



**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 Housekeeping services & attendant services

Life Insurance Corporation of India (LIC), Divisional Office, Ajmer invites sealed tenders in two bid system from established service Agencies for providing **Housekeeping services & attendant services** as per the locations mentioned in the Annexure C & D attached herewith. **Tenderers may quote their rates for one location or more than one location.** 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.	1. Scope of work for House Keeping Boys 2. Scope of work of Attendant 3. Daily & weekly schedule. 4. List of approved material	Annexure- A
2.	Performa for Technical Bid House keeping services & attendant services	Annexure –B
3.	Location & Performa for Financial Bid for House keeping	Annexure –C
4.	Location & Performa for Financial Bid for attendant	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 Housekeeping services & attendant services"** and **"Financial Bid for providing Housekeeping services & attendant services"**. Both these envelopes are to be kept in one big envelope which will be super scribed as **"Tender For providing "Housekeeping services & attendant 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 upto 03.00 p.m.
Opening of quotations received : 01-12-2016 at 11.30 a.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 regarding this tender will be published at our website only.

Sr. Divisional Manager

GENERAL TERMS AND CONDITIONS FOR HOUSE KEEPING & ATTENDANT 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 authorised 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. Contractor will have to give breakup of the amount quoted in the Financial Bid along with the bid & if the contractor fails to provide the breakup, tender is liable to be rejected.
7. In case the service charges quoted by the contractor in the breakup are found to be less than 7.5% of the total cost including the cost of material, the tender is liable to be rejected.
8. 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 10 lakhs for any one of the last three financial years.
9. The notice inviting tender and the enclosed general terms and conditions to tenderer, technical and financial bid format shall form part of tender documents.
10. 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.**
11. 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.
12. The Contractor shall provide the above said services **at such times and in such manner as communicated by the LIC from time to time.**

Signature & seal of the service provider

13. The “Service Provider” 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” shall not make any payment what so ever by way of emoluments to such persons directly.
14. The execution of cleaning and wet mopping of housekeeping will be with suitable and branded hygiene material with mechanized equipments, wherever required.
15. The cleaning and housekeeping works are to be carried out as per international norms/standards and in such manner that all premises always look neat and clean.
16. The quality and punctuality in rendering of the said services are the essence of the contract and the contractor undertakes to abide by them at all times.
17. Mechanized equipments, wherever required, will be procured by the contractor.
18. The contractor shall ensure that all persons employed by him shall be efficient, skilled, honest and conversant with the nature of work.
19. **No relationship of employer and employee shall be created between the LIC and the employees engaged by the Contractor.**
20. The contractor shall provide uniforms to his employees the pattern of which will be different than that of the LIC as followed for its employees and they shall wear them at all time while at work and maintain such uniforms. The Contractor shall also provide all safety items such as safety shoes, gloves, masks, etc. to its employees.
21. Every employee so engaged by the contractor shall wear uniform and a badge wearing his/her name, while on duty. The said uniform and badge shall be provided by the contractor at his own cost.
22. **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.**
23. 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.**
24. The contractor shall be responsible for all injuries and accidents to persons, employed by him.
25. 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.
26. 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.
27. The contractor shall not appoint any sub-contractor to carry out any obligations under the contract.
28. 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.
29. **The contractor shall be required to provide supervisory staff at Divisional Office premises only so as to ensure proper control for executing the job smoothly and efficiently and shall provide his name and contact no. to the Corporation for necessary enquiry/information etc.**

Signature & seal of the service provider

30. 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.
31. 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.
- 32. In case of any changes (addition and deletion) in the areas / locations as mention in Annexure (C) after submission of the tender, pro-rata rates will be allowed on such changes.**
- 33. LIC has right to increase or decrease in No. of attendant as mention in Annexure D and also may decide whether attendant services are required or not at any location.**
34. All the services under the contract and any other work of similar nature, which will be entrusted to the Contractor from time to time by the LIC are to be rendered without causing any hindrance or disturbance to any staff member of the LIC working during the normal working hours. The work shall be carried out efficiently in consonance and in conformity with the standards of neatly and hygienically maintained premises.
35. 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.
36. 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.
37. 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.
- 38. 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)**
39. 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.
40. 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.

Signature & seal of the service provider

41. 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.
42. 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.
- 43. It is clearly understood by the contractor that the persons employed by the contractor for providing services as mentioned herein, shall be the employees of the contractor and not of LIC. The number of persons to be employed and the individual person to be employed for providing the said services, shall be decided by the contractor on the basis of his assessment of area and services to be provided who 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.**
44. The parties hereto have considered, agreed to and have a clear understanding on the following aspects:
- This Agreement is for providing Housekeeping/Attendant 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.
- 45. 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 wage mention in breakup of the amount quoted in the Financial Bid shall be set off by the LIC by giving proportionate increase.**
- 46. Number of persons to be provided for housekeeping services to be decided by the contractor as per their own assessment of the area and services to be provided.**
- 47. Entire House keeping work should be completed before 09.30 hrs on all working days.**
- 48. Housekeeping staff should report for duty at a time as per the requirement of the Corporation and will remain available for 8 hrs. from the start of the work. (With 1/2 hour lunch break).**
- 49. Attendant staff should report for duty at 9.30 AM and remain available up to 17.30 PM (with 1/2 hour lunch break).**
- 50. However timings schedule for both the services may be changed by the LIC DO Ajmer.**
- 51. The material shall be used of reputed make as specified or approved by LIC.**
- 52. One month material should always be in stock of the contractor within the office premises.**

Signature & seal of the service provider

OBLIGATION OF THE CONTRACTOR: - STATUTORY COMPLIANCE

53. 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.
54. 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.
55. 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.
56. 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.
57. 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.
58. 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

59. 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.
60. 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.
61. **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.**
62. **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.

Signature & seal of the service provider

63. 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.

64. PENALTY CLAUSE -

- a. If Weekly Schedule as per ‘Clause 3 b’ of Annexure “A” is not adhered to by the contractor, a penalty of 1000/- per week will be imposed.
- b. For not using approved material as per 3 ‘c’ of Annexure “A”, MRP of each item not used will be deducted from the bill.
- c. **Recovery of 500/- per day for supervisor not visiting daily.**

However the competent authority may decide the volume of the penalty is to be imposed by viewing the circumstances.

65. 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 :**

Scope of work for ATTENDANT & HOUSEKEEPING SERVICES:**(1) Scope of Work of Housekeeping Boys**

- Sweeping and mopping of passage.
- Sweeping and wet mopping of reception area, General office Area and Cabins etc with deodorant disinfectants.
- Clearing and cleaning of waste paper baskets.
- Dusting of partitions, doors, walls and Venetian Blinds.
- Cleaning of window glasses from inside/outside.
- Cleaning and dusting of all doors/windows/fans/coolers.
- Cleaning of wash basin, urinals, toilets and mirrors in all the toilets.
- Scrubbing and Cleaning of all toilets flooring.
- Mopping of the entire toilet floors with deodorant disinfectant and cleaning of wash basins /Urinals/toilets at regular intervals throughout the day.
- Cleaning of Chambers, cubicles, reception area, service area common area, passages, pantry/canteen etc.
- Cleaning Office Equipments etc.
- Arrangement/shifting of furniture fittings viz tables/chairs/almirahs/racks etc.

(All equipments/materials required for cleaning as described above will be provided by the Contractor).

(2) Scope of Work of Attendant

SN	Scope Of Work
Timings: 9.30 AM to 5.30 PM	
1	Daily Cleaning of tables, chairs, almirahs, storage in the chamber and department.
2	Attending to officers & staff.
3	Serving tea, snacks etc., washing utensils related to this services.
4	Arrangement/shifting of furniture fittings viz tables/chairs/almirahs/racks etc.
5	Cleaning of water cooler once in a week

However, the scope of work in above both may be varied by the LIC with prior notice to the contractor.

NOTE: Vendors are requested to visit the above mentioned premises/ locations before quoting their rates between 11 am to 4 pm from Monday to Friday.

Signature & seal of the service provider

3. (a) DAILY SCHEDULE:

Annexure- A

Daily Schedule for Cleaning/Sweeping shall be as under:

1. Sweeping and mopping of all cabins, passage & area- twice in a day with Phenyle.
2. Dusting of all furniture, walls, ceiling, curtains, venation blinds early in the morning before 9.00 a.m.
3. Cleaning, Washing & replacing the dustbins after removing the waste material from the dustbins.
4. Dusting and cleaning of doors, windows, glass panes, partition walls, AC machines, water cooler, fridge etc.
5. Cleaning toilets, removing stains on floors & walls, keeping air fresheners, filling liquid soap of approved quality in the morning & keeping urinal cubes etc.
6. Cleaning and drying all the toilets/urinals at an interval of every one hour.
7. Pantries- removing muck, cleaning and washing of platform drains, sink etc. twice a day.
8. Cleaning of Buckets/Mugs by liquid soap /cleaner on daily basis.
9. Cleaning of office equipments etc.
10. Arrangement/shifting of furniture fittings viz tables/chairs/almirahs/racks etc., whenever required.

(b) WEEKLY SCHEDULE:

1. Washing of floors with soap/stain cleaner, removing of webs/insects from walls, ceiling, under tables/chairs/cup boards / ceiling fan etc. with vacuum cleaner.
2. Cleaning of taps, wash basins, flushing system, sinks etc. with help of soap, stain cleaner.
3. Polishing of floors.
4. Cleaning and dusting of ceiling fan, water cooler etc.

(All equipments/materials required for cleaning as described above will be provided by the Contractor).

(4) LIST OF APPROVED MATERIAL:

1. The material shall be used of reputed make as specified or approved by LIC.
2. One month material should always be in stock of the contractor within the Office premises.

S.No.	Description of Material required	Manufacturing and Brand Names
1.	Flush Cleaner, Phenyle, Iizol /Acid	Harpik, Bengal Chemicals/ similar brands
2.	Odonil/Air freshener installation/ refilling	Dabur (India)/Ambipur / similar brands
3.	Stain/Glass cleaner	Colin/ similar brands
4.	Toilet paper roll/naphthalene cube	Sandal, Lavender/similar brand
5.	Liquid Soap/Hand wash soap	Dettol, Lifebuoy any other similar brand
6.	Broom/Mop/wiper	Standard brand
7.	Dustbin pot	Standard brand
8	Any other items which are used in cleaning/sweeping etc.	Standard brand

However, the brand mentioned above may be changed by the LIC with prior notice to the contractor.

Signature & seal of the service provider

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 House keeping and attendant 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 House keeping 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	

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 :

FINANCIAL BID FOR HOUSE KEEPING SERVICES (To be submitted in a separate sealed cover and marked as "Financial Bid")

I/ We quote my / our charges to provide on contract basis for Housekeeping services as and when demanded by the LIC for the locations mentioned as below -

Continue :-

Sr No.	BRANCH NAME	Class of CITY	COVERED AREA (C)	OPEN AREA (D)	TOTAL (C+D)	NO OF FLOORS	Total cost of material including equipments as per annexure A	Total no. of person deployed (to be decided by the service provider on the basis of covered and open area .	Minimum wage + Variable DA as per applicable / declared by central labor commissioner	Service charge		TOTAL AMOUNT (Total of Column H + J + L)
										Rate In %	Amount	
A	B	C	D	E	F	G	H	I	J	K	L	M
1	DO Ajmer Building	B	149265	130680	279945	3						
2	VIP Guest House	B	800		800	1						
3	VVIP Guest House	B	1900		1900	1						
4	Ajmer 1	B	28400	8520	36920	2						
5	Ajmer-2	B	5500		5500	1						
6	Ajmer-CAB	B	3500		3500	1						
7	STC , AJMER	B	21978	6593.4	28571.4	2						
8	BEAWAR	C	33770	10731	44501	1						
9	BHILWARA-I	C	25803	7740.9	33543.9	2						
10	BHILWARA-II	C	38000	12000	50000	1						
11	JHALAWAR	C	30280	9684	39964	1						
12	KISHANGARH	C	25000	8100	33100	1						
13	SHAHPURA	C	29125	9337.5	38462.5	2						
14	BIJAINAGAR	C	41040	12912	53952	2						
15	KOTA-I & Kota CAB	B	21331	10725	32056	3						
16	KOTA-II & KOTA III	B	29408	9151.5	38559.5	4						
17	BUNDI	C	36439	11531.7	47970.7	1						

18	BHAWANI MANDI	C	10176	2500	12676	2						
19	NASIRABAD	C	3000		3000	1						
20	BARAN	C	5549		5549	1						
21	KEKRI	C	4830		4830	1						
22	LAKHERI	C	3227		3227	1						
	TOTAL											

ESI / EPF / SERVICE TAX : As per statutory provisions and applicable rules of the Central Government.

Place :

Ajmer :

SIGNATURE :

NAME & DESIGNATION :

SEAL OF THE Firm/Company :

ANNEXURE –D**LOCATION AND No. OF ATTENDANT REQUIRED FOR ATTENDANT SERVICE**

Sr No.	BRANCH NAME	NO OF FLOORS	No. of attendant required.
1	DO Ajmer Building	3	16
2	Ajmer 1	2	2
3	Ajmer-2	1	2
4	Ajmer-CAB	1	1
5	STC , AJMER	2	2
6	BEAWAR	1	2
7	BHILWARA-I	2	2
8	BHILWARA-II	1	2
9	JHALAWAR	1	2
10	KISHANGARH	1	1
11	SHAHPURA	2	1
12	BIJAINAGAR	2	1
13	KOTA-I & Kota CAB	2	2
14	Kota CAB	1	1
15	Kota II	2	2
16	Kota III	2	2
17	Bundi	1	1
18	BHAWANIMANDI	2	1
19	NASIRABAD	1	1
20	BARAN	1	1
21	KEKRI	1	1
22	Lakheri	1	1
	Total		47

Contd..

FINANCIAL BID FOR ATTENDANT SERVICES

(To be submitted in a separate sealed cover and marked as “Financial Bid” For Attendant Service)

I/ We quote my / our charges to provide on contract basis attendant services as and when demanded by the LIC for the locations mentioned as above -

Particulars	Remark	Amount in Rs.	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			
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 :