide by all the ELIGIBILITY CRITERIA AND OTHER TERMS AND CONDITIONS AND DUTIES OF SECURITY GUARD prescribed in Annexures and assure to render the services to the fullest satisfaction of the Corporation.

Dated at this.....day of..... 2017.

Signature and Seal

Name

Designation

Note: The Life Insurance Corporation reserves the right to accept/reject any of the agencies at their absolute discretion without assigning any reason. Applications received with incomplete information or alternation will not be considered.

Please ensure that all cuttings/white fluid/overwriting should be signed with seal.

ANNEXURE - IV

DETAILS OF EXISTING CLIENTS

(Separate page must be submitted for each Client)

NAME OF THE COMPANY	
ADDRESS OF THE COMPANY	
NAME, DESIGNATION OF CONTACT PERSON WITH TELEPHONE NO AND EMAIL ID	Name: Designation: Landline No. E-mail I'd.

Details of service provider in last 3 years (Ref: No. date of order with photo copy of orders.

AUTHORIZED SIGNATORY

NAME / DESIGNATION AND

SEAL OF THE FIRM/ COMPANY

Date:

ANNEXURE -V

LETTER OF AUTHRISATION FOR ATTENDING BID OPENING

The Manager (OS)
Life Insurance Corporation of India,
Jeevan Parkash Building,
Model Town Road,
Jalandhar

Sub: Authorization for attending bid opening on..... at..... Hrs.

Following person is hereby authorized to attend the bid opening for the tender mentioned above on behalf of -----(Bidder).

Name of Person	Specimen Signature

Signature of bidder or officer authorized to sign the bid Documents on behalf of the bidder.

Dated

Only one representative for any bidder shall be authorized and permitted to attend the BID Opening. Such person shall carry this authorization letter along with him to participate in the bid opening.

FINANCIAL BID

(To be submitted in a separate sealed cover marked at FINANCIAL BID)

Performa for Submission of Financial Bid for Security Services as per Notice for Security Services.

Total number (Proposed) of Security Guard required 51 **(Fifteen one)**

1.	Total Amount Chargeable for 51 Security guards (Per Month) Total Amount Chargeable at Sr. 1 (in figures)	
	Total Amount Chargeable at Sr. 1 (in words)	

Break-up of charges for each security guard per month

Sr. No.	Particulars	Security Guard
	Minimum Wage	
	ESI	
	PF	
	Any other charges (if any, Please specify)	
	Services Charges	
	Total in Figure	
	Total in Words	

NOTE: Rates to be quoted on Monthly Basis, inclusive of all charges, but excluding Service Tax which will be paid as per prevailing rates.

Seal and Signature of Authorized Signatory of the Company

**CHECK LIST FOR SUBMITTING THE TENDER (To
be enclosed in the cover for Technical Bid)**

Sl. No.	Details of documents attached	Enclosed/Not enclosed	Remarks
1.	Cost of tender form for Rs. 200.00 receipt No. date		
2.	Earnest Money Deposit Amount for Rs. 70,000.00 receipt No. Date/DD/ Cheque/ Bank Guarantee		
3	Whether each page of NIT signed & Sealed		
4.	Status of Company		
5	Copy of registration of Company		
6.	Registration from PASARA		
7.	Registration from ISO		
8	PAN NO.		
9.	Income Tax Returns for last 3 years		
10.	Audited Balance Sheet for last 3 years		
11.	Registration for ESI		
12.	Registration for EPF		
13.	Registration for Service Tax		
14.	Registration for Labour Law		
15.	List of Clients		
16.	Experience Details		

ANNEXURE-VII

AFFIDAVIT (TO BE GIVEN BY SUCCESSFUL BIDDER)

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 has floated tender for appointing House Keeping services and in respect of the same. I/we being one of the Bidders, confirm that I / We strictly follow various laws as mentioned in the various pages of this tender.

I/We further state that I/ we shall indemnify Life Insurance Corporation of India against all claims , which may be made 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 to 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.

Solemnly affirmed at _____ this _____ Day of _____ 2017

Before Me

Notary

Date:

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