



Life Insurance Corporation of India, Begusarai Divisional Office.
“**Deepshikha 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 boy.

Life Insurance Corporation of India, Begusarai Division, BEGUSARAI
Invites **two separate** sealed tenders in closed envelopes under **Two Bid System** for hiring (1) Sweeper cum attendant Services, and
(2) Services of Office 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. The last date of submission Of Tenders 12.08.2022 up to 05.30PM .

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 SERVICES OF OFFICE MAINTENANCE BOY FOR THE OFFICES UNDER

ITS JURISDICTION

SALIENT FEATURES OF THE TENDER NO (11)

SI No	BRIEF DESCRIPTION	DETAILS
1	Name of work	Tender for Hiring of services of Office Maintenance boy in Begusarai Division for the offices under its jurisdiction.
2	LIC offices where Services of Office Boy are proposed to be hired.	As indicated in Annexure B2 based on the requirement of the Corporation.
3	Estimated Annualized Value of the Contract.	Rs.1.50 Crore (Approx) (Rupees One Crore Fifty Lakh) (Approx)
4	Name and address to whom the tender is to be submitted.	Tender box placed in the Office Service Department, LIC of India, Begusarai Divisional Office, Deepshikha Road. Vishnu cinema campus, Begusarai-851101
5	Tender Fee	Rs.590/Including GST- 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 or At the cash Counter At Divisional Office, Begusarai.
6	Form of Issue / Downloading of Tenders.	From 20.07.2022
7	Last Date and Time of submission of Tender.	12.08.2022 by 05.30PM.
8	Date of opening of Tender.	The sealed tender 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	Pre- Bid-meeting	26.07.2022 by 11.30 AM
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	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 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. However, the contract is subject to termination at any time if the services are not found satisfactory by LIC of India or any other reason whatsoever by serving 30 days' notice in writing by LIC and 90 days' notice by the Agency.
11	Notice for termination of	30 days' notice in writing by LIC and 90 days' notice by the

	Contract.	Agency.

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LIFE INSURANCE CORPORATION OF INDIA, BEGUSARAI DIVISION.

**TENDER FOR HIRING OF SERVICES OF OFFICE BOY FOR THE OFFICES UNDER
ITS JURISDICTION
SALIENT FEATURES OF THE TENDER NO. (2)**

12	Earnest Money Deposit (Interest Free)	Rs.300000/- 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.
13	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 success 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.
14	Validity of Tender	90 days from the date of opening of Tender.
15	Official Website	www.licindia.in / 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 sc

SIGNATURE OF THE BIDDER WITH SEAL

LIFE INSURANCE CORPORATION OF INDIA, BEGUSARAI DIVISION

**TENDER FOR HIRING OF SERVICES OF OFFICE BOY FOR THE OFFICES UNDER
ITS JURISDICTION**

INSTRUCTION TO BIDDERS

1. LIC of India, Divisional Office Begusarai Division, invites Tender for rate contract for hiring Services of Office Boy in various Offices under Begusarai Division and in sealed envelope from reputed Agencies for providing Services of Office Boy to different offices and Divisional Office.
2. Preference 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 LIC of India's website 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 gives through any other means.
4. **TENDER FEE:** Tender Document can be downloaded from the website should be dully filled in and accompanied by a Demand Draft / Pay Order of **RS.590/-** favoring LIC of India drawn on any Schedule Bank payable at Begusarai towards **non refundable Tender Fee**. 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.300000/- (Rupees Three Lakh only)** in the form of Demand Draft / Pay Order favoring LIC of India drawn on any Scheduled Bank payable 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. The earnest Money Deposit will not carry any interest.
6. **TECHNICAL BID:** The bidders are requested to submit the **TECHNICAL BID (ANNEXURE A2)** in a sealed cover super scribed as "**Technical Bid for Tender for Hiring of Services of Office Boy in Various Offices under Begusarai**". The envelope shall contain the name, contact no., E-mail ID and address of the bidder. **The are requested to put their signature with seal in duly completed Technical Bid (Annexure-A2) 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 & C2)** in a sealed cover super scribed as "**Financial Bid for Tender for Hiring of Services of Office Boy in various Offices under Begusarai Division as second envelope.**
These two sealed envelopes containing Technical Bid and Financial Bid along with the third envelope containing Demand Draft / Pay Order / MR of **Rs300000/- (Rupees Three Lakh 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 super scribed as "**Tender for Hiring of Services of Office Boy in various Offices under Begusarai Division.**

SIGNATURE OF THE BIDDER WITH SEAL

Office boy

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LIFE INSURANCE CORPORATION OF INDIA, BEGUSARAI DIVISION

**TENDER FOR HIRING OF SERVICES OF OFFICE BOY 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 Divisional Office,
Deepshikha Road, Vishnu cinema campus
Begusarai-851101**

10. The rates 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 before bidding.**

13. LIC of India reserves the right to reject incomplete bids and bids lacking in details and without signatures or 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.**

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

SIGNATURE OF THE BIDDER WITH SEAL

Office Boy

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LIFE INSURANCE CORPORATION OF INDIA BEGUSARAI DIVISION

**TENDER FOR HIRING OF SERVICES OF OFFICE BOY FOR THE OFFICES UNDER
ITS JURISDICTION**

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/ **Bottom-Links/ Tenders 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 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 bidder 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

Office Boy

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LIFE INSURANCE CORPORATION OF INDIA, BEGUSARAI DIVISION

**TENDER FOR HIRING OF SERVICES OF OFFICE BOY FOR THE OFFICES UNDER
ITS JURISDICTION**

ELIGIBILITY CRITERIA AT THE TIME OF FURNISHING TECHNICAL BID

1. **SERVICES OF OFFICE BOY:** The bidder having **ISO certified 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 years (as on 31.03.2022)** in the field of House Keeping Services.
4. **The bidder Company / Firm must have minimum 25 employees enrolled on its roll as on 31.03.2022.**
5. **Minimum Average annual turnover** of the bidder Company / Firm must be **Rs.40.00 lakh** and above during any one of the previous three Financial Years. (i.e. FY 2019-2020, FY 2020-2021, FY 2021-2022).
6. The bidder Company / Firm must have experience of having executed a **contract of Annual Value of Minimum Rs 40.00 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, FY 2020-2021, FY 2021-2022).
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, P.F. Bonus etc. as applicable to them.**
10. The agency should have sufficient tools, equipments & infrastructure used for carrying out timely housekeeping jobs, as per the requirement.

SENIOR DIVISIONAL MANAGER

SIGNATURE OF THE BIDDER WITH SEAL

Office boy

LIFE INSURANCE CORPORATION OF INDIA, BEGUSARAI DIVISION

**TENDER FOR HIRING OF SERVICES OF OFFICE BOY FOR THE OFFICES UNDER
ITS JURISDICTION**

GENERAL TERMS & CONDITIONS RELATED TO AGENCY

1. The rate to be quoted shall be inclusive of cost of deploying the services of office Boy 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/ **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. L.I.C 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 tenderer impairs / derogates the tender in any respect during this period of validity of the offer, the EMD is liable to be forfeited.
8. L.I.C. 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 L.I.C 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 L.I.C of India, will be further processed and evaluated

SIGNATURE OF THE BIDDER WITH SEAL

Office Boy

LIFE INSURANCE CORPORATION OF INDIA, BEGUSARAI DIVISION

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12. L.I.C 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 the services. LIC of India will provide the contractor 15 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 30days 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 debarring 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 extension, 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 with 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 bills raised **should be provided with the following documents for verification and release of payment:**

I. The Contractor shall ensure that payment to his 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 Office Boy 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 Office Boy Personnel (as applicable) during the previous month to their respective Bank accounts.**

SIGNATURE OF THE BIDDER WITH SEAL.

Office boy

LIFE INSURANCE CORPORATION OF INDIA , BEGUSARAI DIVISION

**TENDER FOR HIRING OF SERVICES OF OFFICE BOY FOR THE OFFICES UNDER
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IV. Proof of remittance of ESI contribution of the deployed Office Boy 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 deployed Office Boy 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 deployed Office Boy 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 Agency/ Service Providers' 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, PF and Bonus 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 deposited will be merged with this amount. This 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 contract and subject to such deductions as may be necessary for making LIC of India's claim against the Service Provider.

SIGNATURE OF THE BIDDER WITH NSEAL

Office boy

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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.

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

18.PENALTY AND TERMINATION CLAUSE: it shall be the primary responsibility of the Contractor that work contract is executed as per Terms and Conditions stipulated under this contract to be 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 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 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/ certificates/ 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, GST 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 Contractor is liable to be terminated if breach of the rules and regulations is found even after the award of the Contractor.

**FURTHER 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 Office Boy 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 Office Boy 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 concerned authorities. A documentary evidence of depositing the deductions should be got acknowledged immediately after depositing. After lapse/ deviation in this regard shall be sole responsibility of the Agency.
- d). Appropriate deductions are to be made towards Income Tax Salary/ Wages paid & remitted to concerned authorities, if any. A documentary evidence of depositing the deductions should be got acknowledge 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 have 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 / 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 Contracts**'. 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.
27. LIC shall have the right to **increase or decrease the number of Office Boy and add or delete location for Office Boy** 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 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.

SIGNATURE OF THE BIDDER WITH SEAL

Office boy

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29. The Agency has to provide services of Office Boy 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.

A). 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.

B). 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.

31. The Agency/ Service Provider 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 omission of House Keeping Agency. The successful bidder has to furnish an Affidavit to LIC of India on a Stamp Paper of **Rs100/- as per Annexure D2**.

32. In order to satisfy itself about the nature and qualify 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 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, his bid would be considered as non responsive and his financial bid will not be processed any further and EMD will be forfeited.

33. 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.

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

35. TERMINATION OF CONTRACT: The contract may be terminated during the operative period by giving **30 day's notice in writing by LIC and 90 day's 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.

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LIFE INSURANCE CORPORATION OF INDIA, BEGUSARAI DIVISION

**TENDER FOR HIRING OF SERVICES OF OFFICE BOY FOR THE OFFICES UNDER
ITS JURISDICTION**

36. RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:

Every Bidder must note that his/ her Bid shall be 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 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 bidder or bidders of the ground for its actions and decisions. The Senior 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

Office boy

LIFE INSURANCE CORPORATION OF INDIA, BEGUSARAI DIVISION

**TENDER FOR HIRING OF SERVICES OF OFFICE BOY FOR THE OFFICES UNDER
ITS JURISDICTION**

ROLE OF AGENCY IN DEPLOYMENT OF OFFICE BOY PERSONNEL

1. The appropriate payment of wages and other benefits to the employees of the Agency shall be the exclusive responsibility of the Agency and 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 and make available for inspection to LIC at any time.
3. The Agency shall deploy office Boys who are courteous, trained, well mannered and disciplined 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 House Keeping Personnel / Office Boy so engaged should decency and decorum during the course of their deployment in and out of LIC.
4. The Agency will have to follow the norms, rules and regulations, guidelines, standing orders of LIC and 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 expenses, should provide proper uniform and other accessories to their employed House Keeping personnel. The Agency will ensure that the persons on duty are in neat and clean uniform.
7. Supervision/ coordination of various house keeping jobs will be the responsibility of the Agency in consultation with head of the concerned office.
8. The Agency should ensure that no House Keeping personnel / Office Boy leaves or remain absent in an un-authorized way without a replacement. Agency shall provide replacements/ backup in case of such requirement, failing which penalty @ Rs.300/- each day shall be deducted besides the deduction of wages etc. of no. of persons absent.
9. The personnel employed by the Agency as Office Boy should preferably be in age group 18 (Minimum) to 50 (Maximum) years. No minor should be employed under any circumstances.
10. The Office Boy 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 personnel deployed in LIC. Offices, and not later than 60 days from the date of deployment of person(s) at their risk and consequences.
11. The Contractor shall change the Office Boy personnel on demand by the administration within 24 hours, if he / she commits unethical acts 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.

SIGNATURE OF THE BIDDER WITH SEAL

Office boy

LIFE INSURANCE CORPORATION OF INDIA, BEGUSARAI DIVISION

**TENDER FOR HIRING OF SERVICES OF OFFICE BOY FOR THE OFFICES UNDER
ITS JURISDICTION**

12. The responsibility to deposit EPF and ESIC premium will be borne by House Keeping Agency.

13. It is incumbent upon the Agency to ensure that each office Boy execute his duty for prescribed hours and minimum wage is payable for every eight duty which will be decided in consultation with the head of the concerned office.

14. The Agency must ensure settlement of wages to all its employees latest by 7th of the following month, as per the Central/State Government labour laws and rules provide wages, PF, ESI etc. and yearly Bonus to the deployed Office Boy personnel and inform to the office regularly.

15. 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.

16. 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 agitational 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.

17. 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

office boy

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LIFE INSURANCE CORPORATION OF INDIA, BEGUSARAI DIVISION

**TENDER FOR HIRING OF SERVICES OF OFFICE BOY FOR THE OFFICES UNDER
ITS JURISDICTION**

TIMING AND DUTIES OF OFFICE BOY

Timing of Office Boy shall be:- 9.30 AM to 17.30 PM.

Lunch Break: - 13.30 PM to 14.00 PM

The Office Boy jobs shall be:-

Peon related job as per the requirement of the Office, Department/s and by the Instructions of Office In charge. At the end of office ensuring that no person has remained inside the premises while locking. Agency must ensure as per the need of the Office / Department deployed Office Boy/s Will be changed from one department/ office to other department/office within municipal area/ city/town as decided by the competent authority and also provide uniforms, identity card to all the deployed office boys' by the agency.

Senior Divisional Manager

SIGNATURE OF THE BIDDER WITH SEAL

Office boy

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LIFE INSURANCE CORPORATION OF INDIA, BEGUSARAI DIVISION

**TENDER FOR HIRING OF SERVICES OF OFFICE BOY FOR THE OFFICES UNDER
ITS JURISDICTION**

ANNEXURE 'A2'

TECHNICAL BID

(Last Date for Submission 21.03.2022. Up to 05.00 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 enclose 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. 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 / 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

LIFE INSURANCE CORPORATION OF INDIA, BEGUSARAI DIVISION**TENDER FOR HIRING OF SERVICES OF OFFICE BOY 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 Nos. (Please enclose attested photocopy)	
12	Labour Licence Nos. and validity under various provisions of Labour Laws (Please enclose attested photocopy of certificate)	
13	GST Registration No. (Please enclose attested photocopy of certificate)	
14	EPF Registration No. (Please enclose attested photocopy of certificate)	
15	ESI Registration No. (Please enclose attested photocopy of certificate)	
16	Date of obtaining ISO 9001 : 2008 or ISO 9001 : 2015 Certificate and its validity (Please enclose photocopy of certificate) if registered.	
17	Turnover for last 3 (three) years	FY 2019-2020: _____ FY 2020-2021: _____ FY 2021-2022-----
18	State the latest Income Tax assessed year and amount of Tax assessed (copies of last 3 years IT Returns, Balance Sheet & Revenue A/C to be enclosed.)	FY _____ FY _____ FY _____
19	Registration details with any other Government Authorities, if registered	
20	Details of empanelment with any office of LIC and /or PSUs / any other Corporate Offices (Please list giving details and name and telephone no. of persons who may be contacted for confirmation) (Enclosed Certificates)	

IGNATURE OF THE BIDDER WITH SEAL

Office boy

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LIFE INSURANCE CORPORATION OF INDIA, BEGUSARAI DIVISION

**TENDER FOR HIRING OF SERVICES OF OFFICE BOY FOR THE OFFICES UNDER
ITS JURISDICTION**

Sl. No	Information Sought	Information Provided
21A	Details of past experience in the present field engaged in (Please enclosed 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	
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 House Keeping / Office Boy 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 FIRM WITH SEAL

Office boy

LIFE INSURANCE CORPORATION OF INDIA, BEGUSARAI DIVISION**TENDER FOR HIRING OF SERVICES OF OFFICE BOY FOR THE OFFICES UNDER
ITS JURISDICTION****ANNEXURE 'B1'****FINANCIAL BID PART- 1****OFFICE BOY PROPOSED TO BE DEPLOYED**

List of Offices	Category	No. of Office Boy Deployed in D.O./B.O.s/ S.O.s /Guest House as guest house care taker
DIV.OFFICE,BEGUSARAI	"C"	14
Begusarai Branch-(514)	"C"	6
Khagaria Branch -(51B)	"C"	3
Supaul Branch- (52A)	"C"	4
Jamui Branch- (52C)	"C"	4
Lakhisarai Branch-(52E)	"C"	5
Barh Branch- (530)	"C"	4
Samastipur Branch-(535)	"C"	6
Madhepura Branch-(53A)	"C"	3
Dalsinghsarai Branch-(53E)	"C"	6
Saharsa Branch-(541)	"C"	5
Barauni S.O	"C"	1
Majhaul S.O	"C"	1
Naughachiya S.O	"C"	1
Birpur S.O	"C"	1
Triveniganj S.O	"C"	1
Jhajha S.O	"C"	1
Shekhpura S.O	"C"	1
Barahiya S.O	"C"	1
Mokama S.O	"C"	1
CLIA Samastipur	"C"	1
Rosera S.O	"C"	1
Tajpur S.O	"C"	1
Bihariganj S.O	"C"	1
Shahpur patory S. O	"C"	1
Simri Bakhtiyarpur S.O	"C"	1

Balia S .O	“C”	1
Surajgarha S.O	“C”	1
RMF Centre Begusarai	“C”	1
Guest House ,Begusarai	“C”	3

Total 81 Nos. Office Boy Deployed for various offices for ‘C’ Category .

Requirement of office boy depends as per the office need/situation of office.

SIGNATURE OF THE BIDDER WITH SEAL

Office boy

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LIFE INSURANCE CORPORATION OF INDIA, BEGUSARAI DIVISION
TENDER FOR HIRING OF SERVICES OF OFFICE BOY FOR THE OFFICES UNDER
ITS JURISDICTION

ANNEXURE 'C2'
FINANCIAL BID PART- 2

FINANCIAL BID FOR OFFICE BOYS /
GUEST HOUSE CARE TAKER

Sl.No	PARTICULARS	Category C
A	Basic wages with VDA per day as per Central Labour Act as on(01.04.2022)	Rs
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 (Ix26) per boys	

SIGNATURE OF THE BIDDER WITH SEAL

Office boy

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LIFE INSURANCE CORPORATION OF INDIA. BEGUSARAI DIVISION

**TENDER FOR HIRING OF SERVICES OF OFFICE BOY 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 quoted 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 provide 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 Office Boy Personnel applicable 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%** , 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 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 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

Office boy