



**OS Department Divisional Office, "Jeevan Prakash",
Ranaday marg, Alwar Gate, Ajmer. Pin 305029
Tel: 2660024, E-mail: os.ajmer@licindia.com**

TENDER NOTICE FOR PROVIDING Security Services

Life Insurance Corporation of India (LIC), Divisional Office, Ajmer invites sealed tenders in two bid system from established Security Service Agencies for providing Security Services for DO Ajmer and Offices under its jurisdictions as per the locations mentioned in the Annexure B attached herewith. The "Letter for invitation of Tender" and enclosed Annexure (properly indexed) shall form the part of Tender Documents. Details of various Annexure are as under:

S.No.	Particular	Attached as
1.	Scope of work for Security Services	Annexure- A
2.	Location and requirement of security guard	Annexure –B
3.	Performa for Technical Bid Security Services	Annexure - C
4.	Financial Bid for Security Services	Annexure - D

Sealed Tenders with requisite **Earnest Money Deposit of Rs. 50000/- (Rupees Fifty thousand only)** and **Tender fee of Rs 500/-(non-refundable)** in the form of demand draft/Bankers' Cheque drawn on any Nationalized/Scheduled Bank, favoring "LIC of India" payable at Ajmer must be submitted before 3.00 PM on 30-11-2016. 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 Services"** and **"Financial Bid for providing Security services"**. Both these envelopes are to be kept in one big envelope which will be super scribed as **"Tender For providing "Security services"**, and addressed to :-

**Chairman,
Stores Committee,
L.I.C. of India, '
Divisional Office, Jeevan Prakash
Ranaday Marg, Alwar Gate, Ajmer 305001**

Date of issue of Tender Notice : 09-11-2016
Last date for receipt of quotations : 30-11-2016 up to 03.00 p.m.
Opening of quotations received : 01-12-2016 at 12.30 p.m.

No brokers/intermediaries shall be entertained. The Corporation reserves the right to reject any /all applications without assigning any reason whatsoever. For complete details and tender form please log on to Corporation's website www.licindia.in. Any further information such as correction/addition/deletion in term and condition regarding this tender will be published at our website only.

Sr. Divisional Manager

GENERAL TERMS AND CONDITIONS FOR SECURITY SERVICES TENDER

1. Tenders should be filled with neat, legible and correct entries. Indistinct figures should be avoided. The amount/ rates should be filled in figures as well as words. Correction/ Omission/ Overwriting/ Cutting should be dated and initialed. If there is difference in words and figures, the rates written in words shall be taken for calculation.
2. The tender should be signed at all places provided therein. Also all pages and corrections/ alterations should be initialed. Each sheet of the tender document is required to be signed along with the seal by the authorized person/ persons submitting the tender in token of his/ their having acquainted themselves with the instructions to tenders, standard conditions, special conditions, financial bid, scope of work and all other clauses of this tender document. Any tender document not so signed may be liable for rejection.
3. Earnest Money Deposit: **EMD of Rs. 50000/-** should be paid to the Corporation by way of DD or Pay Order payable at Ajmer at the time of submission of tender.
4. **The TENDER will be in two parts; Technical BID and FINANCIAL BID. Technical bid will be evaluated on the basis of compliance with eligibility criteria, general terms and conditions stipulated in the tender. Financial bid of only those tenderer will be opened who fulfill the conditions of technical bid and general term and conditions of this tender.**
5. **The LIC 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.**
6. **In case the service charges quoted by the contractor are found to be less than 7.5% of the total cost, tender is liable to be rejected**
7. **The service agency should have minimum annual turnover of 50 Lakhs during any one of the last three financial years and experience of having executing an order of one client worth 20 lakhs for any one of the last three financial years.**
8. **The notice inviting tender and the enclosed general terms and conditions to tenderer, technical and financial bid format shall form part of tender documents.**
9. **The successful tenderer shall be intimated about the award of Work and EMD of other Tenderers shall be returned without any interest on the amount deposited within 30 days from the date of final decision of awarding of work. The EMD of the successful bidder will be converted into Security deposit which would be equal to 10 % of the total annual cost. The security deposit will not bear any interest.**
10. **LIC of India reserves the right to reject any/ all Tenders without assigning any reason and shall not be bound to accept the lowest tender. Tenderer are advised to carefully note the specifications mentioned in the tender and no compromise in quality will be accepted.**
11. **The Contractor shall provide the above said services at such times and in such manner as communicated by the LIC from time to time.**
12. **The "Service Provider"/contractor undertakes to provide service through its own enrolled persons at its own costs, expenses and the "Life Insurance Corporation of India" hereafter will be referred as "Corporation"/LIC shall not make any payment what so ever by way of emoluments to such persons directly.**
13. **Duty hours of Security Guards will be on 8 hrs basis and time slot will be decided by LIC and communicate to the Service provider Agency for providing security services.**
14. **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.**

Signature & seal of the service provider

15. The contractor shall ensure that all persons employed by him shall be efficient, skilled, honest and conversant with the nature of work.
- 16. No relationship of employer and employee shall be created between the LIC and the employees engaged by the Contractor.**
17. Every employee so engaged by the contractor shall wear uniform and a badge wearing his name, while on duty. The said uniform and badge shall be provided by the contractor at his own cost.
- 18. The contractor alone shall have the right to take disciplinary action against any person(s) engaged/employed by him; while no right whatsoever shall vest in any such person(s) to raise any dispute and/or claim whatsoever against the LIC. The LIC shall, under no circumstances be deemed or treated as the employer in respect of any person(s) engaged/employed by the contractor for any purpose whatsoever nor would the LIC be liable for any claim(s) whatsoever of any person(s) of the contractor.**
19. In case LIC is required to meet any liability in respect of any person(s) engaged/employed by the Contractor by virtue of their working at the premises of the LIC, **it would be open and lawful for LIC to deduct the amount(s) of any such liability from and out of dues payable to the contractor.**
20. The contractor shall be responsible for all injuries and accidents to persons, employed by him.
21. The contractor shall be responsible for the conduct and behavior of his employees. If any employee of the Contractor is found misbehaving with the LIC staff, the contractor shall take necessary and appropriate action immediately.
22. In the event of any loss/damage being occasioned to LIC on account of the negligence of the contractor's employees, the contractor shall make good the loss sustained by LIC either by replacement of the material/equipment or payment of compensation.
23. The contractor shall not appoint any sub-contractor to carry out any obligations under the contract.
- 24. The contractor shall take proper instructions from LIC for the execution of the contract at the different places and will faithfully comply with the same during the currency of the contract.**
25. Should the contractor commit any breach of any of the terms and conditions hereof and/or fail/neglect to carry out any instructions issued to him by the LIC from time to time, it shall be open and lawful for the LIC to terminate this agreement forthwith without assigning any reason and can get the work done by any person(s) or through any other agency or contractor at the risk and cost of the contractor and the contractor shall have no right to claim any compensation whatsoever on this account.
26. 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 of the LIC whose decision shall be final and binding on both the parties. The venue of arbitration shall be at Ajmer. The provisions of the Arbitration and Conciliation Act, 1996 shall apply to the arbitration.
- 27. LIC has right to increase or decrease in No. of SECURITY GUARDS as mention in Annexure C and also may decide whether SECURITY services are required or not at any location.**
28. The LIC shall always have the right to conduct a search of the contractor's employees/agents and/or any of their vehicles used for transportation of materials while entering/going out of the LIC's premises or inside the premises.
29. If the LIC notices that the personnel of the contractor has/have been negligent careless in rendering the said services, the same shall be communicated immediately to the contractor who will devise corrective steps immediately to avoid recurrence of such incidents and report to the LIC its action plan.
- 30. If any of the personnel of the contractor indulges in theft or any illegal/irregular activities, misconduct, the contractor will take appropriate action against its erring personnel and intimate accordingly to the LIC.**

Signature & seal of the service provider

31. The contractor shall at all time indemnify and keep indemnified the LIC against any/all claims of/by its employees including but not restricted to the claims under the Workmen's Compensation Act, 1923; payment of Wages Act; Payment of Bonus Act; Employees' Provident Funds & Miscellaneous Provisions Act; Payment of Gratuity Act, Minimum Wages Act, Employees' State Insurance Act or any other Act(s) or statutory modifications thereof or otherwise for or in respect of any claim for damage or compensation payable in consequence of any accident or injury sustained by any worker or other personnel of the contractor or in respect of any claim, damage or compensation under Labour Laws or any other laws or rules made there under, by any person whether in the employment of the contractor or not, who provided or provides the said services under this Agreement. **(On Rs.100/- stamp paper)**
32. The employees/agents of the contractor shall never be considered to enjoy any right to enter the premises of LIC by virtue of this agreement or otherwise at any time except with the prior permission of LIC.
33. In the event of failure of the contractor to provide the services or part thereof, as mentioned in this agreement for any reasons whatsoever, the LIC shall be entitled to procure services from other sources and the contractor shall be liable to pay forthwith to the LIC, the difference of payments made to such other sources, besides damages at double the rate of payment for the period of failure in providing the services or part thereof.
34. If, at any time, during the operation of this Agreement or thereafter the LIC is made liable in any manner whatsoever by any order, direction or otherwise of any Court, Authority or Tribunal, to pay any amounts whatsoever in respect of or to any of the present or ex-personnel of the Contractor or to any third party, the contractor shall immediately pay to the LIC all such amounts and costs also and in all such cases/events the opinion of the LIC shall be final and binding upon the contractor. The LIC shall be entitled to deduct any such amounts as aforesaid, from the security deposit and/or from any pending bills of the contractor and if such amount is not fully recovered, the LIC shall be entitled to recover the balance amount through legal recourse.
35. The Contractor further agrees to absolve the LIC from all the liabilities in regard to any statutory enactments to the extent applicable to the service provided by the contractor. It is clearly understood that should the LIC be called upon to make any payment to any authority, the contractor shall reimburse such amounts to the LIC whether such liability arises during the currency of this agreement or after expiry of the period of this agreement. If there would be any claim on the LIC for any default of the contractor or its employees committed during the operation of this Agreement, the contractor shall pay the LIC such amount on demand without protest.
36. **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 LIC. 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.**
37. The parties hereto have considered, agreed to and have a clear understanding on the following aspects:
- This Agreement is for providing SECURITY SERVICES and is not an Agreement for supply of Contract Labour.
 - The LIC shall not be liable for any obligations/responsibilities, contractual, legal or otherwise, towards Contractor's employees/agents or to the said employees/agents directly and/or indirectly, in any manner whatsoever.
 - That the employees/personnel of contractor rendering the services under this Agreement, shall never be deemed to be the employees of the LIC in any manner whatsoever and shall not be entitled for employment, salary/wages, damages, compensation or anything arising from their deployment by contractor for rendering the said services.

Signature & seal of the service provider

- 38. 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 LIC by giving proportionate increase.**

OBLIGATION OF THE CONTRACTOR: - STATUTORY COMPLIANCE

39. The Contractor, being the employer in relation to persons engaged/employed by him for providing the services under this agreement, shall alone be responsible and liable to pay wages/salaries to such persons which in any case will not be less than the minimum wage as fixed or prescribed for the category of workers employed by him from time to time or by the Central Government and/or any authority constituted by or under any law.
40. 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.
41. The Contractor shall obtain appropriate license under the Contract labour(Regulation and Abolition)Act 1970 and the Rules as amended up to date and shall comply with all terms and conditions thereof strictly, and shall keep such license duly validated and/or renewed from time to time throughout the currency of this Agreement.
42. The Contractor shall maintain all registers required under various Acts, which may be inspected by the LIC as well as the appropriate authorities at any time.
43. The Contractor will have to produce the Register of Wages or the Register of Wages-cum-Muster Roll of the preceding month along with the bill to be submitted on the 3rd day of every calendar month for verification, to the nominated official of the LIC.
- 44. The contractor shall give an undertaking by the 22nd of the following month in favour of the LIC that he has complied with all his statutory obligations and copy of such challans/receipts/list also be submitted.**

TERMINATION

45. LIC 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. LIC also posses 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. In that eventuality the contractor will move out of the premises of the LIC with his men and material immediately. This discretion of termination of this Agreement by the LIC will be exercised judiciously since the Contractor is rendering the essential and public utility services.
46. If contractor commits breach of any covenant or any clause of this agreement, the LIC may send a written notice to the Contractor to rectify such breach within the time limit specified in such notice. In the event the contractor fails to rectify such breach within the stipulated time, the Agreement shall forthwith stand terminated and the contractor shall be liable to the LIC for losses or damages on account of such breach.
- 47. If any complaint received orally or 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 than this contract may be terminated immediately.**

Signature & seal of the service provider

- 48. PERIOD OF THE CONTRACT** The contract shall initially be for a period of two year, which may be extended at the discretion of the Corporation for a further period on yearly basis with the same terms and condition inclusive of rates.
- 49. SECURITY DEPOSIT** The successful bidder shall provide a cash security or Bank Gurantee for an amount equivalent to 10% of the bid amount in favour of “**LIC of India**” within a period of 10 days from the date of issue of letter of intent. The EMD submitted along with the bid will be adjusted against the Security Deposit, if so desired by the successful bidder.
- 50. The Corporation reserves the right to change, add or delete any conditions described above without consent of service provider/contractor.**

Place :
Ajmer :

SIGNATURE :
NAME & DESIGNATION :
SEAL OF THE Firm/Company :

DUTIES OF SECURITY GUARD

- 1]. Safeguarding Corporation's property against theft, misuse, and keeping a watch over the cars, scooters, cycles etc. parked inside the premises compound.
- 2]. Preventing unauthorized persons, vehicles etc. or animals from entering the premises; prevent even employees from entering office premises during night without specific permission from the Competent Authority of the office.
- 3]. Taking charge of the personal property found in the Corporation's premises and handing over the same to the authorized / designated officials.
- 4]. Watching the entire premises and patrolling the same during the period of duties.
- 5]. Observing carefully, while on patrol, pipelines, drainage, electrical fittings and safety installations and taking action against damage, breakdown or wastage if any and bringing them to the notice of Authorized / Designated Officials for further remedial actions.
- 6]. Preventing unauthorized additions or alternations in the premises carried out by outsiders or tenants or employees and reporting the matter to the Authorized / Designated Officials.
- 7]. Performing duties like pumping of water by operating pumps, noting of water meter reading etc. 8]. Locking the main door/gate at night and checking that other electrical gadgets are switched off, wherever necessary.
- 9]. In case of theft or damage to the property or any untoward incidents or unusual occurrence, informing the same to Authorized / Designated Officials.
- 10]. Wherever required, taking care of keys under his custody and handing over them to the relieving watchman or any other authorized person.
- 11]. Preventing persons from writing, pasting posters etc on the wall and compound of the property or otherwise disfiguring the same.
- 12]. The Security Guard shall maintain visitor registers and shall place the same before the Authorized Officials for verification.
- 13]. The Security Guard should not leave the place of duty under any circumstances unless and until his reliever / substitute joins or properly relieved i.e. signing in handing over / taking over register.
- 14]. Observing strictly instructions / orders given from time to time by the Authorized / Designated Officials.
- 15]. Taking the following precautions against fire at the time of closing hours of the Office:
 - a) To switch off all electrical equipments and switches etc.
 - b) To switch off gas cylinders, kerosene stoves or other such appliances used in the canteen.
 - c) To check that no inflammable items such as petrol, kerosene etc. are lying in the premises.
 - d) To see that no cigarette or beedi ends are left shouldering.
 - e) To see that all waste papers are removed from the Office and stored properly in the room meant for it.
- 16]. Taking the following action in case of a fire:
 - a) To raise alarm and muster assistance from neighboring buildings / passers by.
 - b) To contact immediately fire brigade and the police.

- c) To try to put out the fire by using the fire extinguishing appliances available.
 - d) To inform immediately the Head of the Office or the Head of the Establishment and maintain liaison with Zonal Security Officer to have liaison with the police in case of exigencies.
- 17]. All entry and exit gates will have to be closed as per the time schedule given by the Competent Authority.
- 18]. All vehicles will have to be allowed from 1st gate only after thorough checking.
- 19]. All Security Guards must be in uniform wearing photo identity cards.
- 20]. The Security Guards must ensure timely switching on / off all the lights, fans, etc. in the premises, garden, turning off water taps wherever water is flowing etc. every day
- 21]. Every day Security Guards will have to report at Administrative Office and sign the Attendance Register.
- 22]. Gate pass (duly signed by the Competent Authority) must be insisted upon before allowing any Office items to go outside the premises

Location and No. Security Guard required

SL NO	BO/SO NAME	No. security guard required	Remark
1	DO Ajmer	5	Owned building
2	Staff colony Alwar Gate Ajmer	3	Owned building
3	Ajmer 1	3	Owned building
4	Ajmer 2	1	Owned building
5	Ajmer CAB	1	Owned building
6	STC Ajmer	3	Owned building
7	Kishangarh	3	Owned building
8	Beawar	3	Owned building
9	Bijaynagar	3	Owned building
10	Bhilwara 1	3	Owned building
11	Bhilwara 2	3	Owned building
12	Shahpura	3	Owned building
13	Bundi	3	Owned building
14	Kota 1	3	Owned building
15	Kota 2	3	Owned building
16	Kota 3	1	Owned building
17	Kota cab	1	Owned building
18	Jhalawar	3	Owned building
19	Bhawanimandi	3	Owned building
20	Baran	1	Rented building
21	Nasirabad	1	Rented building
22	Kekri	1	Rented building
23	Lakheri	1	Rented building
24	SO Vaishali Nagar (Ajmer)	1	Rented building
25	SO Pisagun (Ajmer 2)	1	Rented building
26	SO Asind (Bijaynagar)	1	Rented building
27	SO CLIA Bhilwara 1	1	Rented building
28	SO Kotri Bhilwara 1	1	Rented building
29	SO Mandalgarh Bhilwara 1	1	Rented building
30	SO Gangapur (Bhilwara 2	1	Rented building
31	SO Jahahpur Shahpura	1	Rented building
32	SO Nainwa Lakheri	1	Rented building
33	SO Kota Kota 1	1	Rented building
34	SO Itawa Kota 3	1	Rented building
35	SO Chabra Baran	1	Rented building
36	SO Ramganj mandi Bhawanimandi	1	Rented building
	Total	68	

TECHNICAL BID

(Application on the service provider's letterhead)

To
Chairman, Stores Committee,
L.I.C. of India, Divisional Office,
Ranaday Marg, Alwar Gate, Ajmer

Sub: Tender for providing Security Services .

1. Name of the Agency and Address :.....
.....
2. Year of Establishment :.....
3. Status of the Agency :.....
(Whether Pvt. Ltd. Company / Public Ltd. Company / Partnership Firm / Proprietorship)
4. Name of Directors / Partners / Proprietor

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

5. Whether registered with the Registrar of Companies / Registrar of Firms? If so, submit duly certified copies of Partnership deed, Certificate of Incorporation, etc.....
6. Bank detail :
 - i) Name of Bank
 - ii) Branch and address of Bank
 - iii) IFSC Code of Bank
 - iv) Nature of Bank A/C
(SB / CC/Current)
 - v) Account No.

Signature & seal of the service provider

7. Turn over of the Company /Partnership Firm/ Proprietorship for the Financial Year 2013-14, 2014-15, 2015-2016. (Please attach a copy of audited Balance Sheet and Profit & Loss Account for all the three years.)

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

8. Since when and how long your Agency / Firm has been dealing in Security services :

9. Details of existing clients:
(Separate page must be submitted for each Client)

Name of the Company	
Address of the Company	
Details of contact person of existing clients : Name: Designation: Landline No.: Cell No. : Email ID:	
Details of services provided in last 3 years (Ref.No, date of order with photo copy of orders)	

10. Statutory Requirements :

S.NO.	Statuary requirement	To be attached	Mention the registration no.
1.	ESI Certificate	Certified copy of ESI Registration Certificate	
2	Registration under Employee Provident Fund Act, 1952	Certified copy of Registration under Employee Provident Fund Act, 1952	
3	Labor license from chief labor commissioner (central)	Certified copy of labor license	
4	PAN Card	Certified copy of PAN Card	
5	Income Tax Returns	Certified copies of IT Returns of any of the 3 FYs out of last 4 FYs i.e. 2015-16,2014-15, 13-14,& 12-13	
6	Service tax registration	Certified copy of Service tax registration	
7	Certificate OF PSARA-2005 (Private Security Agency Regulation Act 2005)	Certified copy enclosed	

11. Detail of tender fee and EMD : -----

Details of Demand Draft	Application Fee of ` 500/-	EMD of ` 50,000/-
Demand Draft / Pay Order No.		
Date of Demand Draft / Pay Order		
Name of Issuing Bank		

DECLARATION

- i.** 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.
- ii.** I / We agree that the decision of the Corporation in selection of Service providers will be final and binding on me / us.
- iii.** All the information furnished by me hereunder is correct to the best of my/our knowledge and belief.
- iv.** 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 security services at the mentioned premises.

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

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

Place :
Ajmer :

SIGNATURE :
NAME & DESIGNATION :
SEAL OF THE Firm/Company :

Annexure D**FINANCIAL BID FOR SECURITY SERVICES****(To be submitted in a separate sealed cover and marked as “Financial Bid” For Security Service)**

I/ We quote my / our charges to provide on contract basis security services as and when demanded by the LIC for the locations mentioned in Annexure B

Particulars	Remark	Amount per person	Total Amount
Total Cost of wages (Total No. of person deployed X Minimum wage)	(Minimum wage and variable DA as per order passed by the Chief Labor Commissioner (Central) from time to time (to be distributed among the no. of Person deployed)		
Service Charge	Percentage..... %		
Total	In words		
Total	In figure		
ESI /EPF/ Service Tax	As per statutory provisions of the Central Government and applicable rules.	As per statutory provisions of the Central Government and applicable rules.	As per statutory provisions of the Central Government and applicable rules.

Place :
Ajmer :

SIGNATURE :
NAME & DESIGNATION :

SEAL OF THE Firm/Company :