



ವಿಭಾಗೀಯ ಕಛೇರಿ, 'ಜೀವನ ಪ್ರಕಾಶ', ಅಂ.ಪೆ.ಸಂಖ್ಯೆ 37, ಮೈಸೂರು-ಬೆಂಗಳೂರು ರಸ್ತೆ, ಬನ್ನಿಮಂಟಪ, ಮೈಸೂರು -570 015.66'66
मण्डल कार्यालय, 'जीवन प्रकाश', पो.बॉ.सं: 37, मैसूर-बेंगलूर रोड, बन्निमण्टप, मैसूर - 570 015.
Divisional Office, "Jeevan Prakash", P.B.No:37, Mysore- Bangalore Road, Bannimantap, Mysore- 570 015.
ಫೋನ್: ದೂರಭಾಷ: Tel:29101 0821-2495001 to 2495005

Mysore Division

Estates/tender/House keeping

Date:01-02-2024

Tender Notice

Tender for GUEST HOUSE MAINTNEANCE AT MYSURU OFFICE UNIT; vip guest and General Guest house

Life Insurance Corporation of India Divisional office, Mysuru (here in after called LIC) intends to invite sealed tenders in a closed envelope under TWO BID SYSTEM for hiring from reputed licensed Organizations with office at Mysore having sound financial capacity and proven track record of at least three years in the field of providing Guest house Maintenance to large institutions/Banks/LIC etc with an annual turn over of 50.00lakhs for the last three years. Tenders formats containing terms and conditions is available at our web site along with application format. www.licindia.in/Tenders. The last date for submission of Tenders is :26-02-2024

For further details please log on to 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/ without assigning any reason whatsoever

Date:01-02-2024

Place:Mysuru


Senior Divisional Manager



Tends conditions

The contractor has agreed to engage person/s to carry out daily, periodically and other services as noted hereunder.

Guest House Maintenance

1. Daily sweeping and mopping of rooms, hall, balcony and corridors of the Guest House with detergents, disinfectants and sweeping the open area within the compound in VIP Guest House , General Guest House which is located in Mysuru at Divisional office Premises, Jeevan Prakash Building , Mysuru Bangalore Road New Bannimnatap extention Mysuur 570015
2. Daily removal of waste materials and garbage from the dustbin, buckets, mugs, etc.. From rooms and from the entire premises including the toilets, open areas, etc.
3. Daily cleaning of toilets with Phenol and wash basins, kitchen sinks, buckets, mugs, etc, with non-infectious chemical and clean reception area and external area wherever required and / or as directed by the authority and keep the guest house in hygienic condition at all times.
4. Daily cleaning of floorings, halls, rooms, staircases, staircase-railings, etc.
5. Periodical dusting of furniture and fixtures, cup-boards, telephone instruments, doors, windows, ventilators, Murals, Sceneries, Photo-frames, idols, blinds and glass partition, etc. using glass cleaning chemicals to keep all such articles clean and dust free.
6. Periodical acid cleaning and scrubbing of toilets, wash basins, sanitary fittings use detergents, deodorants and disinfectants.
7. Periodical removal of cobwebs, dusts, termites, insects, pests, etc.
8. Periodical windows sponging and cleaning, keeping ceiling fans, table fans, pedestal fans, air conditioners, grills, etc. dust free.
9. Periodical cleaning of dustbins and buckets with detergents.
10. Placing of Naphthalene balls in the corners of the walls, almiarahs and urinals and wherever found necessary at regular intervals.
11. To take up acid cleaning of sanitary wares without damaging their shining and also the cleaning of carpets, sofas, chairs (leather and cloth tapestry) using vacuum cleaner at least once in a week.
12. Washing/ arranging for washing of bed sheets, towels, pillow covers, bed covers on

day to day basis when the rooms are occupied/vacated

13. Changing of linen clothes, towels and napkins and arrange for washing once in two days or on the vacation of the room/s by the Guest/s whichever is earlier. Changing of woollen blankets with washed / dry cleaned once in 15 days.

The contractor is to ensure that all the jobs relating to Guest House maintenance shall be carried out even on Sundays and holidays with trained manpower.

Other services:






1. To provide one contact person in each VIP and General Guest House round the clock with mobile number. With 8 hours duration in three shifts i.e 3 persons for each VIP and General Guest House per day. The wages are as per central government labour act. EPF ,ESI and other benefits to be extended from time to time per central government act.
2. To collect the data regarding booking of Guest House accommodation on daily basis from the Divisional Office, LIC of India, Mysore.
3. To ensure that rooms are given and allowed to occupy by the persons only on proper identification such as showing the allotment letter issued by the Divisional Office.
4. To arrange refreshments / food for guests on request from outside for which the cost may be collected from the guest.
5. To arrange for washing of clothes of guests on request through laundry on payment of the actual cost thereof by the guests.
6. To ensure that no alcoholic drinks of any kind are used/consumed/supplied in Guest House.
7. To clean the utensils like tea cups, meal plates, dishes, water glasses, etc., in the Guest House after their usage.
8. To report to OS Department, Divisional Office, Mysore, the breakage of items / articles, if any due to normal wear and tear and immediately arrange for its replacement with their prior approval.
9. To maintain the Guest House Register and to ensure that entries by the occupants are made and to remit the charges give by the occupants immediately in the office and note the M.R. No. with date in the Register on day to day basis.
10. To do any other job in pursuance of the maintenance of the Guest House and as pointed and informed by the representatives of the LIC at periodical intervals or as and when necessary.

11. To collect cleaning materials like cleaning liquids, materials, phenyl, etc., from LIC.
12. The vendor must have an office before the date of tender and keep all the records in the office for inspection
13. Vendor to appoint persons to appoint Local language knowing persons for carrying the work smoothly.
14. The vendor has to appoint total 6 persons for VIP AND GENERAL GUEST HOUSE to look after without any problems at Guest house
15. The vendor must have a valid GSTIN NUMBER AND filing of gst returns should be regular.
16. The contractor has to keep register for all movements made.
17. The papers are supplied for guest and in turn it is the responsibility of the caretaker to dispose the old and obsolete items making proper entry and remitting the amount at the cash counter and proper books are to be maintained.
18. Any assistance sought by the guest like medical, food and other arrangements are to be made. The cost will be borne by the guest only.
19. Any other conditions if found necessary can be incorporated with the mutual consent even after the work begins. As per the needs of LIC by incorporating in the agreement.
20. Vendor must have filed income tax returns for the past three years.
21. The rates to be quoted as per labour laws and service charges at 2% . No BIDDER should quote service charges less than 2%
22. Before applying for tender the contractor should access and take note of everything and then apply.
23. Security deposit of Rs 25000/ should be paid in favour of LIC by way of Demand draft which will be refunded after the contract period is over and security deposit will not carry interest.
24. The contract will be for a period three years with a notice period of three months for termination of the contract from either side.
25. Any damage to the building or person the contractor only responsible.

26. The payments will be made soon after the receipt of tax invoice
27. No application fee.
28. In case of tie with rates quoted by bidder then the bidder who is having higher turnover will be considered. The Matter will be decided by the competent authority.
29. Any modification/alteration/additions/ cancellation the final authority is the Sr. Divisional Manger
30. The tender details are going to be published in our LIC WEB SITE

Date of issue of tender : 05-02-2024
Last date of submission of tender: 26-02-2024
Pre-bid meeting with bidders : 22-02-2024
Opening of technical bid: 04-03-2024
Date of opening of financial bid : will be intimated

Dated:01-02-2024


Sr. Divisional Manager.





Draft - FINAL
approved

TENDER FOR GUEST HOUSE MAINTENANCE AT MYSURU DIVISION VIP, GENERAL
GUEST HOUSE AND SENIOR DIVISIONAL MANAGER QUARTERS

- 1 Name of the contractor / vendor
- 2 Company / Individual
- 3 Address of the contractor
- 4 Official address for correspondence
- 5 Office address in Mysuru
- 6 PAN NO
- 7 GSTIN DETAILS
- 8 NEFT DETAILS
- 9 NAME OF THE ORGANIZATION SERVICE PROVIDED
- 10 TURN OVER FOR LAST THREE YEARS
- 11 ITR RETURNS FILED FOR THE LAST THREE YEAR
- 12 GST RETURNS FILED UP TO WHICH MONTH AND DATE
- 13 ANY EXEMPTION FROM MSME
- 14 MAIL ADDRESS
- 15 MOBILE NO
- 16 CONTACT PERSON FOR TENDER RELATED MATTERS
- 17 CERTIFICATES IS ANY FOR GUEST HOUSE MAINTENANCE
- 18 TOTAL NO OF MAN POWER PROVIDED UP TO 31-12-2023
- 19 ANY OTHER INFORMATION

Signed

Name:

Address

Mobile No

Mail