

TENDER NOTICE FOR PROVIDING HOUSE KEEPING SERVICES

Life Insurance Corporation of India (LIC), Delhi-1, Divisional Office, New Delhi invites sealed tenders in two bid system from established House Keeping Agencies having an office in Delhi/NCR for providing House Keeping services as per the locations mentioned in the tables "A" & "B" below. {The agency should have minimum annual turnover of 50 lakhs in the last three financial years and experience of having executed an order of one client (PSU/Nationalized bank/Govt. dept/reputed firm) worth `25 lakhs for any one of the last three financial years.

(A) House Keeping Services

Sr.No	Location	Address	Area (Sqft)- approx
1	(a) Divisional office-1, New Delhi. (Up To 8 th Floor)	Jeevan Prakash Building, 25 K G Marg, New Delhi-110001	50,000
	(b) Customer Zone	H-Block, Connaught Place, New Delhi	6089
2	Branch Office 11R	Bhika Ji Cama Place, Delhi	5195.49
3	Branch Office 11S	Kailash Colony, Delhi	5401
4	Branch Office 12A	Karol Bagh, New Delhi	4828
5	Branch Office 31A	ITO, Delhi	3793
6	Branch Office 31C	Connaught Place	3500
7	Branch Office 31D	Karol Bagh, Delhi	2203
8	Branch Office 112	Connaught Place, New Delhi	3500
9	Branch Office 115	Connaught Place, New Delhi	3600
10	Branch Office 117	Jeevan Prakash, New Delhi	3500
11	Branch Office 118	Janpath, Delhi	4000
12	Branch Office 119	Mool Chand, New Delhi	4800
13	Branch Office 311	Rajender Place, New Delhi	5500
14	Branch Office 108	Karol Bagh, New Delhi	5264
15	Branch Office 111	Connaught Place, New Delhi	3500
16	Branch Office 113	Jeevan Tara, new Delhi	3500
17	Branch Office 120	Connaught Place, New Delhi	3500
18	Branch Office 124	Sant Nagar, Karol Bagh, Delhi	6400
19	Branch Office 127	Vasant Kunj, Delhi	2700
20	Branch Office 310	86 Janpath, New Delhi	5200
21	Branch Office 11C	Connaught Place, New Delhi	2800
22	Branch Office 11F	South Extension, Delhi	4151
23	Branch Office 11J	25, K G marg, New Delhi	3500

Divisional office-1, Jeevan Prakash Buiding, 25 Kasturba Gandhi Marg, New Delhi-110001

Tel: 28844118, 28844129, E-mail ID-os.delhi-do1@licindia.com

24	Branch Office 11N	Mehrauli, Delhi	5000
25	Branch Office 11X	Saket, Delhi	5000
27	Branch Office 12G	Nehru Place, Delhi	4920
28	SO of 311 Branch	Vasunt Kunj, Delhi	1215.13
29	SO of 124 Branch	Rajender Nagar, Delhi	875
30	SO of 310 Branch	Rohni, Delhi	1790
31	SO of 11S Branch	Alakhnanda, Delhi	1723

- 1 Sealed Tenders with requisite **Earnest Money Deposit** of Rs. 1,00,000/- (Rupees one lakh only) and **Tender fees** of Rs 500/-(non-refundable) in the form of demand draft/Bankers' Cheque drawn on any Nationalized/Scheduled Bank, favoring "LIC of India" payable at New Delhi must be submitted before 3.00 PM on . Both the bids must be submitted at the same time giving full particulars, but in separate sealed covers duly super-scribed as **"Technical Bid for providing House Keeping Services"** and **"Financial Bid for House Keeping Services"** respectively. Both these envelopes are to be kept in one big envelope which will be super scribed as **"Tender For providing House Keeping Services"**, and addressed to :-

**Chairman,
Stores Committee,
L.I.C. of India, '
Jeevan Prakash Building
25-K G Marg, New Delhi-1
New Delhi-110001**

- 2 Tenders should be filled with neat, legible and correct entries. Indistinct figures should be avoided. The amount/ rates should be filled in figures as well as words. Correction/ Omission/ Overwriting/ Cutting should be dated and initialed. If there is difference in words and figures, the rates written in words shall be taken for calculation.
- 3 The tender should be signed at all places provided therein. Also all pages and corrections/ alterations should be initialed. Each sheet of the tender document is required to be signed along with the seal by the authorized person/ persons submitting the tender in token of his/ their having acquainted themselves with the instructions to tenders, standard conditions, special conditions, financial bid, scope of work and all other clauses of this tender document. Any tender document not so signed may be liable for rejection.
- 4 Contractor will have to give breakup of the amount quoted in the Financial Bid & if the contractor fails to provide the breakup, tender is liable to be rejected.
- 5 **In case the service charges quoted by the contractor in the breakup are found to be less than 7.5% of the total cost including the cost of material, the tender is liable to be rejected.**
- 6 Amount of service charges quoted will remain constant and will not increase with the increase in the bill due to revision of wages of workers on account of notification by the statutory authorities.

- 7 The successful tenderer shall be intimated about the award of Work and EMD of other Tenderers shall be returned without any interest on the amount deposited within 30 days from the date of final decision of awarding of work. The EMD of the successful bidder will be converted into Security Deposit.
- 8 LIC of India reserves the right to reject any/ all Tenders without assigning any reason and shall not be bound to accept the lowest tender. Tenderer are advised to carefully note the specifications mentioned in the tender and no compromise in quality will be accepted.
- 9 Bid submitted without EMD will be rejected.
- 10 The notice inviting tender and the enclosed instructions to tenderer, standard, conditions, special conditions, covering letter format, financial bid format and scope of work shall form part of tender documents.
- 11 One representative of the vender should be present at the time of opening the tender.**
- 12 The "Letter for invitation of Tender" and enclosed Annexure (properly indexed) shall form the part of Tender Documents. Details of various Annexure are as under:

S.No.	Particular			Attached as
1.	Scope of work, Schedules (daily, weekly) to be adhered to for House Keeping and estimated Manpower requirement			Annexure- A
	Estimated Requirement for House Keeping	Requirement House Keeping	No. Number of boys to be provided to be decided by contractor on the basis of floor area	Timings 8 am – 4 pm
2.	Performa for Technical Bid			Annexure –B to F
3.	Performa for Financial Bid			Annexure – G

For complete details and formats of Application Form please log on to Corporation's website www.licindia.in. Application form downloaded from website shall accompany the D.D / Pay Order of 500/- towards non refundable application money and 1,00,000/- towards EMD at the time of submission of the tender document.

Tender fee Rs.500.00 can be deposited in cash at our cash counter F & A department, 4th Floor, Jeevan Prakash Building, K G Marg, New Delhi-110001.

Date of issue of Tender Notice:	26 th of July 2016
Last date for receipt of quotations:	16.08.2016 up to 11.00 p.m.
Opening of quotations received:	16.08.2016 at 11.30 a.m.

No brokers/intermediaries shall be entertained. The Corporation reserves the right to reject any /all applications without assigning any reason whatsoever.

Sr.Divisional Mnanger
Delhi D.O.-1

Note is correct in all respect and is recommended for approval.

TERMS AND CONDITIONS OF CONTRACT:

1. The Contractor shall provide the above said services at such times and in such manner as communicated by the LIC from time to time.
2. The execution of cleaning of housekeeping will be with suitable and uniformed hygiene specialist with mechanized equipments, wherever required, and wet mopping.
3. The cleaning and housekeeping works are to be carried out as per international norms/standards and in such manner that all premises always look neat and clean.
4. The quality and punctuality in rendering of the said services are the essence of the contract and the contractor undertakes to abide by them at all times.
5. Mechanized equipments, wherever required, will be procured by the contractor.
6. The contractor shall ensure that all persons employed by him shall be efficient, skilled, honest and conversant with the nature of work.
7. No relationship of employer and employee shall be created between the LIC and the employees engaged by the Contractor.
8. 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. The Contractor shall also provide all safety items such as safety shoes, gloves, masks, etc. to its employees.
9. Every employee so engaged by the contractor shall wear uniform and a badge wearing his/her name, while on duty. The said uniform and badge shall be provided by the contractor at his own cost.
10. 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.
11. 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.
12. The contractor shall be responsible for all injuries and accidents to persons, employed by him.
13. The contractor shall be responsible for the conduct and behavior of his employees. If any employee of the Contractor is found misbehaving with the LIC staff, the contractor shall take necessary and appropriate action immediately.
14. In the event of any loss/damage 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.
15. The contractor shall not appoint any sub-contractor to carry out any obligations under the contract.
16. The contractor shall take proper instructions from LIC for the execution of the contract at the different places and will faithfully comply with the same during the currency of the contract.
17. All members of staff employed by the contractor will be subjected to security check by the LIC's staff while leaving the premises.
18. The contractor shall be required to provide supervisory staff so as to ensure proper control for executing the job smoothly and efficiently.

19. The contractor shall give the services on all days during the period of contract as per the LIC's requirement.
20. The Contractor's employees will make their own arrangements for food and snacks while at work at their own cost and the LIC will not entertain any financial expenditure or provide any canteen facility.
21. 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.
22. In the event of any dispute or difference arising out of operation of this agreement, the same shall be referred to the sole arbitrator and the sole arbitrator will be appointed by the Sr. Divisional Manager (I/C), Delhi DO-1 of LIC whose decision shall be final and binding on both the parties. The venue of arbitration shall be at New Delhi. The provisions of the Arbitration and Conciliation Act, 1996 shall apply to the arbitration.
23. In case of any new addition in the areas due to new construction after submission of the tender, pro-rata rates will be allowed on such additions.
24. All the services under the contract and any other work of similar nature, which will be entrusted to the Contractor from time to time by the LIC are to be rendered without causing any hindrance or disturbance to any staff member of the LIC working during the normal working hours. The work shall be carried out efficiently in consonance and in conformity with the standards of a neatly and hygienically maintained premises.
25. The contractor shall frame appropriate procedure for taking immediate action as may be advised by LIC from time to time.
26. The LIC shall always have the right to conduct a search of the contractor's employees/agents and/or any of their vehicles used for transportation of materials while entering/going out of the LIC's premises or inside the premises.
27. If the LIC notices that the personnel of 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.
28. 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.
29. The contractor shall at all time 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; Employees' Provident Funds & Miscellaneous Provisions Act; Payment of Gratuity Act, Minimum Wages Act, Employees' State Insurance Act or any other Act(s) or statutory modifications thereof or otherwise for or in respect of any claim for damage or compensation payable in consequence of any accident or injury sustained by any worker or other personnel of the contractor or in respect of any claim, damage or compensation under Labor Laws or any other laws or rules made there under, by any person whether in the employment of the contractor or not, who provided or provides the said services under this Agreement. **(On Rs.100/- stamp paper-draft attached)**
30. 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 LIC.

31. In the event of failure of the contractor to provide the services or part thereof, as mentioned in this agreement for any reasons 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 payments 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.
32. If, at 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 or Tribunal, to pay any amounts whatsoever in respect of or to any of the present or ex-personnel of the Contractor or to any third part, 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 the security deposit and/or 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 recourse.
33. 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 the operation of this Agreement, the contractor shall pay the LIC such amount on demand without protest.
34. 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 LIC. The number of persons to be employed and the individual person to be employed for providing the said services, shall be decided by the contractor on the basis of his assessment of area and services to be provided who shall be liable to make payments to its said employees towards their monthly wages/salaries and other statutory dues like EPF, ESI, minimum wages, bonus, gratuity, etc.
35. The parties hereto have considered, agreed to and have a clear understanding on the following aspects:
 - a. This Agreement is for providing Housekeeping services and is not an Agreement for supply of Contract Labor.
 - b. The LIC shall not be liable for any obligations/responsibilities, contractual, legal or otherwise, towards Contractor's employees/agents or to the said employees/agents directly and/or indirectly, in any manner whatsoever.
 - c. That the employees/personnel of contractor rendering the services under this Agreement, shall never be deemed to be the employees of the LIC in any manner whatsoever and shall not be entitled for employment, salary/wages, damages, compensation or anything arising from their deployment by contractor for rendering the said services.
36. Earnest Money Deposit: EMD of Rs.1,00,000/- should be paid to the Corporation by way of DD or Banker's cheque payable at Delhi at the time of submission of tender. EMD of unsuccessful tenderer shall be refunded within one month from the date of finalization of tender. It will not carry any interest. In case of successful tenderer the EMD shall be refunded once the service provider pays Security Deposit to the tune of 10% of value of yearly work order.
37. **Number of persons to be provided for housekeeping services to be decided by the contractor as per their own assessment of the area and proper and efficient services is to be provided.**
38. Entire House Keeping work should be completed before 09.30 hrs on all working days.

39. Housekeeping staff should report for duty at 8.00 AM and remain available up to 16.000 PM (with 1/2 hour lunch break).
40. If the Corporation feels that the cleaning is improper, the corporation has got the right to say to the contractor to increase the person employed by the contractor without any extra payment.
41. **Contract and the rates will be valid for ONE year only and can be extended for next one year with mutual understanding of both corporation and the service provider subject to satisfactory services.**
42. The contractor shall pay wages directly to his workmen/employees. The Contractor shall also ensure that no amount by way of commission or otherwise is deducted & recovered from their wages. The contractor will have to produce the sheet with amount on which the worker/employee has received their wages with full details.
43. The contractor shall ensure that the supervisor is supervising all the jobs properly and attending to the complaints promptly and satisfying for taking corrective action. To ensure this **the supervisor shall be provided with a functional mobile handset** so that he could be contacted immediately whenever required for rendering any assistance. **The remuneration of the supervisor will be borne by the contractor only.**
44. The contractor should display on the notice board showing rates of wages, no of workers, details of payment of wages, name & address of the inspector etc. as per relevant rules of the Labor Laws.

OBLIGATION OF THE CONTRACTOR: - STATUTORY COMPLIANCE

45. 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 wages/salaries to such persons which in any case will not be less than the minimum wage as fixed or prescribed for the category of workers employed by him from time to time or by the State/Central Government and/or any authority constituted by or under any law.
46. 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, ESI, Workmen's Compensation Act, Bonus, Gratuity, Minimum Wages Act 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 engaged/employed by him for discharging the obligations under this agreement.
47. The Contractor shall obtain appropriate license under the Contract labor(Regulation and Abolition)Act 1970 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.
48. 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.
49. 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 in the presence of an authorized representative of the LIC every month regularly.
50. The contractor shall give an undertaking by the 22nd of the following month in favor of the LIC that he has complied with all his statutory obligations.
51. One month is equivalent to 26 working days.

52. If on any special occasion Correlation needs any assistance from the contractor's house keeping staff on any holiday, that will be paid as rates decided per person per day.

TERMINATION

1. 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, the LIC shall give only a 24 hours' 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 men and material immediately. This discretion of termination of this Agreement by the LIC will be exercised judiciously since the Contractor is rendering the essential and public utility services.
2. 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 time limit specified in such notice. In the event the contractor fails 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.
3. 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.
4. Either party's liabilities for any charges, payments or expenses due to the other party which accrued prior to the termination date shall not be extinguished by termination, and such amounts (if not otherwise due on an earlier date) shall be immediately due and payable on the termination date.
5. 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.
6. The material shall be used of reputed make as specified or approved by LIC.
7. One month material should always be in stock of the contractor within the office premises.

PERIOD OF THE CONTRACT

The contract shall initially be for a period of one year, which may be extended at the discretion of the Corporation by another year and there after for a further period of one year on satisfactory performance of the contract on mutual understanding.

SECURITY DEPOSIT

The successful bidder shall provide a cash security for an amount equivalent to 10% of the bid amount in favor of "LIC of India" within a period of 10 days from the date of issue of letter of intent. The EMD submitted along with the bid will be adjusted against the Security Deposit, if so desired by the successful bidder.

PAYMENTS

1. The contractor shall submit the bills on a monthly basis. The payments of bill will be made within 7 days from the date of submission the bills. If bills are not settled within seven 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.
2. Tax at source will be deducted as per the Income Tax Rules applicable from time to time.

PENALTY CLAUSE

- a. If Weekly Schedule as per 'Clause b' of Annexure "A" is not adhered to by the contractor, a penalty of 1000/- per week will be imposed.
- b. For not using approved material as per 'c' of Annexure "A", MRP of each item not used will be deducted from the bill.
- c. Recovery of ` 500/- per day for supervisor not visiting daily.

Scope of work for HOUSEKEEPING SERVICES:

(1) Scope of Work of Housekeeping Boys at Jeevan Prakash Buiding, 25 K G Marg, New Delhi

House keeping work Jeevan Prakash, 25 KG Marg, New Delhi 1. 1st to 8th Floor 2. Customer Zone, b & AC, H-Block, New Delhi	• Sweeping and mopping of passage. • Sweeping and wet mopping of reception area, General office Area and Cabins etc with deodorant disinfectants. • Clearing and wet cleaning of waste paper baskets. • Dusting of partitions, doors, walls and Venetian Blinds. • Cleaning of window glasses from inside. • Cleaning of main entrance glass doors/wooden doors. • Cleaning of all ceramica/wooden walls. • Cleaning of wash basin, urinals and mirrors etc. in all the toilets. • Scrubbing and Cleaning of all toilets flooring. • Mopping of the entire toilet floors with deodorant disinfectant and cleaning of wash basins at regular intervals throughout the day. • Cleaning of Chambers, cubicles, reception area, service area common area, passages, lift area, pantry etc. • Wet cleaning of staircase of all floors with the help good quality soap. • Sweeping and mopping of open terraces. • Sweeping and mopping of fire exit staircase. • Cleaning Office Equipments etc. • Cleaning (Dry) of Car parking area, entire premises within the boundary walls of the building and the basement with the help of suitable brooms & other equipment. Cleaning with water to be done on a periodical basis as stipulated. • All the waste, garbage collected, malwa etc should be removed from every floor and the premises. (All equipments/materials required for cleaning as described above will be provided by the Contractor).
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(2) Scope of Work of Housekeeping Boys at all the 25 Branches under the jurisdiction of Delhi DO-1 and their 4 S.O.'s located at various places

Housekeeping work	Work to be done
i) All the 25 Branches of DO-1 & 4 S.O.'s located at various places on page no 1 & 2.	- Sweeping and mopping of passage. - Sweeping and wet mopping of reception area, General office Area and Cabins etc with deodorant disinfectants. - Clearing and wet cleaning of waste paper baskets. - Dusting of partitions, doors, walls and Venetian Blinds. - Cleaning of window glasses from inside. - Cleaning of main entrance glass doors/wooden doors. - Cleaning of all cermet/wooden walls. - Cleaning of wash basin, urinals and mirrors etc. in all the toilets. - Scrubbing and Cleaning of all toilets flooring. - Mopping of the entire toilet floors with deodorant disinfectant and cleaning of wash basins at regular intervals throughout the day. - Cleaning of Chambers, cubicles, reception area, service area common area, passages, lift area, pantry etc. - Wet cleaning of staircase of all floors with the help good quality soap. - Cleaning, sweeping and mopping of open terraces. - Sweeping and mopping of fire exit staircase. - Cleaning Office Equipments etc. - Cleaning (Dry) of Car parking area, entire premises within the boundary walls of the building and the basement with the help of suitable brooms & other equipment. Cleaning with water to be done on a periodical basis as stipulated. - All the waste, garbage collected, malwa etc should be removed from every floor and the premises. (All equipments/materials required for cleaning as described above will be provided by the Contractor).

3. (a) DAILY SCHEDULE:

Daily Schedule for Cleaning/Sweeping shall be as under:

- Sweeping and mopping of all cabins & area- twice in a day with Phenyle.
- Dusting of all furniture, walls, ceiling, curtains, venation blinds early in the morning before 9.00 a.m.
- Cleaning, Washing & replacing the dustbins after removing the waste material from the dustbins.
- Dusting and cleaning of doors, windows, glass panes, partition walls, AC machines, water cooler, fridge etc.
- Cleaning toilets, removing stains on floors & walls, keeping air fresheners, filling liquid soap of approved quality in the morning & keeping urinal cubes etc.
- Cleaning and drying all the toilets at an interval of every one hour.
- Pantries- removing muck, cleaning and washing of platform drains, sink etc. twice a day.

8. Cleaning of Buckets/Mugs by liquid soap /cleaner on daily basis.
9. Cleaning (Dry) of Car parking area and entire premises within the boundary walls of the building and the basement with the help of suitable brooms & other equipment. Cleaning with water to be done on a periodical basis as stipulated
10. The waste and the eatables in dustbins and waste papers baskets should be removed daily at 4.00 pm without fail.
11. The entire building area housing the offices (including the basement, roofs and open area) corridors, staircases
12. Cleaning of carpets, curtains & sofa manually with brush.
13. Cleaning of window panes, frames and grills etc.
14. Provision of branded Air freshener spray for the chambers of all managers.
15. Providing good quality (approved list) soaps/liquid soap in good soap dispenser wherever needed, in sufficient quantity, based on consumption/need at all times—to be checked twice in a day.

(b) WEEKLY SCHEDULE:

1. Washing of floors with soap/stain cleaner, removing of webs/insects from walls, ceiling, under tables/chairs/cup boards etc. with vacuum cleaner.
2. Cleaning of taps, wash basins, flushing system, sinks etc. with help of soap, stain cleaner.
3. Polishing of floors.
4. Vacuum cleaning of carpets, curtains and sofa.
5. Brass polishing preferably on Saturday.
6. Wet Cleaning of all dustbins and waste paper baskets.
7. Cleaning, sweeping & mopping of all open terraces.
8. Cleaning of cermiaca/wooden walls.
9. Wet cleaning of staircase of all floors with the help good quality soap.
10. Sweeping and mopping of fire exit staircase.
11. Cleaning, Sweeping and mopping of all open terraces in the premises.
12. Removal of all the waste, broken furniture or malwa if any.

(c) LIST OF APPROVED MATERIAL:

1. The material shall be used of reputed make as specified or approved by LIC.
2. One month material should always be in stock of the contractor within the Office premises.

S.No.	Description of Material required	Manufacturing and Brand Names
1.	Flush Cleaner, Phenyle, lizol	Harpik, Bengal Chemicals/ similar good brands
2.	Odonil/Air freshener installation/refilling/Room fresheners	Dabur (India)/Ambipur / similar brands/Air wick/
3.	Stain/Glass cleaner	Colin/ similar brands
4.	Toilet paper roll	Sandal, Lavender
5.	Liquid Soap	Dettol, Lifebuoy
6.	Cleaner/	Scorch Brite scrubbers/Vim bar

However, the scope of work may be varied by the LIC with prior notice to the contractor.

TECHNICAL BID

ANNEXURE-B

(Application on the service provider's letterhead)

To
Chairman,
Stores Committee,
L.I.C. of India, '
Jeevan Prakash Building
25 K G Marg
New Delhi-110001

Sub: Tender for providing House Keeping services.

Dear Sir,

With reference to the above, having examined and understood the instructions, terms and conditions forming part of the tender, we hereby enclose our offer for giving housekeeping services at the mentioned premises.

We confirm that the offer is in conformity with the terms and conditions as mentioned in the tender. We also confirm that the offer shall remain valid for ninety days from the date.

We understand that the Corporation is not bound to accept the offer either in part or in full and that the Corporation has right to reject the offer in full or in part without assigning any reasons whatsoever.

We enclose Demand Draft/Pay Order payable at New Delhi for 500/-or MR-cash deposit receipt deposited at LIC cash counter (towards nonrefundable application fee) and 1,00,0000/- towards EMD favoring LIC of India. Details of the same are as under:

Details of Demand Draft	Application Fee of Rs.500/-	EMD of Rs.1,00,000/-
Demand Draft / Pay Order No.		
Date of Demand Draft / Pay Order		
Name of Issuing Bank		

Yours faithfully,

Authorized Signatory

(Name / Designation and Seal of the firm / company)

Date:

TECHNICAL BID

Annexure C

SERVICE PROVIDER PROFILE

1. Name of the Organization and Address

2. Year of Establishment

3. Status of the Organization

(Whether Pvt. Ltd. Company / Public Ltd. Company / Partnership Firm / Proprietorship)

4. Name of Directors / Partners / Proprietor

Sr.No	Name	Phone No.	Mobile No.	E-mail ID

5. Whether registered with the Registrar of Companies / Registrar of Firms? If so, submit duly certified copies of Partnership deed, Certificate of Incorporation, etc...

6. (a) Name and address of Bankers

i)

ii)

(b) Turn over of the Company /Partnership Firm/ Proprietorship for the Financial Year, 2013-14, 2014-15 & 2015-16. (Please attach a copy of audited Balance Sheet and Profit & Loss Account for all the three years.)

Sr.No.	Financial Year	Turnover (in thousand)
1	2015-16	
2	2014-15	
3	2013-14	

7. Whether an assese of Income Tax?. If so, mention Permanent Account Number. Furnish duly certified copies of Income Tax Returns of any of the 3 Financial Years out of last 4 Financial Years i.e. 2013-14, 2014-15 & 2015-16

8. Firm should have minimum experience of 3 yrs in house keeping in PSU/nationalized bank/ reputed firm.

Authorized Signatory

(Name / Designation and Seal of the firm / company)

Date:

TECHNICAL BID

ANNEXURE-D

DECLARATION

1. 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.
2. I / We agree that the decision of the Corporation in selection of Service providers will be final and binding on me / us.
3. All the information furnished by me hereunder is correct to the best of my/our knowledge and belief.
4. I / We agree that I / We have no objection if enquiries are made about the work performance with clients mentioned in ANNEXURE-E.

SIGNATURE:

NAME & DESIGNATION:

SEAL OF THE FIRM / COMPANY:

PLACE:

DATE:

TECHNICAL BID

ANNEXURE-E

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 e-mail ID	Name: Designation: Landline No.: Cell No. : Email ID:
Details of services provided in last 2 years (Ref. No, date of order with photo copy of orders)	

AUTHORISED SIGNATORY

NAME / DESIGNATION AND

SEAL OF THE FIRM / COMPANY

Dated :

TECHNICAL BID

ANNEXURE-F

Requirement of Technical Bid

Parameter	Requirements	Document enclosed YES/ NO/ N.A.
1. Application	Application as per Annexure B	
2. Service provider's profile	Service provider's profile as per Annexure C.	
3. Declaration by service provider	Declaration by service provider as per Annexure D.	
4. Notarized stamp paper	Notarized stamp paper of `100/- giving undertaking as per Para 29 of Terms & condition	
5. Registration in case of Partnership Firm / Company	Copy of Partnership deed, Certificate of Incorporation, etc..	
6. Copies of audited balance sheet & P&L A/c.	Certified copies of audited balance sheet & P&L A/c for the year 2015-16, 14-15 & 13-14.	
7. Details of existing clients.	Details of existing clients as per Annexure E.	
8. Application fee and EMD	DD/Pay Order of 500/- & 1,00,000/- respectively towards application money and EMD respectively.	
9. Minimum annual turnover of ` 50 lakhs' during the last three years.	As per sr.no.6 above.	
10. Experience of having executed an order of one client worth `25 lakhs for any one of the last 3 years.	Certified copies of work order (s) / Agreement (s).	
11. ESI Certificate	Certified copy of ESI Registration Certificate	
12. Registration under Employee Provident Fund Act, 1952	Certified copy of Registration under Employee Provident Fund Act, 1952	
13. PAN Card & Blank signed & Cancelled Cheque for NEFT	Certified copy of PAN Card	
14. Income Tax Returns	Certified copies of IT Returns of last 3 FY's i.e. 2015-16, 14-15, & 13-14	
15. Service tax registration	Certified copy of Service tax registration	
16.No. of person to be engaged for housekeeping (As per clause 38 of Term & Conditions of Tender Notice)		

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

Dated:

Divisional office-1, Jeevan Prakash Buiding, 25 Kasturba Gandhi Marg, New Delhi-110001

Tel: 28844118, 28844129, E-mail ID-os.delhi-do1@licindia.com

ANNEXURE –G

FINANCIAL BID FOR HOUSE KEEPING SERVICES

(A)

(To be submitted in a separate sealed cover and marked as “Financial Bid”)

For Divisional office= from 1st floor to 8th floor + 25 Branches + 4 S.O.’s + Customer Zone + Direct marketing + B & AC

Financial Tender for House Keeping services.

Rates should be quoted as per Central/State Wages Act (which ever is higher) for house keeping staff on per month & per person basis (and other by law applicable inclusive of statutory liabilities, taxes levies etc)

Sl.No	Components	Duty for 8 hours
1	Monthly rates of Basic wages including D.A. etc.	
2	ESI per person	
3	P.F. per person	
4	Total wages per person (1+2+3)	
5	Administrative / Service charges per person	
6	Total Cost per person (Figures) Sl.No-4+5	
7	Total Cost per person (words) Sl.No-4+5	
8	Total no. of staff as per the estimation of the Vendor.	
9	Total Cost of the Tender (4+5*8)	
10	Total cost of material to be used in a month for all location on page no-1 (A)	
11	Final cost of Tender (9+10)	

- Bidders are required to provide the full breakup of the amount quoted (Wages + Material cost+ Service charges+ESI+PF)
- Bidder are requested to provide the full breakup of the amount quoted
- Material should comprise of Branded items as given in Approved list and the rates should be quoted according to area inspected.
- **7.5% Service charges (minimum) should be mentioned in the bid.**
- In case the administrative/service charges quoted by the contractor in the breakup are found to be less than 7.5% of the total wages mentioned the tender is liable to be rejected. Administrative/service charges should be specified correctly and will not change during the period of contract.
- **Number of persons to be provided for housekeeping services to be decided by the contractor as per their own assessment of the area given on page no-1 (A) and proper & efficient services are to be provided.**
- Minimum wages will vary as per Government notification from time to time.

- Contract and the rates will be valid for ONE year only and can be extended for next one year with mutual understanding of both corporation and the service provider subject to satisfactory services.
- The contractor shall pay wages directly to his workmen/employees. The Contractor shall also ensure that no amount by way of commission or otherwise is deducted & recovered from their wages. The contractor will have to produce the sheet with amount on which the worker/employee has received their wages every month with full details.

The minimum wages, statutory liabilities indicated at Sl. No. 1, 2, & 3 of the above table are as per the list/ rates published by the Government/ respective Statutory Authority. The rates will, however be revised on account of the revision of rates of the minimum wages/statutory liabilities by the Government/respective statutory Authorities. However the tenderer has to quote as per prevailing rates.

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
Dated:

AFFIDAVIT

(To be given on stamp paper of `100/-)

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 a tender for Appointing House Keeping and Attendant 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 para 29 of General Instructions and other 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 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 _____ 2016.

Before me

Notary

Signature of the Vendor

NAME / DESIGNATION AND

SEAL OF THE FIRM / COMPANY

Date: