

**LIC of India, Divisional Office Patna 2,
"Jeevan Ganga Building" Fraser Road,
Patna-800001.
Ph:- 0612-2232504
[e-mail-os.patna2@licindia.com](mailto:os.patna2@licindia.com)**

N O T I C E.

LIC of India, Divisional Office – 2, Patna intends to hire the services of Agencies/firms /organisations for Office upkeep (House Keeping & Cleaning) for its premises Divisional Office - 2, Branch Offices/Satellite Offices and Different location within jurisdiction of Patna Division- 2. For complete details and bid documents please contact Manager (OS) on the above address and phone number between 11.00 AM to 3.00 PM or log on to www.licindia.in and go to " Tender" and click on the link "Tender for rate contract for Office upkeep (House Keeping & Cleaning) at Patna" Divisional Office – 2."

LIC of India reserves the right to accept or reject any or all offers in full / part without assigning any reasons whatsoever.

Last date for submitting bid document is 13.00 hrs (1PM) on 17.03.2016.

Dated : 25.02.2016

Sr. Divisional Manager



**LIFE INSURANCE CORPORATION OF INDIA
PATNA DIVISIONAL OFFICE-2, 3RD FLOOR,
JEEVAN GANGA BUILDING, FRASER ROAD,
PATNA – 800001**

TENDER DOCUMENTS FOR PROVIDING

Serial Number of Category	Name of the Category
01	Office upkeep (House Keeping & Cleaning) Services

On Contractual Basis at PDO-2, JEEVAN GANGA BUILDING FRASER ROAD, PATNA-800001

Please check that total number of Pages is 20 (Twenty)

Each Page of the Tender Document must be Signed & Stamped by the Tenderer before submission

Contents

Sl.No	Description	Page from To	No of Pages	Remarks
1	Notice	1 to 1	1	
2	Cover Page	2 to 2	1	
3	Scope of Work	3 to 3	1	
4	Tender Schedule	4 to 4	1	
5	Instruction to Bidders	5 to 8	4	Annexure-I
6	General Terms and Condition	9 to 13	5	Annexure-II
7	Technical bid form	14 to 16	3	Annexure-A
8	Financial Bid form	17 to 18	2	Annexure-III & IV
9	How to Apply	19 to 20	2	Preparation of sealed



**LIFE INSURANCE CORPORATION OF INDIA
PATNA DIVISIONAL OFFICE-2, 3RD FLOOR,
JEEVAN GANGA BUILDING, FRASER ROAD,
PATNA – 800001**

Scope of Work for

Office upkeep (House Keeping & Cleaning) Services

Life Insurance Corporation of India intends to hire services for its office upkeep (House Keeping & Cleaning) works at its Divisional Office - 2 at Patna from Agencies / Firms only under Two Bid system as per details given below:

SCOPE OF THE WORK :Providing helpers/workers and sweepers for the following works at "Jeevan Ganga" building and different locations (Branch Offices/Satellite Offices)within jurisdiction of Patna Division 2, LIC Of India, Jeevan Ganga Building , Fraser Road, Patna – 800 001.

a) Helpers/Workers: to carry out all works relating to Office upkeep (House Keeping & cleaning) services during working hours and as & when required on all working days. The Services includes serving of drinking water, carrying of documents / files from one department to another and vice-versa, filing of papers and documents, dusting of tables, chairs etc, and any other works incidental thereto and on some special occasion when the office remains open although not for work but for other reason.

b) Cleaners: to carry out all cleaning works of the office twice during the day on all working days. It shall cover the job of sweeping, moping, scrubbing, removing cobwebs, cleaning of doors, windows glass panes, cleaning of walls, cleaning and drying of toilets in periodical intervals, sinks, washing of stair case etc. as directed from time to time.

The prospective bidders willing to render the above Services are requested to collect the tender documents on payment of Rs. 250/- (Rupees Two Hundred fifty only) in cash at cash counter at PDO - 2, Patna or DD drawn on any nationalized/Scheduled Bank in favour of Life Insurance Corporation of India payable at Patna from the office at the above address. The tender documents will be issued from 25.02.2016 to 16.03.2016 between 10.30 AM and 3.00 PM on week days and between 10.30 AM and 12.00 O'clock (noon) on Saturdays (excluding Holidays and Sundays). The last date for submission of filled in offers is 17.03.2016 up to 13.00 hrs (1PM). The "Technical Bids" will be opened on 17.03.2016 at 15.00 hrs (3PM) in the presence of bidders or their authorized representatives who may wish to be present. The authorized representative must bring an authority letter from the bidder.

LIC of India reserves the right to accept or reject any or all offers in full / part without assigning any reasons whatsoever.

Sr. Divisional Manager

**LIFE INSURANCE CORPORATION OF INDIA
PATNA DIVISIONAL OFFICE – 2, 3RD FLOOR,
JEEVAN GANGA BUILDING, FRASER ROAD,
PATNA – 800 001**

TENDER SCHEDULE

Sl No	Description	
1	Name of work	Tender for Office upkeep (House Keeping & Cleaning) Services for Divisional Office–2, Patna, Branch Offices/ Satellite Offices and different locations within jurisdiction of Patna Division – 2.
2	Cost of tender document (Non refundable)	Rs. 250/- (Rupees Two hundred fifty only)
3	Earnest Money Deposit	Rs.20000/- (Rupees Twenty thousand only) for Office upkeep (House Keeping & Cleaning).
4	Date of issuance of tender document	From 25.02.2016 to 16.03.2016 between 10.30 AM and 3.00 PM on week days and between 10.30 AM and 12.00 O'clock(noon) on Saturdays (excluding Holidays and Sundays) from the above office on payment of non refundable Tender Fee of Rs.250/- at PDO - 2 Office Cash-Counter by Cash/ Demand Draft in favour of “ Life Insurance Corporation of India” payable at Patna.
5	Last Date & Time of receiving / submission of tender document	On 17.03.2016 up to 13.00 Hrs.(1 PM)
6	Date & Time of opening of Technical Bids	On 17.03.2016 at 15.00 Hrs.(3 PM)
7	Date & Time of opening of Financial Bids	Shall be intimated later on
8	Agreement period / Contract period	As mentioned in the terms and conditions of the contract.
9	Validity of tender	03 (Three) months from the date of opening of Technical Bid.

Date: 25.02.2016

Sr. Divisional Manager



Annexure-I

INSTRUCTIONS TO BIDDERS FOR

Office Upkeep (House Keeping & Cleaning) Services

1. The tender forms will be available from 25.02.2016 to 16.03.2016 between 10.30 AM and 3.00 PM on week days and between 10.30 AM and 12.00 O'clock (Noon) on Saturdays (excluding Holidays and Sundays) on payment of Rs. 250/- (Rupees Two Hundred fifty only) in cash at cash counter of PDO-2, Patna or DD drawn on any nationalized/Scheduled Bank in favour of Life Insurance Corporation of India payable at Patna from the office at the above address. A receipt showing miscellaneous receipt will be issued through the cash department.
2. The last date for submission of filled in tenders (both technical and financial bids along with EMD amount) is 17.03.2016 up to 13.00 hrs (1PM). The offers received after the last date and time mentioned above will not be considered.
3. The filled in tenders for each category should be submitted in the office of Manager (OS) on the address given below:

**Manager (OS)
LIC of India, Patna Division - 2
OS Department, 3 rd Floor,
"Jeevan Ganga Building",
Fraser Road.
Patna-800001**

Ph: - 0612-2232504, email: - os.patna2@licindia.com

4 The technical bid will be opened on the same day i.e. 17.03.2016 at 15.00 Hrs (3 PM) in the presence of bidders or their authorized representatives who may like to be present. After scrutiny of the technical bids, local office inspection of the applicants whose technical bid is found otherwise in order shall be conducted by a committee within a maximum 10 days time and after inspection of local Office/establishment at Patna the committee shall finally declare the name of successful applicant at the technical bid stage.

The envelope containing EMD shall be opened simultaneously with the opening of technical bid and the EMD will be encashed (accounted for) into account of the Corporation.

The financial bids of only those bidders, whose offers are found suitable to the Corporation, will be opened at a later date. The date of opening of financial bids will be intimated in writing to those bidders.

5. The tender form consists of the following documents. i.e.
- i) Instructions to bidders and Terms & Conditions.
 - ii) Technical part.
 - iii) Financial part.
 - iv) EMD and Tender Fee



The offers are to be submitted in Two Bid system i.e., Technical Bid and Financial Bid. The Technical Bid consists of all the required information called for in the questionnaire and shall contain, inter alia, the details regarding the agency/firm viz., name of the agency/firm, address, status of the agency/firm, registration no etc. (other than the price). The Technical Bid shall be submitted in sealed cover (Marked Envelope – I) superscribing as “Technical Bid for office upkeep services (House Keeping and Cleaning) at / under PDO – 2 Office, Patna”. The envelope shall contain the addressee’s details and details of the bidder also.

06. The price bid for the category office upkeep services shall contain only financial details i.e., rate per sft. on floor area basis(for cleaning) and other financial implications and rate per Helper/Worker (for housekeeping) per days for 8-hours duty inclusive of all taxes and all statutory and mandatory Charges.

The Financial Bids will be placed in the Envelope - II and super scribed with “Financial bid for Office Upkeep and Cleaning Services” and bidders details.

07. Envelop-III will contain DD for EMD amount of Rs.20,000/- in the form of Demand Draft in favour of “ Life Insurance Corporation of India” payable at Patna and the Miscellaneous Receipt of the tender fee of Rs250/-. superscribing as “Earnest Money Deposit and Tender Fee for Office Upkeep Services at PDO - 2, Patna. ”

All the above three envelopes will be placed in a fourth envelope (Envelope – IV) and sealed and submitted to the Sr. Divisional Manager) at the address given above before the last date and time. The envelope must be superscripted with “Bids for Office Upkeep Services at PDO - 2, Patna”.

8. In case the tender form is downloaded from the corporation’s web site, the non refundable tender fee of Rs. .250/- (Rupees two hundred fifty only) shall be remitted in the form of **cash (to be deposited at cash counter of PDO - 2,Patna) or DD** drawn on any nationalized/Scheduled Bank in favour of Life Insurance Corporation of India payable at Patna.

9. Refund of EMD: - EMD shall be refunded as under:

(i) EMD of all disqualified Vendors / bidders shall be refunded within one month’s time after scrutiny and submission of Technical Assessment Report by the Relevant Committee/Competent authority.

(ii) EMD of other bidders (except lowest 1) shall be refunded within one month’s time after opening of Financial Bids/declaration of successful bidders.

* EMD of lowest bidder shall be refunded separately.

* In case the lowest (L1) vendor / bidder refuse to sign the agreement within the prescribe time, a notice shall be served to him by giving seven days time to fulfill the conditions and sign the agreement, failing which his EMD amount lying /retained with us shall be forfeited without any further correspondence and he will be deemed to have abandon the work.

(iii) EMD shall not earn any interest.

Sr. Divisional Manager will be the competent authority to refund / forfeit the EMD amount.



10. Successful Tenderer must deposit Security Deposit in the nature of performance guarantee @ 10% of the Contracted Value which may come approximately amount of Rs.2,00,000/- (Two Lakh only) through DD/Bank Guarantee through scheduled Bank in favour of Life Insurance Corporation of India payable at Patna within 15 days after communication of selection as successful Tenderer and the same amount will be refunded without interest after expiry of the Tender Term.

11. The following documents should be enclosed with the Technical Bid:

a) Certificate of Registration under Companies Act, 1956/Partnership deed with proof of registration of firm/Individual Firm, all duly registered under the Bihar Shops & Establishment Act.

b) Copy of the PAN no., as allotted by the Income Tax Department.

c) Certificate of the Labour Licence/Statutory Licences as required by any Central or State Govt .Act.

d) Copy of the Service Tax Registration

e) Copy of the E.P.F. registration

f) Copy of the E.S.I. registration

g) Copies of last 03 years I.T.RETURNS/Balance Sheets & Revenue A/C having a turnover of at least 10 lakhs for last three years.

h) An affidavit stating that the applicant is not facing any blacklisting from an establishment of Central Govt or the State Govt or the PSU for breach of agreement.

12. Non disclosure of relevant information or furnishing of incorrect information, documents will suffer disqualification.

13 All the pages of the tender form are to be signed by the bidder. In case of joint ownership, all owners have to sign on all the pages of the bids (Technical and Financial bids). Incomplete bids and bids lacking in details and without signatures are liable to be rejected.

14. Tenderer should note that their tenders will remain open for consideration for a minimum period of 03 (three) months from the date of opening of Technical Bid.

15. The financial bids will be opened only if at least two Technical Bids are found suitable. In any case single Financial Bid shall not be opened.

16. It may be noted that no negotiations will be carried out, and therefore most competitive rates should be offered.

17. In case of identical lowest bid by more than one bidder, the selection will be made by giving priority to the agency having more turn over. In case more than one bidder quoting the lowest identical price then decision will be taken on the basis of the agency having highest turnover for the year 2014-2015.



18. Agency/firm must have an establishment having good infrastructure in the city of Patna.
19. The agency/firm/service provider must be in the profession for at least five years in which they should presently have at least 01(one) client who are PSU/Banks/Government Bodies.
20. The Agency should be on the approved panel of at least 03 reputed organizations of Patna; out of which at least one should be Public Sector or Government Undertaking.
21. The Agency is required to provide its NEFT details along with the tender documents.
22. The Agency/Firm who are on our panel are also requested to apply a fresh, if interested.
23. The tenderers are advised to inspect the premises where the services are required to be offered and assess for requirements themselves before submission of the tender.
24. The Tender Inviting Authority reserves the right to accept any tender or to reject any or all tenders at his sole discretion without assigning any reasons thereof.

Sr. Divisional Manager



Annexure-II

General Terms and conditions

Office upkeep (House Keeping & Cleaning) services

The terms and conditions along with the instructions will form part of the tender to be submitted by the tenderer to LIC of India, herein after termed as Corporation.

1. LIC Of India, PDO – 2 , Patna desires to engage the services of an agency for Office upkeep (House Keeping & Cleaning) Services during working hours and as & when required at the PDO - 2, Patna, Branch Offices / Satellite Offices and different location within jurisdiction of PDO -2. The tentative number of work force required may vary between 10 to 20.

2. Tender which is received on account of any reason whatsoever including postal delay etc. after the expiry of time and date i.e. 17.03.2016 at 13.00 Hrs(1PM) fixed for submission of tenders shall be termed as 'LATE' tender and will not to be considered. Such tender shall be returned to the concerned party without opening the same.

3. All vendors are requested to send/ submit the tender documents (Technical Bid, EMD and Price Bid) duly filled in with the relevant documents / information in the Tender Drop Box in the office of Manager (OS) on the address given below:

Manager (OS))
LIC of India,
Patna Division – 2,
OS Department, 3rd Floor
"Jeevan Ganga Building,
Fraser Road,
Patna-800001
Ph: - 0612-2232504, email: - os.patna2@licindia.com

4. All columns of the tender documents must be duly filled in legibly and no column should be kept blank. All the pages of the tender documents are to be signed by the authorized signatory of the tenderer. Any over writing or use of white ink is to be duly initialed by the tenderer. The Corporation reserves the right to reject the incomplete tenders or in case where information submitted / furnished is found incorrect.

5. In case the space in the tender document is found insufficient, the vendors may attach separate sheets.

6. The offer should remain valid at least for a period of 03 months (Three months) to be reckoned from the date of opening of "Technical Bid".

7. There should not be any deviation in Terms and Conditions as have been stipulated in the tender documents. However, in the event of imposition of any other condition, which may lead to a deviation with respect to the terms and conditions as mentioned in the tender document, the vendor is required to attach a separate sheet marking "list of deviations".

8. The Technical bids will be opened on 17.03.2016 at 15.00 Hrs (3PM) in the presence of tenderers or their respective authorized representatives at our above office. All tenderer or their authorized representatives are advised in their own interest to be present on that date, at the specified time.

9. Corporation reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

10. Canvassing in any form will disqualify the tenderer.

11. The short-listed agencies/firms will be informed in writing by the Corporation for arranging their office inspection.

12. All payments to the successful vendor shall be made by NEFT only.

13. 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 the contract shall be the Agency's sole 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.

In the event of any liability of any nature whether relating to statutory compliances or payment of wages or otherwise, is saddled on "the Corporation" with regard to Helpers & House Keeping persons engaged and deployed by "the Agency Providing Office Upkeep Services", "the Corporation shall be entitled to recover the same from the EMD/Security/running bill held with the corporation. The Agency would undertake to indemnify and to make good the loss to the full extent to "the Corporation," failing which "the Corporation" shall be within its right to take appropriate action in law for recovery of the said amount.

It will be the responsibility of the Agency to pay the wages and all statutory amounts and then claim the bill from LIC.

14. It is particularly agreed that the Corporation shall in no way be held responsible for any bodily injuries sustained or death of any employee(s) of "the Agency". "The Agency" shall alone be liable to pay all statutory compensations which may be awarded or payable to such employee or his/her dependent. If under any circumstance "the Corporation" is made liable to pay any such compensation, "the Agency" will indemnify / reimburse "the Corporation" full extent.

15. Uniform is mandatory and should be provided within 15 days of awarding the tender and deployment of personnel. The helpers and sweepers must be in uniform on all working days, failing which 1% to 5% of total bill may be imposed / deducted as penalty.

16. The Agency Providing Office Upkeep & Cleaning Services shall provide the names, local and permanent addresses, mobile no if any of the Helpers/worker & Cleaners deployed to "the Corporation.



17. The applicant should not be a sub-contractor to any other entity person.

18. Housekeeping persons shall also be provided Identity Cards by the agency, providing the service.

19. It should be clearly understood and agreed that no relationship of Employer or Employee is created between “the Corporation and the persons /Helpers/Cleaners deployed & providing House Keeping services by “the Agency.” It will be the responsibility of “the Agency Providing Office Upkeep Services to pay wages to its Helpers & House Keeping persons within 10th of the following month without fail and also to ensure compliance of all the Labour Laws and statutory requirements/obligation applicable.

20. The Corporation will not be entitled to retain any control, supervision or the manner of their discharge, dismissal or retrenchment of the Helpers/workers & Cleaners engaged and deployed by the Agency Providing Office Upkeep & Cleaning Services. However in case the Corporation is not satisfied with the work of any person deployed by the agency, the Corporation may ask the agency to replace him. The Agency will be responsible for the supervision of workers/helpers/cleaners and it would provide the name of supervisor with his contact number to the Corporation for supervision purposes.

21. In case of failure of the “service provider to provide the Office Upkeep & Cleaning Services on any date, the Corporation will be at liberty to engage the same from any other Service Agency, and the “Service Provider at default shall make good the expenses incurred for such purpose and also the “Service Provider” shall make good any loss or damage that the Corporation may suffer thereby.

22. No advance payment shall be made against the work order/services.

23. Payment Register containing the signature of representative should be produced at the time of disbursement of wages amount. The Payment Register is to be produced for verification along with the Bills. Agency will submit copy of challan as proof of payment made to the workers with statement of the workmen showing deposit of PF and ESI contribution every month with bill without fail. In case of disbursement of wages through e-payment/NEFT, a signed statement must be produced for verification along with bills. Also the Agency shall produce forthwith documents in proof of other statutory compliances.

24. LIC of India, PDO - 2, Patna will inform the successful bidder, by letter sent through Courier/Registered Post/E-mail, along with a draft contract for the above services.

25. Selected Bidder should submit the deed of Agreement/Contract with LIC Of India, PDO - 2, Patna duly executed on a non judicial stamp paper of Rs 1000/-, as per the draft conditions provided by LIC of India, within 15 days (maximum) of receipt of intimation as above. Failure to sign and non submission of deed of agreement and Security Deposit in the nature of performance guarantee @ 10% of the Contracted Value Which may come approximately Rs.2,00,000/- within 15 days of intimation as above may result in the forfeiture of EMD and cancellation of selection as Lowest 1 Bidder, However LIC of India at its discretion may cancel the tender and the decision will be final and binding. On signing of the agreement, the Corporation will issue work order and the Agency shall start its work within three days from the date of receipt of work order.



26. In the event of the Agency not fulfilling the conditions of the Contract and the work order, LIC of India reserves the right to forfeit the Security deposit of Rs. 2, 00,000/- (Rupees Two lakhs only) placed with the LIC herein above mentioned, in part or in full and to take such other decision as may be required in the interest of the Corporation. The decision of the LIC of India shall be final and binding on the Contractor in this matter.

**27. The Workers/Helpers/office boy of the Contractor are required to have minimum 3 years experience and possess the minimum qualifications (7th pass) as under:
Helper/Worker/Sweeper/Office Boys - Un – Skilled
Cleaners/sweepers - Un – Skilled**

28. The Contractor will pay wages to the Workers/Helpers/Cleaners within 10th of the following month according to their category – Un – Skilled worker & according to the prevailing rates which shall not be less than the minimum wages approved by Central Government/State Government whichever is higher.

29. The corporation reserves the right to Remove/ Black list Firm/Agency/Organisation/Service provider for a period of five to ten years for any deviation from the agreed Terms and Conditions if any activity is observed which is detrimental to the interest of the Corporation. However any order of blacklisting or removal shall be passed after offering a reasonable opportunity of hearing/show cause to the agency concerned.

30. During the CONTRACT PERIOD, if the rate of minimum wages payable to the personnel deployed by the Firm/Agency/Organisation/Service provider increases and if the increase extends beyond the above agreed rate, then the Corporation shall increase the above accepted rate to the extent of the difference amount only and the above agreed rate shall be deemed to have been modified accordingly.

No other increase in the amount quoted by the selected tenderer shall be entertained on any account during the period of the contract.

31. The Agency Providing Services shall ensure that all workers deployed by it shall be efficient, skilled and honest and do not suffer from any infectious disease.

32. Agreement Period : The contract for Office upkeep (House Keeping & Cleaning) Services shall be valid for Two Year from the date of execution of agreement and issuance of work order. After further review and evaluation, can be renewed further for ONE more year on the same terms and conditions. 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 an opportunity to show cause. The competent authority may also terminate the contract simply by giving one month prior notice or wages in time thereof without assigning any reason.

33. The Corporation reserves the right to cancel the contract/ rate contract without assigning any reason at any time by giving 30 days notice in advance in case of simple termination contract/ rate contract but in case of breach of the terms of the contract, rate contract may be terminated and the security deposit shall also be forfeited, other action such as blacklisting may follow.



34. Non- Disclosure of Confidential Information will be the sole responsibility of the Contractor. For this the Agency shall depute persons of good integrity and honesty who will not divulge information in his possession by virtue of his working with the Corporation. Agency shall be liable for any loss caused to the Corporation due to any such wrongful disclosures.

35. Disposal of waste material will be the sole responsibility of the agency.

36. The firms who are on our panel are also required to apply a fresh, if interested.

37. In case of any dispute arising out of the acceptance/agreement ,shall be referred to for “Arbitration” to the Sr. Divisional Manager, L.I.C.of India, Patna Division – 2, Jeevan Ganga Building, Fraser Road, Patna – 800 001(Bihar) and his decision Shall be binding on the firm/agency/service provider. The firm/agency/service provider shall not raise any question of competence of the Sr. Divisional Manager to act as sole arbitrator.

38. Any dispute arising out or relating to this tender/agreement shall be deemed to have arisen in Patna and shall be under adjudication of a Court in Patna only

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:

Place:

Signature of vendor with seal

Annexure-A

LIFE INSURANCE CORPORATION OF INDIA

PATNA DIVISION - 2.

3RD Floor, Jeevan Ganga Building, Fraser Road, Patna, Phone-0612-22325004.

[e-mail-os.patna2@licindia.com](mailto:os.patna2@licindia.com)

Technical Bid

Serial Number of Category	Name of the Category
01	Office upkeep (House Keeping & Cleaning) Services

PART I: GENERAL INFORMATION

Sl. No	Information Sought	Information Provided
1	Name of the Firm/Agency: (In Block Letters)	
2	Status: Whether the agency is proprietorship/ Partnership or a Company(attach Documents of registration if any)	
3	Date of Establishment / Incorporation of Agency(certificate to be enclosed	
4	Address of local office at Patna with telephone no & Mobile No.	
5	Correspondence address and Contact No	
6	Address of Head Office (If Separate) and Telephone No.)	
7	Names of the Partners /Directors with contact no.	
8	Name of the contact person at Patna office and his contact No.	
9	Name of Chief Executive with his present addresses and Telephone Nos.	
10	Name of Representative (s) with Designation who would be calling on us and attending to our jobs	

11	Name of Bankers with addresses, IFS Code & Account No. & Telephone nos.	
12	PAN Card Number (Copy to be enclosed)	
13	Service Tax Registration Number (Copy to be enclosed)	
14	Particulars of Labour Licence/Statutory Licence (Copy of registration under State and Central Labour law to be attached)	
15	ESI Registration Number (Copy to be enclosed)	
16	EPF Registration Number (Copy to be enclosed)	
17	Whether holding certificate under Shops & Establishment Act, duly Renewed (Copy should be enclosed) Reg NO. & Date	
18	State the latest Income Tax Assessment year and the amount of Tax assessed (Copies of last 3 years, IT Returns, Balance Sheets & Revenue A/c to be enclosed)	
19	Turn over for last 3 years(Average turn over should not be less than 10 Lacs & copy of IT Return, Balance sheet & P/L a/c to be attached) F Y 2014-2015 F Y 2013-2014 F Y 2012-2013	
20	Are you agreeable to abide strictly by the Terms and Conditions of the Tenders and Contracts. (copies annexed	
21	If your firm is empanelled with any office of L I C Of India or any other PSU (Central) , please give name and address(proof to be enclosed)	
22	Name, Addresses and Telephone Nos. of some of your most valued clients (Separate List may be attached)	

23	Has your Firm/ Organisation including partners/ Shareholders /Directors ever been blacklisted/ prosecuted by any department/ Statutory body in any state or by any court of law if yes please give details.	
24	Whether An affidavit stating that the applicant is not facing any blacklisting from an establishment of Central Govt or the State Govt or the PSU for breach of agreement is enclosed.	
25	Mention any other specialties of your Establishments	

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

All the pages of application form and documents must be signed with seal.

Particulars of Tender Fee/EMD:-

(1) Cash/DD Rs.250/- . DD No./MR No..... Date of DD/deposit-

(2) Amount of DD- Rs.20000/- DD number- Date of DD

We _____

Request Life Insurance Corporation of India, Patna Division – 2 , Jeevan Ganga Building, Fraser Road, Patna – 800 001 to consider my/our application and tender for the above mentioned category.

We agree to all the Terms and Conditions and assure to give our best cooperation to the Corporation

in the event of being selected.

Dated at.....this.....day of.....2015

Signature with Seal

Name:

Designation:

Note: The Corporation reserves the right to cancel the tender of the firm/Agency/Service provider at its absolute discretion without assigning any reason thereof.

Annexure-III

LIFE INSURANCE CORPORATION OF INDIA
PATNA DIVISION - 2,
3RD Floor, Jeevan Ganga Building, Fraser Road, Patna, Phone-0612-2232504.
e-mail-os.patna2@licindia.com
Financial Bid

Office upkeep (Housekeeping) Services
Quote rate as per minimum wages rules.

Taking into A/C minimum wages approved by the Central Government/State Government whichever is higher (copy of latest Notification to be enclosed) for **basic rates and Variable Dearness Allowance** payable to employees employed as Industrial unskilled worker for area “B” & “C”:- is as follows:-

Sl.No.	Cost Factor	<u>Area” B”</u> House Keeping (Helper / Worker) w.e.f. 01.10.2015 Rs.	<u>Area “C”</u> House Keeping (Helper / Worker) w.e.f. 01.10.2015 Rs.
1	Minimum wages (per day)	@ Rs	@ Rs
2	EPF @ 13.61%	Rs.	Rs.
3	ESI @ 4.75%	Rs	Rs.
4	Other charges if any	Rs.	Rs.
5	Total	Rs.	Rs.
6	Service Charge if any @	Rs.	Rs.
7	Grand Total	Rs.	Rs.

Continued on next page

LIFE INSURANCE CORPORATION OF INDIA

PATNA DIVISION - 2,

3RD Floor, Jeevan Ganga Building, Fraser Road, Patna, Phone-0612-2232504.

[e-mail-os.patna2@licindia.com](mailto:os.patna2@licindia.com)

Financial Bid

Office upkeep (Cleaning & Sweeping) Services

Quote rate as per minimum wages rules.

Serial No.	Specification of Work (A)	Rate (B)	Cost (C)
1	Number of Worker-2 (Two) (Duty 8-Hours per day)	Rs..... (Per day for one helper)	(A x B) Rs.
2	Cleaning Material (of Reputed brand & quality with appropriate quantity, timely availability). Approx. Area 12400 sq.ft. (LICI, PDO-2, "Jeevan Ganga", Frazer Road, Patna) Rate Per day		Rs.
Grand Total (1+2)			

Note:- Bifurcation of rate mentioned in the Sl. No. -1 B should be given in the under mentioned format

taking into A/C minimum wages approved by the Central Government/State Government whichever is

higher (copy of latest Notification to be enclosed) for basic rates and Variable Dearness Allowance

payable to employees employed in Industrial unskilled worker for area "B":- is as follows:-

Sl.No.	Cost Factor	<u>Area" B"</u> House Keeping / Cleaning (Helper / Worker) w.e.f. 01.10.2015 Rs.
1	Minimum wages (per day) @ Rs.....	
2	EPF @ 13.61%	
3	ESI @ 4.75%	
4	Other charges if any	
5	Total	
6	Service Charge if any @	
7	Grand Total	

RATES

The rate per helper per day for 8 hours duties:

- a) Shall be inclusive of all Taxes excluding Service Tax. Tax shall be payable as per the prevailing rates.
- b) Please Specify rate of Service tax separately as applicable.
- c) The rates shall be inclusive of all statutory / mandatory charges as per updated Govt. rules & regulations.
- d) The rates quoted shall not be less than the minimum wages approved by Central/State

Government whichever is higher.

The rate quoted for office upkeep (Cleaning) shall be:

- a) Number of worker Two (duty 8 hours per day and per helper per day)
- b) On the basis of Rupees per square feet.
- c) The cost should include the cost of all cleaning materials of branded/standard company/room fresheners/Mosquito Repellent/Liquid soap, disinfectant, Cleaning materials for bathrooms, glass/table tops etc, detergent power, naphthalene balls, Colin. Duster, room freshener, mosquito repellent and other materials related to cleaning of buildings Jeevan Ganga .

Name of the Agency

Name of proprietor:

Designation:

Address of Office:

Signature of Firm with Seal

Date.....

How to Apply

Tender for Office upkeep (House Keeping & Cleaning) services

This tender consists of two parts, viz., **Technical Bid** including Instructions to Bidders, Terms and conditions and **Financial Bid** containing expected price only.

The Technical Bid, Financial Bid and the Earnest Money Deposit (EMD) should be sealed in envelopes
The use of envelopes will be as under:

(a) **Envelope marked as I :** The duly completed **Annexure-A, Instruction to bidders (Annexure-I), General Terms and Condition (Annexure-II)**, along with supportive relevant papers/evidence to be put in this envelope and sealed cover super scribed as **Technical Bid for Office Up Keep Services**. The envelope shall contain the addressee's details and details of the bidder also.

(b) **Envelope marked as II:** The duly completed **Financial Bid** (Annexure-III) to be put in this envelope sealed and superscribed as **Financial Bid for Office Up Keep Services**. The envelope shall contain the addressee's details and details of the bidder also.

(c) **Envelope marked as III :** The DD for " Earnest Money Deposit" and Cost of tender fee" in the form of DD or the M.R of the required value be put in this envelope and sealed superscribed as **"EMD and Tender Fee for Office Up Keep Services."** The envelope shall contain the addressee's details and details of the bidder also.

(d) **Envelope marked as IV :** All the above three envelopes shall be placed in envelope marked IV and sealed (i.e. Envelopes marked as IV , will contain three envelopes marked as I , II & III) and send/submitted in the tender box on the under mentioned address, in sealed condition **Superscribing** as **"Tender for Office Upkeep(House Keeping & Cleaning) Services at PDO – 2 ,Patna."** The envelope shall contain the addressee's details and details of the bidder also.

Manager (OS)
LIC of India, Patna Division – 2
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"Jeevan Ganga Building",
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Patna-800001"
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