



LIC OF INDIA, Divisional Office,
OS/Estate Department,
Jeevan Krishna, Ajjarkad,
Udupi – 576107
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Eligibility Criteria & Requirements for Deployment of Security Services:

01. The Applicant must be a Registered / Licensed Organization /Partnership firm/Sole proprietorship.
02. The Applicant must have a proven track record of minimum 5 years with reputed client in rendering Security Services.
03. The applicant must have sound financial capacity/credit worthiness acceptable of LIC of India.
04. The applicant must have annual turnover of “10.00 Crore” during the last three Financial years.
05. a. The applicant must produce relevant documentary evidence along with the teacher application form.
b. Non disclosure of relevant information or furnishing of incorrect information. Documents will suffer disqualification.
06. The applicant must not have been at any time declared as insolvent or convicted for any offence.
07. The applicant shall comply with all the requirements of labour laws, obtain all licence , approvals, permissions, to carry on the business of Security Service by ADG (Law & order)
08. The applicant must not have been prosecuted or suffered any penalty for violation of any labour laws by any authority.
09. The applicant /s should not have rescinded , abandoned any Security Services contract
10. The applicant should not be a sub-contractor to any other entity person.
11. The applicant has not suffered any disqualification to render the Security Services at any time in respect of matters not enumerated here in.
12. The contractors who have already rendered Services at LIC of India/PSU/Nationalized Banks will be allowed to participate if their work records are impeccable.
13. The contractors should not be a party to any cartel at any time for processing any contract including the present tender.
14. The tenders are advised to inspect the premises where the service are required to be offered and assess for requirements themselves before submission of the tender.
15. LIC of India is not responsible in any manner for the postal delay/loss/non receipt of the tender.
16. The rates to be quoted shall be inclusive of all i.e., providing Security Services and inclusive of all statutory payments, taxes charges, levies etc.if any, excluding Goods & Service Tax and Goods & Service Tax will be payable as per prevailing rules applicable from time to

time .Minimum wages act are to be applicable as on the date of publication of the tender advertisement, taxes, charges, levies etc.must be taken into consideration when quoting.

17. No other increase in the amount quoted by the selected tenderer shall be entertained on any account during the period of the contract and renewal period, if any except for charges in minimum wages which would be reimbursable.

18. The contribution towards PF,ESI will be paid upon the production of proof of payment made to the relevant authority.

19. The monthly payment will be made through NEFT upon the production of proof of payment made to guards directly to their bank accounts.

20. The Security Agency is required to provide its NEFT details with PAN No. along with the tender documents.

21. The tender should be submitted so as to reach our office on or before the due date and time specified in the covering letter.

22. Corrections, if any,in the quotations should be duly authenticated with the full signature.In case of any difference between the figures and the wording, the wording will be taken as the correct one.

23. The quotation should be either typewritten or neatly and legibly hand written in dot-pen.

24. Technical Bid should be placed in separate sealed envelope along with necessary enclosures super scribed as "TECHNICAL BID" and financial bid should be placed in a separate sealed envelope super scribed as "FINANCIAL BID". Also another sealed cover super scribed as "EMD DEMAND draft" shall contain the Demand Draft for EMD amount. These three envelopes should be placed in a separate envelop super scribed as" TENDER FOR SECURITY SERVICES at Divisional Office UDUPI".

25. Any tender not complying with eligibility criteria and requirements either wholly or partially shall be liable for rejection.

26. In case of identical lowest bid by more the one bidder, the selection will be made by giving priority to the agency having currently valid ISO certification. In case more than one bidder quoting the lowest identical price with currently valid ISO certification then decision will be taken on the basis of the agency having highest turnover for the year 2020-2021.

27. Successful tenderer will be required to furnish a " Security Deposit " of 10% of the tender calue within seven days of receipt of the "Letter of Intent" by the way of a Crossed A/C payee demand draft favouring LIC of India, draw upon any Nationalized Bank at UDUPI. This de\deposit will be refunded only on successful completion of the agreement period without any interest.

Security Deposits – Normally, it will be necessary to provide for security deposits where the quantum of the contracted value exceeds Rs.10.00 Lac. The contract should provide that in the event of breach of any condition of store Code Security Service do not conform to the stipulations contained in the contract; the security deposit shall be forfeited in addition to the Corporation seeking other relief which may be available at per law. Such securities may be demanded as a guarantee for the due performance of the performance of the contract awarded to a party or to safeguard the interest of the Corporation entrusted to the Contractor for the Security service of stores ordered from him. Security deposit in the nature of performance guarantee shall be payable by the successful Tendered @10% of the contracted value .The performance security can be accepted either in the form of Demand Draft/Bankers Cheque or Bank Guarantees through Schedule Banks. The deposits shall not carry any interest.

A proper register shall be maintained giving details of EMD . Security Deposits, date and amount .MR/DD number and name of contractors.

28. If the successful tenderer fails, in course of agreement period, to comply the terms & conditions of the agreement, the security deposit may be forfeited in full or in part as decided by the Competent Authority.

29. The Competent Authority reserve the right to change to relevant dates, to accept or reject all or any of the applications, to accept any higher bid, or to cancel all tenders without assigning any reasons whatsoever.

30. Any dispute arising out of or relating to this tender shall be deemed to have arisen in UDUPI and shall be subject to adjudication of a Competent Court in UDUPI.

31. The application must be furnish an appropriate declaration in respect of the Terms & Conditions mention herein along with the application form.

Terms and Conditions for Security Agencies:-

1. That each and every guard should be well dressed in proper uniform including batan, cap, whistle and his name plate/identity card properly displayed on chest and should be deployed only after police verification a copy of which is to be submitted to the Divisional office of Life Insurance Corporation of India.

2. The agency shall provide civilian security guards preferably of local area,not over 50 years of age with juniour High School passed as a minimum educational qualification.They should be physically fit and be avoid of any diseases or ailment.A medical fitness certificate to this effect is to be submitted by the Agency.No guard suffering from any disease,ailment and handicap should be deployed.

3. Gunman should have weapon with valid license.

4. Security Guard should be physically sound to handle all duties assigned to him.

5. That each and every security guard deployed or to be deployed should have proper training in security duties like gate control, entry and exit control, parking control and should be well behaved an d well mannered without compromising on security matter in any respect whatsoever. The authorized officer of the Corporation shall take interview of all security guards before deployment.

6. That security Guard will have to provide duty on 8 hours basis as per need of the office of the corporation at the assigned place of duty.

7. That the security Agency has to provide security services within and out of UDUPI as and when so directed.

8. That the security staff will maintain the visitors register regularly without any expectations at all entry points to the buildings of the corporation.

9. That the security guard will maintain strict vigil on the premises ensuring safety of the premises and all its belongings and shall prevent/remove temporary/permanent encroachments on and boundary side of the premises and any where inside the Corporation buildings.

10. That the security guard will patrol the entire premises including outside of the boundary of the buildings of the Corporation.

11. That the security guard will ensure that no unauthorized person will enter/trespass the premises at any time.
12. That all guards should be well trained in fire fighting and must be alert in all respect in their duties.
13. That the agency will carry out all the instructions, directions etc given from time to time by the Corporation
14. That the agency will check the guards/gunmen in respect of their attendance/duties/vigilances regularly and will have complete register in these regard which shall be available for inspection at all times in the respective buildings.
15. That the agency has to increase/decrease number of guards, or remove them at once as per need and instructions of the corporation.
16. That any losses sustained by the corporation due to carelessness, negligence or absence of the guards/Gunmen in discharging their duties will be specific responsibility of the Agency and will be recovered solely and directly from the Agency.
17. Security Agency has to take workman compensation policy from Insurance Company to cover the risk of security guards on duty. Copy of above policy shall be submitted to the office.
18. The contract can be terminated by either party by giving 90 days notice in writing.
19. Agency shall be fully responsible for all persons deployed by them.
20. Agency shall not appoint any sub agency to carry out obligation under contract.
21. Any person deployed by the agency proceeding on leave shall immediately be replaced by agency at no additional expense to Corporation.
22. The payment of monthly charges shall be made to the agency on the basis of the attendance/service verification of the officer in charge, that duties performed by the person during the month were satisfactory. The payment is subject to deduction of income tax or such other taxes, Levies which fall under TDS as per Rules.
23. The norms of minimum Wages are to be followed. Monthly emolument to security Guard shall be made as per wages & labour act by security Agency. Certificate of wages to security guards shall be submitted to Corporation on monthly basis.
24. Double remuneration will be deducted as penalty if any guard/gunman is found in sleeping condition and influence of drugs or alcohol during the duty hours.
25. Agency will have to submit security deposit of 10% approximate annual charges of the guards provided. The amount will be kept with us as interest free deposit for the entire contract period.
26. Service/Working Hours are as per ANNEXURE –D
27. LIC of India reserves the right to amend any terms and conditions as may be required from time to time.
28. The contract for security service shall be valid for one year from the date of acceptance of offer letter. Which if found satisfactory, after further review and evaluation, can be renewed further for ONE more year (maximum two such occasions), on the same terms and conditions subject to three months advance consent. However, in case of non- performance or bad performance, the agreement may be terminated by the Competent Authority at any time

before completion of above period by giving one month notice to the Security Service Agency.

29. In compliance of the "Contract Labour (Regulation & Abolition) Act, 1970 and the Contract Labour (Regulation & Abolition) Central Rules, 1971:- 8&9 Our Authorized Representative will be present at the time of the disbursement of the wages of Securities Persons paid by you.

30. The Competent Authority reserves the right to deduct appropriate amount as specified below, against the dereliction in any of these terms and conditions: -

S No	Nature of Lapse	Penalty
1	Non submission of duty allocation chart one week in advance	Rs.200/- on each occasion
2	In case of deployment of unapproved security guard in place of absentees/Not confirming to selection criteria.	One day salary as per the quotation for each day of such deployment
3	Security guards without proper Gun. Torch light, Lathi,Dress,Whistle & ID card etc.,	Rs.100/- on each occasion
4	Non patrolling of guards around the premises, administrative block and garden at least once in a hour	Rs.200/- on each occasion
5	If street dogs/animals enter in to the compound	Rs.100/-on each occasion
6	Not taking care of the keys under custody of guard and not handing over to the relieving guard or to any other authorized person.	Rs.200/- on each occasion
7	In case of damage or theft of property	Actual value of the damage cost
8	Visitors entry not entered in the prescribed register	Rs.100/-on each occasion
9	Unauthorized entry of individuals or vehicles without proper checking	Rs.100/-on each occasion
10	Any guard huddled in the room without attending to duty	Rs.100/-on each occasion
11	Any other dereliction noticed by the authorities	Rs.100/-on each occasion

31. The Competent Authority reserves the right to terminate the contract, if the services are found to be unsatisfactory/violation of any Terms & Conditions.

32. The Agency shall obtain at his own expenses all licences, licences in force conditions, permissions etc.,as may be required by law and shall bear all taxes imposed by the Government /Municipal authority /Agency.

33. The Agency shall be personally responsible for implementing all the provisions of the labour laws or any other law as may be in force from time and as may be required in respect of the persons engaged by him in behalf , LIC of India UDUPI Division is not responsible for violation of nay of the laws,Rules & Regulations to be followed by the Agent/& Service provider in this regard.

34. The Agency shall ensure the compliance of all provisions of Contract labour Act (Regulation and abolition Act 1970), Minimum Wages Act 1948, Payment of wages Act 1935, ESI ACT, Employees Provident Fund and Misc. Provisions Act, The Child Labour (Prohibition and Regulation)Act,1986 and such other statutory Enactments amended from time to time .Any Rules and Regulations promulgated by the Government and local Bodies ,coming into force that may apply to this Agreement shall be the Agent's/& Service provider's responsibility including any liability on account of non-compliance or violation thereof. The Agency shall also company with all the requirement of laws with regard to provision of labour and ensure that an appropriate License from state labour commissioner is obtained.

Declaration.

I hereby agree to all the Terms & Conditions mentioned above without any condition whatsoever. I also further agree that all the deficiencies will attract penalty and the recovery will be affected without any notice to me.

Date:

Signature of Authorized
Person of the Security Agency
With stamp of the company