

Bid Document

Bid Details	
Bid End Date/Time	05-10-2022 21:00:00
Bid Opening Date/Time	05-10-2022 21:30:00
Bid Offer Validity (From End Date)	90 (Days)
Ministry/State Name	Ministry Of Finance
Department Name	Department Of Financial Services
Organisation Name	Lic - Life Insurance Corporation Of India
Office Name	Ztc Kolkata
Item Category	Facility Management Service - Manpower Based - LIC OF INDIA ZONAL TRAINING CENTRE WITH HOSTEL FACILITY; Housekeeping; MOPPING SWEEPING CLEANING DUSTING LAUNDRY SERVICE INCLUDING CLEANING OF WASHROOMS TOILETS AND HOSTEL ROOMS; SWEEPER CLEANER FOR HOUS..
Contract Period	1 Year(s) 11 Month(s) 29 Day(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)	36 Lakh (s)
Years of Past Experience Required for same/similar service	3 Year (s)
Past Experience of Similar Services required	Yes
MSE Exemption for Years of Experience and Turnover	No
Startup Exemption for Years of Experience and Turnover	No
Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Bid to RA enabled	Yes
RA Qualification Rule	H1-Highest Priced Bid Elimination
ITC available to buyer	Yes
Time allowed for Technical Clarifications during technical evaluation	3 Days
Estimated Bid Value	8100000
Evaluation Method	Total value wise evaluation

Bid Details**Financial Document Indicating Price Breakup Required**

Yes

EMD Detail

Required

No

ePBG Detail

Required

No

Splitting

Bid splitting not applied.

1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid data sheet (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

3. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

4. Past Experience of Similar Services: The Bidder must have successfully executed / completed at least one single order of 80 % of the Estimated Bid Value or 2 orders each of 50 % of the Estimated Bid Value or 3 orders each of 40 % of the Estimated Bid Value for similar service(s) in last three years to any Central / State Govt Organization / PSU / Public Listed Company. Copies of contracts / work orders and documentary evidence of successful execution / completion in support of Past Experience of Similar Services along with names, address and contact details of clients shall be uploaded with the bid for verification by the Buyer.

5. Reverse Auction would be conducted amongst all the technically qualified bidders except the Highest quoting bidder. The technically qualified Highest Quoting bidder will not be allowed to participate in RA. However, H-1 will also be allowed to participate in RA in following cases:

- i. If number of technically qualified bidders are only 2 or 3.
- ii. If Buyer has chosen to split the bid amongst N sellers, and H1 bid is coming within N.
- iii. In case Primary product of only one OEM is left in contention for participation in RA on elimination of H-1.
- iv. If L-1 is non-MSE and H-1 is eligible MSE and H-1 price is coming within price band of 15% of Non-MSE L-1
- v. If L-1 is non-MII and H-1 is eligible MII and H-1 price is coming within price band of 20% of Non-MII L-1

Additional Qualification/Data Required

Geographic Presence In States:THE BIDDER MUST HAVE AN OPERATIONAL OFFICE IN KOLKATA AND THE BIDDER MUST UPLOAD THE CREDENTIALS OF HAVING SUCH OFFICE IN KOLKATA. THE CREDENTIALS MAY BE

MUNICIPAL TAX PAYMENT BILL, ELECTRICITY BILL, LAND LINE TELEPHONE BILL, RENT DEED, PROPERTY TAX PAYMENT BILL ETC.

Annual Turnover and Profit Requirement: THE COMPANY MUST BE A PROFIT MAKING COMPANY. THE BIDDER MUST UPLOAD CHARTERED ACCOUNTANT'S CERTIFICATE SHOWING TURNOVER IN FY YEAR 2018-19, 2019-20 & 2020-21. BIDDER MUST ALSO UPLOAD PROFIT AND LOSS ACCOUNT AND BALANCE SHEET FOR THE CITED 3 YEARS.

Minimum Years (Up To 5 Years) Of Experience in Related Field: THE BIDDER MUST HAVE AT LEAST 3 YEARS WORK EXPERIENCE IN HOUSEKEEPING JOBS HAVING HOSTEL FACILITIES IN GOVT/PSU/REPUTED PRIVATE COMPANY.

Total experience in providing facility management services to government departments, public sector companies, and government autonomous organizations: THE BIDDER MUST HAVE AT LEAST 3 YEARS WORK EXPERIENCE IN HOUSEKEEPING JOBS HAVING HOSTEL FACILITIES IN GOVT/PSU/REPUTED PRIVATE COMPANY.

Please specify type of services for which experience is mandatory: THE BIDDER MUST HAVE AT LEAST 3 YEARS WORK EXPERIENCE IN HOUSEKEEPING JOBS HAVING HOSTEL FACILITIES IN GOVT/PSU/REPUTED PRIVATE COMPANY.

If you want to add additional conditions in addition to standard SLA then please mention the clauses of additional SLA: THE BIDDER MUST NOT BE DEBARRED/BLACKLISTED BY LIC OF INDIA, EASTERN ZONAL TRAINING CENTRE, SARSUNA, KOLKATA- 700061 OR ANY OTHER OFFICES OF LIC OF INDIA. MOREOVER, THE BIDDER SHOULD NOT HAVE FAILED TO EXECUTE ANY WORK ORDER OR AWARD OF CONTRACT ISSUED TO THE FIRM BY EZTC, KOLKATA OR ANY OTHER OFFICES OF LIC OF INDIA IN LAST 5 YEARS FOR WHATSOEVER REASON/S.

Details of Premises: [1663157313.pdf](#)

Please upload information of manpower as per the template given here: [1663157335.pdf](#)

List of Machinery and Suggestive Consumables: [1663157387.pdf](#)

Scope of Work: [1663158733.pdf](#)

If you want to add additional conditions in addition to standard SLA then please upload approval from competent authority.: [1663158780.pdf](#)

Pre Bid Detail(s)

Pre-Bid Date and Time	Pre-Bid Venue
23-09-2022 11:00:00	LIC OF INDIA, EASTERN ZONAL TRAINING CENTRE, 4/2 C HO CHI MINH SARANI, POST: SARSUNA, MUCHIPARA, KOLKATA - 700061

Facility Management Service - Manpower Based - LIC OF INDIA ZONAL TRAINING CENTRE WITH HOSTEL FACILITY; Housekeeping; MOPPING SWEEPING CLEANING DUSTING LAUNDRY SERVICE INCLUDING CLEANING OF WASHROOMS TOILETS AND HOSTEL ROOMS; SWEEPER CLEANER FOR HOUS.. (14)

Technical Specifications

Specification	Values
Core	
Type of Premises	LIC OF INDIA ZONAL TRAINING CENTRE WITH HOSTEL FACILITY
Type of Services Required	Housekeeping
Service Component	MOPPING SWEEPING CLEANING DUSTING LAUNDRY SERVICE INCLUDING CLEANING OF WASHROOMS TOILETS AND HOSTEL ROOMS

Specification	Values
Type of Manpower Required	SWEeper CLEANER FOR HOUSEKEEPING SERVICE AND OFFICE BOY FOR ATTENDING TO VARIOUS JOBS
Cost of Consumable / Material	TO BE REIMBURSED TO SERVICE PROVIDER AS MENTIONED IN SAMPLE FINANCIAL BID UPLOADED
Addon(s)	

Input Tax Credit(ITC) and Reverse Charge(RCM) Details

ITC on GST	ITC on GST Cess	RCM Applicable
100%	100%	No

Additional Specification Documents

Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	No. of Resources	Additional Requirement
1	Biman Sarkar	700061,LIC OF INDIA, EASTERN ZONAL TRAINING CENTRE, JEEVAN BIDYA, 4/2 C HO-CHI-MINH SARANI, KOLKATA , WEST BENGAL, PIN CODE 700061	14	Number of months within contract period : 24

Buyer Added Bid Specific Terms and Conditions

1. Generic

OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.

2. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

THE BIDDER MUST UPLOAD THE INTEGRITY PACT DULY EXECUTED IN RS.100/- NON JUDICIAL STAMP PAPER DULY NOTARIZED BY PUBLIC NOTARY.

THE BIDDER MUST UPLOAD BID SECURITY DECLARATION IN RS.50/- NON JUDICIAL STAMP PAPER DULY NOTARIZED BY PUBLIC NOTARY.

Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization. Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity/restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and/or terms and conditions governing the bid. Any clause incorporated by the Buyer such as demanding Tender Sample, incorporating any clause against the MSME policy and Preference to make in India Policy, mandating any Brand names or Foreign Certification, changing the default time period for Acceptance of material or payment timeline governed by OM of Department of Expenditure shall be null and void and would not be considered part of bid. Further any reference of conditions published on any external site or reference to external documents/clauses shall also be null and void. If any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations. Also, GeM does not permit collection of Tender fee / Auction fee in case of Bids / Forward Auction as the case may be. Any stipulation by the Buyer seeking payment of Tender Fee / Auction fee through ATC clauses would be treated as null and void.

This Bid is governed by the [General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---Thank You---