



AMRITSAR DIVISION

OS Department, Divisional Office, Jeevan
Prakash, 4-5 District Shopping Complex, Near M K Hotel,
Ranjit Avenue, Amritsar-143001
Tele: 0183-2504953
E-Mail: os.amritsar@licindia.com

TENDER NOTICE FOR PROVIDING HOUSE KEEPING SERVICES , ATTENDANT SERVICES, CARETAKING & HOUSEKEEPING SERVICES OF GUEST HOUSES AND GARDENING SERVICES IN AMRITSAR DIVISION.

Life Insurance Corporation of India, Divisional Office, AMRITSAR invites sealed tenders in two bid system from established service Agencies for providing **Housekeeping services , Attendant services, Caretaking of Guest House and Gardening Services** as per the locations mentioned in the Annexure C & D attached herewith.

The “Letter for invitation of Tender” and enclosed Annexure (properly indexed) shall form the part of Tender Documents.

Details of various Annexure are as under:

Sr.No.	Particulars	Attached As
1	1. Scope of work for House Keeping Personnel 2. Scope of work for Attendant 3. Scope of work for Care Taker 4. Scope of work for Gardener	Annexure 'A'
2	Performa for Technical Bid for House keeping services ,Attendant services , Care Taking & House Keeping of Guest Houses and Gardener	Annexure'B'
3	Location & Performa for Financial Bid for House keeping	Annexure'C'
4	Location & Performa for Financial Bid for Attendant	Annexure'D'
5	Location & Performa for Financial Bid for Care Taker & House Keeping services of Guest Houses	Annexure'D-1'
6	Location & Performa for Financial Bid for Gardener	Annexure'D-2'

Sealed Tenders with requisite **Earnest Money Deposit** of **Rs. 50000/- (Rupees Fifty thousand only)** and **Tender fee** of **Rs 500/- (non-refundable)** in the form of demand draft/Bankers’ Cheque drawn on any Nationalized/Scheduled Bank, favoring “LIC of India” payable at AMRITSAR must be submitted **before 5.00 PM on 04.05.2017**. 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 HOUSE KEEPING SERVICES , ATTENDANT SERVICES, CARETAKING OF GUEST HOUSES AND GARDENING SERVICES**” and “**Financial Bid for providing HOUSE KEEPING SERVICES , ATTENDANT SERVICES, CARETAKING OF GUEST HOUSES AND GARDENING SERVICES**”. Both these envelopes are to be kept in one big envelope which will be super scribed as “**Tender For**

providing "HOUSE KEEPING SERVICES , ATTENDANT SERVICES, CARETAKING OF GUEST HOUSES AND GARDENING SERVICES" and addressed to :-

Chairman,
Stores Committee,
L.I.C. of India, '
Divisional Office, Jeevan Prakash
Plot No. 4-5, B.Block, Distt. Shopping Complex,
Ranjit Avenue , Amritsar - 143001

Date of issue of Tender Notice : 14.04.2017

Last date for receipt of Tender: 04.05.2017 upto 17:00 Hrs.

Opening of Technical Bids of Qualifying Tenderers : 05.05.2017 at 11.30AM

Opening of Financial Bids of Qualifying Tenderers: Date of the same to be intimated later on.

In case ,any of above dates, is declared a holiday, the process will be completed on the next working day in LIC.

No brokers/intermediaries shall be entertained. The Corporation reserves the right to reject any /all applications without assigning any reason whatsoever. For complete details and tender form please log on to Corporation's website www.licindia.in. Any further information regarding this tender will be published at our website only.

Sr. Divisional Manager

GENERAL TERMS AND CONDITIONS FOR HOUSE KEEPING SERVICES , ATTENDANT SERVICES, CARETAKING OF GUEST HOUSES AND GARDENING SERVICES TENDER

1. 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.
2. 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 instructions to tenders, standard conditions, special conditions, financial bid, scope of work and all other clauses of this tender document. Any tender document not so signed may be liable for rejection.
3. Earnest Money Deposit: EMD of Rs. 50000/- should be paid to the Corporation by way of DD or Pay Order payable at AMRITSAR at the time of submission of tender.
4. The TENDER will be in two parts; Technical BID and FINANCIAL BID. Technical bid will be evaluated on the basis of compliance with eligibility criteria, general terms and conditions stipulated in the tender. Financial bid of only those tenderer will be opened who fulfill the conditions of technical bid and general term and conditions of this tender.
5. The LIC 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.
6. Contractor will have to give breakup of the amount quoted in the Financial Bid along with the bid & if the contractor fails to provide the breakup as per the format provided in the tender document, tender is liable to be rejected.
7. NIL charges consideration as per the Govt. of India MOF instructions vide office Memorandum dated 28.01.2014 will not be accepted.
8. The service agency should have minimum annual turnover of **50** Lakhs during any one of the last three financial years and experience of having executing an order of one client worth 10 lakhs for any one of the last three financial years. However LIC reserves the right to relax the criteria with regard to annual turnover and experience of having executing an order of one client worth 10 lakhs for any one of the last three financial years.
9. The notice inviting tender and the enclosed general terms and conditions to tenderer, technical and financial bid format shall form part of tender documents.
10. The successful tenderer shall be intimated about the award of Work and EMD of other Tenderers shall be returned without any interest on the amount deposited within 30 days from the date of final decision of awarding of work. The EMD of the successful bidder will be converted into Security deposit which would be equal to 5 % of the total annual cost. The security deposit will not bear any interest.
11. LIC of India reserves the right to reject any/ all Tenders without assigning any reason and shall not be bound to accept the lowest tender. Tenderer are advised to carefully note the specifications mentioned in the tender and no compromise in quality will be accepted.

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12. The Contractor shall provide the above said services at such times and in such manner as communicated by the LIC from time to time.

13. The "Service Provider" undertakes to provide service through its own enrolled persons at its own costs, expenses and the "Life Insurance Corporation of India" hereafter will be referred as "Corporation" shall not make any payment what so ever by way of emoluments to such persons directly.

14. The execution of cleaning and wet mopping of housekeeping will be with suitable and branded hygiene material with mechanized equipments, wherever required.

15. The cleaning and housekeeping works are to be carried out as per international norms/standards and in such manner that all premises always look neat and clean.

16. The quality and punctuality in rendering of the said services are the essence of the contract and the contractor undertakes to abide by them at all times.

17. Mechanized equipments, wherever required, will be procured by the contractor.

18. The contractor shall ensure that all persons employed by him shall be efficient, skilled, honest and conversant with the nature of work.

19. No relationship of employer and employee shall be created between the LIC and the employees engaged by the Contractor.

20. The contractor shall provide uniforms to his employees the pattern of which will be different than that of the LIC as followed for its employees and they shall wear them at all time while at work and maintain such uniforms.

The Contractor shall also provide all safety items such as safety shoes, gloves, masks, etc. to its employees.

21. Every employee so engaged by the contractor shall wear uniform and a badge wearing his/her name, while on duty.

The said uniform and badge shall be provided by the contractor at his own cost.

22. 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 LIC. The LIC 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 LIC be liable for any claim(s) whatsoever of any person(s) of the contractor.

23. In case LIC 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 LIC, it would be open and lawful for LIC to deduct the amount(s) of any such liability from and out of dues payable to the contractor.

24. The contractor shall be responsible for all injuries and accidents to persons, employed by him.

25. The contractor shall be responsible for the conduct and behavior of his employees. If any employee of the Contractor is found misbehaving with the LIC staff, the contractor shall take necessary and appropriate action immediately.

26. In the event of any loss/damage being occasioned to LIC on account of the negligence of the contractor's employees, the contractor shall make good the loss sustained by LIC either by replacement of the material/equipment or payment of compensation.

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27. The contractor shall not appoint any sub-contractor to carry out any obligations under the contract.
28. The contractor shall take proper instructions from LIC for the execution of the contract at the different places and will faithfully comply with the same during the currency of the contract.
29. The contractor shall be required to provide supervisory staff at Divisional Office premises only so as to ensure proper control for executing the job smoothly and efficiently and shall provide his name and contact no. to the Corporation for necessary enquiry/information etc.
30. Should the contractor commit any breach of any of the terms and conditions hereof and/or fail/neglect to carry out any instructions issued to him by the LIC from time to time , it shall be open and lawful for the LIC 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.
31. 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 Sr. Divisional Manager of the LIC whose decision shall be final and binding on both the parties. The venue of arbitration shall be at AMRITSAR. The provisions of the Arbitration and Conciliation Act, 1996 shall apply to the arbitration.
32. In case of any changes (addition and deletion) in the areas / locations as mention in Annexure (C) after submission of the tender, pro-rata rates will be allowed on such changes.
33. LIC has the right to increase/ decrease the No. of attendants/Gardeners/Caretakers as mentioned in Annexure-D, D-1, D-2 and Location for House Keeping Services as mentioned in Annexure-“C” and also may decide whether attendant services are required or not at any location at any time with one month prior intimation to the agency/Company. Payment in such cases will be made on pro rata basis.
34. All the services under the contract and any other work of similar nature, which will be entrusted to the Contractor from time to time by the LIC are to be rendered without causing any hindrance or disturbance to any staff member of the LIC working during the normal working hours. The work shall be carried out efficiently in consonance and in conformity with the standards of neatly and hygienically maintained premises.
35. The LIC 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 LIC's premises or inside the premises.
36. If the LIC 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 devise corrective steps immediately to avoid recurrence of such incidents and report to the LIC its action plan.
37. 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 to the LIC.
38. The contractor shall at all time indemnify and keep indemnified the LIC 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)

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

40. 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 LIC shall be entitled to procure services from other sources and the contractor shall be liable to pay forthwith to the LIC, 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.

41. If, at any time, during the operation of this Agreement or thereafter the LIC 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 LIC all such amounts and costs also and in all such cases/events the opinion of the LIC shall be final and binding upon the contractor. The LIC 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 LIC shall be entitled to recover the balance amount through legal recourse.

42. The Contractor further agrees to absolve the LIC 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 LIC be called upon to make any payment to any authority, the contractor shall reimburse such amounts to the LIC 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 LIC for any default of the contractor or its employees committed during the operation of this Agreement, the contractor shall pay the LIC such amount on demand without protest.

43. It is clearly understood by the contractor that the persons employed by the contractor for providing services as mentioned herein, shall be the employees of the contractor and not of LIC. The number of persons to be employed and the individual person to be employed for providing the said services, shall be decided by the contractor on the basis of his assessment of area and services to be provided who 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.

44. The parties hereto have considered agreed to and have a clear understanding on the following aspects:

- a. This Agreement is for providing Housekeeping/Attendant services and is not an Agreement for supply of Contract Labour.
- b. The LIC shall not be liable for any obligations/responsibilities, contractual, legal or otherwise, towards Contractor's employees/agents or to the said employees/agents directly and/or indirectly, in any manner whatsoever.
- c. That the employees/personnel of contractor rendering the services under this Agreement, shall never be deemed to be the employees of the LIC 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.

45. 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 wage mention in breakup of the amount quoted in the Financial Bid shall be set off by the LIC by giving proportionate increase.

46. Number of persons to be provided for housekeeping services to be decided by the contractor as per their own assessment of the area and services to be provided. Vendors are requested to visit the mentioned premises/ locations before quoting their rates between 11 am to 4 pm from Monday to Friday.

47. Entire House keeping work should be completed before 09.30 hrs on all working days.

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48. Housekeeping staff should report for duty at a time as per the requirement of the Corporation and will remain available for 8 hrs. from the start of the work. (With 1/2 hour lunch break).

49. Attendant staff should report for duty at 9.30 AM and remain available up to 17.30 PM (with 1/2 hour lunch break).

50. However timings schedule for both the services can be changed by the LIC DO AMRITSAR.

51. The material shall be used of reputed make as specified or approved by LIC.

52. One month material should always be in stock of the contractor within the office premises.

OBLIGATION OF THE CONTRACTOR: - STATUTORY COMPLIANCE

53. 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 Government (whichever is higher) and/or any authority constituted by or under any law.

54. 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.

55. The Contractor shall obtain appropriate license under the Contract labour(Regulation and Abolition)Act 1970 and the Rules as amended up to date and shall comply with all terms and conditions thereof strictly, and shall keep such license duly validated and/or renewed from time to time throughout the currency of this Agreement.

56. The Contractor shall maintain all registers required under various Acts, which may be inspected by the LIC as well as the appropriate authorities at any time.

57. 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 LIC.

58. The contractor shall give an undertaking by the 22nd of the following month in favour of the LIC that he has complied with all his statutory obligations and copy of such challans/receipts/list also be submitted.

TERMINATION

59. LIC 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. LIC also posess to terminate the contract by giving only 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 to comply with its statutory obligations. In that eventuality the contractor will move out of the premises of the LIC with his men and material immediately. This discretion of termination of this Agreement by the LIC will be exercised judiciously since the Contractor is rendering the essential and public utility services.

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60. If contractor commits breach of any covenant or any clause of this agreement, the LIC 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 LIC for losses or damages on account of such breach.

61. If any complaint received orally or in writing against the contractor/service agency i.e. less payment of wages or any amount is demanded for engagement of the duty, etc. than it will be viewed seriously and if found this complaint truthful than this contract may be terminated immediately.

62. 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 for a further period on yearly basis with the same terms and condition inclusive of rates.

63. SECURITY DEPOSIT: The successful bidder shall provide a cash security or Bank Guarantee for an amount equivalent to 5% of the bid amount in favour of “**LIC of India**” within a period of 10 days from the date of issue of letter of intent. The EMD submitted along with the bid will be adjusted against the Security Deposit, if so desired by the successful bidder.

64. PENALTY CLAUSE -

a. If Weekly Schedule as per 'Clause b of Annexure “A” is not adhered to by the contractor, a penalty of 500/- per week will be imposed.

b. For not using approved material as per 3 'c' of Annexure “A”, MRP of each item not used will be deducted from the bill.

c. Recovery of 200/- per day for supervisor not visiting daily to Divisional Head Quarter at Amritsar.

However the competent authority may decide the volume of the penalty is to be imposed by viewing the circumstances.

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

Place :

DATE:

SIGNATURE :

NAME & DESIGNATION :

SEAL OF THE Firm/Company :

Annexure- A

SCOPE OF WORK FOR ATTENDANTS , HOUSEKEEPING SERVICES, CARETAKING SERVICES & GARDENER SERVICES:

(1) Scope of Work of Housekeeping Personnel

1. Sweeping and wet mopping of all cabins, passage , staircases & office area etc.- twice in a day with deodorant disinfectants.
2. Sweeping of compound & open area once in a day.
3. Clearing and cleaning of waste paper baskets.
4. Dusting of partitions, doors, walls and Venetian Blinds.
5. Cleaning of window glasses from inside/outside.
6. Cleaning and dusting of all doors/windows/fans/coolers.
7. Cleaning of wash basin, urinals, toilets and mirrors in all the toilets.
8. Scrubbing and Cleaning of all toilets flooring.
9. Mopping of the entire toilet floors with deodorant disinfectant and cleaning of wash basins /Urinals/toilets at regular intervals throughout the day.
10. Cleaning of Chambers, cubicles, reception area, service area common area, passages, pantry/canteen etc.
11. Cleaning Office Equipments etc.
12. Arrangement/shifting of furniture fittings viz tables/chairs/almirahs/racks etc.
13. LIC Officers' Colony, E-Block, Ranjit Avenue, Amritsar: Sweeping of common area i.e. compound and stair cases on daily basis.

(All equipments/materials required for cleaning as described above will be provided by the Contractor).

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(a) DAILY SCHEDULE: Annexure- A

Daily Schedule for Cleaning/Sweeping shall be as under:

1. Sweeping and mopping of all cabins, passage , staircases & office area- twice in a day with Phenyle. Sweeping of compound & open area once in a day.
2. Dusting of all furniture, curtains, venation blinds early in the morning before 9.00 a.m.
3. Cleaning, Washing & replacing the dustbins after removing the waste material from the dustbins.
4. 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/urinals at an interval of every one hour.
7. Pantries- removing muck, cleaning and washing of platform drains, sink etc. twice a day.
8. Cleaning of Buckets/Mugs by liquid soap /cleaner on daily basis.
9. Cleaning of office equipments etc.
10. Arrangement/shifting of furniture fittings viz tables/chairs/almirahs/racks etc., whenever required.
11. LIC Officers' Colony, E-Block, Ranjit Avenue, Amritsar: Sweeping of common area i.e. compound and stair cases on daily basis.
12. Any other work related to house keeping and as instructed from time to time.

(All equipments/materials required for cleaning as described above will be provided by the Contractor)

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(b) WEEKLY SCHEDULE:

1. Deep Cleaning of entire office area, removing of webs/insects from walls, ceiling, under tables/chairs/cup boards / ceiling fan etc. with vacuum cleaner.
2. Sweeping of roof tops.
3. Cleaning of taps, wash basins, flushing system, sinks etc. with help of soap, stain cleaner.
4. Polishing of floors.
5. Cleaning and dusting of ceiling fan, water cooler etc.
6. Cleaning of window glasses from inside/outside.
7. LIC Officers' Colony, E-Block, Ranjit Avenue, Amritsar: Wet mopping of stair cases on weekly basis.

(All equipments/materials required for cleaning as described above will be provided by the Contractor).

(C) LIST OF APPROVED MATERIAL:

1. The material shall be used of reputed make as specified or approved by LIC.
2. One month material should always be in stock of the contractor within the Office premises.

S.No.	Description of Material required	Manufacturing and Brand Names
1.	Flush Cleaner, Phenyle, lizol	Harpik, Bengal Chemicals/ similar brands
2.	Odonil/Air freshener installation/ refilling	Dabur (India)/Ambipur / similar brands
3.	Stain/Glass cleaner	Colin/ similar brands
4.	Toilet paper roll	Sandal, Lavender
5.	Liquid Soap	Dettol, Lifebuoy/similar brands
6	Broom/Mop/wiper	Standard brand
7	Dustbin pot	Standard brand
8	Any other items which are used in cleaning/sweeping etc.	Standard brand

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(2) Scope of Work of Attendant

Timings: 9.30 AM to 5.30 PM

1 Daily Cleaning of tables, chairs, almirahs, storage in the chamber and department.

2 Attending to officers & staff.

3 Serving tea, snacks etc., washing utensils related to this services.

4 Arrangement/shifting of furniture fittings viz tables/chairs/almirahs/racks etc.

5 Cleaning of water cooler once in a week.

However, the scope of work in above both categories may be varied by the LIC with prior notice to the contractor.

NOTE: Vendors are requested to visit the mentioned premises/ locations before quoting their rates between 11 am to 4 pm from Monday to Friday. (Excluding Holidays)

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3) SCOPE OF WORK FOR CARE TAKER AT GUEST HOUSE :

Estimated Requirement : 2 Care Takers (One for VIP Guest House, Divisional Office, Ranjit Avenue, Amritsar. One for Ordinary Guest House, Mall Road, Amritsar)

1. The successful Bidder will have to provide complete care taking to LIC of India for its Guest Houses by deploying their personnel to the satisfaction of LIC of India, in consistent with LIC of India standards and instructions issued by appropriate LIC of India officials from time to time.
2. The Service Provider will have to engage two Caretakers , who will act as the overall in-charge on behalf of the Service Provider for execution of assigned services and shall maintain various records as necessary. The Caretakers so deployed, should be capable of maintaining records in English/Hindi. He should devote fulltime [24X7] in Guesthouse premises.
3. Except as otherwise hereinafter stated, the selection, replacement and remuneration of the caretaker shall be determined by the Service Provider. Such caretaker shall be the employees solely of the Service Provider. The Service Provider shall ensure that its personnel will be competent and efficient.
4. The Service Provider will normally not change the working hands without consent of LIC of India. However, the Service Provider must immediately remove and replace any of their personnel, who in the opinion of LIC of India, is incompetent/negligent/of unacceptable behavior or whose employment is otherwise considered by LIC of India to be undesirable.
5. The Service Provider will be required to issue proper uniform/dress, shoes as decided and instructed by LIC officials for use at all time during duty period. The cost of such uniform and shoes for the work persons will be born by the Service Provider.
6. The Service Provider will have to engage Persons, Provide required Machines/ Equipments and Chemicals which are not harmful for Guest house Furniture and other useful materials. The Service Provider shall be required to carry out the daily house keeping Services for all the Internal & external Floors and outer Peripheral area including toilets, all rooms, kitchen, stairs, lobby cleaning and maintain garden etc. as directed by LIC authority.

INFRASTRUCTURE:

The Guest Houses are currently located in campus of Divisional Office, Amritsar and Mall Road, Amritsar. At any time during the contractual period it will be obligatory on the part of the Service Provider to render the House Keeping services at such new locations, if added subsequently. The payment in such cases will be made on pro rata basis.

CARETAKING:

- (a) The Caretakers must report to the OS Dept of LIC of India on daily basis and collect occupancy details of guests and to receive instructions, if any, with regard to services to be rendered in the guest house.
- (b) The Service Provider shall render comprehensive care taking & daily house keeping services and will take care of complete day-to-day functioning of the Guest House including maintenance of premises, housekeeping, cooking/catering services, attending the guests, serving tea snacks, marketing requirements etc. as per general guidelines and instructions from the authorities of LIC of India. All tools and consumables for the purpose of caretaking like utensils and cooking gas will be provided in the Guest House by LIC of India.
- (c) The Service Provider shall upkeep the fixtures and furniture's, furnishings, fittings & equipments of the guest house at all the time during contractual period. The Service Provider shall also ensure to keep all such items in excellent condition. Such items shall not be taken out of Guest House premises without the consent in writing by authorized official of the LIC of India.

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- (d) The Service Provider shall look after administration of laundry services for all the linen of the Guest House including the guest rooms and will maintain inventory of all such linens. The laundry service provider will be engaged by service provider and payment for the same will be made separately by LIC of India directly to such service provider and the rates for the same will be decided by LIC in consultation with the service provider after finalization of contract.
- (e) The Caretaker will be responsible for taking good care of guest house property and keep up-to-date inventory thereof. The Caretaker shall attend emergency during breakdown of electrical power supply, Inverter, Cable TV, Cooking items, Water supply in the guest house.
- (f) The Caretaker will provide clean linen, soap, toilet items etc. on arrival of guests for their use in the rooms.
- (g) The Service Provider shall ensure proper maintenance of guest register, visitors book as desired by LIC of India.

Daily services in Guest houses

The Service Provider will have to engage Persons, Provide required Machines/ Equipments and Chemicals which are not harmful for guest house Furniture, Computers and other useful materials. The Service Provider shall required to carry out the following Services for Guest House and outer peripheral area within guest house as details mentioned below:

	Providing daily services for caretaking, daily house keeping services and catering. Such as serving fresh wholesomemeals (tea, breakfast, lunch, snacks and dinner) . Changing of bed linen and bath towels between check-ins.	Maintain in morning to evening and Cleaning schedule will be directed by authority
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NOTE: Vendors are requested to visit the mentioned premises/ locations before quoting their rates between 11 am to 4 pm from Monday to Friday (Excluding Holidays).

CATERING:

- (a) The Service Provider shall provide meals to the guests (vegetarian) at the rates as fixed by LIC of India from time to time. Charges for tea, breakfast, lunch, evening tea and dinner will be in accordance with the menu.
- (b) The Service Provider shall arrange for serving fresh wholesome meals (tea, breakfast, lunch, snacks and dinner) to the guest or any person authorized by LIC of India. Such meals will be served in the dining hall, guest rooms or any place authorized by LIC of India. The number of meals will depend upon occupancy and there is no guarantee of minimum number of meals.
- (c) The raw materials for meals/snacks and other items will be purchased by the Caretaker. No reimbursement will be made by LIC and the caretaker has to collect the amount from the guests at the rates fixed by LIC.
- (d) The Service Provider will also ensure proper upkeepment of crockery/cutlery/stores/ beverages/food items etc. in the most hygienic ways and proper inventory to be maintained.
- (e) The Service Provider shall be responsible for day-to-day housekeeping of the kitchen and pantries and maintain them in clean, neat and hygienic condition at all the times during contractual period.
- (f) The Service Provider shall use only the approved cooking medium for preparing food items. The officer(s) as nominated by LIC of India shall check the quality and quantity of ingredients used for cooking from time to time.

Seal and Signature of Authorised Signatory of the Company

HOUSE KEEPING AT GUEST HOUSES :

- (a) The Service Provider shall render comprehensive House Keeping services and will take care of complete functioning of the Guest houses including maintenance of premises, house keeping, etc. as per general guidelines and instructions from the authorities of LIC of India. All tools and consumables for the purpose of House Keeping like chemical, cleaning agents, mop dusters, brooms dusters and all other Man, Machine & Equipments will be provided by service Provider.
- (b) The Service Provider shall upkeep the fixtures and furniture's, furnishings, fittings & equipments of the Guest House at all the time during contractual period. The Service Provider shall also ensure to keep all such items in excellent condition. Such items shall not be taken out of Guest House premises without the consent in writing by authorized official of the LIC of India.
- (c) The Service Provider shall provide the Chemicals which are not harmful for Furniture, Fixture provided in the premises, the Chemicals shall be approved by the LIC and if needed the test certificate of the Chemicals shall be provided by the Service providers without paying any extra cost for the testing.
- (d) All the Furniture and Fixture are required to maintain properly. In case of any damages to the same due to negligence of the care taker, the same shall be replaced by the Service Providers without paying any extra cost to him or the amount of the damaged Furniture and Fixture, equipments shall be recovered from the Bills of the Service Providers. The decisions of the LIC authorities (Manager (OS) / Sr. Divisional Manager) shall be binding on the service providers.

GENERAL CONDITIONS FOR CARE TAKING AND HOUSE KEEPING AT GUEST HOUSE

1. The Agency will ensure the presence of a Caretaker throughout the contract period & also maintaining daily house keeping & provide hygienic condition of guest house rooms, toilets and kitchens. Any unauthorized absence of the said Caretaker will attract penalty at lump-sum rate of Rs. 1000/- per day or part thereof.
2. The Service Provider shall ensure observance of rules & regulations of the Guest House including guest rooms.
3. The rooms shall always be under the possession of the Service Provider. The keys of the rooms shall remain with the Caretaker who will be responsible for opening and closing of the rooms. However, allotment of rooms/allocation of guests will be done by LIC of India.
4. The Service Provider will not allow or permit to be allowed any authorized occupation of the rooms and will not carry on or permit to be carried out any undesirable, unlawful obnoxious and illegal activities in the Guest House premises.
5. The Service Provider shall duly insure all their persons engaged in pursuance of the agreement against accident, sickness and agree to indemnify LIC of India against all liabilities in this regard. The Service Provider shall further accept liability and shall indemnify the LIC of India against any liability, claim, proceeding expenses or losses in respect of personal injury of any person whatsoever.
6. The LIC of India reserves the right to increase or to reduce the services and consequently the Service Provider would be paid remuneration on prorata basis, if possible. Otherwise, the rates of any such additional/reduced services have to be mutually agreed by both parties, prior to execution.

All Other conditions which are part of this Tender document as a whole will also be applicable.

ASSISTANCE FROM GUEST HOUSE

The Guest House is equipped with the following items to enable the Service Provider to render the intended services:

- (a) Rooms for accommodation of guests are fully furnished with air conditioners, geysers, LED/LCD with cable connections, wooden beds, mattress, pillows, curtains, furniture, carpet etc.. The guest house is also having refrigerator, water coolers, telephones, additional air conditioners & TV, gas connections along with gas stove, utensils etc. The Guest House will be handed over to the Service Provider along with all these items in good working conditions to enable them to render effective and efficient services.
- (b) Bed sheets, bed covers, pillow covers, bath towels shall be provided in Guest House by LIC. The above items shall be replaced from Guest House as and when required after physical verification by LIC of India Officials from time to time.

Seal and Signature of Authorised Signatory of the Company

4)Scope of work for Gardeners:

Daily Schedule

Work to be done	Estimated Requirement
• Maintenance of Lawn , Green Belt, Trees • Any other work related to gardening as instructed from time to time (All equipments/materials required for smooth work as described above will be provided by the LIC)	• 1 Gardener At Divisional Office, Amritsar Premises and LIC Officers' Colony , Ranjit avenue, Amritsar

NOTE: Vendors are requested to visit the mentioned premises/ locations before quoting their rates between 11 am to 4 pm from Monday to Friday.

Seal and Signature of Authorised Signatory of the Company

Annexure- B

TECHNICAL BID

(Application on the service provider's letterhead)

To
Chairman, Stores Committee,
L.I.C. of India, Divisional Office,
Plot No. 4-5, B.Block, Distt. Shopping Complex
Ranjit Avenue, AMRITSAR

Sub: TENDER FOR PROVIDING ATTENDANTS , HOUSEKEEPING SERVICES, CARETAKING & HOUSE KEEPING SERVICES FOR GUEST HOUSES & GARDENER SERVICES .

SERVICE PROVIDER PROFILE

1. Name of the Organization and Address
2. Year of Establishment
3. Status of the Organization

(Whether Pvt. Ltd. Company / Public Ltd. Company / Partnership Firm / Proprietorship)

4. Name of Directors / Partners / Proprietor

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

5. Whether registered with the Registrar of Companies / Registrar of Firms? If so, submit duly certified copies of Partnership deed, Certificate of Incorporation, etc.

Seal and Signature of Authorised Signatory of the Company

6. (a) Name and address of Bankers

i)

ii)

(b) Turn over of the Company /Partnership Firm/ Proprietorship for the Financial Year 2013-2014, 2014-15, 2015-16.
(Please attach a copy of audited Balance Sheet and Profit & Loss Account for all the three years.)

Sr.No.	Financial Year	Turnover (₹ in thousand)
1	2015-16	
2	2014-15	
3	2013-14	

7. Whether an assessee of Income Tax?. If so, mention Permanent Account Number. Furnish duly certified copies of Income Tax Returns of any of the 3 Financial Years out of last 4 Financial Years i.e. 2012-13 & 2013-14, 2014-15, 2015-16.

8. Since when and how long your Company / Firm has been dealing in Housekeeping/Attendant Services ?

9. Details of existing clients:

(Separate page must be submitted for each Client)

Name of the Company	
Address of the Company	
Name, designation of contact person with telephone no. and e-mail ID	Name: Designation: Landline No.: Cell No. : Email ID:
Details of services provided in last 2 years (Ref.No, date of order with photo copy of orders)	

Seal and Signature of Authorised Signatory of the Company

10. Statutory Requirements :

Parameter	Requirements	Document enclosed YES/NO/ N.A.
1. Application	Application	
2. Service provider's profile	Service provider's profile attached	
3. Declaration by service provider	Declaration by service provider	
4. Notarized stamp paper	Notarized stamp paper of Rs. 100/- giving undertaking as per Clause 38 of Terms & condition	
5. Registration in case of Partnership Firm / Company	Copy of Partnership deed, Certificate of Incorporation, etc..	
6. Copies of audited balance sheet & P&L A/c.	Certified copies of audited balance sheet & P&L A/c for the year 2015-16, 14-15 & 13-14.	
7. Details of existing clients.	Details of existing clients attached.	
8. Application fee and EMD	DD/Pay Order of Rs.500/- & Rs 50000/- respectively towards application money and EMD respectively.	
9. Minimum annual turnover of ` 50 lakhs' during any one of the last three years.	As per sr.no.6 above.	
10. Experience of having executed an order of one client worth `10 lakhs for any one of the last 3 years.	Certified copies of work order (s) / Agreement (s).	
11. ESI Certificate	Certified copy of ESI Registration Certificate	
12. Registration under Employee Provident Fund Act, 1952	Certified copy of Registration under Employee Provident Fund Act, 1952	
13. PAN Card	Certified copy of PAN Card	
14. Income Tax Returns	Certified copies of IT Returns of any of the 3 FYs out of last 4 FYs i.e. 2015-16, 14-15, 13-14 & 12-13.	
15. Service tax registration	Certified copy of Service tax	

	registration	
16. Registration under MSMED done ;if any	enclose copy of certificate	

Seal and Signature of Authorised Signatory of the Company

DECLARATION (ON THE COMPANY'S/FIRM'S LETTER HEAD)

i. I / We have read the instructions appended to the Performa 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.

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

iii. All the information furnished by me hereunder is correct to the best of my/our knowledge and belief.

iv. I / We agree that I / We have no objection if enquiries are made about the work performance with clients mentioned.

v. I/ We certify that we have visited all the locations mentioned in the tender and verified the area and jobs .

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 house keeping/attendants'/caretaking at guest houses and Gardening services at the mentioned premises.

We confirm that the offer is in conformity with the terms and conditions as mentioned in the tender. We also confirm that the offer shall remain valid for ninety days from the date of the offer.

We understand that the Corporation is not bound to accept the offer either in part or in full and that the Corporation has the right to reject the offer in full or in part without assigning any reasons whatsoever.

Place :

DATE:

SIGNATURE :

NAME & DESIGNATION :

SEAL OF THE Firm/Company :

Annexure - "C"

FINANCIAL BID FOR HOUSE KEEPING SERVICES

(To be submitted in a separate sealed cover and marked as "Financial Bid")

I/ We quote my / our charges to provide on contract basis for Housekeeping services as and when demanded by the LIC for the locations mentioned as below –

SRNO	BRANCH NAME	CLASS OF CITY	TOTAL COST OF MEATERIAL INCLUDING EQUIPMENTAS PER ANNEXURE 'A'	TOTAL NO OF PERSONS TO BE DEPLOYED (TO BE DECIDED BY THE SERVICE PROVIDER ON THE BASIS OF COVERAGE AND OPEN AREA)	MINIMUM WAGES+VARIAB LE DA AS APPLICABLE /DECLARED BY STATE/ CENTRAL LABOUR COMMISSIONER (whichever is higher)	SERVICE CHARGES		TOTAL AMOUNT (H+(I*J)+L)
						RATE IN %	AMOUNT	
A	B	C	H	I	J	K	L	M
1	DIVISIONAL OFFICE ,Jeevan Parkash ,B.Block, Distt. Shopping Complex, Ranjit Avenue, Amritsar	C						
2	Customer Zone, Sainik Bhawan, Opp GPO, New Rialto Chowk, Amritsar	C						
3	EDMS , Near Bus Stand, City Centre Scheme Amritsar	C						
4	Direct Marketing, Near Bus Stand, City Centre Scheme, Amritsar	C						
5	AMRITSAR-II(146) , R.S.Tower, Hall Bazar, Amritsar	C						

6	AMRITSAR-IV (150) Dharam Singh Market, Near Golden Temple, AMRITSAR-143001	C						
7	PATHANKOT-1(135) Dhangu Road, Pathankot	C						
8	BATALA-I (136) Plot No. 1, Shastri Nagar, Batala	C						
9	RAYYA(13K) Padda Complex, G.T. Road, Rayya	C						
10	TARN TARAN(137) Jeevan Jyoti, Sarhali Road, Tarn Taran	C						
11	ZIRA(13U) Chopra Complex, Ferozepur Road, Zira	C						
12	FEROZEPUR (148) Malwal Road, Near Bus Stand, Ferozepur	C						
13	ABOHAR(149) Jeevan Jyoti, Near Gaushala, Abohar	C						
14	SO-CHOWK MEHTA Opp.Verka Milk Plant, Mehta Chowk, Tehsil Baba Bakala, Distt.Amritsar	C						
15	SO- CLIA, AMRITSAR 24, Dharam Singh Market, Amritsar							
16	SO DHARIWAL,Nai Abadi, Near Malook Tractors Works, G.T. Road, Dhariwal,Distt. Gurdaspur.	C						

17	SO.Dina Nagar: Near Tehsil Road, Daburji road,Distt. Gurdaspur,Pin: 143531	c						
18	SO Kalanaur: Dera Baba Nanak Road, Opp.SBI , Kalanaur 143512	c						
19	SO AJNALA Main Road, Plot No. 2, Amritsar Road, Near Harkrishan Sr. Sec. School, Ajnala	c						
20	SO Jalalabad: C/o Chugh Cement Store, F.F. Road, Jalalabad (W), Distt. Ferozepur.	c						
21	SO Sujanpur: Near Kiliari More, Opp.Punjab National Bank,Sujanpur,	c						
22	SO.Fatehgarh Churian, Ward No.11, Fatehgarh Churian, Ajnala Road, Tehsil Batala, Distt.Gurdaspur	c						
23	SO PATTI: Main Bazar, Railway Road, Waddi Mandi, Patti	c						
24	SO QUADIAN: Main Harchowal	c						

	Road, Qadian, Tehsil Batala, Distt. Gurdaspur							
25	LIC OFFICERS' COLONY, E- Block, Ranjit Avenue, Amritsar.	C						
	TOTAL							

Vendors are requested to visit the mentioned premises/ locations before quoting their rates between 11 am to 4 pm from Monday to Friday (Excluding Holidays).

We certify that we have visited all the locations as mentioned above and verified the area of all the locations and quoted rates accordingly.

Location at Sr. No. 25, house keeping required only for common area i.e. compound, stair cases and roof tops.

Minimum Wages shall be based on the prevailing State/Central Govt. Act (Whichever is higher), however the companies are free to pay more but not less.

EPF & ESI contribution to be paid for personnel employed by the tenderer shall be responsibility of tenderer. (*)

For every six days of duty of House Keeping personnel have to be given one paid holiday.

Adherence to statutory requirements is the sole responsibility of the House Keeping agency/company

TDS will be recovered from the amount payable

Service tax/GST as per the existing rules / laws (Existing rate 15.00% subject to revision by Central Govt).

The rates quoted should be inclusive of all these including cost of uniform, training, other overheads, bonus, gratuity, profits etc., and taxes whatsoever payable and given in service charges.

Service Charges will remain the same fixed at the time of awarding the tender irrespective of any increase in the minimum wages later on.

Place :

DATE:

SIGNATURE :

NAME & DESIGNATION :

SEAL OF THE Firm/Company :

ANNEXURE -D

LOCATION AND NO. OF ATTENDANT REQUIRED FOR ATTENDANT SERVICE

Following is the List of offices.

Sr.No.	BRANCH NAME	No. of attendant required.
1	DIVISIONAL OFFICE, AMRITSAR-Customer Zone , EDMS & Direct Marketing	14
2	AMRITSAR-1(143)	1
3	AMRITSAR-II(146)	1
4	AMRITSAR-III (140)	1
6	PATHANKOT-1(135)	1
8	RAYYA(13K)	1
12	FAZILKA(13R)	1
13	ABOHAR(149)	1
14	SO-CHOWK MEHTA	1
15	SO- CLIA, AMRITSAR	1
	TOTAL	23

FINANCIAL BID FOR ATTENDANT SERVICES

(To be submitted in a separate sealed cover and marked as “Financial Bid” For Attendant Service)

I/ We quote my / our charges to provide on contract basis attendant services as and when demanded by the LIC for the locations mentioned as above –

Rates in Rs.	Attendants
Components	Charges for 1 person per month
1-Minimum wages Monthly	
2-Statutory Liabilities	
a) EPF.@13.61% of Minimum wages	
a) ESI @4.75%. of Minimum wages	
c) Off duty	
3)Total	
4)Administrative/Service Charges	
5)-Grand total	

- Attach copy of wage notification of Minimum Wages issued by State/Centre
- Minimum Wages shall be based on the prevailing State/Central Govt. Act for UNSKILLED category (WHICHEVER IS HIGHER), however the companies are free to pay more but not less.
- EPF & ESI contribution to be paid for personnel employed by the tenderer shall be responsibility of tenderer.(*)
- For every six days of duty of House Keeping personnel have to be given one paid holiday.
- Adherence to statutory requirements is the sole responsibility of the House Keeping agency/company
- TDS will be recovered from the amount payable
- Service tax/GST as per the existing rules / laws (Existing rate 15.00% subject to revision by Central Govt.
- The rates quoted should be inclusive of all these including cost of uniform, training, other overheads, bonus, gratuity, profits etc., and taxes whatsoever payable and given in service charges.
- Service Charges will remain the same fixed at the time of awarding the tender irrespective of any increase in the minimum wages later on.

Place :

DATE:

SIGNATURE :

NAME & DESIGNATION :

SEAL OF THE Firm/Company :

ANNEXURE -D-1**FINANCIAL BID FOR CARE TAKING SERVICES & HOUSE KEEPING SERVICES AT GUEST HOUSES****(To be submitted in a separate sealed cover and marked as “Financial Bid”)**

I/ We quote my / our charges to provide on contract basis attendant services as and when demanded by the LIC for the locations mentioned as above –

NO	Specification (B)	Duration of duty hours (C)	Rate per guest house inclusive of all charges(all statutory & mandatory Charges but excluding Service Tax) (D)
A)			
	Care Taker at Guest House	24 Hours to be stationed at Guest House	

Note :- The tenderer should quote rate per guest house all inclusive but excluding service tax/GST.

Place :**DATE:****SIGNATURE :****NAME & DESIGNATION :****SEAL OF THE Firm/Company :**

ANNEXURE -D-2**FINANCIAL BID FOR GARDENER SERVICES****(To be submitted in a separate sealed cover and marked as “Financial Bid”)****(A)****Quote rate as per minimum wages rules.**

I.N o.	Specification	Duration of duty hours	Rate per person inclusive of all charges(all statutory & mandatory Charges but excluding Service Tax)
	(B)	(C)	(D)
A)			
	Gardeners	8 Hours, timings to be decided by LIC.	

Note:- Bifurcation of rate mentioned in the Column (D) above should be given in the under mentioned format taking into A/C minimum wages approved by the Central Government/State Government whichever is higher (copy of latest Notification to be enclosed) for basic rates and Variable Dearness Allowance payable to employees employed in semiskilled workers.

Place :**DATE:****SIGNATURE :****NAME & DESIGNATION :****SEAL OF THE Firm/Company :**

ANNEXURE –D-2
FINANCIAL BID FOR GARDENER SERVICES

Rates in Rs.	GARDENERS
Components	Charges for 1 person per month
1- Minimum wages Monthly	
2-Statutory Liabilities	
a) EPF.@13.61% of Minimum wages	
a) ESI @4.75%. of Minimum wages	
c) Off duty	
3)Total	
4)Administrative/Service Charges	
5)-Grand total	

Minimum Wages shall be based on the prevailing State/Central Govt. Act for SEMI SKILLED Category (whichever is higher), however the companies are free to pay more but not less.

EPF & ESI contribution to be paid for personnel employed by the tenderer shall be responsibility of tenderer. (*)

For every six days of duty of Gardeners have to be given one paid holiday.

Adherence to statutory requirements is the sole responsibility of the House Keeping agency/company

TDS will be recovered from the amount payable

Service tax/GST as per the existing rules / laws (Existing rate 15.00% subject to revision by Central Govt.

The rates quoted should be inclusive of all these including cost of uniform, training, other overheads, bonus, gratuity, profits etc., and taxes whatsoever payable and given in service charges.

Service Charges will remain the same fixed at the time of awarding the tender irrespective of any increase in the minimum wages later on.

Place :

DATE:

SIGNATURE :

NAME & DESIGNATION :

SEAL OF THE Firm/Company :

AFFIDAVIT
(To be given on stamp paper of ` 100/-)

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 has floated a tender for Appointing House Keeping ,Attendant Services, Care Taking Services and Gardeners in respect of the same, I / we being one of the Bidders, confirm that I / We strictly follow various laws as mentioned in para 29 of General Instructions and other pages of this tender.

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 of 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.

Solemnly affirmed at _____ this _____ day of _____ 2017.

Before me

Notary

Signature of the Vendor
NAME / DESIGNATION AND
SEAL OF THE FIRM / COMPANY
Date: