

INSTRUCTIONS TO BIDDERS (FOR WATCH and WARD SERVICES)

1. The tender forms will be issued from 02.08.2021 (between 11.00 am to 3.00 pm on week days except Sundays, Saturdays & Holidays) on payment of non-refundable tender fee of Rs. 250/- + GST @ 18 % Rs 45/- Rs. 295/- (Rupees Two hundred ninety five only) in cash or by Demand Draft on any Nationalized/Schedule Bank in favour of "Life Insurance Corporation of India" payable at Kottayam at the cash counter at Divisional Office, Kottayam.
2. The Miscellaneous Receipt issued at our cash counter for the payment made for the Tender Fee is to be enclosed with the Technical Bid. For the tender forms downloaded from website, Demand Draft/Bankers Cheque for Rs 250/- +GST @18% i.e. Rs 45/- (Total Rs 295/- non-refundable) payable at KOTTAYAM to be enclosed along with Technical Bid towards the cost of tender application.
3. The Terms and Conditions along with the Tender Notice, Scope of work / Duties of Security service persons, Tender Schedule and Instructions to bidders, Eligibility Conditions, Technical bid, Financial bid, Integrity Pact, all other clauses and enclosures will form part of the tender to be submitted by the Bidder to LIC of India, herein after termed as "Corporation".
4. Tenders should be filled with neat, legible and correct entries. Indistinct figures should be avoided. The amount/ rates should be filled in figures as well as words. Correction/ Omission/ Overwriting/ Cutting should be dated and initialed. If there is difference in words and figures, the rates written in words shall be taken for calculation. In case the space in the tender document is found insufficient, the Service Provider may attach separate sheets.
5. **The tender should be signed at all places provided therein. Also all pages and corrections/ alterations should be initialed. Each sheet of the tender document is required to be signed along with the seal by the authorized person/ persons** submitting the tender in token of his/ their having acquainted themselves with the Tender Notice, Scope of work / Duties of Security service persons, Tender Schedule, Instructions to Bidders, General Terms and conditions, Eligibility Conditions, Technical Bid, Financial bid, and all other clauses of this tender document. Any tender document not so signed may be liable for rejection.
6. The LIC of India reserves the right to reject an offer if it is incomplete /not accompanied by all stipulated documents as required /if any of the terms and conditions stipulated in this document are not accepted and in case of incorrect and invalid data submitted.
7. The offers are to be submitted **in two Bid systems i.e. Technical Bid and Financial Bid**. Both Bids must be submitted at the same time giving full particulars in the prescribed formats but in separate sealed covers. Three envelopes duly sealed should be used for submission of Tender as under:



LIC of India, Divisional Office, "Jeevan Prakash",
Kurien Uthup Road , Nagampadom, Kottayam 686001

ENVELOPE NO – 1 (should contain)

(a) Technical Bid (as per Annexure A) submitted with all related documents.
(b) Tender Fee of Rs 250/- + GST 18% Rs 45/- (Total Rs 295/- non Refundable) by Demand Draft/Bankers Cheque favouring Life Insurance Corporation of India payable at KOTTAYAM, if not paid earlier at our cash counter at KOTTAYAM Divisional Office

OR

Miscellaneous receipt for payment of Rs295/- issued by LIC of India KOTTAYAM Divisional Office in payment of tender fee+GST.

(c) EMD is not required now. But bidders have to submit duly signed " Bid Security Declaration" as per Annexure "G"

(d) Other documents like Instructions to Bidders, Terms and Conditions, Eligibility Condition, Annexure – A, Annexure – C and Annexure – D, Annexure – E (on stamp paper of Rs.50/- duly notarized) duly signed and sealed on all pages.

This envelope should be sealed properly and super scribed as "Technical Bid- Tender for Watch & Ward_ Services- L I C of India, Kottayam Division".

ENVELOPE NO – 2 (should contain)

Financial Bid (as per Annexure B): Rate of daily wages per person for 8 hours duty, administrative charges etc duly completed, sealed and signed. This envelope should be sealed properly and super scribed as "Financial Bid- Tender for Watch & Ward Services – L I C of India, Kottayam Division."

Rates of wages to be quoted in Financial Bid (Annexure-B) should not be less than the minimum wages rates Under Central / state wage Act (whichever is higher) failing which the tender will be rejected.

In case the service charges quoted by the Service Provider are found to be less than 2% of the wages (Basic+VDA+ESI+EPF+Bonus) quoted, tender is liable to be rejected.

In case of identical lowest bid by more than one bidder, the selection will be made by giving priority to the Service Provider having more turn over for the F. Y. 2019-20.

ENVELOPE NO – 3 (should contain)

Both the above envelopes (Envelope 1 & 2) are to be placed in Envelope no 3 super scribed as
"Tender for Watch and Ward Services at Various Locations in L I C of India KOTTAYAM Division

8. The duly filled in and completed tender should be submitted to



LIC of India, Divisional Office, "Jeevan Prakash",
Kurien Uthup Road , Nagampadom, Kottayam 686001

THE SENIOR DIVISIONAL MANAGER
L I C OF INDIA, DIVISIONAL OFFICE
"JEEVAN PRAKASH", Kurien Uthup Road
Nagampadom, Kottayam -686001.

9. The Technical Bid will be opened on 25 08.2021 at 11.45 AM in the presence of Bidders or their authorized representatives who may like to remain present. All Bidders are advised to remain present (self or representative) in their own interest. The authorized representative must bring an authority letter from the bidder. Only properly sealed tenders will be opened. Unsealed or improperly sealed tenders are liable to be rejected. Conditional bids will also be summarily rejected.

After scrutiny of the technical bids, in order to satisfy itself about the nature and quality of services rendered by the tenderer, LIC of India may depute its Officer (s) or authorized representative to visit the Establishments mentioned by the bidder. Besides, LIC of India may also arrange for verification of any document/ testimonial submitted by bidder in support & compliance of technical criteria as laid down in the tender document. It will be mandatory for the bidder to extend full cooperation to LIC of India so that necessary verification is completed without any delay. In case the bidder fails to co- operate 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/unqualified bids and the same will not be processed further.

10. The financial bids of only those bidders, whose Technical Bid offer are found suitable to the Corporation, will be opened at a later date. The date of opening of financial bids will be intimated to those bidders only.

11. EMD: EMD is not required now. But bidders have to submit duly signed " Bid Security Declaration" as per Annexure "G".

12. Security Deposit: Successful Tenderer must deposit Security Deposit for Rs.3,00,000/- Rupees Three Lakhs by demand draft in favour of LIC of India payable at KOTTAYAM within 15 days of receipt of the communication about its selection as successful Tenderer /Bidder and the same amount will be refunded without interest after expiry of the Tender Term on satisfactory performance of the Agreement.

13. The Successful bidder shall execute and submit Integrity Pact on stamp paper of Rs 500/- as per Annexure F in this tender document and submit along with contract before taking over.

14. The following documents should be enclosed with the Technical Bid:

- a. Certificate of Registration under Companies Act, 1956/2013/Partnership deed with proof of registration of firm/Individual Firm.
- b. Copy of the PAN. as allotted by the Income Tax Department.

- c. Certificate of the Labour License/Statutory Licenses as required by any Central or State Government Act.
 - d. License Issued under Private Security (Regulation) Act, 2005 to operate as Watch and ward Service Provider
 - e. Copy of the Goods and Service Tax Registration
 - f. Copy of the E.P.F. registration
 - g. Copy of the E.S.I. registration
 - h. An affidavit as per Annexure-E on stamp paper of Rs 50/-stating that the applicant is not facing any blacklisting from any establishment of Central Government or State Government or PSU for breach of agreement
 - i. Income Tax Returns for last 3 years
 - j. Audited Accounts, Balance Sheets, and Profit and Loss Accounts for last 3Years.
 - k. Work orders of existing major Agreements with large Institutions/PSUs/Govt. Organisations.
 - l. Work orders confirming no. of persons employed by the Bidder as on 31/3/2021.
 - m. Permission from Police Authorities for operating as Security Service Provider.
 - n. Particulars of bank account(Copy of Passbook/copy of cancelled cheque leaf)to be enclosed.
15. Non submission of documents referred to in Technical Bid/ Non-disclosure of relevant information or furnishing of incorrect information, documents will disqualify the bid.
- 16.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.
- 17.Bidder should note that their tenders will remain open for consideration **for a minimum period of 06 (Six) months** from the date of opening of Technical Bid.
- 18.The financial bids will be opened only if at least two Technical Bids are found suitable. In any case single Financial Bid will not be opened.

19.It may be noted that no negotiations will be carried out, and therefore most competitive rates should be offered.

20 .In case of identical lowest bid by more than one bidder, the selection will be made by giving priority to the Service Provider having more turn over for the F. Y. 2019-20.

21.The Service Provider may preferably be in the profession for at least 3 years and should have clients who are PSU/Banks/Government Bodies/reputed private firm.

22. The Service Provider may preferably be on the approved panel of at least one reputed organization at **KOTTAYAM**.

23.The Service Provider should have an establishment having good infrastructure at **KOTTAYAM**.

24.The Service Provider is required to provide its NEFT details along with the tender documents.

25.Canvassing in any form will disqualify the tenderer.

26.The short-listed Service Providers will be informed in writing or telephonically by the Corporation for arranging their office inspection if required.

27.The Service Provider is advised to inspect the premises where the services are required to be rendered and assess for requirements themselves before submission of the tender. The prospective Bidders may interact with the LIC Officials of Estate Dept Divisional Office, KOTTAYAM, at the above mentioned address during office hours only to understand the existing infrastructure and facilities, existing deployment pattern of workers, expected requirements of the various locations and the desired level of services which the Service Provider is expected to render during the contractual period etc.

28.Any modification/corrigendum to the Tender or extension of tender submission period shall be uploaded on the web site of LIC of India and shall not be published in NEWS PAPER.

29.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 and shall not be bound to accept the lowest tender.