

**Life Insurance Corporation of India
Rohtak Divisional Office**



LIC of India, Rohtak Division, SCO-3, 4, 5 Sector-1, Rohtak-124001

Tele: 01262-228329 E-Mail: os.rohtak@licindia.com

TENDER NOTICE FOR HIRING OF SECURITY SERVICES

LIC of India, Rohtak Divisional Office invites tender for Hiring of Security Services for the Divisional Office and various Offices under its jurisdiction in Haryana under **TWO-BID SYSTEM**. The last date for submission of tenders is 26.09.2017 **up to 03:00 PM**. For further details, please logon to **www.licindia.in/Bottom-Links/Tenders** or contact OS Department at the above address during working hours.

LIC of India reserves the right to accept or reject any or all offers/ tenders in full/ part without assigning any reason whatsoever.

Sr.Divisional Manager

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SALIENT FEATURES OF THE TENDER

S.No.	Brief Description	Details
1	Name of Work	Tender for Hiring of Security Services in various Offices under Rohtak Division
2	LIC offices where Security Services are proposed to be hired	Various Offices under the jurisdiction of Rohtak Division. The estimated requirement of Security Guards presently is 40 With Weapon and 3 Without Weapon. However, the no. of Security Guards required may vary as per the requirements of LIC of India, Rohtak Division.
3	Estimated Annualized Value of the Contract	Rs. 72 Lakhs. Based on the Minimum Wages in Haryana State as on 01.04.2017.
4	Name and address to whom the tender is to be submitted	Tender box placed in the chamber of Manager (O.S.), LIC of India, Rohtak Divisional Office, SCO-3, 4, 5 Sector-1, Rohtak-124001
5	Tender Fee	500/- (Five Hundred only) (non-refundable) by way of Demand Draft/Pay Order in favour of LIC of India drawn on any Scheduled Bank payable at Rohtak.
6	Date of Issue of Tenders	From 05.09.2017 to 26.09.2017
7	Last Date and time of submission of tender	27.09.2017 by 15.00 Hours.
8	Date of opening of Tender	The sealed tenders will be opened by the Tender Opening Committee on 27.09.2017 at 15.30 hours in the presence of bidders or one of the authorized representatives who wish to attend. Venue address as mentioned above.
9	Date of opening of Financial Bids	Only Technically Qualified Bids will be eligible for opening of Financial Bids. The Financial Bids will be opened on a later date which will be intimated separately to the Technically Qualified Bidders only.
10	Contract Period	The contract shall remain in force initially for a period of two Years from the date of Commencement of the Work subject to further extension of one year on the same terms and conditions with mutual agreement by both the parties. The total contract period including extensions, if granted, will not exceed Three Years. However, the contract is subject to termination at any time if the services are not found satisfactory by LIC of India or for any other reason whatsoever by serving three calendar months notice. Also LIC of India can terminate the contract by serving three calendar months notice if the services are not required.
11	Notice for termination of contract	03 (Three) months on either side
12	Earnest Money Deposit	Rs.70,000 (Seventy Thousand only) by way of Demand Draft/Pay Order in favour of LIC of India drawn on any Scheduled Bank payable at Rohtak.

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13	Security Deposit	10 % of the accepted tender amount of a year. The Security Deposit has to be deposited with LIC of India within 15 (fifteen) days from date of issue of Letter of Acceptance by LIC of India. Security Deposit can be in the form of Demand Draft/Pay Order from any Scheduled Bank drawn in favour of “LIC of India” payable at Rohtak. The total Security Deposit will be refunded without any interest, after successful completion of the total Contract Period subject to deductions for any appropriations thereof required to be made by LIC of India as per the conditions of the contract.
14	Validity of tender	120 (One Hundred Twenty) days from the date of opening of tender
15	Official Website	www.licindia.in/Bottom-Links/Tenders
16	Tender Modification	Any Modification in this tender will be published on our website www.licindia.in and will form part of the original tender.
17	Pre Bid Meeting	A pre Bid Meeting will be held on 20.09.2017 at 11.AM in the Division Office Building

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Instructions to bidders
TENDER FOR HIRING OF SECURITY SERVICES
IN VARIOUS OFFICES UNDER ROHTAK DIVISION

1. For complete details and formats of Tender Document please log on to LIC of India's website www.licindia.in/ Bottom-Links/Tenders
2. **Tender Fee:** Tender Document downloaded from website should be accompanied by a Demand Draft/ Pay Order of **Rs.500/-** favouring 'LIC of India' drawn on any Scheduled Bank payable at Rohtak towards **non refundable Tender Fee**.
3. **Earnest Money Deposit:** The tender should be accompanied by a refundable **Earnest Money Deposit of Rs.70,000 (Seventy Thousand only)** in the form of Demand Draft/Pay Order favoring 'LIC of India' drawn on any Scheduled Bank payable at Rohtak. The Earnest Money Deposit will be refunded to the unsuccessful bidders after finalization of the tender. The Earnest Money Deposit by the successful bidder may be converted into Security Deposit. The Earnest Money Deposit will not carry any interest.
4. **Technical Bid:** The bidders are requested to submit the **Technical Bid (Annexure A)** in a sealed cover super scribed as **"Technical Bid for Tender for Hiring of Security Services in various Offices under Rohtak Division"**. The envelope shall contain the name, contact no. and address of the bidder. **The bidders are requested to put their signature with seal in Annexure B, C, D, E & F also and submit the same along with duly completed Technical Bid (Annexure-A). The bidders are also requested to submit an application on the letter head of their company as per the format given on Page No.6 of the tender document.**
5. **Financial Bid:** The bidders are requested to submit **Financial Bid (Annexure G)** separately in a sealed cover super scribed as **"Financial Bid for Tender for Hiring of Security Services in various Offices under Rohtak Division"**.
6. These two covers along with the Demand Draft/Pay Order of **Rs.70,000 (seventy thousand Only)** towards Earnest Money Deposit (EMD) and the Demand Draft/ Pay Order of **Rs.500/-** towards non refundable Tender Fee are to be placed in a bigger sealed cover super scribed as **"Tender for Hiring of Security Services in various Offices under Rohtak Division"**.
7. The sealed cover containing the Tender Papers is to be addressed to The Sr. Divisional Manager, LIC of India, Rohtak Divisional Office, SCO-3, 4, 5 Sector-1, Rohtak-124001.

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8. The duly filled in tenders along with all relevant enclosures address to
**The Chairman Store Committee
LIC of India, Rohtak Divisional Office
SCO-3, 4, 5, Sector-1 Rohtak-124001**
should be submitted in the **Tender Box placed in the chamber of Manager (OS) at Divisional Office Rohtak**
9. The rates quoted shall be written in **FIGURES & WORDS BOTH** & if there are any corrections, the same shall have to be initialed by the bidder. **The bidders are instructed not to round off the rates.**
10. LIC of India reserves the right to reject incomplete bids and bids lacking in details and without signatures or without relevant enclosures.
11. Tenders received late, not in properly sealed cover, received telegraphically & conditional or not conforming to the prescribed conditions or not complete in all respects will be rejected.
12. The last date for submission of tenders is as stipulated in the 'Salient features of the Tender'.
13. The tenders will be opened by the "Tender Opening Committee" on the same day as mentioned in the 'Salient features of the Tender' in the presence of bidders or their authorized representatives if they are willing to attend.
14. If any of the dates mentioned in the 'Salient features of the Tender' happens to be a holiday, the transaction will be made on the next working day.
15. Please note that only Technically Qualified Bids will be eligible for opening of Financial Bids. **The Financial Bids will be opened on a later date which will be intimated separately to the Technically Qualified Bidders only.**
16. The Financial Bid (Annexure G) must have clear break up as required in the format.
17. If a bidder quotes Agency Service Charges which is less than 1% and Relieving Charges which is less than 1/6th of the applicable Minimum Basic Wages including DA in Haryana, the bid shall be treated as unresponsive and will not be considered.
18. Tenderers should note that their tenders should remain open for consideration for a minimum period of **120 days** from the date of opening of tender.
19. The Senior Divisional Manager, LIC of India, Rohtak Division reserves the right to reject, accept or prefer any bid and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for his actions and decisions. **The Senior Divisional Manager, LIC of India, Rohtak Division also reserves the right to accept any bid in part or to split the contract between two or more bidders.** The Senior Divisional Manager, LIC of India, Rohtak Division does not bind himself to accept the lowest tender.

Sr.Divisional Manager

Signature of the tenderer with Seal

Name:

Designation:

Date:

(Application on the bidder's letterhead)

**Life Insurance Corporation of India
Rohtak Divisional Office**

The Sr. Divisional Manager
LIC of India
Rohtak Divisional Office
SCO-3, 4, 5, Sector-1
Rohtak-124001

**Re: TENDER FOR HIRING OF SECURITY SERVICES
IN VARIOUS OFFICES UNDER ROHTAK DIVISION**

Sir/Madam,

With reference to the above, having examined and understood the instructions, eligibility criteria, terms and conditions of the tender, we hereby enclose our offer for providing Security Services in various Offices under LIC of India, Rohtak Division

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 a minimum period of 120 days from the date of opening of tender.

We agree that we shall provide the required number of Security Guards for required duty hours (including 24 x7 hours) in various LIC Offices as directed by LIC of India, Rohtak Division from time to time.

We understand that the LIC of India, Rohtak Division is not bound to accept the offer either in full or in part and that LIC of India, Rohtak Division has the right to reject the offer in full or in part without assigning any reasons whatsoever.

We enclose Demand Draft/Pay Order favouring LIC of India payable at Rohtak for **Rs.500/-** towards Tender Fee and for **Rs.70,000 (Seventy Thousand only)** towards EMD. Details of the same are as under:

Details of Demand Draft/Pay Order	Tender Fee of Rs.500/-	EMD of Rs. 70,000/-
Demand Draft / Pay Order No.		
Name of Issuing Bank		

Yours faithfully,

Authorized Signatory

Name:

Designation:

Seal of the Company/Firm

Date:

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**TECHNICAL BID
ANNEXURE- A**

**TENDER FOR HIRING OF SECURITY SERVICES
IN VARIOUS OFFICES UNDER ROHTAK DIVISION**

APPLICATION FORM

S. No.	Information sought	Information Provided
1.	Name of the Company/Firm (In Block Letters)	
2.	Date of Incorporation/ Establishment	
3.	Registration No. for registration under Companies Act. (Please enclose photocopy of certificate)	
4.	Correspondence address and Telephone No. with Email id	
5.	Address of Head Office (If separate) and Telephone No.	
6.	Names of the Directors	
7.	Name of Chief Executive with his present address and Telephone No.	
8.	Name of Representative (s) with Designation who will be calling on us and attending to our jobs.	
9.	Name of Bankers with address & Telephone Nos. IFSC Code & A/C No. (Please enclose a Cancelled Cheque)	
10.	PAN No. of the Company/Firm (Please enclose photocopy of the PAN Card)	
11.	Labour Licence No. and its validity under various sections of Labour Laws (Please enclose photocopy of licence)	
12.	GST Registration No. (Please enclose photocopy of Registration Certificate)	
13.	E.P.F. Registration No. (Please enclose photocopy of Registration Certificate)	

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14.	E.S.I. Registration No. (Please enclose photocopy of Registration Certificate)	
15.	Date of obtaining ISO 9001:2008 or ISO 9001:2015 Certificate and its validity up to (Please enclose photocopy of certificate)	
16.	Amount of Income Tax paid during the last three financial years (Copies of Income Tax Returns for the last 3 Financial Years to be enclosed)	FY 2016-17: FY 2015-16: FY 2014-15:
17.	Turnover of the Company for the last three financial years (Copies of Balance Sheets & Revenue A/C for the last 3 Financial Years to be enclosed)	FY 2016-17: FY 2015-16: FY 2014-15:
19.	Details of empanelment with any office of LIC of India and/or any PSU/ Central/State Govt. Dept. /Institution (Please enclose list giving full details and name and Telephone No. of person who may be contacted for information)	
20.	Total number of Security Guards on the roll of the Company as on 31.03.2017 (Please enclose proof of the same e.g. PF or ESI Statement)	
21.	Details of Licence under Private Security Agencies Regulation Act, 2005. (Please enclose photocopy of the Licence)	

Note:

- Please fill this form legibly in ink. If space provided is insufficient, please type or write the replies on a separate sheet giving appropriate question number duly authenticating the same with signature and seal of the company & attach it to the Application Form (ANNEXURE-A).**
- It is mandatory for the bidder to fill all the columns of the Application Form (ANNEXURE-A).** If any point in the Application Form does not pertain to the bidder, it should be filled as Not Applicable. LIC of India reserves the right to reject incomplete bids and bids lacking in details and without signatures or without relevant enclosures.
- The bidder must enclose the photocopies of all the certificates/documents mentioned in various points of the Application Form (ANNEXURE-A)**

DECLARATION

1. I/We have read the instructions carefully and I/We understand that if any false information is detected at a later date, any future contract made between ourselves and LIC of India, on the basis of the information given by me / us can be treated as invalid by LIC of India and I/We will be solely responsible for the consequences.

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2. I / We agree that the decision of LIC of India in selection of Service Providers will be final and binding on me/us.
3. All the information furnished by me/us is correct to the best of my/our knowledge and belief.
4. I / We agree that I / We have no objection if enquiries are made about the work performance with clients mentioned in ANNEXURE-B.
5. I/We agree to abide by all the terms and conditions mentioned in the tender document and assure to render the services to the fullest satisfaction of LIC of India.

Authorized Signatory**Name:****Designation:****Seal of the Company/Firm****Date:**

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ANNEXURE - B

Details of Existing Clients of the Bidder

DESCRIPTION	DETAILS
Name of the Company/Institution/Organization	
Address of the Company/Institution/Organization	
Name and designation of contact person in the Company / Institution/Organization	
Telephone (Landline No.)	
Mobile No. :	
E-mail ID:	
Details of services provided during last 3 Financial Years to the above mentioned Company/ Institution/Organization	
Period of Contract	From: To:
Annual Contracted Amount (Rs.)	

Note: The bidders have to enclose photocopies of the Contract/Work Order/Letter of Acceptance/Performance Certificate as a proof of having provided the services to the Company/ Institution/ Organization mentioned above.

Authorized Signatory

Name:

Designation:

Seal of the Company/Firm

Date:

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ANNEXURE- C

ELIGIBILITY CRITERIA

1. The bidder must be an **ISO certified Company/Firm** preferably with ISO 9001:2008 or ISO 9001:2015.
2. The bidder Company/Firm must have a valid licence in terms of **PSARA -2005**.
3. The bidder Company/Firm must have **experience of at least 5 years (as on 31/03/2017)** in the field of Security Services.
4. **The bidder Company/Firm must have minimum 50 Security Guards on its roll as on 31/03/2017.**
5. **Minimum annual turnover** of the bidder Company/Firm must be **Rs 50 lakh** and above during any one of the previous three Financial Years. (i.e. FY 2014-15, FY 2015-16, FY 2016-17).
6. The bidder Company/Firm must have experience of having executed **a contract of Annual Value of Minimum Rs 25 Lakhs with at least one PSU/ Central/State Govt. Dept. /Institution** during any one of the previous three Financial Years. (i.e. FY 2014-15, FY 2015-16, FY 2016-17).
7. **The bidder Company/Firm must have a valid PAN Card** issued by Income Tax Department, GST Registration and Contract Labour Licence issued by the relevant Labour Dept.
8. The bidder Company/Firm should have vast presence in Haryana.
9. The bidder Company/Firm as an employer must be complying with all the statutory requirements such as Payment of Gratuity Act, ESI, P.F. etc. as applicable to them.

Authorized Signatory

Name:

Designation:

Seal of the Company/Firm

Date:

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ANNEXURE- D

TERMS AND CONDITIONS OF THE TENDER

1. Statutory Provisions & Compliance:

- 1.1** The bidder Company (**herein after referred to as the Contractor**) shall at their own cost comply with all the statutory provisions, laws, rules, orders, notifications, etc. whether issued by Central or State or Local Government as applicable to them and to this contract from time to time while discharging their responsibilities under this contract and indemnify Life Insurance Corporation of India against any loss which accrues to LIC of India directly or indirectly on account of discharge of their responsibilities under this contract. These Acts/Rules/Laws etc. include the Minimum Wages Act, 1948, the Workmen's Compensation Act, 1923, with Rules, Orders and Notifications, Labour and Employment Act, 1972, with Rules, Orders and Notifications, the Factories Act, 1948, or the Shops and Establishment Act, whichever is applicable with Rules, Orders, and Notifications, Contract Labour (Regulation and Abolition) Act, 1970, with Rules, Orders, and Notifications, the Payment of Wages Act, 1936, with Rules, Orders, and Notifications, the Employees Provident Fund & Miscellaneous Provisions Act, 1952, with Rules, Orders, and Notifications, the Employees State Insurance Act, 1948, with Rules, Orders, and Notifications, the Interstate Migrant Workmen (Regulation of Employment and Condition of Service) Act, 1979, and Central Rules framed there-under, Child Labour Abolition and Rehabilitation Act, 2006, with Rules, Orders, and Notifications, etc. issued there under from time to time.
- 1.2** **This Contract is based on the principles of 'Law of Contracts'.** All personnel deputed/employed for execution of this Contract by the Contractor shall be employees of the Contractor. **LIC of India shall not have any liability to absorb them at any point of time nor can they claim any right for employment in LIC of India. No relationship of employer & employees shall be created between LIC of India and the employees engaged by the Contractor.**
- 1.3** The Contractor shall maintain all records/registers required to be maintained by them under various laws including those mentioned above and produce the same before the Statutory Authorities whenever required.

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- 1.4** The Contractor shall also submit periodical reports/returns to the various Statutory Authorities such as those stipulated under the Contract Labour (Regulation & Abolition) Act, 1970, Employees Provident Fund Act, Employees State Insurance Act, etc. In terms of provisions of Sec-33(3) & 33(4) of Insurance Act, 1938 as amended by the Insurance Laws (Amendment) Act, 2015, Insurance Regulatory Authority of India (IRDAI) is authorized to verify all such book of accounts, register, other documents and the data base in the custody of contractor in respect of service outsourced by LIC of India. It shall be the duty of the Contractor to provide such documents/statements/information as may be specified by IRDAI.
- 1.5** The Contractor shall obtain at their own expenses all licenses and permissions which may be required for carrying out the 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 their conducting business.
- 1.6** The Contractor shall obtain appropriate licence 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 licence duly validated and/or renewed from time to time throughout the currency of this contract.
- 1.7** The Security Guards employed by the Contractor should be covered under **ESI & PF** and a copy of ESI and PF remittance of the Security Guards engaged for fulfillment of this contract for the previous month must be enclosed while preferring their bills for the subsequent month. **LIC of India shall withhold payments to the Contractor if the Contractor fails to do so. Moreover, the Contractor shall make payment of wages to the Security Guards as per the Payment of Minimum Wages Act.** The Contractor has to ensure that engagement and payment of wages of persons are as per existing provisions of various labour laws and regulations as decided by concerned Labour Department. Any breach, to any extent, of law and regulations shall be deemed to be breach of this contract.
- 1.8** The Contractor shall provide the rates of wages, no. of workers, details of payment of wages, name & address of inspector etc. as per relevant rules of Labour Laws to the Corporation for displaying on the Notice Board.
- 1.9** The Contractor shall deal and settle the matter related with union leaders at their own end and shall make sure that no labour problem is passed on to LIC of India.
- 1.10** The Contractor shall be responsible for all injuries and accidents to Security Guards employed by them. In case any Security Guard employed by the Contractor suffers any injury or meets with any accident while performing duty, the liability under Workmen's Compensation Act or any other Law shall be borne fully by the Contractor and LIC of India shall not be liable for any claim for damages or compensation thereof.

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- 1.11** The Contractor shall at all times indemnify and keep indemnified LIC of India against any / all claims of / by their 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 Fund and miscellaneous provisions Act: Payment of Gratuity Act: Minimum Wages Act : Employees State Insurance Act or statutory modifications thereof or otherwise for or in respect of any claim of damage or compensation payable in consequences of any accident or injury sustained by any Security Guard or other personnel of the contractor or in respect of any claim, damage or compensation under labour laws or any other law 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 contract. **The successful bidder has to furnish an Affidavit to LIC of India on a Stamp Paper of Rs.100/- as per Annexure-H.**
- 1.12** LIC of India shall not be responsible for any claim, whatsoever, against the Contractor from third party sources including claims, if any, from the persons employed by the Contractor under this Contract.
- 1.13** The Contractor shall not engage/employ persons below the age of 18 Years.
- 1.14** The Contractor shall pay wages to the Security Guards employed by them in LIC Offices in Haryana as per the Minimum Wages of Security Guards (Without Weapon/With Weapon) applicable in Haryana.
- 1.15** The Contractor, being the employer in relation to persons engaged/employed by them for providing the services under this contract, 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 them from time to time by the appropriate State Government and/or any authority constituted by/or under any law.
- 1.16** In case LIC of India 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 LIC of India, it would be open and lawful for LIC of India to deduct the amount(s) of any such liability from and out of dues payable to the Contractor.
- 1.17** The contractor agrees to absolve LIC of India 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 LIC of India be called upon to make any payment to any authority, the Contractor shall reimburse such amounts to LIC of India whether such liability arises during the currency of this contract or after expiry of the period of this contract. If there would be any claim on LIC of India for any

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default of the Contractor or their employees committed during the operation of this contract, the Contractor shall pay to LIC of India such amount on demand without protest.

2. PERFORMANCE SECURITY:

2.1 The successful bidder will have to deposit Performance Security Deposit of an amount equal to 10 % of the accepted tender amount of a year. The Security Deposit has to be deposited with LIC of India within 15 (Fifteen) days from the date of issue of Letter of Acceptance by LIC of India. Security Deposit can be in the form of Demand Draft/Pay Order from any Scheduled Bank drawn in favour of “LIC of India” payable at Rohtak. If the successful bidder wishes to convert the Earnest Money Deposit amount to Security Deposit, in that case the bidder shall have to deposit an amount equal to 10% of the accepted tender amount of a year less EMD amount deposited along with the tender within 15 (Fifteen) days from the date of issue of Letter of Acceptance by LIC of India. **Work Order for commencement of the work will be issued separately after the bidder remits the requisite Performance Security Deposit.** The total Security Deposit will be refunded without any interest, after successful completion of the total Contract Period subject to deductions for any appropriations thereof required to be made by LIC of India as per the conditions of the contract.

2.2 Performance Security Deposit shall be refunded after 60 days from the date of expiry of the Contract.

2.3 In case the Contractor fails to provide satisfactory services within the validity of the Contract, the Performance Security Deposit is liable to be forfeited, without prejudice to other remedies at the sole discretion of the Sr. Divisional Manager, LIC of India, Rohtak Division.

2.4 No interest will be payable by LIC of India to the Contractor on the Performance Security Deposit.

3. PERIOD OF CONTRACT:

The contract shall remain in force initially for a period of two Years from the date of Commencement of the Work subject to further extension of one year on the same terms and conditions with mutual agreement by both the parties. The total contract period including extensions, if granted, will not exceed Three Years. However, the contract is subject to termination at any time if the services are not found satisfactory by LIC of India or for any other reason whatsoever by serving

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three calendar months notice. Also LIC of India can terminate the contract by serving three calendar months notice if the services are not required.

4. RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:

Every Bidder must note that their Bid shall be liable to be rejected in case the tender stipulations are not complied with strictly or the services do not conform to the required specifications indicated therein. The Sr. Divisional Manager, LIC of India, Rohtak Division, reserves the right to reject, accept or prefer any bid and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the ground for her actions and decisions. The Sr. Divisional Manager, LIC of India, Rohtak Division also reserves the right to accept any bid in part or to split the contract between two or more bidders.

5. MOBILISATION PERIOD:

The successful bidder shall be required to mobilize all resources for commencement of Security Services within 15 days from the date of issue of the Work Commencement Order. The bidder shall be required to commence operation immediately following the 15 days period as aforesaid. Failure to do so, shall attract penalty of 15% of the total monthly contract value per month (part of the month shall be treated as full month).

6. PERFORMANCE OF THE CONTRACT:

- 6.1** The Contractor shall deploy Security Guards in various offices of LIC of India under Rohtak Division as per the requirement of LIC of India, Rohtak Division during the stipulated days and stipulated hours regulating their working hours and weekly off as per the statutory provisions.
- 6.2** The Contractor has to ensure that none of the Security Guards leaves the LIC premises before expiry of the stipulated hours. If any Security Guard is on leave, has fallen sick, or has not reported for duty on time, alternate arrangement has to be made by the Contractor without fail.
- 6.3** The contractor shall ensure that all Security Guards employed by them shall be efficient, trained and honest. The Security Guards employed by the Contractor should be medically fit. They should possess good conduct and discipline. They should understand Hindi and should be conversant with the nature of work.

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- 6.4 The age of the Security Guards employed by the Contractor should not be less than 18 years and should not be more than 50 years.**
- 6.5** The Contractor shall be fully responsible and liable if any Security Guard employed by them for the purpose of this Contract is involved in any unlawful activity including theft, pilferage, sabotage, terrorism, etc. **The Contractor shall get the antecedents of all the Security Guards engaged/planned to be engaged by them for the purpose of this Contract, verified from the Police Station concerned and produce a certificate in this regard to LIC of India.**
- 6.6** The contractor shall be responsible for the conduct and behavior of the Security Guards employed by them for the purpose of this Contract. If any Security Guard employed by the Contractor is found misbehaving with the LIC staff and customers, the contractor shall take necessary and appropriate action immediately.
- 6.7 The Contractor shall provide uniform along with logo of the Contractor to each of the Security Guards employed by them for this Contract** and ensure that they are properly attired with the uniform, shoes, etc. while on duty. Non-compliance will be penalized accordingly and the decision of the concerned officials of LIC of India in this regard will be final and binding on the Contractor.
- 6.8** The Contractor shall provide proper **Identity Cards with photographs to each of the Security Guards employed by them for this Contract.** The Identity Cards will be duly signed by the Contractor or any authorized person on behalf of the Contractor. These Identity Cards should always be donned by the Security Guards while on duty under the provisions of this Contract. The cost of identity cards and photographs for identity cards shall be borne by the Contractor.
- 6.9** In case the concerned officials of LIC of India are of the opinion that the conduct (pertaining to reliability, behavior etc.), of any of the Security Guards employed by the Contractor, while on or off the job, is detrimental to the interests of LIC of India, LIC of India shall have the unqualified right to request the Contractor for removal of such Security Guards and the Contractor shall be under obligation to replace such Security Guards at their own risk and cost.
- 6.10** The Contractor shall ensure that no amount by way of commission or otherwise is deducted from the wages of the Security Guards employed by them other than the compulsory deductions.

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- 6.11** For successful implementation of the terms and conditions of this contract, the Security Guards employed by the Contractor shall be subject to inspection by the Officers of LIC of India and the Contractor shall be under obligation to assist in such exercise, whenever desired by LIC of India.
- 6.12** The Contractor shall maintain a log book in which daily attendance of the Security Guards employed by the Contractor shall be marked to ensure that the desired number of Security Guards have been engaged and are physically present on all stipulated days and during the entire duration of stipulated hours. This log book shall be shown to LIC Officials at any time on demand. If at any point of time relevant entries are found missing/incomplete, LIC of India may treat such Security Guards to be absent and take necessary action accordingly under the relevant provisions of this Contract.
- 6.13** The Contractor shall ensure that there is no loss/damage to the property of LIC of India due to the carelessness of the Security Guards employed by the Contractor under this contract and in case of any loss or damage; the Contractor shall be liable to make good the loss. If any theft or loss of any of the items of LIC of India occurs during the period of this contract, the Contractor shall be liable for the same and shall make good the loss. The decision of Sr.Divisional Manager, LIC of India, Rohtak Division as to the quantum and value of damage/loss shall be final and binding on the Contractor.
- 6.14** The employees of the contractor shall never be considered to enjoy any right to enter the premises of LIC of India by virtue of this contract or otherwise at any time except with the prior permission of LIC of India.
- 6.15** The Security Guards employed by the Contractor will make their own arrangements for food and snacks while at work at their own cost and LIC of India will not entertain any financial expenditure on this account.
- 6.16** **The no. of Security Guards mentioned in the “Salient Features of the Tender” is only tentative. The no. of Security Guards required may vary as per the requirements of LIC of India. The Contractor will be under obligation to remove/provide Security Guards in various Offices of LIC of India, Rohtak Division as per the requirements of LIC of India. The decision of LIC of India in this regard shall be final and binding on the Contractor.**
- 6.17** Timely availability of all the Security Guards deployed by the Contractor in various LIC Offices under Rohtak Division shall be the sole responsibility of the Contractor.

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Rohtak Divisional Office

- 6.18** The Contractor shall take proper instructions from the concerned officials of LIC of India for execution of this contract at different LIC offices under Rohtak Division and will faithfully comply with the same during the currency of the contract.
- 6.19** The Contractor shall frame appropriate procedure for immediate action as advised by the concerned officials of LIC of India from time to time.
- 6.20** If LIC of India notices that the Security Guard/s has/have been negligent 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 to LIC of India about the action taken.
- 6.21** If any of the Security Guards engaged by the Contractor indulges in theft or any illegal/irregular activities, misconduct, the Contractor will take appropriate action against their erring Security Guards and report to LIC of India about the action taken.
- 6.22** **During the period of the contract, the Contractor shall provide the Security Services in those Offices of LIC of India and during those hours (including 24 x7 hours) as directed by the concerned Officials of LIC of India, Rohtak Division from time to time.**
- 6.23** The Contractor shall not authorize any other agency on sub-contract basis to perform the contract fully or partly for any period.
- 6.24** The Contractor shall be bound by all the terms and conditions as laid down in the tender document.
- 6.25** Failure to comply with the terms and conditions governing this Contract, shall subject the Contractor liable for penalty and Termination of Contract as stipulated in Point No.7 below without assigning any reason at the risk & cost of the Contractor and the Contractor shall have no right to claim any compensation whatsoever on this account.

7. TERMINATION AND PENALTY

- 7.1** It shall be the primary responsibility of the Contractor that the contract is executed as per Terms and Conditions stipulated in the tender to the complete satisfaction of LIC of India. If the performance is not found satisfactory by LIC of India, the Sr.Divisional Manager, LIC of India, Rohtak Division may deduct 15% of the total monthly payment in a calendar month. LIC of India may also terminate the contract by serving a notice of three months to the Contractor in which case the Performance Security Deposit will be liable to be forfeited.

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The decision of the Sr. Divisional Manager, LIC of India, Rohtak Division in this regard shall be final and binding on the Contractor.

- 7.2** Should the Contractor commit any breach of any of the terms and conditions of the contract and/or fail/neglect to carry out any instructions issued to them by LIC of India from time to time, it shall be open and lawful for LIC of India to terminate this contract by serving three calendar months notice and LIC of India 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.
- 7.3** However, when there is a serious/major default in compliance of the terms and conditions of this contract by the Contractor or the contractor has failed to comply with their statutory obligations, LIC of India shall give a notice of only 24 hours to the Contractor for termination of this contract. In that eventuality the contractor will remove all the employees/Security Guards employed by them from the premises of LIC of India immediately. The right to define serious/major default in compliance of the terms and conditions of this contract by the Contractor shall vest with the Sr.Divisional Manager of LIC of India, Rohtak Division. The decision of the Sr. Divisional Manager, LIC of India, Rohtak Division in this regard shall be treated as final and binding on the Contractor.

8. PAYMENT PROCEDURE

The **payment to the contractor shall be made through NEFT** for which they have to submit a cancelled Cheque of their Bank Account along with a self attested photocopy of PAN Card of the Company/Firm. The Contractor shall submit monthly bills (for calendar month) of Divisional Office Building to The Manager (OS), LIC of India, and Rohtak Divisional Office and to the Officer-in-charge of the concerned Branch Office for the concerned Branch Office/Satellite Offices under the jurisdiction of the Branch with the following documents for verification and release of payment:

- a) The attendance sheet of the Security Guards along with the monthly bill duly signed by any representative authorized by the Contractor.
- b) **Proof of credit of wages of the Security Guards (as applicable) during the previous month to their respective Bank accounts.**
- c) Proof of remittance of ESI contribution of the Security Guards (as applicable) for the previous month **(photocopy of the remittance receipt to be enclosed)**

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- d) Proof of remittance of P.F. contribution of the Security Guards (as applicable) for the previous month **(photocopy of the remittance receipt to be enclosed)**
- e) Proof of remittance of taxes for the previous month **(photocopy of the remittance receipt to be enclosed)**
- f) Income Tax or any other applicable taxes shall be deducted at source at the time of payment to the Contractor in accordance with the provisions of the relevant Acts/Rules as applicable.
- g) The Contractor shall be responsible for their Corporate and Personal taxes as applicable and shall indemnify and hold LIC of India harmless for any liability in this regard.

9. FUTURE CHANGES IN MINIMUM WAGES

During the contract period, if there is any statutory increase/decrease in the Minimum Wages in accordance with the Minimum Wages notification issued by the appropriate authorities under the Minimum Wages Act from time to time, the increase/decrease in rates of Minimum Wages, ESI and PF will be effected. Proportionate increase/decrease in Relieving Charges and Agency Service Charges also will be effected. However, there will be no change in Any Other Charges quoted by the selected tenderer during the entire period of the contract.

10. ARBITRATION

In the event of any dispute or difference arising out of operation of this contract, the same shall be referred to the sole arbitration and the sole arbitrator will be appointed by the Sr. Divisional Manager, LIC of India, Rohtak Division whose decision shall be final and binding on both the parties. The venue of arbitration shall be at Rohtak. The provisions of the Arbitration and Conciliation Act, 1996 shall apply to the arbitration.

11. JURISDICTION OF COURTS

All disputes are subject to the jurisdiction of courts in the State of Haryana only and the Contract will be governed by and be construed in accordance with the laws of India only.

- 12.** If, at any time, during the currency of this contract or thereafter, LIC of India 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-employees of the Contractor or to any third party, the Contractor shall

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immediately pay to LIC of India all such amounts and costs also and in all such cases/events the opinion of LIC of India shall be final and binding upon the contractor. LIC of India 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, LIC of India shall be entitled to recover the balance amount through legal recourse.

- 13.** This contract may be terminated forthwith if either party becomes insolvent, ceases its operations, dissolves, files for bankruptcy or bankruptcy protection, appoints receivers, or enters into an arrangement for the benefit of creditors, the other party shall have the right to immediately terminate this contract.
- 14.** Any obligations under this contract which either expressly or by their nature are to continue after termination or expiration of this contract shall survive and remain in effect.
- 15.** The contractor will follow in letter and spirit the guidelines/ rules given vide the **PRIVATE SECURITY AGENCIES (REGULATION) ACT, 2005** and the **Private Securities Agencies Central Model Rules, 2006**.

Authorized Signatory**Name:****Designation:****Seal of the Company/Firm****Date:**

**Life Insurance Corporation of India
Rohtak Divisional Office**

ANNEXURE- E

DUTIES OF SECURITY GUARD

1. Safeguarding the property of LIC of India against theft, damage, misuse and keeping a watch on the cars, scooters, cycles etc. parked inside the LIC Office premises/compound.
2. Preventing unauthorized persons, vehicles etc. or animals from entering the premises.
3. Taking charge of personal property found in the LIC premises and handing over the same to the office.
4. Watching the entire premises and patrolling the same frequently during the period of duties.
5. Observing carefully, while on patrol, pipelines, electrical fittings, drainage and safety installations and taking action against damage or wastage, wherever possible and bringing them to the notice of the office for further remedial action.
6. Preventing unauthorized additions or alterations in the premises being carried out by outsiders or tenants or employees and reporting the matter to the office.
7. Keeping the special orders and instructions given by the office confidential, whenever specifically told.
8. Checking that all doors, windows, ventilators of office buildings are properly latched and secured after office hours. Locking of main door at night, checking of electrical lights, air-conditioners & electrical gadgets that these are properly switched off, wherever necessary.
9. In case of theft or damage by any person to the property or any untoward incident or unusual occurrence, informing the same to the superiors/Head of the Office.
10. Taking care of keys under his custody and handing them over to the relieving Security Guard or to any other person/s authorized by LIC of India.
11. Ensuring that no person remains inside the premises while locking the premises.
12. Taking the following precautions against fire.
 - a. To switch off electrical heaters and other equipments.
 - b. To take precautionary measures against prevention of any fire incidence.
13. Taking the following action in case of a fire:
 - a. To raise alarm and muster assistance from neighboring buildings/passers by.
 - b. To contact fire brigade and police immediately.
 - c. To try to put out the fire by using the fire extinguishing appliances available.
 - d. To inform the Head of the Office immediately.
14. Observing strictly any instructions / orders (oral or written) given by the LIC Officials from time to time.

Authorized Signatory

Name:

Designation:

Seal of the Company/Firm

**Life Insurance Corporation of India
Rohtak Divisional Office**

ANNEXURE-G

FINANCIAL BID

CATEGORY 24*7 (ROUND THE CLOCK) (Without Weapon)

Rates for One Security Guard in Haryana State

Note:- Rates should be quoted as per central/state wages ACT (which ever is higher) for security services per month & per person basis (and other by law applicable inclusive of statutory liabilities, taxes levies etc.

	NOTE: Rates to be quoted on Monthly Basis , inclusive of all charges but Excluding TAXES.	Rates in figures		Rates in Words
		Rs.	Ps.	
A	Monthly Basic Wages including DA for one Security Guard (Without Weapon Category)			
B	E.S.I. @ 4.75% of A or as applicable			
C	P.F. @ 13.14 % of A or as applicable			
D	Labour welfare fees of Rs. 20/- or as applicable			
E	Total (A+B+C)			
F	Relieving Charges (Should not be less than 1/6 of A)			
G	Agency Service Charges (Should not be less than 1% of A)			
H	TAXES			
	GRAND TOTAL (E+F+G+H)			

Authorized Signatory

Name:

Designation:

Seal of the Company/Firm

Date:

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Life Insurance Corporation of India
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ANNEXURE-G (Contd.)

FINANCIAL BID
CATEGORY 24*7 (ROUND THE CLOCK) With Weapon
Rates for One Security Guard in Haryana State)

Note:- Rates should be quoted as per central/state wages ACT (which ever is higher) for security services per month & per person basis (and other by law applicable inclusive of statutory liabilities, taxes levies etc

	NOTE: Rates to be quoted on Monthly Basis , inclusive of all charges but excluding TAXES.	Rates in figures		Rates in Words
		Rs.	Ps.	
A	Monthly Basic Wages including DA for one Security Guard (With Weapon Category)			
B	E.S.I. @ 4.75 % of A or as applicable			
C	P.F. @ 13.14 % of A or as applicable			
D	Lab our welfare fees of Rs. 20/- or as applicable			
E	Total (A+B+C+D)			
F	Relieving Charges (Should not be less than 1/6 of A)			
G	Agency Service Charges (Should not be less than 1% of A)			
H	TAXES			
	GRAND TOTAL (E+F+G+H)			

Authorized Signatory

Name:

Designation:

Seal of the Company/Firm

**Life Insurance Corporation of India
Rohtak Divisional Office**

Date: ANNEXURE-G (Contd.)

FINANCIAL BID

**Rates for One Security Guard in Haryana State (With Weapon) CATEGORY
OFFICE HOUR**

Note:- Rates should be quoted as per central/state wages ACT (which ever is higher) for security services per month & per person basis (and other by law applicable inclusive of statutory liabilities, taxes levies etc

	NOTE: Rates to be quoted on Monthly Basis , inclusive of all charges but excluding Taxes .	Rates in figures		Rates in Words
		Rs.	Ps.	
A	Monthly Basic Wages including DA for one Security Guard (With Weapon Category)			
B	E.S.I. @ 4.75 % of A or as applicable			
C	P.F. @ 13.14 % of A or as applicable			
D	Lab our welfare fees of Rs. 20/- or as applicable			
E	Total (A+B+C+D)			
F	Agency Service Charges (Should not be less than 1% of A)			
G	TAXES			
	GRAND TOTAL (E+F+G)			

Authorized Signatory

Name:

Designation:

Seal of the Company/Firm

Date:

**Life Insurance Corporation of India
Rohtak Divisional Office**

ANNEXURE-G (Contd.)

FINANCIAL BID

NOTE:

1. The rates quoted shall be written in **figures and words both**.
2. The bidders are instructed **not to round off** the rates quoted.
3. **Rates are to be quoted excluding Taxes. Taxes** shall be reimbursed to the Contractor by LIC of India on production of relevant documents (payable on the basis of actual **Taxes** paid by the Contractor).
4. The Bidder must provide bifurcation of rates for **Any Other Charges**, if quoted.
5. **The wages quoted should not be less than the Minimum Wages** (as per the Minimum Wages Act, 1948) of With Weapon/Without Weapon Category applicable in Haryana **as on the date of inviting the tender**.
6. The rates quoted shall be for **8 hours of duty**.
7. If a bidder quotes **Agency Service Charges** which is less than 1% the applicable Minimum Basic Wages including DA in Haryana, the bid shall be treated as unresponsive and will not be considered.
8. If a bidder quotes **Relieving Charges** which is less than 1/6th of the applicable Minimum Basic Wages including DA in Haryana, the bid shall be treated as unresponsive and will not be considered.
9. In case after opening of the Financial Bids, it is found that there are more than one eligible bidders who have quoted the same eligible lowest (L-1) rates, then LIC of India will evaluate the Financial Bids comprehensively on the basis of better Technical Qualification.

We confirm that we have gone through the above terms and conditions and the rates have been quoted by us after having acquainted ourselves with the scope of work. We also confirm that we shall abide by all the terms and conditions as laid down in the tender document.

Authorized Signatory

Name:

Designation:

Seal of the Company/Firm

Date:

ANNEXURE-H

AFFIDAVIT

Life Insurance Corporation of India
Rohtak Divisional Office

(TO BE GIVEN BY SUCCESSFUL BIDDER)

I / We (AUTHORIZED REPRESENTATIVE) of _____, being Indian Company/Firm having Office at _____ do hereby solemnly affirm and state as under:-

Whereas Life Insurance Corporation of India has floated tender for providing Security Services in various Offices under Rohtak and in respect of the same, I/we being one of the Bidders, confirm that I / We strictly follow various laws as mentioned in the **Para 1.11** of the Terms & Conditions of the Tender.

I/We further state that I/ we shall indemnify Life Insurance Corporation of India against all claims, which may be made upon 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 to or to become due to 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 misstatement 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.

Solemnly affirmed at _____ this _____ Day of _____ 2017

Before Me

Notary

Authorized Signatory

Name:

Designation:

Seal of the Company/Firm

(Annexure-1)

Addresses of Branches and SO's where Security Guards are to be deployed

**Life Insurance Corporation of India
Rohtak Divisional Office**

Sr.No.	Name of the office	Address	Security Requirement
1	BO Code-16E Hansi	BO Code-16E Hansi Opposite Civil Hospital Hisar Road, Hansi-125033(Hissar)- Phone No- 01663 254455	One Armed Security Guard during office hours (9.30 AM to 5.30 PM)
2	BO Code-16J Bahadurgarh	BO Code-16J Bahadurgarh Shyam Ji Complex Delhi Rohtak Road, Bahadurgarh-124507 Phone No- 01276 230414	One Armed Security Guard during office hours (9.30 AM to 5.30 PM)
3	BO Code -17C Gohana	BO Code -17C Gohana Tehsil Road Gohana-124301 Distt Sonapat- Phone No- 01263 252578	One Armed Security Guard during office hours (9.30 AM to 5.30 PM)
4	BO Code- 17D Fatehabad	BO Code- 17D Fatehabad Sector-3 part-II HUDA Fatehabad-125050 Phone No-01667 224040	Three Armed Security Guard 24*7 (round the clock)
5	BO Code-17G Mandi Dabwali	BO Code-17G Mandi Dabwali , Chautala Road Mandi Dabwali-125104 Phone No- 01668 227738	One Armed Security Guard during office hours (9.30 AM to 5.30 PM)
6	BO Code -17L Tohana	BO Code -17L Tohana Ratia Road ,Tohana – 126120 Distt Fatehabad- Phone No- 01692 220272	One Armed Security Guard during office hours (9.30 AM to 5.30 PM)
7	BO Code-17K Charkhi Dadri	BO Code-17K Charkhi Dadri Bus Stand Road Charkhi Dadri- 123306 Phone No- 01250 220833	One Armed Security Guard during office hours (9.30 AM to 5.30 PM)
8	BO Code-176 Rohtak Main Branch	BO Code-176 Rohtak Main Branch Jeevan Jyoti, Subhash Road, Opposite Aakashwani Rohtak- 124001 Phone No-01262 230410	Three Armed Security Guard 24*7 (round the clock) (3 shifts)
9	BO Code-177 Hissar-1	BO Code-177 Hissar-1 Urban Estate No-2 Near Vishwas School Hissar 125001 Phone No – 01662 226038	One Armed Security Guard during office hours (9.30 AM to 5.30 PM) (3 shifts)
10	BO Code-178 Bhiwani	BO Code-178 Bhiwani Jeevan Jyoti City Centre Bhiwani- 125021Phone No- 01664 256868	Three Armed Security Guard 24*7 (round the clock) (3 shifts)
11	BO Code-17M Hissar- 2	BO Code-17M Hissar-2 Urban Estate No-2 Near Vishwas School Hissar- 125005Phone No- 01662 278891	Three Armed Security Guard 24*7 (round the clock) (3 shifts)
12	BO Code -- 317 Sonapat	BO Code- 317 Sonapat Jeevan Jyoti Sector-15 Urban Estate Sonapat-131001 Phone No- 0130 2218116	Three Armed Security Guard 24*7 (round the clock) (3 shifts)
13	BO Code- - 318	Bo Code- 318 Narnaul	One Armed Security Guard

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Rohtak Divisional Office**

	Narnaul	Mini sect. Mohindergarh Road Narnaul- 123001 Phone No- 01282 254088	during office hours (9.30 AM to 5.30 PM)
14	BO Code-319 Sirsa	Bo code- 319 Sirsa Jeevan jyoti Old Hospital Road Sirsa- 125055 Phone No- 01666 220450	Three Armed Security Guard 24*7 (round the clock) (3 shifts)
15	BO Code -1181 CAB Rohtak	BO Code-1181 CAB Rohtak R. K. Tower, Near Sagar Villa, Delhi Bye Pass, Rohtak-124001 Phone No 01262 228365	One Armed Security Guard during office hours (9.30 AM to 5.30 PM)
16	Divisional Office, ROHTAK	LIC OF INDIA Divisional Office, SCO-3,4,5 Sector-1, Rohtak-124001 Phone No -01262 228333	Three Unarmed Security Guard 24x7 Hrs (3 shifts)
17	SATELITE OFFICE JHAJJAR	L I C OF INDIA SATELITE OFFICE JHAJJAR KOSLI MOUR, JAHJJAR PIN CODE-124103	One Armed Security Guard during office hours (9.30 AM to 5.30 PM)
18	SATELITE OFFICE KOSLI	L I C OF INDIA SATELITE OFFICE KOSLI OPP. TEHSHIL, RAILWAY ROAD KOSLI DT BAHADURGARH PIN CODE-123302	One Armed Security Guard during office hours (9.30 AM to 5.30 PM)
19	SATELITE OFFICE CLIA BAHADURGRAH	L I C OF INDIA SATELITE OFFICE CLIA SCF 10, MIE PART A BAHADURGRAH PIN CODE-124507	One Armed Security Guard during office hours (9.30 AM to 5.30 PM)
20	SATELITE OFFICE CLIA BHIWANI	L I C OF INDIA SATELITE OFFICE CLIA MEENU COMPLEX ROHTAK GATE BHIWANI	One Armed Security Guard during office hours (9.30 AM to 5.30 PM)
21	SATELITE OFFICE RATIA	L I C OF INDIA SATELITE OFFICE S.C.S 21, MANDI TOWNSHIP RATIA PIN CODE-125051	One Armed Security Guard during office hours (9.30 AM to 5.30 PM)
22	SATELITE OFFICE GANAUR,	L I C OF INDIA SATELITE OFFICE GANAUR, PUSHAP GARDEN M.C. ROAD GANAUR Pin Code-131101	One Armed Security Guard during office hours (9.30 AM to 5.30 PM)
23	SATELITE OFFICE BARWALA	L I C OF INDIA SATELITE OFFICE NEAR HANSI CHUNGI JIND ROAD, BARWALA TEH HANSI PIN CODE-125121	One Armed Security Guard during office hours (9.30 AM to 5.30 PM)

**Life Insurance Corporation of India
Rohtak Divisional Office**

24	SATELITE OFFICE MANDI ADAMPUR	L I C OF INDIA SATELITE OFFICE SHIV COLONY, MANDI ADAMPUR DIST. HISSAR PIN CODE-125052	One Armed Security Guard during office hours (9.30 AM to 5.30 PM)
25	SATELITE OFFICE MOHINDER GARH	L I C OF INDIA SATELITE OFFICE NARNAUL ROAD MOHINDER GARH-123029	One Armed Security Guard during office hours (9.30 AM to 5.30 PM)
26	SATELITE OFFICE MEHAM	L I C OF INDIA SATELITE OFFICE OPP. PNB HISSAR ROAD MEHAM DIST. ROHTAK PIN CODE-124112	One Armed Security Guard during office hours (9.30 AM to 5.30 PM)
27	SATELITE OFFICE CLIA ROHTAK	L I C OF INDIA SATELITE OFFICE CLIA OPP. D PARK SEETAL COMPLEX DELHI ROAD, ROHTAK PIN CODE-124001	One Armed Security Guard during office hours (9.30 AM to 5.30 PM)
28	SATELITE OFFICE ELLNABAD	L I C OF INDIA SATELITE OFFICE SH KARNI SINGH MAMERA CHOWK, MAIN BAZAR, NEAR SBOP, ELLNABAD DISST. SIRSA PIN CODE-125102	One Armed Security Guard during office hours (9.30 AM to 5.30 PM)
29	SATELITE OFFICE KHARKHODA	L I C OF INDIA SATELITE OFFICE OPP. TEHSIL OFFICE KHARKHODA DISST. SONEPAT PIN CODE-124402	One Armed Security Guard during office hours (9.30 AM to 5.30 PM)

Place :

Date :

Authorized Signatory