



Patna Divisional Office-1 "Jeevan Prakash," Mazaharul Haque Path, P.B.No-135, Patna - 800001, Bihar
Phone No.0612 – 2 2 3 5 5 9 5 ; Fax No – 0 612 – 2 2 0 0 1 8 7 ; E-mail ID : sdm.patna@licindia.com

Tender Notice for security services

Tender are invited under TWO BID SYSTEM from reputed security service providers registered under the Companies Act, 1956, & having their offices at Bihar for providing services as specified below :

Nature of Seives	No. Of tenders
Security Services of our Divisional Office, branch offices and S.Os. Patna Local (B Area) and branch offices and S.Os outside Patna (C Area) 1) Armed and Unarmed Guard	One technical and one financial bid

Tender forms can be obtained from OS department of DIVISIONAL OFFICE, FRASER ROAD, PATNA-1 from 05.01.2020 to 31.01.2020 on all working days during office hour. on paying Rs. 500/(five hundred only) as tender fees or can be downloaded from our website www.licindia.com(link tender) from 05.01.2020 to 31.01.2020. Downloaded forms need to be additionally accompanied by DD of Rs. 500/ as tender fee.

- Technical Bid:** The security service providers fulfilling the ELIGIBILITY CONDITIONS and agreeable to terms and conditions are to apply as per application form (Annexure-1)
- Earnest Money Deposit:** The application form along with documents and a demand draft of Rs. 25000/(Twenty five thousands only) to be put in a closed envelope super-scribed as “ Technical Bid for security services”.
- Financial Bid:** Financial Bid as per Annexure-II duly filled up in all respects to be put in a separate envelope without any deviation. The envelope is to be super-scribed as “ Financial Bid for security services”.
- All the envelopes should be put in a closed envelope and super-scribed as “ Tender for security services”
- Sealed envelope should be addressed to reach “OS Department, LIC Of India, Divisional Office-1, Jeevan Prakash, Fraser Road, Patna on or before 01.02.2020 before 3 P.M. The office will not be responsible for any delay in transit.
- The existing service providers fulfilling eligibility criteria also need to apply afresh.
- Mere submission of application does not confer the right for accepting tenders. LIC of India reserves the right to accept or reject any or all tenders or cancel the tendering process without assigning any reason for which LIC of India shall neither be liable nor under any obligation to inform the applicant the grounds of any such action. However, in such case the EMD will be refunded without interest.
- The technical bid will be opened at 11 A.M. on 03.02.2020 and one representative from the participating vendors may be present at the time of opening. Financial Bid for only those vendors who qualifies in technical bid will be opened.
- Any modification/corrigendum to the tender shall be uploaded only on website of LIC of India and shall not be published in newspaper or any other form.

Date:

Sr. Divisional Manager



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Tender Schedule

Sl. No		Description
1	Name of Work	Providing Armed and unarmed guards at different locations under Patna D.O.1
2	Cost of Tender Document	Rs.500/(Five Hundred only)
3	Earnest Money Deposit	Rs.25000/(Twenty five thousands only)
4	Date of Sale of Tender document	From 05.01.2020 to 31.01.2020 on all working days between 10 A.M. to 3 P.M
5	Last Date and Time of receiving Tender documents	on or before 01.02.2020 before 3 P.M.
6	Date and Time of opening of Technical Bids	03.02.2020 at 11 A.M.
7	Contract Period	03 Years(Initial) + 01(one) year extendable with the consent of both parties.
8	Validity of Tender	Three Months from opening of tender
9	Security Deposits	10% of Contract Amount
10	Notice Period of Termination of Contract	01(One) month by LIC of India

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ANNEXURE- I

FORM OF TECHNICAL BID

Information on security Agency

1) Name of Agency Firm(In Block Letters)	
2) Status of firm(Individual/sole proprietor/partnership/pvt. Ltd/public ltd. Etc.	
3)Local address & Email-ID	
4)If the head office is other than in 3 above, give the full address	
5) Contact No. Of the agency	
6)Name of the Contact Person and his contact no.(Local)	
7)Date of Incorporation of agency/Date of establishment	
8)Registration/Licence No./Acknowledgement(Under The Private Security agencies, Regulation Act, 2005	
9) Licence No. Under Contract Labour (Regulation & Abolition) Act, 1970 & Contract Labour(Regulation & Abolition) Central Rules, 1971(Enclose photo copy of the certificate)	
10) Number of full time security guards on roll(as on 31.03.2019)	
11) PAN(enclosed photo copy)	
12) TAN	

13) EPF & ESI registration No. (enclose photo copy)	
14) GST registration no. (enclose photo copy of certificate)	
15) Renewal of Registration under shops& Establishment Act (enclose copy)	
16) No. Of clients using your services (enclose list giving full details such as name, contact no.)	
17) State the latest income tax assessed year (copies of last 3 years ITR, balance sheet and PL accounts to be enclosed)	
18) Turn over for the last 3 years & Average Turnover(Minimum average turnover Rs. One crore for last 3 years) certificate of C.A. to be enclosed for turnover.	
19) Name of Bankers with address, telephone no. & IFSC (attach proof)	

Note: Please type this form or fill it up legibly. If space provided is insufficient, please type or write replies on separate sheet giving appropriate question no. Duly authenticating the same with seal and signature and attach it to the form.

All original certificates/documents should be submitted for verification if required by LIC of India.

I/We ----- request the LIC of India, Patna DO-1 to consider our agency bid. I/We agree to abide by all the eligibility criteria & other terms and conditions and scope of service prescribed an addendum and promise to render the services to the best satisfaction of the LIC Of India.

Declaration

I/ We have read the instructions appended to the performa and I/we understand that if any false information is detected at a later date, any future contract made between ourselves and corporation, on the basis of the information given by me/us can be treated as invalid by the corporation and I/we will be solely responsible for the consequences.

I/ We agree that the decision of the corporation in selection of service providers will be final and binding on me/us.

I/We agree that I/We have no objection if enquiries are made about the work performance with clients.

Signature with seal

Name

Designation



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ANNEXURE-II

FINANCIAL BID

Sl. No	Particulars	Armed Guard	Unarmed Guard
1	Basic + VDA wages per day		
2	Wages per month for 26 days		
3	• EPF @		
4	• ESI @		
5	TOTAL		
6	Any Other Charge, Agency Commission/Administration charges(specify % also)		

Note: GST as per the prevailing rate will be paid on production of previous month receipt. Minimum wages shall be based on the prevailing rate declared by State/Central govt. (as applicable from time to time. However, the companies are free to pay more but not less than the rate of state/central govt. (higher of the above).

Adherence to statutory requirements is the sole responsibility of the security agency/company.

- **EPF & ESI contribution payment towards security personnel will be sole responsibility of security agency.**

TDS will be recovered as per rule.

Rate should be quoted separately for B- AREA and C -AREA

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 to abide by them.

Signature with seal

Date:



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RE: TENDER FOR ARRANGING AND PROVIDING SECURITY GUARDS (ARMED & UNARMED) ON CONTRACT BASIS FOR OUR VARIOUS OFFICES/ BRANCHES & SATELLITE OFFICES UNDER PATNA DIVISION-I.

TERMS AND CONDITIONS: The Contractor may see the location of various premises and places before quoting their rates.

- 1 The tender should be submitted in OS Department and the tender should be in sealed cover/envelope mentioning the name of work, last date of submission of tender on the top of envelope
- 2 The tender fee will be Rs.500/ which will not be refundable.
- 3 The tender fee should be submitted along with EMD OF Rs.25000.00 payable at Patna only.
- 4 The amount of EMD is to be remitted in favour of “LIFE INSURANCE CORPORATION OF INDIA” by demand draft only payable at Patna.
- 5 No interest shall be payable over the EMD lying in deposit with LIC.
- 6 The EMD of contractor whose tender is accepted will be converted into Security Deposit, which will be kept in deposit with LIC for contract period. The Security Deposit will be 10% of the tender amount. The Security Deposit will become refundable on expiry or termination of contract subject to adjustment of all dues etc.
- 7 The EMD of unsuccessful contractors / Agencies will be refunded after getting approval of the competent authority.
- 8 The EMD SHALL BE FOREFEITED BY LIC in the event of failure to execute the contract when called upon to do so.
- 9 The contractors are requested to fill up the rate both in words and figures. No overwriting or cutting is allowed.
- 10 The contractor is fully responsible for any type of loss/damage to the Building or any injury to worker/ workers or occupants, damages to any equipment due to the negligence of contractor or their workers or otherwise while performing duties.
- 11 The Contractor will furnish names and address with Telephone numbers of their representative who could be contacted in case of any emergency.
- 12 Minimum 100 guards should be on the roll of company as on 31.03.2019.
- 13 The payment of wages will be made by contractor as per minimum wages act of Central Govt /state govt (higher of above) as applicable and in the event of any complaint received or any dispute referred to this office, LIC shall deduct such amount from your pending or forthcoming bills.
- 14 The firm is to pay the minimum wages and it is to be revised as and when revision by the labour enforcement ministry is declared. Deduction of PF and ESI provisions and all statutory liabilities are to be followed by the vendors in regard to their employees. In due course vendors are to submit proof of P.F deduction and ESI arrangement with monthly bill. If no proof for previous period will be submitted then no further payment will be released by LIC. Further the firm will have to submit their ESIS REGISTRATION No, registration no with Labour Department and must be registered with **EMPLOYEES PROVIDENT FUND ORGANISATION.**
- 15 The contractor will obtain permission from concerned Municipal Authority/ State Inspector or any other authority at their own cost and nothing shall be paid extra on any account. Any penalty or fees levied by any of the authority/ ies on this account shall be contractors responsibility and at their own cost.

- 16 LIC RESERVES THE RIGHT TO ACCEPT ANY TENDER IN FULL OR PART. This does not necessarily mean that the lowest tender will be accepted. The Corporation may within its right award tender job in part to one of the tenderer and remaining job to another tenderer.
- 17 This tender will be valid for Three years from the date of acceptance and it can be renewed for another one year with the consent of both the parties i.e Contractor and LIC of India.
- 18 LIC reserves the right to terminate the contract at any time by giving ONE MONTH'S NOTICE without assigning any reason.
- 19 That it has been mutually agreed between the Corporation and Security Agency that any dispute arising out of this agreement shall be referred for ' Arbitration" to the SR.DIVISIONAL MANAGER,LIC OF INDIA, PATNA DIVISION-I of the Corporation and his decision shall be binding on the Security Agencies. The Security Agency shall not raise any question on the competence of the Sr.Divisional Manager to act as sole arbitrator.
- 20 Rate quoted should indicate the rate of GST and other tax if any and any other charges. TDS shall be deducted as per rule of IT rules.
- 21 The tender will be opened by the tender opening committee on the next working day of the last date of submission of tenders, which shall be informed to all applicants telephonically.
- 22 Duty hours and working conditions will be decided by the Corporation. Normal duty hours per day in aggregate will be 08 hours..
- 23 Physically disabled guards/ workers will not be accepted by LIC.
- 24 In case of failure of the Security Agency to provide the service on or before the date specified, the corporation will be at liberty to engage the same from any other Security Agency, and the Security Agency at default shall make good any loss or damage that the Corporation may suffer thereby or shall pay to the Corporation liquidated damage and besides being removed from the panel of vendors.
- 25 No advance payment shall be made.
- 26 That the engagement of Security Guard under provision of this agreement shall not entitle him to seek employment of the Corporation nor shall his disengagement be treated as "Retrenchment" or "Termination" from services of the Corporation. Security Guards shall be treated as members of the establishment of Security Provider(Security Agency) only.
- 27 Security Provider will comply with different Laws and Regulations including Contract Labour Regulation and Abolition Act'1970 Minimum wages Act, Equal Remuneration Act, Income Tax Act, Service Tax Act and any other Laws and Regulations framed by State/Central Govt.in future.
- 28 Any dispute arising out of or related to this tender shall be deemed to have arisen in Patna and shall be under adjudication of a Court at Patna only.
- 29 The Armed Security personnel must have his personal arm with proper Licence renewed up to date and under no circumstance the arms of another person should be allowed to be used by the deployed personnel. The safety & security of arms will be the responsibility of deployed Guards provided by Security Agency. The Corporation shall make suitable arrangement for sitting place, water and light only.
- 30 The agreement with successful vendor will be executed as prescribed by LIC.
- 31 Any offer quoting rate below the minimum wages act (declared by central/state government) will be summarily rejected. Minimum wages means wages declared by state or central government whichever is higher.

Sr. Divisional Manager

**AGREED AND ACCEPTED FOR
SIGNATURE WITH SEAL)
FIRMS NAME & PHONE NO**

