



Tender Document for Security Guard
Services (Unarmed) at various
Offices/Premises under Chandigarh Divisional
Office
For a period of One Year

Date : 19.11.2019

(SIGNATURE OF THE SERVICE PROVIDER WITH SEAL)



Tender Notice

LIC of India, Chandigarh Divisional Office, Chandigarh invites sealed tenders in **Two bid system** from established Agencies / firms / organisations for rate contract **for Security Guard Services(Unarmed)** for its various offices in the State of Punjab and Chandigarh.

Tender document containing terms and conditions is available at our website www.licindia.in under the link “**Tenders**”.

Any further information such as correction / addition / deletion in terms and conditions regarding this tender will be published at our website only. These amendments shall be binding on all vendors/bidders.

Last date for submitting bid documents is **05.12..2019 up to 16.00 hrs.**

Sr. Divisional Manager, LIC of India, Divisional Office, Chandigarh reserves the right to accept or reject any or all offers in full / part without assigning any reasons whatsoever.

Date : 19.11.2019
Place : Chandigarh

Sr. Divisional Manager

(SIGNATURE OF THE SERVICE PROVIDER WITH SEAL)



Table of Contents

Serial No.	Brief Description	Page No.
01.	Cover Page	1
02.	Tender Notice	2
03.	Table of Content	3
04.	Tender Schedule / Instructions to Bidders	4-5
05.	Scope of Work/ Duties of Security Guard	6-7
06.	Eligibility criteria for Technical Bid	8
07.	General Terms & Conditions for Security Services	9-14
08.	Annexure –A	15-16
09.	Annexure –B	17-18
10.	Annexure –C	19
11.	Annexure –D	20
12.	Annexure –E	21
13.	NEFT Mandate Form	22
14.	Annexure -F	23
15.	Check list	24

(SIGNATURE OF THE SERVICE PROVIDER WITH SEAL)



TENDER SCHEDULE / INSTRUCTIONS TO BIDDERS

Tender Date	19.11.2019
Tender Fee and Tender document	Rs 590/- (Rupees five hundred ninety only) (non refundable)Rs. 500/- as tender fee + Rs. 90/-as 18% GST in the form of Demand Draft/ Pay Order drawn in favour of “ LIC OF INDIA” payable at Chandigarh at the time of submitting the tender in a separate envelope superscribed “ TENDER FEE FOR SECURITY GUARD SERVICES(UNARMED)”.
Earnest Money Deposit	Rs 120000/- (One lac twenty thousand only) in the form of Demand Draft/Pay Order in favour of “ LIC OF INDIA” payable at Chandigarh at the time of submitting the tender in a separate envelope superscribed “EMD FOR SECURITY GUARD SERVICES (UNARMED) TENDER”
Last date for receipt of Tenders	05.12.2019 up to 4 P.M
Date and Time of opening of Tenders	06.12.2019 at 11 A.M
Annexure A	Technical Bid
Annexure B	Financial Bid
Annexure C	Locations at which Security guard services required
Annexure D	Affidavit –Indemnity Bond on Non judicial stamp paper of appropriate value duly Notarised (To be submitted by successful bidder only)
Pre Bid Meeting	Pre Bid Meeting will be held on 25.11.2019, 11 A.M in OS Deptt., Divisional Office, Chandigarh.

Sealed Tenders with requisite Earnest Money Deposit of Rs. 120000/- (Rupees One lac twenty thousand only) and Tender fee of Rs 590/-(non-refundable) in the form of demand draft/Bankers' Cheque drawn on any Nationalized/Scheduled Bank, favouring "LIC of India" payable at Chandigarh must be submitted before 4.00 PM **(16.00 hours)** on or before **05.12.2019**. Tender without an EMD and tender fee would be rejected and will not be entertained. Tenders received after the expiry of time and date i.e after 16.00 hours on **05.12.2019** will not be considered.

- The Tenders are to be submitted in Two bid System i.e. Technical Bid and Financial Bid. 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 Security Guard Services(Unarmed)"** and **"Financial Bid for providing Security Guard services(Unarmed)"**. Both these envelopes are to be kept in one big envelope which will be super scribed as **"Tender For providing Security Guard Services(Unarmed)"**. and addressed to:-

The Chairman,
Stores Committee,
LIC of India, Divisional Office,
Jeevan Prakash, Sector-17- B
Chandigarh-160017



2. The Technical bids will be opened on **06.12.2019 at 11.00 AM** in the presence of Bidders or their respective authorized representative at our above office. All Bidders or their authorized representatives are advised in their own interest to be present at their own cost. The authorized representative must bring an authority letter from the bidder. After scrutiny of the technical bids, in order to satisfy itself about the nature and quality of services rendered by the Bidder, LIC of India may depute its Officer (s) or authorized representative to visit the Institute/Establishments mentioned by the bidder. Besides, LIC of India may also arrange for verification of any document/ testimonial submitted by bidder in support & compliance of technical criteria as laid down in the tender document. It will be mandatory for the bidder to extend full cooperation to LIC of India so that necessary verification is completed without any delay. In case the bidder fails to cooperate or where after verification if it is found that bidder does not meet with the criteria as laid down in the Tender Document, then their bid would be considered as non-responsive and their financial bids will not be opened further and EMD will be forfeited.
3. The financial bids of only those bidders, whose Technical bids are found successful as per terms of Corporation, will be opened at a later date. The financial bids will be opened only if at least two Technical Bids are found successful. In any case, single Financial Bid shall not be opened.
4. The successful Bidder shall be intimated about the award of work and he must deposit Security Deposit within 15 days after communication of selection as successful Bidder and the same amount will be refunded without interest after expiry of the Tender Term on satisfactory performance of the Contract . EMD of other Bidders shall be returned/ refunded without any interest on the amount deposited after final decision of awarding of work. The EMD of the successful bidder may be converted into Security deposit which would be equal to 10 % of the Annual Contracted value through DD on Nationalized Bank in favour of Life Insurance Corporation of India payable at Chandigarh.
5. An affidavit/ Indemnity Bond duly Notarized on Stamp Paper of appropriate value in Attached Performa as per Annexure -D - to be submitted by the successful bidder.
6. Non submission of documents referred in Technical bid and Non- disclosure of relevant information or furnishing of incorrect information/ documents will suffer disqualification.
7. All the pages of the tender form are to be signed by the bidder or by authorized person. (In case of authorized person, Authority letter duly signed by the Agency should be enclosed. Incomplete bids and bids lacking in details and without signatures will be rejected.
8. If there are two or more Agencies, quoting the same rate, work would be awarded to the agency which has the highest average Turnover for the last three consecutive Financial Years.
9. The Agency/firm should have an establishment having good infrastructure either in Chandigarh/ Panchkula or in state of Punjab.
10. The agency/firm/service provider preferably be in the profession for at least 3 years.
11. The Bidders are advised to inspect/visit the premises where the services are required and assess for requirements themselves before submission of the tender to understand the existing infrastructure and facilities, existing deployment pattern of personnel, expected requirements of the Divisional Office and branches and the desired level of services.
12. LIC of India, Chandigarh DO reserves the right to accept any tender or to reject any or all tenders at its sole discretion without assigning any reasons thereof and shall not be bound to accept the lowest tender.
13. In case **05.12.2019** is declared as holiday then last date will be extended to the next working day.
14. Bidders are advised to submit **Annexure "F"** alongwith application form failing which their tender will not be considered.

{SIGNATURE OF THE SERVICE PROVIDER WITH SEAL}



SCOPE OF THE WORK / Duties of Security Guard

1. Safeguarding the corporation's property against theft, damage, misuse and keeping a watch over the cars, scooters, cycles, etc., parked inside the premises/compound.
2. All entry and exit gates will have to be closed as per the time schedule given by the Competent Authority from time to time and preventing unauthorized persons, vehicles etc., or animals to entering the premises.
3. Taking charge of any unattended personal property found in the Corporation's premises and bringing the same to the notice of /handing over the same to the authorized / designated official.
4. Watching the entire premises and patrolling the same frequently during the period of duty.
5. Observing carefully, while on patrol pipelines, electrical fittings, drainage and safety installations and taking action against damage/wastage wherever possible and bringing them to the notice of authorized / designated official for further remedial action.
6. Preventing additions or alterations in the premises being carried out by outsiders or tenants or unauthorized persons and reporting the matter to the authorized / designated official.
7. Performing duties in connection with pumping of water such as operating water pumps(On/Off), noting of water meter readings etc.
8. Keeping the special orders and instructions given by the authorized / designated official, confidential, whenever specifically told.
9. To lock and Checking that all doors, windows, ventilators in the case of office buildings, are properly closed after office hours, locking of main door, checking of electrical lights, air conditioners & electrical gadgets that these are properly switched off, wherever necessary. Also to ensure that all water taps/ cocks are properly turned off inside the premises wherever necessary.
10. In case of theft or damage by any person to the property or any untoward incident or unusual occurrence, informing about the same to the Head of the department/Security Officers/ authorized / designated official.
11. Taking care of keys under his custody and handing them over to the relieving Security Guards or to any other authorized person/s.
12. Ensuring that no person has remained inside the premises while locking the hall / premises.
13. To keep a check on all incoming and outgoing property/goods to ensure that the same are carried by authorized person(s) for bona-fide purpose with proper gate pass duly signed by the Competent Authority. For this security guards would be required to maintain details in the register with the signature of person taking out the property/goods or bringing in any property/goods.
14. To keep a record of movement of employees of other Contractor(s)/ Service Provider(s), who have been permitted to enter/stay in the Office premises.
15. To keep a record of persons/visitors entering and leaving premises, in a register and in case of any discrepancy, to bring it to the knowledge of LIC management.
16. To maintain "Round the clock" security services in offices wherever required and not to leave the place of duty under any circumstances until and unless properly relieved by relieving Security Guards, i.e. by signing in handing over / taking over register .
17. To record in a given Vehicle Register details like Regn. no. of the vehicle, time of Entry/Exit and the purpose of visit.
18. To keep strict vigil on suspicious looking persons/objects and take immediate action as deemed fit.



19. Preventing any person whether employee or others - from writing on the walls of the building or compound, pillars, doors or windows of the building, pasting or hanging notices, hand bills, posters, etc., or otherwise disfiguring the office or compound walls .
20. To prevent unauthorized persons, vehicles etc or animals to entering the premises; prevent even employees from entering office premises after and before office hours without specific permission from the competent authority of the office.
21. To maintain highest order of integrity, moral and social responsibility especially towards ladies and senior executives.
22. To act as a reliable informer to the Corporation authorities for safeguarding the organization's interest.
23. To manage the parking of vehicles in the space allotted within the parking area.
24. Taking the following action in case of a fire:
 - a. To raise alarm and muster assistance from neighboring buildings/passersby.
 - b. To contact immediately fire brigade/ the police and try to put out the fire by using the fire extinguishing appliances available.
 - c. To inform immediately the Head of the Office or the Head of the Establishment and the Security Officer.
25. To keep a check on the indiscriminate use of the lifts in premises so that unauthorized persons do not misuse the facility.
26. The Security guards should be in uniform and properly trained to rescue passengers from lifts in case of lift failure, operation of the firefighting equipment, operation of monitoring of baggage scanners and CC TV system.
27. Observing strictly instructions/orders given from time to time by the authorized/designated officials and keeping the special orders and instructions confidential, whenever specifically told.

The Service Provider/Contractor shall facilitate to introduce and enforce necessary security system with the approval of LIC of India, Divisional Office, Chandigarh.

The above Scope of Services is illustrative and not exhaustive. The Contractor may be assigned any duty/function with regards to Security of Premises from time to time.

(SIGNATURE OF THE SERVICE PROVIDER WITH SEAL)



**OPEN TENDER FOR SECURITY GUARD SERVICES (UNARMED) AT VARIOUS
OFFICES UNDER CHANDIGARH DIVISIONAL OFFICE**

Eligibility criteria at the time of furnishing TECHNICAL BID

1. The bidder Company/Firm must have a valid **Labour licence, Police permission, or any other subsequent relevant regulations.**
2. The bidder Company/Firm must have **experience of at least 3 years (as on 31/03/2019)** in the field of Security Services.
3. **The bidder Company/Firm must have minimum 100 Security guards enrolled on its roll as on 31/03/2019.**
4. **Minimum average annual turnover** of the bidder Company/Firm must be **Rs 50,00000/-** and above during previous three Financial Years. (i.e. FY 2016-17, FY 2017-18, FY 2018-19).
5. The bidder Company/Firm must have experience of having executed **a contract with at least one Institution of repute** during previous three Financial Years. (i.e. FY 2016-17, FY 2017-18, FY 2018-19).
6. **The bidder Company/Firm must have a valid PAN Card** issued by Income Tax Department and G.S.T Registration.
7. The bidder Company/Firm should have an office in **Chandigarh / Panchkula / Punjab.**
8. The bidder Company/Firm as an employer must be complying with all the statutory requirements such as Payment of Gratuity Act, ESI, EPF etc., as applicable to them and any other local /state/national statutory requirements.
9. Applicants registered as MSME/NSIC are exempted from depositing Tender fee and EMD subject to attachment of self attested copy of the relevant certificate from the concerned Department of Govt of India to this effect with technical bid.

SENIOR DIVISIONAL MANAGER

General Terms and conditions for Security Guard Services (Unarmed)

1. The terms and conditions along with the Tender Notice, Scope of work / Duties of Security Guards, Tender Schedule and Instructions to bidders, Technical bid, Financial bid, Affidavit, all other clauses and enclosures will form part of the tender to be submitted by the Bidder to LIC of India, herein after termed as "Corporation".
2. Tenders should be filled with neat, legible and correct entries. 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 Tender Notice, Scope of work / Duties of Security Guards, Tender Schedule / Instructions to Bidders, General Terms and conditions, Technical Bid, financial bid, and all other clauses of this tender document. Any tender document not so signed will be rejected.
4. The Corporation reserves the right to reject an offer if it is incomplete /not accompanied by all stipulated documents as required /if any of the terms and conditions stipulated in this document are not accepted and in case of incorrect and invalid data submitted.
5. The Contractor shall provide the above said services as per schedule (Annexure C) of LIC purely on contractual basis.
6. The "Service Provider"/contractor undertakes to provide service through its own enrolled persons at its own costs, expenses and the "Corporation" shall not make any payment what so ever by way of emoluments to such persons directly.
7. Duty hours of Security Guards will be on 8 hours basis and time slot will be decided by Corporation and communicated to the Service provider Agency for providing security services.
8. The punctuality & quality in rendering of the said services are the essence of the contract and the contractor undertakes to abide by them at all times.
9. The Agency Providing Security Services shall ensure that all Security Guards/persons deployed by it shall be efficient, skilled, healthy, honest, conversant with their nature of job and medically fit.
10. No relationship of employer and employee shall be created between the CORPORATION and the employees engaged by the Contractor.
11. Every employee so engaged by the contractor shall wear uniform and a badge inscripted his name, while on duty. The said uniform, badge, whistle, Torch, batten and such other items necessary in discharging of duties shall be provided by the contractor at his own cost.
12. 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 CORPORATION. The CORPORATION 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 CORPORATION be liable for any claim(s) whatsoever of any person(s) of the contractor.
13. In case Corporation 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 CORPORATION, it would be open and lawful for CORPORATION to deduct the amount(s) of any LIC liability from and out of dues payable to the contractor.
14. The contractor shall be responsible for all injuries and accidents to persons, employed by him.
15. The contractor shall be responsible for the conduct and behavior of his employees . If any employee of the Contractor is found misbehaving with the CORPORATION staff, the contractor shall take necessary and appropriate action immediately. 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. Agency shall be liable for any loss caused to the Corporation due to any such wrongful disclosures.
16. In the event of any loss/damage being occasioned to CORPORATION on account of the negligence of the contractor's employees, the contractor shall make good the loss sustained by CORPORATION either by replacement of the material/equipment or payment of compensation .

(SIGNATURE OF THE SERVICE PROVIDER WITH SEAL)

]

17. The contractor shall not appoint any sub-contractor to carry out any obligations under the contract.
18. The contractor shall take proper instructions from CORPORATION for the execution of the contract at the different places and will faithfully comply with the same during the currency of the contract.
19. The Agency Providing Security Services shall furnish the list of guards deployed in our offices with certified bio data containing details like DOB, marital status, local & permanent address, mobile number, ID proof, bank details ,police verification report etc.
20. 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 CORPORATION from time to time , it shall be open and lawful for the CORPORATION 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 .
21. No advance payment shall be made against the work order/services . All payments to the agency shall be made by Electronic Fund Transfer only after Tax Deducted at Source (T.D.S.) as per the provisions of Income Tax Department as amended from time to time and a certificate to this effect shall be provided to the agency. The Service Provider/Contractor shall raise the invoice / bill and CORPORATION agrees to pay such invoices/bills within 15 working days of receipt and acceptance of the invoice/bill, as per terms and conditions of the tender/contract. All payments to the Service Provider/Contractor shall be made by NEFT subject to deductions of all applicable, taxes and charges from time to time in force.
22. Corporation has right to increase or decrease in No. of SECURITY GUARDS as mentioned in **Annexure- C** and **also may decide whether SECURITY services are required or not at any location.**
23. Corporation 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 Corporation's premises or inside the premises
24. If the Corporation 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 take corrective steps immediately to avoid recurrence of such incidents and report its action plan to the designated officer of Corporation.
25. 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 Corporation.
26. The contractor shall at all-time indemnify and keep indemnified the CORPORATION against any/all claims of/by its employees including but not restricted to the claims under the Workmen's Compensation Act ,1923 ; Payment of Minimum Wages Act; Payment of Bonus Act; Employees' Provident Funds & Miscellaneous Provisions Act; Payment of Gratuity 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 Labour Laws or any other laws or rules made thereunder, by any person whether in the employment of the contractor or not, who provided or provides the said services under this Agreement .(**Stamp paper of appropriate value duly Notarized- as per annexure-D**)
27. The employees/agents of the contractor shall never be considered to enjoy any right to enter the premises of Corporation by virtue of this agreement or otherwise at any time except with the prior permission of Corporation.
28. 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 Corporation shall be entitled to procure services from other sources and the contractor shall be liable to pay forthwith to the Corporation, the difference of payments made to other sources, besides damages at double the rate of payment for the period of failure in providing the services or part thereof . Further no payment shall be made for person remaining absent or where services rendered not found satisfactory .

(SIGNATURE OF THE SERVICE PROVIDER WITH SEAL)



29. If , at any time, during the operation of this Agreement or thereafter the Corporation 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 party, the contractor shall immediately pay to the Corporation all LIC amounts and costs also and in all LIC cases/events the opinion of the Corporation shall be final and binding upon the contractor. The Corporation 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 Corporation shall be entitled to recover the balance amount through legal recourse.
30. The Contractor further agrees to protect the Corporation 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 Corporation be called upon to make any payment to any authority, the contractor shall reimburse such amounts to the Corporation 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 Corporation for any default of the contractor or its employees committed during the operation of this Agreement, the contractor shall pay the Corporation such amount on demand without protest.
31. It is clearly understood by the contractor that the persons employed by the contractor for providing Security services as mentioned herein, shall be the employees of the contractor and not of Corporation. The Service Provider 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.
32. The parties hereto have considered, agreed to and have a clear understanding on the following aspects :
 - a. This Agreement is for providing SECURITY SERVICES and is not an Agreement for supply of Contract Labour.
 - b. The Corporation 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 Corporation 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.
33. During the CONTRACT PERIOD, if the rate of minimum wages payable to the personnel deployed by "the Firm/Agency/Organization/Service provider" increases by central/ state Govt/ Chandigarh Administration 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 Contractor shall be entertained on any account during the period of the contract. In case of any statutory increase in the wages of labour in accordance with the minimum wages notification issued by the appropriate authorities under the Minimum Wages Act from time to time after submission of the tender, the increase in rates of wages mention in financial bid shall be set off by the Corporation by giving proportionate increase.

OBLIGATION OF THE CONTRACTOR: - STATUTORY COMPLIANCE

34. 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 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 Central / State Government /Chandigarh Admn and/or any authority constituted by or under any law.

(SIGNATURE OF THE SERVICE PROVIDER WITH SEAL)



35. 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, person(s) engaged/employed by him for discharging the obligations under this agreement .
36. The Contractor shall obtain appropriate licenses under Contract Labour (Regulation & Abolition) Act, 1970 and 1971 (Central / State), license under Private Security Agencies Regulation Act, 2005 and the Rules as amended from time to time and up to date and shall comply with all terms and conditions thereof strictly, and shall keep licenses duly validated and/or renewed from time to time throughout the currency of this Agreement. The Contractor shall obtain at his/her own expenses all the licenses and permission which may be required for conducting the business of Security Services and pay all the taxes, duties and penalties hereinafter becoming payable to the Government, Municipality or any other local body by reason of his/her conducting business of Security Services .
37. The Contractor shall maintain all registers required under various Acts, which may be inspected by the Corporation as well as the appropriate authorities at any time.
38. The Service Provider/Contractor must ensure that the wages to the Workers are paid through NEFT within 7th of the following month according to the prevailing rates which shall not be less than the minimum wages approved by Central Government/ State Government/ Chandigarh Administration. The Service Provider/Contractor will not link the payment of wages to the workers with settlement of his bills by the Corporation. Payment of bills will be made on monthly basis through NEFT only, provided that the Security Services rendered were/are satisfactory during the month and subject to deduction of Penalty imposed if any as per terms and conditions of tender/contract. 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 Corporation.
39. The Service Provider/Contractor has to submit the attested photocopies of the following documents:
 - Muster Roll/Attendance sheet of the workers signed by the Service provider/Contractor for the month on the format prescribed in the Contract Labour (Regulation and Abolition Act, 1970) along with Contract Labour (Regulation and Abolition) Rules, 1971.
 - Salary sheet for the month showing receipt of the wages on the format prescribed in the Contract Labour (Regulation and Abolition Act, 1970) along with Contract Labour (Regulation and Abolition) Rules, 1971.
 - Challan of deposit of contribution of provident fund of employees' and employers' share, with the appropriate authority.
 - Challan of deposit of contribution of ESI of employees' and employers' share, with the appropriate authority.
 - Receipt and Statement of Bonus paid to the employees (To be submitted in the following Month after making payment)
 - Deposit of contribution of provident fund and contribution of ESI of employees and employer should be with a challan separately for LIC of India. It should not contain the contribution of PF and ESI of employees of other organizations being serviced by the Contractor.
 - Payment to workers is to be made by NEFT and a copy of Bank account statement of previous month showing debit of wages/benefits in favour of workmen should be submitted every month with the bill by the Service provider.
 - Copy of GST Registration Certificate must necessarily be enclosed.

(SIGNATURE OF THE SERVICE PROVIDER WITH SEAL)

40. The contractor shall give an undertaking by the 22nd of the following month in favour of the Corporation that he has complied with all his statutory obligations and copy of such challans /receipts/list also be submitted.
41. TERMINATION: Corporation can terminate this Agreement by giving one month's written notice to the service provider without assigning any reason and without payment of any compensation. Corporation also has the right to terminate the contract by giving only a 24 hours' notice 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 and the security deposit shall also be forfeited, other action such as blacklisting may follow. In that eventuality the contractor will move out of the premises of the Corporation with his men and material immediately. This discretion of termination of this Agreement by the CORPORATION will be exercised judiciously since the Contractor is rendering the essential and public utility services.
42. If contractor commits breach of any covenant or any clause of this agreement, the Corporation 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 Corporation for losses or damages on account such breach.
43. If any Complaint received in writing against the contractor/service agency i.e. less payment of wages or any amount is demanded for engagement of the duty, etc. than it will be viewed seriously and if found this complaint truthful then this contract may be terminated immediately.
44. PERIOD OF THE CONTRACT: The contract shall be valid for one year from the date of start of services. Which if found satisfactory , after further review and evaluation, may be renewed further for one more year (maximum two such occasions) on the same terms and conditions inclusive of rates.
45. SECURITY DEPOSIT : Selected Bidder should submit the deed of Agreement/Contract with LIC of India, Chandigarh Divisional Office duly executed on a non-judicial stamp paper of appropriate value as per the draft conditions provided by LIC of India, within 20 days 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 Annual Contracted Value within 20 days of intimation as above may result in the forfeiture of EMD. However, CORPORATION at its discretion may cancel the tender and the decision will be final and binding.
46. **MOBILIZATION PERIOD:** On receipt of work order, successful bidder shall be required to mobilize all resources for commencement of ` Security guard services' as per following schedule :

1	Work to commence	With in 20 days from the date of work order
2	In case of delay in commencement of work from 21 days to 30 days	Penalty @double the wages per day per location for delay beyond 20 days
3	In case of delay in commencement of work after 30 days	In addition to penalty as (2) above , the Competent Authority may forfeit the EMD, Cancel the contract and blacklist the firm.

47. The agency has to also obtain labour license within 30 days of allotment of work order from the respective authority and submit the same to LIC OF INDIA.

(SIGNATURE OF THE SERVICE PROVIDER WITH SEAL)



48. **PENALTY CLAUSE:** It shall be the primary responsibility of the Contractor that work contract is executed as per Terms and Conditions stipulated under this contract to the complete satisfaction of LIC.
- In case the contractor fails to provide replacement of a Security guard who is absent, penalty of Rs. 500/- per day per guard will be imposed for each such occasion.
 - The Security guards must be in uniform on all working days, failing which a penalty of Rs.100/- per guard per day will be imposed/deducted.
 - The Agency must ensure payment of wages to all its guards latest by 7th of the following month without waiting for the settlement of their bills from LIC. Failing which a penalty of Rs.5000/- per month will be recovered from the monthly bill at DO Level. In addition to this, the vendor will be liable and compensate for any legal/ statutory action initiated /penalty imposed against LIC of India.
49. **The Corporation reserves the right to change, add or delete any conditions described above without consent of service provider/contractor.**
50. 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, LIC of India, Divisional Office, Chandigarh, whose decision shall be final and binding on both the parties. The venue of arbitration shall be at Chandigarh. The provisions of the Arbitration and Conciliation Act, 1996 shall apply to the arbitration.
51. In terms of provision of Section 33(3) of the Insurance Act, 1938, as amended by the Insurance Laws (Amendments) Ordinance, 2014, Insurance Regulatory Authority of India (IRDAI) is authorized to verify all such books of account, register, other documents and the data base in the custody of the contractor in respect of service outsourced by the Corporation. It shall be the duty of the contractor to provide such documents/statements/information as may be required by IRDAI within such time as may be specified by the IRDAI.
52. In terms of provisions of Section 33(4) of The Insurance Laws (Amendment) Ordinance, 2014, Insurance Regulatory Authority of India (IRDAI) if it considers expedient to do so, may direct any person hereinafter referred to as the 'Investigating Officer', to make an investigation as specified under Sec.33(1) or carry out an inspection as specified under Sec 33(2) of The Insurance Laws (Amendment) Ordinance, 2014, who may examine under oath any Manager, Managing Director or other Officer of the service provider or contractor where the services are outsourced by the Corporation.
53. Any dispute arising out or relating to this tender/agreement shall be deemed to have arisen in Chandigarh and shall be under adjudications of a Court in Chandigarh only.
54. To assist in the examination, evaluation and comparison of bids LIC of India, Chandigarh may at its discretion ask the bidder for a clarification of its bid.

DECLARATION

I / We hereby agree to all the Terms & Conditions mentioned above without any condition whatsoever. I / We also further agree that all the deficiencies will attract penalty and the recovery will be affected without any notice to me/us.

Date:

Place:

Signature of vendor with seal



ANNEXURE-A (TECHNICAL BID)
(APPLICATION FORM FOR TENDER FOR SECURITY GUARD SERVICES (Unarmed))

1. Name of the Agency and Address: -----

1(A) Local Addresss(if any) in Chandigarh/Panchkula and State of Punjab) _____

2. Date of Establishment :

3. Status of the Agency :
 (Whether Pvt. Ltd. / Public Ltd. Company / Partnership Firm / Proprietorship, Copy to be attached)

4. Name of Directors / Partners / Proprietor / CEO / Contact Person with Designation :

Sr. no.	Name	Phone no.	Mobile no	E mailed

5. Bank detail:

- Name of Beneficiary : _____
- Name of Bank.....
- Bank branch and address of Bank.....
- IFSC Code of Bank.....
- Nature / Type of Bank A/C (SB / CC/Current)
- Account No.
- MICR Code of Bank :

6. Turn over of the Company /Partnership Firm/ Proprietorship for the Financial Year 2016-17, 2017-18, 2018-19. (Please attach a copy of audited Balance Sheet and Profit & Loss Account for all the three years.)

Sr. No.	Financial Year	Turn Over (In Lakhs)
1	2016-17	
2	2017-18	
3	2018-19	

- Since when and how long your Agency/Firm has been dealing in Security Services : _____
- No. of Full Time Security Guards(Armed+ Unarmed) on Roll as on 31.03.2019 : _____
- Details of existing clients: (Separate page may be submitted)
- Has Your Firm/ Organization including partners/Shareholders/Directors ever been blacklisted /prosecuted by any state or any court of Law, if Yes Give Details _____

(SIGNATURE OF THE SERVICE PROVIDER WITH SEAL)



11. Whether the agency has network in places as mentioned in Annexure C : _____

12. Statutory Requirements:

Sr. no	Statutory document (certified/ Attested copy should be attached)	Mention the Registration/ Licence no.
I	ESI Registration certificate	
II	Registration under Employees Provident Fund Act,1952	
III	Registration / Valid Licence under Private Security Agencies Regulation Act,2005	
IV	Valid Licence under Contract Labour (Registration & Abolition) Act, 1970 and 1971 (Central /State)	
V	PAN CARD	
VI	GST Registration no.	
VII	Income Tax Returns for 3 FYs i.e 2018-19, 2017-18, 2016-17	
VIII	Permission from Police authority for operation of Armed security services(copy to be enclosed)	

13. Details of Tender Fee and EMD :

Details of DD/ Banker's Cheque	Tender Application Fee Rs.295/-	EMD Rs. 40000/-
DD / Bankers Cheque		
Date		
Name of issuing Bank Branch		

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.

All the information furnished by me/us hereunder is correct to the best of my/our knowledge and belief. I / We agree that I / We have no objection if enquiries are made about the work performance with clients mentioned at sr. no. 9

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 Armed security services at the mentioned premises. I/ We confirm that the offer is in conformity with the terms and conditions as mentioned in the tender .

(SIGNATURE OF THE SERVICE PROVIDER WITH SEAL)



ANNEXURE – (B 1)

Financial Bid for Security Guard Services (Unarmed)

(To be submitted in a separate sealed cover and marked as " Financial Bid" for Security services (Unarmed)) Quote rate as per minimum wages Rules.

Sr. no	Particulars per Guard	Security Guards for Punjab State, 24*7 hours,for 26 working days (Rs.) excluding GST (A)	Security Guards for Chandigarh, 24*7 hours, for 26 working days (Rs.) excluding GST (B)
1	Wages per day per worker as on 01.01.2019	Rs.	Rs.
2	Wages per month for one Security guard	Sr. no 1 x 26=Rs.	Sr. no 1x 26=Rs.
3	Relieving charges per guard per month (for 4 days)	Rs.	Rs.
4	Agency Commission / Administration charges per guard per month @ _____% of Sr.no 2	Rs.	Rs.
5	Total cost per Security guard per month (2+3+4)	Rs.	Rs.

6	Grand Total (A 5 + B 5)	Amount in figures Rs. _____ Amount in words Rs. _____ _____
---	--------------------------------	---

(SIGNATURE OF THE SERVICE PROVIDER WITH SEA



ANNEXURE – (B 2)

Financial Bid for Security Guard Services(Unarmed)

(To be submitted in a separate sealed cover and marked as " Financial Bid" for Security services (Unarmed)) Quote rate as per minimum wages Rules.

Sr. no	Particulars per Guard	Security Guards for Punjab State, 8 hours, for 26 working days (Rs.) excluding GST (A)	Security Guards for Chandigarh, 8 hours, for 26 working days (Rs.) excluding GST (B)
1	Wages per day per worker as on 01.01.2019	Rs.	Rs.
2	Wages per month for one Security guard	Sr. no 1 x 26=Rs.	Sr. no 1x 26=Rs.
3	Agency Commission / Administration charges per guard per month @ _____% of Sr.no 2	Rs.	Rs.
4	Total cost per Security guard per month (2+3)	Rs.	Rs.
5	Grand Total (A 4 + B 4)	Amount in figures Rs. _____ Amount in words Rs. _____ _____	

GRAND TOTAL OF Sr. No. 6 OF ANNEXURE (B 1) + Sr. No. 5 OF ANNEXURE (B 2) Rs. _____

Amount in figures Rs. _____

(SIGNATURE OF THE SERVICE PROVIDER WITH SEAL

**Note :**

1. GST will be paid as per prevailing Rules of the Govt.
2. Minimum wages shall be based on the higher of prevailing State/Central Govt/ Chandigarh minimum wages Act . However, the companies are free to pay more but not less. Copy of wage notification must be attached in support of wages quoted in the bid.
3. Minimum wages will be subject to revision from time to time as per existing laws. The vendor has to pay minimum wages prescribed under the Minimum Wages Act, 1948 as notified/revised by Chief Labour Commissioner (C), Ministry of Labour & Employment, Government of India or as fixed by Labour Department, UT, Chandigarh and Punjab Government, **whichever is higher** and Payment of compensation for Overtime/weekly off/National holiday/Any other holiday as applicable and amended from time to time
4. **Selected vendors will have to statutorily (as per law) pay ESI & EPF both for Security guards and Reliever.**
5. EPF and ESI contribution to be paid for personnel employed by the tenderer shall be the responsibility of tenderer.
6. For Every six days of duty of security personnel have to be given one paid holiday.
7. No guard should be given more than one shift per day.
8. Adherence to statutory requirements is the sole responsibility of the security agency/company.
9. TDS as per rules will be recovered from the amount payable.
10. **The Agency service/Administration charges will remain fixed irrespective of any increase /decrease in wages during the entire duration of the contract. As per Notification of Ministry of Commerce & Industry, Deptt of Commerce, Govt of India, No.-31/14/1000/2014-GA dated 17.09.2014 that Service Charges / Administrative Charges quoted by bidder necessarily has to be over and above Zero percent. Further, zero percent includes all derivatives of zero up to 0.9999 and thereof. In the light of mentioned Govt. Notification the minimum Agency service/ Administration charges can not be less than 1%. Any service charge not adhering to the above guidelines shall be considered unresponsive and such bid will not be considered.**
11. The rates must be given on our prescribed format only, otherwise tender will not be accepted. **The rates must be covered with cello tape.**

Declaration:

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 my /self ourselves to abide by them.

Date:

Name: _____

Designation: _____

Address : _____

Signature of Bidder with Seal

(SIGNATURE OF THE SERVICE PROVIDER WITH SEAL)



ANNEXURE- C

Location and number of Security guards service required

S.No.	Name of Offices	Address of Premises	OUR REQUIREMENT
1	Divisional Office, Chandigarh	Jeevan Parkash Building, Sec 17-B, Chandigarh	3 guard (24*7) 8 hrs each 1 guard (9.30 A.M to 5.30 P.M)
2	Customer Zone, Chandigarh	Sector 47, Chandigarh	(2 guards) (1 guard for 8 hrs) (1 guard for 4 hrs)
3	Mohali Plot, Sec 49	Sector 49, Mohali	3 guard (24*7) 8 hrs each
4	LIC Colony	Sector 15 D, Chandigarh	1 guard (9.30 A.M to 5.30 P.M)
5	Chandigarh 1	Jeevan Deep Building, Sec 17 B, Chandigarh	3 guard (24*7) 8 hrs each
6	Chandigarh 3	SCO 343-45, Sector 34 A, Chandigarh	1 guard (9.30 A.M to 5.30 P.M)
7	Chandigarh 4	SCO 7A , Sector 7 C, Chandigarh	1 guard (9.30 A.M to 5.30 P.M)
8	CAB, Chandigarh	SCO 1110-11, Sector 22 C, Chandigarh	1 guard (9.30 A.M to 5.30 P.M)
9	Manimajra	SCO 810, Chandigarh Kalka Road, Manimajra	1 guard (9.30 A.M to 5.30 P.M)
10	Mohali	Near Bassi Theatre, Phase-2, Mohali	1 guard (9.30 A.M to 5.30 P.M)
11	Barnala	22 Acre Scheme, Fountain Chowk, Barnala	3 guard (24*7) 8 hrs each
12	Derabassi	Saini Complex, Chandigarh Ambala Road, Derabassi. (Pb)	1 guard (9.30 A.M to 5.30 P.M)
13	Morinda	81-82, City Centre, Jeevan Jyoti Building, Morinda	3 guard (24*7) 8 hrs each
14	Nabha	Jeevan Jyoti, 1-7 General Shivdev Singh Complex, Circular Road, Nabha (Pb)	3 guard (24*7) 8 hrs each
15	Nangal	Near Shivalik Cinema, Nangal	3 guard (24*7) 8 hrs each
16	Rajpura	99-A, Guru Nanak Colony, Jeevan Jyoti Building, Rajpura (Pb.)	3 guard (24*7) 8 hrs each
17	Sangrur	Lal Kothi, Railway Road, Sangrur,	3 guard (24*7) 8 hrs each
	Satellite Offices		
18	SO Sec 37, Chandigarh	SCO 389, Sec 37 D, Chandigarh	1 guard (9.30 A.M to 5.30 P.M)
19	SO CLIA, Sec 22, Chandigarh	SCO 2455-56, Sec 22 C, Chandigarh	1 guard (9.30 A.M to 5.30 P.M)
20	SO CLIA, Mandigobindgarh	SCO 164, Sector-4, Block-d, Mandi Gobindgarh	1 guard (9.30 A.M to 5.30 P.M)
21	SO Amloh	Nabha Road, Amloh	1 guard (9.30 A.M to 5.30 P.M)
22	SO Kurali	Ward No-9, Chandigarh Road, Opp Primary School, Kurali	1 guard (9.30 A.M to 5.30 P.M)
23	SO Sunam	Patiala Road, Near New Court, Sunam	1 guard (9.30 A.M to 5.30 P.M)
24	SO Zirakpur	Above Indian Overseas Bank, Chd Ambala highway, Zirakpur	1 guard (9.30 A.M to 5.30 P.M)
25	SO Kharar	Plot No-6, Near Ambika Devi Temple, Landran Road, Kharar,	1 guard (9.30 A.M to 5.30 P.M)
26	SO Mohali, Phase 11	BSNL Building, Phase 11, Mohali	1 guard (9.30 A.M to 5.30 P.M)
27	SO Tripari	Near Hanuman Madir, Tripari	1 guard (9.30 A.M to 5.30 P.M)
28	SO Direct Marketing, Patiala	1st Floor, SCF 17, Urban Estate, Patiala	1 guard (9.30 A.M to 5.30 P.M)
29	SO Sirhind	Near Jyoti Swaroop Turn, Bassi Pathana Road Sirhand, Dt Fatehgarh Sahib	1 guard (9.30 A.M to 5.30 P.M)
30	SO Patran	Garg Plaza Market, Jhakaal Road, Patran	1 guard (9.30 A.M to 5.30 P.M)
31	SO Dhanaula	Nararson Bhawan, Dhanaula	1 guard (9.30 A.M to 5.30 P.M)
32	SO Anandpur Sahib	Navi Abadi, Anandpur Sahib	1 guard (9.30 A.M to 5.30 P.M)
33	SO Ghanour	SCO-44, Anaj Mandi, Ghanour	1 guard (9.30 A.M to 5.30 P.M)

TOTAL

a	Guards 24*7 (8 hrs each) (9 Locations)	27
b	Guards for 8 hrs each (24 Locations)	25
c	Guards for 4 hrs (1 Location)	1
	Total	53

Please note that locations can be added or deleted as per requirement of the office. The above service requirements and locations are indicative and can be changed during the contract period as per requirement. LIC of India reserves the right for engaging separate agencies for different locations mentioned above depending upon requirement. This is noted while submitting the Tender.

(SIGNATURE OF THE SERVICE PROVIDER WITH SEAL)



Annexure – D

AFFIDAVIT

(To be given on stamp paper of 100/- and Notarized by successful bidder)

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, Chandigarh DO has floated a tender for Security 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 General Instructions and other pages of this tender.

I /We confirm that we are neither black listed nor facing any blacklisting from an establishment of Central Govt or the State Govt or the PSU for breach of agreement.

I /We shall at all time indemnify and keep indemnified the Corporation 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 personnel of our firm or in respect of any claim, damage or compensation under Labour Laws or any other laws or rules made there under, by any person whether in the employment of our firm.

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 me/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 mis-statement 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.

Signed before me Notary

Signature of the Vendor

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

Date:

(SIGNATURE OF THE SERVICE PROVIDER WITH SEAL)



ANNEXURE-E

COMPLIANCE REPORT

To

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

Sub: Tender for "Providing Security Guard Services (Unarmed) for various offices under the jurisdiction of Divisional Office, Chandigarh"

Dear Sir,

I/We certify that I/We have read the terms and conditions of the tender. I/We undertake that it is my/our responsibility to ensure that being the employer in relation to persons engaged/deployed by me/us to provide the services/activities under this tender as well as to make the payment of monthly wages/salaries, which in any case shall not be less than the minimum wages prescribed under the Minimum Wages Act, 1948 as notified/revised by Chief Labour Commissioner (C), Ministry of Labour & Employment, Government of India or as fixed by Labour Department, Chandigarh(UT) and Punjab Government, **which ever is higher** and Payment of compensation for Overtime/weekly off/National holiday/Any other holiday as applicable and amended from time to time.

I/We will also comply with the requirements of various statutes, relevant to this contract, such as Contract Labour (Regulation and Abolition) Act, 1970, Contract Labour (R & A) Rules, 1971, EPF Act, 1952, , ESI Act (1948) The Industrial Dispute Act 1947, The Equal Remuneration Act 1976 Employees Compensation Act 1923 (Workmen's Compensation Act 1923), The Payment of Bonus Act 1965, Payment of Gratuity Act 1972, Child Labour (Prohibition & Regulation) Act , 1986 as applicable and as amended from time to time and or any other Rules framed there under from time to time by the Central or State Government/ any authority constituted by or under any law, for the category of persons deployed by me/us.

I/We possess license/certificate issued by concerned Deptt. Of Central Government/ UT Chandigarh and Punjab Government for providing Security Services as per Private Security Agencies (Regulation) Act, 2005 and rules framed there under. I/We would deploy Security Guards at various offices in Punjab and Chandigarh under Chandigarh Divisional Office as per norms prescribed under the said Act.

I/We will also obtain License under Contract labour (R & A) Act, 1970 to provide Security Services at various offices in Punjab and Chandigarh under jurisdiction of LIC, Divisional Office, Chandigarh.

Certified that I/We have read the tender document containing Notice inviting Tender, Terms and conditions .

I/We have understood the contents of complete tender documents.

I/We undertake to abide by the terms and conditions as laid down in the tender document and as stated above in case the work order is allotted to me/us.

Place:

Signature of Tenderer-----

Name of the Tenderers:-----

Date:

Address :-----

Authorized Signatories



Tender for hiring of Security Guard Services (Unarmed) for various offices under the jurisdiction of Divisional Office, Chandigarh.

APPLICATION FOR PAYMENT THROUGH NEFT FROM AGENCY

Name of the Agency :
(As per Bank A/c)

PAN NO. :
(Compulsory)
Address of Agency :

Phone / Mobile no. :
(FOR SMS Alert)

Email ID :

Agency's Bank name :

Bank Branch Name :

Address of the bank :

Agency Bank Account No. :
(Full Digit 11-16)

Type of A/c : Saving A/c ☐ Current A/c ☐ OD A/c ☐ CC A/c ☐
(Tick)

Bank IFSC Code No. :
(11 DIGIT IFSC CODE)

I have checked the above details with my banker and confirm that they are correct. Please transfer the amount payable to me as per details stated above.

.....
Signature of the Agency
With seal

.....
Date:

**Annexure F****UNDERTAKING**

We hereby confirm that we have not been blacklisted by LIC or PSU/ BFSI Organization/ Government / Semi Government / Quasi Govt. Departments in India as on date of submission of bid in response to the above.

We also agree with your terms and conditions quoted in tender.

Dated at _____ this _____ day of _____ 2018.

Authorized Signatory Signature

NAME:

DESIGNATION:

Name and Address and SEAL OF THE FIRM / COMPANY:



**Tender for hiring of Security Guard Services (Unarmed) for various offices under
the jurisdiction of Divisional Office, Chandigarh**

CHECK LIST

Sr.No	PARTICULARS	YES	NO
01	Demand Draft for Tender Fee & EMD enclosed with Technical Bid/ or MSME/NSIC certificate enclosed (if applicable)		
02	All Annexures i.e. A, B,C,D,E,F duly signed and stamped are enclosed		
03	Financial Bid (Annexure B1 and Annexure B2) is duly signed and enclosed in a separate envelope		
04	All Rates in the financial bid are covered with cello tape		
05	Self attested copy of One contract letter of institution of repute		
06	All documents are duly signed & stamped		
07	Self attested copy of PAN Card enclosed		
08	Self attested copy of GST No. Enclosed		
09	Self attested copy of Valid Labour Licence enclosed		
10	Self attested Copy of valid/inforce PSARA enclosed		
11	Self attested copies of ITR for 3 years (2016-17,2017-18 & 2018-19) enclosed		
12	Self attested copies of Turnover Certificate for 3 years (2016-17,2017-18 & 2018-19) enclosed		
13	Self attested Proof/Certificate of No. of employees enrolled with the firm as on 31.03.2019		
14	Self attested copy of proof of Office at Chandigarh/Panchkula/Punjab		
15	NEFT Details alongwith cancelled cheque enclosed		

Signature of the service provider with seal