



TENDER FOR SECURITY SERVICES AT BANGALORE CITY

Tenders are invited in sealed covers from the Professional Security Service Agencies under Two bid system (i.e. Technical bid and Financial Bid) separately, for the Security Services for our Ulsoor Guest House, Satellite Offices, Branch Offices, Divisional Office and Officers quarters at Bangalore City as mentioned in ANNEXURE – A.

Tender applications can be obtained from our **Office Service / Estates Department (2nd floor) LIC OF INDIA, DIVISIONAL OFFICE I, J.C. ROAD, BANGALORE**, during normal Office hours on all working days from **21-12-2015 TO 09-01-2016** on a payment of Non refundable Fee of Rs.250/- in cash at our counter or by DD drawn in favour of LIC of India payable at Bangalore.

Tender documents duly completed in all respects to be **submitted in sealed covers addressed to The Manager (Estates), LIC of India, Divisional Office -1, Jeevan Prakash Building, 2nd floor, J.C.Road, Bangalore 560002, as below.**

- (1) SEALED COVER SUBSCRIBING AS “TECHNICAL BID”
FOR SECURITY SERVICES FOR BRANCH OFFICE /
DIVISIONAL OFFICE / SATELLITE OFFICE /
QUARTERS AND GUEST HOUSE (ULSOOR) AT
BANGALORE CITY.
- (2) SEALED COVER SUBSCRIBING AS “FINANCIAL BID”
FOR SECURITY SERVICES FOR BRANCH OFFICE /
DIVISIONAL OFFICE / SATELLITE OFFICE /
QUARTERS AND GUEST HOUSE (ULSOOR) AT
BANGALORE CITY.
- (3) SEALED COVER WHICH CONTAINS BOTH (1) & (2)
ABOVE SUBSCRIBING AS TENDER FOR SECURITY
SERVICES FOR -BRANCH OFFICE / DIVISIONAL
OFFICE / SATELLITE OFFICE / QUARTERS AND
GUEST HOUSE (ULSOOR) AT BANGALORE CITY.

either in person or by post so as to reach our Office on or before 11-01-2016 by 3.P.M. The Office will not be responsible for any postal delay/loss/non receipt thereof. No consideration will be given to a Tender received after the time / date specified above and such Tenders are deemed to be rejected.

Tenderer / bidder must go through the complete Tender Document – Staff requirement, qualification criteria, duties of Security guards etc., Technical Bid, Financial Bid , Terms and Conditions and understand his / their responsibilities and obligations there under.

Each Bidder Shall submit only one tender either by himself or as a partner in a joint venture or as a member of consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, their bids are liable to be rejected

All the information as required in the tender document should be filled up in the relevant part and no column should be left unfilled. An incomplete tender document or tender document submitted without tender fee (if applicable) and earnest money deposit (EMD) will be summarily rejected.

- 1) The Tender Documents are not transferable.
- 2) Incomplete Tenders and not conforming to the requirements of the invitation for tenders are liable to be rejected. Tenders submitted by a firm shall be signed separately by each member thereof and in the absence of any partner, shall be signed by the Power of Attorney holder. Tender by a company shall be executed by person/s duly authorized under the resolution of the Board of Directors of the Company.
- 3) Tenders should be filled with neat, legible and correct entries.
- 4) The amount/rates should be filled in figures as well as words. Corrections/Omission/Overwriting/cutting should be dated and initialled.
- 5) LIC of India may at its discretion, amend / modify the tender and or extend the deadlines for submission of tenders at any time prior to the last date for submission of Tenders. LIC of India may for any reason, whether at its own initiative or as a consequence of Pre-bid conference in response to a clarification requested by a prospective Tenderer, may modify the Tender documents by amendment and information thereof will be uploaded on Corporation's website www.licindia.in and shall be binding on all concerned.

- 6) Each sheet of the tender document is required to be signed with seal by the authorized person submitting the tender in token of his/their having acquainted themselves with the instructions to tenders, terms and conditions, technical bid, financial bid, scope of work and all other clauses of this tender document.
- 7) THE UNSIGNED TENDER DOCUMENTS SHALL BE LIABLE FOR REJECTION.**
- 8) Earnest Money Deposit of Rs. 10,000/- (Rupees Ten Thousand only) should be drawn by way of Banker's Draft or Banker's Cheque in favour of LIC of India drawn on a Nationalized Bank payable at Bangalore, should be enclosed alongwith Technical bid. The details of the DD or Banker's cheque may be given along with the application. " BID SUBMITTED WITHOUT EMD WILL BE REJECTED"**
- 9) Earnest Money deposit will be refunded to all except the successful bidder.
- 10) Qualified tenders (Technical Bid) will be opened on 11-01-2016 at 3.30 pm, at LIC of India, Divisional Office 1, J.C. Road, Bangalore in the presence of available bidders.
- 11) The Financial Bids of only those Tenderers, whose technical bid is found responsive, will be opened at a later date and time to be informed by the LIC of India. The financial bid must have clear break up as requested in the formate. The tender opening committee (TOC) of the LIC of India shall open the properly sealed tenders only. Unsealed or improperly sealed tenders are liable to be rejected. Conditional bids will also be summarily rejected.
- 12) The contract for services would be for a period of 3 years from the date of acceptance subject to renewal for a further period of one year on the same terms and conditions on the basis of satisfactory services to the satisfaction of LIC of India and upon renewal of the License by the Contractor on or before expiry of the License granted by the Appropriate Authority under the Contract Labour (Regulation & Abolition) Act, 1970. However the contract will not be renewed beyond 4 years.

- 13) At any time during the contractual period it will be obligatory on the part of the Service provider to render services on such new locations as may be required by LIC of India. **The rate quoted shall be firm throughout the term of the contract.**
- 14) Within the validity period of the tender, the LIC shall issue a letter of acceptance to the successful bidder at the address of the bidder as given in the tender. The letter of acceptance shall constitute a binding contract between LIC and the bidder/contractor.
- 15) On receipt of the intimation of the acceptance of the tender from LIC the successful bidder shall be bound to implement the contract and within 15 days thereof he/she shall sign an agreement on a non judicial stamp paper of appropriate value.
- 16) The Courts in Bangalore City alone shall have the jurisdiction in respect of any or all matters relating to or connected with the Tender.
- 17) Final award of the contract for Security services will be subject to the approval of the Competent Authority in LIC.
- 18) The successful bidder shall deposit 10% of Annual contracted value as **SECURITY DEPOSIT**(inclusive of EMD) with the LIC for due fulfillment and performance of the contract.
- 19) The security deposit shall not carry any interest.
- 20) The Security Deposit will be returned to the contractor after one month from the date of expiry of the contract provided that there are no defects or loss or damage caused to the LIC and / or materials/articles/equipments provided to him are duly accounted for and returned to LIC in good working condition by the agency, to the satisfaction of LIC and all his duties to LIC and all other liabilities under any law or otherwise arising out of or in connection with or in respect of the services are fully settled.
- 21) The specifications, duration of the work and the Terms and conditions under which the contract is required to be performed and also the rights and obligations of the person/s whose tender is accepted shall be under an Agreement to be executed in the form, incorporating the terms and conditions as given in these rules and the person submitting the Tenders shall have read the same and is always deemed to have read and understood the same before submitting his tender duly signed by Authorized signatory on all pages with seal of the company/firm /Agency.

- 22) The Contractor / Service Provider shall not employ any person below the age of 18 years. The Contractor / Service provider shall indemnify LIC of India & its representative(s) from and against all claims and penalties which may be suffered by the LIC OF INDIA, by reason of any default on the part of the Contractor / Service provider to observe and / or in the performance of the provisions of Child Labour (Prohibition & Regulation) Act, 1986 OR any reenactment or modification of the same.
- 23) Tender forms will be issued from 21-12-2015 TO 09-01-2016 between 10.30 am to 4.15 pm on regular days and upto 1.00 pm on Saturdays excluding holidays.
- 24) Last date for submission of tender is 11-01-2016 by 3 PM. Tenders (Technical bid) will be opened on 11-01-2016 at 3.30pm. **One representative from Bidder's organization may be present during the tender opening session.**
- 25) In case the last date of receipt / opening of tender is declared a holiday, the same shall be extended to the next following full working day. The time and venue will remain the same.
- 26) During processing of tenders, provisions of MSMED Act, 2006 will also be followed as applicable.
- 27) In order to satisfy itself about the nature and quality of services rendered by the tenderer, 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 it is revealed that bidder does not meet with the criteria as laid down in the Tender Document, then his bid would be considered as non-responsive and their financial bids will not be processed further and **EMD will be forfeited.**

- 28) The Selected Service provider shall be required to start the service in accordance with the time schedule specified in the work order issued by LIC of India after acceptance of Tender. Extension will not be given except in exceptional circumstances. In case the services are not started on the stipulated date as indicated in the work order, LIC reserves the right to cancel the work order and forfeit the EMD and / Security Deposit.
- 29) The Service Provider / Contractor shall facilitate to introduce and enforce necessary security systems with the approval of LIC of India, Divisional office 1, Bangalore.

The tenders received shall be short-listed based on the credentials. LIC does not bind itself to accept the lowest tender and reserves to itself the right to reject any or all the tenders received without assigning any reason thereof. Canvassing in any form will disqualify the applicant.

SENIOR DIVISIONAL MANAGER.