



**Life Insurance Corporation of India. Jorhat Divisional Office,
Jeevan Prakash, Rajabari, Jorhat, ASSAM – 785014.**

Re:Tender for providing Housekeeping Services to our offices/premises:

Sealed Tenders under Two Bid system with non-refundable Tender Fee Rs.590/- by cash receipt or Demand Draft (favouring LIC of India payable at Jorhat) are invited for providing Housekeeping Services in LIC offices/premises under Jorhat Divisional Office (as enclosed in Annexure-D) from reputed Agencies / Service Providers registered with Labour Commission and having their registered offices in ASSAM for the purpose of providing Housekeeping Services at various offices of LIC in Assam, Nagaland and Arunachal Pradesh under jurisdiction of Jorhat Divisional Office.

The procedure of submission of tender is as under:-

- 1.The tender forms can be downloaded from our website: www.licindia.in or may be obtained from Manager(E&OS), LIC of India, Divisional Office, Jeevan Prakash, Jorhat, ASSAM-785014..
2. Tenders should be submitted in the form of Two Bid system viz.. sealed cover super scribed as **"Technical Bid" in "Annexure-A"** along with enclosures as listed in para 3 below in and another sealed cover super scribed as **"Financial Bid" in "Annexure-B"**. Also another sealed cover super scribed as **"EMD Demand Draft"** shall contain the Demand Draft for EMD amount and cost of Tender Document in the shape of DD/ Cash Receipt. These three individual sealed covers are to be kept in a single big sealed cover super scribed as **"Tender for Housekeeping Services at the various Offices/Premises as above under JORHAT Division jurisdiction"**.

Marked Envelopes	Contents
Envelope-I	Technical Bid" in "Annexure-A" along with the enclosures
Envelope-II	"Financial Bid" in "Annexure-B
Envelope-III	EMD Rs.47000/- only in shape of DD and cost of Tender fee Rs.590/- in shape of DD or Cash Receipt issued by LIC. (DD should be in favour of LIC of India payable at JORHAT)
Envelope-IV	Single big sealed cover containing the above three envelopes (I,II and III) super scribed as "Tender for Housekeeping Services at the various Offices/Premise under LIC JORHAT Division jurisdiction".

3. The envelop containing the technical bid should have the following documents/papers:
- Technical Bid in Annexure-A.
 - Self attested photo copy of Certificate of Registration of Firm / Company
 - Self attested photo copy of the trade license.
 - Self attested photo copy of the ESIC Registration.
 - Self attested photo copy of the EPFQ Registration.
 - Self attested photo copy of the GST Registration.
 - Self attested photo copy of the Registration under Shop and Establishment Act.
 - Self attested photo copy of the award of contracts which are presently in operation and completed contracts.
 - Proven track record with minimum three reputed client in rendering Housekeeping Services successfully. (Minimum deployment of workmen should be atleast 40 against each client)
 - Audited financial statements (Income statement, Profit and Loss Account and Balance Sheet) for last three years.
 - Self attested photo copy of the Income Tax assessment order / copy of IT return filed for last three previous years .i.e 2018-19, 2017-18 & 2016-17.
 - Self attested photo copy of the PAN CARD.
 - An affidavit sworn by the Proprietor or Managing Partner or Director of the Company that they have no criminal antecedents, never black listed by any Govt., Semi Govt. or PSU and shall not place any Housekeeping staff with criminal antecedents.
 - Tender form duly signed by the bidder in all pages in token of having accepted all the terms and conditions.
 - Turn over of the Company /Partnership Firm/ Proprietorship for the Financial Year 2016-17, 2017-18, 2018-19. (Please attach a copy of audited Balance Sheet and Profit & Loss Account for all the three years.)
4. The terms and conditions governing the tender are given herewith. All pages of the Tender forms will have to be signed by the tenderer as proof of its acceptance.
5. The tenders received after the due date and time will not be considered.(No postal delay will be considered)

6. SCHEDULE FOR PROCESSING OF TENDER AS UNDER

Date and time of sale of Tender Documents	05.06.2020 to 24.06.2020
Last date for submission of Tenders	25.06.2020 up to 12.30 PM
Pre Bid Meeting	19.06.2020 at 11.00 AM
Date and time of opening Technical Bid	25.06.2020 at 3.00M
Date and time of opening of Financial Bid, who will be technically qualified after verification of TB.	To be declared later on.

7. The Technical Bid will be opened on the date and time specified above. The tenderer or his authorized representative duly authorized by a letter of authority is presented at the time of opening the tender.
8. After preliminary scrutiny of Technical Bid, verification of credentials, the Price Bids of only those bidders whose technical bids are found eligible be opened at a later date .
9. The Sr. Divisional Manager, LIC of India, D.O. Jorhat reserves the right to reject / issue, the tender to any Agency at his sole discretion without assigning any reason thereof.
10. The Agencies / firm shall also be liable for legal Proceeding under Jorhat jurisdiction at the cost of Agencies / firm.
- 11 . Agency will have to submit unconditional acceptance of terms and conditions enclosed with tender.
12. Agency should attach the details of other organization, if any, where at present providing Housekeeping services.
13. A demand draft of **Rs. 47,000/-** (Rs. Forty seven thousand only) as EMD favouring **LIC of India payable at Jorhat**, without which the Bid will not be considered. The EMD will not carry any interest and it will be refunded in case tender is not accepted or notice of withdrawal of tender is received before due date of opening. However this will be forfeited in case tender is accepted and agency is unable to provide services for reasons whatsoever. The EMD deposited by the successful bidder will be converted into Security Deposit and it will not carry any interest.
14. Terms & condition shall be the part of this tender.

The tender with acceptance of terms & conditions and EMD draft should be submitted in closed envelope on following address:-

**The Manager(E&OS),
Life Insurance Corporation of
India, Divisional Office, Jeevan
Prakash, Rajabari, Jorhat,
ASSAM-785014.**

Senior Divisional Manager

Enclosed: As above.

Eligibility Criteria & Requirements for Deployment of Housekeeping Services:

1. The Applicant must be a Registered / Licensed Organization / Partnership firm / Sole Proprietorship. The company should have a registered office in ASSAM.
2. The Applicant must have a proven track record with 3 reputed clients in rendering Housekeeping Services. Deployment of workmen against every client should be at least 40. Work Order of three clients to be enclosed along with the TB.
3. The applicant must have sound financial capacity / credit worthiness acceptable to LIC of India.
4. The applicant must have annual turnover of "**75 lakh**" during the last three Financial Years.
 - a) The applicant must produce relevant documentary evidence along with the tender application form.
 - b) Non disclosure of relevant information or furnishing of incorrect information, documents will suffer disqualification.
5. The applicant must not have been at any time declared as insolvent or convicted for any Offense.
6. The applicant shall comply with all the requirements of labour laws, obtain all licence, Approvals, Permissions to carry on the business of Housekeeping Service by ADG (Law & Order).
7. The applicant must not have been prosecuted or suffered any penalty for violation of any labour laws by any Authority.
8. The applicant should not have rescinded, abandoned any Housekeeping Services contract Awarded by any of his client before the expiry of prescribed period of contract.
9. The applicant should not be a sub-contractor to any other entity person.
10. The applicant has not suffered any disqualification to render the Housekeeping Services at any time in respect of matters not enumerated herein.
11. 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.
12. The contractors should not be a party to any cartel at any time for processing any contract including the present tender.
13. The tenderers are advised to inspect the premises where the services are required to be offered and assess for requirements themselves before submission of the tender.
14. LIC of India is not responsible in any manner for the postal delay / loss / non receipt of the tender.
15. Remuneration is payable as per the prevailing Central Government minimum wages act and State Government Minimum wages act (whichever is more) as applicable for Housekeeping Personnel per month basis and other by laws applicable (inclusive of Statutory liabilities, tax levies etc.) GST will be payable as per prevailing rules applicable from time to time. The minimum wages and statutory liabilities are same for all. **So, service charges on per person per day basis will be reckoned for the purpose of selection.**
16. 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 changes in minimum wages and statutory liabilities, which would be reimbursable.
17. The contribution towards PF, ESI will be paid upon the production of proof of payment made to the relevant authority.
18. The monthly payment will be made through NEFT upon the production of proof of payment made to guards directly to their bank accounts.

19. The Housekeeping Agency is required to provide its NEFT details with PAN No. along with the tender documents.
20. The tender should be submitted so as to reach our Office on or before the due date and time specified in the covering letter.
21. Corrections, if any, in the quotation should be duly authenticated with the full signature. In case of any difference between the figures and the wordings, the wordings will be taken as the correct one.
22. The quotation should be either typewritten or neatly and legibly hand written in dot-pen.
23. Technical Bid should be placed in separate sealed envelop along with necessary enclosures super scribed as **"TECHNICAL BID"** and financial bid should be placed in a separate sealed envelop super scribed as **"FINANCIAL BID"**. Also another sealed cover super scribed as **"EMD Demand Draft"** shall contain the Demand Draft for EMD amount and cost of Tender fee in shape of DD/ Cash Receipt. These THREE envelops should be placed in a separate envelops super scribed as **"TENDER FOR HOUSEKEEPING SERVICES at Divisional Office, Jorhat "**.
24. Any tender not complying with eligibility criteria and requirements either wholly or partially shall be liable for rejection.
25. Successful tenderer will be required to furnish a 'Security Deposit' of **10% of the contacted value (Amount calculated for 12 months-Basic+DA+Service Charge)** within seven days of receipt of the 'Letter of Intent' by the way of a Crossed *A/C* payee demand draft favoring LIC of India, drawn upon any Nationalized Bank at Jorhat or Bank Guarantees through Schedule Banks. This deposit will be refunded only on successful completion of the agreement period without any interest. Security deposit will remain with LIC, Jorhat DO till completion of agreement period.
26. 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.
27. The Competent Authority reserve the right to change the 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.
28. Any dispute arising out of or relating to this tender shall be deemed to have arisen in JORHAT and shall be subject to adjudication of a Competent Court in Jorhat.
29. 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 Housekeeping Agencies:-

The following terms and conditions along with the instructions will form part of the tender submitted by the tenderer to LIC of India, herein after termed as Corporation for providing Office Upkeep services (House Keeping and Sweeper) at different offices under Jorhat Divisional Office as per the requirement..

Points noted in the Notice, Tender Schedule and Financial Bid of the Tender also forms part of the Terms and Conditions in addition to the following points in Annexure- E.

1) Scope of Work :

- a) **House keeping Workmen:** to carry out all works relating to Office upkeep services on all working days. The Services includes serving of drinking water, carrying of documents / files from one department to another and vice-versa, filing of papers and documents, dusting of tables, chairs etc, and any other works incidental thereto and on some special occasion when
- b) the office remains open for other reasons. **Duty Hours- 9.30 AM to 5.30 PM.**

c) **Sweeper-cum-attendant:** to carry out all cleaning works of the office twice during the day on all working days. It shall cover the job of sweeping, moping, scrubbing, removing cobwebs, cleaning of doors, windows glass panes, cleaning of walls, cleaning and drying of toilets in periodical intervals, sinks, washing of stair case, Grass cutting, Gardening, watering in the plants to the satisfaction of the office and other incidental works as directed from time to time.

Duty Hours- 8 AM to 4 PM.

d) The Corporation reserves the right to increase/decrease or alter the number of House keeping boys and Sweeper-cum-attendants to be deployed by the Services Provider/ Agency at any time at the prevailing rate of Minimum wages declared by Central govt.

e) The service provider shall have adequate back up of manpower to cater for contingencies such as leave, absence and sickness etc. In case of Total number of Contractual Workmen required by us are not fully present in a particular working day, Penalty of Rs.100.00 per day per each 1 workman absentee in duty will be imposed on the vendor/agency besides non payment of wages for such absence. If at any time it is observed that any workmen provided by the vendor/agency is disobedient, indiscipline, doing any job not conducive to normal disciplined official functioning, observed/suspected of indulged in drinking, smoking and taking drugs, the vendor/agency will immediately replace that workmen with proper substitute in time, to maintain normal functioning of the office.

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

g) 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.

h). 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, L I C Of India Division is not responsible for violation of any of the Laws, Rules & Regulations to be followed by the Agent/ & Service provider in this regard.

i) 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 comply with all the requirements of Laws with regard to provision of Labour and ensure that an appropriate License from State Labour Commissioner is obtained.

j). The Service Provider/Contractor must ensure that the wages to the Workers are paid within the stipulated time period as provided under relevant Rules & Regulations/Law/Statute in force. The Service Provider/Contractor will not link the payment of wages to the workers with settlement of his bills by the LIC of India. **The Service Provider/Contractor has to first pay the wages to the Workers and then put up his bill for payment.** Payment of bills will be made on monthly basis through RTGS/ NEFT only, provided that the Housekeeping Services provided were/are satisfactory during the month and subject to deduction of Penalty imposed if any as per terms and conditions of tender/contract. The monthly bill payment will be made subject to

following billing process. The Service Provider/Contractor submits the attested photocopies of the following documents:

k). Turn over of the Company /Partnership Firm/ Proprietorship for the Financial Year 2016-17, 2017-8, 2018-19 (Please attach a copy of audited Balance Sheet and Profit & Loss Account for all the three years.).

l) In case of identical lowest bid by more than one bidder, then selection will be made giving priority to the agency having currently valid ISO certification. In case of more than one bidder quoting the lowest identical price with currently valid ISO certification then decision will be taken on the basis of having highest turnover during 2018-19. In case of parity of turnover for the year 2018-19, contract will be awarded to bidder having highest turnover during 2017-18. In case of parity of turnover for the year 2017-18., contract will be awarded to bidder having highest turnover during 2016-17. In case of parity of turnover for the year 2016-17., contract will be awarded to bidder having highest GROSS income as per ITR for the year 2018-19. In case of parity of income for the year 2018-19, contract will be awarded to bidder having highest income as per ITR for the year 2017-18. In case of parity for the year 2017-18 contract will be awarded to bidder having highest income as per ITR for the year 2016-17. In case of parity of income for the year 2016-17, **contract will be scrapped and retendering will be done.**

m) Payment to the workman to be made on the 1st week of following month invariably. Delay in payment to the workman beyond 7th of the following month will attract penalty of 10% of payable amount for each day of delay.

n). Amount of service charges quoted per person will remain constant and will not be increased with the increase in the bill due to revision of minimum wages of workers on account of notification by the statutory authorities. However additional service charges will be paid for additional workers if engaged subsequently due to addition of new areas

o) The contract for *Housekeeping* 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 Agency.

(i) Muster Roll/Attendance sheet of the workers signed by the Service provider / Contractor for the month on the format prescribed in the Contract Labour (Regulation and Abolition Act, 1970) along with Contract Labour (Regulation and Abolition) Rules, 1971.

(ii) Penalty register in respect of Housekeeping Services.

(iii) Salary sheet for the month showing receipt of the wages on the format prescribed in the Contract Labour (Regulation and Abolition Act, 1970) along with Contract Labour (Regulation and Abolition) Rules, 1971.

(iv) Deposit Challan showing the individual figure of deposit of contribution of provident fund of employees' and employers' share, with the appropriate authority.

(v) Deposit Challan showing the individual figure of deposit of contribution of ESI of employees' and employers' share, with the appropriate authority.

(vi) Receipt and Statement of Bonus paid to the employees (To be submitted in the following Month after making payment)

(vii) Deposit of contribution of provident fund and contribution of ESI of employees and employer should be with a Challan separately for LIC Of India. It should not contain the contribution of PF and ESI of employees of other organizations being serviced by the Contractor.

(viii) If payment to worker is made by cheque, then a copy of Bank account statement of previous month showing the wages/benefits in favour of workmen should be submitted every month with the bill by the Service Provider/Contractor.

p) In terms of provisions of Section 33(3) of the Insurance Act, 1938, as amended by the insurance laws (amendments) ordinance, 2014, the Insurance regulatory Authority of India (IRDAI) is authorized to verify all such books of account, register, other documents and the data base in the custody of the contractor in respect of services outsourced by the LIC of India. It shall be the duty of the contractor to provide such documents/ statements/information as may be required by the IRDAI within such time as may be specified by the IRDAI.

q) The rules of MSMED will also be applicable appropriately as and when called for while finalizing the tenders.

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 Housekeeping
Agency With stamp of the
company

**GENERAL & TECHNICAL INFORMATION (Technical Bid) for Deployment of
Housekeeping Services.**

SNo	Information required from the Tenderer	Information to be provided by the Tenderer
1	Name Of the Firm/ Organization	
2	status: Proprietorship/ Partnership / Private Ltd. Company / Public Ltd. Company (Attach document)	
3	Correspondence / Local Address (at) and Telephone / Mobile No./E-Mail id	
4	If the Head Office is other than in (3) above, then give the Address and Telephone! Mobile No. for the same.	
5	Date of Establishment / Incorporation	
6	Name(s) of Representative (s) with Designation and Contact / Mobile No. who would be calling on us and attending to our jobs	
7	Name of Proprietor / Partner / Director & Mobile No	
8	PAN CARD NO. (copy to be enclosed)	
9	GST Registration No.(copy to be enclosed)	
10	Particulars of Labour License (copy. of registration under State & Central Labour Law to be attached)	
11	ESI Registration No. (copy to be enclosed)	
12	EPF Registration No. (copy to be enclosed)	
13	Registration No. as per Private Housekeeping Agency Act'2005 (copy to be enclosed)	
14	Average turnover of the agency for the last three years. Submit copies of IT. Returns, Balance Sheets & P/L account for last three Years	
15	Permission from Police Authority for operation of Housekeeping Agency (copy to be enclosed)	

16	Registration No. for Registration under Companies Act, 1956 (copy to be enclosed)	
17	MSMED Registration No & Date (copy to be enclosed)	
18	Name of the Chief Executive with his present Address, Mobile No. Telephone No.	
19	Name of the Bankers with address & Telephone No. and IFSC Code	
20	Labour License No. and validity under various provisions of Labour Laws (copy to be enclosed)	
21	Turnover for last 3 Financial Years	F.Y.2018-2019 F.Y.2017-2018 F.Y.2016-2017
22	Date of obtaining ISO 9001 :2008 certificate and its validity period (copy to be enclosed)	
23	Details of empanelment with any office of LIC and Or PSUs / any other Corporate Offices. Please enclose list giving full details and name and telephone / Mobile No. of persons who may be	
24	Total No. of Housekeeping personnel employed on 01.04.2019	
25	Tin No	
26	Whether Police certification, Address verification & character . verification of Housekeeping personnel has been done by agency(it has to be provided at the time of deployment)	
27	Whether track records of Housekeeping personnel has been maintained by agency:	
28	Whether license verification & validation of Arms has been done by agency:	N/A
29	Profile of your Company is enclosed Yes / No	
30	Name & relation, if any, with the staff member of LIC:	
31	Mention any other specialties of your agency:	
32	Details of Bank Draft of EMD	

NOTE: Please type out this form or fill it up legible in ink. If space provided is insufficient, please attach separate sheet of paper by giving appropriate question numbers and answers thereto duly authenticating the same with signature and seal.

I / We request Life Insurance Corporation of India, Divisional Office, to consider our agency bid. We agree to abide by all the ELLIGIBLE CRITRIA AND OTHER TERMS & CONDITIONS AND DUTIES OF HOUSEKEEPING PERSONNEL" prescribed in your formats and assure to render the services to the fullest satisfaction of the Corporation.

NOTE: The Corporation reserves the right to accept or cancel any of the Agencies tender at their absolute discretion without assigning any reason thereof.

Note: Documentary evidence wherever applicable should be enclosed.(Copies of credentials & certificates issued by any other institution may be enclosed)

Dated at _____ this _____ day of _____ 2020.

Seal & Signature of Housekeeping Agency

Name of the contract / authorized person

Telephone number

Mobile number.....

ANNEXURE-B
Financial Bid

To,
The Chairman (stores committee),
L. I. C. Of India, Divisional office,
Jeevan Prakash,
Rajbari, Jorhat,
ASSAM – 785014.

Re: Financial Bid for Deployment of Housekeeping Personnel for 8 hours duty.

Remuneration is payable as per the prevailing Central Government Minimum wages Act and State government Minimum Wages Act, 1948 (**which ever is more**) as applicable for Housekeeping Personnel per month basis and other by laws applicable (inclusive of statutory liabilities, taxes levies etc.).

Name & address of the Security Agency:

The details of Service Charges to be quoted on – 8 Hours Duty basis.

SNo	Component	Charges on 8 Hours Duty per person
	Service Charges (. It should be fixed amount- Neither in % nor in fraction)	

***The minimum wages and statutory liabilities are same for all. So, Service charges on per day basis is to be reckoned for the purpose of selection.**

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself ourselves to abide by them.

Place:

Seal & Signature of Security Agency

Date:

Name of the Contact/ Authorized person

Tel/Mobile No.

Terms and conditions in connection with Financial Bid.

01. The minimum wages and statutory liabilities are same for all. The rates will, however, be revised on account of the revision of rates of Minimum wages / statutory liabilities by the respective Statutory Authorities in different time.
02. Deposit of EPF and ESI amount to the respective authority will be the responsibility of the Tenderer. Contributions to be released from LIC, subject to submission of deposit receipt (earlier month) against the every workman.
03. Income Tax is to be deducted at source at the time of payment as per rule.
04. GST will be paid as per the norms.
05. Adherence to statutory requirements is sole responsibility of the Agency.
06. All statutory payments to the workman are to be made by the Vendor and LIC will reimburse the same on production of valid proof of payment along with the bill.
07. Vendor should be careful that LIC will reimburse only payment made in compliance of minimum wages Act of the Govt. of India/ State Govt., whichever is applicable.
08. rate quoted in the tender is for providing Housekeeping services in various offices of LIC under jurisdiction of Jorhat Division as per the enclosed annexure

ANNEXURE - C
DUTIES OF HOUSEKEEPING PERSONNEL.

FOR HOUSEKEEPING SERVICE IN OFFICES:-

(a) DAILY SCHEDULE:

Daily Schedule for Cleaning/Sweeping shall be as under:

1. Sweeping and mopping of all cabins & area- twice in a day with Phenyle/disinfectant.
2. Dusting of all furniture, walls, ceiling, curtains, venetian blinds early in the morning before 9.30 A.M.
3. Cleaning, Washing & replacing the dustbins after removing the waste material from the dustbins. Dusting and cleaning of doors, windows, glass panes, partition walls, AC machines, water cooler, fridge etc.
4. Cleaning toilets, removing stains on floors & walls, keeping air fresheners, filling liquid soap of approved quality in the morning & keeping urinal cubes etc.
5. Cleaning and drying all the toilets at an interval of every one hour.
6. Pantries- removing muck, cleaning and washing of platform drains, sink etc. twice a day.
7. Cleaning of Buckets/Mugs by liquid soap /cleaner on daily basis.
8. Throwing of waste/garbage on daily basis in garbage bin.
9. Removing stains from floor, walls, staircases, cabin doors, partition of cabin inside or outside on regular basis.

(b) WEEKLY SCHEDULE:

1. Washing of floors with soap/stain cleaner, removing of webs/insects from walls, ceiling, under tables/chairs/cup boards 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 of Tanks of Drinking water coolers in Offices

© MONTHLY SCHEDULE:

5. Monthly Vacuum cleaning of venetian blinds.
6. Monthly cleaning of wall mounted fans/ceiling fans

Annexure-D
Locations for deployment of Housekeeping Personnel.

SL NO	OFFICE	NO.OF PERSON S	DUTY HOURS
1	DIVISIONAL OFFICE, JORHAT	3	8 A.M TO 4 P.M
2	GUEST HOUSE, JORHAT DIVISIONAL OFFICE	1	7 A.M TO 11 A.M 4 P.M TO 08 P.M
3	JORHAT BO I	1	8 A.M TO 4 P.M
4	JORHAT BO II	2	8 A.M TO 4 P.M
5	SIVASAGAR	1	8 A.M TO 4 P.M
6	DIBRUGARH	1	8 A.M TO 4 P.M
7	NAHARKATIA	1	8 A.M TO 4 P.M
8	DHEMAJI	1	8 A.M TO 4 P.M
9	GOLAGHAT	1	8 A.M TO 4 P.M
10	N LAKHIMPUR	2	8 A.M TO 4 P.M
11	KOHIMA	1	8 A.M TO 4 P.M
12	DIMAPUR	1	8 A.M TO 4 P.M
13	TITABOR	1	8 A.M TO 4 P.M
14	TINSUKIA	1	8 A.M TO 4 P.M
15	DOOMDOOMA	1	8 A.M TO 4 P.M
16	MAZULI	1	8 A.M TO 4 P.M
17	DERGAON	1	8 A.M TO 4 P.M
18	SARUPATHAR	1	8 A.M TO 4 P.M
19	NAZIRA	1	8 A.M TO 4 P.M
20	MARGHERITA	1	8 A.M TO 4 P.M
21	BIHPURIA	1	8 A.M TO 4 P.M
22	SILAPATHAR	1	8 A.M TO 4 P.M
23	DULIAZAN	1	8AM TO 4 PM
24	PASIGHAT	1	8AM TO 4 PM
25	DIGBOI	1	8AM TO 4 PM
26	GANGA (ITANAGAR)	1	8AM TO 4 PM

ANNEXURE-E

**To be given on stamp paper of Rs.100/- and Notarised.
AFFIDAVIT**

Sub: Tender for Providing House Keeping Services under LIC Jorhat Divisional office.

I/We certify that I/We have read the terms and conditions of the tender. I/We undertake that it is my/our responsibility to ensure that being the employer in relation to persons engaged/deployed by me/us to provide the services/activities under this tender as well as to make the payment of monthly wages/salaries, which in any case shall not be less than the minimum wages quoted by the tenderer shall not be less than the minimum wages prescribed under the Minimum Wages Act, 1948 as notified/revised by Chief Labour Commissioner (C), Ministry of Labour & Employment, Government of India or as fixed by Labour Department / , Assam Government, which ever is higher and Payment of compensation for Overtime/weekly off/National holiday/Any other holiday as applicable and amended from time to time. I/We will also comply with the requirements of various statutes, relevant to this contract, such as Contract Labour (Regulation and Abolition) Act, 1970, Contract Labour (R & A) Rules, 1971, EPF Act, 1952, , ESI Act (1948) The Industrial Dispute Act 1947 The Equal Remuneration Act 1976 Employees Compensation Act 1923 (Workmen's Compensation Act 1923) , The Payment of Bonus Act 1965, Payment of Gratuity Act 1972, Child Labour (Prohibition & Regulation) Act, 1986 as applicable and as amended from time to time and or any other Rules framed there under from time to time by the Central or State Government and or any authority constituted by or under any law, for the category of persons deployed by me/us. I am aware of and will abide by the prevailing tax rules and TDS in this matter. I/ We possess license/certificate issued by concerned Deptt. Of Central Government/ Assam Government for providing Housekeeping Services as per Private Security/Housekeeping Agencies (Regulation) Act, 2005 and rules framed there under. I/We would deploy Security Guards/Housekeeping workmen at Jorhat and various BO/SO offices in under Jorhat Divisional Office, as per norms prescribed under the said Act. I/We will also obtain License under Contract labour (R & A) Act, 1970 to provide Housekeeping services at Assam and various locations BO/SO under Jorhat Division in Assam. Certified that I/We have read the tender document containing Notice inviting Tender, Terms and conditions .I/we have understood the contents of complete tender documents. I/We confirm that we are neither blacklisted nor facing any blacklisting from an establishment of Central Govt./State Govt. Or the PSU for breach of agreement.

I/We undertake to abide by the terms and conditions as laid down in the tender document and as stated above in case the work order is allotted to me/us.

Signature of the Tenderer-

Signed before me

Place:

Name of the Tenderer-

Notary

Date:

Address of the Tenderer-