

Date:26/01/2020

**TENDER FOR HOUSE KEEPING SERVICES AT LIC,
SALES TRAINING CENTRE, KOZHIKODE.**

Sealed quotations are invited under Two bid system for House keeping Services at our Sales Training Centre, Divisional office compound Kozhikode as per the enclosed formats.

1. The tender forms can be downloaded from our Website: www.licindia.in or may be collected from STC office during office hours. The tenderer needs to pay an amount of Rs.500+GST18% = Rs590/- (Rupees Five hundred and ninety only) towards tender fee (Non refundable) for submission of tender for Housekeeping Services by way of DD in favor of Life Insurance Corporation of India payable at Kozhikode along with the tender forms.
2. Tenders should be submitted in the form of two bid system viz. Sealed cover-1, super scribed as 'Technical Bid' in 'Annexure-A' along with enclosures and another Sealed cover-2, super scribed as 'Financial Bid' in 'Annexure-B'. The sealed technical bid should be accompanied with a refundable EMD of Rs.10,000/- (Rupees Ten thousand only) in the form of DD drawn favoring "LIC of India" on any nationalized bank payable at Kozhikode, without which the Bid will not be considered. The EMD will not carry any interest and it will be refunded to the unsuccessful bidders soon after the finalization of the tender. The EMD deposited by the successful bidder will be converted into Security Deposit and it will not carry any interest. These two individual sealed covers are to be kept in a single big sealed cover super scribed as Tender for House keeping services at STC, LIC, Kozhikode- Last Date for submission of filled tenders is 15.02.2020 before 13.00 Hours.
3. The terms and conditions governing the tender are given herewith. The tender document for House keeping services contains 5 pages numbered serially (page 2 to page 7) with Annexures A & B. All pages of the tender documents has to be signed by the tenderer as proof of his acceptance.
4. There will be a pre-bid meeting on 05.02.2020 at 3.00 pm in STC Kozhikode premises for any clarifications. The sealed covers should be super scribed as "Tender for Housekeeping services at LIC, STC, Kozhikode" addressed to and submitted to The Senior Divisional Manager, LIC of India, Divisional Office, Jeevan Prakash, LIC Road Kozhikode 673001 during office hours.

Office Hours : 10.00AM to 05.00 PM

All Sundays and second and fourth Saturdays are holidays

5. The tenders received after the due date and time will not be considered.

6. The schedule for processing of tender is as under:

1. Availability of tender forms in Website: From 26.01.2020 to 15.02.2020
2. Last Date for Submission of tender forms: 15.02.2020 up to 13.00 hours.
3. Opening of Tenders: 16.00 hours on 15.02.2020 in Divisional Office, Kozhikode premises. The Technical Bids will be opened on the date and time specified above. The tenderer or his authorized representative may be present at the time of opening the tender. After preliminary scrutiny of Technical Bids, verification of credentials, the Financial Bids of only those bidders whose Technical Bids are found eligible will be opened at a later date.

Principal STC

PS: Please append your signature with seal on all the papers before submitting the tender.

Re: Terms & conditions in connection with House Keeping Work in the STC Hostel Building

Hostel Services Upkeep and Maintenance

Service for the Administrative Block including Lecture Halls, Hostel Rooms, Computer Room, Faculty Room, Principal's Chamber, Library etc

Campus Maintenance

Proper and courteous service shall be provided by the Contractor at the Reception Counter. Service at the counter shall include keeping of proper records of Trainees. Checking-in and checking-out, custody and distribution of training materials, attendance certificate etc.

The entire hostel block including the rooms, toilets, corridors, staircases etc shall be swept and mopped every day. The contractor shall bear the entire cost of providing cleaning materials, disinfectants etc. Similar facilities shall be provided in the Principal's room, Office room, Faculty room and lecture halls Library etc.

The contractor shall arrange for change of bed linen, blanket, pillow cover etc once for a session or more frequently if required in all the rooms. The bed linen, pillow cover etc shall be properly washed before use and the laundry cost shall be borne by the contractor.

The contractor shall look after maintenance of the premises, the safety of the property provided there in and ensure that the facilities are kept open and closed in the prescribed hours.

The contractor shall provide safe and pure drinking water to the trainees in their class/hostel rooms and administrative personnel in their room, Main office halls etc regularly as per instructions given in this regard.

Floor space of the Office rooms, Faculty rooms should be cleaned by water at least once in a month. Common Toilet attached in the each floor should be cleaned daily. The contractor shall ensure that the entire pathways and open spaces paved with concrete including open spaces in the premises are kept and clean.

The contractor's maintenance service shall be available throughout the year without any break. He should be responsible for the maintaining stock of fixtures and fittings in the Hostel.

The contractor shall replace bulbs etc as and when required in the Hostel rooms, Administrative Block etc and such other areas as may be prescribed. The contractor shall also bear the cost of repairs/replacement of the items if they are damaged.

The contractor shall provide adequate number of competent and well trained staff for cleaning rooms, services and also maintenance of hostel and the campus. The total number of staff employed shall be maintained at an adequate number at all times. The contractor should also provide one type of uniform (clothes) to his/her staff members. The list of staff so employed should be submitted to STC along with photo ID proof, Bio data etc.

The contractor shall provide continuous service on a 24 hours basis. A panel of Resident Managers shall be communicated to the Corporation by the contractor and the persons named in the panel shall be accountable for all the services covered by the contract. The panel members shall not be changed or transferred by the contractor without the prior consent of the Corporation. Outsiders should not be allowed to enter the Hostel at any cost.

The contractor or his staff should not use the premises, properties, fixtures, fittings etc of the Corporation for any purpose other than those expressly provided in the contract. Even when the bed rooms are vacant they should not be occupied by the contractor or his staff.

No argument or quarrel with trainees/inhabitants of STC. If any such situations arise, the same to be brought to the attention of the Competent Authority. Decent behavior should be there.

The contractor should clean and water the STC garden daily. The contractor shall regularly water, nourish and maintain the trees, plants etc and ensure their healthy growth and proper maintenance throughout.

Valid PAN CARD should be furnished at the time of allotment of Contract. A security deposit of Rs.25,000/- to be made in advance. (Refundable without interest at the end of the contract)

If the successful tenderer fails, in course of the agreement period, to comply with the terms and conditions of the agreement, the security deposit may be forfeited in full or in part as decided by the Principal, STC.

The Corporation reserves the right to alter/add/delete any terms and conditions; to change the relevant dates; to accept or reject all or any of the applications; to accept any higher bid; or cancel all tenders without assigning any reasons whatsoever.

Any dispute arising out of or relating to this tender shall be deemed to have arisen in Kozhikode and shall be subject to adjudication of a competent court in Kozhikode.

If necessary, the contractor should also be ready to render any services required by the Principal, Faculty Members and staff of STC (work connected with office requirements).

The contractor shall not have any tenancy rights by virtue of entering into an agreement with STC. The premises and its facilities will be utilized by the contractor only for the purposes as described in the agreement during the currency of the contract. On expiry/termination of the contract, he shall hand over the peaceful possession of the premises in the same condition as provided in the beginning.

In terms of provisions of Section 33(3) of the Insurance Act, 1938, as amended by the Insurance Laws (Amendments) Ordinance 2014, 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 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.

The contract for House keeping Services shall be valid for a period of One year.

On further review and evaluation, if the performance is found to be satisfactory, the contract can be renewed successively for one more year. Such renewal can be done for maximum two occasions consecutively, subject to one month advance notice by both the parties prior to the termination of the contract with an increase of not more than 5% on the rate quoted in the contract.

Annexure A

TECHNICAL BID

TENDER FOR HOUSE KEEPING AND MAINTENANCE SERVICES

CONTRACT AT LIC STC, KOZHIKODE

Sl	Information sought	Information Provided	
1.	Name of the Firm/Individual (In Block Letters)		
2.	Date of Establishment/Incorporation (with documentary proof)		
3.	Registration no. for registration under Companies Act, 1956. (Please enclose photocopy of certificate) if applicable.		
4.	Correspondence address(with documentary proof) Tel.No:, email.,Mobile No.		
5.	Address of Head Office (If separate) (with documentary proof) and Tel.No & e-mail		
6	Name of the Proprietor / Partners/ Directors together with technical Qualification.		
7	Name of Chief Executive with his present address and Tel.No, e-mail id		
8	Name of Representative (s) with Designation who would be calling on us and attending to our jobs. With mobile number and E-mail id		
9	Name of Bankers with address & telephone nos. IFSC Code & A/C No. (Enclose photo copy of cheque leaf)		
10	PAN No. allotted by Income tax department. (Enclose photocopy)		
11	Details of Licenses/Registration under Shops & Establishment Act and validity under various sections of Government of Kerala and Government of India (Enclose photo copy of certificates)		
12	GST Registration no. (Enclose photo copy of certificate),if any		
13	ESI registration (Enclose photo copy), if any		
14	EPF registration (Enclose photo copy),if any		
15	Registration with Labour Department , if registered (Enclose photo copy)		
16	Details if registered with any other Government authority (Enclose photo copy)		

17	State the latest Income tax assessed year and the amount of tax assessed (Photo copies of last 3 (Three) years, IT Returns, Balance Sheets & Revenue A/C to be enclosed)		F.Y 2018-19: F.Y 2017-18: F.Y 2016-17:		
18	House keeping and Maintenance Services work (in the past 3 Yrs) (Enclose photo copies)				
	Period of Contract		Details (with contact No.) of the Firm/ Person/ Organisation for whom house keeping and maintenance work contracts were undertaken	Annual Turn Over	No. of persons employed
	From	To			
19	Mention any other specialties of your establishment / Company				
20	Any achievements / landmark work/s done in the field of House keeping and maintenance services				
21	Languages Known		To speak To read To write		
22	Any other details				

Signature of Authorised Signatory

(Name/ Designation and Seal of the Contractor)

Place :

Date :

Annexure B

FINANCIAL BID FOR HOUSE KEEPING AT STC KOZHIKODE

(To be submitted in separate sealed cover marked as "Financial Bid")

Dear Sir/Madam

Re : Tender for providing House Keeping and Maintenance Services

Contract at LIC STC, KOZHIKODE

(With Reference to Tender Document dated: 26.01.2020)

With reference to the aforesaid Tender invited by you for the above work, I/We do hereby offer to perform, provide, execute and complete the works/services in conformity with the said Tender Document dated the 26.01.2020 and conditions of contract, etc.

I/We have thoroughly understood the scope of work and specifications as mentioned in the said Tender Document. I/We have inspected all the areas which are covered under the scope of contract.

I/We shall charge (Total estimated cost of Housekeeping Maintenance per month)

Rs. /- only

<u>In Words:</u> Rupees	only
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as consolidated / flat / fixed / lump sum amount per month inclusive of all taxes, levies, duties and other charges, if any, (excluding GST), to provide the House Keeping and Maintenance Services at LIC STC, Kozhikode.

I/We understand that you are not bound to accept the lowest or any tender that you may receive.

The above rates take into account all mandatory requirements such as Minimum Wages of Central, Employer's contributions to PF, ESI, all taxes, charges, levies, duties, etc., but excludes GST. GST (on the Services portion of House Keeping and Maintenance Services at LIC STC Kozhikode) at prevailing rates shall be reimbursed, to such extent as may be permissible, by LIC STC as per prevailing rules.

Place:

Date:

Signature of the Bidder with Name
Rubber Seal / Stamp of the Establishment