

Ref : OS/

Date : 28.12.2015

NOTICE FOR EMPANELMENT -2016 TO 2018 (Calendar Year)

Applications are invited from reputed firms for empanelment at **Life Insurance Corporation of India, Divisional Office, NELLORE-524003, Andhra Pradesh** for supply of Security personnel the requirement of which will be as specified from time to time.

Conditions for empanelment :

The applicant should:

1. Be an ISO certified company registered under Companies Act, 1956.
2. Have minimum FIVE years' experience
3. Have an average turn over of Rs 2 Crores during each of the last three financial years
4. Have its Head/ Zonal/ Regional/Branch Office in Andhra Pradesh/ Telangana States with suitable training facilities for security personnel
5. Possess / hold a valid licence issued by Andhra Pradesh/ Telangana States under the Private Security Agencies (Regulations) Act 2005 and rules framed there under. Proof to this effect should be attached with the technical bid.
6. Possess valid Provident Fund Registration Number, ESI Registration Number and Service Tax Registration Number, a valid PAN of Income Tax Department, Contract labour licence from Chief labour commissioner (Central)
7. Comply with all the statutory requirements such as payment of Gratuity Act, ESI, PF, etc. as applicable from time to time.
8. Have on their wage roll minimum 200 security guards as on 31.03.2015.
9. Be able to provide 24x7 Security services.
10. Have Contract with at least one Public Limited Company / Govt Institutions and private companies. Agreement copies of last two years may be enclosed.
11. Timely renewal of Registration certificate under Shops & Establishment Act.

The Empanelment would be done only on the recommendation of duly constituted committee that would visit & inspect the premises of the applicants.

APPLICATION PROCESSING FEE: Rs.100/- DD in favour of " LIC of India" Payable at Nellore(A.P).

The interested firms are required to submit the Data in the Prescribed Application with all enclosures **on or before 19.01.2016 5.00 P.M.** All applicants are required to affix the signature and seal of the authorized Official of the Company / Firm on each page of the application in acceptance of Terms and conditions there in. Application may be downloaded from our website www.licindia.com (Link-Tenders).

The envelope should be superscribed as :

“Application for Empanelment for supply of Security personnel and to be submitted to The Manager (E&OS), LIC of India, Divisional Office, Dargamitta, Nellore, A.P.-524003.”

The selection shall be at the sole discretion of the Competent Authority of LIC of India, Divisional Office, Nellore.

Existing suppliers and service providers are also required to apply for fresh empanelment.

Firms blacklisted by any office of the Corporation need not apply.

Application forms for empanelment can also be obtained from this office between 3.00 pm and 5.00 pm till 18.01.2016.

Mere submission of this application does not mean that the firm is empanelled with us. A letter for the same will be sent to you separately.

The Corporation reserves the right to accept or reject any /all applications without assigning any reason thereof.

Place: Nellore

Date :28.12.2015

Sr Divisional Manager

Scope of Service.

1. Safeguarding the LIC of India's property against theft, damage, misuse and keeping a watch over the cars, scooters, cycles etc., parked inside the premises / compound.
2. Preventing unauthorized persons, vehicles etc., or animals from entering the premises, taking charge of the personal property found lying unattended in the premises and handing over the same to office .
3. Watching the entire premises including outside of the boundaries of the buildings of the corporation and patrolling the same frequently during the period of duties.
4. Observing carefully, while on patrol, pipelines, electrical fittings, drainage and safety installations and taking action against damage, breakdown or wastage, wherever possible and bringing them to the notice of the superiors for further remedial action;
5. Preventing additions or alterations in the premises being carried out by outsiders or tenants or employees unauthorizedly and reporting the matter to superiors;
6. Performing duties in connection with pumping of water such as operating pumps etc., and fixing of bulbs etc.
7. Keeping the special orders and instructions given by the superiors confidential, whenever specifically told;
8. Checking that all doors, windows, ventilators in the case of office buildings are properly closed after office hours, locking of the main door at night, checking that the electrical lights and air-conditioners and other electrical gadgets are properly switched off, wherever necessary.
9. In case of theft or damage by any person to the property or any untoward incident or unusual occurrence, informing the Head of the Department / Security Officer;
10. Taking care of keys under his custody and handing them over to the relieving watchman or to any other authorized person.
11. Ensuring that no person has remained inside the premises while locking them.
12. Taking the following precautions against fire :
 - a) To switch off electrical heaters and other equipment, when they are not in use.
 - b) To switch off gas cylinders, kerosene stoves or other such appliances used in the office premises including canteen, when they are not in use.
 - c) To see that no cigarette or beedi ends are left smoldering;
 - d) To see that all waste paper is removed from the office and stored properly in the place meant for it. .
13. Taking the following action in case of a fire:
 - a) To raise alarm and muster assistance.
 - 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 the Security Officer.
14. **Observing strictly any instructions / orders oral or written as would be given from time to time by the authorized persons.**

