



Life Insurance Corporation of India, Begusarai Divisional Office.  
“Deep shikha Road, Vishnu cinema campus ,Begusarai-851101  
Ph. No. 06243- 245263,.E-Mail: os.begusarai@licindia.com.

Tender Notice For Hiring of: (1) Sweeper-cum-attendant services and  
(2) Services of Office maintenance.

Life Insurance Corporation of India, Begusarai Division,  
Invites two separate sealed tenders in closed envelopes under Two Bid  
System for hiring (1) Sweeper-cum-attendant Services and (2) Office  
Maintenance services boys to provide services in various offices under its  
Jurisdiction from reputed licensed Organizations having sound financial  
Capacity and proven track record of at least three years in the field of  
Providing Housekeeping services to large Institutions/ Bank etc. Tender  
formats and details for both the tenders containing terms and conditions is  
Available at our web [www.licindia.in/Tenders](http://www.licindia.in/Tenders). The last date of submission  
Of Tenders 12.08.2022 up to 05.30 AM.  
Senior Divisional Manager, LIC of India, Begusarai Division reserves  
the right to accept or reject any or all offers/ tenders in full/ part without  
Assigning any reason whatsoever.

Senior Divisional Manager

**Life Insurance Corporation of India, Begusarai Division****TENDER FOR HIRING OF SWEEPER-CUM-ATTENDANT SERVICES  
FOR THE OFFICES UNDER ITS JURISDICTION  
SALIENT FEATURES OF THE TENDER NO-(11)**

Sl no	BRIEF DESCRIPTION	DETAILS
1	Name of Work	Tender for Hiring of Sweeper –cum-attendant Services in Begusarai Division for the Offices under its jurisdiction.
2	LIC offices where Sweeper –cum-attendant Services are proposed to be hired	As indicated in Annexure B1 based on the requirement of the corporation.
3	Estimated Annualized value of the Contract	Rs. 75 Lakh (Rupees Seventy five lakh) (Approx.)
4	Name and address to whom the tender is to be submitted	Tender box placed in the office Services Department, LIC of India, Deepshikha Road, Vishnu cinema campus Begusarai-851101.
5	Tender Fee	Rs 590/- as tender fee ( non – refundable ) by way of Demand Draft / Pay Order in favour of LIC of India drawn on any Scheduled Bank payable at Begusarai and at Cash Counter at Divisional Office , Begusarai .
6	Date of issue/ Downloading of Tenders	From to 20.07.2022
7	Last Date and time of submission of tender	12.08.2022 by 05.30 PM
8	Date of opening of Tender	The sealed tenders will be opened by the Tender Opening committee on 16.08.2022 at 11.00 AM in presence of the bidders or one of their authorized representatives who wishes to attend.
9	Date of opening of Financial Bids	Only Technically qualified Bids will be eligible for opening of Financial Bids. The Financial Bids will be opened on a later date which will be intimated separately to the Technically Qualified Bidders only.
10	Pre-Bid-Meeting	26.07.2022 by 11.30 AM
11	Contract Period	The contract shall remain in force initially for a period of Two Years from the date of commencement of the Work subject to the extension on the same terms and conditions with mutual agreement by both the

		<p>parties subject to satisfactory performance to be determined by LIC authorities. The total contract period including extensions, if granted , will not exceed three years.</p> <p>However, the contract is subject to termination at any time if the services are not found satisfactory by LIC of India or for any other reason whatsoever by serving 30 days' notice in writing by LIC and 90 days' notice by the Agency.</p>
12	Notice for termination of contract	30 days' notice in writing by LIC and 90 days' notice by the Agency.
13	Earnest Money Deposit( Interest Free)	Rs.1,50,000/- by way of Demand Draft/ Pay Order in favour of LIC of India drawn on any Scheduled Bank payable at Begusarai. May be deposited at D.O. Cash Counter , Begusarai.
14	Security Deposit	3% of the accepted tender amount of a year. The Security Deposit has to be deposited with LIC Of India within 15 (fifteen ) days from the date of issue of Letter of Acceptance by LIC of India. Security Deposit can be in the form of Demand Draft/ Pay Order from any Scheduled Bank drawn in favour of LIC of India payable at Begusarai. The total Security Deposit will be refunded without any interest, after successful completion of the total Contract Period subject to deductions for any appropriations thereof required to be made by LIC of India as per the conditions of the contract.
15	Validity of tender	90 days from the date of opening of tender.
16	Official Website	<a href="http://www.licindia.in/">www.licindia.in/</a> Bottom-Links/ Tenders

**NOTE-**

For micro & small enterprises (MSMEs) ,tender sets to be issued free of cost, exemption for payment of EMD and security deposit upto the monetary limit for which the unit is registered. It is necessary for the enterprises to be registered with DI/DIC as manufacturing/service enterprises and having acknowledgement of entrepreneurs memorandum(part-II)or are registered with NSIC under single point vender registrations scheme

Signature Of The Bidder With Seal.

**Life Insurance Corporation Of India, Begusarai Divisional Office.**

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TENDER FOR HIRING OF SWEEPER -CUM-ATTENDANT SERVICES FOR THE OFFICES UNDER ITS JURISDICTION

**Instructions to Bidders**

1. LIC of India, Divisional Office Begusarai Division, invites Tender for rate contract for hiring Sweeper-cum-attendant Services in various Offices under Begusarai Division in sealed envelope from reputed agencies for providing sweeper -cum-attendant Services to different offices and Divisional Office.

2. Performance will be given to Agencies having clients from PSU/ Banks/ Government Bodies/ Reputable organizations.

3. For complete details and formats of Tender Document please log on to LIC of India's website [www.licindia.in](http://www.licindia.in) /Bottom-Links / Tenders. Should there be any changes in the terms and conditions of the tender, they will be duly notified on this official website and no further intimation will be given through any other means.

4. Tender Fee: Tender Document can be downloaded from the website should be duly filled in and accompanied by a Demand Draft / Pay Order of Rs.590/- favouring LIC of India drawn on any Scheduled Bank payable at Begusarai towards non refundable Tender Fee may be deposited at Divisional Office Begusarai Cash Counter.

5. Earnest Money Deposit: The tender should be accompanied by a refundable Earnest Money Deposit Of Rs 1,50,000/- ( Rupees One Lakh fifty thousand only) in the form of Demand Draft / Pay Order favouring LIC of India drawn on any Scheduled Bank at Begusarai. The Earnest Money Deposit will be refunded to the unsuccessful bidders after finalization of the tender. The Earnest Money Deposit by the successful bidder may be converted into Security Deposit will not carry any interest.

6. Technical Bid: The bidders are requested to submit the Technical Bid (Annexure A1) in a sealed cover super scribed as "Technical Bid for Tender for Hiring of Sweeper-cum – attendant Services in various Offices under Begusarai Division". The Envelope shall contain the name, contact no. , E-mail ID and address of the bidder. The Bidders are requested to put their signature with seal in duly completed Technical Bid (Annexure-A1) and submit the same.

6. (A). When Minimum two nos .of Technical Bids qualifies, then only Financial Bid will be opened.

7. Financial Bid: The bidders are requested to submit Financial Bid (Annexure B1& C1) in a sealed cover super scribed as Financial Bid for Tender for hiring of Sweeper-cum attendant Services in various Offices under Begusarai Division as second envelope.

These two envelopes containing Technical Bid and Financial Bid along with the third envelope containing Demand Draft / Pay Order / MR of Rs 1,50,000/- (Rupees One Lakh fifty thoy sand only as EMD) and also the Demand Draft / Pay Order of Rs 590/- towards non refundable Tender Fee are to be placed in a bigger sealed cover envelope super scribed as

“Tender for Hiring of Sweeper-cum-attendant in various offices under Begusarai Division

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**LIFE INSURANCE CORPORATION OF INDIA BEGUSARAI DIVISIONAL OFFICE**

TENDER FOR HIRING OF SWEEPER-CUM-ATTENDANT( SWEEPING SERVICES FOR THE OFFICES UNDER ITS JURISDICTION.

8. The sealed cover containing the Tender Papers is to be addressed to The Sr. Divisional Manager, LIC of India, Begusarai Division, Deepshikha Road, Vishnu cinema campus, Begusarai – 851101.

9. The duly filled in tenders along with all relevant enclosures should be submitted in the Tender Box placed in the Office Services Department located at the address given below:

The Senior Divisional Manager,  
LIC of India, Begusarai Division,  
Deepshikha Road Vishnu cinema campus, Begusarai- 851101.

10. The rate quoted shall be written in figures & words both & Overwriting / corrections in the tender document are not allowed. The bidders are instructed not to round off the rates.

11. Every page of the tender document shall have to be signed by the bidder as a token of acceptance of the terms & conditions of the Tender.

12. The agency should arrange to depute its authorized personnel to visit all the locations as per the list enclosed with the tender in order to have fair assessment of the job for the purpose of estimating the manpower required for execution of the house keeping job before bidding.

13. LIC of India reserves the right to reject incomplete bids and bids lacking in details and without relevant enclosures.

14. Tenders received late, not in properly sealed cover, received telegraphically & conditionally or not conforming to the prescribed conditions or not complete in all respects are liable to be rejected.

15. The last date for submission of tenders is as stipulated in the “Salient features of the Tender”. If any of the dates mentioned in the “Salient features of the Tender” happens to be a holiday, the transaction will be made on the next working day.

16. The tender will be opened by the “Tender Opening Committee” on the same day as mentioned in the “Salient features of the Tender” in the presence of bidders or their authorized representatives if they are willing to attend.

17. Please note that only Technically Qualified Bids will be eligible for opening of Financial Bids. The Financial Bids will be opened on a later date which will be intimated separately to the Technically Qualified Bidders only.

SIGNATURE IF THE BIDDER WITH SEAL

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**LIFE INSURANCE CORPORATION OF INDIA BEGUSARAI DIVISIONAL OFFICE**

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THE OFFICES UNDER ITS JURISDICTION**

18. If a bidder quotes Administrative / Agency Service Charges which is less than 2% of the applicable Minimum Basic Wages, the bid shall be treated as unresponsive and will not be considered.

19. Bidders should note that their tenders should remain open for consideration for a minimum period of 90 days from the date of opening of tender.

20. The Senior Divisional Manager, LIC of India, Begusarai reserves the right to make any modification/s in the tender before the last date of submission of tenders. The modification/s, if any, will be published on our website [www.licindia.in](http://www.licindia.in) / Bottom-Links / Tender and will form part of the tender.

21. If there are two or more Agencies, quoting the same rate, preference would be given to the Agency which is already working with satisfactory performance in PSU / Banks / Government Bodies / Reputable Organizations. If, even then, there is a tie between two or more such agencies, then the work would be awarded to the agency which has the highest gross Annual Turnover for the last three consecutive Financial Years and other relevant factors to be considered by the Senior Divisional Manager, Divisional Office, Begusarai.

22. The Senior Divisional Manager, LIC of India, Begusarai Division reserves the right to reject, accept or prefer any bid and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidders or bidders of the grounds for his/ her actions and decisions. The Senior Divisional Manager, LIC of India, Begusarai also reserves the right to accept any bid in part or to split the contract between two or more bidders. The Senior Divisional Manager, LIC of India, Begusarai does not bind himself to accept the lowest tender.

**SENIOR DIVISIONAL MANAGER**

**SIGNATURE OF THE BIDDER WITH SEAL**

Sweeping

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**LIFE INSURANCE CORPORATION OF INDIA BEGUSARAI DIVISIONAL OFFICE**

TENDER FOR HIRING OF SWEEPER-CUM-ATTENDANT SERVICES FOR  
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**ELIGIBILITY CRITERIA AT THE TIME OF FURNISHING TECHNICAL BID**

1. House Keeping Service: The bidder having ISO Certificate Company / Firm will be given preference.
2. The bidder Company/ Firm must have a valid Labour license and other prescribed document required under relevant regulations.
3. The bidder Company/ Firm must have experience of at least 3 (three) years (as on 31.03.2022) in the field of House Keeping Services.
4. The bidder Company / Firm must have minimum 26 (twenty six) House Keeping employees enrolled on its roll as on 31.03.2022.
5. Minimum average annual turnover of the bidder Company / Firm must be Rs 30 (Thirty) Lakh during any one of the previous three Financial Years. (I.e. FY 2019-2020, FY 2020-2021, FY 2021-22).
6. The bidder Company / Firm must have experience of having executed a contract of Annual Value of Minimum Rs 5 (Five) Lakh with at least one PSU / Central/ State Govt. Dept. / Institution During any one of the previous three Financial Years. (i.e. FY 2019-2020,2020-21 &,2021-22)
7. 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.
8. The bidder Company / Firm should have a registered office in BIHAR preferably at Begusarai .
9. The bidder Company / Firm as an employer must be complying with all the statutory requirements such as Payment of Gratuity Act, ESI, and P. F. etc. as applicable to them.
10. The agency should have sufficient tools and equipments used for carrying out timely housekeeping jobs , sweeping and cleaning as per schedule enclosed.

SENIOR DIVISIONAL MANAGER

SIGNATURE OF THE BIDDER WITH SEAL

Sweeping

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**LIFE INSURANCE CORPORATION OF INDIA BEGUSARAI DIVISIONAL OFFICE**

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**GENERAL TERMS & CONDITIONS RELATED TO AGENCY**

1. The rates to be quoted shall be inclusive of cost of providing Sweeper-cum-attendant Services and inclusive of all statutory payments , taxes , charges , levies etc. if any , excluding GST which will be payable as per prevailing rules applicable from time to time. Minimum wages applicable as on the date of publication of the tender advertisement, taxes , charges , levies etc. must be taken into consideration when quoting.
2. Overwriting / Corrections in the tender document are not allowed.
3. Any corrigendum will be published / updated on our website [www.licindia.in](http://www.licindia.in) / Bottom-Links / Tenders only.
4. Incomplete, conditional tenders and fax / e-mail. Telegraphic tenders and tenders received after the stipulated time are liable to be rejected. LIC of India will not be responsible in any manner for postal delay / loss / non- receipt of the tender.
5. Any tender not complying with eligibility criteria and requirements either wholly or partially shall be liable to be rejected.
6. Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will result in the rejection of the bid.
7. The tender shall be valid for a period of three months (90 days) from the date of opening of the tender. If the tender impairs / derogates the tender in any respect during this period of validity of the offer , the EMD is liable to be forfeited.
8. LIC shall have the right to amend or modify any of the terms and conditions during the period of the contract.
9. The Competent Authority reserves the right to change the relevant dates, to accept or reject all or any of the applications, to accept any higher bid, or to cancel all tenders without assigning any reasons whatsoever.
10. The Technical Bids of those bidders, where LIC of India after its scrutiny / inspection / investigation / verification is satisfied with regard to the compliance of technical criteria as laid down in the tender document , will be declared as found responsive.
11. The Financial Bids of only those tenderers whose Technical Bids are found responsive by LIC of India, will be further processed and evaluated.

**SIGNATURE OF THE BIDDER WITH SEAL**

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12. LIC of India will communicate to the successful bidder by letter sent through Courier / Registered Post/ E-mail that his bid has been accepted.

13. Mobilization Period: On receipt of work order, successful bidder shall be required to mobilize all resources for commencement of SWEEPER-CUM-ATTENDANT services. LIC of India will provide the contractor 15 (fifteen) days for mobilization of resources on his / her part after the issue of work order. The Contractor shall be required to commence operation immediately following the 15 days period as aforesaid. Failure to do so, shall attract penalty of 15% of the annualized contract value per month (part of the month shall be treated as full month). After a lapse of 30 days from the date of issuance of work commencement order, non execution of the order could result into cancellation of the order, forfeiture of the EMD and debaring the agency from participating in future tenders of the office for a minimum period of three years.

14. Period of Contract: The contract shall remain in force initially for a period of Two Years from the date of Commencement of the Work subject to further extension on the same terms and conditions with mutual agreement by both the parties subject to satisfactory performance to be determined by LIC authorities. The total contract period including extensions, if granted, will not exceed Three Years. Any extension granted will require renewal of all statutory registrations. However, the contract is subject to termination at any time if the services are not found satisfactory by LIC of India or for any other reason whatsoever by serving 30 days' notice in writing by LIC and 90 days' notice by the Agency. The agreement will be signed by both the parties within 15 days from the date of issue of Work Order for which the Agency will submit three non-judicial stamp paper each of Rs 100/ value.

15. Payment Procedure: The payment to the contractor shall be made through NEFT for which they have to submit a cancelled Cheque of their Bank Account along with a self attested photocopy of PAN Card of the Company / Firm. The Contractor shall submit monthly bills (for calendar month) to The Manager (OS), LIC of India, Deepshikha Road, Vishnu cinema campus, Begusarai-851101. The bill raised should be provided with the following documents for verification and release of payment:

I) The Contractor shall ensure that payment to his/ her employees is made by ELECTRONIC TRANSFER ONLY (RTGS / NEFT) and the proof of having credited the same in the respective accounts of the employees hired will be produced along with the bill raised.

II) The attendance sheet of the sweeper cum attendant Personnel along with the monthly bill duly signed by any representative authorized by the Contractor and duly verified by Branch In Charge / authorized representative of the concerned Branch Office / Divisional Office having SR No, Designation and Seal of the Signing Authority.

III) Proof of credit of wages of the sweeper-cum-attendant Personnel (as applicable) during the previous month to their respective Bank accounts.

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IV) Proof of remittance of ESI contribution of the Sweeper-cum-attendant Personnel (as applicable ) for the previous month (photocopy of the remittance receipt to be enclosed) TO BE VERIFIED BY DIVISIONAL OFFICE OFFICIALS AT THEIR LEVEL BASED ON THE ESI CARD / No. ISSUED BY CONCERNED AUTHORITY.

V) Proof of remittance Of P. F. contribution of the sweeper-cum-attendant Personnel (as applicable) for the previous month (photocopy of the remittance receipt to be enclosed) TO BE VERIFIED BY DIVISIONAL OFFICE OFFICIALS AT THEIR LEVEL BASED ON THE EPF CARD /No. ISSUED BY CONCERNED AUTHORITY.

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

VII) Payment pertaining to a particular month will be released only on production of proof of remittance of previous month's ESI and PF of the sweeper-cum-attendant Personnel.

VIII) 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.

IX) The House Keeping Agency will be required to provide its NEFT details with PAN along with the tender documents.

16. FUTURE CHANGES IN MINIMUM WAGES: During the contract period, if there is any statutory increase / decrease in the Minimum Wages in accordance with the Minimum Wages notification issued by the appropriate authorities under the Minimum Wages Act from time to time , the increase / decrease in rates of Minimum Wages, ESI and PF will be effected. Proportionate increase / decrease in Relieving Charges and Agency Service Charges also will be affected. However, there will be no change in Any Other Charges quoted by the selected tenderer during the entire period of the contract.

17. PERFORMANCE SECURITY DEPOSIT: The Service Provider/ Contractor will be required to keep a Security Deposit of 3% of the annual value of the Contract at the rates prevailing on the date of award of the contract. The successful bidder will; be required to make Security Deposit within 15 days of awarding of the work and Earnest Money deposit will be merged with this amount. The total Security Deposit will remain with LIC of India throughout the period of the contract.

This Security amount will be refunded without any interest to the Contractor within 60 days of completion of the contract subject to:

I) Satisfactory Performance of the Contract.

II) Deduction of any dues payable to LIC on whatsoever.

III) Any deduction due on account of Contractors/ Service Providers' obligation under the contractor and subject to such deductions as may be necessary for making LIC of India's claim against the Service Provider.

IV) Deduction of any liability / damages incurred by LIC of India, on behalf of the Service Provider/ Contractor in the discharge of his / their obligations under this Tender.

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v) This Security deposit will not bear any kind interest whatsoever.

**18. PENALTY AND TERMINATION CLAUSE:**

a) It shall be the primary responsibility of the Contractor that work contract is executed as per Terms and Conditions stipulated under this contract to the complete satisfaction of the LIC of India. If the performance is not found to be satisfactory by the LIC of India, the Competent Authority may deduct up to 15% of the scheduled monthly payment in a calendar month. LIC of India may also terminate the contract by serving a notice of one month to the contractor in which case the Performance Security Deposit will be liable to be forfeited. The decision of the Sr. Divisional Manager, LIC of India, Begusarai Division in this regard shall be treated as final and the binding on the Contractor. If the Contractor refuses to carry out the work under this contract at any stage before the expiry of the period of the contract, the work contract shall be liable to be terminated by LIC of India without giving any notice along with forfeiture of the Performance Security Deposit. In the event of failure of the contractor to provide the services or part thereof as mentioned in this agreement for any reasons whatsoever for any particular period, the LIC shall be entitled to procure services from other sources for that particular period and the contractor shall be liable to pay forthwith to the LIC, the difference of payments made to such other sources during that period, besides damages at the rate of payment for the period of failure in providing the services or part thereof.

b) If at any stage, it is revealed that documents / certificated / testimonials submitted by the Service Provider / Contractor are forged or have been manipulated, the work order issued to the Service Provider / Contractor shall be cancelled and Security amount deposited with LIC of India shall be forfeited without any claim whatsoever on LIC of India and the Service Provider / Contractor shall be liable for action as appropriate under the relevant Laws.

19. The Agency should possess the requisite Registration Licences of shops & Establishments, ESI, PF, GTS etc. from State / Central Government departments as applicable from time to time. The Agency will have to maintain the registers / records as required under the provisions of various Acts and complete the formalities prescribed there under. LIC shall not be responsible in any way for any breach of these rules and regulations by the Agency. The contract is liable to be terminated if breach of rules and regulations is found even after the award of the Contract.

**FYRTHER FOLLOWING POINTS ARE TO BE BORNE IN MIND WHILE DISCHARGING THE TERMS OF CONTRACT:**

- a) The attendance muster cum wages register of persons engaged during the month should be duly signed by the individual sweeper-cum-attendant personnel engaged and countersigned by the representative of LIC and the Agency. This register must be kept updated at all times and be presented for inspection in LIC's office, as and when required.
- b) All the sweeper -cum-attendant personnel are to be paid wages not lower than the minimum rates prescribed by the Government under relevant rules.

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c) Appropriate deductions are to be made towards EPF and ESI and remitted timely to the concerned authorities. A documentary evidence of depositing the deductions should be got acknowledged immediately after depositing. Any lapse / deviation in this regard shall be sole responsibility of the Agency.

d) Appropriate deductions are to be made towards Income Tax from Salary / Wages paid & remitted to concerned authorities , if any. A documentary evidence of depositing the deductions should be got acknowledged immediately after depositing. Any lapse / deviation in this regard shall be the sole responsibility of the Agency.

e) All deductions are to be effected from Salary / Wages as per the provision of the Payment of Wages Act.

f) The Licence under the provisions of Contract Labour (Regulation & Abolition) Act has to be obtained / renewed and kept operative. The half-yearly / yearly returns are to be submitted in time to the Authority as per rules.

20. The Contractor shall be responsible for their Corporate and Personal taxes as applicable and shall indemnify and hold LIC of India harmless for any liability in this regard.

21. The Agency shall not transfer or assign or share benefits of this agreement with anyone else.

22. The Agency shall, at all times, keep LIC effectually insured against all actions, suits, proceedings, losses, costs, damages, claims & demands in any way arising out of any reasons.

23. LIC will not accept any claim in the event of any of the Agency's employees sustaining any injury, damages or loss of life of the person either inside or outside of LIC premises.

24. Any dispute arising out of the terms of this contract on the interpretation of any clause herein shall be settled by mutual discussions between the Nominated Authorities of LIC and the authorized representatives of the Agency. Any dispute arising out of the Contract / Agreement shall come under the jurisdiction of the Honorable Courts in Begusarai / Patna(BIHAR).

25. The Agency will co-operate with all other Agencies at Premises / Campus under the jurisdiction of the Corporation.

26. This Contract is based on the Principles of 'Law of Contract'. All personnel deputed / employed for execution of this Contract by the Contractor shall be employees of the Contractor. LIC of India shall not have any liability to absorb them at any point in time nor can they claim any right for employment in LIC of India. No relationship of employer & employees shall be created between LIC of India and the employees engaged by the Contractor.

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27) LIC shall have the right to increase or decrease the area and add or delete location for Sweeping & Cleaning at any time and it will be binding on the part of the Agency to do so with mutual understanding with LIC. The Agency will follow the instructions given by the authorized LIC representatives from time to time.

28) All the formalities and procedures prescribed under the Contract Labour (Regulation & Abolition) Act, 1970, Payment of wages & Bonus Act and other related Acts should be strictly adhered to by the Agency. LIC's responsibility as Principal Employer should be fully Indemnified by the Agency.

29) The House Keeping Agency has to provide House Keeping services in office / offices within the jurisdiction of Begusarai Division of the Corporation as and when so directed.

30) The Agency shall ensure compliance of all the provisions of Contract Labour Act (Regulation & Abolition) 1972, Minimum Wages Act 1948, Payment of Wages Act 1935, ESI Act 1948, EPF Act 1952 and Misc. Provisions Act. The Child Labour Act (Prohibition & Regulation) 1986 and such other Statutory Enactments, amended from time to time. Any Rules and Regulations promulgated by the Government and Local Bodies, coming into force that may apply to this Agreement shall be solely the Service Provider's responsibility including any liability on account of non-compliance or violation thereof. The Agency shall also comply with all the requirements of Laws with regard to provision of labour and ensure that an appropriate licence from State / Central Labour department or other appropriate authority is obtained.

31) The provisions of Sec. 33(3) & 33(4) of The Insurance Laws (Amendment) Act 2015 and the provisions of Para 81 of IRDA circular ref: IRDA /Life/ CIR /GLD /013 / 02 /2011 dated 01/02/2011 are also applicable to the Contract and proof shall be produced, if required.

32) The necessary statutory registers , forms , returns etc. required as per the Law are to be maintained and complied with by the Agency and should be available for inspection at any time.

33) The House Keeping Agency will indemnify and keep indemnified LIC from claim, loss or damage that may be caused to LIC on account of failure of the House Keeping Agency to comply with their obligations under various Laws towards their staff / employees employed by them or any loss or damage caused to LIC due to acts of omissions of House Keeping Agency. The successful bidder has to furnish an Affidavit to LIC of India on a Stamp Paper of Rs 100/- as per Annexure D1.

34) 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 the institute / establishments mentioned by the bidder .Besides, LIC of India may also arrange for verification of any document / testimonial submitted by the bidder in support and compliance of technical criteria as laid down in the tender document. It will be mandatory for the bidder to extend full co-operation to LIC of India so that necessary

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Verification is completed without any delay. In case the bidder fails to co-operate or where after verification, it is revealed that bidder does not meet with the criteria as laid down in the tender document, his bid would be considered as non-responsive and his financial bid will not be processed any further and EMD will be forfeited.

35) The services provider should affix authorized person's signature with seal on all the pages of the tender as a token of acceptance of the terms and conditions.

36) In case of any dispute arising with any State / Central Agency, owing to happening of any incidence within or outside the LIC premises , the Service Provider shall be solely responsible for it and will not have any liability in this regard whatsoever.

**37) TERMINATION OF CONTRACT:**

The contract may be terminated during the operative period by giving 30 days' notice in writing by LIC and 90 days' notice in writing by the Agency. Contract may be extended further for one year, if the services are found satisfactory.

LIC reserves the right to terminate the said contract at any time on the ground of unsatisfactory services rendered by the Agency or on any other ground detrimental to the interest of LIC. LIC will be the sole judge in this regard. The decision regarding whether the House Keeping service is effective / accurate / proper etc. shall rest with LIC.

On termination of the Contract, the Agency shall discontinue the use of the premises and handover peaceful possession of the premises of LIC together with its fixtures and articles therein in good condition.

**38) RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:**

Every Bidder must note that his / her Bid shall liable to be rejected in case the tender stipulations are not complied with strictly or the services do not conform to the required specifications indicated therein. The Sr. Divisional Manager, LIC of India, Begusarai Division, reserves the right to reject, accept or prefer any bid and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the ground for its actions and decisions. The Sr. Divisional Manager , LIC of India , Begusarai Division also reserves the right to accept any bid in part or split the contract between two or more bidders.

Senior Divisional Manager

**SIGNATURE OF THE BIDDER WITH SEAL**

Sweeping

**LIFE INSURANCE CORPORATION OF INDIA BEGUSARAI DIVISIONAL OFFICE**

**TENDER FOR HIRING OF SWEEPER-CUM-ATTENDANT SERVICES FOR  
THE OFFICES UNDER ITS JURISDICTION**

**ROLL OF AGENCY IN DEPLOYMENT OF HOUSE KEEPING PERSONNEL**

- 1) The appropriate payment of wages & other benefits to the employees of the Agency shall be the exclusive responsibility of the Agency & persons so employed by the Agency shall have no claim whatsoever on LIC.
- 2) The Agency should issue Identity cards and their agency uniforms with logos to their employees bearing their photographs which they should always carry with them & make available for inspection to LIC at any time.
- 3) The Agency shall deploy sweeper -cum-attendant personnel who are giving Good Health courteous, trained, and well mannered and should be vigilant while on duty in and outside the Corporation's premises dealing with employees of LIC, workers of other agencies etc. The sweeper-cum-attendant Personnel so engaged should observe decency and decorum during the course of their deployment in & out of LIC.
- 4) The Agency will have to follow the norms, rules & regulations, guidelines, standing order of LIC & instructions given by the administration from time to time.
- 5) All legal formalities required in engaging personnel will be the sole responsibility of the Agency.
- 6) The Agency, at its own expense, should provide proper uniform & other accessories to their employed sweeper-cum-attendant personnel. The Agency will ensure that the persons on duty are in neat & clean uniform. The contractor shall issue identity cards and name badges to all the deployed sweeper-cum-attendant personnel which they shall wear while on duty.
- 7) The Agency should ensure that no sweeper-cum-attendant personnel leaves or remains absent in an unauthorized way without a replacement. Agency shall provide replacements / backup in case of any requirement, failing which penalty @ Rs.300/- per day shall be deducted besides the deduction of wages etc.
- 8) The personnel employed by the Agency as sweeper-cum-attendant personnel should preferably be in age group 18 (Minimum) to 50 (Maximum) years. No minor should be employed under any circumstances.
- 9) The sweeper-cum-attendant personnel of the Agency shall be only Indian nationals and their character and antecedents should be checked by the Agency without fail. The Agency should submit the KYC documents of the House Keeping personnel deployed in LIC. Offices and not later than 60 days from the date of deployment of person(s) at their risk and consequences.

**SIGNATURE OF THE BIDDER WITH SEAL**

Sweeping

**LIFE INSURANCE CORPORATION OF INDIA BEGUSARAI DIVISIONAL OFFICE**

**TENDERING FOR HIRING OF SWEEPER -CUM-ATTENDANT SERVICES FOR  
THE OFFICES UNDER ITS JURISDICTION**

10) The Contractor shall change the Sweeper -cum-attendant personnel on demand by the Administration within 24 hours, if he / she commits unethical acts like sleeping while on duty, intoxication, negligence in performing duties, disobedience, theft, dishonesty, indulgence in illegal activities, unlawful acts, involved in the work other than the allotted one or any other misconduct. Such persons shall not be re-deployed in any of our offices.

11) The responsibility to deposit EPF & ESIC premium will be borne by House Keeping Agency.

12) It is incumbent upon the Agency to ensure that each sweeper-cum-attendant personnel execute his duty for prescribed hours and minimum wage is payable for every eight hours duty which will be decided in consultation with the head of the concerned office.

13) The Agency must ensure settlement of wages to all its employees latest by 7<sup>th</sup> of the following month as per the Central/ State Government Labour Laws and Rules, also provide PF, ESI & Yearly Bonus to the deployed sweeper -cum-attendant personnel and inform to the office regularly. Agency must provide uniforms and identity card to the deployed Housekeeping personnel.

14) The workers / staff of the Agency will have nothing to do with LIC and shall have no presumptive right of absorption in the services of LIC.

15) In case the workers engaged by the Agency have any grievances, they will take it up with the Agency without creating any disturbances in the campus, Premises. Under no circumstances agitation means are to be resorted to by the workers of the Agency. The Agency will be solely responsible if the workers engaged by it misbehave or create disturbances.

16) The Agency shall, in case of any theft during tenure of contract agreement, will lodge FIR with police, conduct their investigation and submit the report findings to the Administration. The Agency shall also be responsible to pursue the theft case with police and related authorities.

SENIOR DIVISIONAL MANAGER

SIGNATURE OF THE BIDDER WITH SEAL

Sweeping



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**LIFE INSURANCE CORPORATION OF INDIA BEGUSARAI DIVISIONAL OFFICE**

**TENDER FOR HIRING OF SWEEPER-CUM-ATTENDANT SERVICES FOR  
THE OFFICES UNDER ITS JURISDICTION**

**SCOPE OF WORK OF HOUSE KEEPING AGENCY**

1)The Sweeper-cum-attendant persons shall execute the job of sweeping, mopping, scrubbing , removing cobwebs, dusting of table and chairs etc. , cleaning of floors/ doors/ windows / mirrors / window panes , wall fans , tube lights , cleaning of walls / ceiling fans , cleaning of toilets , sinks , washing and cleaning of stair case leading to offices and common areas , cleaning of water coolers , maintenance of and other misc. works as per office need/ instruction by the Competent Authority.

2)Further the sweeper -cum-attendant personnel will also execute the dusting of furniture , cupboards , telephones, computer peripherals , fax , photocopy machines , Switch Boards , Sofa , Chairs , Cleaning of Roof Top , and other such equipment with dry and moist cloth.

3) Mopping and cleaning particularly toilets shall be done twice a day and as and when necessary.

**4) Supervision / Coordination of various housekeeping jobs will be the responsibility of the Agency in consultation with the head of the concerned office.**

**SUGNATURE OF THE BIDDER WITH SEAL**

Sweeping

**LIFE INSURANCE CORPORATION OF INDIA BEGUSARAI DIVISIONAL OFFICE**

**TENDER FOR HIRING OF SWEEPER -CUM-ATTENDANT SERVICES FOR  
THE OFFICES UNDER ITS JURISDICTION**

**DUTIES OF SWEEPING, CLEANING AND HOUSE KEEPING AND SCHEDULE**

**Duty Timing: Pre Lunch- 8.00AM To 12.00 Noon & Post Lunch- 2.00PM To 6.00 PM**

DAILY SCHEDULE: 1. Entire (Total) sweep able area should clean & sweep everyday at least two times daily. Apart from these should clean & sweep as and when needed or at the requirement of office/ department/ premises.

1a) Sweeping and cleaning with broom and wet mopping of all the floors , including room , corridors ,open spaces , staircases , fire exit staircases , basement , canteen , reception area , toilet blocks , water cooler area , lift lobbies , open areas using phenyl before the start of scheduled office hours and maintaining cleanliness of the office premises thereafter continuously.

2) Dusting of furniture, cupboards, telephones, computer peripherals, fax, photocopy machines and other such equipment with dry and moist cloth.

3) Provision of air freshener sprays in the rooms of Manager.

4) Thorough cleaning of toilet blocks including cleaning of WCs, Urinals, Washbasins, looking glasses, sanitary fittings, etc.

5) Cleaning of window panes, frames, grills, etc.

6) Cleaning and Washing of dustbins after disposal of the accumulated waste material from the dustbins.

7) Dusting and cleaning of doors, windows, glass panes, partition walls, AC machine, water cooler, fridge etc.

8) Cleaning toilets, removing stains on floors & walls keeping air fresheners keeping soap of approved quality in the morning & keeping urinal cubes etc.

9) Cleaning and drying all the toilets minimum two times a day and whenever necessary.

10) Guest house pantries- removing muck, cleaning and washing of platform drains, sink etc. twice a day.

11) Removal of waste and garbage from the building and dumping it at the designated place outside the building in the garbage dump provided by the Municipal Corporation.

12) Watering of plants and upkeep of lawns wherever present in office area.

13) Any other miscellaneous works within the ambit of housekeeping services as assigned by concerned department from time to time.

**SIGNATURE OF THE BIDDER WITH SEAL**

**LIFE INSURANCE CORPORATION OF INDIA BEGUSARAI DIVISIONAL OFFICE**

**TENDER FOR HIRING OF SWEEPER-CUM-ATTENDANT SERVICES FOR  
THE OFFICES UNDER ITS JURISDICTION**

**WEEKLY SCHEDULE:**

- 1) Washing of floors, stairs with soap /stain, cleaner, removing of webs/ insects from walls, ceiling under tables / chairs /Almirah etc.
- 2) Dusting of all walls, ceiling, curtains, venation blinds early in the morning.
- 3) Vacuum cleaning of carpets, curtains sofas, chairs etc.
- 4) Cleaning of taps, wash basins, flushing system, sinks etc. with help of soap, stain cleaner.
- 5) Cleaning of partitions.
- 6) Polishing of floors.
- 7) Cleaning (dry) washing of Parking Area in basement and open area adjoining the building of the Divisional Office and the areas where it exits.

**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 from fans and tube lights / security grill.
- 4) Cleaning of roof top.

**LIST OF CONSUMMABLE CLEANING MATERIALS TO BE USED**

The Agency while executing the house keeping job shall provide all necessary tools, equipment and branded cleaning materials necessary for carrying out the house keeping job, some of which are:

- 1) Liquid Soap.
- 2) Phenyl
- 3) Naphthalene Balls
- 4) Detergents
- 5) Room fresheners

**SIGNATURE OF THE BIDDER WITH SEAL**

Sweeping

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**LIFE INSURANCE CORPORATION OF INDIA BEGUSARAI DIVISIONAL OFFICE**

**TENDER FOR SWEEPER -CUM-ATTENDANT SERVICES FOR  
THE OFFICES UNDER ITS JURISDICTION**

- 6) Floor cleaner
- 7) Urinal Cakes
- 8) Brooms (Soft)
- 9) Brooms (Tilliwala)
- 10) White Duster
- 11) Floor Duster
- 12) Pan with handle to collect sweeping
- 13) Yellow Duster
- 14) Hand Brush
- 15) Glass Cleaner
- 16) Cobwebs Remover
- 17) Washing Powder
- 18) Mops
- 19) Garbage Sacks
- 20) Glubs and Masks
- 21) Any other item required for cleaning & maintenance purposes.

Note: Sufficient material should always be in stock of House Keeping Agency within the respective office premises.

**SENIOR DIVISIONAL MANAGER**

**SIGNATURE OF THE BIDDER WITH SEAL**

Sweeping

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**LIFE INSURANCE CORPORATION OF INDIA BEGUSARAI DIVISIONAL OFFICE**

**TENDER FOR HIRING OF SWEEPER –CUM ATTENDANT SERVICES FOR  
THE OFFICES UNDER ITS JURISDICTION**

**ANNEXURE ‘A’**

**TECHNICAL BID**

(Last Date for Submission: 21.03.2022 upto 5.00 PM )

Sl No	Information Sought	Information Provided
1	Name of the Firm / Organization (in Block Letters)	
2	Date Of Establishment / Incorporation	
3	Registration No. under Companies Act 1956 (Please enclosed photocopy of the certificate)	
4	Correspondence Address And Telephone No. Mob. No E-Mail – Id	
5	Address of Head Office ( if different) and Telephone No. E- Mail- Id	
6	Status: Proprietary / Partnership / Private Ltd. Co./ Public Ltd. Co	
7	Name(s) of the Proprietor/Partners/ Directors	
8	Name of the Chief Executive with his present address, Mobile No. / Telephone No.	
9	Name, Address, Mobile No., Mail-Id of Representative with Designation who would be calling on us and attending to the jobs.	

**SIGNATURE OF THE BIDDER WITH SEAL**

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**LIFE INSURANCE CORPORATION OF INDIA BEGUSARAI DIVISIONAL OFFICE,**

**TENDER FOR HIRING OF SWEEPER -CUM-ATTENDANT SERVICES FOR  
THE OFFICES UNDER ITS JURISDICTION**

SL No	INFORMATION SOUGHT	INFORMATION PROVIDED
10	Name of Bankers with address & Telephone Nos. & IFSC Code & Bank Account Details ( copy of cancelled cheque to be enclosed)	
11	Permanent Account Number. ( Please enclosed attested photocopy)	
12	Labour License Nos. and validity under various provisions of Labour Laws ( Please enclosed attested photocopy of certificate)	
13	GST Registration No. ( Please enclosed attested Photocopy of certificate)	
14	EPF Registration No. (Please enclosed attested photocopy of certificate)	
15	ESI Registration No. (please enclosed attested photocopy of certificate)	
16	Date of obtaining ISO 9001 : 2008 or ISO 9001 : 2015 Certificate and its validity ( If YES, Please enclosed photocopy of certificate)	
17	Turnover for last 3 years	FY 2019-2020 FY 2020-2021 FY 2021-2022
18	State the latest Income Tax assessed year and the amount of Tax assessed ( copies of last 3 years IT Returns, Balance Sheets & Revenue A/C to be enclosed)	FY----- FY----- FY-----
19	Registration details with any other Government Authorities, if registered ( Enclosed supporting Documents)	
20	Details of Empanelment with any office of LIC and / or PUSs / any other Corporate Offices (Please list giving details and name and telephone no. of persons who may be contacted for confirmation) ( Enclosed Certificates)	
21A	Details of past experience in the present field engaged in ( Please enclose certificates from relevant institutions)	
21B	Please state how many contracts are: A .Fresh. B .Renewed. C.Completed but not renewed D.Total Contracts in hand	

**SIGNATURE OF THE BIDDER WITH SEAL**

Sweeping

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**LIFE INSURANCE CORPORATION OF INDIA BEGUSARAI DIVISIONAL OFFICE**

**TENDER FOR HIRING OF SWEEPER -CUM-ATTENDANT SERVICES FOR  
THE OFFICES UNDER ITS JURISDICTION**

SI No	INFORMATION SOUGHT	INFORMATION PROVIDED
22	Furnish details of contract annulled / broken services before the end of contractual period, if any	
23	Mention any other specialties of your establishment	
24	Total number of sweeper -cum-attendant Personnel employed as on 31.03.2022	
25	Details of Tender Fees	
26	Details of Earnest Money	

**I declare that the above information is correct and complete to the best of my knowledge and belief.**

**SIGNATURE OF THE BIDDER WITH SEAL**

Sweeping

**LIFE INSURANCE CORPORATION OF INDIA BEGUSARAI DIVISIONAL OFFICE**

TENDER FOR HIRING OF SWEEPER -CUM-ATTENDANT SERVICES FOR  
THE OFFICES UNDER ITS JURISDICTION

ANNEXURE 'B1'

**FINANCIAL BID PART-1****HOUSE KEEPING PERSONNEL PROPOSED TO BE DEPLOYED**

List of Offices	AreaCategory	Sweepable Area sq.fit (approx)	Minimum Number of Personnel proposed to be deployed
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<b>DIV.OFFICE,BEGUSARAI</b>	<b>"C"</b>	<b>19386</b>	<b>2</b>
<b>Begusarai Branch-(514)</b>	<b>"C"</b>	9406	3
<b>Khagaria Branch -(51B)</b>	<b>"C"</b>	6251	4
<b>Supaul Branch- (52A)</b>	<b>"C"</b>	6584	2
<b>Jamui Branch- (52C)</b>	<b>"C"</b>	4456	2
<b>Lakhisarai Branch-(52E)</b>	<b>"C"</b>	8458	1
<b>Barh Branch- (530)</b>	<b>"C"</b>	6976	2
<b>Samastipur Branch-(535)</b>	<b>"C"</b>	7886	2
<b>Madhepura Branch-(53A)</b>	<b>"C"</b>		0
<b>Dalsinghsarai Branch-(53E)</b>	<b>"C"</b>	6032	2
<b>Saharsa Branch-(541)</b>	<b>"C"</b>		0
<b>Barauni S.O</b>	<b>"C"</b>	3229	1
<b>Majhaul S.O</b>	<b>"C"</b>	1202	1
<b>Naughachiya S.O</b>	<b>"C"</b>	1093	1
<b>Birpur S.O</b>	<b>"C"</b>	1917	1
<b>Triveniganj S.O</b>	<b>"C"</b>	1505	1
<b>Jhajha S.O</b>	<b>"C"</b>	2450	1
<b>Shekhpura S.O</b>	<b>"C"</b>	2925	1
<b>Barahiya S.O</b>	<b>"C"</b>	1026	1
<b>Mokama S.O</b>	<b>"C"</b>	981	1
<b>CLIA Samastipur</b>	<b>"C"</b>	1995	1
<b>Rosera S.O</b>	<b>"C"</b>	2957	1
<b>Tajpur S.O</b>	<b>"C"</b>	1437	1
<b>Bihariganj S.O</b>	<b>"C"</b>	1237	1
<b>Shahpur patory S.O</b>	<b>"C"</b>	1103	1
<b>Simri Bakhtiyarpur S.O</b>	<b>"C"</b>	1500	1
<b>Surajgarha S.O</b>	<b>"C"</b>	1500	1



<b>Balia S.O (proposed)</b>	<b>“C”</b>	1500	1
<b>RMF Centre,Begusarai</b>	<b>“C”</b>	8917	1
<b>Guest House ,Begusarai</b>	<b>“C”</b>	1860	1

Total 39 numbers sweeper cum attendant deployed for various office for “C”category.

Requirement of sweeper cum attendant depends as per the office need/situation of office.

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**LIFE INSURANCE CORPORATION OF INDIA BEGUSARAI DIVISIONAL OFFICE**

**TENDER FOR HIRING OF SWEEPER -CUM-ATTENDANT SERVICES FOR  
THE OFFICE UNDER ITS JURISDICTION**

**ANNEXURE ' C 1 '**

**FINANCIAL BID PART- 2**

**Total Sweepable areas-126527 sq.ft**

<b>Sl No</b>	<b>Particulars</b>	<b>Amount in Rs.</b>
A	Basic wages (with VDA) per day as per central labour act As on 01.04.2022 .	
B	EPF @ 13% of (A)	
C	ESI @3.25% of (A)	
D	Bonus @8.33% of (A)	
E	Total per day (A+B+C+D)	
F	Agency Service Charges of (E) ( not less than 2%)	
G	Total (E+F)	
H	GST at prevailing Rate.....% of (G)	
I	Total per day (G+H)	
J	Total for 26 days (I x 26) per sweeper	
K	Material Charge(per month per sweeper) not less than Rs-850/-	
<b>Total Amount ( J+K )      Rs=</b>		

**SIGNATURE OF THE BIDDER WITH SEAL**

Sweeping

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**LIFE INSURANCE CORPORATION OF INDIA BEGUSARAI DIVISIONAL OFFICE**

**TENDER FOR HIRING OF SWEEPER -CUM-ATTENDAT SERVICES FOR  
THE OFFICES UNDER ITS JURISDICTION**

**NOTE:**

1. The rates quoted shall be written in **figures and words both**.
2. The bidders are instructed **not to round off** the rates quoted.
3. **Rates are to be excluding G. S. T.** G. S. T shall be reimbursed to the contractor by LIC of India on production of relevant documents.
4. The Bidder must provides bifurcation of rates for **Any other Charges**, if quoted.
5. **The wages quoted should not be less than the Minimum Wages** (as per the Minimum Wages Act, 1948) of House Keeping Personnel of unskilled Category **as on the date of inviting the tender**.
6. The rates quoted shall be for **8 hours of duty**.
7. If a bidder quotes **Agency Service Charges** less than 2% and material cost less than Rs.850/-per month per sweeper ,than bid shall be treated as nonresponsive and will not be considered.
8. If there are two or more Agencies, quoting the same rate, preference would be given the Agency which is already working with satisfactory performance in PSU / Banks / Government Bodies / Reputable Organizations. If, even then, there is a tie between two or more such agencies, then the work would be awarded to the agency which has the highest gross Annual Turnover for the last three consecutive Financial Years and other relevant factors to be considered by the Senior Divisional Manager, Divisional Office, Begusarai.

**SENIOR DIVISIONAL MANAGER**

We confirm that we have gone through the above terms and conditions and the rates have been quoted by us after having acquainted ourselves with the scope of work. We also confirm that we shall abide by all the terms and conditions as laid down in the tender document.

**SIGNATURE OF THE BIDDER WITH SEAL**

Sweeping

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**LIFE INSURANCE CORPORATION OF INDIA BEGUSARAI DIVISIONAL OFFICE**

**TENDER FOR HIRING OF SWEEPER-CUM-ATTENDANT SERVICES FOR  
THE OFFICES UNDER ITS JURISDICTION**

**ANNEXURE- D 1**

**AFFIDAVIT**

**(TO BE GIVEN BY THE SUCCESSFUL BIDDER)**

I / We (AUTHORIZED REPRESENTATIVE ) of \_\_\_\_\_

\_\_\_\_\_, being Indian Company / Firm having solemnly affirm and state as under:-

Whereas Life Insurance Corporation of India has floated tender for providing sweeper-cum-attendant services in various offices under Begusarai Division and in respect of the same, I / We being one of the Bidders, confirm that I / We strictly follow various laws as mentioned in the Terms & Conditions of the Tender.

I / We further state that I / We shall indemnify Life Insurance Corporation of India against all claims, which may be made upon Life Insurance Corporation of India being principal 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 to 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 \_\_\_\_\_ 2022

Before Me

Notary

**SIGNATURE OF THE BIDDER WITH SEAL**

Sweeping