



Life Insurance Corporation of India,

Jorhat Divisional office, Jeevan Prakash, Rajabari,

Jorhat, Assam-785014, Phone :0376-2360997

TENDER
DOCUMENT

Date : 11/10/2021

For Providing
Security Guards (without arms) services on
contractual basis at
offices under JORHAT Divisional office.

TENDER PROGRAMME

Date of issue of Tender papers: : 11/10/2021

Last date of submission of Tender : 01/11/2021

Date of opening of Tender (Technical Bid) : 02/11/2021

Pre bid meeting : 26/10/2021

Earnest Money Deposit: : EMD RS 84000.00 OR Bid security declaration in form Annex-III, as EMD is exempted for MSME/NSIC vide notification Govt. of India F/9/4/2020 dtd-PPD dtd.12.11.2020

In case of sudden declaration of holiday or bandh coinciding with the mentioned date, next working day will be reckoned.

Name of Vendor:

Address:

Phone No:

Sr. Divisional Manager/LICI/JORHAT D.O.



**Life Insurance Corporation of India. Jorhat Divisional Office,
Jeevan Prakash, Rajabari, Jorhat, ASSAM – 785014.**

Re:Tender for providing Security Services to our offices/premises:

Sealed Tenders under Two Bid system with non-refundable Tender Fee **Rs.500/- plus GST 18% (Total-Rs590/-)** by cash receipt or Demand Draft (favouring LIC of India payable at Jorhat) are invited for providing Security Services in LIC offices/premises under Jorhat Divisional Office (as enclosed in Annexure-D) from reputed Agencies / Service Providers registered with Labour Commission and having their registered offices in ASSAM for the purpose of providing Security Services at various offices of LIC in Assam, Nagaland and Arunachal Pradesh under jurisdiction of Jorhat Divisional Office. The Bidders having NSIC/MSME certificate are exempted from depositing the Tender Fee subject to submission of this certificate along with the bid.

The procedure of submission of tender is as under:-

1.The tender forms can be downloaded from our website: www.licindia.in or may be obtained from Manager(E&OS), LIC of India, Divisional Office, Jeevan Prakash, Jorhat, ASSAM-785014.

2. Tenders should be submitted in the form of Two Bid system viz.. sealed cover super scribed as **"Technical Bid" in "Annexure-A"** along with enclosures as listed in para 3 below in and another sealed cover super scribed as **"Financial Bid" in "Annexure-B"**. Also another sealed cover super scribed as **EMD / "Bid Security Declaration"** to be submitted by the bidders, who are covered under NSIC/MSME. These three individual sealed covers are to be kept in a single big sealed cover super scribed as **"Tender for Security Services at the various Offices/Premises as above under JORHAT Division jurisdiction"**.

Marked Envelopes	Contents
Envelope-I	Technical Bid" in "Annexure-A" along with the enclosures
Envelope-II	"Financial Bid" in "Annexure-B"
Envelope-III	EMD RS 84000.00 OR Bid security declaration in form Annex-C, as EMD is exempted vide notification Govt. of India F/9/4/2020 dtd-PPD dtd.12.11.2020.
Envelope-IV	Single big sealed cover containing the above three envelopes (I,II and III) super scribed as "Tender for Security Services at the various Offices/Premise under LIC JORHAT Division jurisdiction".



3. The envelop containing the technical bid should have the following documents/papers:

a. Technical Bid in Annexure-A.

b. Self attested photo copy of Certificate of Registration of Firm / Company

c. Self attested photo copy of the trade license.

d. Self attested photo copy of the ESIC Registration.

f. Self attested photo copy of the EPFQ Registration.

g. Self attested photo copy of the GST Registration.

h. Self attested photo copy of the Registration under Shop and Establishment Act.

i. Self attested photo copy of the award of contracts which are presently in operation and completed contracts.

j. Proven record of minimum three years with reputed client in rendering Security Services successfully.

k. Audited financial statements (Income statement, Profit and Loss Account and Balance Sheet) for last three years.

l. Self attested photo copy of the Income Tax assessment order / copy of IT return filed for last three previous years .i.e 2018-19, 2019-20 & 2020-21.

m. Self attested photo copy of the PAN CARD.

n. An affidavit sworn by the Proprietor or Managing Partner or Director of the Company that they have no criminal antecedents, never black listed by any Govt., Semi Govt. or PSU and shall not place any Security staff with criminal antecedents.

o. Tender form duly signed by the bidder in all pages in token of having accepted all the terms and conditions.

p. Turn over of the Company /Partnership Firm/ Proprietorship for the Financial Year 2018-19, 2019-20 and, 2020-21. (Please attach a copy of audited Balance Sheet and Profit & Loss Account for all the three years.)



4. The terms and conditions governing the tender are given herewith. All pages of the Tender forms will have to be signed by the tenderer as proof of its acceptance.

5. The tenders received after the due date and time will not be considered.(No postal delay will be considered)

6. SCHEDULE FOR PROCESSING OF TENDER AS UNDER

Date and time of sale of Tender Documents	11.10.2021 to 01.11.2021 up to 12.00 Noon
Last date for submission of Tenders	01.11.2021 up to 4.00 PM
Pre Bid Meeting	26.10.2021 at 2.00 PM
Date and time of opening Technical Bid	02.11.2021 at 12.30 AM
Date and time of opening of Financial Bid, who will be technically qualified after verification of TB.	To be declared later on.

7. The Technical Bid will be opened on the date and time specified above. The tenderer or his authorized representative duly authorized by a letter of authority is presented at the time of opening the tender.

8. After preliminary scrutiny of Technical Bid, verification of credentials, the Price Bids of only those bidders whose technical bids are found eligible be opened at a later date .

9. The Sr. Divisional Manager, LIC of India, D.O. Jorhat reserves the right to reject / issue, the tender to any Agency at his sole discretion without assigning any reason thereof.

10. The Agencies / firm shall also be liable for legal Proceeding under Jorhat jurisdiction at the cost of Agencies / firm.

11 . Agency will have to submit unconditional acceptance of terms and conditions enclosed with tender.

12. Agency should attach the details of other organizations, if any, where at present providing Security Services.

13. EMD/Bid security declaration.

14. Terms & condition shall be the part of this tender.



The tender with acceptance of terms & conditions and Bid Security Declaration should be submitted in closed envelope on following address:-

**The Manager(E&OS),
Life Insurance Corporation of India,
Divisional Office, Jeevan Prakash,
Rajabari, Jorhat, ASSAM-785014**

Senior Divisional Manager.

Enclosed: as above



Eligibility Criteria & Requirements for Deployment of Security Services:

- 1) The Applicant must be a Registered / Licensed Organization / Partnership firm / Sole Proprietorship. The company should have a registered office in ASSAM.
- 2) The Applicant must have a **proven track record of minimum 3 years** with reputed client in rendering Security Services.
- 3) The applicant must have sound financial capacity / credit worthiness acceptable to LIC of India.
- 4) The applicant must have annual turnover of **"75 LAKH" during the last three Financial Years**. The applicant must produce relevant documentary evidence along with the tender application form. Non disclosure of relevant information or furnishing of incorrect information, documents will suffer disqualification.
- 5) The applicant must not have been at any time declared as insolvent or convicted for any Offense.
- 6) The applicant shall comply with all the requirements of labour laws, obtain all licence, Approvals, Permissions to carry on the business of Security Service by ADG (Law & Order).
- 7) The applicant must not have been prosecuted or suffered any penalty for violation of any labour laws by any Authority.
- 8) The applicant should not have rescinded, abandoned any Security Services contract Awarded by any of his client before the expiry of prescribed period of contract.
- 9) The applicant should not be a sub-contractor to any other entity person.
- 10) The applicant has not suffered any disqualification to render the Security Services at any time in respect of matters not enumerated herein.
- 11) The contractors who have already rendered Services at LIC of India / PSU / Nationalized Banks will be allowed to participate if their work records are impeccable.
- 12) The contractors should not be a party to any cartel at any time for processing any contract including the present tender.



13) The renderers' are advised to inspect the premises where the services are required to be offered and assess for requirements themselves before submission of the tender.

14) LIC of India is not responsible in any manner for the postal delay / loss / non receipt of the tender.

15) Remuneration is payable as per the prevailing Central Government minimum wages act and State Government Minimum wages act (whichever is more) as applicable for Security Personnel per month basis and other by laws applicable (inclusive of Statutory liabilities, taxes selves etc.) GST will be payable as per' prevailing rules applicable from time to time. If GST and other statutory liabilities are not remitted and filed ,the Competant Authority shall have discretion to cancel the agreement or recover the amount from payment due. The minimum wages and statutory liabilities are same for all. **So, service charges on per person per day basis will be reckoned for the purpose of selection.**

16) No other increase in the amount quoted by the selected tenderer shall be entertained on any account during the period of the contract and renewal period, if any except for changes in minimum wages and statutory liabilities, which would be reimbursable.

17) The contribution towards PF, ESI will be paid upon the production of proof of payment made to the relevant authority.

18) The monthly payment will be made through NEFT upon the production of proof of payment made to guards directly to their bank accounts.

19) The Security Agency is required to provide its NEFT details with PAN No. along with the tender documents.

20)The tender should be submitted so as to reach our Office on or before the due date and timespecified in the covering letter.

21) Corrections, if any, in the quotation should be duly authenticated with the full signature. In case of any difference between the figures land the wordings, the wordings will be taken as the correct one.

22)The quotation should be either typewritten or neatly and legibly hand written in dot-pen.

Technical Bid should be placed in separate sealed envelop along with necessary enclosures super scribed as "TECHNICAL BID" and financial bid should be placed in a separate sealed envelop' super scribed as "FINANCIAL BID". Also another sealed cover super scribed as EMD/"Bid Security Declaration".These



THREE envelops should be placed in a separate envelop super scribed as "TENDER FOR SECURITY SERVICES at Divisional Office, Jorhat ".

Any tender not complying with eligibility criteria and requirements either wholly or partially shall be liable for rejection.

Successful tenderer will be required to furnish a '**Security Deposit**' of **3% of the tender value** within seven days of receipt of the 'Letter of Intent' by way of a Crossed A/C payee demand draft favoring LIC of India, drawn upon any Nationalized Bank at Jorhat or Bank Guarantees through Schedule Banks. This deposit will be refunded only on successful completion of the agreement period without any interest.

If the successful tenderer fails, in course of agreement period, to comply the Terms & Conditions of the agreement, the Security deposit may be forfeited in full or in part as decided by the Competent Authority.

The Competent Authority reserve the right to change the relevant dates, to accept or reject all or any of the applications, to accept any higher bid, or to 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 JORHAT and shall be subject to adjudication of a Competent Court in Jorhat.

The application must be furnish an appropriate declaration in respect of the Terms & Conditions mention herein along with the application form.

Terms and conditions for Security Agencies:-

The following terms and conditions along with the instructions will form part of the tender submitted by the tenderer to LIC of India, herein after termed as Corporation for providing Security Services at different offices under Jorhat Divisional Office as per the requirement..



Points noted in the Notice, Tender Schedule and Financial Bid of the Tender also forms part of the Terms and Conditions in addition to the following points in Annexure- E.

Scope of Work : To provide Security services (Without Arms) in different offices of LIC under Jorhat Divisional office including Assam, Arunachal Pradesh and Nagaland as per Annexure-D.

Purview of Security Services :

- To be present on time as per allotted schedule,
- To be always in uniform with proper Identity Card, both to be provided by the Service Provider as per the latest central Government guidelines,
- To hold the keys of the Office/Gates and maintain a logbook for handing over/taking over of keys
- To open the gates, shutters in the morning before office time as prevalent and manning of the gates during office hour to restrict visitors.
- To close the gates, shutters in the evening/night, as per present timing maintained in the Office, after switching off all the lights/fans/AC units,
- To be courteous to the Officers/Employees/Visitors of LIC. To operate water pump as per present schedule of pump operation and to note in a Register,
- To patrol the entire building including roof top, terraces periodically. To be vigilant regarding Fire and take Fire Safety measures immediately to douse the fire to prevent any outbreak of fire,
- To inform immediately to Police, Fire Brigade, Officials in case of outbreak of Fire and Ring the Fire Alarm whenever necessity arises,
- To keep close watch on overall security of the Office/premises.
- That each and every guard should be well dressed in proper uniform including baton, cap, whistle and his Name plate/Identity Card properly displayed on chest and should be deployed only after police verification, a copy of which is to be submitted to the Divisional Office of Life Insurance Corporation of India. All these are to be provided at the cost of security Agency.



- Security Guard should be physically sound to handle all the duties assigned to him.
- That each and every security guard deployed or to be deployed should have proper training in security duties like gate control, material control, entry and exit control, parking control and should be well behaved and well mannered without compromising on security matter in any respect whatsoever. The authorized officer of the Corporation shall take interview of all security guards before deployment.
- That Security Guard will have to provide duty on 8 hours basis as per need of the office of the Corporation at the assigned place of duty.
- That the Security Staff will maintain the visitors register regularly without any exceptions at all entry points to the buildings of the Corporation.
- That the Security guard will maintain strict vigil on the premises ensuring safety of the premises and all its belongings and shall prevent/remove temporary/permanent encroachments on and boundary side of the premises and any where inside the Corporation buildings.
- That the Security guard will patrol the entire premises including outside of the boundaries of the buildings of the Corporation.
- . That the Security guard will ensure that no unauthorized person will enter/trespass the premises at any time.
- That all the guards should be well trained in fire fighting and must be alert in all respect in their duties.
- That the agency will carry out all the instructions, directions etc given from time to time by the Corporation.
- That the agency will check the guards/ gunmen in respect of their attendance/ duties / vigilances regularly and will have a complete register in these regard which shall be available for inspection at all times in the respective buildings.



- That the agency has to increase/ decrease number of guards, or remove them at once as per need and instructions of the Corporation.
- That any losses sustained by the Corporation due to carelessness, negligence, or absence of the Guards/Gunmen in discharging their duties will be specific responsibility of the Agency and will be recovered solely and directly from the Agency.
- Security Agency has to take Workman Compensation Policy from insurance Company to cover the risk of security guards on duty. Copy of above policy shall be submitted to the office.
- The Contract can be terminated by either party by giving 90 days notice in writing
- Agency shall be fully responsible for all persons deployed by them.

27.The Corporation reserves the right to increase/decrease or alter the number of Security Personnel to be deployed by the Services Provider/ Agency at any time at the prevailing rate of Minimum wages declared by Central govt.

28.The service provider shall have adequate back up of manpower to cater for contingencies such as leave, absence and sickness etc. In case of Total number of Contractual Workmen required by us are not fully present in a particular working day, Penalty of Rs.100.00 per day per each 1 workman absentee in duty will be imposed on the vendor/agency besides non payment of wages for such absence .If at any time it is observed that any workmen provided by the vendor/agency is disobedient, indiscipline, doing any job not conducive to normal disciplined official functioning, observed/suspected of indulged in drinking, smoking and taking drugs, the vendor/agency will immediately replace that workmen with proper substitute in time, to maintain normal functioning of the office.

29. The Competent Authority reserves the right to terminate the contract, if the services are found to be unsatisfactory/violation of any Terms & Conditions.

30. The Agency shall obtain at his own expenses' all licences, licences in force conditions, permissions etc. as may be required by law and shall bear all taxes imposed by the Government / Municipal authority / Agency.



31. The Agency shall be personally responsible for implementing all the provisions of the Labour laws or any other Law as may be in force from time and as may be required in respect of the persons engaged by him in behalf, LIC Of India Division is not responsible for violation of any of the Laws, Rules & Regulations to be followed by the Agent/ & Service provider in this regard.

32. 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. Any Rules and Regulations promulgated by the Government and Local Bodies, coming into force that may apply to this Agreement shall be the Agent's/ & Service provider's responsibility including any liability on account of non-compliance or violation thereof. 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 Labour Commissioner is obtained.

33. The Service Provider/Contractor must ensure that the wages to the Workers are paid within the stipulated time period as provided under relevant Rules & Regulations/Law/Statute in force. The Service Provider/Contractor will not link the payment of wages to the workers with settlement of his bills by the LIC of India. **The Service Provider/Contractor has to first pay the wages to the Workers and then put up his bill for payment.** Payment of bills will be made on monthly basis through RTGS/ NEFT only, provided that the Security 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. The monthly bill payment will be made subject to following billing process. The Service Provider/Contractor submits the attested photocopies of the following documents:

34. Turn over of the Company /Partnership Firm/ Proprietorship for the Financial Year 2018-19, 2019-20, 2020-21 (Please attach a copy of audited Balance Sheet and Profit & Loss Account for all the three years.).

35. In case of identical lowest bid by more than one bidder, then selection will be made giving priority to the agency having currently valid ISO certification. In case of more than one bidder quoting the lowest identical price with currently valid ISO certification then decision will be taken on the basis of having highest turnover during 2020-21. In case of parity of turnover for the year 2020-21, contract will be awarded to bidder having highest turnover during 2019-20. In case of parity of turnover for the year 2019-20, contract will be awarded to bidder having highest turnover during 2018-19. In case of parity of turnover for the year 2018-19 contract will be awarded to bidder having highest GROSS income as per ITR for the year 2020-21. In case of parity of income for the year 2020-21, contract will be awarded to bidder having highest income as per ITR for the year 2019-20. In case of parity for the year 2019-20 contract will be awarded



to bidder having highest income as per ITR for the year 2018-19. In case of parity of income for the year 2018-19, **contract will be scrapped and retendering will be done.**

36. Payment to the workman to be made on the 1st week of following month invariably. Delay in payment to the workman beyond 7th of the following month will attract penalty of 10% of payable amount for each day of delay.

37. Amount of service charges quoted per person will remain constant and will not be increased with the increase in the bill due to revision of minimum wages of workers on account of notification by the statutory authorities. However additional service charges will be paid for additional workers if engaged subsequently due to addition of new areas

38. The contract for Security Service shall be valid for one year from the date of acceptance of offer letter. Which if found satisfactory, after further review and evaluation, can be renewed further for one more year (maximum two such occasions), on the same terms and conditions subject to three months advance consent. However, in case of non-performance or bad performance, the agreement may be terminated by the Competent Authority at any time before completion of above period by giving one month notice to the Security Agency.

39. (i) Muster Roll/Attendance sheet of the workers signed by the Service provider / Contractor for the month on the format prescribed in the Contract Labour (Regulation and Abolition Act, 1970) along with Contract Labour (Regulation and Abolition) Rules, 1971.

(ii) Penalty register in respect of Security Services.

(iii) Salary sheet for the month showing receipt of the wages on the format prescribed in the Contract Labour (Regulation and Abolition Act, 1970) along with Contract Labour (Regulation and Abolition) Rules, 1971.

(iv) Deposit Challan showing the individual figure of deposit of contribution of provident fund of employees' and employers' share, with the appropriate authority.

(v) Deposit Challan showing the individual figure of deposit of contribution of ESI of employees' and employers' share, with the appropriate authority.

(vi) Receipt and Statement of Bonus paid to the employees (To be submitted in the following Month after making payment)

(vii) Deposit of contribution of provident fund and contribution of ESI of employees and employer should be with a Challan separately for LIC Of India. It should not contain the contribution of PF and ESI of employees of other organizations being serviced by the Contractor.

(viii) If payment to worker is made by cheque, then a copy of Bank account statement of previous month showing the wages/benefits in favour of workmen should be submitted every month with the bill by the Service Provider/Contractor.



40. In terms of provisions of Section 33(3) of the Insurance Act, 1938, as amended by the insurance laws (amendments) ordinance, 2014, the 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 contractor in respect of services 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 the IRDAI within such time as may be specified by the IRDAI.

41. The rules of MSME will also be applicable appropriately as and when called for while finalizing the tenders.

42. The Service Provider shall pay rates of Wages and observe hours of work and condition of employment according to existing rules under minimum wages Act. Further, it shall be responsibility of the Service Provider is to ensure that he pays his worker wages, which are not lower than the minimum prescribed by the Central Government.

43. The selected Service Provider has to execute an Agreement as per prescribed pro-forma on appropriate value. All are parts of Tender Documents i.e. Tender Notice, Bidder's Information, Terms & Conditions, Integrity Pact, Technical Bid, Financial Bid etc. will be part of Terms of Agreement. The word 'Principal Employer' will mean L.I.C.I., Authority having statutory power to do the work under reference and/or its authorised representative i.e., the Sr. Divisional Manager or his sub-ordinate officers. If the selected Service Provider fails to execute Contract within a period of seven days of receiving the intimation from LIC, corporation will proceed as per the Bid Security declaration.

t) GOVERNING LAW AND JURISDICTION:

This Agreement shall be governed by and construed in accordance with the laws of India and shall be subject to the exclusive jurisdiction of the courts in Jorhat.

u) TERMINATION OF THE CONTRACT & FORFEITURE OF SECURITY DEPOSIT:

- a. The Competent Authority may due to adequate reason as he deems fit, terminate the Contract by giving a notice of 30 days. The "Service Provider" should then leave the premises in a decent and workable condition. Any defect or damage found shall be made good at his cost or otherwise the defects will be rectified through some other means and the cost involved will be deducted from his bill and/or Security Deposit lying pending with LIC of India.
- b. In the event of the Service Provider terminating the contract prematurely or committing any breach of the terms and conditions of the tender or the



agreement or in the event of LIC prematurely terminating the contract on account of breach of the terms and conditions of the tender or the agreement by the Service Provider, the security deposit shall be forfeited by LIC.

t) VALIDITY OF TENDER

The Tender shall be valid for 06 (**Six**) **months** from date of opening of Technical Bid.

Declaration.

I hereby 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 affected without any notice to me.

Date:

Signature of
Authorized Person of the
Security Agency With
stamp of the company



ANNEXURE-F

**TO BE GIVEN ON STAMP PAPER OF REQUISITE VALUE and notarized
(AFFIDAVIT)**

PRE CONTRACT INTEGRITY PACT

GENERAL

This pre-bid pre-contract Agreement (hereinafter called the Integrity Pact) is made on the Day of the month of2021.....between, on the 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” Jeevan Bima Marg Mumbai 400021. (hereinafter 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.....represe nted by Shri..... (hereinafter called the “BIDDER/SELLER” which expression shall mean and include, unless the context otherwise requires, his successors and permitted assigns) of the Second part.

WHEREAS the BUYER proposes to procure (Name of the Stores/Equipment/Item) and the Bidder/Seller is willing to offer/has offered the stores and WHEREAS the BIDDER 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 the 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 at a competition price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement, and



Enabling BIDDERS 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 :

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 contract.

The BUYER will, during the pre-contract 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 appropriate “CVO” any attempted or completed breaches of the above commitments as well as any substantial suspicion of such a breach. 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 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.

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 give, 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 or 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 officials of the BUYER or their family members, agents, brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.



The BIDDER will not collude with other parties interested in the contract to impair the transparency, fairness and process of the bidding process, bid evaluation, contracting and implementation of the contract.

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

- a) The BIDDER/Contractor will not commit any offence under the relevant India penal code (IPC)/ Provision of corruption (PC) act. Further 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 and any electronic data carrier. The BIDDER also undertakes to exercise due and adequate care lest any such information is divulged.
- b) The BIDDER commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.
- c) The BIDDER shall not instigate or cause to instigate any third person to commit any of the actions mentioned above.

d) If the BIDDER or any employee of the BIDDER or any person acting on behalf of the BIDDER, either directly or indirectly, is a relative of any of the officers of the BUYER, or alternatively, if any relative of an officer of the BUYER has financial interest/stake in the BIDDER's firm, the same shall be disclosed by the BIDDER at the time of filing of tender. The term 'relative' for this purpose would be as defined in section 6 of the Companies Act 1956.

e) 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.

1. Previous Transgression

- a) 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.
- b) The BIDDER agrees that if it makes incorrect statement on this subject, BIDDER can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.



2. Earnest Money (Security Deposit) :

a) While submitting commercial bid, the BIDDER shall deposit an amount Rs.84000/- or Bid Security Declaration. (to be specified in RFP/Tender) as Earnest Money as applicable/Security Deposit, with the BUYER through any of the following instruments :

i) Bank Draft or Pay Order in favour of LIC.

ii) A confirmed guarantee by an Indian Nationalized Bank, Promising payment of the guaranteed sum to the BUYER on demand within three working days without any demur whatsoever and without seeking any reasons whatsoever. The demand for payment by the BUYER shall be treated as conclusive proof of payment.

iii) Any other mode or through any other instrument (to be specified in the RFP/Tender).

b) The Earnest Money/Security Deposit shall be valid up to the complete conclusion of the contractual obligations to the complete satisfaction of both the BIDDER and the BUYER, including warranty period, whichever is later.

c) In case of the successful BIDDER a clause would also be incorporated in the Article pertaining to Performance Bond in the Purchase Contract that the provisions of sanctions for Violation shall be applicable for 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.

d) No interest shall be payable by the BUYER to the BIDDER on Earnest Money/Security Deposit for the period of its currency.

3. Sanctions for Violations :

a) Any breach of the aforesaid provisions by the BIDDER or any one 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.

ii) 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.

iii) To immediately cancel the contract, if already signed, without giving any compensation to the BIDDER.

iv) To recover all sums already paid by the BUYER, and in the case of any Indian BIDDER with interest thereon at 2% above the prevailing Prime Lending Rate of State Bank of India, while in



case of a BIDDER from a country other than India with interest thereon at 2% above the LIBOR (London Inter Bank Offer Rate). If any outstanding payment is due to the BIDDER from the BUYER in connection with any other contract for any other stores, such outstanding payment could also be utilized to recover the aforesaid sum and interest.

v) 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.

vi) 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.

vii) 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.

viii) 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.

ix) In cases where irrevocable Letters of Credit have been received in respect of any contract signed by the BUYER with the BIDDER, the same shall not be opened.

x) 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.

b) The BUYER will be entitled to take all or any of the actions mentioned at para 6.a) (i) to (x) 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.

c) 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 convulsive on the BIDDER. However, the BIDDER can approach the Independent Monitor(s) appointed for the purposes of this Pact.



4. **Fall Clause :**

a) The BIDDER undertakes that it has not supplied/ is not supplying similar product/systems/items or subsystems at a price lower than that offered in the present bid in respect of any other Ministry/Department of the Government of India or PSU and if it is found at any stage that similar product/systems or sub systems/items was supplied by the BIDDER to any other Ministry/Department of the Government of India or PSU at a lower price, then that very price, with due allowance for elapsed time will be applicable to the present case and the difference in the cost would be refunded by the BIDDER to the BUYER, if the contract has already been concluded.

5. **Independent Monitors :**

a) The BUYER has appointed (hereinafter referred to as Monitors) for this Pact in consultation with the Central Vigilance Commission. Name, address of the Monitor(s) :

*

.....

*

.....

b) 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.

c) 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/Contractor as confidential.

d) Both the parties accept that the Monitors have the right to access all the documents relating to the project/procurement, including minutes of meetings.

e) As soon as the Monitor notices, or has reason to believe, a violation of this pact, he will so inform the Authority designated** by the BUYER.

f) 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.

g) 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.

h) The Monitor will submit a written report to the designated authority** of BUYER/Secretary in the Department/ 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.

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 of 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 extent law in force relating to any civil or criminal proceedings.

9. Validity:

a) The validity of this Integrity Pact shall be from date of its signing and extend up to 3 years or the complete execution of the contract to the satisfaction of both the BUYER and the BIDDER/Seller, including warranty period, whichever is later. In case BIDDER is unsuccessful, this Integrity Pact shall expire after six months from the date of the signing of the contract.



b) 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 hereby sign this Integrity Pact at.....on.....

BIDDER
CEO

BUYER
Name of the Officer
Designation :
Deptt./MINISTRY/PSU

Witness :

1..... 1.....

2..... 2.....

(*Provisions of these clauses would need to be amended/deleted in line with the policy of the BUYER in regard to involvement of Indian agents of foreign suppliers.)

(** Please specify the “Name of Authority” in place of “Authority Designated” wherever mentioned in the Agreement)



ANNEXUR-C

Form of Bid-Securing Declaration

**The Sr. Divisional Manager
Life Insurance Corporation of India,
Jorhat Divisional Office,
Rajabari, Jorhat, ASSAM.
PIN-785014.**

Dear Sir,

(To be submitted by vendors registered under MSME/ NSIC)

Re: Form of Bid-Securing Declaration.

We, the undersigned, declare that:

We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.

We accept that we will automatically be suspended from being eligible for bidding in any contract with the LIC of India, JORHAT for the period determined by the Competent Authority, if we are in breach of our obligations under the bid conditions, because we:

- (a) have withdrawn our Bid during the period of bid validity specified in the bid documents, or
- (b) having been notified of the acceptance of our Bid by the LIC of India during the period of bid validity, (i) fail or refuse to execute the Contract or (ii) fail or refuse to furnish the Performance Security in accordance with the tender Conditions.

We understand this Bid-Securing declaration shall expire if (i) we are not the successful bidder (ii) our receipt of your notification to us of the successful bidder (iii) twenty eight days after the expiration of our Bid.

Signed:

Name:

Official seal.(In case of a Joint

Venture, the Bid-Securing Declaration must be in the name of all the partners to the Joint Venture that submits the bid)



**BANK ACCOUNT AND OTHER
DETAILS To be submitted along
with Tender copy**

- Name of the Company/Firm/Entrepreneur/Institute etc

.....

- Address.....

.....

3. Phone No.....

4. Bank account Details

Account No.....

Type of Account.....

IFS Code

(Enclose Xerox copy of the Cheque leaf)

4. PAN No.*

.....

5. GSTIN Registration No.*

.....

I declare that, the above furnished information is correct. During the contract period, if any changes took place in the above said information, the same will be informed with the valid reasons.

(*Self Attested copies to be enclosed)

SIGNATURE



ANNEXURE-A

GENERAL & TECHNICAL INFORMATION (Technical Bid) for Deployment of Security Services.

SNo	Information required from the Tenderer	Information to be provided by the Tenderer
1	Name Of the Firm / Organization	
2	Status: Proprietorship / Partnership / Private Ltd. Company / Public Ltd. Company (Attach document)	
3	Correspondence / Local Address (at) and Telephone / Mobile No./E-Mail id	
4	If the Head Office is other than in (3) above, then give the Address and Telephone! Mobile No. for the same.	
5	Date of Establishment / Incorporation I	
6	Name(s) of Representative (s) with Designation and !Contact / Mobile No. who would be calling on us and attending to our jobs	~
7	Name of Proprietor / Partner / Director & Mobile No	
8	PAN CARD NO. (copy to be 'enclosed)	
9	GST Registration No.(copy to be enclosed)	
10	Particulars of Labour License (copy. of registration under State Central Labour Law to be attached)	
11	ESI Registration No. (copy to be enclosed)	

12	EPF Registration No. (copy to be enclosed)	
13	Registration No. as per Private Security Agency Act'2005 (copy to be enclosed)	
14	Average turnover of the agency for the last three years. Submit copies of IT. Returns, Balance Sheets & P/L account for last three Years	
15	Permission from Police Authority for operation of Security Agency (copy to be enclosed)	

16	Registration No. for Registration under Companies Act, 1956 (copy to be enclosed)	
17	MSMED Registration No & Date (copy to be enclosed)	
18	Name of the Chief Executive with his present Address, Mobile No. Telephone No.	
19	Name of the Bankers with address & Telephone No. and IFSC Code	
20	Labour License No. and validity under various provisions of Labour Laws (copy to be enclosed)	
21	Turnover for last 3 Financial Years	F.Y.2020-21 F.Y.2019-20 F.Y.2018-19

22	Date of obtaining ISO 9001 :2008 certificate and its validity period (copy to be enclosed)	
23	Details of empanelment with any office of LIC and Or PSUs / any other Corporate Offices. Please enclose list giving full details and name and telephone / Mobile No. of persons who may be contracted for confirmation)	
24	Total No. of Security personnel employed on 01.04.2020	
25	Tin No	
26	Whether Police certification, Address verification & character . verification of Security personnel has been done by agency(it has to be provided at the time of deployment)	,
27	Whether track records of Security Personnel has been maintained by agency:	
28	Whether license verification & validation of Arms has been done by agency:	N/A
29	Profile of your Company is enclosed Yes / No	
30	Name & relation, if any, with the staff member of LIC:	
31	Mention any other specialties of your agency:	
32	Details of Bank Draft of EMD	

NOTE: Please type out this form or fill it up legible in ink. If space provided is insufficient, please attach separate sheet of paper by giving appropriate question numbers and answers thereto duly authenticating the same with signature and seal.

I /We request Life Insurance Corporation of India, Divisional Office, to consider our agency bid. We agree to abide by all the ELLIGIBLE CRITRIA AND OTHER TERMS & CONDITIONS AND DUTIES OF SECURITY PERSONNEL" prescribed in your formats and assure to render the services to the fullest satisfaction of the Corporation.

NOTE: The Corporation reserves the right to accept or cancel any of the Agencies tender at their absolute discretion without assigning any reason thereof.

Note: Documentary evidence wherever applicable should be enclosed. (Copies of credentials & certificates issued by any other institution may be enclosed)

Dated at _____ this _____ day of _____ 2021.

Seal & Signature of Security Agency

Name of the contract / authorized person

Telephone No. / Mobile No.



ANNEXURE- B

Financial bid for deployment of Security Services in various offices under LIC Jorhat DO

Name of the / Vendor / Firm : _____

EMD Rs 84000.00

Last date of submission : 01.11..2021

ITEM RATE SCHEDULE

(Base value calculation based on minimum wage rates of CLC dated 23.04.2021)

Group of Personnel=>	Security staffs for 8 hours for 22 working days in a month excluding GST (For locations as specified in Annexure-D(for Offices under Jorhat Division)	Security staffs for 8 hours for 26 working days in a month excluding GST (For locations at Jorhat DO, North Lakhimpur BO and Titabor BO)
(I)	(II)	(III)
Basic(Daily rate) + VDA	494.00+115.00=609.00	494.00+115.00=609.00
(A)Minimum wage (Basic+VDA)X22+4=26days * (Basic+VDA)X26+4=30days **	15834.00*	18270.00 **
(B) EPF 13% of monthly Basic+VDA	2058.00	2375.00
(C) ESI 3.25 % of monthly Basic+VDA	516.00	594.00
(D) Bonus 8.33% of monthly Basic + VDA(As per rules)	1319.00	1522.00
(E)Base Value per Personnel(Security)	19727.00	22761.00
(F) No of Person Required	24	10
(G) Total Base value per month	473448.00	227610.00
(H) SERVICE CHARGE including other anticipated expenses inclusive of all expenses to comply with labour laws, overall supervision and other relevant factors To be quoted in lump sum NOT in percentage.	(can not be less than 2 % of(G)(II)	(can not be less than 2 % of (G)(III)



ANNEXURE- B (CONTINUED)

Financial bid for deployment of Security personnel in various offices under LIC Jorhat DO

Monthly Gross Total (excluding applicable GST)	Monthly Total in words (excl GST)	Annualized Grand Total (excluding applicable GST)	Annualized Grand Total in words(excl GST)
Sum of G + H	Fill the blanks Rs.....	Monthly gross total X 12 = Fill the blanks	Fill the blanks Rs.....
<u>SERVICE CHARGE</u> including other anticipated expenses ,inclusive of all expenses to comply with labour laws, overall supervision and other relevant factors To be quoted in lump sum not in percentage. Financial Bid will be on the basis of the Service Charge (demarked as H) on the cumulative total of bill (base value) as per (A+B+C+D+E+F+G) mentioned in Annexure- (C) per month, and cannot be less than 2 % of total base value on monthly basis, excl GST.			

*The minimum wages and statutory liabilities are same for all. So, service charges on monthly gross total (excl GST)_will be reckoned for the purpose of selection.

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

Place:

Seal, date & Signature of the Bidder

Tel/Mobile No.



Terms and conditions in connection with Financial Bid..

1. Basic +VDA as per Minimum Wages Act, 1948 as amended time to time. Where Central & State Governments have fixed the minimum rates of wages, the rates of wages whichever is higher will be applicable.
2. **Service Charge in the Financial Bid will be treated as the quoted rate to reconsider the L1.**
3. When there is a difference between the rates in figures and words, the rate in words shall be taken as correct. Overwritten rate will not be considered and in that case which is not overwritten (out of figure and words) will be considered, whether it may be in figure or words.
4. **Service Charge (Fixed) neither in 2% nor in fraction and it should be inclusive of all other statutory benefits (Gratuity etc as per prevailing rate) payable to the deployed workmen as per Central Government Labour Act,**
 - i. Taxes etc as per rule.
 - ii. Supervision and Administration Charges.
 - iii. Cost of Uniform and Shoes at least two pair to be supplied to the workman.
 - iv. Identity Card
5. The GST to be considered separately as per prevailing rule and not included in the aforesaid rate. GST will be paid as per the norms and all returns should be submitted on time. The Invoice generated for payment to LIC must be uploaded in GSTR1 in B2B category.
6. Deposit of EPF and ESI amount to the respective authority will be the responsibility of the Tenderer. Contributions to be released from LIC, subject to submission of deposit receipt (earlier month) against the every workman.
7. Income Tax is to be deducted at source at the time of payment as per rule.
8. Adherence to statutory requirements is sole responsibility of the Agency.
9. Vendor should be careful that LIC will reimburse only payment made in compliance of minimum wages Act of the Govt. of India/ State Govt., whichever is applicable.
10. Rate quoted in the tender is for providing House Keeping services in various offices of LIC under jurisdiction of Jorhat Division as per the enclosed annexure.
11. Monthly remuneration to the workman will be calculated with 22/26 days circle in a month.
- 12 under jurisdiction of Jorhat Division as per the enclosed annexure. D
- 13.. Rate quoted in the tender is for providing Security services in various offices of LIC
14. Monthly remuneration to the workman will be calculated with 22 days circle in a month.

ANNEXURE -D

LOCATION FOR DEPLOYMENT OF SECURITY PERSONNEL

SL NO	OFFICE	Security Requirements	DUTY HOURS
1	JORHAT DIVISIONAL OFFICE	4	24 X 7
2	TITABOR BO	3	24 X 7
3	NORTH LAKHIMPUR BO	3	24 X 7
4	JORHAT BO-1	1	WORKING DAYS
5	JORHAT BO-2	1	WORKING DAYS
6	SIVASAGAR BO	1	WORKING DAYS
7	MORAN BO	1	WORKING DAYS
8	BOKAKHAT BO	1	WORKING DAYS
9	GOLAGHAT BO	1	WORKING DAYS
10	DHEMAJI BO	1	WORKING DAYS
11	SONARI BO	1	WORKING DAYS
12	DIBRUGARH BO	1	WORKING DAYS
13	DOOMDOOMA BO	1	WORKING DAYS
14	TINSUKIA BO	1	WORKING DAYS
15	NAHARKATIA BO	1	WORKING DAYS
16	DIGBOI BO	1	WORKING DAYS
17	ITANAGAR BO	1	WORKING DAYS
18	PASIGHAT BO	1	WORKING DAYS
19	MAJULI SO	1	WORKING DAYS
20	BIHPURIA SO	1	WORKING DAYS
22	SILAPATHAR SO	1	WORKING DAYS
24	SRUPATHAR SO	1	WORKING DAYS
26	DERGAON SO	1	WORKING DAYS
27	NAZIRA SO	1	WORKING DAYS
28	MARGHERITA SO	1	WORKING DAYS
29	GANGA SO	1	WORKING DAYS
30	DULIAZAN SO	1	WORKING DAYS
	Total	34	



Details of service required in different locations.

Category	Location	Nature of Service	No of Workmen	Duty Hrs.	Duty period with no of deployment	Remark
Security Unarmed	Jorhat DO	Security (Unarmed)	4	8 hrs	9.30AM to 5.30PM on working days-2 Other 8 hourly shift in a day-1 One personnel will be in rest after 6 days.	24 X 7
	Titabor BO	Security (Unarmed)	3	8 hrs	1 guard for every 8 hourly shift . One personnel will be in rest after 6 days.	24 X 7
	North-Lakhimpur	Security (Unarmed)	3	8 hrs	1 guard for every 8 hourly shift . One personnel will be in rest after 6 days.	24 x 7
Security Unarmed	Other Branch Offices and SO at Assam, and Arunachal Pradesh	Security BO SO (Unarmed)	24	8 hrs	9.30 AM to 5.30 PM	Every Working Day. 22 days.



ANNEXURE-E

COMPLIANCE REPORT

**TO BE GIVEN ON STAMP PAPER OF REQUISITE VALUE and notarized
(AFFIDAVIT)**

To,

**The Senior Divisional Manager,
L I C of India,
Divisional Office, JORHAT.**

**Sub: Tender for “Providing Security services (Please tick) under LIC, Divisional
Office- JORHAT”**

Dear Sir,

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 quoted by the tenderer 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 / , Assam Government, which ever is higher 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. I am aware of and will abide by the prevailing tax rules and TDS in this matter. I/ We possess licence/certificate issued by concerned Deptt. Of Central Government/ Assam Government for providing Security Services/SecurityServices as per Private Security/SecurityAgencies (Regulation) Act, 2005 and rules framed there under. I/We would deploy Security Guards/Securityworkmen at Jorhat and various BO/SO offices in under Jorhat Divisional Office, as per norms prescribed under the said Act.

I/We will also obtain Licence under Contract labour (R & A) Act, 1970 to provide Security Services/Security services at Assam and various locations BO/SO under Jorhat Division in Assam. 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.

Place-

Date-

Signature of the Tenderer-

Name of the Tenderer-

Address of the Tenderer-