



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

Re:Tender for providing Security Guards (without Arms) to our offices/premises:

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

The procedure of submission of tender is as under:-

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

Marked Envelopes	Contents
Envelope-I	Technical Bid" in "Annexure-A" along with the enclosures
Envelope-II	"Financial Bid" in "Annexure-B"
Envelope-III	EMD Rs.76000/- only in shape of DD and cost of Tender fee Rs. 590/- in shape of DD or Cash Receipt issued by LIC. (DD should be in favour of LIC of India payable at JORHAT)
Envelope-IV	Single big sealed cover containing the above three envelopes (I,II and III) super scribed as "Tender for Security Services at the various Offices/Premise under LIC JORHAT Division jurisdiction" .

3. The envelop containing the technical bid should have the following documents/papers:

a. Technical Bid in Annexure-A

b. Self attested photo copy of Certificate of Registration of Firm / Company. License copy (issued under "The Private office Security Agencies Regulation act 2005)

c. Self attested photo copy of the trade license.

d. Self attested photo copy of the ESIC Registration.

e. Self attested photo copy of the EPFQ Registration.

f. Self attested photo copy of the GST Registration.

g. Self attested photo copy of the Registration under Shop and Establishment Act.

h. Self attested photo copy of the award of contracts which are presently in operation and completed contracts.

i. Turn over of the Company/Partnership/Proprietorship for the year 2016-17, 2017-18 and 2018-19. Audited financial statements (Income statement, Profit and Loss Account and Balance Sheet).

j. Self attested photo copy of the Income Tax assessment order / copy of IT return filed for last three previous years .i.e 2018-19, 2017-18 & 2016-17.

k. Self attested photo copy of the PAN card..

l. An affidavit sworn by the Proprietor or Managing Partner or Director of the Company that they have no criminal antecedents, never black listed by any Govt., Semi Govt. or PSU and shall not place any security staff with criminal antecedents.

m. Tender form duly signed by the bidder in all pages in token of having accepted all the terms and conditions.

n. Proven track record with minimum three reputed clients in rendering security services successfully. (Minimum deployment of workmen should be atleast 40 for each client)

4. The terms and conditions governing the tender are given herewith. All pages of the Tender forms will have to be signed by the tenderer as proof of its acceptance.

5. The tenders received after the due date and time will not be considered.

6. SCHEDULE FOR PROCESSING OF TENDER AS UNDER

Date and time of sale of Tender Documents	21.03.2020 to 10.04.2020 up to 2.00 PM
Last date for submission of Tenders	10.04.2020 up to 4.00 PM
Pre Bid Meeting	06.04.2020 at 11.00 AM
Date and time of opening Technical Bid	16.04.2020 at 11.30 AM
Date and time of opening of Financial Bid, who will be technically qualified after verification of TB.	To be declared later on.

7. The technical Bid will be opened on the date and time specified above. The tenderer or his authorized representative duly authorized by a letter of authority may be attended at the time of opening the tender.

8. After preliminary scrutiny of Technical Bid, verification of credentials, the Price Bids of only those bidders whose technical bids are found eligible be opened at a later date .

9. The Sr. Divisional Manager, LIC of India, D.O. Jorhat reserves the right to reject / issue, the tender to any Agency at his sole discretion without assigning any reason thereof.

10. The Agencies / firm shall also be liable for legal Proceeding under Jorhat jurisdiction at the cost of Agencies / firm.

11 . Agency will have to submit unconditional acceptance of terms and conditions enclosed with tender.

12. Agency should attach the details of other organization, if any, where at present providing security services.

13. A demand draft of **Rs. 76,000/-** (Rs. Seventy six thousand only) as EMD favouring “**LIC of India**” payable at **Jorhat**, without which the Bid will not be considered. The EMD will not carry any interest and it will be refunded in case tender is not accepted or notice of withdrawal of tender is received before due date of opening. However this will be forfeited in case tender is accepted and agency is unable to provide services for reasons whatsoever. The EMD deposited by the successful bidder will be converted into Security Deposit and it will not carry any interest.

14. Terms & condition shall be the part of this tender.

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

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

Sr. Divisional Manager.

Enclosed: as above

Eligibility Criteria & Requirements for Deployment of Security Services:

1. The Applicant must be a Registered / Licensed Organization / Partnership firm / Sole Proprietorship. The company should have a registered office in ASSAM.
2. The Applicant must have a proven track record with 3 reputed clients in rendering Security Services. Deployment of workmen against every client should be at least 40 . Work Order of three clients to be enclosed along with the TB.
3. The applicant must have sound financial capacity / credit worthiness acceptable to LIC of India.
4. The applicant must have annual turnover of "75 lakh" during the last three Financial Years.
 - a. The applicant must produce relevant documentary evidence along with the tender application form.
 - b. Non disclosure of relevant information or furnishing of incorrect information, documents will suffer disqualification.
5. The applicant must not have been at any time declared as insolvent or convicted for any Offense.
6. The applicant shall comply with all the requirements of labour laws, obtain all licence, Approvals, Permissions to carry on the business of Security Service by ADG (Law & Order).
7. The applicant must not have been prosecuted or suffered any penalty for violation of any labour laws by any Authority.
8. The applicant should not have rescinded, abandoned any Security Services contract Awarded by any of his client before the expiry of prescribed period of contract.
9. The applicant should not be a sub-contractor to any other entity person.
10. The applicant has not suffered any disqualification to render the Security Services at any time in respect of matters not enumerated herein.
11. The contractors who have already rendered Services at LIC of India / PSU / Nationalized Banks will be allowed to participate if their work records are impeccable.
12. The contractors should not be a party to any cartel at any time for processing any contract including the present tender.
13. The tenderers are advised to inspect the premises where the services are required to be offered and assess for requirements themselves before submission of the tender. .

14. LIC of India is not responsible in any manner for the postal delay / loss / non receipt of the tender.
15. Remuneration is payable as per the prevailing Central Government minimum wages act and State Government Minimum wages act (whichever is more) as applicable for Security Guards per month basis and other by laws applicable (inclusive of Statutory liabilities, tax levies etc.) GST will be payable as per prevailing rules applicable from time to time. The minimum wages and statutory liabilities are same for all. **So, service charges on per person per day basis will be reckoned for the purpose of selection.**
16. No other increase in the amount quoted by the selected tenderer shall be entertained on any account during the period of the contract and renewal period, if any except for changes in minimum wages and statutory liabilities, which would be reimbursable.
17. The contribution towards PF, ESI will be paid upon the production of proof of payment made to the relevant authority.
18. The monthly payment will be made through NEFT upon the production of proof of payment made to guards directly to their bank accounts.
19. The Security Agency is required to provide its NEFT details with PAN No. along with the tender documents.
20. The tender should be submitted so as to reach our Office on or before the due date and time specified in the covering letter.
21. Corrections, if any, in the quotation should be duly authenticated with the full signature. In case of any difference between the figures and the wordings, the wordings will be taken as the correct one.
22. The quotation should be either typewritten or neatly and legibly hand written in dot-pen.
23. Technical Bid should be placed in separate sealed envelop along with necessary enclosures super scribed as "**TECHNICAL BID**" and financial bid should be placed in a separate sealed envelop super scribed as "**FINANCIAL BID**". Also another sealed cover super scribed as "**EMD Demand Draft**" shall contain the Demand Draft for EMD amount and cost of Tender fee in shape of DD/ Cash Receipt. These THREE envelops should be placed in a separate envelops super scribed as "**TENDER FOR SECURITY SERVICES at Divisional Office, Jorhat**".
24. Any tender not complying with eligibility criteria and requirements either wholly or partially shall be liable for rejection.
25. Successful tenderer will be required to furnish a 'Security Deposit' of **10% of the tender value** within seven days of receipt of the 'Letter of Intent' by the way of a Crossed A/C payee demand draft favoring LIC of India, drawn upon any Nationalized Bank at Jorhat or Bank Guarantees through Schedule Banks. This deposit will be refunded only on successful completion of the agreement period without any interest.
26. If the successful tenderer fails, in course of agreement period, to comply the Terms & Conditions of the agreement, the security deposit may be forfeited in full or in part as decided by the Competent Authority.
27. The Competent Authority reserve the right to change the relevant dates, to accept or reject all or any of the applications, to accept any higher bid, or to cancel all tenders without assigning any reasons whatsoever.
28. Any dispute arising out of or relating to this tender shall be deemed to have arisen in JORHAT and shall be subject to adjudication of a Competent Court in Jorhat.
29. The application must be furnish an appropriate declaration in respect of the Terms & Conditions mention herein along with the application form.

Terms and conditions for Security Agencies:-

1. That each and every guard should be well dressed in proper uniform including baton, cap, whistle and his Name plate/Identity Card properly displayed on chest and should be deployed only after police verification a copy of which is to be submitted to the Divisional Office of Life Insurance Corporation of India. All these are to be provided at the cost of security Agency.
2. The agency shall provide civilian security guards preferably of local area, not over 50 years of age with Junior High School passed as a minimum educational qualification. They should be physically fit and be avoid of any disease or ailment. A medical fitness certificate to this effect is to be submitted by the Agency. No guard suffering from any disease, ailment and handicap should be deployed.
3. Security Guard should be physically sound to handle all the duties assigned to him.
4. That each and every security guard deployed or to be deployed should have proper training in security duties like gate control, material control, entry and exit control, parking control and should be well behaved and well mannered without compromising on security matter in any respect whatsoever. The authorized officer of the Corporation shall take interview of all security guards before deployment.
6. That Security Guard will have to provide duty on 8 hours basis as per need of the office of the Corporation at the assigned place of duty.
7. That the Security Agency has to provide security services in Divisional Office, Jorhat and other BO and SOs within the jurisdiction of Jorhat Divisional office (Assam, Nagaland and Arunachal Pradesh).
8. That the Security Staff will maintain the visitors register regularly without any exceptions at all entry points to the buildings of the Corporation.
9. That the Security guard will maintain strict vigil on the premises ensuring safety of the premises and all its belongings and shall prevent/remove temporary/permanent encroachments on and boundary side of the premises and any where inside the Corporation buildings.
10. That the Security guard will patrol the entire premises including outside of the boundaries of the buildings of the Corporation.
11. That the Security guard will ensure that no unauthorized person will enter/trespass the premises at any time.
12. That all the guards should be well trained in fire fighting and must be alert in all respect in their duties.
13. That the agency will carry out all the instructions, directions etc given from time to time by the Corporation.

14. That the agency will check the guards/ gunmen in respect of their attendance/ duties / vigilances regularly and will have a complete register in these regard which shall be available for inspection at all times in the respective buildings.
15. That the agency has to increase/ decrease number of guards, or remove them at once as per need and instructions of the Corporation.
16. That any losses sustained by the Corporation due to carelessness, negligence, or absence of the Guards/Gunmen in discharging their duties will be specific responsibility of the Agency and will be recovered solely and directly from the Agency.
17. Security Agency has to take Workman Compensation Policy from insurance Company to cover the risk of security guards on duty. Copy of above policy shall be submitted to the office.
18. The Contract can be terminated by either party by giving 90 days notice in writing.
19. Agency shall be fully responsible for all persons deployed by them.
20. Agency shall not appoint any sub agency to carry out obligation under contract.
21. Any person deployed by the agency proceeding on leave shall immediately be replaced by agency at no additional expense to Corporation.
22. Payment to the workman to be made on the 1st week of following month invariably. Delay in payment to the workman beyond 7th of the following month will attract penalty of 10% of payable amount for each day of delay.
23. The payment of monthly charges shall be made to the agency on the basis of the attendance/service verification of officer in charge, that duties performed by the person during the month were satisfactory. The payment is subject to deduction of Income Tax or such other Taxes, Levies which fall under TDS as per Rules.
24. The norms of Minimum Wages Act are— to be followed. Monthly emolument to Security Guard shall be made as per minimum wages & labour act by Security Agency. Certificate of wages to security guards shall be submitted to Corporation on monthly basis.
25. Double remuneration will be deducted as penalty if any guard/gunman is found in sleeping condition and influence of drugs or alcohol during duty hours.
26. Agency will have to submit security deposit of 10% of annual charges of the guards provided. The amount will be kept with us as interest free deposit for the entire contract period.
27. Service/Working Hours are as per **ANNEXURE-D**.
28. LIC of India reserves the right to amend any terms and conditions as may be required from time to time.

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

30. The contract for Security Service shall be valid for one year from the date of acceptance of offer letter. Which if found satisfactory, after further review and evaluation, can be renewed further for ONE more year (maximum two such occasions), on the same terms and conditions subject to three months advance consent. However, in case of non-performance or bad performance, the agreement may be terminated by the Competent Authority at any time before completion of above period by giving one month notice to the Security Agency.

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

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

SNo	Nature of Lapse	Penalty
1	Non submission of duty allocation chart one week in advance	RS.200/- on each occasion
2	In case of deployment of unapproved security guard in place of absentees / Not confirming to selection criteria.	One day salary as per the quotation for each day of such deployment
3	Security guards without proper , Torch light, Lathi Dress,,Whistle & IDcard etc.,	Rs.100/- on each occasion
4	Non patrolling of guards around the premises, administrative block and garden at least once in a hour.	Rs.200/- on each occasion
5	If street dogs / animals enter in to the compound	RS.100/- on each occasion
6	Not taking care of the keys under custody of guard and not handing over to the relieving guard or to any other authorized person.	RS.200/- on each occasion
7	In case of damage or theft of property	Actual value of the damage cost
8	Visitors entry not entered in the prescribed register	Rs.100/- on each occasion

9	Unauthorized entry of individuals or vehicles without proper checking	RS.100/- on each occasion
10	Any guard huddled in the room without attending to duty	RS.100/- on each occasion
11	Any other dereliction noticed by the authorities	Rs.100/- on each occasion

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

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

35. The Agency shall be personally responsible for implementing all the provisions of the Labour laws or any other Law as may be in force from time and as may be required in respect of the persons engaged by him in behalf, L I C Of India J o r h a t Division is not responsible for violation of any of the Laws, Rules & Regulations to be followed by the Agent/ & Service provider in this regard.

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

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

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

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

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

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

(vi) Receipt and Statement of Bonus paid to the employees (To be submitted on yearly basis)

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

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

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

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

Declaration.

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

Date:

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

ANNEXURE-A

GENERAL & TECHNICAL INFORMATION (Technical Bid) for deployment of Security Service.

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

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

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

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

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

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

Dated at _____ this _____ day of _____ 2020.

Seal & Signature of Security Agency

Name of the contract / authorized person

Telephone No. / Mobile No.

ANNEXURE-B
Financial Bid

To,
The Chairman (S t o r e s C o m m i t t e e)
L. I. C. Of India, Divisional ffice,
Jeevan Prakash,
Rajbari, Jorhat,
ASSAM – 785014.

Re:Financial Bid for Deployment of Security Service Guard (without arms) for 8 hours duty.

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

Name & address of the Security Agency:

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

SNo	Component	Charges for 8 Hours Duty Per Person
	Service Charges (It should be fixed amount- Neither in % nor in fraction)	

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

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

Place:

Seal & Signature of Security Agency

Date:

Name of the Contact/ Authorized person

Tel/Mobile No.

Terms and conditions in connection with Financial Bid.

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

ANNEXURE-C

DUTIES OF SECURITY GUARDS.

01. Safeguarding Corporation's property against theft, misuse, and keeping a watch over the cars, scooters, cycles etc. parked inside the premises compound.
02. Preventing unauthorized persons, vehicles etc. or animals from entering the premises; prevent even employees from entering office premises during night without specific permission from the Competent Authority of the office.
03. Taking charge of the personal property found in the Corporation's premises and handing over the same to the authorized / designated officials.
04. Watching the entire premises and patrolling the same during the period of duties.
05. Observing carefully, while on patrol, pipelines, drainage, electrical fitting and safety installations and taking action against damage, breakdown or wastage if any and bringing them to the notice of Authorized / Designated Officials for further remedial actions.
06. Preventing unauthorized additions or alternations in the premises carried out by outsiders or tenants or employees and reporting the matter to the Authorized / Designated Officials.
07. Performing duties like pumping of water by operating pumps, noting of water meter reading etc.
08. Locking the main door / gate at night and checking that other electrical gadgets are switched off, wherever necessary.
09. In case of theft or damage to the property. or any untoward incidents or unusual occurrence, informing the same to Security Officer / Authorized / Designated Officials.
10. Wherever required, taking care of keys under his custody and handing over them to the relieving watchman or any other authorized person.
11. Preventing persons from writing, pasting posters etc on the wall and compound of the property or otherwise disfiguring the same.
12. The Security Guard shall maintain visitor registers and shall place the same before the Authorized Officials for verification.
13. The Security Guard should not leave the place of duty under any circumstances unless and until his reliever / substitute joins or properly reliever i.e. signing in handing over / taking over register.
14. Observing strictly instructions / orders from time to time by the Authorized / Designated Officials.

15. Taking the following precautions against fire at the time of closing hours of the office:

- a) To switch off all electrical equipments and switches etc.
- b) To switch off gas cylinders, kerosene stoves or other such appliances used in the canteen.
- c) To check that no inflammable items such as petrol, kerosene etc. are lying in the premises.
- d) To see that no cigarette or Beedi ends are left shouldering.
- e) To see that all waste papers are removed from the Office and stored properly in the room meant for it.

16. Taking the following action in case of a fire:

- a) To arise alarm and muster assistance from neighboring buildings/passers-by.
- b) To contact immediately fire brigade and the police.
- c) To try to put out the fire by using the fire extinguishing appliances available.
- d) To inform immediately the Head of the Office or the Head of the Establishment and maintain liaison with Zonal Security Officer to have liaison with the police in case of exigencies.

17. All entry and exit gates will have to be closed as per the time schedule given by the Competent Authority.

18. All Security Guards must be in uniform wearing photo identity cards.

19. The Security Guards must ensure timely switching on /off all the lights, etc. in the premises, garden, and turning off water taps wherever water is flowing etc. every day.

20. Every day Security Guards will have to report at Administrative Office and sign the Attendance Register.

21. Gate pass (duly signed by the Competent Authority) must be insisted upon before allowing any office items to go outside the premises.

22. Security Agency will provide us with Un armed Guard for carrying out duties at our Branch Offices (as per Annexure-D) under the direct control of respective Chief / Sr. / Branch Managers to whom they will report for all matters concerning cash security / security arrangements.

Locations for deployment of Unarmed Security Personnel.**Annex.-D**

SL NO	OFFICE	Requirements	DUTY HOURS
1	JORHAT DIVISIONAL OFFICE	4	24 X 7
2	TITABOR	3	24 X 7
3	N LAKHIMPUR	3	24 X 7
4	JORHAT BO-1	1	WORKING DAYS
5	JORHAT BO-2	1	WORKING DAYS
6	SIVASAGAR BO	1	WORKING DAYS
7	MORAN BO	1	WORKING DAYS
8	BOKAKHAT BO	1	WORKING DAYS
9	GOLAGHAT BO	1	WORKING DAYS
10	DHEMAJI BO	1	WORKING DAYS
11	SONARI BO	1	WORKING DAYS
12	DIBRUGARH BO	1	WORKING DAYS
13	DOOMDOOMA BO	1	WORKING DAYS
14	TINSUKIA BO	1	WORKING DAYS
15	NAHARKATIA BO	1	WORKING DAYS
16	DIGBOI BO	1	WORKING DAYS
17	ITANAGAR BO	1	WORKING DAYS
18	PASIGHAT	1	WORKING DAYS
19	MAZULI SO	1	WORKING DAYS
20	BIHPURIA SO	1	WORKING DAYS
21	SILAPATHAR SO	1	WORKING DAYS
22	SRUPATHAR SO	1	WORKING DAYS
23	DERGAON SO	1	WORKING DAYS
24	NAZIRA SO	1	WORKING DAYS
25	MARGHERITA SO	1	WORKING DAYS
26	GANGA SO	1	WORKING DAYS
27	DULIAZAN SO	1	WORKING DAYS
	Total	34	

Details of service required in different locations.

Category	Location	Nature of Service	No of Workmen	Duty Hrs.	Duty period with no of deployment	Remark
Security Unarmed	Jorhat DO	Security (Unarmed)	4	8 hrs	6AM to 2PM-1 2PM to 10PM-1 10PM to 6AM-2	24 X 7
	Titabor BO	Security (Unarmed)	3	8 hrs	1 guard for every shift as given above.	24 X 7
	North-Lakhimpur	Security (Unarmed)	3	8 hrs	1 guard for every shift as given above	24 x 7
Security Unarmed	Other Branch Offices and SO at Assam, and AP	Security BO SO (Unarmed)	24	8 hrs	9.30 AM to 5.30 PM	Every Working Day.

Annexure-E

To
The Sr. Divisional Manager
LIC of India
Jorhat Divisional Office

Date-

Dear Sir,

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

I/We certify that I/We have read the terms and conditions of the tender. I/We undertake that it is my/our responsibility to ensure that being the employer in relation to persons engaged/deployed by me/us to provide the services/activities under this tender as well as to make the payment of monthly wages/salaries, which in any case shall not be less than the minimum wages prescribed under the Minimum Wages Act, 1948 as notified/revised by Chief Labour Commissioner (C), Ministry of Labour & Employment, Government of India or as fixed by Labour Department, Assam Government, which ever is applicable and Payment of compensation for Overtime/weekly off/National holiday/Any other holiday as applicable and amended from time to time. I/We will also comply with the requirements of various statutes, relevant to this contract, such as Contract Labour (Regulation and Abolition) Act, 1970, Contract Labour (R & A) Rules, 1971, EPF Act, 1952, , ESI Act (1948) The Industrial Dispute Act 1947 The Equal Remuneration Act 1976 Employees Compensation Act 1923 (Workmen's Compensation Act 1923) , The Payment of Bonus Act 1965, Payment of Gratuity Act 1972, Child Labour (Prohibition & Regulation) Act, 1986 as applicable and as amended from time to time and or any other Rules framed there under from time to time by the Central or State Government and or any authority constituted by or under any law, for the category of persons deployed by me/us. I/We possess license/certificate issued by concerned Department of Central Government/ Assam Government for providing Security Services as per Private Security(Regulation) labour(R&A) Act, 1970 and rules framed there under. I/We would deploy Security at various offices under Jorhat Divisional Office as per norms prescribed under the said Act. I/We will also obtain License under Contract labour (R & A) Act, 1970 to provide Security Services at various offices under Jorhat Divisional Office. 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 -

Signature of Tenderer-

Date-

Name of Tenderer-

Address-