



Life Insurance Corporation of India, Warangal Division

Tender for hiring of HOUSEKEEPING SERVICES (Cleaning / Sanitation / Sweeping) in SALES TRAINING CENTRE, WARANGAL

TENDER NOTICE

LIC of India, Divisional Office, Warangal intends to hire the services of interested reputed Licensed Service provider for providing

HOUSEKEEPING SERVICES (Cleaning / Sanitation / Sweeping) in SALES TRAINING CENTRE, WARANGAL

at LIC - Sales Training Centre, O City, Narasampet Road, Warangal . Sealed Tenders are invited for the above services. For details please visit our website www.licindia.in and click on "Tender issued by Warangal Division for the above services at STC Warangal" under the Link "Tenders". Last date & time for receipt of Tenders downloaded from our website is **1.00 PM** on **29.11.2021**.

Date: **16.11.2021**

SENIOR DIVISIONAL MANAGER

Place: Warangal



भारतीय आयुर्विमा महामंडळ
भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

Life Insurance Corporation of India, Warangal Division

Tender for Housekeeping activity on Contractual Basis for its office at SALES TRAINING CENTRE, WARANGAL

Please check that total number of Pages are 38. Each Page of the Tender Document must be Signed & Stamped by the Tenderer before submission.

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The firm/ Agency/ Organization/ Service Provider who are providing house Keeping services is hereafter called as “Agency”.

The Corporation and its representatives are here in after called as Office” .

Scope of Work for Housekeeping services

The successful Bidder will have to provide Housekeeping services to LIC of India, at **SALES TRAINING CENTRE, WARANGAL**

by deploying their personnel to the satisfaction of LIC of India, STC Warangal in consistency with LIC of India standards and instructions issued by appropriate LIC of India officials from time to time.

1. The Agency shall ensure that all its personnel deployed to provide services shall be efficient and honest. The Agency will have to engage suitably trained personnel to carry out the Services.
2. Sweeping of all floors, passages, staircases, halls, rooms, lifts, reception area of Administrative Office and Hostel, Hostel Rooms and external area on all floors and wherever directed by the authority, daily and as per special directions issued by the authority.
3. Sweeping of all office Cabins, open areas, Hostel Rooms including and attached toilets on all floor daily and as per special directions issued by the authority.
4. Emptying of all dustbins and collection of garbage of all the floors and also cleaning of dustbins daily and their disposal outside premises as per the Office/Government guidelines.
5. Cleaning of all gents & ladies toilets, places adjacent to water coolers, Aqua guard, wall tiles, pots, window glasses of toilets, taps/ fixtures, buckets, mugs, staircase corners and elevators, wash basins etc. daily.
6. Brooming/sweeping/mopping/cleaning should be done daily at Guest House / Inspection rooms.
7. Mopping with suitable liquids of all the floors of the office, common area, should be completed in every two days.
8. Daily cleaning and dusting of tables, chairs and computers and its peripherals.
9. Special Weekly cleaning and dusting of tables, chairs, partitions, window glasses, sofas, wooden racks, steel cabinets, etc on all the concerned floors and the cabins.
10. Removal of stains on floor tiles, glasses, tiles, mirrors should be done weekly with suitable cleaning materials
11. Removing cobwebs and dusting of fans, tube lights and fittings, glow signs weekly.
12. Sweeping and mopping of the Store room or any other room weekly.
13. Weekly washing of the parking area.
14. Cleaning of cobwebs, racks, window glasses, ceiling, corners, top of almirahs, racks weekly.
15. Brooming and cleaning of roofs, terrace and all building parts fortnightly.
16. Regular inspection of the toilets and ensure necessary cleaning

- and mopping of the same.
17. Problems relating to plumbing, breakage, leakages etc., should be brought to the notice of the designated official of OS Department.
 18. Collection and proper disposal of garbage (dry and wet)/dry leaves out of office premises etc.
 19. Arranging documents/almirahs/racks and filing as prescribed by the Corporation to facilitate the improvement of ambience
 20. Housekeeping activity to be undertaken even on holidays under exceptional circumstances as preparatory for conducting official functions at Divisional Office/Branch Office Premises.
 21. Mopping with approved liquids and other required materials of ISO standard.
 22. Cleaning of glass mirrors and other surfaces with suitable glass cleaners of ISO standard.
 23. Toilet cleaners/tiles cleaners of reputed companies of ISO standard to be used. They should be non corrosive to the surface of sink/tiles.
 24. Surface of the commodes/urinals/wash basins, sanitary equipments should not be spoiled. If it is found that the cleaning materials have spoiled the surface, the Office will claim damages from the agency.
 25. Placing of air fresheners in all wash rooms and placing of Naphthalene balls and other suitable material in urinals.
 26. Hostel Rooms are part of office premises..
 27. Disposal of Garbage/all waste materials outside the premises as directed by the Office at agreed durations. It should not create any type of inconvenience to the neighbors/general public.
 28. Housekeeping activity should be done in all parts of the premises between the compound walls.
 29. Housekeeping should be done at Hostel Rooms as directed by the office without causing inconvenience to the occupants.
 30. Inter-se prioritization of the Housekeeping activities should be according to the Office directions issued from time to time
 31. Housekeeping activity should be done in all the rooms whether closed/opened in the premises.
 32. Agency should submit the report to any officer as authorized by the in-charge of Branch/Division on House Keeping activity.
 33. Supervisor should be responsible for ensuring House Keeping activity at all Hostel Rooms, Administrative Office and open space.

34. Regular inspection of the toilets and ensure necessary cleaning and mopping of the same.
35. Problems relating to plumbing, breakage, leakages etc., should be brought to the notice of the designated official of OS Department.
36. Collection and proper disposal of garbage (dry and wet)/dry leaves out of office premises etc.
37. Arranging documents/almirahs/racks and filing as prescribed by the Corporation to facilitate the improvement of ambience
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51. Supervisor should be responsible for ensuring House Keeping activity at all Hostel Rooms, Administrative Office and open space.

52. The working hours will from 7.00 A.M. to 11.00 A.M & 12.00 P.M. to 4.00 P.M.,(in case of 8 hrs.)
53. Daily sweeping of open area and parking area and premises of the said S T C before 9.00 am,
54. The Agency should undertake the housekeeping activity of all the building parts as well as all office equipments, except electrical items.
55. Uniform is mandatory and should be provided within 15 days of awarding the tender and deployment of personnel.
56. Housekeeping activity should be done on all working days of the office.
57. To attend any other work related to above and as instructed from time to time.
58. **COST OF THE ACTUAL CLEANING MATERIALS WILL BE REIMBURSED ON PRODUCTION OF BILLS.**

Needless to add detergents, floor cleaner, metal polish, brooms, ladder, white/yellow duster, scouring powder, floor duster and brush, cobwebs remover, mops, garbage sacks, plastic dustbins and other items required for cleaning and maintenance purposes are to be purchased by the contractor and to be replaced as and when it becomes unfit for further use.

**FOR HOUSEKEEPING SERVICE AT STC WARANGAL
(On all working days)**

a) DAILY SCHEDULE:

Daily Schedule for Cleaning/Sweeping shall be as under:

1. Sweeping and mopping of Administrative Office, cabins and office area.
2. Sweeping and mopping of Hostel Rooms, & corridors of Hostel area.
3. Dusting of all furniture, walls, ceiling, curtains and venetian blinds early in the morning before 9.00 a.m.
4. 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.
5. Cleaning toilets, removing stains on floors & walls, keeping air fresheners, filling liquid soap of approved quality in the morning & keeping urinal cubes etc.
6. Cleaning and drying all the toilets twice a day. (Forenoon and Afternoon)
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 cobwebs/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 STC . 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 on tube lights /security grill.
4. Cleaning of partitions.
5. Cleaning of roof tops and staircases.
6. Cleaning of parapet walls.
7. Monthly cleaning of wall mounted fans/ceiling fans.

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

IRDAI CONDITIONS

“In terms of provisions of Section 33(3) of the Insurance Act, 1938, as amended by the Insurance Laws (Amendments) Act, 2014, Insurance Regulatory Authority of India (IRDA) is authorized to verify all such books of account, register, other documents and the data base in the custody of contractor in respect of service 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 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 2014, 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 its business.”



Life Insurance Corporation of India, Warangal Division

TENDER SCHEDULE

Tender Reference Number and Date	Tender for House Keeping /STC Warangal/OS, dated 16.11.2021
Cost of Tender Document	Rs.590/-(Rs. 500+GSTRs.90)(non refundable) in the form of Demand Draft /Pay Order drawn in favour of “ LIC OF INDIA” payable at Warangal to be paid at the time of submitting the tender.
Earnest Money Deposit	Bidder needs to provide a signed Bid Security Declaration in lieu of Earnest Money Deposit as per Annexure D.
Sale of Tender Document (collection in person from the given address or downloading from official site of the Corporation)	Time - 10.30 am to 4.30pm Date - From 16.11.2021 To 29. 11. 2021 (up to 11.30 AM only) (Tender document may also be downloaded from Corporation's website from the link:- www.licindia.in)
Pre-Bid Meeting	Time - 12 noon Date – 22.11.2021 Venue - LIC OF INDIA, WARANGAL Divisional Office, Near Dr. Ambedkar Statue, Balasamudram, Hanamkonda, Warangal – 506001.
Last date & Time for submission of Tender Documents	Time – 1.00pm Date – 29. 11. 2021
Opening of Tender Document (except Financial Bid - Annexure H)	Time - 3.30 PM Date – 29.11.2021
Address for all transactions of Tender	LIC OF INDIA, WARANGAL Divisional Office, Near Dr. Ambedkar Statue, Balasamudram, Hanamkonda, Warangal 506001.
Contract period	Two year term, which can be renewed on the same terms and conditions for Additional one or more year/s, if the performance of the Agency is found satisfactory to LIC.
Notice period for termination of contract	One month (i.e. 30 days) if LIC intends to terminate the services. Three Months (i.e. 120 days), if the agency intends to terminate the contract.
Validity period of the Bid	120 days from the last date of submission of the Tender

The downloaded / purchased tender form and all required documents must be complete in all respect and dropped in a sealed cover, in the tender box placed at the above mentioned address strictly within the dates and time mentioned as above along with the Demand Draft/Pay Order of ₹590/- drawn in favour of "LIC OF INDIA" payable at Warangal towards the cost of Tender Document.

The tenders received after the last date and time of submission as mentioned above shall be rejected.

All the Parts/Annexure are part of this tender and shall be duly signed by authorized person of the tenderer.

LIC of India reserves the right to call for missing /additional requirements/information from the applicant at the time of scrutiny of the tenders received in response to this notice. Our committee members will visit the office/work place of the bidder to ascertain the facts mentioned in the Tender Document.

LIC of India does not bind itself to accept the lowest or any tender and reserves the right to reject all or any bid or cancel the tendering process without assigning any reason whatsoever.

Decision of the Corporation will be final, conclusive and binding on the tenderers and the Corporation takes no responsibility for any delay whatsoever for submission of tender after the last date and time given in the schedule.

SENIOR DIVISIONAL MANAGER

INSTRUCTIONS TO BIDDERS (FOR HOUSE KEEPING SERVICES)

- i. The tender forms will be available from 16.11.2021 to 29.11.2021 between 10.30 am and 4.30 pm on all working days from the office at the above address on payment of Rs. 500/- GST 18% i.e. Rs. 95/- (Total Rupees five hundred Ninety Five only) in cash or DD drawn on any nationalized/Scheduled Bank in favour of Life Insurance Corporation of India payable at Warangal at the cash counter of Warangal DO,. A receipt showing miscellaneous receipt no. will be issued through the cash department.
- ii. In case the tender form is downloaded from the Corporation's web site www.licindia.in/tender the non refundable tender fee of Rs.500/- + GST 18% i.e. Rs. 95/- (Total Rupees five hundred Ninety Five only) will be remitted in the form of DD drawn on any nationalized/Scheduled Bank in favour of Life Insurance Corporation of India payable at Warangal to be enclosed along with Technical Bid towards the cost of tender application.
- iii. All vendors are requested to send/ submit the tender documents (Technical Bid, Bid security declaration and Financial Bid) duly filled in with the relevant documents /information in the Tender Drop Box in the OS Department, at the address, The Sr. Divisional Manager, LIC of India, Warangal DO, OS Department, Warangal 506001..
- iv. The last date for submission of filled in tenders (both technical and financial bids) is 29.11.2021 up to 1.00 P.M. The offers received after the last date and time mentioned above will not be considered.
- v. The filled in tenders for the said category may also be submitted by post/courier so as to reach at the E&OS Department, LIC of India, Divisional Office, Near Dr. Ambedkar Statue, Balasamudram, Warangal on or before 29.11.2021 within 1.00 pm.
- vi. The sealed envelope containing the filled tender should be super scribed as "TENDER FOR HOUSEKEEPING SERVICES for STC WARANGAL " and should also mention the from address of the Agency.
- vii. The agency must be in the Housekeeping profession and should presently have at least 02(TWO) client who are PSU/Banks/Government Bodies/reputed Pvt. Firm.
- viii. Agency/firm must have an establishment having good infrastructure.
- ix. The offers are to be submitted in Two Bid system i.e., Technical Bid and Financial bid.
- x. The Technical Bid consists of all the required information called for in the questionnaire and shall contain, inter alia, the details regarding the agency/firm viz., name of the agency/firm, address, status of the agency/firm, registration no. etc. (other than the price). The envelope shall contain the addressee's details and details of the bidder also. The Technical bid shall be submitted in sealed cover (Marked **Envelope – I**) super scribing as "**Technical Bid for Housekeeping services at STC Warangal**".

- xii. DD for cost of tender forms Rs.500/- + GST of Rs. 95/- total Rs. 595/- (in case tender is downloaded from Website) in favour of " Life Insurance Corporation of India" payable at Warangal should be submitted along with tender documents. The Firms/Agencies/Companies having registration under NSIC/MSME are eligible for exemption from tender fee, valid Certificate to this effect must be attached in a separate cover (**Marked Envelope – II**) i.e. 500 Rs.DD or exemption certificate.
- Xiii . The Financial bid for the category Housekeeping Services shall contain only financial details i.e., rate per person Charges per month for 8-hours duty and other financial parameters. All statutory taxes are mandatory i.e. PF, ESI and others as mentioned in Financial Bids. The Financial bid shall be submitted in sealed cover (**Marked Envelope – III**) super scribing as "**Financial Bid for Housekeeping services at STC Warangal Division**".
- xiii. All the above three envelopes will be placed in a fourth envelope (**Envelope – IV**) and sealed and submitted to the E & OS Department at the address given above before the last date and time. The envelope must be super scribed with **Tender for Housekeeping services, for offices at STC Warangal**
- The Technical bids will be opened on **29.11.2021 at 15.30** in the presence of Tenderer or their respective authorized representative at our above office.
- xiv. All tenderers or their authorized representatives are advised in their own interest to be present on that date, at the specified time at their cost. The authorized representative must bring an authority letter from the bidder.
- xv. Unsealed or improperly sealed tenders are liable to be rejected. Conditional bids will also be summarily rejected.
- xvi. Tender which is received on account of any reason whatsoever including postal delay etc. after the expiry of time and date i.e. **29.11.2021 at 13.00 Hrs** fixed for submission of tenders, shall be termed as "LATE" tender and will not be considered. Such tender shall be returned to the concerned party without opening the same.
- xix. 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, then his bid would be considered as non-responsive and their financial bids will not be processed and considered.

- xx. Successful bidder will be informed by letter sent through Courier / E-mail.
- xxi. All columns of the tender documents must be duly filled in legibly and no column should be kept blank. Any overwriting or use of white ink is not allowed.
- xxii. The Office reserves the right to reject the incomplete tenders or in case where information submitted / furnished is found incorrect.
- xxiii. In case the space in the tender document is found insufficient, the vendors may attach separate sheets.
- xxiv. Sr. Divisional Manager, LIC of India, DO, Warangal is the competent Authority to decide any dispute in the tender process.
- xxv. 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.
- xxvi. The prospective Bidders may interact with the LIC officials of E&OS Dept DO, Warangal during office hours only to understand the existing infrastructure and facilities, existing deployment pattern of personnel, expected requirements of the Divisional Office and the desired level of services which the Agency is expected to render during the contractual period.
- xxvii. LIC of India reserves the right to accept any tender or to reject any or all tenders at its sole discretion without assigning any reasons thereof.
- xxviii. In case the successful bidder refuses to sign the agreement within the prescribed time, a notice shall be served to him by giving seven days time to fulfill the conditions and sign the agreement failing which bidder is liable for suspension for a period as decided by the Competent Authority and he will be deemed to have abandoned the work.
- xxix. Sr. Divisional Manager, Warangal Division will be the competent authority to take suspension action as mentioned above.

- xxx. Non disclosure of relevant information or furnishing of incorrect information or documents will attract disqualification.
- xxxi. All the pages of the tender form are to be signed by the bidder. In case of joint ownership, all owners have to sign on all the pages of the bids (Technical and Financial bids). Incomplete bids and bids lacking in details and without signatures are liable to be rejected.
- xxxii. Tenderer should note that their tenders will remain open for consideration for a minimum period of 03 (three) months from the date of opening of Technical Bid.
- xxxiii. It may be noted that no negotiations will be carried out, and therefore most competitive rates should be offered.
- xxxiv : In case more than one bidder quoting the lowest identical price, then decision will be taken on the basis of the agency having highest turnover for the year 2019-20.**

Tender for hiring of HOUSE KEEPING SERVICES (Cleaning / Sanitation / Sweeping) at SALES TRAINING CENTRE, Warangal.

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 31/03/2021) in the field of House Keeping Services.**
- 4. The bidder Company/Firm must have minimum 100 House Keeping employees enrolled on its roll as on 31/03/2021.**
- 5. The bidder Company/Firm must have experience of having executed a contract of Annual Value of Minimum Rs 50 Lakhs with at least one PSU/ Central/State Govt. Dept. / any Institution during any one of the previous three Financial Years. (i.e. FY 2017-18, FY 2018-19, FY 2019-20). Attach proof as per Annexure-III.**
- 6.. The bidder Company/Firm must have a valid PAN Card issued by Income Tax Department, G.S.T Registration and Contract Labour Licence issued by the relevant Department.**
- 7. 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.**
- 8. The agency should have sufficient tools/material used for carrying out timely housekeeping jobs as per schedule enclosed.**
- 9. Applicants registered as MSME/NSIC are exempted from depositing application fee provided they attach self attested copy of the relevant valid certificate from the concerned Department of Govt of India to this effect with technical bid.**

General Terms and conditions for Housekeeping services

The terms and conditions along with the instructions will form part of the tender to be submitted by the tenderer to LIC of India, termed as hereunder:

The firm/Agency/ Organisation/Service Provider who are providing house keeping services/Guest House Maintenance is hereafter called as “Agency”.

The Life Insurance Corporation of India (Corporation) and its representatives are here in after called as “Office”

1. LIC Of India, Warangal Divisional Office desires to engage the services of an agency for providing Housekeeping services at SALES TRAINING CENTRE, Warangal
2. The offer should remain valid at least for a period of 03 months (Three months) to be reckoned from the date of opening of “Technical Bid”.
3. There should not be any deviation in Terms and Conditions as have been stipulated in the tender documents. However, in the event of imposition of any other condition, which may lead to a deviation with respect to the terms and conditions as mentioned in the tender document, the vendor is required to attach a separate sheet marking “list of deviations”.
4. Office reserves the right to accept or reject any or all the tenders without assigning any reason thereof. Canvassing in any form will disqualify the tenderer.
5. The short-listed agencies/firms will be informed in writing by the Office for arranging their office inspection.
6. All payments to the successful vendor shall be made by NEFT only.
7. 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 Labor (Prohibition and Regulation) Act 1986 and such other statutory enactments, amended from time to time.
8. Any Rules and Regulations promulgated by the Government and Local Bodies, coming into force that may apply to the contract shall be the Agency’s sole responsibility including any liability on account of non- compliance or violation thereof.
9. 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/Central Labour Commissioner is obtained.
10. In the event of any liability of any nature whether relating to statutory compliances or payment of wages or otherwise, is saddled on the Office with regard to Personnel engaged and deployed by the Agency Providing Housekeeping services, the Office shall be entitled to recover the same from the SecurityDeposit/ running bill held with the Office.

The Agency would undertake to indemnify and to make good the loss to the full extent to the Office, failing which the Office shall be within its right to take appropriate action in law for recovery of the said amount.

11. The Agency should take Contractor All Risk Policy which includes workmen insurance, third party liability etc.,
12. Non- Disclosure of Confidential Information will be the sole responsibility of the Agency. For this the Agency shall depute persons of good integrity and honesty who will not divulge information in his possession by virtue of his working with the Office. Agency shall be liable for any loss caused to the Office due to any such wrongful disclosures.
13. It will be the responsibility of the Agency to pay the wages and all statutory amounts and then claim the bill from LIC which will be settled as per terms and conditions of the contract/agreement.
14. It is particularly agreed that the Office shall in no way be held responsible for any bodily injuries sustained or death of any employee(s) of the Agency. The Agency shall alone be liable to pay all statutory compensations which may be awarded or payable to such employee or his/her dependent. If under any circumstances the Office is made liable to pay any such compensation, the Agency will indemnify / reimburse the Office in full extent.
15. The personnel must be in uniform on all working days, failing which 1% to 3% of total bill may be imposed/ deducted as penalty.
16. If the schedule as laid out in the scope of work is not adhered to by the contractor, a penalty of Rs.500/- per week will be imposed.
17. Timings of the Housekeeping Activity are fixed keeping in view of the Corporation guidelines which are in vogue. The Office may change the timings if necessary without affecting the total number of working hours.
18. The Agency Providing Housekeeping services shall provide the names, local and permanent addresses, and mobile no. of the personnel deployed to the Office along with a copy of Aadhar Card.
19. Corporation will not issue Identity Cards to the housekeeping personnel deployed by the Agency.
20. Any type of direct communication from such deployed personnel would not be entertained
21. The Office will not be entitled to retain any control, supervision or the manner of their discharge, dismissal or retrenchment of the personnel engaged and deployed by the Agency Providing Housekeeping services. However in case the Corporation is not satisfied with the work of any person deployed by the agency, the Corporation may ask the agency to replace him.
22. The Agency will be responsible for the supervision of personnel and it would provide the name of supervisor with his contact number to the Corporation for supervision purposes.
23. The Agency is responsible for keeping all necessary records and maintenance. He should be in a position to show the required documents to Corporation authorities whenever required.
24. The Agency is responsible to maintain the muster rolls originals of all the persons and all the documents regarding statutory requirements of the Agency

25. The Agency has to submit the Annexure II signed by each engaged person to the office.
26. All the original records of the Muster rolls are to be maintained by Agency.
29. Muster rolls for the running month with the office it is the responsibility of the Agency to collect and maintain original muster rolls after the bill settlement of the particular month.
30. The Agency should ensure the housekeeping activity at all offices in the Division as directed by them.
32. The Agency shall give the duty allocation chart mentioning the names of the personnel deployed at various locations to the office.
33. The agency will check their personnel in respect of the attendance /duties regularly and will maintain complete records in this regard which shall be made available with the Agency for inspection by authorized official of the Office at all times in the respective buildings/offices.
34. In case of failure of the Agency to provide the housekeeping services on any date, the Corporation will be at liberty to engage the same from any other Service Agency, and the Agency at default shall make good the expenses incurred for such purpose and also the Agency shall make good any loss or damage that the Corporation may suffer thereby.
35. No advance payment shall be made against the work order/services
36. It should be clearly understood and agreed that no relationship of Employer or Employee is created between "the Corporation and the housekeeping personnel deployed & providing Housekeeping services by the Agency.
37. **It will be the responsibility of the Agency Providing Housekeeping services to pay wages to its Personnel through NEFT on or before the 7th of the following month without fail according to the prevailing rates which shall not be less than the minimum wages approved by Central Government/State Government whichever is higher.**
39. The Agency will not link the payment of wages to the workers with settlement of his bills by the LIC of India
40. Payment of bills will be made on monthly basis through NEFT only, provided that the Housekeeping services provided were/are satisfactory during the month and subject to deduction of Penalty imposed if any as per terms and conditions of tender/contract.

41. If payment to worker is made by cheque, then a copy of Bank account statement of previous month showing debit of wages/benefits in favour of workmen should be submitted every month with the bill by the Agency. If payment is made through NEFT, then a copy of the statement sent to the Bank duly acknowledged by the Bank. All payments to the agency shall be made by Electronic Fund Transfer only after Tax Deducted at Source (T.D.S.) as per the provisions of Income Tax Act as amended from time to time and a certificate to this effect shall be provided to the agency. The Agency shall raise the invoice/bill and LIC of India agrees to pay such Invoices /bills within 15 working days of receipt and acceptance of the invoice/bill, as per terms and conditions of the tender/contract. All payments to the Agency shall be made by NEFT subject to deductions, withholding of all applicable, taxes and charges from time to time in force.

The Agency will have to submit the following documents to the office along with monthly bills for processing the payment:

- (i) The attendance sheet of the House Keeping workers along with the monthly bill duly signed by any representative authorized by the Contractor.
- (ii) Proof of credit of wages of the House Keeping workers (as applicable) during the previous month to their respective Bank accounts.
- (iii) 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)
- (iv) Proof of remittance of EPF 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)
- (v) Proof of remittance of GST and other taxes, if any for the previous month (Photocopy of the remittance receipt to be enclosed).
- (vi). 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.
- (vii) 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.
- (viii). The House Keeping Agency will be required to provide its **NEFT details with PAN in enclosed NEFT Mandate Form** along with the tender documents.

42. Onus of usage of housekeeping materials lies with the Agency. The Agency is responsible for overseeing in this regard. The housekeeping materials/tools are the property of the Corporation. Hence the Agency has to check these items regularly.

43. The supervisor may be asked for clarification by the office if they found any deviation in quantity/quality of housekeeping materials/tools.
44. The agency may be penalized if the office found that the housekeeping materials/tools are not properly used by the persons engaged by the Agency.
45. Bills will be settled by respective locations and the Agency has to raise the invoices location wise every month.
46. The manpower may be increased/reduced from time to time as per our requirement. The Tenderer should also be able to provide additional personnel at a short notice as and when required on same terms and conditions.
47. Agreement Period: The contract for Housekeeping services shall be valid for One Year from the date of execution of agreement and issuance of work order. After further review and evaluation, can be renewed further one year on the same terms and conditions if service found satisfactory.
48. Selected Bidder should submit the deed of Agreement/Contract with LIC Of India, Warangal Divisional Office duly executed on a non judicial stamp paper of Rs 200/-, as per the draft conditions provided by LIC of India, within 15 days (maximum) of receipt of intimation as above
49. Successful Tenderer must deposit Security Deposit @ 3% of the Contracted Value through DD/Bank Guarantee through scheduled/Nationalized Bank in favour of Life Insurance Corporation of India payable at Warangal within 15 days after communication of selection as successful Tenderer and the same amount will be refunded without interest after expiry of the Tender Term on satisfactory performance of the Contract.
50. Failure to sign and non submission of deed of agreement and Security Deposit @ 3% of the Contracted Value within 15 days of intimation as above may result in the cancellation of selection as successful bidder. However LIC of India at its discretion may cancel the tender and the decision will be final and binding. On signing of the agreement, the Office will issue work order and the Agency shall start its work within the stipulated period informed by the Office.
51. In the event of the Agency not fulfilling the conditions of the Contract and the work order, LIC of India reserves the right to forfeit the Security deposit placed with the LIC herein above mentioned, in part or in full and to take such other decision as maybe required in the interest of the Office.. The decision of the LIC of India shall be final and binding on the Agency in this matter.
52. The Office reserves the right to Remove/ Black list Firm/Agency/Organization/Service provider for a period of five to ten years for any deviation from the agreed Terms and Conditions if any activity is observed which is detrimental to the interest of the Office. However any order of blacklisting or removal shall be passed after offering a reasonable opportunity of hearing/show cause to the agency concerned

53. During the Contract Period, if the rate of minimum wages payable to the personnel deployed by the Agency increases and if the increase extends beyond the above agreed rate, then the Office shall increase the above accepted rate to the extent of the difference amount only and the above agreed rate shall be deemed to have been modified accordingly. No other increase in the amount quoted by the successful tenderer shall be entertained on any account during the period of the contract.
54. The Office reserves the right to cancel the contract/ rate contract without assigning any reason at any time by giving 30 days notice in advance in case of simple termination contract/ rate contract but in case of breach of the terms of the contract, rate contract may be terminated and the security deposit shall also be forfeited, other action such as blacklisting may follow.
- 55. The Code of Conduct for the personnel engaged by the Agency shall be as hereunder:**
- a. The Agency will have to engage suitable number of trained personnel to carry out the Services.
 - b. The Agency shall be solely responsible for the integrity of the personnel deployed.
 - c. The Personnel provided by the Agency are required to have minimum working knowledge and physically fit to perform the required duties
 - d. The personnel provided by the Agency should have good listening skills
 - e. The Agency shall provide proper uniform, hand gloves, shoes, identity cards etc. to all the persons engaged in providing housekeeping services and they should wear them during the Housekeeping activity
 - f. The Agency shall ensure immediate corrective actions on receipt of any complaint against the services provided or against any individual deployed by them in the premises of Office.
 - g. No liability / responsibility whatsoever on account of persons engaged by the Agency is attributable to the Office.
 - h. These persons, engaged by the Agency will not be entitled to claim any kind of employment with the Office.
 - i. The Agency shall carry out the housekeeping activity by replacing the absent personnel to the satisfaction of the office.
 - j. None of the personnel of the Agency shall enter into any kind of work other than provided under this contract, within the complex.
 - k. In case of any complaint against any of the personnel deployed by the selected Agency, Agency is bound to remove such person and arrange for replacement of removed person as and when advised to do so by the Office.

- l. If any of the staff of Agency found misbehaving with employees of the Office or with any other person in the premises, the Agency shall terminate the services of such persons forthwith.
- m. No residential accommodation would be provided by the Office to selected Agency and / or to the persons engaged by him.
- n. Whenever a new person joins as Housekeeping member, Annexure II is to be signed by the person and should be duly witnessed by the Supervisor on behalf of the Agency.
- o. The selected Agency engaged in housekeeping activity shall not at any time cause or permit anyone to do or cause any nuisance on the site or do anything which shall cause unnecessary disturbance or inconvenience to the Office, policyholders, employees of the Office.
- p. The agency will carry out all the expectations, instructions, directions etc given from time to time by the Office and shall take prompt action when informed.
- q. The person engaged in housekeeping activity should not be a sub- contractor to any other entity/person. In case of any dispute arising out of the acceptance/agreement ,shall be referred to for "Arbitration" to the Sr. Divisional Manager, Warangal Division and his/her decision shall be binding on the agency. The agency shall not raise any question of competence of the Sr. Divisional Manager to act as sole arbitrator.
- r. In terms of provision of Section 33(3) of the Insurance Act, 1938, as amended by the Insurance Laws (Amendments) Ordinance, 2014, 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 Agency in respect of service outsourced by the LIC of India. It shall 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.
- S. In terms of provisions of Section 33(4) of The Insurance Laws (Amendment) Ordinance, 2014, Insurance Regulatory Authority of India (IRDAI) if it considers expedient to do so, may direct any Person herein after referred to as the "Investigating Officer, to make an investigation as specified under Sec.33(1) or carry out an inspection as specified under Sec 33(2) of The Insurance Laws (Amendment) Ordinance, 2014, who may examine under oath any Manager, managing Director or other Officer of the Agency where the services are outsourced by LIC of India.
- t. Any dispute arising out or relating to this tender/agreement shall be deemed to have arisen In Warangal and shall be under the jurisdiction of a Court in Warangal only.

DECLARATION:

I / We _____
here by 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 effected without any notice to me.

I / We _____ request Life
Insurance Corporation of India, Warangal Divisional Office to consider my/our
application and tender for the housekeeping activity.

Dated atthis.....day..... 2021

Note: The Corporation reserves the right to cancel the tender of the Agency at
its absolute discretion without assigning any reason.

Date:

Signature of the vendor with seal

Place:

TECHNICAL BID

Name of the Agency/Firm/Vendor (In BlockLetters)	
Date of Incorporation/Establishment	
Status of the Agency.(whether Sole Proprietorship/Firm/Pvt. Co.	
Correspondence address and Telephone No. & Email	
Address of Head Office , (If Separate) and Telephone No.	
Names of the Partners /Directors	
Name of Chief Executive with his present Addresses and Telephone No.	
Name of Contact person with Designation who would be calling on us and attending to our jobs & contact phone No.	
Name of your Bankers with Addresses & telephone nos.	
Name of the beneficiary	
Beneficiary's Account No.	
Account type: (Savings Account, Current Account,etc.)	
Beneficiary's Bank Branch	

ESI Registration No. PF Registration No.	
Registration under MSME/NSIC or the District level authority.	
Name of offices where you have carried out work during last 3 years	
Names of all of your most valued clients at the present time.	
Average Turnover of the Agency for the last three years. Submit copies of I.T returns, Balance Sheets & P/L accounts for last three years.	F.Y.2017-18: F.Y.2018-19: F.Y.2019-20
Are you agreeable to abide strictly by the Terms and Conditions of the Tender Contracts (YES/NO)	
Bank MICR Code	
Beneficiary's Bank IFSC code	
Beneficiary's Contact Number/email id if any	
Total number of housekeeping staff on roll (as on 31.03.2019)	
PAN (Individual Card in case of Proprietorship OR Firm's PAN card in other cases)	
TAN No.	
GSTN No.	
Whether holding certificate under Shops & Establishment Act, duly renewed Reg No. & Date	
Licence No. under Contract Labour (Regulation & Abolition) Act, 1970 & Contract Labour (Regulation & Abolition) Central Rules, 1971.	
Licence No. To run Housekeeping business	

Particulars of Tender Fee

Cash/DD Rs.500/--.+ GST @18% (MR No. & Date/DD No. & Date)	
Bid Security Declaration	To be submitted as annexure VII

I/We _____ request the Life Insurance Corporation of India, Divisional Office, Warangal to consider our agency bid. We agree to abide by all the Eligibility criteria & other terms & Conditions and scope of service prescribed in Addendum and promise to render the services to the fullest satisfaction of the LIC of India.

SIGNATURE WITH SEAL

Name:

Designation:

FINANCIAL BID

Quote rate as per minimum wages rules.

[To be submitted in a separate sealed cover and marked as "Financial Bid"]

Amount to be quoted [in figures] & [in Words]

NOTE: Rates to be quoted on Monthly Basis, inclusive of all charges but excluding GST (which will be paid as per prevailing rules) and

Cleaning Materials (Actual – on production of Bills).

Rates in Rs.	Minimum Wages applicable as per declaration of Ministry of Labour & Employment of Central Government or State Government whichever is higher from time to time (Basic + VDA+ EPF+ ESIC+) for Total Workmen in line with classification of cities will be paid
1, Wage components	
2. Administrative/ Service Charges (Administrative charges should be either 2.05% or more of the total monthly cost of caretaker/worker (i.e. BASIC, VDA, ESI, PF)	(Quote in percentage)
3. Any other charges [if any] [Please specify in Rupees the rate per caretaker/worker for one month.	(Quote in Rupees)

Note: The tenderer is required to quote his rates in Sl.No.2 & Sl.No.3 only both in figures as well as words. When the rate quoted by the Contractor/Service Provider in figures and words tallies but the total amount is not worked out correctly, the rates quoted by the Contractor/Service Provider shall be taken as correct and not the total amount.

In case more than one bidder quoting the lowest identical price, then decision will be taken on the basis of the agency having highest turnover for the year 2019-20.

Rate per duty of 08 hrs must be specified in the tender

Dated at this day of2021.

Signature with Seal
Name & designation

Minimum Wages shall be based on the prevailing as per Notification No.S O.190(E) 19.01.2017 of the Ministry of Labour & Employment, and Order dated 28.10.2021. However the Agencies/Service providers/Contractor are free to pay more but not less. EPF, ESI, BONUS contribution to be paid for personnel employed by the Contractor/Service Provider shall be responsibility of the Contractor/Service Provider.

*** For every six days one day off should be given.**

*** For 4 / 6 hours duties proportionate payment of 8 hours duty rate depending upon area will be given which please be noted. The Administrative/Service Charge rates quoted shall be inclusive of of all these including cost of uniform, training, Equipments, other overheads, gratuity, off duties weightage, leave , Bonus over and above statutory provisions, profits etc., and taxes whatsoever payable.**

***** COST OF THE ACTUAL CLEANING MATERIALS WILL BE REIMBURSED ON PRODUCTION OF BILLS.**

*** No Housekeeping service person will be given more than one shift [8 hrs.] per day.**

***In case the Administrative/Service Charges quoted by the Contractor in break up above, is Zero or in negative, the tender is liable to be rejected. Administrative Charges should be more than 2.05% of the total monthly cost (excluding cost of cleaning material).**

*** Adherence to statutory requirements is sole responsibility of the Contractor/Service Provider.**

:-OTHER MANDATORY REQUIREMENTS:-

1. Employees contribution for PF and ESI are to be deducted & to be remitted along with Employer's contribution. Proof of remittance of PF/ESI/Bonus/Service Tax will be produced every month while submitting the bill for the following month, failing which the payments will not be made.
2. The Payment Register is to be produced for verification along with the Bills. In case of disbursement of wages through e - payment/NEFT, a signed statement, acknowledged by the bank must be produced for verification along with bills.
3. PF/ ESI amount should be quoted as per prevailing laws applicable.
4. Income Tax to be deducted at the applicable rate.
5. The contractor has to verify minimum wages prescribed by the State Government from time to time and pay not less the same at all times.
6. Uniform is mandatory and should be provided within 15 days of awarding the tender and deployment of personnel.

- a] The personnel must be in uniform on all working days, failing which 1% to 5% of total bill may be imposed/deducted as penalty.
- b] If the schedule as laid out in the scope of work is not adhered to by the contractor, a penalty of Rs 500/- per week will be imposed.
- c] Recovery of Rs 200/- per day per person for supervisor or house keeping person not visiting daily.

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

Date:

Name:

Designation

Address

Signature of the Bidder with seal

Check list of attested copies of documents to be enclosed along with the Technical Bids:

S.No.	Name of Document	YES/NO
1	Certificate of Registration under Companies Act, 1956/Partnership deed with proof of registration of firm/Individual Firm, all duly registered under Shops & Establishment Act.	
2	Whether holding certificate under Shops & Establishment Act, duly renewed (Copy should be enclosed)	
3	Licence under Contract Labour(Regulation & Abolition) Act, 1970 & Contra(Regulation & Abolition) Central Rules. 1971 Act.	
4	Licence to run Housekeeping Business	
5	Status of the firm (Individual/ sole. Proprietor/ Partnership / Company and related document copies.	
6	Proof for PF Registration number	
7	Proof for ESI Registration Number	
8	TAN Copy	
9	PAN (Individual card in case of Proprietorship OR Firm's PAN card in other cases.)	
10	Income tax returns for the past 3 fin years	
11	Audited Final Accounts for the last three financial years (IT returns of A.Y. 2019-20, 2018-19, 2017-18.)	
12	Details of organizations where you are providing House Keeping services currently, with nature of duties & period of contract.- Relevant agreement copies.	
13	Registration under MSME/NSIC Act or the District level authority.	
14	Copy of Registration Certificate of GSTN	
15	An affidavit stating that the applicant is not facing any blacklisting from an establishment of Central Govt or the State Govt or the PSU for breach of agreement.	

ANNEXURE-I

Details of locations where Housekeeping & Cleaning maintenance activity is required

SL. NO.	Name of the Office	City Class	Man power for sweeping duty/ cleaning duty
1	SALES TRAINING CENTRE, WARANGAL (Administrative Building)	B	8 hours duty X 2 4 hours duty X 1
2	SALES TRAINING CENTRE, WARANGAL (Hostel Block)	B	8 hours duty X 3 4 hours duty X 3

Tentative Working Hours :

***8 Hours duty (7 AM to 11.00 AM & 2.00 PM to 6.00 PM)**

***4 Hours duty (8.00am to 12.00 pm)**

Depending upon the BO/SO need working hours may change.

Manpower may increase/decrease depending upon our need.

ANNEXURE II

Enrolment form worker/personnel

I here by authorize Sri/Smt _____ As
worker/Personnel in the Housekeeping team of our Agency to attend Housekeeping Activities
at D.O/B.O/S.O. of Life Insurance Corporation Of India, Warangal Division.

I also hereby confirm that the below mentioned contents were explained to
Sri _____ and he had given consent
to act accordingly.

- a. The Agency shall ensure that all its personnel deployed to provide services shall be efficient and honest.
- b. The Agency Providing Housekeeping services shall ensure that all personnel deployed by it shall be disciplined, courteous, trained and ever ready to attend housekeeping work politely.
- c. The Agency shall be solely responsible for the integrity of the personnel deployed.
- d. The Personnel provided by the Agency are required to have minimum working knowledge and physically fit to perform the required duties
- e. The personnel provided by the Agency should be able to read and write and should have good listening skills
- f. The Agency shall provide proper uniform, hand gloves, shoes, etc. to all the persons engaged in providing housekeeping services and the workers have to use them invariably during the Housekeeping activity.
- g. Regularly training would be provided to personnel so as to keep them abreast with the use of modern techniques of cleaning/ sweeping, behavioural training, safety etc.,
- h. The Agency shall ensure immediate corrective actions on receipt of any complaint against the services provided or against any individual deployed by them in the premises of Office.
- i. No liability / responsibility whatsoever on account of persons engaged by the Agency is attributable to the Office.

- j. These persons, engaged by the Agency will not be entitled to claim any kind of employment with the Office.
- k. If any of the staff of Agency found misbehaving with employees of the Office or with any other person in the premises, the Agency shall terminate the services of such persons forthwith
- l. No residential accommodation would be provided by the Office to selected Agency and / or to the persons engaged by him.
- m. The Agency will have to engage suitable number of trained personnel to carry out the Services
- n. The person engaged in housekeeping activity should not be a sub-contractor to any other entity/person
- o. The Agency shall ensure immediate corrective actions on receipt of any complaint against the services provided or against any individual deployed by them in the premises of Office.
- p. The agency will carry out all the expectations, instructions, directions etc given from time to time by the Office and shall take prompt action when informed.

Seal & Signature of the Agency

I fully understood the above contents and I hereby give my unconditional acceptance to act as worker/personnel in your Agency to undertake housekeeping activity at the Locations of Life Insurance Corporation of India.

Signature of worker/ personnel.

Witnessed by
Supervisor of the Agency

**Tender for hiring of HOUSE KEEPING SERVICES (Cleaning /
Sanitation / Sweeping) at SALES TRAINNG CENTRE,
WARANGAL**

ANNEXURE – III

DETAILS OF EXISTING CLIENTS OF THE BIDDER

(with turnover 50 lakhs or more)

DESCRIPTION	DETAILS
Name of the Company/Institution/Organization	
Address of the Company/Institution/Organization c	
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 Tenderer

**ANNEXURE- IV
COMPLIANCE REPORT**

**To,
The Senior Divisional Manager,
L I C of India, Divisional Office,
Warangal.**

Sir,

Re: Tender for Providing House Keeping Services (Cleaning/ Sanitation/ Sweeping) with material in Warangal Divisional Office, Branch Offices and Satellite Offices 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, Telangana Government, whichever 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.

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.

Signature of the Tenderer.

Place:
Date :

ANNEXURE-V

APPLICATION FOR PAYMENT THROUGH NEFT FROM AGENCY

Name of the of the Agency :

.....
(As per Bank A/c)

PAN NO. :
(Compulsory)

Address of the Agency :

.....

Phone/Mobile no. :

.....

Email ID :

Agency's Bank Name

..... :

Bank Branch

Name :

Address of of the bank :

.....

Agency Bank Account No.

.....

Type of A/c: Saving A/c Current A/c OD A/c CC A/c

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.

Date

Signature of the Agency
With seal

ANNEXURE - VI

[To be given on stamp paper of Rs200/- and Notarised]

I/We, _____ authorized
representative of _____ being Indian
Company/Sole Trading Company/Partnership Firm, registered
under
bearing registration no having office
at
..... do hereby solemnly affirm and state as
under.

Whereas Life Insurance Corporation of India, Warangal Divisional Office has floated a tender for Housekeeping Services and in respect of the same, I/We being one of the Bidders, confirm that I/We strictly follow various laws as mentioned in General Instructions and other pages of this tender.

I/We confirm that we are neither blacklisted nor facing any blacklisting from an establishment of Central Govt. or the State Govt. or the PSU for breach of agreement. I/We shall at all time indemnify and keep indemnified the LIC of India against any/all claims of/by its employees including but not restricted to the claims under the Workmen's Compensation Act, 1923; Payment of Wages Act; Payment of Bonus Act, Employees' Provident Funds & Miscellaneous Provisions Act, Payment of Gratuity Act, Minimum Wages Act, Employees' State Insurance Act or any other Act[s] or statutory modifications thereof or otherwise for or in respect of any claim for damage or compensation payable in consequence of any accident or injury sustained by any worker or other personnel of our firm or in respect of any claim, damage or compensation under Labour Laws or any other laws or rules made there under, by any person whether in the employment of our firm.

I/We further state that I/We shall indemnify Life Insurance Corporation of India against all claims, which may be made upon the 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 or damages, from any sum or sums due 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.

Signed before me Notary

**Signature of the Vendor
NAME/DESIGNATION
SEAL OF THE FIRM/COMPANY.**

ANNEXURE – VII

BID SECURITY DECLARATION

I / We hereby declare that we will not withdraw or modify bid during the period of validity. We agree that if we withdraw or modify our bid during the period validity etc., we are liable for suspension for a period as decided by the competent authority.

Signature of the Vendor
NAME/DESIGNATION
SEAL OF THE FIRM/COMPANY.