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Jeevan Prakash, Sector 17B, Chandigarh - 160017

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Tele: 0172-2704125, 2701621 E-Mail: [os.chandigarh@licindia.com](mailto:os.chandigarh@licindia.com)

**Tender for hiring of HOUSE KEEPING SERVICES (Cleaning / Sanitation / Sweeping) with material in Chandigarh Divisional Office, Branch Offices, Satellite Offices and Guest Houses under its jurisdiction**

Life Insurance Corporation of India, Divisional Office, Chandigarh (Thereafter LIC), intends to invite sealed tenders in a closed envelope under **TWO BID SYSTEM** for hiring House Keeping Services (Cleaning / Sanitation / Sweeping) with material for upkeep of premises in various offices and Guest Houses in Chandigarh and Punjab area from reputed licensed Organizations having sound financial capacity and proven track record of at least three years in the field of providing House Keeping Services to large Institutions / Banks etc with an annual Turn over of at least 50 Lakh for the last Three Years. Tender format containing terms and conditions is available at our web site [www.licindia.in/Tenders](http://www.licindia.in/Tenders). The last date of submission of Tenders is **05.12.2019** upto 16.00 Hours. For further details please log on to [www.licindia.in/Bottom-Links/Tenders](http://www.licindia.in/Bottom-Links/Tenders).

Senior Divisional Manager, LIC of India, Divisional office, Chandigarh reserves the right to accept or reject any or all offers/ tenders in full/ part without assigning any reason whatsoever.

19.11.2019

Sr. Divisional Manager

**Tender for hiring of HOUSE KEEPING SERVICES (Cleaning / Sanitation / Sweeping) with material in Chandigarh Divisional Office, Branch Offices, Satellite Offices and Guest Houses under its jurisdiction**

**Tender documents for providing House Keeping Services- Total No.of Pages 37**

**The details of various Annexures are as under**

| Sl.No. | Description                                            | Page from To | No of Pages | Remarks                   |
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| 1      | Notice                                                 | 1 to 1       | 1           |                           |
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| 4      | Instructions to Bidders                                | 5 to 7       | 3           |                           |
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| 6      | General Terms and Conditions                           | 9 to 15      | 10          |                           |
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| 9      | List of consumable material                            | 21 to 21     | 1           |                           |
| 10     | Technical Bid                                          | 22 to 23     | 2           | Annexure-A                |
| 11     | Details of existing clients                            | 24 to 24     | 1           | Annexure-B                |
| 12     | Financial Bid Part-A                                   | 25 to 29     | 5           | Annexure -C & Annexure -D |
| 13     | Financial Bid Part-B                                   | 30 to 33     | 3           | Annexure-E-1&E-2          |
| 14     | Letter of Authorization                                | 34 to 34     | 1           | Annexure-F                |
| 15     | Compliance Report                                      | 35 to 35     | 1           | Annexure-G                |
| 16     | Affidavit                                              | 36 to 36     | 1           | Annexure-H                |
| 17     | NEFT Mandate                                           | 37 to 37     | 1           |                           |
| 18     | Check list                                             | 38 to 38     | 1           |                           |

Each Page of the Tender Document must be Signed & Stamped by the Tenderer before submission

SIGNATURE OF THE BIDDER WITH SEAL

**Tender for hiring of HOUSE KEEPING SERVICES (Cleaning / Sanitation / Sweeping) with material in Chandigarh Divisional Office, Branch Offices, Satellite Offices and Guest Houses under its jurisdiction**

**Salient Features of the TENDER**

| S.NO. | BRIEF DESCRIPTION                                                 | DETAILS                                                                                                                                                                                                                                                                                                                       |
|-------|-------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1     | Name of Work                                                      | <b>Tender for Hiring of House Keeping Services (Cleaning/ Sanitation / Sweeping) with Material in Divisional Office Chandigarh and other Offices under its jurisdiction</b>                                                                                                                                                   |
| 2     | LIC offices where House Keeping Services are proposed to be hired | As indicated in <b>Annexure-D</b> based on the requirement of the Corporation                                                                                                                                                                                                                                                 |
| 3     | Estimated Annualized Value of the Contract                        | <b>Rs 70 Lakh</b>                                                                                                                                                                                                                                                                                                             |
| 4     | Name and address to whom the tender is to be submitted            | <b>Tender box placed in the Office of Manager (O.S.), LIC, Divisional Office, Chandigarh, Jeevan Prakash Bldg., Sector 17B , Chandigarh- 160017</b>                                                                                                                                                                           |
| 5     | Tender Fee                                                        | <b>Rs 590/-- (Rs 500 /- as tender fee + 18% GST)</b> (non- refundable) by way of Demand Draft/Pay Order in favour of "LIC of India" drawn on any Scheduled Bank payable at Chandigarh.                                                                                                                                        |
| 6     | Date of Issue of Tender                                           | <b>19.11.2019</b>                                                                                                                                                                                                                                                                                                             |
| 8     | Last Date and time of submission of tender                        | <b>05.12.2019 by 16.00 Hours.</b> Applicants should ensure that their tender is received on or before the date and time specified, as no consideration whatsoever shall be given for postal or any kind of delays. In case <b>05.12.2019</b> is declared as Holiday, then last date will be extended to the next working day. |
| 9     | Date of opening of Tender                                         | The sealed tenders will be opened by the Tender Opening Committee on <b>06.12.2019 at 11.00 hours</b> in presence of the bidders or one of their authorized representatives who wishes to attend at their own cost.                                                                                                           |
| 10    | 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.                                                                                                                                                                                            |

|    |                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----|------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 11 | Contract Period                    | <b>The contract shall remain in force initially for a period of One Year from the date of Commencement of the Work subject to further extension on the same terms and conditions with mutual agreement by both the parties subject to satisfactory performance to be determined by LIC authorities.</b> However, the contract is subject to termination at any time if the services are not found satisfactory by LIC or for any other reason whatsoever by serving 30 days' notice in writing by LIC and 90 days' notice by the Agency.                                                       |
| 12 | Notice for termination of contract | 30 days' notice in writing by LIC and 90 days' notice by the Agency.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 13 | Earnest Money Deposit              | <b>Rs 70,000/- (Rs. Seventy thousand only)</b> by way of Demand Draft/Pay Order in favour of "LIC of India" drawn on any Scheduled Bank payable at Chandigarh.                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 14 | Security Deposit                   | <b>10 % of the accepted tender amount of a year.</b> The Security Deposit has to be deposited with LIC within <b>15 (Fifteen) days</b> from the date of issue of Letter of Acceptance by LIC. 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 Chandigarh. 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 as per the conditions of the contract. |
| 15 | Official Website                   | <b><a href="http://www.licindia.in/Bottom-Links/Tenders">www.licindia.in/Bottom-Links/Tenders</a></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 16 | Pre Bid Meeting Date               | <b>25.11.2019 at 11.00 AM at Divisional Office, Chandigarh</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

**SENIOR DIVISIONAL MANAGER**

SIGNATURE OF THE BIDDER WITH SEAL

**Life Insurance Corporation of India**  
**O.S Department, Divisional Office-Chandigarh**

Jeevan Prakash, Sector 17B, Chandigarh - 160017  
Tele: 0172-2704125, 2701621 E-Mail: [os.chandigarh@licindia.com](mailto:os.chandigarh@licindia.com)

**Tender for hiring of HOUSE KEEPING SERVICES (Cleaning / Sanitation / Sweeping) with material in Chandigarh Divisional Office, Branch Offices, Satellite Offices and Guest Houses under its jurisdiction**

**Instructions to Bidders**

1. LIC, Divisional Office, Chandigarh, invites Tender for rate contract for hiring House Keeping Services (Cleaning/Sanitation/Sweeping) with Material in various Offices under Chandigarh Division and in sealed envelope from reputed Agencies for providing House Keeping services with material (job of sweeping/sanitation & cleaning), for Satellite Offices, Branch Offices, Divisional Office and LIC Guest Houses under the jurisdiction of Divisional Office Chandigarh. Preference will be given to Agencies having clients from PSU/Banks/Government Bodies/Reputed organizations.
2. For complete details and formats of Tender Document please log on to LIC's website **[www.licindia.in/Bottom-Links/Tenders](http://www.licindia.in/Bottom-Links/Tenders)**. Should there be any changes in the terms and conditions of the tender, they will be duly notified on this official website and no further intimation will be given through any other means.
3. **TENDER FEE:** Tender Document may be downloaded from the website, should be duly filled in and accompanied by a Demand Draft/ Pay Order of **Rs.590/- (Rs.500+18% GST)** favoring 'LIC of India' drawn on any Scheduled Bank payable at Chandigarh towards **non refundable Tender Fee**.
4. **EARNEST MONEY DEPOSIT:** The tender should be accompanied by a refundable **Earnest Money Deposit of Rs. 70,000/- (Rupees Seventy thousand only)** in the form of Demand Draft/Pay Order favoring 'LIC of India' drawn on any Scheduled Bank payable at Chandigarh. 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.
5. **Applicants registered as MSME/NSIC are exempted** from depositing Quotation fee and EMD provided they attach self attested copy of the relevant certificate from the concerned department of Govt of India to this effect with Technical Bid.
6. **TECHNICAL BID:** The bidders are requested to submit the **Technical Bid (Annexure A)** in a sealed cover superscribed as **"Technical Bid for Tender for Hiring of House Keeping Services in various Offices under Chandigarh Division."**. **The envelope shall contain the name, contact no., E-Mail ID and address of the bidder.** The bidders are requested to put their signature with seal in Annexure B, E-1, E-2 & F also and submit the same along with duly completed Technical Bid (Annexure-A).

7. **FINANCIAL BID:** The bidders are requested to submit **Financial Bid (Annexures C, D, E-1& E-2)** separately in a sealed cover superscribed as **“Financial Bid for Tender for Hiring of House Keeping Services”**.

These two Sealed Cover Envelop along with the Demand Draft/Pay Order of **Rs. 70,000/- (Rs. Seventy Thousand only as EMD)** and the Demand Draft/Pay Order of **Rs.590/- towards non refundable Tender Fee** are to be placed in a bigger sealed cover super scribed as **“Tender for Hiring of House Keeping Services in various Offices under Chandigarh Division.**

8. The sealed cover containing the Tender Papers is to be addressed to The Sr. Divisional Manager, LIC, Jeevan Prakash Building, Sector 17-B, Chandigarh – 160017.
9. The duly filled in tenders along with all relevant enclosures should be submitted by the agency themselves either by Regd Post / Speed Post or in person in the **Tender Box placed in the Office of Manager (OS) located on 1st Floor of Jeevan Prakash Building** at the address given below :

**The Senior Divisional Manager,  
LIC of India, Jeevan Parkash  
Building, Sector 17-B,  
Chandigarh- 160017.**

10. The rates quoted shall be written in **FIGURES & WORDS BOTH** & if there are any corrections, they shall have to be initialed by the bidder. **The bidders are instructed not to round off the rates.**
11. The agency should arrange to depute its authorized personnel to visit all the Locations at its own cost after giving prior intimation as per the list enclosed **(Annexure-D)** with the tender to have fair assessment of the job **(Cleaning / Sanitation / Sweeping)** for execution of the house keeping tender before bidding.
12. LIC reserves the right to reject incomplete bids and bids lacking in details and without signatures or without relevant enclosures.
13. Tenders received late, not in properly sealed cover, received telegraphically & conditionally or not conforming to the prescribed conditions or not complete in all respects will be rejected.
14. The last date for submission of tenders is as stipulated in the ‘Salient features of the Tender’. 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. The tenders will be opened by the “Tender Opening Committee” on the same day as mentioned in the ‘Salient features of the Tender’ or as per point number 14 above, in the presence of bidders or their authorized representatives if they are willing to attend at their own cost.

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16. 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.
17. If a bidder quotes Administrative /Agency Service Charges which is zero **of the applicable Minimum Basic Wages** including VDA in Centre/Chandigarh/Punjab, the bid shall be treated as unresponsive and will not be considered. As per Notification of Ministry of Commerce & Industry, Deptt of Commerce of Govt of India, No.-31/14/1000/2014-GA dated 17.09.2014 that Service Charges / Administrative Charges quoted by bidder necessarily has to be over and above Zero percent. Further Zero percent includes all derivatives of zero upto 0.9999 and thereof. In the light of mentioned Govt. Notification, the minimum Agency service/ Administration charges cannot be less than 1%. Any service charge not adhering to the above guidelines shall be considered unresponsive and such bid will not be considered.
18. Cost of cleaning materials per square feet should be quoted in the financial bid after carefully considering the cleaning materials to be used else the bid shall be treated as unresponsive and may not be considered.
19. **Pre-Bid meeting:** All Bidders who have deposited the required Tender fee, can attend to seek clarifications about the Tender, in order to rule out any gaps in interpretation of the Terms and Conditions, doubts etc. on 25.11.2019 at 11:00 AM. Any subsequent plea in this regard will not be entertained
20. The Senior Divisional Manager, LIC, Chandigarh reserves the right to make any modification/s in the tender before the last date of submission of tenders. The modification/s, if any, will be published on our website [www.licindia.in/Bottom-Links/Tenders](http://www.licindia.in/Bottom-Links/Tenders) and will form part of the tender.
21. **If there are two or more Agencies, quoting the same rate, work would be awarded to the agency which has the highest average Turnover for the last three consecutive Financial Years.**
22. The Senior Divisional Manager, LIC, Chandigarh 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 her/his actions and decisions. The Senior Divisional Manager, LIC, Chandigarh 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, Chandigarh does not bind himself to accept the lowest tender.
23. The LIC reserves the right for inclusion / exclusion for terms and conditions of the contract as per the requirements.

**SENIOR DIVISIONAL MANAGER**



**Life Insurance Corporation of India**  
**O.S Department, Divisional Office-Chandigarh**

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**Tender for hiring of HOUSE KEEPING SERVICES (Cleaning / Sanitation / Sweeping) with material in Chandigarh Divisional Office, Branch Offices, Satellite Offices and Guest Houses under its jurisdiction**

**Eligibility criteria at the time of furnishing TECHNICAL BID**

1. **The bidder Company/Firm must have a valid Labour licence or any other subsequent relevant regulations.**
2. The bidder Company/Firm must have **experience of at least 3 years (as on 31/03/2019)** in the field of House Keeping Services.
3. **The bidder Company/Firm must have minimum 100 House Keeping employees enrolled on its roll as on 31/03/2019.**
4. **Minimum average annual turnover** of the bidder Company/Firm must be **Rs 50,00000/-** and above during the previous three Financial Years. (i.e. FY 2016-17, FY 2017-18, FY 2018-19)
5. The bidder Company/Firm must have experience of having executed **a contract with at least one Institution of repute** during previous three Financial Years. (i.e. FY 2016-17, FY 2017-18, FY 2018-19). **Attach proof as per Annexure-B.**
6. **The bidder Company/Firm must have a valid PAN Card** issued by Income Tax Department, G.S.T Registration by the relevant Department.
7. The bidder Company/Firm should have an office in **Chandigarh /Panchkula and/or in Punjab.**
8. The bidder Company/Firm as an employer must be complying with all the statutory requirements such as Payment of Gratuity Act, ESI, EPF etc., as applicable to them and any other local /state/national statutory requirements.
09. The agency should have sufficient tools/ material used for carrying out timely housekeeping jobs as per schedule enclosed.
10. Applicants registered as MSME/NSIC are exempted from depositing Tender fee and EMD provided they attach self attested copy of the relevant certificate from the concerned Department of Govt of India to this effect with technical bid.

**SENIOR DIVISIONAL MANAGER**

SIGNATURE OF THE BIDDER WITH SEAL



**Tender for hiring of HOUSE KEEPING SERVICES (Cleaning / Sanitation / Sweeping) with material in Chandigarh Divisional Office, Branch Offices, Satellite Offices and Guest Houses under its jurisdiction**  
**GENERAL TERMS & CONDITIONS RELATED TO HOUSE KEEPING AGENCY**

1. The rates to be quoted shall be inclusive of cost of providing House Keeping services and inclusive of all statutory payments, taxes, charges, levies etc. if any, **excluding GST** which will be payable as per prevailing rules applicable from time to time. Minimum wages applicable as on the date of publication of the tender advertisement, taxes, charges, levies etc., must be taken into consideration while quoting. The number of work force required for house keeping services is 46 as listed in Annexure-C, which may increase or decrease as per future requirements.
2. The agency shall be required to provide one supervisor/contact person / Nodal Officer stationed at Divisional Office, Chandigarh, so as to ensure proper control / coordination for executing the job smoothly and efficiently. He will be responsible for supervision of house keeping job at all the locations including both the Guest Houses located at Sector-8A and Sector-15D, Chandigarh. In the absence of Supervisor, the contractor has to provide a replacement otherwise penalty equal to Rs.500/- will be imposed for each such occasion.
3. a) Entire Housekeeping work should be completed before 09.30 hrs on all working days in Branch Offices. Housekeeping staff should report for duty at 8.00 AM and remain available up to 4.00 PM in all the Branch Offices.  
b) For SOs, they are to report for duty at 9.00 AM and remain available upto 01.00 PM.  
C ) For Guest houses, they are to report for duty at 10.00 AM and remain available upto 2.00 PM.
4. Overwriting/corrections in the tender document are not allowed.
5. Any corrigendum will be published /updated on our website [www.licindia.in/Bottom-Links/Tenders](http://www.licindia.in/Bottom-Links/Tenders) only.
6. Incomplete, conditional tenders and fax / e-mail/ telegraphic tenders and tenders received after the stipulated time are liable to be rejected. LIC will not be responsible in any manner for postal delay / loss/ non-receipt of the tender.
7. Any tender not complying with eligibility criteria and requirements either wholly or partially shall be liable to be rejected.
8. Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will result in the rejection of the bid.
9. LIC shall have the right to amend or modify any of the terms and conditions during the period of the Contract.
10. The Competent Authority reserves 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.
11. The Technical Bids of those bidders, where LIC after its scrutiny / inspection / investigation / verification is satisfied with regard to the compliance of technical criteria as laid down in the tender document, will be declared as found eligible for financial bid opening.
12. **The Financial Bids of only those tenderers whose Technical Bids are found responsive by LIC, will be further processed and evaluated.**
13. LIC will communicate to the successful bidder by letter sent through Courier / Registered Post / E-mail that his bid has been accepted.

15. **MOBILIZATION PERIOD:** On receipt of work order, successful bidder shall be required to mobilize all resources for commencement of 'Housekeeping services' as per following schedule :

|   |                                                                  |                                                                                                                                |
|---|------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| 1 | Work to commence                                                 | With in 20 days from the date of work order                                                                                    |
| 2 | In case of delay in commencement of work from 21 days to 30 days | Penalty @double the wages per day per location for delay beyond 20 days                                                        |
| 3 | In case of delay in commencement of work after 30 days           | In addition to penalty as (2) above , the Competent Authority may forfeit the EMD, Cancel the contract and blacklist the firm. |

16. **PERIOD OF CONTRACT:** The agreement will be signed by both the parties within 15 days from the date of issue of Work Order for which the Agency will submit **non-judicial stamp paper of appropriate value**.  
The contract shall remain in force initially for a period of One Year from the date of Commencement of the Work subject to further extension on the same terms and conditions with mutual agreement by both the parties **subject to satisfactory performance to be determined by LIC authorities. Any extension granted will require renewal of all statutory registrations.** However, the contract is subject to termination at any time if the services are not found satisfactory by LIC or for any other reason whatsoever by serving 30 days' notice in writing by LIC and 90 days' notice by the Agency.
17. **PAYMENT PROCEDURE:** The payment to the contractor shall be made through NEFT for which they have to submit an enclosed NEFT mandate form along with cancelled Cheque of their Bank Account and a self attested photocopy of PAN Card of the Company/Firm. The Contractor shall submit monthly bills (for calendar month) for Divisional Office, Customer Zone Chandigarh, Direct marketing Chandigarh, Guest Houses Chandigarh and Mash Centre Zirakpur to **The Manager (OS), LIC, Jeevan Prakash Bldg. Sector 17-B, Chandigarh -160017** and to respective Branch Heads for other Offices located in Chandigarh and Punjab Region. The bills raised should be provided with the following documents for verification and release of payment:
- The contractor shall ensure that payment to his workers is made by **ELECTRONIC TRANSFER ONLY (RTGS / NEFT)** and the proof of having credited the same in the respective accounts of the workers hired will be produced along with the bill raised.
  - The attendance sheet of the House Keeping workers along with the monthly bill duly signed by any representative authorized by the Contractor.
  - Proof of credit of wages of the House Keeping workers (as applicable) during the previous month to their respective Bank accounts.**
  - Proof of remittance of ESI contribution of the House Keeping workers (as applicable) for the previous month (photocopy of the remittance receipt to be enclosed) (TO BE VERIFIED BY RESPECTIVE BRANCH OFFICIALS AT THEIR LEVEL BASED ON THE ESI CARD/No. ISSUED BY CONCERNED AUTHORITY)**

- e. **Proof of remittance of E PF contribution** of the House Keeping workers (as applicable) for the previous month (**photocopy of the remittance receipt to be enclosed**) (**TO BE VERIFIED BY RESPECTIVE BRANCH OFFICIALS AT THEIR LEVEL BASED ON THE EPF CARD/No. ISSUED BY CONCERNED AUTHORITY**)
- f. **Proof of remittance of GST and other taxes**, if any for the previous month (**Photocopy of the remittance receipt to be enclosed**).
- g. **Payment pertaining to a particular month will be released only on production of proof of remittance of previous month's ESI and EPF of the House Keeping Personnel.**
- h. 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.
- i. The House Keeping Agency will be required to provide its **NEFT details with PAN in enclosed NEFT Mandate Form** along with the tender documents.
19. **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 affected. However, there will be no change in Any Other Charges quoted by the selected tenderer during the entire period of the contract.
20. **PERFORMANCE SECURITY DEPOSIT** : The Service Provider / Contractor will be required to keep a Security Deposit of 10% of the annual value of the Tender at the rates prevailing on the date of award of the Contract. The successful bidder will be required to make Security Deposit within 15 days of awarding of the work and Earnest Money deposited will be merged with this amount. This total Security Deposit will remain with LIC throughout the period of the Contract.

This Security amount will be refunded to the contractor within 60 days of completion of the contract subject to:

- (i) Satisfactory Performance of the Contract.
- (ii) Deduction of any dues payable to LIC on whatsoever account.
- (iii) Any deduction due on account of Contractors' / Service Providers' obligation under the contract and subject to such deductions as may be necessary for making LIC's claim against the Service Provider.
- (iv) Deduction of any liability / damages incurred by LIC, on behalf of the Service Provider / Contractor in the discharge of his / their obligations under this Tender.
- (v) This Security deposit will not bear any kind of interest whatsoever.
- (vi) If because of any act or lapse on part of the service provider, any penalty is imposed on LIC or loss is borne by LIC, it will be made good by the service provider.

21. **PENALTY CLAUSE:** It shall be the primary responsibility of the Contractor that work contract is executed as per Terms and Conditions stipulated under this contract to the complete satisfaction of LIC.
- If Weekly Schedule is not adhered to by the contractor, a penalty of Rs.1000/- per week will be imposed.
  - For not using branded material as quoted by the agency, MRP of each quoted item not used, will be deducted from the bill.
  - In case the contractor fails to provide replacement of a worker who is absent, penalty of Rs. 500/- per day per worker will be imposed for each such occasion.
  - The workers must be in uniform on all working days, failing which a penalty of Rs.100/- per worker per day will be imposed/deducted.
  - Non disposal of garbage/ waste material on daily basis from our premises will attract penalty @ Rs.500/- per day in addition to deduction of expenses incurred to remove the garbage/waste material through other sources.
  - In the absence of Supervisor, the contractor has to provide a replacement otherwise penalty equal to Rs.500/- will be imposed for each such occasion.
  - The Agency must ensure payment of wages to all its employees latest by 7th of the following month without waiting for the settlement of their bills from LIC. Failing which a penalty of Rs.5000/- per month will be recovered from the monthly bill at DO Level. In addition to this, the vendor will be liable and compensate for any legal/statutory action initiated /penalty imposed against LIC of India.
22. The Agency should possess the requisite Registration Licenses of Shops & Establishments, ESI, PF, GST etc. from State / Central Government departments as applicable from time to time. The Agency will have to maintain the registers / records as required under the provisions of various Acts and complete the formalities prescribed there under. L.I.C shall not be responsible in any way for any breach of these rules and regulations by the Agency. The contract is liable to be terminated if breach of the rules and regulations is found even after the award of the Contract.

**FURTHER FOLLOWING POINTS ARE TO BE BORNE IN MIND**  
**WHILE DISCHARGING THE TERMS OF CONTRACT:**

- The attendance muster cum wages register of persons engaged during the month should be duly signed by the individual House Keeping personnel engaged and countersigned by the Agency. The authorized representative of the concerned LIC Office also to verify that the House Keeping Services have been provided by the Agency during the mentioned period. This register must be kept updated at all times and be presented for inspection in LIC's office, as and when required.
- All the House Keeping personnel are to be paid wages not lower than the minimum rates prescribed by the Government under relevant rules. Housekeepers will be paid wages by the service providers, payable to unskilled workers as per the minimum wage notification issued by appropriate authority of UT/State/Central Government whichever is higher.
- Appropriate deductions are to be made towards EPF and ESI and remitted timely to the concerned authorities. A documentary evidence of depositing the deductions should be got acknowledged immediately after depositing. Any lapse / deviation in



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**Tele: 0172-2704125, 2701621 E-Mail: [os.chandigarh@licindia.com](mailto:os.chandigarh@licindia.com)**

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- this regard shall be sole responsibility of the Agency.
- d). Appropriate deductions are to be made towards Income Tax from Salary / Wages paid & remitted to concerned authorities, if any. A documentary evidence of depositing the deductions should be got acknowledged immediately after depositing. Any lapse / deviation in this regard shall be the sole responsibility of the Agency.
- e). All deductions are to be effected from Salary / Wages as per the provision of the Payment of Wages Act.
- f). The License under the provisions of Contract Labour (Regulation & Abolition) Act, 1970 have to be obtained/ renewed and kept operative. The half-yearly / yearly returns are to be submitted in time to the Authority as per rules.
23. The Contractor shall be responsible for their Corporate and Personal taxes as applicable and shall indemnify and hold LIC harmless for any liability in this regard.
24. The contractor shall not appoint any sub-contractor to carry out any obligations under the contract. The Agency shall not transfer or assign or share benefits of this agreement with anyone else.
25. The Agency shall, at all times, keep LIC effectually insured against all actions, suits, proceedings, losses, costs, damages, claims & demands in any way arising out of any reasons ascribed directly or indirectly to the house keeping job being carried out by the service provider.
26. LIC will not accept any claim in the event of any of the Agency's employees sustaining any injury, damages or loss of life of the person either inside or outside of LIC premises.
27. Any dispute arising out of the terms of this contract on the interpretation of any clause herein shall be settled by mutual discussions between the Nominated Authorities of LIC and the authorized representatives of the Agency. Any dispute arising out of the Contract/Agreement shall come under the jurisdiction of the Honorable Courts in Chandigarh.
28. The Agency will co-operate with all other Agencies at Premises / Campus under the jurisdiction of the Corporation.
29. This Contract is based on the principles of '**Law of Contracts**'. All personnel deputed/employed for execution of this Contract by the Agency shall be employees of the Agency. LIC shall not have any liability to absorb them at any point in time nor can they claim any right for employment in LIC. No relationship of employer & employees shall be created between LIC and the employees engaged by the Agency.
30. LIC shall have the right to **increase or decrease the area and add or delete location for House keeping** at any time and it will be binding on the part of the Agency to do so at the agreed rates, terms and conditions. The Agency will follow the instructions given by the authorized LIC representatives from time to time.
31. All the formalities and procedures prescribed under the Contract Labour (Regulation & Abolition) Act, 1970, Payment of Wages Act and other related Acts should be strictly adhered to by the Agency. LIC's responsibility as Principal Employer should be fully protected.
32. The House Keeping Agency has to provide House Keeping services in offices / guest houses within the jurisdiction of Chandigarh & Punjab region of the Corporation as and when so directed.

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Tele: 0172-2704125, 2701621 E-Mail: [os.chandigarh@licindia.com](mailto:os.chandigarh@licindia.com)

33. The Agency shall ensure compliance of all the provisions of Contract Labour Act (Regulation & Abolition) 1970, Minimum Wages Act 1948, Payment of Wages Act 1935, ESI Act 1948, EPF Act 1952 and Misc. Provisions Act, The Child Labour Act (Prohibition & Regulation) 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 solely the 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.
34. The provisions of Sec. 33(3) & 33(4) of The Insurance Laws (Amendment) Act 2015 and the provisions of Para 81 of IRDAI circular ref: IRDA/Life/CIR/GLD/013/02/2011 dated 01/02/2011 are also applicable to the Contract and proof shall be produced, if required. Provisions of Sec.33(3) of the insurance act, 1938 as amended by the Insurance Laws (Amendments) Ordinance, 2015: In terms of provisions of section 33(3) of the Insurance Act, 1938 as amended by the Insurance Laws (Amendments) Ordinance, 2014, Insurance Regulatory and Development 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 agency in respect of service outsourced by the LIC. It will be the duty of the agency to provide such documents/ statements/ Information as may be required by IRDAI within such time as may be specified by the IRDAI. In terms of provisions of section 33(4) of the insurance act, 1938, as amended by the insurance laws (amendments) Act 2015, any investigating officer of IRDAI may examine on oath the service provider or contractor where the services are outsourced by the LIC Of India in relation to his business.
35. The necessary statutory registers, forms, returns etc. required as per the law are to be maintained and complied with by the Agency and should be available for inspection at any time.
36. The House Keeping Agency will indemnify and keep indemnified LIC from claim, loss or damage that may be caused to LIC on account of failure of the House Keeping Agency to comply with their obligations under various laws towards their staff / employees employed by them or any loss or damage caused to LIC due to acts of omissions of House Keeping Agency. The successful bidder has to furnish an Affidavit to LIC on a Stamp Paper of appropriate value as per **Annexure H**.
37. In order to satisfy itself about the nature and quality of services rendered by the tenderer, LIC of India may depute its officer(s) or authorized representative to visit the institute/establishments mentioned by the bidder. Besides, LIC may also arrange for verification of any document/testimonial submitted by the bidder in support and compliance of technical criteria as laid down in the tender document. It will be mandatory for the bidder to extend full cooperation to LIC of India so that necessary verification is completed without any delay. In case the bidder fails to cooperate or where after verification, it is revealed that bidder does not meet with the criteria as laid down in the tender document, his bid would be considered as non-responsive and his financial bid will not be processed any further and EMD will be forfeited.
38. The services provider should affix authorized person's signature with seal on all the pages of the tender as a token of acceptance of the terms and conditions.

39. In case of any dispute arising with any State/ Central Agency, owing to happening of any incidence within or outside the LIC premises, the Service Provider shall be solely responsible for it and will not have any liability in this regard whatsoever.

**40. TERMINATION CLAUSE :**

LIC may also terminate the contract by serving a notice of one month to the contractor in which case the Performance Security Deposit will be liable to be forfeited. The decision of the Sr. Divisional Manager, LIC, Chandigarh, in this regard shall be treated as final and binding on the Contractor. If the Contractor refuses to carry out the work under this contract at any stage before the expiry of the period of contract, the work contract shall be liable to be terminated by LIC without giving any notice along with forfeiture of the Performance Security Deposit. In the event of failure of the contractor to provide the services or part thereof as mentioned in this agreement for any reasons whatsoever for any particular period, the LIC shall be entitled to procure services from other sources for that particular period and the contractor shall be liable to pay forthwith to the LIC, the difference of payments made to such other sources during that period, besides damages at the rate of payment for the period of failure in providing the services or part thereof.

**41. TERMINATION OF CONTRACT:**

The contract may be terminated during the operative period by giving **30 days notice in writing by LIC and 90 days' notice in writing by the Agency.** Contract may be extended further for two years, one year at a time, if the services are found satisfactory.

LIC reserves the right to terminate the said contract at any time on the ground of unsatisfactory services rendered by the Agency or on any other ground detrimental to the interest of LIC. The decision regarding whether the House Keeping service are effective / accurate / proper etc. shall rest with LIC.

On termination of the Contract, the Agency shall discontinue the use of the premises and handover peaceful possession of the premises of LIC together with its fixtures and articles therein in good condition.

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

Every Bidder must note that his/her 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, Chandigarh, 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 its actions and decisions. The Sr. Divisional Manager, LIC, Chandigarh also reserves the right to accept any bid in part or split the contract between two or more bidders.

**Senior Divisional Manager**



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**Jeevan Prakash, Sector 17B, Chandigarh - 160017**  
**Tele: 0172-2704125, 2701621 E-Mail: [os.chandigarh@licindia.com](mailto:os.chandigarh@licindia.com)**

**Tender for hiring of HOUSE KEEPING SERVICES (Cleaning / Sanitation / Sweeping) with material in Chandigarh Divisional Office, Branch Offices, Satellite Offices and Guest Houses under its jurisdiction**

**ROLE OF AGENCY IN DEPLOYMENT OF HOUSE KEEPING PERSONNEL**

- 1 The appropriate payment of wages & other benefits to the employees of the Agency shall be the exclusive responsibility of the Agency & persons so employed by the Agency shall have no claim whatsoever on LIC.
- 2 The Agency should issue Identity cards to their employees bearing their photographs which they should always carry with them & make available for inspection to LIC at any time. Agency will provide uniform to them with Agency logo at their own cost.
- 3 The Agency shall deploy House Keeping personnel who are courteous, trained, well mannered & disciplined and should be vigilant while on duty in and outside the Corporation's premises dealing with employees of LIC, workers of other agencies etc. The House Keeping Personnel so engaged should observe decency and decorum during the course of their employment in & out of LIC.
- 4 The Agency will have to follow the norms, rules & regulations, guidelines, standing orders & instructions given by the LIC from time to time.
- 5 All legal formalities required in engaging personnel will be the sole responsibility of the Agency.
- 6 The contractor, at its own expense, should provide proper uniform, Identity cards, name badges & other accessories such as safety shoes, gloves, masks etc. to their employed House Keeping personnel. Uniform is mandatory and should be provided within 15 days of awarding the tender and deployment of personnel. The Agency will ensure that the persons on duty are in neat & clean uniform on all working days failing which a penalty of Rs.100/- per worker per day will be imposed/ deducted. The Agency shall issue identity cards and name badges to all the deployed House Keeping personnel which they shall wear while on duty.
- 7 The Agency should ensure that no House keeping personnel leaves in an unauthorized way without a replacement. Agency shall keep replacements / backup ready in case of any requirement.
- 8 The personnel employed by the Agency as House Keeping Personnel should preferably be in age group 18 (Minimum) to 50 (Maximum) years. No minor should be employed under any circumstances.
- 9 The House Keeping personnel of the Agency shall be only Indian nationals and their character and antecedents should be checked by the Agency without fail. The Agency should submit the KYC documents of the House Keeping personnel employed in LIC offices, and not later than 15 days from the date of deployment of person(s) at their risk and consequences.
- 10 The Agency shall change the House Keeping personnel on demand by the LIC within 24 hours, if he/she commits unethical acts like sleeping while on duty, intoxication, negligence in performing duties, disobedience, theft, dishonesty, indulgence in illegal activities, unlawful acts, involved in the work other than the allotted one or any other misconduct. Such persons shall not be re-deployed in any of our offices and Guest Houses.

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- 11 The responsibility to deposit EPF & ESIC premium will be borne by House Keeping Agency.
  - 12 It is incumbent upon the Agency to ensure that each House Keeping personnel execute his duty for prescribed hours and minimum wage is payable for every eight / four hours duty.
  - 13 The Agency must ensure settlement of wages to all its employees latest by 7th of the following month without waiting for the settlement of their bills from LIC. Failing which a penalty of Rs.5000/- per month will be recovered from the monthly bill at DO Level.
  - 14 The workers / staff of the Agency will have nothing to do with LIC and shall have no presumptive right of absorption in the services of LIC.
  - 15 In case the workers engaged by the Agency have any grievances, they will take it up with the Agency without creating any disturbances in the campus/ premises. Under no circumstances agitational means are to be resorted to by the workers of the Agency. The Agency will be solely responsible if the workers engaged by it misbehave or create disturbances.
  - 16 The Agency shall, in case of any theft during tenure of contract agreement, will lodge FIR with police, conduct their investigation and submit the report findings to the LIC. The Agency shall also be responsible to pursue the theft case with police and related authorities.

**SENIOR DIVISIONAL MANAGER**

**Jeevan Prakash, Sector 17B, Chandigarh - 160017**  
**Tele: 0172-2704125, 2701621 E-Mail: [os.chandigarh@licindia.com](mailto:os.chandigarh@licindia.com)**

**Tender for hiring of HOUSE KEEPING SERVICES (Cleaning / Sanitation / Sweeping) with material in Chandigarh Divisional Office, Branch Offices, Satellite Offices and Guest Houses under its jurisdiction**

**(1) Scope of Work of Housekeeping Services at Office Premises**

- Cleaning of all gents & ladies toilets, wall tiles, pots, partitions, window panes, window grills and glasses from inside as well outside (wherever accessible), looking glasses of toilets, taps/fixtures, etc; at least twice a day with good quality of detergents and disinfectants on all the concerned floors. Filling & refilling of Liquid soap, air fresheners, naphthalene balls etc. Hourly inspection of Toilets and undertaking necessary cleaning and mopping of the same.
- Sweeping and mopping of passage.
- Sweeping and mopping of reception area, General office Area and Cabins etc with deodorant disinfectants.
- Clearing and cleaning of waste paper baskets. Baskets to be emptied after 4 pm daily or as per need.
- **Disposal of waste/garbage on daily basis from our premises to the dumping area earmarked by municipal authority of the area. Disposal of waste material / garbage will be the sole responsibility of the agency.**
- Dusting of partitions, doors & walls.
- Cleaning of main entrance glass doors/wooden doors.
- Scrubbing and Cleaning of all toilets flooring.
- Mopping of the entire toilet floors with deodorant disinfectant and cleaning of wash basins at regular intervals throughout the day.
- Cleaning of Chambers, cubicles, reception area, service area common area, passages, lift area etc.
- Removal of cobwebs from office premises.
- Monthly cleaning of wall mounted fans/ceiling fans or as per need.
- Monthly cleaning of **main holes (Gutters)** in the periphery of office buildings.
- Weekly Cleaning of Drinking Water Cooler Tanks in Office.
- Clearance of blockage in toilets/drainage as and when required.

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

**(2) Scope of Work of Housekeeping Services at Guest Houses :**

**Work to be done at Guest Houses**

- Providing House Keeping services on **all days including Sundays & Holidays.**
- Sweeping and mopping of passage.
- Sweeping and wet mopping of rooms with deodorant disinfectants.
- Clearing and cleaning of waste paper baskets.
- **Disposal of waste/garbage on daily basis from our premises to the dumping area earmarked by municipal authority of the area. Disposal of waste material / garbage will be the sole responsibility of the agency.**
- Dusting of partitions, doors, walls.
- Cleaning of window panes, window grills and glasses from inside as well as outside (Wherever accessible).
- Cleaning of main entrance glass doors/wooden doors.
- Cleaning of wash basin, urinals and mirrors etc. in all the toilets.
- Scrubbing and Cleaning of all toilets flooring.
- Mopping of the entire toilet floors with deodorant disinfectant and cleaning of wash basins.
- Cleaning of rooms, lobby, common area, passages, stairs & pantry etc. Cleaning of Buckets/Mugs by liquid soap/cleaner on daily basis.
- Cleaning Guest House Equipments/furniture etc.
- Monthly cleaning of wall mounted fans/ceiling fans
- **Clearance of blockage in toilets/drainage as and when required.**
- Monthly cleaning of **main holes (Gutters)** in the periphery of GH buildings.

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

**Note:** Vendors are advised to visit the above mentioned premises / locations between 11 AM to 4 PM from Monday to Friday before quoting their rates.

**FOR HOUSEKEEPING SERVICE IN OFFICES (On all working days):-**

**(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 Phenyl/disinfectant.
2. Dusting of all furniture, walls, ceiling, curtains and venetian blinds early in the morning before 9.00 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 twice a day.

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7. Cleaning of Buckets/Mugs by liquid soap /cleaner on daily basis.
  8. Throwing of waste/garbage on daily basis in garbage bin. Disposal of waste material will be the sole responsibility of the agency.
  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, stairs with soap/stain cleaner, removing of webs/insects from walls, ceilings, under tables/chairs/Almirahs etc.
  2. Dusting of all walls, ceilings, curtains, Venetian blinds early in the morning.
  3. Cleaning of taps, wash basins, flushing system, sinks etc. with help of soap/stain cleaner.
  4. Cleaning (dry)/washing basement and Open area adjoining the Building of the D.O/B.Os/S.Os/Guest Houses under Chandigarh Division.
- Any other item which may be required for the above purposes listed at Serial Nos. 1 to 4.

**(c) MONTHLY SCHEDULE FOR DEEP CLEANING**

1. Removal of cobwebs from office premises
2. Cleaning of window panes from inside as well as outside.
3. Cleaning of dust tube lights /security grill.
4. Cleaning of partitions.
5. Cleaning of roof top and staircases.
6. Cleaning of parapet walls.
7. Monthly vacuum cleaning of Venetian blinds.
8. Monthly cleaning of wall mounted fans/ceiling fans.
9. Monthly cleaning of main holes (gutters) in the periphery of office/Guest House buildings.

**Supervision / coordination of various house keeping jobs will be the responsibility of the Agency in consultation with the head of the concerned office.**



**Tender for hiring of HOUSE KEEPING SERVICES (Cleaning / Sanitation / Sweeping) with material in Chandigarh Divisional Office, Branch Offices, Satellite Offices and Guest Houses under its jurisdiction**

**(A) LIST OF CONSUMMABLE CLEANING MATERIALS TO BE USED**

The Agency while executing the house keeping jobs shall provide all necessary tools, equipment and branded cleaning materials necessary for carrying out the house keeping jobs, some of which are:

1. Liquid Hand Wash Soap
2. Phenyl
3. Naphthalene-Balls
4. Detergents
5. Room fresheners
6. Floor cleaner
7. Urinal Cakes
8. Metal Polish
9. Brooms (Soft)
10. Brooms (Tilliwala)
11. Floor Duster
12. Scouring Powder
13. Pan with handle to collect sweeping (Dust pan)
14. Hand Brush
15. Glass Cleaner
16. Cobwebs Remover
17. Washing Powder / Bleaching Powder
18. Air freshener
19. Mosquito Repellent /Disinfectant
20. Mops
21. Garbage Sacks
22. Plastic Dustbins (140 liters)
23. Any other item required for cleaning/sanitation/sweeping purposes.

**(B) List of Repute makes material:**

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

| S.No. | Description of Material required      | Manufacturing and Brand Names                               |
|-------|---------------------------------------|-------------------------------------------------------------|
| 1.    | Flush Cleaner, Phenyl                 | Harpik, lizol, Bengal Chemicals/ similar brands/ ISI marked |
| 2.    | Air freshener installation/ refilling | Dabur (India)/ Odonil/Ambipure / similar brands             |
| 3.    | Stain/Glass cleaner                   | Colin/ similar brands                                       |
| 4.    | Liquid Soap                           | Lifebuoy, Dettol, similar brands                            |

**SENIOR DIVISIONAL MANAGER**

SIGNATURE OF THE BIDDER WITH SEAL

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LIC of India, Jeevan Prakash, Sector 17B, Chandigarh - 160017

Tele: 0172-2704125, 2701621 E-Mail: [os.chandigarh@licindia.com](mailto:os.chandigarh@licindia.com)

**Tender for hiring of HOUSE KEEPING SERVICES (Cleaning / Sanitation / Sweeping) with material in Chandigarh Divisional Office, Branch Offices, Satellite Offices and Guest Houses under its jurisdiction**

**ANNEXURE - 'A'**

**TECHNICAL BID**

| S.No | Information Sought                                                                                                                       | Information Provided |
|------|------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| 1    | Name of the Firm/Organization (in <b>Block Letters</b> )                                                                                 |                      |
| 2    | Date of Establishment/Incorporation                                                                                                      |                      |
| 3    | Registration No. under Companies Act 1956 (Please enclose photocopy of the certificate)                                                  |                      |
| 4    | Address of Local Office, Telephone No. and e-mail address                                                                                |                      |
| 5    | Address of Head Office (if different) Telephone No and email address.                                                                    |                      |
| 6    | <b>Status:</b> Proprietary /Partnership/ Private Ltd. Co./ Public Ltd. Co.                                                               |                      |
| 7    | Name(s) of the Proprietor/ Partners/ Directors                                                                                           |                      |
| 8    | Name of the Chief Executive with his present address, Mobile/Telephone No.                                                               |                      |
| 9    | Name(s) of Representative(s) with Designation who would be calling on us and attending to the jobs                                       |                      |
| 10   | Name of Bankers with addresses & Telephone Nos. & IFSC Code & Bank Account Details (NEFT form & copy of cancelled cheque to be enclosed) |                      |
| 11   | Permanent Account Number. (Please enclose attested photocopy)                                                                            |                      |
| 12   | Labour Licence Nos. and validity under various provisions of Labour Laws (Please enclose attested photocopy of certificate)              |                      |
| 13   | G.S.T Registration No. (Please enclose attested photocopy of certificate)                                                                |                      |
| 14   | EPF Registration No. (Please enclose attested photocopy of certificate)                                                                  |                      |
| 15   | ESI Registration No. (Please enclose attested photocopy of certificate)                                                                  |                      |
| 16   | Date of obtaining ISO 9001:2008 or ISO 9001:2015 Certificate and its validity <b>(Please enclose photocopy</b>                           |                      |

SIGNATURE OF THE BIDDER WITH SEAL

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Tele: 0172-2704125, 2701621 E-Mail: [os.chandigarh@licindia.com](mailto:os.chandigarh@licindia.com)

|           |                                                                                                                                                                                                                          |                                        |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|
| <b>17</b> | Turnover for last 3 years<br>( Copies of Balance Sheets & Profit & loss a/c for 3 yrs to be enclosed)                                                                                                                    | FY 2018-19<br>FY 2017-18<br>FY 2016-17 |
| <b>18</b> | State the latest Income Tax assessed year and the amount of Tax assessed (copies of last 3 years IT Returns,                                                                                                             | FY 2018-19<br>FY 2017-18<br>FY 2016-17 |
| <b>19</b> | Registration details with any other Government Authorities, if registered                                                                                                                                                |                                        |
| <b>20</b> | <b>Has your Firm / Organization including Partners / Shareholders / Directors ever been blacklisted / prosecuted by any department /statutory body in any state or by any Court of Law .If yes, please give details.</b> |                                        |
| <b>21</b> | Details of past experience in the present field engaged in (Please enclose certificates from relevant institutions).                                                                                                     |                                        |
| <b>22</b> | Please state how many contracts are in hand as on date.                                                                                                                                                                  |                                        |
| <b>23</b> | Mention any other specialties of your establishment                                                                                                                                                                      |                                        |
| <b>24</b> | Total number of House Keeping Personnel employed as on 31.03.2018                                                                                                                                                        |                                        |
| <b>25</b> | Details of Tender Fees                                                                                                                                                                                                   | Amt. DD No Dt                          |
| <b>26</b> | Details of Earnest Money                                                                                                                                                                                                 | Amt. DD No Dt                          |

I declare that the above information is correct and complete to the best of my knowledge and belief.

SIGNATURE OF THE BIDDER WITH SEAL

**Tender for hiring of HOUSE KEEPING SERVICES (Cleaning / Sanitation / Sweeping) with material in Chandigarh Divisional Office, Branch Offices, Satellite Offices and Guest Houses under its jurisdiction**

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.

SIGNATURE OF THE BIDDER WITH SEAL

**Tender for hiring of HOUSE KEEPING SERVICES (Cleaning / Sanitation / Sweeping) with material in Chandigarh Divisional Office, Branch Offices, Satellite Offices and Guest Houses under its jurisdiction**  
**FINANCIAL BID PART – A, ANNEXURE- ‘C’**  
**HOUSE KEEPING PERSONNEL PROPOSED TO BE DEPLOYED (IN SEALED COVER)**

| Sr. No. | Location                | Category | Duty hours | Total area in Sq ft (approx.) | No. of Persons to be deployed |
|---------|-------------------------|----------|------------|-------------------------------|-------------------------------|
| 1       | Divisional Office, Chd. | B        | 8          | 58069                         | 6                             |
| 2       | Mash, Zirakpur          | C        | 4          | 4752                          | 1                             |
| 3       | Customer zone, Chd.     | B        | 4          | 742                           | 1                             |
| 4       | Unit-1, Chd.            | B        | 8          | 8311                          | 1                             |
| 5       | Unit -2, Chd.           | B        | 8          | 9386                          | 1                             |
| 6       | Unit-3, Chd.            | B        | 8          | 4988                          | 1                             |
| 7       | Unit-4, Chd.            | B        | 8          | 4383                          | 1                             |
| 8       | P&GS, Chd.              | B        | 8          | 3383                          | 1                             |
| 9       | CAB, Chandigarh.        | B        | 8          | 2677                          | 1                             |
| 10      | Manimajra               | B        | 8          | 4721                          | 1                             |
| 11      | Mohali                  | C        | 8          | 4835                          | 1                             |
| 12      | Morinda                 | C        | 8          | 8808                          | 1                             |
| 13      | Ropar                   | C        | 8          | 7615                          | 1                             |
| 14      | Dera Bassi              | C        | 8          | 4760                          | 1                             |
| 15      | Rajpura                 | C        | 8          | 7223                          | 1                             |
| 16      | Patiala-1               | C        | 8          | 10099                         | 1                             |
| 17      | Patiala-2               | C        | 8          | 10236                         | 1                             |
| 18      | Nabha                   | C        | 8          | 7135                          | 1                             |
| 19      | Malerkotla              | C        | 8          | 5052                          | 1                             |
| 20      | Barnala                 | C        | 8          | 3004                          | 1                             |
| 21      | Samana                  | C        | 8          | 4714                          | 1                             |
| 22      | Nangal                  | C        | 8          | 7990                          | 1                             |
| 23      | SO-Sec.37 ,Chd.         | B        | 4          | 900                           | 1                             |
| 24      | SO-CLIA, SEC.22.Chd.    | C        | 4          | 1107                          | 1                             |
| 25      | SO- Zirakpur            | C        | 4          | 1054                          | 1                             |
| 26      | SO- Phase-11 Mohali     | C        | 4          | 1118                          | 1                             |
| 27      | SO- Sirhind             | C        | 4          | 1232                          | 1                             |
| 28      | SO- Dhanaula            | C        | 4          | 1431                          | 1                             |
| 29      | SO-Kharar               | C        | 4          | 960                           | 1                             |
| 30      | SO- Kurali              | C        | 4          | 830                           | 1                             |
| 31      | SO- Anandpur sahib      | C        | 4          | 1500                          | 1                             |
| 32      | SO- Tripari             | C        | 4          | 1469                          | 1                             |
| 33      | SO-Ghanaur              | C        | 4          | 889                           | 1                             |
| 34      | D Mkt-Patiala           | C        | 4          | 1183                          | 1                             |
| 35      | SO- CLIA MGG            | C        | 4          | 1176                          | 1                             |
| 36      | SO- Patran              | C        | 4          | 1500                          | 1                             |

SIGNATURE OF THE BIDDER WITH SEAL

| Sr No. | Location                                                                                                       | Category | Duty hours   | Total Area in Sqft (Appx) | No. of Persons to be deployed |
|--------|----------------------------------------------------------------------------------------------------------------|----------|--------------|---------------------------|-------------------------------|
| 37     | SO- Sunam                                                                                                      | C        | 4            | 1370                      | 1                             |
| 38     | SO- Amlah                                                                                                      | C        | 4            | 1423                      | 1                             |
| 39     | Guest House,<br>59, Sec.8A, Chd.                                                                               | B        | 4            | 2696                      | 1                             |
| 40     | Guest House, Sec.15D, Chd.<br>(9 set of Rooms):<br># 3026G,3021U,3031U,<br>3033U,3035U,3036U,<br>3037U & 3038U | B        | 4            | 4010                      | 2                             |
|        |                                                                                                                |          |              |                           |                               |
|        |                                                                                                                |          | <b>Total</b> | 208731 Sq.feet            | <b>46</b>                     |

**Addresses for the above locations are available in Annexure-‘D’.**



**Tender for hiring of HOUSE KEEPING SERVICES (Cleaning / Sanitation / Sweeping) with material in Chandigarh Divisional Office, Branch Offices, Satellite Offices and Guest Houses under its jurisdiction**  
**ANNEXURE- 'D'**

**List of Offices and Guest Houses under Chandigarh Division (With Address)**

| Sr.No. | Location                                        | Address                                                                                                                 |
|--------|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| 1      | (a)Divisional Office,<br>(b)Direct<br>Mktg.Chd. | Jeevan Prakash Building, Sector 17- B,Chandigarh.<br>Ground floor, Jeevan Prakash Building, Sector 17-B,<br>Chandigarh. |
| 2      | Customer Zone                                   | SCO 107 (1st Floor), Sector 47-C, Chandigarh.                                                                           |
| 3      | Mash Centre                                     | Balaji Mansion, Behind Indian Overseas Bank,(Ambala<br>Chandigarh Road), Zirakpur (Pb.)                                 |
| 4      | P&GS, Chandigarh                                | 3 <sup>rd</sup> floor, Jeevan Prakash Building, Sector 17-B,<br>Chandigarh.                                             |
| 5      | Unit-1,Chandigarh                               | 2nd floor, Jeevan Deep Building, Sector 17-B,<br>Chandigarh.                                                            |
| 6      | Unit-2,Chandigarh                               | 3 <sup>rd</sup> floor, Jeevan Prakash Building, Sector 17-B,<br>Chandigarh.                                             |
| 7      | Unit-3,Chandigarh                               | SCO 343-45 Sector 34-A, Chandigarh.                                                                                     |
| 8      | Unit-4,Chandigarh                               | SCO 7A, Sector 7-C, Chandigarh.                                                                                         |
| 9      | CAB, Chandigarh                                 | SCO 1110-11, Sector 22-C, Chandigarh.                                                                                   |
| 10     | Barnala                                         | 22 Acre Scheme, Fountain Chowk, Barnala (Pb.)                                                                           |
| 11     | Derabassi                                       | Saini Complex, Chandigarh Ambala Road, Dera Bassi (Pb.)                                                                 |
| 12     | Malerkotla                                      | Satta Bazar Chowk, Malerkotla (Pb.)                                                                                     |
| 13     | Patiala-1                                       | SCO 8-9, 1 <sup>st</sup> floor, Chhoti Baradari, Patiala (Pb.)                                                          |
| 14     | Patiala- 2                                      | Choti Baradari, Patiala                                                                                                 |
| 15     | Manimajra                                       | SCO-810, Chandigarh Kalka Road, Mani Majra.                                                                             |
| 16     | Mohali                                          | Near Bassi Theatre, Phase-2, Mohali. (Pb.)                                                                              |
| 17     | Morinda                                         | 81-82 City Centre, Jeevan Jyoti Building, Morinda.(Pb.)                                                                 |
| 18     | Nabha                                           | Jeevan Jyoti, 1-7 General Shivdev Singh Complex, Circular<br>Road, Nabha (Pb.)                                          |

|    |                      |                                                                                   |
|----|----------------------|-----------------------------------------------------------------------------------|
|    |                      |                                                                                   |
| 19 | Nangal               | Near Shivalik Cinema, Nangal                                                      |
| 20 | Rajpura              | 99-A, Guru Nanak Colony, Jeevan Jyoti Building, Rajpura (Pb.)                     |
| 21 | Ropar                | 196-97, Giani Zail Singh Nagar, Ropar (Pb.)                                       |
| 22 | Samana               | Near Bus Stand, Malkana Patti, Samana (Pb.)                                       |
| 23 | VIP Guest House      | 59, Sector 8A, Chandigarh.                                                        |
| 24 | Ordinary Guest House | #3026G, 3021U, 3031U, 3033U, 3035U, 3036U, 3037U & 3038U, Sector 15D, Chandigarh. |

**Tender for hiring of HOUSE KEEPING SERVICES (Cleaning / Sanitation / Sweeping) with material in Chandigarh Divisional Office, Branch Offices, Satellite Offices and Guest Houses under its jurisdiction**

**Annexure-‘D’**

**List of Satellite Offices under Chandigarh Division (with address)**

| Sr.No | Location            | Address                                                                              |
|-------|---------------------|--------------------------------------------------------------------------------------|
| 1.    | S.O. Unit-1,Chd     | SCO 389, Sector 37-D, Chandigarh.                                                    |
| 2.    | S.O CLIA Unit-2,Chd | SCO 2455-56, Sector 22-C, Chandigarh.                                                |
| 3.    | S.O. Dhanaula       | Narain Bhawan, Near Gurudwara, Ramsar Road, Dhanaula.                                |
| 4.    | S.O. Zirakpur       | Above Indian Overseas Bank, CHD-Ambala Highway, Zirakpur (Pb.)                       |
| 5.    | S.O. CLIA MGG       | SCO 164, Sector-4, Block-D, Mandi Gobindgarh (Pb.)                                   |
| 6.    | S.O. Sirhind        | Near Joyti Swaroop Turn, Bassi Pathana Road, Sirhind, (Distt. Fatehgarh Sahib) (Pb.) |
| 7.    | S.O Phase-11,Mohali | BSNL Building, Phase-XI, Mohali (Pb.)                                                |
| 8.    | S.O. Kharar         | Plot No-6, Near Ambika Devi Temple, Landran Road, Kharar                             |
| 9.    | S.O. Amloh          | Nabha Road, Amloh (Pb.)                                                              |
| 10.   | S.O. Anandpur Sahib | Anandpur Sahib (Pb.)                                                                 |
| 11.   | S.O. Tripari        | Near Hanuman Mandir, Tripari (Pb.)                                                   |
| 12.   | S.O. D Mkt Patiala  | SCF-17, Phase-2, Urban Estate, Patiala (Pb.)                                         |
| 13.   | S.O. Ghanaur        | SCO-44, Anaj Mandi, Ghanour (Pb.)                                                    |
| 14.   | S.O. Kurali         | Ward No-9, Chd. Road, Opp Primary School, Kurali (Pb.)                               |
| 15.   | S.O. Patran         | Garg Plaza Market, Jhakal Road, Patran (Pb.)                                         |
| 16.   | S.O. Sunam          | Patiala Road, Near New Court, Sunam (Pb.)                                            |

**Tender for hiring of HOUSE KEEPING SERVICES (Cleaning / Sanitation / Sweeping) with material**  
**FINANCIAL BID PART – B** **ANNEXURE- 'E-1'**

**Financial Bid in sealed cover for Housekeeping Services for Offices in Chandigarh & Punjab**

| Sr No | Item                                                                                                               | Minimum Wages of Central/State/UT Chandigarh whichever is higher is to be paid |                             |                               |                             |
|-------|--------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|-----------------------------|-------------------------------|-----------------------------|
|       |                                                                                                                    | Rates for Chandigarh (U.T) (Category-B)                                        |                             | Rates for Punjab (Category-C) |                             |
|       | Components                                                                                                         | 8 Hours (Excluding GST) (A)                                                    | 4 Hours (Excluding GST) (B) | 8 Hours (Excluding GST) (C)   | 4 Hours (Excluding GST) (D) |
| 1     | Wages per day per worker as on 01.10.2019                                                                          | Rs.                                                                            | Rs.                         | Rs.                           | Rs.                         |
| 2     | Wages per month(26 days) <b>(For one worker Unskilled- Wage per day, Sr. No.1X 26)</b>                             | Rs.                                                                            | Rs.                         | Rs.                           | Rs.                         |
| 3     | % of Agency Service Charges per worker per month _____.                                                            | Rs.                                                                            | Rs.                         | Rs.                           | Rs.                         |
|       | *Agency Service/administration charges per worker per month (of Wages per month, Sr. No.2 )                        |                                                                                |                             |                               |                             |
| 4     | Total Cost for one worker per month (Sr. no. 2+ Sr.no. 3)                                                          | Rs.                                                                            | Rs.                         | Rs.                           | Rs.                         |
| 5     | Total cost of workers per month                                                                                    | A(4) X 13 =Rs.                                                                 | B(4) X 3= Rs.               | C(4) X 12 =Rs.                | D(4) X 15= Rs.              |
| 6     | Monthly Cost of providing One full time Supervisor stationed at Divisional Office Chandigarh (excluding EPF & ESI) | Rs.                                                                            |                             |                               |                             |
| 7     | Monthly Cost of material (Material of reputed Brands only to be considered as listed)                              | (a) Cost of material Per Sq Ft Rs. _____                                       |                             |                               |                             |
|       |                                                                                                                    | (b) Total Cost of Material for 202025 Sq Ft Rs. _____                          |                             |                               |                             |
| 8     | <b>Total Amount</b><br>A(5)+B(5)+C(5)+D(5)+<br>Col 6+Col 7 (b)                                                     | Amount in figures: Rs. _____                                                   |                             |                               |                             |
|       |                                                                                                                    | Amount in words:<br>Rs. _____                                                  |                             |                               |                             |

**Tender for hiring of HOUSE KEEPING SERVICES (Cleaning / Sanitation / Sweeping) with material**  
**FINANCIAL BID PART – B** **ANNEXURE- 'E-2'**  
**Financial Bid for Housekeeping Services for Guest Houses in Chandigarh**

| Sr No | Item                                                                                                                                                  | Minimum Wages of Central/State/UT Chandigarh whichever is higher is to be paid |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
|       |                                                                                                                                                       | Rates for Chandigarh (UT) (Category-B)                                         |
|       | <b>Components</b>                                                                                                                                     | <b>4 Hours (Excluding GST)</b>                                                 |
| 1     | Wages per day per worker as on 01.10.2019                                                                                                             | Rs.                                                                            |
| 2     | Wages per month (26 days) ( For one worker <b>Unskilled- (Wage per day, Sr. No.1 X 26)</b>                                                            | Rs.                                                                            |
| 3     | Relieving charges per worker per month (For 4 days)                                                                                                   | Rs.                                                                            |
| 4     | % of Agency Service Charges per worker per month _____<br>*Agency Service/administration charges per worker per month (of wages per month, Sr. No. 2) | Rs.                                                                            |
| 5     | Total Cost for one worker (Sr. No. 2+3+4)                                                                                                             | Rs.                                                                            |
| 6     | Total cost of workers per month for <b>3 workers (Sr. No. 5) x 3</b>                                                                                  | Rs.                                                                            |
| 7     | Monthly Cost of material (Material of reputed Brands only to be considered as listed)                                                                 | (a) Cost of material Per Sq Ft Rs. _____                                       |
|       |                                                                                                                                                       | (b) Total Cost of Material for 6706 Sq Ft Rs. _____                            |
| 8     | <b>Total Sr. no. 6 + 7 (b)</b>                                                                                                                        | Rs. _____                                                                      |

Total (Column 8) Amount in figures: \_\_\_\_\_  
Amount in words: \_\_\_\_\_

**\*\*Grand Total Amount (Sr No-8 of Annexure E-1 + Sr No-8 of Annexure E-2)**  
**Amount in Figures:** \_\_\_\_\_

**Amount in words:** \_\_\_\_\_

SIGNATURE OF THE BIDDER WITH SEAL

**Tender for hiring of HOUSE KEEPING SERVICES (Cleaning / Sanitation / Sweeping) with material in Chandigarh Divisional Office, Branch Offices, Satellite Offices and Guest Houses under its jurisdiction**

**ANNEXURE- 'E-1 & E-2'**

**FINANCIAL BID PART- B**

**NOTE:**

1. Month will be defined as 26 days for offices located in Chandigarh and Punjab except Guest Houses at Chandigarh for which 30 days (all days of the month) housekeeping services are required.
2. The rates quoted shall be written in **figures and words both**. If there is any difference in figures and words then rates mentioned in words will be considered.
3. The bidders are instructed **not to round off** the rates quoted.
4. Rates to be quoted on Monthly Basis, inclusive of all charges, **but excluding GST** which will be paid separately as per the prevailing rates from time to time.
5. The EPF and ESI will be paid as per the prevailing rates from time to time.
6. Cost of supervisor –the wages of the supervisor must comply with the minimum wages notification issued by appropriate authority of UT/State/Central Govt. whichever is higher from time to time.
7. Bidders are required to provide the full breakup of the amount quoted (Wages + Material cost).
8. The cost of material will include the cost of all cleaning materials of branded/standard company as mentioned at Page No.21 (List of consumable Cleaning Material) and other materials related to cleaning for our various offices and Guest Houses internal and external area within the premises.
9. **The wages quoted should not be less than the Minimum Wages** (as per the Minimum Wages Act, 1948) of Housekeeping Personnel applicable in Chandigarh & Punjab of unskilled Category on the date of inviting the tender. Housekeepers will be paid wages by the service provider payable to unskilled workers as per the minimum wage notification issued by appropriate authority of UT/State/Central Govt. whichever is higher from time to time.
10. **Selected vendors will have to statutorily (as per law) pay ESI & EPF both for housekeeping workers and supervisor.**
11. The rates quoted for Divisional Office & Branches shall be for 8 hours of duty.
12. The rates quoted for Satellite Offices & Guest Houses shall be for 4 hours of duty.
13. \* **The percentage of Agency service/Administration charges will remain fixed irrespective of any increase /decrease in wages during the entire duration of the contract. As per Notification of Ministry of Commerce & Industry, Deptt of Commerce, Govt of India, No.-31/14/1000/2014-GA dated 17.09.2014 that Service Charges / Administrative Charges quoted by bidder necessarily has to be over and above Zero percent. Further, zero percent includes all derivatives of zero upto 0.9999 and thereof. In the light of mentioned Govt. Notification, the minimum Agency service/ Administration charges cannot be less than 1%. Any service charge not adhering to the above guidelines shall be considered unresponsive and such bid will not be considered.**
14. Kindly note that two separate financial bids are to be submitted , one for Offices and another for Guest Houses.



15. The bids will be decided on the basis of Grand Total Amount (Total Amount of Annexure E-1, Sr. No. 8 & Total Amount of Annexure E-2, Sr. No.-8). \*\*In case, it is found that there is tie between/among two/more eligible bidders, then the agency with the highest average annual turnover for the last 3 years will be considered.

16. **Financial Bid (Annexure E 1):**Cost of providing one full time Supervisor stationed at Divisional Office, Chandigarh must comply with the minimum wages notification issued by the appropriate authority of UT/ State/ Central Govt. whichever is higher from time to time. The components of EPF and ESI is also to be added to arrive at the cost of one full time Supervisor.

17. **Financial Bid (Annexure E1 and E2):** Bidders are to consider only minimum wage notifications issued by Labour Departments of State/ UT/ Central Govt.

18. **To assist in the examination, evaluation and comparison of bids LIC of India, Chandigarh may at its discretion ask the bidder for a clarification of its bid.**

19. The rates must be given on our prescribed format only, otherwise tender will not be accepted. The rates must be covered with cello tape

**SENIOR DIVISIONAL MANAGER**

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.

SIGNATURE OF THE BIDDER WITH SEAL

**Tender for hiring of HOUSE KEEPING SERVICES (Cleaning / Sanitation / Sweeping) with material in Chandigarh Divisional Office, Branch Offices, Satellite Offices and Guest Houses under its jurisdiction**

**ANNEXURE- 'F'**

**LETTER OF AUTHORIZATION FOR ATTENDING BID OPENING**

The Manager (OS)  
Life Insurance Corporation of India  
Jeevan Prakash Building,  
Sector 17-B,  
Chandigarh-160017

Sub: Authorization for attending bid opening on.....at  
.....Hrs

Following person is hereby authorized to attend the bid opening for the House  
Keeping Services Tender on behalf of  
..... (Bidder)

| Name of the Person | Specimen Signature |
|--------------------|--------------------|
|                    |                    |

Signature of Bidder or  
Officer authorized to sign  
The Bid Documents on  
behalf of the Bidder along  
with seal of the firm

Dated.....

**Note: Only one representative for any Bidder shall be authorized and permitted to attend the BID OPENING. Such person shall carry this authorization letter & I Card along with him to participate in the bid opening.**

**Tender for hiring of HOUSE KEEPING SERVICES (Cleaning / Sanitation / Sweeping) with material in Chandigarh Divisional Office, Branch Offices, Satellite Offices and Guest Houses under its jurisdiction**

**ANNEXURE- 'G'**

**COMPLIANCE REPORT**

The Senior Divisional Manager,  
L I C of India, Divisional Office,  
Chandigarh.

Dear Sir,

Re: **Tender for Providing House Keeping Services (Cleaning/ Sanitation/ Sweeping) with material in Chandigarh Divisional Office, Branch Offices, Satellite Offices and Guest Houses under its jurisdiction.**

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 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, UT, Chandigarh and Punjab Government, **whichever 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.

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 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.

Place: .....

Date : .....

Signature of Tenderer

Name of the Tenderer:

Address:\_\_\_\_\_

**Tender for hiring of HOUSE KEEPING SERVICES (Cleaning / Sanitation / Sweeping) with material in Chandigarh Divisional Office, Branch Offices, Satellite Offices and Guest Houses under its jurisdiction**

**ANNEXURE- 'H'****AFFIDAVIT**  
**(TO BE GIVEN BY SUCCESSFUL BIDDER)**

I/We (Authorised 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 House Keeping Services in various Offices under Chandigarh 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 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 \_\_\_\_\_ 2019.

Before Me

Notary

**Tender for hiring of HOUSE KEEPING SERVICES (Cleaning / Sanitation / Sweeping) with material in Chandigarh Divisional Office, Branch Offices, Satellite Offices and Guest Houses under its jurisdiction**

**APPLICATION FOR PAYMENT THROUGH NEFT FROM AGENCY**

**Name of the Agency** : .....  
(As per Bank A/c)

**PAN NO.** : .....  
(Compulsory)

**Address of Agency** : .....  
.....

**Phone / Mobile no.** : .....  
(FOR SMS Alert)

**Email ID** : .....

**Agency's Bank name** : .....

**Bank Branch Name** : .....

**Address of the bank** : .....

**Agency Bank Account No.** : .....  
(Full Digit 11-16)

**Type of A/c** : Saving A/c ☐ Current A/c ☐ OD A/c ☐ CC A/c ☐  
(Tick)

**Bank IFSC Code No.** : .....  
( 11 DIGIT IFSC CODE )

|  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|

I have checked the above details with my banker and confirm that they are correct. Please transfer the amount payable to me as per details stated above.

Signature of the Agency With seal  
Date:

Kindly enclose cancelled cheque leaf for verification of details.

SIGNATURE OF THE BIDDER WITH SEAL

**Tender for hiring of HOUSE KEEPING SERVICES (Cleaning / Sanitation / Sweeping) with material in Chandigarh Divisional Office, Branch Offices, Satellite Offices and Guest Houses under its jurisdiction**

**CHECK LIST**

| Sr.No | PARTICULARS                                                                                                      | YES | NO |
|-------|------------------------------------------------------------------------------------------------------------------|-----|----|
| 01    | Demand Draft for Tender Fee & EMD enclosed with Technical Bid/ or MSME/NSIC certificate enclosed (if applicable) |     |    |
| 02    | All Annexures i.e. A, B,C,D,E1,E2,F,G,H duly signed and stamped are enclosed                                     |     |    |
| 03    | Financial Bid is duly signed and enclosed in a separate envelope                                                 |     |    |
| 04    | All Rates in the financial bid are covered with cello tape                                                       |     |    |
| 05    | All documents are duly signed & stamped                                                                          |     |    |
| 06    | Self attested copy of One contract letter of institution of repute                                               |     |    |
| 07    | Self attested copy of ITR for 3 years(2016-17,2017-18 & 2018-19) enclosed                                        |     |    |
| 08    | Self attested copy of Turnover Certificate for 3 years (2016-17,2017-18 & 2018-19) enclosed                      |     |    |
| 09    | Self Attested copy of PAN Card enclosed                                                                          |     |    |
| 10    | Self attested copy of GST No. Enclosed                                                                           |     |    |
| 11    | Self attested copy of valid Labour Licence enclosed                                                              |     |    |
| 12    | Self attested copy of Proof/Certificate of No. of employees enrolled with the firm as on 31.03.2019              |     |    |
| 13    | NEFT Details alongwith cancelled cheque enclosed                                                                 |     |    |
| 14    | Self attested copy of Proof of Office at Chandigarh/Panchkula/Punjab                                             |     |    |