



**LIC OF INDIA, DIVISIONAL OFFICE, JEEVAN PRAKASH,
100 FEET ROAD,GOPALAGOWDA EXTENTION,SHIVAMOGGA 577205
Ph.Nos. 08182 – 251312, 251336**

**TENDER DOCUMENT FOR SECURITY SERVICES AT
VARIOUS OFFICES/PREMISES UNDER SHIVAMOGGA
DIVISIONAL OFFICE**

TENDER NO.17/2016-17



LIC OF INDIA, DIVISIONAL OFFICE, JEEVAN PRAKASH,

100 FEET ROAD,GOPALAGOWDA EXTENTION,SHIVAMOGGA 577205

TENDER NOTICE

LIC of India, Shivamogga Divisional Office, Shivamogga invites SEPARATE sealed tenders in two bid system from established Agencies / firms /organisations for Rate Contract for

[1] Security Services [2] Housekeeping Services for its various Offices.

For complete details and tender documents please contact the O.S.Department, 1st Floor at the above address between 10.00 a.m. to 3.30 p.m. Or log on to www.licindia.in and click on to “Tenders”

Any further information such as correction/addition/deletion in terms and conditions regarding this tender will be published at our website only. These amendments shall be binding to all the Vendors/ Bidders.

LIC of India, reserves the right to accept or reject any or all offers in full/part without assigning any reasons whatsoever. The Firms/Agencies that are on our panel are also required to apply afresh, if interested.

Last date of submitting bid documents is 16.00 hrs on 15/03/2017.

SEPARATE tender is to be submitted for each service with Tender Fee & EMD.

Date: 22/02/2017

Place: Shivamogga

Senior Divisional Manager.

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SCOPE OF THE WORK/Duties of Security Guard

- 1.Safeguarding the CORPORATION's property against theft, damage, misuse and keeping a watch over the cars, scooters, cycles, etc., parked inside the premises/compound.
- 2.All entry and exit gates will have to be closed as per the time schedule given by the Competent Authority from time to time, and preventing unauthorized persons, vehicles etc., or animals to entering the premises.
- 3.Taking charge of any unattended personal property found in the CORPORATION's premises and bringing the same to the notice of/handing over the same to the authorized/designated official.
- 4.Watching the entire premises and patrolling the same frequently during the period of duty.
- 5.Observing carefully, while on patrol pipelines, electrical fittings, drainage and safety installations and taking action against damage/wastage wherever possible and bringing them to the notice of authorized/designated official for further remedial action.
- 6.Preventing additions or alterations in the premises being carried out by outsiders or tenants or unauthorized persons and reporting the matter to the authorized/designated official.
- 7.Performing duties in connection with pumping of water such as operating pumps etc., noting of water meter readings.
- 8.Keeping the special orders and instructions given by the authorized/designated official, confidential, whenever specifically told.
- 9.Checking and to lock that all doors, windows, ventilators in the case of office buildings, are properly closed after office hours, locking of main door, checking of electrical lights, air conditioners, & electrical gadgets that these are properly, switched off, wherever necessary. Also to ensure that all water taps/ cocks are properly turned off inside the premises wherever necessary.
10. In case of theft or damage by any person to the property or any untoward incident or unusual occurrence, informing about the same to the Head of the Department/Security Officers/authorized/designated official.
- 11.Taking care of keys under his custody and handing them over to the relieving Security Guards or to any other authorized person/s.
12. Ensuring that no person has remained inside the premises while locking the hall/premises.
- 13.To keep a check on all incoming and outgoing property/goods to ensure that the same are carried by authorized person[s] for bona-fide purpose gate pass duly signed by the competent authority. For this security guards would be required to maintain details in the register with the signature of person taking out the property/goods or bringing in any property/goods.
- 14.To keep a record of movement of employees of other Contractor[s]/Service Provider[s], who have been permitted to enter/stay in the Office Premises.
- 15.To keep a record of persons/visitors entering and leaving premises in a register and in case of any discrepancy, to bring it to the knowledge of LIC Management.
16. To maintain "Round the clock" security services in offices wherever required and not to leave the place of duty under any circumstances until and unless properly relieved by relieving Security Guards, i.e. by signing in handing over/taking over register.

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17. To record in given Vehicle Register details like Regn. no. of the vehicle, time of Entry/Exit and the purpose of visit.
18. To keep strict vigil on suspicious looking persons/objects and take immediate action as deemed suitable.
19. Preventing any person whether employee or others -- from writing on the walls of the building or hanging notices, hand bills, posters, etc., or otherwise disfiguring the office or compound walls.
20. To check/block the access to the premises of unauthorized persons, vehicles, etc., & to prevent animals from entering the premises.
21. To maintain highest order of integrity, moral and social responsibility especially towards ladies and senior executives.
22. To act as a reliable informer to the CORPORATION authorities for safeguarding the organization's interest.
23. To manage the parking of vehicles in the space allotted within the parking area.
24. Taking the following action in case of a fire:
 - a. To raise alarm and muster assistance from neighboring buildings/passersby.
 - b. To contact immediately fire brigade and the police, and try to put out the fire by using fire extinguishing appliances available.
 - c. To inform immediately the Head of the Office or the Head of the Establishment and the Security Officer.
25. To keep a check on the indiscriminate use of the lifts in premises so that unauthorized persons do not misuse the facility.
26. The Security guards should be in uniform and properly trained to rescue passengers from lifts in case of lift failure, operation of the fire fighting equipment, operation of monitoring of baggage scanners and CC TV system.
27. Every security guard will have to report at Admin Office and sign the attendance register.

The Service Provider/Contractor shall facilitate to introduce and enforce necessary security system with the approval of LIC of India, Divisional Office, Shivamogga.

The above Scope of Services is illustrative and not exhaustive. The Contractor may be assigned any duty/function with regards to Security of Premises from time to time.

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**LIC OF INDIA, DIVISIONAL OFFICE, JEEVAN PRAKASH,
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TENDER SCHEDULE/Instructions to bidder

Name of Service	Providing Security Services at various Offices/Premises under Shivamogga Division.
Tender fee and Tender documents	The tender forms can be obtained upto 15/03/2017 between 10.00 am and 3.30 pm on week days and between 10.00 am and 12.00 o'clock [noon] on Saturdays [excluding Holidays and Sundays] on payment of Tender fee [Non refundable] of Rs 250/- [Rupees Two Hundred Fifty Only] in cash at the cash counter of Shivamogga Divisional Office proper or by DD drawn on any nationalized/Scheduled Bank in favour of Life Insurance Corporation of India payable at Shivamogga from the office above address. A receipt showing miscellaneous receipt will be issued through the cash department, and the same is to be enclosed with the tender. For the tender forms downloaded from website www.licindia.in DD/Bankers Cheque for Rs 250/- [non refundable] payable at Shivamogga to be enclosed along with Technical Bid for the Tender Fee.
Earnest Money Deposit	EMD of Rs 25,000/- [Interest free] by Banker's Cheque/Demand Draft in favour of LIC of India, payable at Shivamogga should be enclosed along with the Technical Bid.
Last date of submission of Tenders	04.00 PM [16.00 Hours] on 15/03/2017.
Date and time of opening of the Tenders	At 15.00 hours (3 PM) on 16/03/2017.
Annexure - A	Technical Bid
Annexure - B	Financial Bid
Annexure - C	Location and Security services required
Annexure - D	Affidavit - Indemnity Bond on Stamp Paper of Rs 100 and Notarised.
Contract Period	The contract shall initially be for a period of TWO YEARS , which may be extended at the discretion of the Corporation and on consent of the bidder for a further period of One Year (one extension) with the same terms and condition inclusive of rates.
Notice period for termination of Contract	One month if LIC intends to terminate the services. Three months if the agency intends to terminate the contract.

1. Sealed Tenders with requisite Earnest Money Deposit of Rs. 25000/- [Rupees Twenty Five Thousand Only] and Tender fee of Rs 250/- [non-refundable] in the form of demand draft/Banker's Cheque drawn on any Nationalized/Scheduled Bank, favoring "LIC of India" payable at Shivamogga must be submitted before 04.00 Pm[16.00 Hrs] on 15/03/2017. Tender without an EMD and tender fee would be

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rejected and not to be entertained. Tenders received after the expiry of time and date i.e. on and after 15/03/2017 at 16.00 hrs, shall be termed as "LATE" tender and will not to be considered and returned to the concerned party without opening.

2. The offers are to be submitted in **Two bid systems, i.e. Technical Bid and Financial Bid**. Both the bids must be submitted at the same time giving full particulars, but in separate sealed covers duly super-scribed as "**Technical Bid for providing Security Services**" and "**Financial Bid for providing Security services**". Both these envelopes are to be kept in one big envelope which will be superscribed as "**Tender for providing Security services**" and addressed to:-

The Chairman,
Stores Purchase Committee,
LIC of India, Divisional Office,
I Floor, Jeevan Prakash, 100 Feet Road,
Gopalagowda Extention, Shivamogga - 577205.

3. The Technical bids will be opened on 16/03/2017 at 15.00 Hrs (3.00 PM) in the presence of Bidders or their respective authorized representative at our above office. All Bidders or their representatives are advised in their own interest to be present. The authorized representative must bring an authority letter from the bidder. After scrutiny of the technical bids, in order to satisfy itself about the nature and quality of services rendered by the Bidder, LIC of India may depute its Officer [s] or authorized representative to visit the Institute/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 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 further and EMD will be encashed [accounted for] into account of the CORPORATION.

4. The Financial Bids of only those bidders, whose Technical bids are found suitable to the CORPORATION, will be opened at a later date. The date of opening of Financial Bid will be intimated to those bidders. The Financial Bids will be opened only if at least two Technical Bids are found suitable. In any case single Financial Bid shall not be opened.

5. The successful bidder shall be intimated about the award of Work and he must deposit Security Deposit within 10 days after communication of selection as successful Bidder and the same amount will be refunded without interest after expiry of the tender Term on satisfactory performance of the Contract. EMD of other Bidders shall be returned/refunded without any interest on the amount deposited after final decision of awarding of work. The EMD of the successful bidder may be converted into Security Deposit which would be equal to 10% of the Annual Contracted Value through DD/Bank Guarantee through Nationalized Bank, situated at Shivamogga only, in favour of Life Insurance Corporation of India payable at Shivamogga.

6. The service agency have minimum annual turnover of Rs.2.00 Crores during any one of the last three financial years and preferably should have experience of having executing an order of one client worth 15 lakhs for any one of the last three financial years.

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7. An affidavit duly Notarized on Rs 100/- Stamp Paper in attached proforma Annexure - D Indemnity Bond.
8. Non submission of documents referred in Technical bid and Non disclosure of relevant information or furnishing of incorrect information, documents may suffer disqualification.
9. All the pages of the tender form are to be signed by the bidder or by authorized person [Authority letter duly signed by all the owners should be enclosed] 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.
10. Bidder 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.
11. In case of Identical lowest bid by more than one bidder, the selection will be made by giving priority to the agency having ISO Certification with highest turn over for the year 2015-16.
12. The Agency/Firm should have an establishment having good infrastructure in Karnataka, preferably Shivamogga City or having one representative in Shivamogga city.
13. The agency/firm/service provider preferably be in the profession for at least 4-5 years and have client of PSU/Banks/Government Bodies/reputed firm.[Copy of work order should be attached]
14. The firms/Agency who are on our panel are also required to apply afresh, if interested.
15. The Bidders are advised to inspect visit the premises where the services are required to be offered and assess for requirements themselves before submission of the tender to understand the existing infrastructure and facilities, existing deployment pattern of personnel, expected requirements of the Divisional Office and branches and the desired level of services.
16. LIC of India, Shivamogga Divisional Office 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.

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General Terms and conditions for Security Services:

1. The terms and conditions along with the Tender Notice, Scope of work/Duties of Security Guards, Tender Schedule and instructions to bidders, Technical bid, Financial bid, Affidavit, 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"
2. 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.
3. The tender should be signed at all places provided therein. Also all pages and corrections/alterations should be initialed. Each sheet of 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 Guards, Tender Schedule/Instructions to Bidders, General Terms and conditions, technical bid, Financial Bid, and all other clauses of this tender document. Any tender document not so signed may be liable for rejection.
4. The CORPORATION 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.
5. The Contractor shall provide the above said services at such times and in such manner as communicated by the CORPORATION from time to time.
6. **In case of administrative/service charges quoted by the Contractor in the breakup above, is zero or in negative the tender is liable to be rejected. Minimum administrative charges should be more than 2.05% of the total monthly cost of a security guard.**
7. **The "Service Provider"/Contractor undertakes to provide service through its own enrolled persons at its own costs, expenses and the "CORPORATION" shall not make any payment what so ever by way of emoluments to such persons directly.**
8. **Duty hours of Security guards will be on 8 hours basis and time slot will be decided by CORPORATION and communicated to the Service provider Agency for providing security services.**
9. The punctuality and quality in rendering of the said services are the essence of the contract and the Contractor undertakes to abide by them at all times.
10. The Agency Providing Security Services shall ensure that all Security Guards/persons deployed by it shall be efficient, skilled, healthy, honest, conversant with their nature of job and do not suffer from any infectious disease.
11. **No relationship of employer and employee shall be created between the CORPORATION and the employees engaged by the Contractor.**
12. Every employee so engaged by the Contractor shall wear uniform and a badge wearing his name, while on duty. The said uniform, badge, whistle, Torch, batten and such other items necessary in discharging of duties shall be provided by the Contractor at his own cost.
13. **The Contractor alone shall have the right to take disciplinary action against any person[s] engaged/employed by him, while no right whatsoever shall vest in any such person[s] to raise any dispute and/or claim whatsoever against the CORPORATION. The CORPORATION shall, under no circumstances be deemed or treated as the employer in respect of any person[s] engaged/employed by the Contractor for any purpose whatsoever nor would the CORPORATION be liable for any claim[s] whatsoever of any person[s] of the Contractor.**

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14. In case CORPORATION is required to meet any liability in respect of any person[s] engaged/employed by the Contractor by virtue of their working at the premises of the CORPORATION. **It would be open and lawful for CORPORATION to deduct the amount[s] of any such liability from and out of dues payable to the Contractor.**
15. The Contractor shall be responsible for all injuries and accidents to persons, employed by him.
16. The Contractor shall be responsible for the conduct and behavior of his employees. If any employee of the Contractor is found misbehaving with CORPORATION staff, the Contractor shall take necessary and appropriate action immediately. Non disclosure of Confidential Information will be the sole responsibility of the Contractor. For this Agency shall depute persons of good integrity and honesty who will not divulge information in his possession by virtue of his working with the CORPORATION. Agency shall be liable for any loss caused to the CORPORATION due to any such wrongful disclosures.
17. In the event of any loss/damage being occasioned to CORPORATION on account of the negligence of the Contractor's employees, the Contractor shall make good the loss sustained by CORPORATION either by replacement of the material/equipment or payment of compensation.
18. The contractor shall not appoint any sub contractor to carry out any obligations under the contract.
19. The contractor shall take proper instructions from CORPORATION for the execution of the contract at different places and will faithfully comply with the same during the currency of the contract.
20. The Agency Providing Security Services shall provide the names, local and permanent addresses, and mobile no., Id proof and bank details of all the Security Guards deployed to the CORPORATION.
21. Should the Contractor commit any breach of any of the terms and conditions thereof and/or fail/neglect to carry out any instructions issued to him by the CORPORATION from time to time, it shall be open and lawful for the CORPORATION to terminate this agreement forthwith without assigning any reason and can get the work done by any person[s] or through any other agency or Contractor at the risk and cost of the Contractor and the Contractor shall have no right to claim any compensation whatsoever on this account.
22. No advance payment shall be made against the work order/services. All payments to the agency shall be made by Electronic Fund Transfer only after Tax Deducted at Source [TDS] as per the provisions of Income Tax Department as amended from time to time and a certificate to this effect shall be provided to the agency. The Service Provider/Contractor shall raise the invoice/bill and CORPORATION 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 Service Provider/Contractor shall be made by NEFT subject to deductions, withholding of all applicable, taxes and charges from time to time in force.
23. CORPORATION has right to increase or decrease in No. of SECURITY GUARDS as mention **in Annexure C and also may decide whether SECURITY services are required or not at any location.**
24. CORPORATION shall always have the right to conduct a search of the Contractor's employees/agents and/or any of their vehicles used for transportation of materials while entering/going out of the CORPORATION's premises or inside the premises.
25. If the CORPORATION notices that the personnel of the Contractor has/have been negligent & careless in rendering the said services, the same shall be communicated immediately to the Contractor who will rendering the said services, the same shall be communicated immediately to the Contractor who will devise corrective steps immediately to avoid recurrence of such incidents and report to the devise corrective steps immediately to avoid recurrence of such incidents and report to the designated officer of CORPORATION its action plan.
26. **If any of the personnel of the Contractor indulges in theft or any illegal/irregular activities, misconduct the Contractor will take appropriate action against its erring personnel and intimate accordingly the CORPORATION.**



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27. The Contractor shall at all time indemnify and keep indemnified the CORPORATION 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 the Contractor 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 the Contractor or not, who provided or provides the said services under this Agreement.

[On Rs 100/- stamp paper duly Notarized - As per Annexure - D]

28. The employees/agents of the Contractor shall never be considered to enjoy any right to enter the premises of CORPORATION by virtue of this agreement or otherwise at any time except with the prior permission of CORPORATION.

29. In the event of failure of the Contractor to provide the services or part thereof, as mentioned in this agreement for any reasons whatsoever, the CORPORATION shall be entitled to procure services from other sources and the Contractor shall be liable to pay forthwith to the CORPORATION, the difference of payments made to such other sources, besides damages at double the rate of payment for the period of failure in providing the services or part thereof. Further no payment shall be made for person remain absent or where services rendered not found satisfactory.

30. If at any time during the operation of this Agreement or thereafter the CORPORATION is made liable in any manner whatsoever by any order, direction or otherwise of any Court, Authority or Tribunal, to pay any amounts whatsoever in respect of or to any of the present or ex-personnel of the Contractor or to any third party, the Contractor shall immediately pay to the CORPORATION all such amounts and costs also and in all such cases/events the opinion of the CORPORATION shall be final and binding upon the Contractor. The CORPORATION shall be entitled to deduct any such amounts as aforesaid, from the security deposit and/or from any pending bills of the Contractor and if such amount is not fully recovered, the CORPORATION shall be entitled to recover the balance amount through legal recourse.

31. The Contractor further agrees to absolve the CORPORATION from all the liabilities in regard to any statutory enactments to the extent applicable to the service provided by the Contractor. It is clearly understood that should the CORPORATION be called upon to make any payment to any authority, the Contractor shall reimburse such amounts to the CORPORATION whether such liability arises during the currency of this agreement or after expiry of the period of this agreement. If there would be any claim on the CORPORATION for any default of the Contractor or its employees committed during the operation of this Agreement, the Contractor shall pay the CORPORATION such amount on demand without protest.

32. It is clearly understood by the Contractor that persons employed by the Contractor for providing SECURITY SERVICES as mentioned herein, shall be the employees of the Contractor and not of CORPORATION. The Service Provider shall be liable to make payments to its said employees towards their monthly wages/salaries and other statutory dues like EPF, ESI, minimum wages, bonus, gratuity etc.,



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33. The parties hereto have considered, agreed to and have a clear understanding on the following aspects.
- This Agreement is for providing SECURITY SERVICES and is not an Agreement for supply of Contract Labour.
 - The CORPORATION shall not be liable for any obligation/responsibilities, contractual, legal or otherwise, towards Contractor's employees/agents or to the said employees/agents directly and/or in any manner whatsoever.
 - That the employees/personnel of Contractor rendering the services under this Agreement, shall never be deemed to be the employees of the CORPORATION in any manner whatsoever and shall not be entitled for employment, salary/wages, damages compensation or anything arising from their deployment by contractor for rendering the said services.
34. During the CONTRACT PERIOD, if the rate of minimum wages payable to the personnel deployed by "the Firm/Agency/Organization/Service Provider" increases by Central/State govt. and if the increase extends beyond the above agreed rate, then the CORPORATION 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 selected Contractor shall be entertained on any account during the period of the Contract. **In case of any statutory increase in the wages of labour in accordance with the minimum wages notification issued by the appropriate authorities under the Minimum Wages Act from time to time after submission of the tender, the increase in rates of wages mentioned in financial bid shall be set off by the CORPORATION by giving proportionate increase.**

OBLIGATION OF THE CONTRACTOR: STATUTORY COMPLIANCE

36. The Contractor, being the employer in relation to persons engaged/employed by him for providing the services under this agreement, shall alone be responsible and liable to pay wages/salaries to such persons which in any case will not be less than the minimum wage as fixed or prescribed for the category of workers employed by him from time to time or by the Central/State Government and/or any authority constituted by or under any law.
37. The Contractor shall adhere to and comply with all the laws that may be applicable to him and will extend all the benefits/privileges as applicable to persons engaged/employed by him including that of Provident Fund, ESI, Workmen's Compensation Act, Bonus, Gratuity, Minimum Wages Act and Leave etc., In case of any breach of any law, rules, notifications applicable to the employees of the Contractor, the Contractor alone shall be responsible and liable for any act[s] of omission and/or commission committed by any employee, agent, representative, attorney, person[s] engaged/employed by him for discharging the obligations under this agreement.
38. The Contractor shall obtain appropriate licenses under Contract Labour [Regulations & Abolition] Act, 1970 and 1971[Central/State] license under Private Security Agencies Regulation Act, 2005, and rules as amended from time to time and up to date and shall comply with all terms and conditions thereof strictly, and shall keep such licenses duly validated and/or renewed from time to time throughout the currency of this Agreement. The Contractor shall obtain at his/her own expenses all the licenses and permission which may be required for conducting the business of Security Services and pay all the taxes, duties and penalties hereinafter becoming payable to the Government, Municipality or any other local body by reason of his/her conducting business of Security Services.
39. The Contractor shall maintain all registers required under various Acts, which may be inspected by the CORPORATION as well as the appropriate authorities at any time.



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40. 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 CORPORATION. Payment of bills will be made on monthly basis through 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. In case payment made to the workers by cash, it should be made in the presence of a designated officer of LIC. The Contractor will have to produce the Register of Wages or the Register of Wages-cum-Muster Roll of the preceding month along with the bill to be submitted on the 3rd day of every calendar month for verification, to the nominated official of the CORPORATION.

The Service Provider/Contractor has to submit 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 registers 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 of deposit of contribution of provident fund of employees' and employers' share, with the appropriate authority.
- [v] Deposit Challan 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 in the following month after making payment.
- [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 organization being serviced by the Contractor.
- [viii] Payment to workers is to be made by cheque or NEFT, 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 Service provider.

41. The Contractor shall give an undertaking by the 25th of the following month in favour of the CORPORATION that he has complied with all his statutory obligations and copy of such challans/receipts/list also to be submitted.

42. **TERMINATION:** CORPORATION can terminate this Agreement by giving one month's written notice to the Service Provider without assigning any reason and without payment of any compensation. CORPORATION also possess to terminate the contract by giving a 24 hours' notice to the contractor when there is a major default in compliance of the terms and conditions of this Agreement or the contractor has failed with its statutory obligations **and the security deposit shall also be forfeited, other action such as blacklisting may follow.** In that eventuality the Contractor will move out of the premises of the CORPORATION with his men and material immediately. This discretion of termination of this Agreement by the CORPORATION will be exercised judiciously since the Contractor is rendering the essential and public utility services.



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43. If contractor commits breach of any covenant or any clause of this agreement, the CORPORATION may send a written notice to the Contractor to rectify such breach within the time limit specified in such notice. In the event the Contractor fails to rectify such breach within the stipulated time, the Agreement shall forthwith stand terminated and the Contractor shall be liable to the CORPORATION for losses or damages on account of such breach.

44. **If any complaint received orally or in writing against the Contract/Service Agency i.e. less payment of wages or any amount is demanded for engagement of the duty, etc., then it will be viewed seriously and if found this complaint truthful then this contract may be terminated immediately.**

45. **PERIOD OF THE CONTRACT:** The contract shall initially be for a period of **TWO YEARS**, which may be extended at the discretion of the Corporation and on consent of the bidder for a further period of **One Year (one extension)** with the same terms and condition inclusive of rates.

46. **SECURITY DEPOSIT:** Selected Bidder should submit the deed of Agreement/Contract with LIC of India, Shivamogga Divisional Office duly executed on a non judicial paper of Rs 100/- as per the draft conditions provided by LIC of India, within 10 days [maximum] of receipt of intimation as above. Failure to sign and non submission of deed of agreement and Security Deposit in the nature of performance guarantee @ 10% of the Annual Contracted Value within 10 days of intimation as above may result in the forfeiture of EMD and cancellation of selection as Lowest 1 bidder. However CORPORATION at its discretion may cancel the tender and the decision will be final and binding. On signing of the agreement, the CORPORATION will issue work order and the Agency shall start its work within three days from the date of receipt of work order. The agency has to also obtain labour license within 30 days of allotment of work order from the respective authority and submit the same to LIC OF INDIA.

47. **PENALTY CLAUSE:** -

[A] Uniform is mandatory for all security guards on duty, failing which 1% to 5% of total bill may be imposed as penalty.

[B] If any security person deployed is found absent during surprise visit of LIC official, a penalty of Rs 500/- per person, per shift will be imposed and deductible from the bills.

[C] Recovery of Rs 200/- per day for supervisor or security guards not visiting daily.

48. **The CORPORATION reserves the right to change, add or delete any conditions described above without consent of service provider/contractor.**

49. In the event of any dispute or difference arising out of operation of this agreement, the same shall be referred to the sole arbitrator and the sole arbitrator will be appointed by the Senior Divisional Manager, LIC of India, Shivamogga Divisional Office, Shivamogga whose decision shall be final and binding on both the parties. The venue of arbitration shall be at Shivamogga. The provisions of the Arbitration and Conciliation Act, 1996 shall apply to the arbitration.

50. In terms of provision of Section 33[3] of 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 service outsourced by the CORPORATION. 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.

51. 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 hereinafter referred to as the "Investigating Officer", to make an investigation as specified under



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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 Service Provider or Contractor where the services are outsourced by the CORPORATION.

52. Any dispute arising out or relating to this tender/agreement shall be deemed to have arisen in Shivamogga and shall be under adjudications of a Court in Shivamogga only.

53. All copies of the documents/ proofs is to be attested properly.

DECLARATION

I/We 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 effected without any notice to me/us.

Date;

Place;

Signature of vendor with seal

{SIGNATURE OF THE SERVICE PROVIDER WITH SEAL}



LIC OF INDIA, DIVISIONAL OFFICE, SHIVAMOGGA
ANNEXURE - A

APPLICATION FORM FOR TENDER FOR SECURITY SERVICES [TECHNICAL BID]

To,
Chairman, Stores Purchase Committee,
LIC of India, Divisional Office,
I Floor, Jeevan Prakash, 100 Feet Road,
Gopalagowda Extention, Shivamogga - 577205.

Sub: Tender for providing Security Services.

1. Name of the Agency and Address:.....

.....

2. Date of Establishment:

3. Status of the Agency:.....

[Whether Pvt. Ltd./Public Ltd. Company/Partnership Firm/Proprietorship, Copy to be attached]

4. Name of Directors/Partners/Proprietor/CEO/Contact Person with Designation:

Sr.No.	Name	Phone No.	Mobile No.	E-mail ID

5. Bank detail:

i] Name of Beneficiary:

ii] Name of Bank

iii] Branch and address of bank

iv] IFSC Code of Bank

v] Nature/Type of Bank A/c SB/CC/Current/OD]

vi] Account No.

vii] MICR Code of Bank:

6. Turnover of the Company/Partnership Firm/Proprietorship for the Financial Year 2013-14, 2014-15, 2015-16 [Please attach a copy of audited Balance Sheet and Profit and Loss Account for all the three years]

Sr. No.	Financial Year	Turn Over [In Lakhs]
1	2015-16	
2	2014-15	
3	2013-14	

7. Since when and how long your Agency/Firm has been dealing in Security Services:.....

8. No. of Full Time Security Guards on Roll as on 31.03.2016:.....

9. Details of existing clients: [Separate page may be submitted for each Client]

Name of the Company	Branch/Office Address	Contract No.	Details of Service provided

{SIGNATURE OF THE SERVICE PROVIDER WITH SEAL}



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Details of Services provided in last 3 years [Please attach photo copy of orders]

10. Statutory Requirements:

sl no.	Statutory Document[Certified/Self Attested Copy should be attached]	Mention the Registration/Licence No.
1	ESI Registration Certificate	
2	Registration under Employee Provident Fund Act, 1952	
3	Registration/Valid Licence under Private Security Agencies Regulation Act 2005	
4	Valid Licence under Contract Labour [Regulation & Abolition] Act, 1970 and 1971[Central/State]	
5	PAN CARD	
6	Service Tax Registration No.	
7	Profession Tax Registration No.	
8	Income Tax Returns of 3 FYs out of Last 4 FYs i.e. 2015-16, 2014-15, 2013-14, 2012-13.	

11.Details of Tender Fee and EMD:

Details of DD/Banker's Cheque/MR	Tender Application Fee Rs 250/-	EMD Rs 25,000/-
DD/Bnkers Cheque/MR No.		
Date		
Name of issuing Bank Branch		

DECLARATION:

I/We have read the instructions appended to the Proforma and I/We understand that if any false information is detected at a later date, any future contract made between ourselves and CORPORATION, on the basis of the information given by me/us can be treated as invalid by the CORPORATION and I/We will be solely responsible for the consequences.

I/We agree that the decision of the CORPORATION in selection of Service Providers will be final and binding on me/us.

All the information furnished by me/us hereunder is correct to the best of my/our knowledge and belief. I/We agree that I/We have no objection if enquiries are made about work performance with clients mentioned at Sl.No. 9 above.

With reference to the above, having examined and understood the instructions, terms and conditions forming part of the tender, we hereby enclose our offer for giving security services at the mentioned premises.

We confirm that the offer is in conformity with the terms and conditions as mentioned in the tender. We understand that the CORPORATION is not bound to accept the offer either in part or in full and that the CORPORATION has right to reject the offer in full or in part without assigning any reasons whatsoever.

Place:

SIGNATURE:

Date:

NAME & DESIGNATION

SEAL OF THE FIRM/Company

{SIGNATURE OF THE SERVICE PROVIDER WITH SEAL}



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ANNEXURE - B

FINANCIAL BID FOR SECURITY SERVICES

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

Proforma for Submission of Financial Bid for Security Services

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

NOTE: Rates to be quoted on Monthly Basis, inclusive of all charges but excluding Service Tax which will be paid as per prevailing rates.

Rates in Rs.	For Offices at Area "C" class location
Particulars/Components	Charges per month for 1 Unarmed Security Guard [8 hrs]
1. BASIC +VDA	
2. E.S.I	
3. P.F.	
4. Administrative/ Service Charges. **	
5. Any other charges [if any] [Please specify]	
Total Cost per month per person.	

Note: The tenderer is required to quote rates item wise entered in the schedule in words as well as in figures. In the case of conflict between these two, rates written in words shall be considered. When the rate quoted by the Contractor/Service Provider in figures and words tallies but the amount is not worked out correctly, the rates quoted by the Contractor/Service Provider shall be taken as correct and not the amount.

RATE PER DUTY OF 08 HRS MUST BE SPECIFIED IN THE TENDER

Dated at..... this day of 2017.

{SIGNATURE OF THE SERVICE PROVIDER WITH SEAL}



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Minimum Wages shall be based on the prevailing Central Act w.e.f. 01.10.2016. However the Contractor/Service Providers 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 the responsibility of the Contractor/Service Provider.

- * For every six days one day off should be given.
- * Employees contribution for PF and ESI are to be deducted & to be remitted along with Employer's contribution.
- * The Administrative/Service Charge rates quoted shall be inclusive of all these including cost of Uniform, Training, other overheads, gratuity, off duties weightage profits etc., and taxes whatsoever payable.
- * **No guard will be given more than one shift [Eight Hours] per day.**
- ** In case Administrative/Service Charges quoted by the Contractor/Service Provider in the breakup 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 of a security guard.**
- * Adherence to statutory requirements is sole responsibility of the Contractor/Service Provider.

:-OTHER MANDATORY REQUIREMENTS:-

1. Proof of remittance of PF/ESI/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 the 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 both Central and the State Government from time to time and pay not less than the higher of the two at all times.
6. Uniform is mandatory for all Security Guards on duty, failing which 1% to 5% of total bill may be imposed as penalty.
7. If any Security person deployed is found absent during surprise visit of the CORPORATION official, a penalty of Rs 500/- per person, per shift will be imposed and deductible from the bills.
8. Recovery of Rs 200/- per day per person for supervisor or security guards not visiting daily.

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:

Date:

Name:

Designation:

Address:

{SIGNATURE OF THE SERVICE PROVIDER WITH SEAL}



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ANNEXURE - C

LOCATION AND NUMBER OF SECURITY GUARDS SERVICE REQUIRED.

sl no.	Branch/D.O. Code No.	ADDRESS OF THE OFFICE	Minimum required manpower
1	Shivamogga Divl. Office D603	LIC of India, "Jeevan Prakash", 100 Feet Road, Gopalagowda Extention, Shivamogga	3
2	RMF Centre Shivamogga	LIC of India, RMF Centre, Jail Road, Shivamogga.	3
3	Shivamogga Branch Unit2-62E	LIC of India, Branch Unit 2, "Jeevan Tunga", Kamakshi Street, Shivamogga	3
4	Shivamogga Branch Unit 1- 625	LIC of India, Branch Unit 1, "Jeevan Jyothi", Fort Road, Shivamogga.	3
5	Bhadravati 739	LIC Building, Near Railway Underbridge, Umblebyle Road, Bhadravati.	3
6	Challakere 62L	LIC Building, "Jeevan Jyothi", T.R.Nagar, Challakere	3
7	Channagiri 6111	LIC Building, "Jeevan Jyothi", I.B.Road, Channagiri.	3
8	Chtradurga 790	LIC Building, Near KSRTC Depot, PB Road, Chitradurga	3
9	Davanagere Branch Unit 1 - 627	Branch Unit 1, LIC Building, K.R.Road, Davanagere.	3
10	Davanagere Branch Unit 2 62D	Branch Unit 2, "Jeevan Jyothi", Harihara Road, Davanagere	3
11	Harihara 62X	LIC Building, Shivamogga Road, HARIHARA.	3
12	Hiriyur 62A	Branch Office, "Jeevan Jyothi", Main Road, Hiriyur.	3
13	Honnali 62N	LIC Building, "Jeevan Jyothi", Nyamati Road, Honnali	3
14	Sagar 623	LIC Building, New B.H.Road, SAGAR	3
15	Thirthahalli 62F	Branch Office, "Jeevan Jyothi" Soppugudde, Thirthahalli.	3
16	Shikaripura 62S	Branch Office, "Jeevan Jyothi", S.S.Road, Shikaripura	3

This service requirements and locations are indicative and can be changed/added during the contract period as per requirement.

CORPORATION has right to increase or decrease in No. of SECURITY GUARDS mentioned above and **also may decide whether SECURITY SERVICES are required or not at any location.**

{SIGNATURE OF THE SERVICE PROVIDER WITH SEAL}



LIC OF INDIA, DIVISIONAL OFFICE, SHIVAMOGGA

ANNEXURE - D

[To be given on stamp paper of Rs 100/- and Notarised]

I/We, authorized representative ofbeing Indian Company/Sole Trading Company/Partnership Firm, registered under bearing registration no..... having office atdo hereby solemnly affirm and state as under;-

Whereas Life Insurance Corporation of India, Shivamogga Divisional Office has floated a tender for Security 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 CORPORATION 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 or 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 AND SEAL OF
THE FIRM/COMPANY**

Date:

{SIGNATURE OF THE SERVICE PROVIDER WITH SEAL}