



**LIFE INSURANCE CORPORATION OF INDIA**

**MYSORE DIVISIONAL OFFICE**

MYSORE Divisional Office – NEW BANNAIMNATAP EXTENSION , MYSORE -BANGALORE ROAD,

MYSORE - 570015

**TENDER DOCUMENT**

**FOR**

**PROVIDING HOUSEKEEPING SERVICES**

**AT**

**DO/BOS/SOS/CLIA/STC/CUSTOMER ZONE UNDER MYSORE DIVISION**

Date of issue: 11.09.2023

Last date of submission: 10/10/2023 – 15.30 pm



## **Tender Notice**

Tender for hiring of HOUSEKEEPING SERVICES (Cleaning / Sanitation / Sweeping) in Mysore Divisional Office, Branch Offices and Satellite Offices/clia/ stc/ customer zone under its Jurisdiction.

Life Insurance Corporation of India, Divisional Office, Mysore (hereafter LIC), intends to invite sealed tenders in a closed envelope under TWO BID SYSTEM for hiring House Keeping Services (Cleaning / Sanitation / Sweeping) for upkeep of premises in various offices in Mysore Divisional Office, Branch Offices and Satellite Offices under its Jurisdiction covering five Districts Mysore, Hassan, Mandya ,Chamarajnagara, Kodagu, from reputed licensed Organizations having sound financial capacity and proven track record of at least three years in the field of providing House Keeping Services to large Institutions / Banks etc with an annual turnover of at least 4 crores for the last Three Years. Tender format containing terms and conditions is available at our web site [www.licindia.in/Tenders](http://www.licindia.in/Tenders). **The last date for submission of Tenders is 10/10/2023 by 15.30 Hours.** For further details please log on to [www.licindia.in/Bottom-Links/Tenders](http://www.licindia.in/Bottom-Links/Tenders).

**Senior Divisional Manager**, LIC of India, Divisional Office, Mysore reserves the right to accept or reject any or all offers/ tenders in full/ part without assigning any reason whatsoever.

Date: **11.09.2023**

Place : MYSORE

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**Sr. Divisional Manager**

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Please check that total number of Pages is 30. Each Page of the Tender Document must be Signed & Stamped by the Tenderer before submission.

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The firm/ Agency / Organization Service Provider who are providing house Keeping services is

Here after called as “Agency”.

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

### **Scope of Work for Housekeeping services**

The successful Bidder will have to provide Housekeeping services to LIC of India, Mysore Division for its DIVISIONAL OFFICE premises, Jeevan Prakash, PB No 37, Mysore – Bangalore Road, Bannimantap Extention, Mysore-570 015 and also for the Offices (as mentioned in annexure I) by deploying their personnel to the satisfaction of LIC of India, Mysore and its mentioned offices in consistency with LIC of India standards and instructions issued by appropriate LIC of India officials from time to time.

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

16. Cleaning of water tanks and sumps fortnightly with bleaching powder and other required materials supplied by LIC..
17. Regular inspection of the toilets and ensure necessary cleaning and mopping of the same.
18. Problems relating to plumbing, breakage, leakages etc., should be brought to the notice of the designated official of OS Department.
19. Collection and proper disposal of garbage (dry and wet)/dry leaves out of office premises etc.
20. Arranging documents/ admirals /racks and filing as prescribed by the Corporation to facilitate the improvement of ambiance.
21. Housekeeping activity to be undertaken even on holidays under exceptional circumstances as preparatory for conducting official functions at Divisional Office/Branch Office Premises.
22. Mopping with material supplied by Corporation and other required materials of ISO standard.
23. Cleaning of glass mirrors and other surfaces with suitable glass cleaners of ISO standard supplied by LIC
24. Toilet cleaners/tiles cleaners supplied by LIC to be used.
25. Surface of the commodes/urinals/wash basins, sanitary equipment should not be spoiled , and if any damages found , the Office will claim damages from the agency.
26. Placing of air fresheners in all wash rooms and placing of Naphthalene balls and other suitable material in urinals
27. Inspection Room is a part of office premises. Hence housekeeping should be done in Inspection Room.
28. Disposal of Garbage/all waste materials outside the premises as directed by the Office at agreed duration. It should not create any type of inconvenience to the neighbours/general public.
29. Housekeeping activity should be done in all parts of the premises between the compound walls.
30. Housekeeping should be done at Inspection Room as directed by the office without causing inconvenience to the occupants.
31. Inter-se prioritization of the Housekeeping activities should be according to the Office directions issued from time to time
32. Housekeeping activity should be done in all the rooms whether closed/opened in the premises.
33. Agency should get the signature of any officer as authorized by the in-charge of Branch/Division on Job Chart of House Keeping activity, every day.
34. Supervisor should be responsible for ensuring House Keeping activity at all locations mentioned in Annexure I and should attend to the office regularly.
35. The working hours for house keeping persons will be from 7.00 A.M. to 15.00 P.M.,(in case they have engaged for of 8 hrs.) and 7.00 A.M to 11.00 A.M. (in case they have engaged for of 4 hrs) and timing can vary as per the needs of the branch and timings of the branch
36. Daily sweeping of parking area and premises of the said D.O. B.O. and S.O. before 9.30 am.
37. The Agency should undertake the housekeeping activity of all the building parts as well as all office equipment, except electrical items.
38. Uniform is mandatory and should be provided within 15 days of awarding the tender and deployment of personnel

39. Housekeeping activity should be done on all working days of the office.
40. Any other work related to above and as instructed from time to time.

## **FOR HOUSEKEEPING SERVICE IN OFFICES (On all working days):-**

### **(a) DAILY SCHEDULE:**

Daily Schedule for Cleaning/Sweeping shall be as under:

1. Sweeping and mopping of all cabins and office area- twice in a day with Phenol/disinfectant.
2. Dusting of all furniture, walls, ceiling, curtains and venetian blinds early in the morning before 9.30 a.m.
3. Cleaning, Washing & replacing the dustbins after removing the waste material from the dustbins. Dusting and cleaning of doors, windows, glass panes, partition walls, AC machines, water cooler, fridge etc.
4. Cleaning toilets, removing stains on floors & walls, keeping air fresheners, filling liquid soap of approved quality in the morning & keeping urinal cubes etc.
5. Cleaning and drying all the toilets twice a day.
6. Cleaning of Buckets/Mugs by liquid soap /cleaner on daily basis.
7. Throwing of waste/garbage on daily basis in garbage bin. Disposal of waste material out of office premises will be the sole responsibility of the agency.
8. Removing stains from floor, walls, staircases, cabin doors, partition of cabin inside or outside on regular basis.

### **(b) WEEKLY SCHEDULE:**

1. Washing of floors, stairs with soap/stain cleaner, removing of cobwebs/insects from walls, ceilings, under tables/chairs/Almirahs etc.
2. Dusting of all walls, ceilings, curtains, Venetian blinds early in the morning.
3. Cleaning of taps, wash basins, flushing system, sinks etc. with help of soap/ stain cleaner.
4. Cleaning (dry)/washing basement and Open area adjoining the Building of the D.O/ B.Os/ S.Os/ Inspections Rooms under Mysore Division.  
Any other item which may be required for the above purposes listed at Serial Nos. 1 to 4.

### **(c ) MONTHLY SCHEDULE FOR DEEP CLEANING**

1. Removal of cobwebs from office premises
2. Cleaning of window panes from inside as well as outside.
3. Cleaning of dust on tube lights /security grill.
4. Cleaning of partitions.
5. Cleaning of roof tops and staircases.
6. Cleaning of parapet walls.
7. Monthly cleaning of wall mounted fans/ceiling fans.
8. Monthly cleaning of man holes (gutters) in the periphery of office buildings/Inspection Rooms.

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

## **IRDAI CONDITIONS**

“In terms of provisions of Section 33(3) of the Insurance Act, 1938, as amended by the Insurance Laws (Amendments) Act, 2015, Insurance Regulatory Authority of India (IRDA) is authorized to verify all such books of account, register, other documents and the data base in the custody of contractor in respect of service outsourced by the CORPORATION of India. It shall be the duty of the contractor to provide such documents/statements/information as may be required by IRDAI within such time as may be specified by the IRDAI”.

“In terms of provisions of Section 33 (4) of the Insurance Act, 1938, as amended by the Insurance Laws (Amendments) Act 2015, any Investigating Officer of IRDAI may examine on oath the service provider or contractor where the services are outsourced by the LIC of India in relation to its business.”

## TENDER SCHEDULE

Name of Service	Providing Housekeeping services at various offices/premises of Branches/ SOs/clia/stc/customer zone under MYSORE Division , as mentioned in Annexure I .
Tender documents	<p>Tender forms will be issued on payment of Rs. 590/-(inclusive of GST) as applicable in cash as non- refundable tender fees from OS Department, MYSORE D.O. at LIC of India, MYSORE- Bangalore Road, Bannimnatap Extension ,MYSORE -570015 from 11/09/2023 to 10/10/2023 between 10.30 am to 15.30 pm on all working days and upto 12.30 pm on 10/11.2023. Tender forms may also be downloaded from our website www.licindia.in by clicking on “Tender for Housekeeping services for offices under Mysore Division ” under the link “Tenders”.</p> <p><b>If form is downloaded from our site, Rs. 590/-(inclusive of GST) has to be paid by Demand Draft.</b></p>
Earnest Money Deposit	Deposit EMD of Rs. 1,00,000/- (Rupees one lakh only) (Interest free) by Pay order / Demand Draft in favour of LIC of India, payable at Mysore should be enclosed along with the Technical Bid.
Pre-bid meeting	<p><b>A pre bid meeting</b> of the tenderers will be held on 18/09/2023 at 11.30 AM at ‘LIC of India, Jeevan Prakash Building , MYSORE Bangalore Road Bannimnatap extension, OS Dept, Mysore- 570015.</p> <p>Modification/amendment in the tender conditions if any consequent to the pre bid meeting shall be published by way of corrigendum in our website under the heading Tenders and will be the part of Tender Document.</p>
Date of Sale of Tender Documents	<b>11/09/23 to 10/10/2023</b> between 10.30 am to 15.30 pm on all working days and upto 12.30 pm on <b>10/10/2023</b>
Last date of submission of Tenders	<b>10/10/2023</b> by 15.30 P.M.
Date and time of opening the Technical Bid	<b>13/10/2023-12.30 p.m</b>
Date and time of opening the Financial Bid	Shall be intimated later on.
Contract period	One year term, which can be renewed on the same terms and conditions for second /third years if the performance of the service provider is found satisfactory to LIC.
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.
Validity of Bid	<b>120 days from the opening of the tenders.</b>





## **INSTRUCTIONS TO BIDDERS (FOR HOUSE KEEPING SERVICES)**

- i. The tender forms will be available from 11/09/2023 to 10/10/2023 between 10.30 am to 15.30 pm on all working days and upto 12.30 pm on 10/10/23 from the office at the above address on payment of non refundable tender fee of Rs. 590/- (Rupees Five hundred only) including GST in cash or DD drawn on any nationalized/Scheduled Bank in favour of Life Insurance Corporation of India payable at Mysore at the cash counter of Mysore DO,. A receipt showing Miscellaneous receipt no. will be issued through the cash department.
- ii. In case the tender form is downloaded from the Corporations web site, the non refundable tender fee of Rs.590/- ( Rupees five hundred fifty only) inclusive of GST will be remitted in the form of DD drawn on any nationalized/Scheduled Bank in favour of Life Insurance Corporation of India payable at Mysore to be enclosed along with Technical Bid towards the cost of tender application.
- iii. All vendors are requested to send/ submit the tender documents (Technical Bid, EMD and Financial Bid) duly filled in with the relevant documents /information in the Tender Drop Box in the OS Department, at the address,
- The  
Manager(E&OS),  
LIC of India,  
Divisional Office, Mysore –Bangalore  
Road, Near Bannimantap Circle,  
Mysore-570 015.***
- iv. The last date for submission of filled in tenders (both technical and financial bids along with EMD amount) is by 15.30 P.M. The offers received after the last date and time mentioned above will not be considered.
- v. The filled in tenders for the said category may also be submitted by post/courier so as to reach at the LIC of India, OS Department, Divisional Office, Mysore on or before 10/10/2023 by 15.30 hrs.
- vi. The sealed envelope containing the filled tender should be super scribed as "TENDER FOR HOUSEKEEPING SERVICES-Mysore Division" and should also mention the from address of the Agency.
- vii. The agency must be in the Housekeeping profession and should presently have at least 01(one) client who are PSU/Banks/Government Bodies/reputed Pvt. Firm.
- viii. Agency/firm must have an establishment having good infrastructure at Mysore.
- ix. The offers are to be submitted in Two Bid system i.e., Technical Bid and Financial Bid.
- x. The Technical Bid consists of all the required information called for in the questionnaire and shall contain, inter alia, the details regarding the agency/firm viz., name of the agency/firm, address, status of the agency/firm, registration no. etc. (other than the price). The envelope shall contain the addressee's details and details of the bidder also. The Technical bid shall be submitted in sealed cover (Marked Envelope – I) super scribing as "Technical Bid for Housekeeping services at Mysore Division".

xi. Envelope-II will contain DD for EMD amount of Rs.1,00,000/- and DD for cost of tender forms Rs.590 (in case tender is downloaded from Website) inclusive of GST in favour of " Life Insurance Corporation of India" payable at Mysore. EMD Amount or any documentary proof claiming exemption of EMD shall be submitted in sealed cover (Marked Envelope – II) super scribing as "EMD for housekeeping services at Mysore Division". If the firm/Agency is registered under MSME/NSIC Act, valid Certificate to this effect must be attached.

xii. . The Financial bid for the category Housekeeping Services shall contain only financial details i.e., rate per person inclusive of GST (Should be mentioned taking into account latest minimum wages approved by Central Government for basic rates & variable Dearness Allowance payable to employees employed in unskilled workers. ) and all statutory & mandatory Charges per months for 8-hours duty and other financial implications . The Financial Bids will be placed in the Envelope -II and super scribed with "Financial bid for Housekeeping services at BOs/SOs under Mysore Divisional Office as mentioned proforma .".

xiii. All the above three envelopes will be placed in a fourth envelope (Envelope – IV) and sealed and submitted to the OS Department at the address given above before the last date and time. The envelope must be super scribed with "Tender for Housekeeping services, for offices at Mysore Division & its BOs and SOs."

xiv. The Technical bids will be opened on 13/10/2023-12.30 p.m in the presence of Tenderer or their respective authorized representative at our above office.

xv. All tenderer or their authorized representatives are advised in their own interest to be present on that date, at the specified time. The authorized representative must bring an authority letter from the bidder.

xvi. Unsealed or improperly sealed tenders are liable to be rejected. Conditional bids will also be rejected

xvii. Tender which is received on account of any reason whatsoever including postal delay etc. after the expiry of time and date i.e.10/10/2023 by 15.30 PM fixed for submission of tenders, shall be termed as "LATE" tender and will not be considered. Such tender shall be returned to the concerned party without opening the same.

xviii. After scrutiny of the technical bids, in order to satisfy itself about the nature and quality of services rendered by the tenderer, LIC of India may depute its Officer(s) or authorized representative to visit the 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

xix. It will be mandatory for the bidder to extend full cooperation to LIC of India so that necessary verification is completed without any delay. In case the bidder fails to cooperate or where after verification it is revealed that bidder does not meet with the criteria as laid down in the Tender Document, then his bid would be considered as non-responsive and their financial bids will not be processed and considered.

xx. The date of opening of financial bids will be intimated in writing to those bidders.

xxi. Successful bidder will be informed by letter sent through Courier/Registered Post/E-mail.

xxii. All columns of the tender documents must be duly filled in legibly and no column should be kept blank. Any overwriting or use of white ink is not allowed.

xxiii. The Office reserves the right to reject the incomplete tenders or in case where information submitted / furnished is found incorrect.

xxiv. In case the space in the tender document is found insufficient, the vendors may attach separate sheets.

xxv. Sr. Divisional Manager, LIC of India, DO, Mysore is the competent Authority to decide any dispute in the tender process.

xxvi. The tenderes are advised to inspect the premises where the services are required to be offered and assess for requirements themselves before submission of the tender.

xxvii. The prospective Bidders may interact with the LIC Officials of OS Dept DO, Mysore during office hours only to understand the existing infrastructure and facilities, existing deployment pattern of personnel, expected requirements of the Divisional Office and the desired level of services which the Agency is expected to render during the contractual period.

xxviii. LIC of India reserves the right to accept any tender or to reject any or all tenders at its sole discretion without assigning any reasons thereof.

xxix. EMD of all disqualified Vendors /Bidders shall be refunded after scrutiny and submission of Technical Assessment Report by the Relevant Committee/Competent authority. EMD shall not earn any interest.

xxx. EMD of other bidders (except successful bidder) shall be refunded after opening of Financial Bids/declaration of successful bidders.

xxxi. EMD of successful bidder may be adjusted against the amount of Security Deposit.

xxxii. In case the successful bidder refuses to sign the agreement within the prescribed time, a notice shall be served to him by giving seven days time to fulfil the conditions and sign the agreement, failing which his EMD amount lying /retained with us shall be forfeited without any further correspondence and he will be deemed to have abandoned the work.

xxxiii. Sr. Divisional Manager, Mysore Division will be the competent authority to refund / forfeit the EMD amount.

xxxiv. Non disclosure of relevant information or furnishing of incorrect information or documents will attract disqualification.

xxxv. All the pages of the tender form are to be signed by the bidder. In case of joint ownership, all owners have to sign on all the pages of the bids (Technical and Financial bids). Incomplete bids and bids lacking in details and without signatures are liable to be rejected.

xxxvi. Tenderer should note that their tenders will remain open for consideration for a minimum period of 04 (Four) months from the date of opening of Technical Bid.

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

Tender for hiring of HOUSE KEEPING SERVICES (Cleaning / Sanitation /Sweeping) in  
Mysore Divisional Office, Branch Offices and Satellite Offices under its jurisdiction  
**Eligibility criteria at the time of furnishing TECHNICAL BID**

1. The bidder Company/Firm must have a valid Labour licence or any other subsequent relevant regulations.
2. The bidder Company/Firm must have experience of at least 3 years (as on 26/10/2022) in the field of House Keeping Services.
3. The bidder Company/Firm must have minimum 100 House Keeping employees enrolled on its roll as on 31/03/2022
4. The bidder Company/Firm must have experience of having executed a contract of Annual turnover of Minimum Rs 4 (Four ) Crores with at least one PSU/ Central/State Govt. Dept. / any reputed Institution during any one of the previous three Financial Years. (i.e. FY 2020-2021, FY 2021-2022- FY 2022-2023). Attach proof as per Annexure-III.
5. The bidder Company/Firm must have a valid PAN Card issued by Income Tax Department, G.S.T Registration and Contract Labour Licence issued by the relevant Department.
6. The bidder Company/Firm should have a office at Mysore.
7. The bidder Company/Firm as an employer must be complying with all the statutory requirements such as Payment of Gratuity Act, ESI, EPF etc., as applicable to them and any other local /state/national statutory requirements.
8. The agency should have sufficient tools/material used for carrying out timely housekeeping jobs as per schedule enclosed.
9. Applicants registered as MSME/NSIC are exempted from depositing tender fee and EMD provided they attach self attested copy of the relevant valid certificate from the concerned Government Authorities to this effect with technical bid.

## **General Terms and conditions for Housekeeping services**

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

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

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

1. LIC Of India, Mysore Divisional Office desires to engage the services of an agency for providing Housekeeping services during working hours and as & when required at their offices /premises at Mysore D.O. and its offices under Mysore DO (As mentioned in Annex.I). The tentative number of Personnel required may be around 43.
2. The offer should remain valid at least for a period of 120 days to be reckoned from the date of opening of "Technical Bid".
3. There should not be any deviation in Terms and Conditions as have been stipulated in the tender documents. However, in the event of imposition of any other condition, which may lead to a deviation with respect to the terms and conditions as mentioned in the tender document, the vendor is required to attach a separate sheet marking "list of deviations".
4. Office reserves the right to accept or reject any or all the tenders without assigning any reason thereof. Canvassing in any form will disqualify the tenderer.
5. The short-listed agencies/firms will be informed in writing by the Office for arranging their office inspection.
6. All payments to the successful vendor shall be made by NEFT only.
7. The Agency shall ensure the compliance of all provisions of Contract Labour Act (Regulation and abolition Act 1970), Minimum Wages Act 1948, Payment of Wages Act 1935, ESI Act, Employees Provident Fund and Misc. Provisions Act, The Child Labor (Prohibition and Regulation) Act 1986 and such other statutory enactments, amended from time to time.
8. Any Rules and Regulations promulgated by the Government and Local Bodies, coming into force that may apply to the contract shall be the Agency's sole responsibility including any liability on account of non- compliance or violation thereof.
9. The Agency shall also comply with all the requirements of laws with regard to provision of labour and ensure that an appropriate license from State/Central Labour Commissioner is obtained.
10. In the event of any liability of any nature whether relating to statutory compliances or payment of wages or otherwise, is saddled on the Office with regard to Personnel engaged and deployed by the Agency Providing Housekeeping services, the Office shall be entitled to recover the same from the EMD/ Security/ running bill held with the Office.
11. The Agency would undertake to indemnify and to make good the loss to the full extent to the Office, failing which the Office shall be within its right to take appropriate action in law for recovery of the said amount.
12. The Agency should take Contractor All Risk Policy which includes workmen insurance, third party liability etc.,
13. Non- Disclosure of Confidential Information will be the sole responsibility of the Agency. For this the Agency shall depute persons of good integrity and honesty who will not divulge information

in his possession by virtue of his working with the Office. Agency shall be liable for any loss caused to the Office due to any such wrongful disclosures.

14. It will be the responsibility of the Agency to pay the wages and all statutory amounts and then claim the bill from LIC which will be settled as per terms and conditions of the contract/agreement.

15. It is particularly agreed that the Office shall in no way be held responsible for any bodily injuries sustained or death of any employee(s) of the Agency. The Agency shall alone be liable to pay all statutory compensations which may be awarded or payable to such employee or his/her dependent. If under any circumstances the Office is made liable to pay any such compensation, the Agency will indemnify / reimburse the Office in full extent.

16. The personnel must be in uniform on all working days, failing which suitable penalty may be imposed/ deducted.

17. If the schedule as laid out in the scope of work is not adhered to by the contractor, a penalty of Rs.500/- per week will be imposed.

18. Timings of the Housekeeping Activity are fixed keeping in view of the Corporation guidelines which are in vogue. The Office may change the timings if necessary without affecting the total number of working hours.

19. The Agency Providing Housekeeping services shall provide the names, local and permanent addresses, and mobile no. of the personnel deployed to the Office along with a copy of Aadhar Card.

20. Corporation will not issue Identity Cards to the housekeeping personnel deployed by the Agency.

21. Any type of direct communication from such deployed personnel would not be entertained.

22. The Office will not be entitled to retain any control, supervision or the manner of their discharge, dismissal or retrenchment of the personnel engaged and deployed by the Agency Providing Housekeeping services. However in case the Corporation is not satisfied with the work of any person deployed by the agency, the Corporation may ask the agency to replace him.

23. The Agency will be responsible for the supervision of personnel and it would provide the name of supervisor with his contact number to the Corporation for supervision purposes.

24. The Agency is responsible for keeping all necessary records and maintenance. He should be in a position to show the required documents to Corporation authorities whenever required.

25. The Agency is responsible to maintain the muster rolls originals of all the persons and all the documents regarding statutory requirements of the Agency

26. The Agency has to submit the Attendance signed by each engaged person to the office.

27. All the original records of the Muster rolls are to be maintained by Agency.

30. Muster rolls for the running month will be with the office and it is the responsibility of the Agency to collect and maintain original muster rolls after the bill settlement of the particular month.

31. The Agency should ensure the housekeeping activity at all offices in the Division as directed by them.

32. The Agency shall give the duty allocation chart mentioning the names of the personnel deployed at various locations to the office every month in advance.

33. The agency will check their personnel in respect of the attendance /duties regularly and will maintain complete records in this regard which shall be made available with the Agency for inspection by authorized official of the Office at all times in the respective buildings/offices.

34. In case of failure of the Agency to provide the housekeeping services on any date, the corporation will be at liberty to engage the same from any other Service Agency, and the Agency at default shall make good the expenses incurred for such purpose and also the Agency shall make good any loss or damage that the Corporation may suffer thereby.

35. No advance payment shall be made against the work order/services

36. It should be clearly understood and agreed that no relationship of Employer or Employee is created between "the Corporation and the housekeeping personnel deployed & providing Housekeeping services by the Agency.

37. It will be the responsibility of the Agency Providing Housekeeping services to pay wages to its Personnel through NEFT on or before the 7th of the following month without fail according to the prevailing rates which shall not be less than the minimum wages approved by Central Government/State Government whichever is higher.

39. The Agency will not link the payment of wages to the workers with settlement of his bills by the LIC of India

40. Payment of bills will be made on monthly basis through NEFT only, provided that the Housekeeping services provided were/are satisfactory during the month and subject to deduction of Penalty imposed if any as per terms and conditions of tender/contract.

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

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

(i) The attendance sheet of the House Keeping workers along with the monthly bill duly signed by any representative authorized by the Contractor.

(ii) Proof of credit of wages of the House Keeping workers (as applicable) during the previous month to their respective Bank accounts.

(iii) Proof of remittance of ESI contribution of the House Keeping workers (as applicable) for the previous month (photocopy of the remittance receipt to be enclosed) (TO BE VERIFIED BY RESPECTIVE BRANCH OFFICIALS AT THEIR LEVEL BASED ON THE ESI CARD/No. ISSUED BY CONCERNED AUTHORITY)

(iv) Proof of remittance of EPF contribution of the House Keeping workers (as applicable) for the previous month (photocopy of the remittance receipt to be enclosed)  
(TO BE VERIFIED BY RESPECTIVE BRANCH OFFICIALS AT THEIR LEVEL BASED ON THE EPF CARD/No. ISSUED BY CONCERNED AUTHORITY)

(v) Proof of remittance of GST and other taxes, if any for the previous month (Photocopy of the remittance receipt to be enclosed).

(vi). Payment pertaining to a particular month will be released only on production of proof of remittance of previous month's ESI and EPF of the House Keeping Personnel.

(vii) Income Tax or any other applicable taxes shall be deducted at source at the time of payment to the Contractor in accordance with the provisions of the relevant Acts/Rules as applicable.

(viii). The House Keeping Agency will be required to provide its NEFT details with PAN in enclosed NEFT Mandate Form along with the tender documents.

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

43. The supervisor may be asked for clarification by the office if they found any deviation in quantity/quality of housekeeping materials/tools.

44. The agency may be penalized if the office found that the housekeeping materials/tools are not properly used by the persons engaged by the Agency.

45. The manpower may be increased/reduced from time to time as per our requirement. The Tenderer should also be able to provide additional personnel at a short notice as and when required on same terms and conditions.

47. Agreement Period: The contract for Housekeeping services shall be valid for One Year from the date of execution of agreement and issuance of work order. After further review and valuation, can be renewed further one year/two years on the same terms and conditions if service found satisfactory.

48. Selected Bidder should submit the deed of Agreement/Contract with LIC Of India, Mysore Divisional Office duly executed on a non judicial stamp paper of Rs 200/-, as per the draft conditions provided by LIC of India, within 15 days (maximum) of receipt of intimation as above

49. Successful Tenderer must deposit Security Deposit @ 10% of the Contracted Value through DD/Bank Guarantee through scheduled/Nationalized Bank in favour of Life Insurance Corporation of India payable at Mysore within 15 days after communication of selection as successful Tenderer and the same amount will be refunded without interest after expiry of the Tender Term on satisfactory performance of the Contract.

50. Failure to sign and non submission of deed of agreement and Security Deposit @ 10% of the Contracted Value within 15 days of intimation as above may result in the forfeiture of EMD and cancellation of selection as successful bidder. However LIC of India at its discretion may cancel the tender and the decision will be final and binding. On signing of the agreement, the Office will issue work order and the Agency shall start its work within the stipulated period informed by the Office.

51. In the event of the Agency not fulfilling the conditions of the Contract and the work order, LIC of India reserves the right to forfeit the Security deposit placed with the LIC herein above mentioned, in part or in full and to take such other decision as maybe required in the interest of the Office.. The decision of the LIC of India shall be final and binding on the Agency in this matter.

52. The Office reserves the right to Remove/ Black list Firm/Agency/Organization/Service provider for a period of five to ten years for any deviation from the agreed Terms and Conditions if any activity is observed which is detrimental to the interest of the Office. However any order of blacklisting or removal shall be passed after offering a reasonable opportunity of hearing / show cause to the agency concerned.

53. During the Contract Period, if the rate of minimum wages payable to the personnel deployed by the Agency increases and if the increase extends beyond the above agreed rate, then the Office shall increase the above accepted rate to the extent of the difference amount only and the above



agreed rate shall be deemed to have been modified accordingly. No other increase in the amount quoted by the successful tenderer shall be entertained on any account during the period of the contract.

54. *In case of identical lowest bid by more than one bidder, the selection will be made by giving priority to the bidder having more turn over for the F Y 2021-2022 The decision of the Senior Divisional Manager in this regard is final.*

55. The Office reserves the right to cancel the contract/ rate contract without assigning any reason at any time by giving 30 days notice in advance in case of simple termination contract/ rate contract but in case of breach of the terms of the contract, rate contract may be terminated and the security deposit shall also be forfeited, other action such as blacklisting may follow.

**56. The Code of Conduct for the personnel engaged by the Agency shall be as hereunder:**

- a. The Agency will have to engage suitable number of trained personnel to carry out the Services
- b. The Agency shall be solely responsible for the integrity of the personnel deployed.
  - c. The Personnel provided by the Agency are required to have minimum working knowledge and physically fit to perform the required duties , preferably age less than 45 years.
  - d. The personnel provided by the Agency should have good listening skills and also good vision and physically fit to discharge duties entrusted.
  - e. The Agency shall provide proper uniform, hand gloves, shoes, identity cards etc. to all the persons engaged in providing housekeeping services and they should wear them during the Housekeeping activity
  - f. The Agency shall ensure immediate corrective actions on receipt of any complaint against the services provided or against any individual deployed by them in the premises of Office.
  - g. No liability / responsibility whatsoever on account of persons engaged by the Agency is attributable to the Office.
  - h. These persons, engaged by the Agency will not be entitled to claim any kind of employment with the Office.
  - i. The Agency shall carry out the housekeeping activity by replacing the absent personnel to the satisfaction of the office.
  - j. None of the personnel of the Agency shall enter into any kind of work other than provided under this contract, within the complex.
  - k. In case of any complaint against any of the personnel deployed by the selected Agency, Agency is bound to remove such person and arrange for replacement of removed person as and when advised to do so by the Office.
  - l. If any of the staff of Agency found misbehaving with employees of the Office or with any other person in the premises, the Agency shall terminate the services of such persons forthwith.
  - m. No residential accommodation would be provided by the Office to selected Agency and / or to the persons engaged by him.
  - n. Whenever a new person joins as Housekeeping member, Annexure II is to be signed by the person and should be duly witnessed by the supervisor on behalf of the Agency.
  - o. The selected Agency engaged in housekeeping activity shall not at any time cause or permit anyone to do or cause any nuisance on the site or do anything which shall cause unnecessary disturbance or inconvenience to the Office, policyholders, employees of the Office.
  - p. The agency will carry out all the expectations, instructions, directions etc given from time to time by the Office and shall take prompt action when informed.
  - q. The person engaged in housekeeping activity should not be a sub- contractor to any other entity/person. In case of any dispute arising out of the acceptance/agreement ,shall be referred to for "Arbitration" to the Sr. Divisional Manager, Mysore Division and his/her decision shall be binding on the agency. The agency shall not raise any question of competence of the Sr. Divisional

Manager to act as sole arbitrator.

r. In terms of provision of Section 33(3) of the Insurance Act, 1938, as amended by the Insurance Laws (Amendments) Ordinance, 2014, Insurance Regulatory Authority of India (IRDAI) is authorized to verify all such books of account, register, other documents and the data base in the custody of the Agency in respect of service outsourced by the LIC of India. It shall be the duty of the Agency to provide such documents/statements/information as may be required by IRDAI within such time as may be specified by the IRDAI.

s. In terms of provisions of Section 33(4) of The Insurance Laws (Amendment) Ordinance, 2014, Insurance Regulatory Authority of India (IRDAI) if it considers expedient to do so, may direct any Person herein after referred to as the "Investigating Officer, to make an investigation as specified under Sec.33(1) or carry out an inspection as specified under Sec 33(2) of The Insurance Laws (Amendment) Ordinance, 2014, who may examine under oath any Manager, managing Director or other Officer of the Agency where the services are outsourced by LIC of India.

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

**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.

I/We \_\_\_\_\_

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

Dated at.....this.....day of \_\_\_\_\_,2023

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

Date:  
seal

Signature of the vendor with

Place:

## APPLICATION FORM FOR TENDER (Technical Bid)

### Profile of the Tenderer

1	Name of the Agency/Firm/Vendor (In Block Letters)	
2	Status of the Agency.(whether Sole Proprietorship/ Partnership Firm/Pvt. Co.	
3	Date of Incorporation/Establishment	
4	Correspondence address and Telephone No. & E mail	
5	Address of Head Office (If Separate) and Telephone No.	
6	Name/s of the Proprietor / Partners /Directors	
7	Name of Chief Executive with his present addresses and Telephone Nos.	
8	Name of Contact person with Designation who would be calling on us and attending to our jobs & contact phone No.	
9	Name of your Bankers with Addresses & telephone nos.	
10	Name of the beneficiary:	
11	Beneficiary's Account Number:	
12	Account type : (Savings Account, Current Account, etc.)	
13	Beneficiary's Bank – Branch:	
14	Bank's MICR code:	
15	Beneficiary's Bank IFSC Code:	
16	Beneficiary's contact number/email id if any:	
17	Total number of housekeeping staff on roll (as on 31.03.2020)	
18	PAN ( Individual Card in case of Proprietorship OR Firm's PAN card in other cases)	
19	TAN	
20	GST Registration No	

(Signature of the vendor with seal)

Mysore Division

21	Whether holding certificate under Shops & Establishment Act, duly renewed	
22	Reg No.. & Date	
23	Licence No. under Contract Labour (Regulation & Abolition) Act, 1970 & Contract Labour (Regulation & Abolition) Central Rules, 1971.	
24	Licence No. To run Housekeeping business	
25	ESI Registration No.	
26	PF Registration No.	
27	Registration under MSME/NSIC or the District level authority	
28	Name of offices where you have carried out work during past 3 years	
29	Name of at least four of your most valued clients at the present time	
30	Average Turnover of the Agency For the last three years. Submit copies of I.T returns, Balance Sheets & P/L accounts for last three Years. In case returns are not filed , copies certified by Chartered Accountant /Income Tax practitioner should be submitted .	<b>Three</b> <b>years</b> IT <b>RETRUNS</b> <b>2020-2021</b> <b>2021-2022</b> <b>2022-2023</b>
31	Are you agreeable to abide strictly by the Terms and Conditions of the Tender Contracts. (YES/NO)	

**Attested Copies of all the above documents must be attached along with Application**

**Form Stated period:-**

**SIGNATURE WITH SEAL**

## Particulars of Tender Fee/EMD

Cash/DD Rs. 590/- (MR No. & Date/DD No. & Date)	
EMD Rs. 1,00,000/- (Rupees One Lakh only) (DD No. & Date)	

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

SIGNATURE WITH SEAL

Name:  
Designation

## Financial Bid for Housekeeping services

**Quote rate as per minimum wages rules.**

Sl. No. (A)	Specification of housekeeping staff (B)	Duration of duty hours (C )
	Housekeeping staff(Unskilled) (Sweeper cum attendant)	(8) hours

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 unskilled workers.

### FINANCIAL BID FOR HOUSEKEEPING SERVICES

SL No	Rates in Rs.	Charges for 1 unskilled person per month (8 hours) <b>(Rs.) as at 1- 04-2023</b>	
	Components	AREA A	AREA B
1	Basic + VDA		
2	Wages Per month (Month taken as 24 days - Sundays 4 and Saturdays 2)		
3	EPF@ 13% of Minimum wages		
4	ESI @3.25 of Minimum wages		
5	Total ( Row 2+3+4)		
6	Monthly Administrative/ Service Charges <b>(% on Row. No: 2 (Fixed Charges)</b> (To be quoted by the vendor)		
7	Grand total (Row 5+6)		

Note: Goods & Service Tax (GST) as per existing rules / laws.

- Administration charges will remain fixed throughout the tenure of the agreement irrespective of any increase / decrease in the rates of wages.

- The rates quoted shall be inclusive of all these including cost of uniform, training, other overheads, bonus, gratuity, profits etc., and taxes (excluding GST) whatsoever payable and given in service charges . Adherence to statutory requirements is sole responsibility of the company.
  - **Administrative charges quoted lesser than 2% of minimum wages will not be accepted.**
- The No of working hours will vary from location to location and office to office at the sole discretion of Corporation. However, the payment will be made proportionately for the number of hours the services are utilised by the Corporation taking the rate quoted for 8 hrs as standard.
- EPF, ESI & Bonus contribution etc payable for personnel employed by the Tenderer shall be responsibility of the tenderer as per statutory provisions and applicable laws & rules.
  - For every six days of duty, House keeping personnel have to be given one paid holiday.
  - Adherence to Statutory requirements is the sole responsibility of the Security agency / company.
- Minimum wages mentioned above is based on the prevailing Central Act w.e.f 01/04/2023 However the companies are free to pay more but not less. The above mentioned is subject to revision by Labour Commissioner. The minimum wages as per Central / State whichever is higher is to be paid. Copies of both Central & State Governments notifications to be enclosed.
  - Month to be defined as 24 days (30days a month – 4 Sundays – 2 Saturdays) for all services,
- No. of working days is subject to change as per the no. of holidays declared in the particular month. Hence wages per month is subject to change.
- Contract will be awarded to the agency which has quoted the least percentage of Agency Commission/Administrative charges. In case more than one Agency or Company has quoted the same rate of Administrative charges, then the agency with highest average turnover for last three years will be considered.
- Minimum wages mentioned above is based on the prevailing Central act wef. **01.04.2022** . However the companies are free to pay more but not less. The above mentioned is subject to the revision by the labour commissioner ( The minimum wages Central /State whichever is higher)

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.

Signature of Tenderer with seal Date:

Name:  
Designation:  
Address:

(Signature of the vendor with seal )



## Checklist of documents

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

Sl No	Name of Document	Yes/No
1	Certificate of Registration under Companies Act, 1956/Partnership deed with proof of registration of firm/Individual Firm, all duly registered under Shops & Establishment Act.	
2	Whether holding certificate under Shops & Establishment Act, duly renewed (Copy should be enclosed)	
3	Licence under Contract Labour(Regulation & Abolition) Act, 1970 & Contra(Regulation & Abolition) Central Rules, 1971Act	
4	Licence to run Housekeeping Business	
5	Status of the Firm (Individual/Sole Proprietor/Partnership/Company and related document copies.	
6	Proof for PF Registration number	
7	Proof for ESI Registration Number	
8	TAN Copy	
9	PAN (Individual Card in case of Proprietorship OR Firm's PAN card in other cases)	
10	Income tax returns for the past 3 financial years	
11	Audited Final Accounts for the last three financial years ( IT returns of A.Y.2020-21, 202122- & 2022--23). In case 2022-2023 returns are not filed copies certified by Chartered Accountant /Income Tax practitioner should be submitted .	
12	Details of organizations where you are providing House Keeping services currently, with nature of duties & period of contract.- Relevant agreement copies	
13	Registration under MSME/NSIC Act or the District level authority.	
14	Copy of Registration Certificate of GSTN	
15	An affidavit stating that the applicant is not facing any blacklisting from an establishment of Central Govt or the State Govt or the PSU for breach of agreement.	

sl no	Brn_code	Branch & SO	City class	No of persons required
1	304	KOLLEGAL	C	1
2	6061	CHANNARAYPATNA	C	3
3	607	KRISHNARAJANAGAR	C	1
4	608	CHAMARAJANAGAR	C	1
5	609	ARSIKERE	C	3
6	617	MYSORE-I	B	1
7	618	MANDYA	C	1
8	619	HASSAN	C	2
9	61J	SRIRANGAPATNA	C	1
10	61K	SAKLESPUR	C	1
11	61N	MADDUR	C	2
12	622	MADIKERI	C	2
13	62C	SOMVARPET	C	2
14	62G	VIRAJPET	C	1
15	679	MYSORE-ii	B	2
16	72A	MYSURU IV	B	2
17	72B	HOLENARSIPURA	C	1
18	72C	HUNSUR	C	1
19	72D	KRISHNARAJAPET	C	4
20	72E	MYSURU V	B	1
21	72N	NANJUNGUD	C	1
22	304ST001	SO T.NARSIPUR	C	1
23	607ST001	SO PERIYAPATNA	C	2
24	619ST001	SO HASSAN	C	2
25	61JST001	SO PANDVAPURA	C	1
26	61KST001	SO BELUR	C	1
27	72BT001	SO MALAVALLI	C	1
28	62CST001	SO KUSHLANGARA	C	2
29	72BST001	SO ARKULGUD	C	1
30	72DST001	SO NAGAMANGAL	C	1
31	72NST001	SO GUNDLPET	C	1
32	618CLIA	CLIA MANDYA	C	1
33	61NCLIA	CLIA MADDUR	C	2

<b>34</b>	<b>BO G506</b>	<b>P&amp;GS</b>	<b>B</b>	<b>1</b>
<b>35</b>	<b>D072DTC</b>	<b>DTC</b>	<b>B</b>	<b>1</b>
<b>36</b>	<b>D072CZ001</b>	<b>CUSTOMER ZONE</b>	<b>B</b>	<b>1</b>
<b>37</b>	<b>618RMF</b>	<b>RMF CENTRE MANDAY</b>	<b>C</b>	<b>3</b>
<b>38</b>	<b>DO PROPER</b>	<b>DIVISIONAL OFFICE</b>	<b>B</b>	<b>4</b>

+

**ANNEXURE -II**

Enrolment form worker/personnel

I here by authorize Sri/Smt  
team of

As worker/Personnel in the housekeeping

our Agency to attend Housekeeping Activities at  
Insurance Corporation Of India, Mysore Division.

D.O/B.O/S.O/CLIA/STC/CUSTOMER ZONE. Of Life

I also hereby confirm that the below mentioned contents were  
explained to Sri

\_\_\_\_\_ and he had given consent to act accordingly.

- a. The Agency shall ensure that all its personnel deployed to provide services shall be efficient and honest.
- b. The Agency Providing Housekeeping services shall ensure that all personnel deployed by it shall be disciplined, courteous, trained and ever ready to attend housekeeping work politely.
- c. The Agency shall be solely responsible for the integrity of the personnel deployed.
- d. The Personnel provided by the Agency are required to have minimum working knowledge and physically fit to perform the required duties
- e. The personnel provided by the Agency should be able to read and write and should have good listening skills
- f. The Agency shall provide proper uniform, hand gloves, shoes, etc. to all the persons engaged in providing housekeeping services and the workers have to use them invariably during the Housekeeping activity.
- g. Regularly training would be provided to personnel so as to keep them abreast with the use of modern techniques of cleaning/ sweeping, behavioural training, safety, etc.
- h. The Agency shall ensure immediate corrective actions on receipt of any complaint against the services provided or against any individual deployed by them in the premises of Office.
- i. No liability / responsibility whatsoever on account of persons engaged by the Agency is attributable to the Office.
- j. These persons, engaged by the Agency will not be entitled to claim any kind of employment with the Office.
- k. If any of the staff of Agency found misbehaving with employees of the Office or with any other person in the premises, the Agency shall terminate the services of such persons forthwith
- l. No residential accommodation would be provided by the Office to selected Agency and / or to the persons engaged by him.
- m. The Agency will have to engage suitable number of trained personnel to carry out the Services
- n. The person engaged in housekeeping activity should not be a sub-contractor to any other entity/person
- o. The Agency shall ensure immediate corrective actions on receipt of any complaint against the services provided or against any individual deployed by them in the premises of Office.
- p. The agency will carry out all the expectations, instructions, directions etc given from time to time by the Office and shall take prompt action when informed.

Seal & Signature of the Agency

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

Signature of worker/Personnel

Supervisor of the Agency.  
Tender for hiring of HOUSE KEEPING SERVICES (Cleaning / Sanitation /Sweeping) in Mysore  
Divisional Office, Branch Offices and Satellite Offices under its jurisdiction

Witnessed by

ANNEXURE – III

DETAILS OF EXISTING CLIENTS OF THE BIDDER  
(with turnover 4 crores or more)

DESCRIPTION	DETAILS
Name of the Company/Institution/Organization	
Address of the Company/Institution/Organization	
Name and designation of contact person in the Company / Institution/Organization	
Telephone (Landline No.)	
Mobile No. :	
E-mail ID:	
Details of services provided during last 3 Financial Years to the above mentioned Company/ Institution/Organization	
Period of Contract	From: _____ To: _____
Annual Contracted Amount (Rs.)	

Note: The bidders have to enclose photocopies of the Contract/Work Order/Letter of

Acceptance/Performance Certificate as a proof of having provided the services to the Company/ Institution/ Organization mentioned above.

Signature of Tenderer



**AFFIDAVIT (To be given on stamp paper of Rs.200/-)**

I / We, authorized representative of \_\_\_\_, being Indian Company / Sole Trading Company / Partnership Firm, registered under \_\_\_\_\_ bearing registration no. \_\_\_\_\_ having office at \_\_\_\_\_

Hereby solemnly affirm and state as under:-

Whereas Life Insurance Corporation of India has floated a tender for appointing House Keeping 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 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.

Signed before me (Notary)

Signature of the Vendor

NAME / DESIGNATION AND SEAL OF THE FIRM / COMPANY

Date:

(Signature of vendor with seal)

ANNEXURE- IV  
COMPLIANCE REPORT

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

Sir,  
Re: Tender for Providing House Keeping Services (Cleaning/ Sanitation/Sweeping) in Mysore  
Divisional Office, Branch Offices and Satellite Offices under its jurisdiction.

I/We certify that I/We have read the terms and conditions of the tender. I/We undertake that it is my/our responsibility to ensure that being the employer in relation to persons engaged/deployed by me/us to provide the services/activities under this tender as well as to make the payment of monthly wages/salaries, which in any case shall not be less than the minimum wages prescribed under the Minimum Wages Act, 1948 as notified/revised by Chief Labour Commissioner (C), Ministry of Labour & Employment, Government of India or as fixed by Labour Department, Telangana Government, whichever is applicable and Payment of compensation for Overtime/weekly off/National holiday/Any other holiday as applicable and amended from time to time.

I/We will also comply with the requirements of various statutes, relevant to this contract, such as Contract Labour (Regulation and Abolition) Act, 1970, Contract Labour (R & A) Rules, 1971, EPF Act, 1952, , ESI Act (1948) The Industrial Dispute Act 1947 The Equal Remuneration Act 1976 Employees Compensation Act 1923 (Workmen's Compensation Act 1923) , The Payment of Bonus Act 1965, Payment of Gratuity Act 1972, Child Labour (Prohibition & Regulation) Act, 1986 as applicable and as amended from time to time and or any other Rules framed there under from time to time by the Central or State Government and or any authority constituted by or under any law, for the category of persons deployed by me/us.

Certified that I/We have read the tender document containing Notice inviting Tender, Terms and conditions. I/We have understood the contents of complete tender documents. I/We undertake to abide by the terms and conditions as laid down in the tender document and as stated above in case the work order is allotted to me/us.

Signature of Tenderer

Place: .....

Date : .....

**ANNEXURE-V**  
**APPLICATION FOR PAYMENT THROUGH NEFT FROM AGENCY**

Name of the Agency : .....  
(As per Bank A/c)

PAN NO. : .....  
(Compulsory)

Address of Agency : .....  
.....

Phone / Mobile no. : .....

Email ID : .....

Agency's Bank name

Bank

Branch Name

Address of the

bank : .....

Agency Bank Account No. :

.....  
(Full Digit 11-16)

Type of A/c: Saving A/c Current A/c OD A/c CC A/c  
(Tick)

Bank IFSC Code No. :  
( 11 DIGIT IFSC CODE )

I have checked the above details with my banker and confirm that they are correct. Please transfer the amount payable to me as per details stated above.

Date: With seal

.....  
.....  
.....  
Signature of  
the Agency