



**TENDER DOCUMENT FOR
STAFF QUARTERS
HOUSEKEEPING SERVICES
(Deep Cleaning)**

LIC OF INDIA,
OS DEPARTMENT, WESTERN ZONAL OFFICE,
YOGAKSHEMA BUILDING, GROUND FLOOR,
JEEVAN BIMA MARG, NARIMAN POINT, MUMBAI- 400021

17.01.2024

Authorized signature of bidder with date & seal of Company/firm/ Agency

PART-A - NOTICE INVITING TENDER

TENDER NOTICE FOR HOUSEKEEPING SERVICES (Deep Cleaning)

Life Insurance Corporation Of India, Mumbai (hereinafter referred to as "The Corporation") having its Western Zonal Office at Yogakshema , Jeevan Bima Marg, Nariman Point, Mumbai- 400021 invites Sealed Tenders under two-bid system from reputed, licensed organizations / Agencies who are providing Housekeeping services in any organization/ Government / Public Sector undertaking / Private organizations of repute etc. for providing House Keeping Services (Deep Cleaning) for its Staff Quarters located at various locations in Mumbai, (as per Ann.)

Tenders through Gem, are invited from reputed agencies with their presence in Mumbai, providing House Keeping Services (Deep Cleaning) with at least Three years experience of providing House Keeping Services to any organization/ Government /Public Sector undertaking / Private organizations of repute etc. under the two bid system. Schedule for the tender process is as given below:-

Table – 1: Schedule of Activities

1.1 Tender Notification Number and Date	WZO/OS/HOUSEKEEPING/002/Deep cleaning dated 13.01.2024
1.2 Cost of Tender Document	Rs. 700/- + GST as applicable (non refundable) in the form of Demand Draft/Pay Order drawn in favour of "LIC OF INDIA" payable at Mumbai to be paid at the time of submitting the tender in a separate envelope super scribed "COST OF DOCUMENT FOR HOUSEKEEPING SERVICES (Deep Cleaning) TENDER"
1.3 Earnest Money Deposit	Bidder needs to provide a 3% as EMD of Total Value of Contract i.e. Rs. 45000/-
1.4 Time , Date and Place of Sale of Tender Document (collection in person from the given address or downloading from official site of the	Time – 10.30 am to 1.30 pm Date : From 14.02.2024 to 28.02.2024 Place - LIC OF INDIA, Western zonal office, Office Services Dept , Ground Floor,

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Corporation)	Yogakshema , Nariman Point , Mumbai- 400 021 ***Please see note below
1.5 Time, Date and Place for receipt of Tender Documents (LAST DATE)	Time: 10.30 am to 1.30 pm Date: -- 28.02.2024 Place - LIC OF INDIA, Western zonal office, Office Services Dept , Ground Floor, Yogakshema , Nariman Point , Mumbai- 400 021
1.6 Time, Date and Place of Opening Tender Document	Time: 3.00 pm onwards Date: -- 28.02.2024 Place - LIC OF INDIA, Western zonal office, Office Services Dept , Ground Floor, Yogakshema , Nariman Point , Mumbai- 400 021
Pre- Bid meeting with Tenderers for Inspections of housekeeping service site.	Time: 3.00 pm onwards Date: -- 20.02.2024 Place - LIC OF INDIA, Western zonal office, Office Services Dept , Ground Floor, Yogakshema , Nariman Point , Mumbai- 400 021

***Tender document may also be downloaded from Corporation's website from the link:- www.licindia.com

The downloaded / purchased tender form must be complete in all respect and dropped in the tender box placed at the above mentioned address strictly within the dates and time mentioned as above along with the tender document and a Demand Drafts/Pay Orders of Rs. 45000/- and Rs. 700/- + GST as applicable – drawn in favour of ' LIC OF INDIA' payable at Mumbai towards the Earnest Money Deposit (EMD) and cost of Tender Document respectively.

The tenders received after the last date and time of submission as mentioned above shall be rejected.

All the forms (A TO G) are part of this tender and shall be duly signed by authorized person of the tenderer.

LIC of India reserves the right to call for missing / additional requirements or otherwise from the applicant at the time of analysis of the tenders received in response to this notice.

LIC of India does not bind itself to accept the lowest or any tender and reserves the right to reject all or any bid or cancel the tender without assigning any reason whatsoever.

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Decision of the Corporation will be final, conclusive and binding on the tenderers and the Corporation takes no responsibility for any delay whatsoever for submission of tender after the last date and time given in the schedule.

Zonal Manager

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PART B – GENERAL RULES AND INSTRUCTIONS TO TENDERERS

Life Insurance Corporation of India, Mumbai (hereinafter referred to as “The Corporation”) invites tenders from reputed, licensed organizations / Agencies with their presence in Mumbai for **Housekeeping services (Deep Cleaning)** for its Staff Quarters located at various locations in Mumbai. (Please refer to scope of work in instructions to Bidders herein below) for a period of 2 Year (Twenty four Months) from the date of awarding contract extendable by one more year depending upon the experience and at the discretion of Competent Authority of the Corporation.

1. Tender should be dropped in Tender Box placed at LIC Head office on above address in a sealed envelope bearing address:

The Regional Manager (OS), Office Services Department, Western Zonal Office, LIC of India, Yogakshema Building, West Wing Ground Floor, Jeevan Bima Marg, Nariman Point, Mumbai – 400021.

2. The last date and time for submission of tender is **as mentioned in Table 1: Schedule 1.5** The tenders (Technical Bids) will be opened on **as mentioned in Table 1: Schedule 1.6** The venue of opening of Technical tender will be same as given therein. The Technical Bids will be opened in presence of the Tenderer or their authorized representatives present. The Tenders received after the date and time mentioned **in Table 1: Schedule 1.5** will not be entertained and shall be rejected forthwith. Decision of the Corporation in this regard will be final, conclusive and binding on the tenderers and the Corporation takes no responsibility for any delay whatsoever for submission of tender after due date and time given here above.

3. The cost of tender form is non refundable. The tender form may be downloaded from website of the Corporation- www.licindia.in or can be obtained from the office at address as mentioned **in Table 1: Schedule 1.2.**

4. **The bid shall be valid for the period of 180 days** from the last date of submission of the tender as per Notice issued in this respect.

5. The tender shall be submitted in two parts i.e. Part-I (Technical Bid) and Part-II (Financial Bid) Tenders must be submitted in **Cover-1**, which should be super scribed with the words **“TENDER FOR STAFF QUARTERS HOUSEKEEPING SERVICES (Deep Cleaning) – Technical Bid”** (Strictly as per **Form F**) containing all the certificates / information / documents and **Cover-II** which should be super scribed with the words **“TENDER FOR STAFF QUARTERS HOUSEKEEPING SERVICES (Deep Cleaning) – Financial Bid”** (strictly as per format given in **Form-G**). Cover-II will be opened after short listing of tenderers based on the Technical Bids.

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Cover-III: This is a Master cover containing the above covers of Technical Bid and Financial Bid and this cover III should be super scribed with the words: **“TENDER FOR STAFF QUARTERS HOUSEKEEPING SERVICES (Deep Cleaning) – Cover III** shall bear the address as given below:-

**The Regional Manager (OS),
Office Services Department,
LIC of India, Western Zonal Office,
Ground Floor, West Wing, Yogakshema,
Jeevan Bima Marg,
Mumbai-400021.**

6. Those Technical bids which are found to be in order i.e. satisfying all the stipulated condition for Housekeeping Services (Deep Cleaning) shall be short-listed and financial bids of only such short-listed bidders will be opened.

7. Any Contractor submitting the tender shall be deemed to have read and understood the terms and conditions, scope of the work etc and quoted accordingly.

8. LIC of India reserves the right to call for missing / additional requirements or otherwise from the applicant at the time of analysis of the technical bids received in response to this notice.

9. Any conditional offer / tender shall not be considered.

10. Any modification in the tender after opening date shall not be considered.

11. The Tenderers should read and understand all the terms and conditions of the Tender before applying as the submission of the tender shall be deemed to signify the acceptance of the terms and conditions of this tender along with Annexure(s) and the successful tenderer shall sign and execute a Contract subsequently which shall be inclusive of the terms and conditions as set forth in FORM F **(TECHNICAL BID)** of this Tender.

12. The Contractor should be a registered body for providing office upkeep & housekeeping services having valid requisite license.

13. The Bidders should have experience of at least 3 years in providing Housekeeping Services.

14. The Bidder should have experience of Housekeeping services (Deep Cleaning) in any Private or Private Limited Financial organization, Government /Public Sector undertaking / Private organizations of repute in the last 3 years .

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15. The average Annual Turnover from Housekeeping business during last 3 years should be at least **₹20 Lakhs per annum.**

16. The firm / Contractor should be a profitable company. The firm should have made profits in at least 2 out of the last three financial years (FY 2020-21, 2021-22, 2022-23).

17. Satisfactory service certificates should be enclosed from any one of the bidder's existing major clients with details of contact person, Telephone No. email etc.

18. The Bidders should ensure and confirm that they have the entire mandatory compliance certificates / registrations / license under various applicable laws including labour laws applicable for the state of Maharashtra. The Contractor shall ensure that none of his employees are paid salary / wages which are less than the prescribed amount under the Minimum Wages Act 1948 by the Government of India or by the State Government or any other Authority constituted by or under any law, **whichever is higher**, for the category of workers employed by them from time to time. The Bidder should **comply with various provisions of Contract Labour (R & A) Act 1970 and Central Rules 1971** and should enclose the copies of the following:

1. License from **Labour Commissioner** to employ contract labour under the Contract Labour Act.
2. Registration certificate under **Employees Provident Act.**
3. Registration under **Employees State Insurance Act.**
4. Latest **Income tax** clearance certificate, if any and PAN Card of the Contractor.
5. **GST registration** Certificate.
6. Copies of Audited Balance Sheets for the past 3 years.

The Bidder should not have defaulted in providing similar services and should not have been black-listed with any office of LIC of India or any other establishment. The Bidders should have proper tools & tackles for providing House Keeping Services at Mumbai.

19. The Bid shall be signed by a person or persons so authorized by the Bidder. In case, the Bidder is a Company, the officer so authorized by the Company shall sign the Bid and affix the seal of the company.

20) While discharging the duties, the contractor shall be responsible for any injuries to persons, damage to building, building structure, streets and footpaths and shall rectify it at his own cost.

21) The contractor shall be responsible for storing and safeguarding his own material at his own cost. The Contractor and his workers will be allowed to use lift. Any damage / spoiling of lift / floor caused during such act will have to be made good by the Contractor at his own expense.

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PART C – GENERAL CONDITIONS OF CONTRACT

- 1) The site should be kept neat and tidy after cleaning / mopping, etc. work is completed. No cleaning material should be left in and around the cleaned area.
- 2) The contractor shall ensure to take proper safety measures against hazardous material.
- 3) None of the personnel deployed by the Contractor shall indulge in any act other than that provided under this contract.
- 4) The Contractor shall follow all prevailing rules / regulations / laws and should possess valid license for providing housekeeping services and shall take all safety measures for the personnel deployed by him. The Contractor shall follow all the provisions of labour law and shall alone be responsible for any lapse in this regard.
- 5) The Contractor shall carry out the entire work having full regard to the safety of his own personnel as well as residents of the staff Quarters. All safe practices shall be strictly adhered to by the Contractor such as providing gloves when handling sharp objects, acid, chemicals etc. The Contractor shall protect sides of opening in floor slabs, edges of slabs, stair, stairwells etc. with barricade, warnings signs / lights and educate all his workmen to follow safe working practices. The Contractor shall carry first aid box. Despite observing safe practices if any unfortunate incident occurs during discharge of assigned job/s, the Contractor shall bear all expense or claims towards treatment or compensation.
- 6) The Corporation shall not be responsible financially or otherwise for any injury or death caused to any of the personnel of the Contractor during the performance of duties in the premises of the Corporation. The Contractor shall be solely responsible for providing compensation, if any and / or providing for expenses towards treatment for any injury or loss of life during performance of duties by the personnel deployed by him.
- 7) The Contractor shall not cause or allow any of his personnel to act in any manner, which may cause unnecessary disturbance or inconvenience to the Corporation, employees of the Corporation, owners / tenants / occupants of nearby properties or to the general public.
- 8) Nothing in this tender shall by implication or expression be taken to mean or imply that any of the persons deployed by the Contractor for rendering housekeeping services are employees of the Corporation or deployed by the Corporation. The Contractor shall deploy workers who shall be in his sole employment and he shall be solely and wholly responsible for their acts, salaries, wages, remunerations or any other statutory liabilities or other payments. Under no circumstances shall the Corporation be liable for any payment or claim or compensation (including but not limited to compensation on account of injury, death or termination). In case any liability falls on the Corporation for any reason, the Contractor shall keep the Corporation indemnified against the same. In order to give effect to this, the Contractor shall incorporate suitable clause in the appointment letters to be issued to

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his workers mentioning that the workers are employees of the Contractor. The Contractor shall ensure medical checkup of all the personnel deployed by him, periodically as well as whenever necessary, at his own cost.

9) The Contractor will be responsible for all members of the staff deployed by him and shall obtain police verification of their antecedents. A certificate to this effect shall be furnished by the Contractor to the Corporation before deployment of the staff. Further, in respect of the workers deployed at the Corporation's premises, the Contractor shall submit details such as Names, appointment letters issued by the Contractor, age proof, address proofs & certificate of police verification in respect of all his staff deployed at Corporation's site. The Contractor shall ensure that the character and antecedents of the workmen deployed by him are duly verified before such deployment.

10) The Contractor shall be responsible for any loss due to theft / pilferage / damage caused in the course of performance of duties to the Corporation's property including fittings, furniture, fixtures or any other equipment(s). The Corporation shall assess the amount payable by the Contractor towards damages / loss / theft / pilferage and the same shall be recovered by the Corporation from the any payment due to the Contractor.

11) The personnel deployed by the Contractor should be healthy, neat and clean. They should display good conduct & courteous behaviour. They should be in proper uniform and should be provided photo identity cards by the Contractor at his own cost.

In case of any complaint against any of the personnel deployed by the Contractor, he shall remove such person immediately and arrange for replacement of removed person within 24 hours. The person(s) so removed should not be deployed again or allowed to work in the premises.

12) If the staff deployed by the Contractor is found to be indulging in any undesirable activities in the premises of the Corporation, the Contractor will solely be responsible for all the consequences. Besides, the Corporation shall be at liberty to lodge complaints before appropriate authorities.

13) The contract shall be for a period of TWO Years initially. However, the same may be extended by one more year subject to approval of Competent Authority.

14) The Contractor shall make payment to his personnel as per Minimum Wages Act only by electronic mode. Monthly payments to the Contractor will be made only after submission of certificate mentioning names of workmen, amount paid, name of the bank and bank account number. The names mentioned should only be of those personnel who were actually deployed for providing housekeeping services to the Corporation by the contractor. Any violation of the Minimum Wages Act will entail forthwith termination of the contract in addition to such penal consequences as may be deemed fit by the Corporation.

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15) All work must be carried out to the entire satisfaction of the Corporation. If the standard of housekeeping services is not maintained to the satisfaction of the Corporation, appropriate penalty will be imposed.

16) Personnel required:

- i) The vendor will have to deploy at least 03 workmen on every job undertaken..
- ii) The personnel deployed by the Contractor are expected to provide services as per terms of the contract.
- iii) The workmen deployed by Contractor for Housekeeping jobs should be of sound mind & major with age not more than 45 years.
- iv) The Contractor shall not deploy for house-keeping and / or supervision any relative(s) of any serving / retired / resigned / deceased employee(s) of the Corporation.

17) A) Responsibilities of the Contractor would be as under:-

- i) To provide disciplined, courteous, trained and quality personnel ever ready to attend housekeeping work politely.
- ii) The Contractor shall ensure excellent standard of house-keeping and maintenance and ensure that entire premises are kept hygienic and clean.
- iii) The Contractor shall maintain daily attendance register in respect of its workmen deployed. Needless to add, all the workmen of the Contractor shall be required to display their photo identity card issued by the Contractor.
- iv) It shall be the responsibility of the Contractor to provide its workmen with all the benefits, remuneration & amenities prescribed under any applicable law.
- v) The Contractor shall be responsible to maintain all Registers, Records and Accounts required for the compliance of any and all statutory provisions / obligations.
- vi) The Contractor should ensure that its employees do not smoke while working in the premises of the Corporation. They will also not indulge in drinking alcohol or any other intoxicants. They will not consume drugs and eat pan / khaini / tobacco etc. They will not play cards or indulge in gambling while on duty

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17 (B) The Contractor shall:

- i) Provide proper neat and clean uniform to all the workmen deployed by him for providing housekeeping services and ensure that the same is worn by his workmen during the course of their duties in the premises.
- ii) Train personnel regularly so as to keep them abreast with the use of modern techniques of cleaning / sweeping, behavior, safety etc.
- iii) Ensure immediate corrective action on receipt of any complaint against the services provided or against any individual deployed by him in the premises of the Corporation.
- iv) Arrange and pay for the Policy under the Public Liability Insurance Act, 1991 and insure and keep insured all materials which are or have been declared to be hazardous under the notifications issued or that may be issued from time to time under the above Act or any rule framed there under.
- v) Obtain Insurance Policy of adequate value in respect of all his workmen deployed for providing housekeeping services, towards meeting the liability of compensation arising out of death, injury, disablement of work etc. and shall pay premiums regularly as when the same shall become due during the currency of the Contract.
- vi) In the event of earlier termination of the Contract by either parties or on expiry of the contract, the contractor shall be obliged to continue providing the services on the same terms and conditions as provided in the Contract, till the Corporation is able to make alternate arrangements for housekeeping services, even if Corporation has agreed in writing to allow the Contractor to discontinue earlier.
- vii) Comply with the instructions issued by the authorities of the Corporation from time to time relating to the performance of the services, duties and obligations. The services rendered by the Contractor shall be subject to regular review by the Corporation and its decision as to the quality thereof shall be final and absolute.

18) Nothing in this tender shall be deemed to create any Partnership, Joint Venture, Agency between CORPORATION and the Contractor or their representatives and employees and nothing herein shall deem to confer on any party, any authority to incur any obligation or any liability on behalf of the other party. The Contractor is an independent entity and not an employee, agent, associate or authorized representative of Corporation. The Contractor is not authorized to undertake any obligation or liability in the name of or on behalf of Corporation whatsoever.

19) The Contractor & the workers deployed by him at the Corporation Premises shall maintain confidentiality of any information in their possession during their deployment in the premises of the Corporation's Staff Quarter & thereafter.

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20) Mandatory Conditions:-

1) The tendering Firm / Contractor / Company are required to enclose photocopies of the following documents duly self attested along with the Technical Bids failing which their bids shall be summarily rejected.

- a) Registration certificate with Labour Department
- b) Copy of PAN/GIR card
- c) Copy of Income Tax Returns filed for the last three financial years
- d) Copies of EPF and ESI certificate
- e) Copy of GST Registration
- f) Copy of Shop and Establishment License

2)The Contractor should have the necessary valid licence under Bombay Shops and Establishment Act, 1948. It shall also obtain the permission of the Municipality or any other authorities if required under the existing rules.

3)The successful bidder shall give an Affidavit on Notarized Stamp paper of Rs.100/- that they are complying with the provisions pertaining to various Acts as mentioned below. It will be the sole responsibility of the Contractor to abide by the provisions of the following Acts as to the workers deployed by him for performance of the service.

- a] Child Labour Abolition & Rehabilitation Act, 2006
- b] Workmen Compensation Act 1923
- c] Labour & employment Act 1972
- d] Industrial Employment (Standing Orders) Act 1946
- e] Contract Labour (Regulation & Abolition) Act 1970
- f] The Minimum Wages Act 1948
- g] Employees' Provident Fund Act 1952
- h] The Employees' State Insurance Act 1948
- i] The Payment of Bonus Act, 1965

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j] Any other Act or Legislation which may govern the nature of Contract.

21) The bidder will discharge all legal obligations in respect of wages of his workmen and their service conditions & shall comply with all the rules & regulations & provisions of Law in force that may be applicable to them from time to time viz. statutory obligations under Contract Labour (Regulation & Abolition) Act 1970, Minimum Wages Act, Workmen Compensation Act, EFP & MP Act, Industrial Dispute etc. The Contractor will indemnify & keep indemnified the Corporation from any claim, loss or damage that may be caused to the Corporation on account of the failure of the Contractor to comply with his obligations under the various laws towards the workmen deployed by him for any loss or damage to the Corporation due to the acts / omissions of Contractor.

22) All the bidders shall execute and submit Integrity Pact on stamp paper of ₹ 500/- as per **Annexure A** in this tender document.

23) All the bidders shall submit an affidavit confirming that the contractor has not been blacklisted by any of the office of Corporation.

24) The bidder should neither be a sub-contractor to any other entity / person, nor should, at any time, sub-let to any other person, the contract awarded to him. He should not be a party to any cartel at any time for processing any contract including the present Tender.

25) The bidder shall submit only one tender either by himself or as a partner in joint venture or as a member of consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, their Bids are liable to be rejected.

26) PAYMENT TERMS:

The billing and payment will depend on actual number of personnel deployed by contractor and their stipulated minimum wages, according to their respective category, viz unskilled / semi-skilled etc.

The Contractor will be paid on monthly basis by NEFT / RTGS only for the services rendered during the particular month for which he shall submit the bill for the agreed amount latest by 7th of the following month along with proof of remittance of EPF, ESIC of the previous calendar month along with list of employees for whom the amount stands remitted. The list shall mention all the particulars like name of workmen, amount credited (With bifurcation like BASIC+VDA+EPF+ESIC+STATUTORY BONUS), Bank name and bank account number.

The Contractor shall disburse the minimum wages (in vogue as on date of payment of wages) to its workmen by electronic mode only.

- TDS at the prevailing rates will be deducted.

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- The Contractor shall alone bear all taxes, rates, charges and levies or claims whatsoever as may be imposed or levied by the State/Central Government(s) or any local body or authority for and in connection with rendering services except Goods and Services Tax (GST) raised by Contractor in the monthly bill & same will be paid by Corporation along with the other agreed charges for the services of housekeeping.
- All the taxes which the Corporation may be liable to deduct or called upon to so deduct, during the currency of the Contract which are liable to be paid by the Contractor under the law, if not paid, shall be set-off against the bills raised by the Contractor and paid to the respective government department(s) or authorities as may be required under law and the Contractor shall have no claim / objection in respect of any or all such payments.

27) TERMINATION:

Corporation reserves the right to cancel or terminate this contract / agreement by giving one month's notice in writing without giving or assigning any reasons whatsoever for doing so. In the event of the Contractor wishing to terminate this Contract, the Contractor shall give at least three months notice to Corporation in writing and in either case.

In the event of earlier termination of the Contract by either parties or on expiry of the contract, the contractor shall be obliged to continue providing the services on the same terms and conditions as provided in the Contract, till the Corporation is able to make alternate arrangements for housekeeping services, even if Corporation has agreed in writing to allow the Contractor to discontinue earlier.

The contract is also liable to be terminated by the Corporation if

- a. The Contractor abandons the work or
- b. The Contractor assigns or sublets the work in whole or in part thereof or
- c. The Contractor makes default in proceedings of the work under the contract, at any time during the contract period, with due diligence and continues to do so even after a notice is issued by the Corporation or
- d. The Contractor becomes bankrupt or insolvent or goes into liquidation or is ordered to wind up or has a receiver appointed on its assets or
- e. The Contractor persistently disregards the instructions issued by the Corporation or
- f. The Contractor fails to adhere to the agreed schedule of the work or
- g. The information submitted by the Contractor in the Tender is found to be incorrect or
- h. The Contractor fails to perform its obligations as per terms and conditions of the contract or

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- i. The Contractor fails to maintain records / registers as required under the terms of this contract.

28) DISPUTES & DIFFERENCES:

In all cases of dispute, the matter will be referred to the Zonal Manager of L.I.C. of India, WZO and his/her decision shall be final and legally binding on the contractor.

29) SECURITY DEPOSIT:

The selected Contractor will have to remit security deposit of 3% of annual value of the contract. The amount will be kept with us interest free for the entire period of the contract. The Security Deposit shall be refunded within a period of two months from the date of expiry or termination of contract (whichever is earlier) provided there are no defects or loss or damage caused to the Corporation. In case of defects or loss or damage caused to the Corporation, the same shall be recovered from the Security Deposit and balance, if any, shall be refunded without interest to the Contractor.

30) The Contractor shall remit ESI and EPF contribution of all his workmen regularly to ESI Corporation and P.F. Authorities respectively and furnish the proof of the same every month to the Corporation. If it is found at any time that ESI and EPF contributions in respect of his employees are not being deposited, L.I.C. of India reserves the right to utilize the amount of Security Deposit for the same or from the amount payable to the said contractor.

31) The Contractor agrees to abide by the regulations if any notified by IRDAI during the currency of Contract in connection with, "Outsourcing of Services" by LIC of India.

32) PROVISIONS OF SECTION 33(3) and 33(4) OF THE INSURANCE ACT, 1938 AS AMENDED BY THE INSURANCE LAWS (AMENDMENTS) ACT, 2015:

In terms of provisions of Section 33(3) of The Insurance Laws (Amendment) Act, 2015, the Insurance Regulatory and Development Authority of India (IRDAI), is authorized to verify such books of account, registers, other documents and the data base in the custody of the Contractor in respect of services outsourced by the LIC of India. It shall be the duty of the Contractor to provide such documents / statements / information as may be required by IRDAI within such time as may be specified by IRDAI.

In terms of provisions of Section 33(4) of The Insurance Laws (Amendment) Act, 2015, the Insurance Regulatory and Development Authority of India (IRDAI), if it considers expedient to do so, may direct any person hereinafter referred to as "Investigating Officer", to make an investigation as specified under Sec.33(1) or carry out an inspection as specified under Section 33(2) of The Insurance Laws (Amendment) Act, 2015, who may

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examine on oath any Manager, Managing Director or Other Officer of the Contractor or agency where the services are outsourced by LIC of India.

33) The Corporation reserves the right to call for any record or requirements from the Contractor at any time in response to any query from the Appropriate Authorities.

34) The Bidder needs to submit a signed Bid Security Declaration stating that if the bidder withdraw or modify their bid during the period of validity etc., the bid submitted by him/her will be declared void and will be cancelled. Further the bidder will be suspended for the period of Six Months or as deemed fit by the competent authority for participating in any of the tendering /Bidding /Empanelment process initiated by the Western Zonal Office .

We accept all the above terms and conditions as set forth in all the Forms from **A to G.**

**AUTHORISED SIGNATORY
NAME / DESIGNATIONS & SEAL OF THE FIRM/ CONTRACTOR/COMPANY**

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FORM D – DETAILS OF THE AREA FOR HOUSEKEEPING WORK

The successful Contractor will be required to provide housekeeping services on all weekdays at all the following office Staff Quarters of the Corporation.

AREA – A

Category A	SQ Area above 2800 sq.ft.
Category B	SQ Area 1801 to 2800 sq.ft.
Category C	SQ Area 1000 - 1800 sq.ft.
Category D	SQ Area upto 1000 sq.ft.

Sr.No	Location of Staff Quarters	Number of Staff Quarters			
		Category - A	Category - B	Category - C	Category - D
1	ANTARIKSHA				6
2	BELVEDERE COURT		1	1	
3	EDEN GARDEN				1
4	GAURAV APARTMENT			2	
5	INDER TOWER			1	4
6	INDIA BULLS		1		
7	JEEVAN AKASH				5
8	JEEVAN ANAND			6	
9	JEEVAN JYOT	1	8		
10	JEEVAN SHANTI				3
11	LODHA		1		
12	MDC				1
13	OMKAR WORLI		4		
14	OVAL VIEW		3		
15	QUEENS COURT		1	2	
16	SANGHI RESIDENCY		1		

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17	UTI JUHU				6
18	VASANT MAHAL			1	
	Total	1	20	13	26

FORM- E – DETAILS OF THE SCOPE OF WORK AND MATERIAL

The vendor will be required to discharge the following functions/activities and the preferably use the material mentioned below or equivalent as detailed herein below:-

Kitchen

- Cleaning of Kitchen tiles, slabs and floor, Interior cleaning of trolleys and shelves,
- Exhaust, sink cleaning
- Include appliance cleaning (External only) such as fridge, microwave, etc

Bathroom

- Deep Cleaning of bathroom floor & tiles, WC Seat, Wash Basin
- Stain removal from WC, washbasin, Includes taps and fixture shining

Living Room, Dining Room, Bedroom also includes balcony

Deep cleaning of Floor, Windows, Doors, Furniture, Light & Fan Fittings, AC (Exterior of indoor unit)

Dry vacuum cleaning of sofa, carpets, and curtains includes cob-web removal

- Cleaning of Mirror, Wardrobe (exterior)

Exclusions

- Wall Shampooing
- Utensils cleaning
- Kitchen - Doesn't include removing & placing back utensils
- Doesn't include wet-vacuuming and shampooing of sofa-set
- Cleaning of footwear

Equipment to be used/deployed

- Single Disk Machine for Floor Scrubbing
- Vacuum Cleaner for dusting,
- Hand Scrubber for bathroom floors
- T-shaped scrubber for corner cleaning

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Recommended Description/brand of materials to be used:-

Function	Chemical Description/Brand
Cleaning and sanitizing of surfaces of toilets/wash rooms	R1-Diversey/Taski
Cleaning of floors and walls	R2- Diversey/Taski
Cleaning of toilet windows, mirrors	R3- Diversey/Taski
Cleaning of WCs	R6- Diversey/Taski or Harpic
Removal of oil/grease stains	R7- Diversey/Taski
Removal of hard stains from walls of wash rooms and fittings	R9- Diversey/Taski
Cleaning wash basins	Vim liquid and Scotch-brite
Cleaning glass doors, glass shelf, windows	Colin liquid and glass cleaner/ wiper/yellow cloth
Cleaning glass table tops, coffee tables	Colin liquid and yellow cloth
Cleaning tables, partitions, cupboards	Dusters(checks)

General points about materials for housekeeping:

- i. The description/brand of materials to be used for various house-keeping activities shall be as specified above or equivalent.
- ii. All cleaning material shall be provided and arranged by the vendor at its own cost. All the material used should be of good quality and eco-friendly.
- iii. The vendor shall arrange for all cleaning equipments such as – Hard brush / soft brush, Soft / Hard duster, Mops, Multi Wash, Dry mops kit, Glass cleaner, WC cleaner, Vacuum cleaner, Jet-pump etc.
- iv. The quality of cleaning material/ equipments may be inspected by us periodically.
- v. In case of any problems relating to plumbing, breakage of pipe etc., during deep cleaning, the vendor shall arrange to carry out the necessary plumbing work within 24 hours.

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Frequency of Housekeeping Services

Residence Specification	Frequency
Residence of Chairman	Once in every Fortnight
Residence of Managing Director	Once in every Fortnight
Residence of Zonal Manager (S) cadre	Once a month
Residence of Zonal Manager (O) cadre	Once a month

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Annexure A

PRE CONTRACT INTEGRITY PACT

General:

This pre-bid pre-contract Contract (hereinafter called the Integrity Pact) is made on..... day of the month of201 , between, on one hand, the Life Insurance Corporation of India (hereinafter referred to as "LIC") a statutory Corporation established under section 3 of Life Insurance Corporation Act 1956 (XXXI of 1956) and having its corporate office at "Yogakshema" Jeevan Bima Marg Mumbai 400021. (hereinafter called the "BUYER" which expression shall mean and include, unless the context otherwise requires, his successors in office assigns) of the First part. And M/s _____ represented by Shri..... (hereinafter called the "BIDDER /SELLER" which expression shall mean and include , unless the context otherwise requires, his successors and permitted assigns) of the Second part.

WHEREAS the BUYER proposes to procure Comprehensive Maintenance and Servicing of Water coolers and Water purifiers installed in its offices, Staff Quarters and Guest houses in Mumbai and the BIDDER/Seller is willing to offer/has offered the Comprehensive Maintenance and Servicing of Water coolers and Water purifiers installed in its offices, Staff Quarters and Guest houses in Mumbai and

WHEREAS the BIDDER is a private company/public company/Government undertaking/partnership/registered export Contractor, constituted in accordance with the relevant law in the matter and the BUYER is performing its function under the LIC Act 1956.

NOW, THEREFORE,

To avoid all forms of corruption by following a system that is fair, transparent and free from any influence/prejudiced dealings prior to, during and subsequent to the currency of the contract to be entered into with a view to:-

Enabling the BUYER to obtain the desired said services at a competition price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement, and

Enabling BIDDERS to abstain from bribing or indulging in any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and the BUYER will commit to prevent corruption, in any form, by its officials by following transparent procedures.

The parties hereto hereby agree to enter into this Integrity Pact and agree as follows:-

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Commitments of the BUYER

1.1 The BUYER undertakes that no official of the BUYER, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour or any material or immaterial benefit or any other advantage from the BIDDER, either themselves or for any person, organisation or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting on implementation process related to the contract.

1.2 The BUYER will, during the pre-contract stage, treat all BIDDERS alike and will provide to all BIDDERS the same information and will not provide any such information to any particular BIDDER which could afford an advantage to that particular BIDDER in comparison to other BIDDERS.

1.3 All the officials of the BUYER will report to the appropriate "CVO" any attempted or completed breaches of the above commitments as well as any substantial suspicion of such a breach.

2. In case any such preceding misconduct on the part of such official(s) is reported by the BIDDER to the BUYER with full and verifiable facts and the same is prima facie found to be correct by the BUYER, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by the BUYER and such a person shall be debarred from further dealings related to the contract process. In such a case while an enquiry is being conducted by the BUYER the proceedings under the contract would not be stalled.

Commitments of BIDDERS

3. The BIDDER commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following:-

3.1 The BIDDER will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER, connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.

3.2 The BIDDER further undertakes that it has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER or otherwise in procuring the Contract or forbearing to do or having done any act in relation to the obtaining or execution of the contract of any other contract with the government for showing or forbearing to show favour or disfavor to any person in relation to the contract of any other contract with the Government.

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- 3.3 Foreign BIDDERS shall disclose the name and address of their Indian agents and representatives in India, and Indian BIDDERS shall disclose their foreign BUYERS or associates.**
- 3.4 BIDDERS shall disclose the payments to be made by them to their Foreign BIDDERS shall disclose the name and address of their Indian agents and representatives in India and Indian BIDDERS shall disclose their foreign BUYERS or associates. agents/brokers or any other intermediary, in connection with this bid/contract.**
- 3.5 The BIDDER further confirms and declares to the BUYER that the BIDDER is the original owner of the Contractor/ firm /company providing comprehensive maintenance and servicing of water coolers/purifiers and has not deployed any individual or firm or company whether Indian or foreign to intercede, facilitate or in any way to recommend to the BUYER or any of its functionaries, whether officially or unofficially to the award of the contract to the BIDDER, nor has any amount been paid, promised or intended to be paid to any such individual, firm or company in respect of any such intercession, facilitation or recommendation.**
- 3.6 The BIDDER, either while presenting the bid or during pre-contract negotiations or before signing the contract, shall disclose any payments he has made, is committed to or intends to make to officials of the BUYER or their family members, agents, brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.**
- 3.7 The BIDDER will not collude with other parties interested in the contract to impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.**
- 3.8 The BIDDER will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.**
- 3.9 The BIDDER/Contractor will not commit any offence under the relevant India penal code (IPC) /Provision of corruption (PC) act .Further improperly, for purposes of competition or personal gain, pass on to others, any information provided by the BUYER as part of the business relationship, regarding plans, technical proposals and business details, including information contained in any electronic data carrier. The BIDDER also undertakes to exercise due and adequate care lest any such information is divulged.**
- 3.10 The BIDDER commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.**
- 3.11 The BIDDER shall not instigate or cause to instigate any third person to commit any of the actions mentioned above.**
- 3.12 If the BIDDER or any employee of the BIDDER or any person acting on behalf of the BIDDER, either directly or indirectly, is a relative of any of the officers of the BUYER, or alternatively, if any relative of an officer of the BUYER has financial interest/stake in the BIDDER's firm, the same shall be disclosed by the BIDDER at the time of filing of tender.**

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The term 'relative' for this purpose would be as defined in section 6 of the Companies Act 1956.

3.13 The BIDDER shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee or the BUYER.

4. Previous Transgression

4.1 The BIDDER declares that no previous transgression occurred in the last three years immediately before signing of this Integrity Pact, with any other company in any country in respect of any corrupt practices envisaged hereunder or with any Public Sector Enterprise in India or any Government Department in India that could justify; BIDDER's exclusion from the tender process.

4.2 The BIDDER agrees that if it makes incorrect statement on this subject, BIDDER can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.

5. Earnest Money Deposit/ Security Deposit:

5.1 While submitting commercial bid, the BIDDER shall deposit an amount Rs.1,00,000/- as Earnest Money Deposit with the BUYER & Successful bidder shall deposit 10% of contract value Being Security Deposit & these amounts to be remitted through any of the following instruments:

(i) Bank Draft of Pay Order in favour of LIC.

(ii) A confirmed guarantee by an Indian Nationalized Bank, promising payment of the guaranteed sum to the BUYER on demand within three working days without any demur whatsoever and without seeking any reasons whatsoever. The demand for payment by the BUYER shall be treated as conclusive proof of payment.

(iii) Any other mode or through any other instrument (to be specified in the RFP/Tender:

5.2 The Earnest Money /Security Deposit shall be valid up to the complete conclusion of the contractual obligations to the complete satisfaction of both the BIDDER and the BUYER, including warranty period, which ever is later.

5.3 In case of the successful BIDDER a clause would also be incorporated in the Article pertaining to Performance Bond in the Purchase Contract that the provisions of sanctions for Violation shall be applicable for forfeiture of Performance Bond in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.

5.4 No interest shall be payable by the BUYER to the BIDDER on Earnest Money/Security Deposit for the period of its currency.

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6. Sanctions for Violations:

6.1 Any breach of the aforesaid provisions by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER) shall entitle the BUYER to take all or any one of the following actions, wherever required:-

(i) To immediately call off the pre contract negotiations without assigning any reason or giving any; compensation to the BIDDER. However, the proceedings with the other BIDDER(s) would continue.

(ii) The Earnest Money Deposit (in pre-contract stage) and/or Security Deposit/ Performance Bond (after the contract is signed) shall stand forfeited either fully or partially, as decided by the BUYER and the BUYER shall not be required to assign any reason therefore.

(iii) To immediately cancel the contract, if already signed, without giving any compensation to the BIDDER.

(iv) To recover all sums already paid by the BUYER, and in the case of an Indian BIDDER with interest thereon at 2% above the prevailing Prime Lending Rate of State Bank of India, while in case of a BIDDER from a country other than India with interest thereon at 2% above the LIBOR (London Inter Bank Offer Rate). If any outstanding payment is due to the BIDDER from the BUYER in connection with any other contract for any other stores, such outstanding payment could also be utilized to recover the aforesaid sum and interest.

(v) To encash the advance bank guarantee and performance bond/warranty bond, if furnished by the BIDDER, in order to recover the payments, already made by the BUYER, along with interest.

(vi) To cancel all or any other contracts with the BIDDER. The BIDDER shall be liable to pay compensation for any loss or damage to the BUYER resulting from such cancellation/recission and the BUYER shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER.

(vii) To debar the BIDDER from participating in the future bidding processes of LIC for a minimum period of five years which any be further extended at the discretion of the BUYER.

(viii) To recover all sums paid in violation of this Pact by BIDDER(s) to any middleman or agent or broker with a view to securing the contract.

(ix) In cases where irrevocable Letters of Credit have been received in respect of any contract signed by the BUYER with the BIDDER, the same shall not be opened.

(x) Forfeiture of Performance Bond in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this pact.

6.2 The BUYER will be entitled to take all or any of the actions mentioned at para 6.1(i) to (x) of this pact also on the Commission by the BIDDER or any one employed by it or acting on its behalf (whether with or without

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the knowledge of the BIDDER), of an offence as defined in chapter IX of the Indian Penal code, 1860 or Prevention of Corruption Act, 1988 or any other statute enacted for prevention of corruption.

6.3 The decision of the BUYER to the effect that a breach of the provisions of this pact has been committed by the BIDDER shall be final and convulsive on the BIDDER. However, the BIDDER can approach the Independent Monitor(s) appointed for the purposes this Pact.

7. Fall Clause:

7.1 The BIDDER undertakes that it has not supplied/is not supplying similar product/systems/items or subsystems at a price lower than that offered in the present bid in respect of any other Ministry/Department of the Government of India or PSU and if it is found at any stage that similar product/systems or sub systems/items was supplied by the BIDDER to any other Ministry/Department of the Government of India or PSU at a lower price, then that very price, with due allowance for elapsed time, will be applicable to the present case and the difference in the cost would be refunded by the BIDDER to the BUYER, if the contract has already been concluded.

8. Independent Monitors:

8.1 The BUYER has appointed (hereinafter referred to as Monitors) for this Pact in consultation with the Central Vigilance Commission.

Name, address, email of the Monitor(s):

1. Shri Rajni Kant Mishra, IPS (Retd.)
Ex. Director General in BSF
B-1801, Amrapali Sapphire
Sector – 45, Noida
(Uttar Pradesh), Pin-201303
Email: rkn592002@yahoo.co.in * rkmishra84@gmail.com
Mobile: +919717328500
2. Shri Arun Chandra Verma, IPS(Retd.)
Flat No.c – 1204, C Tower,
Amrapali, Platinum Complex,
Sector -111- Noida (U.P.)
Email; acverma1@gmail.com
Mobile : +918130386387

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8.2 The task of the Monitors shall be to review independently and objectively, whether and to what extent the parties comply with the obligations under this Pact.

8.3 The Monitors shall not be subject to instructions by the representatives of the parties and perform their functions neutrally and independently. It will be obligatory for him to treat the information & documents of the Bidder /Contractor as confidential.

8.4 Both the parties accept that the Monitors have the right to access all the documents relating to the project/procurement, including minutes of meetings.

8.5 As soon as the Monitor notices, or has reason to believe, a violation of this pact, he will so inform the Authority designated by the BUYER.**

8.6 The BIDDER(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the BUYER including that provided by the BIDDER. The BIDDER will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontractors. The Monitor shall be under contractual obligation to treat the information and documents of the BIDDER/Subcontractor(s) with confidentiality.

8.7 The BUYER will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the parties. The parties will offer to the Monitor the option to participate in such meetings.

8.8 The Monitor will submit a written report to the designated authority of BUYER /Secretary in the Department/ within 8 to 10 weeks from the date of reference or intimation to him by the BUYER /BIDDER and, should the occasion arise, submit proposals for correcting problematic situations.**

9. Facilitation of Investigation:

In case of any allegation of violation of any provisions of this pact or payment of commission, the BUYER or its agencies shall be entitled to examine all the documents including the Books of Accounts of the BIDDER. The BIDDER shall provide necessary information and documents in English and shall extend all possible help of the purpose of such examination/inspection.

10. Law and Place of Jurisdiction:

This Pact is subject to Indian Law. The place of performance and jurisdiction is the seat of the BUYER.

11. Other Legal Actions:

The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extent law in force relating to any civil or criminal proceedings.

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12 Validity:

12.1 The validity of this Integrity Pact shall be from date of its signing and extend up to 5 years or the complete execution of the contract to the satisfaction of both the BUYER and the BIDDER/Seller, including warranty period, whichever is later. In case BIDDER is unsuccessful, this Integrity Pact shall expire after six months from the date of the signing of the contract.

12.2 Should one or several provisions of this Pact turn out to be invalid; the remainder of this pact shall remain valid. In this case, the parties will strive to come to an Contract to their original intentions.

13. The parties hereby sign this Integrity Pact at.....on.....

BUYER**BIDDER**

Name of the Officer:

CEO

Designation

Deptt./MINISTRY/PSU

Witness

1.....

1.....

2.....

2.....

(* Provisions of these clauses would need to be amended/deleted in line with the policy of the BUYER in regard to involvement of Indian agents of foreign suppliers.)

** Please specify the "Name of Authority" in place of "Authority Designated" wherever mentioned in the Contract)

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FORM F – TECHNICAL BID

(To be submitted in a sealed cover super scribed as “ **Technical Bid for Staff Quarter Housekeeping Services (Deep Cleaning) of Western Zonal office of LIC OF INDIA** ”

Tender No- Stores/OS-B / /

- 1. Name of the Firm / Contractor / Company** :-
(attach certificate of Registration)

- 2. Name of the Proprietor/ Director of the Firm / Contractor / Company** ;:-

- 3. Full Address of Registered Office** :-
 - a. Telephone number/s :-
 - b. E-mail Address :-

- 4. Full Address of Operating Office /Branch:-**
 - a. Telephone number/s :-
 - b. E-mail Address :-

- 5. Registration certificate with Labour Department** :-

- 6. PAN NUMBER (Attach certified copy)** :-

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7. GST REGISTRATION NUMBER (Attach certified copy) :-

GST (Vendor details)	
Name	
State(complete State Name)	
State Code	
Pan Number	
GSTIN Number	
Contact person	
Phone Number	
Mobile Number	
E mail ID	

8. PF / ESI CERITIFICATES : -Certified copies required**9. Work Experience of Contractor in the field of Housekeeping Give details of the existing Clients :- (Attach separate sheet in the following format for clients)**

Sr.No.	Name of the Client	Specify whether Financial organization, , Government /Public Sector undertaking / Private organizations	Since when service is provided	Area allotted for Housekeeping services as per contract (sq feet)	Annual contractual amount of Housekeeping services (In lacs)

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(Give reference with full details of person to whom enquiry in the above organizations can be made about work performance by our Authorized officials) Give these details in Annexure B with Technical Bid.

- 11. Turnover of the Company /Partnership Firm/ Proprietorship for the Financial Year 2017-18, 2018-19 & 2019-20 (Please attach a copy of audited Balance Sheet and Profit & Loss Account for all the three years.) :**

Sr.No.	Financial Year	Turnover(from Housekeeping Services)
		Business Only
1	2020-21	
2	2021-22	
3	2022-23	

DECLARATION

- I, _____ Son / Daughter / WifeOf Shri.
Proprietor / Director /Authorized Signatory of the
Firm/ Contractor/ Company mentioned above is competent to sign the declaration and Execute this Tender Document:
- I have carefully read and understood all the terms and conditions of the Tender and undertake to abide by these terms and conditions.
- The information / Documents furnished along with the application are true and authentic to the best of my knowledge and belief. I / We am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate Law.

Date: -
Place: -

Signature of Authorized person
Full Name: -
Seal:-

Authorized signature of bidder with date & seal of Company/firm/ Agency

Order of Arrangement of Documents with Technical Bid : - (Self Attested)

1. Application of Technical Bid and Declaration
2. Attested copy of Firm/ Contractor /Company Registration
3. Certified copy of the statement of Bank Account of the Firm/ Contractor/ Company for the last 3 years (FY2020-21,2021-2022,2022-2023).
4. Attested copy of PAN/ GIR Number
5. Attested Copy of last 3 years IT Returns filed by Firm /Company (FY 2020-21 ,2021-22 & 2022-23)
6. Attested copy GST registration
7. Attested copy of PF Registration letter / Certificate
8. Attested copy of ESI Registration letter / Certificate
9. Certified Document in support of entries in column of Technical Bid Application
10. Certified copy of Profit and Loss Accounts
11. Copy of the terms and conditions in tender document with each page duly signed (with seal) by the Authorized signatory of the Firm / Contractor/ Company in token of their acceptance.
12. Separate sheet in reply to question no. 10 of Technical Bid in the given format with additional details about contact person/s.
13. Integrity Pact as per format provided in **Annexure A**
14. Affidavit on stamp paper of appropriate value confirming that the agency / contractor has not been blacklisted by any of the office of Corporation and no child labour has been engaged by the Agency/ Contractor.

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Annexure B (With Technical Bid)**DETAILS OF EXISTING CLIENTS****(Clients with area for housekeeping contract above 10000 sq. Ft)**

Name and Address of the Company	Name, designation of contact person with telephone no. and e-mail ID	Date of award of Contract	Area allotted for Housekeeping Job	Number of workmen and supervisor deployed	Total Annual Contract Value (In lacs)

(Please give the above information separately on company's letter head and also attach letters from each of the above clients mentioning testimony of the work undertaken under housekeeping contract for their respective sites) .

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FORM G – FINANCIAL BID

(To be submitted in a sealed cover super-scribed as “Financial Bid for Staff Quarters for Housekeeping Services – Western Zonal Office.

Tender No:

We have gone through the details of terms/conditions and nature of services to be provided. Accordingly, we submit herein below the financial bid having regard to the scope of work of the General Terms and Conditions, number of workmen and the description/brand of materials to be used.

FINANCAL BID FOR STAFFQUARTERS HOUSE KEEPING SERVICES

Cadre	SQ Area above 2800 sq.ft. (Category -A)	Rates (In INR)	SQ Area 1801 to 2800 sq.ft. (Category - B)	Rates (In INR)	SQ Area 1000 - 1800 sq.ft. (Category- C)	Rates (In INR)	SQ Area upto 1000 sq.ft. (Category- D)	Rates (In INR)
ZM (SG)	0		12		5		19	
ZM (OS)	0		4		8		7	
Chairman & Managing Directors	1		4		—		—	

Note 1: Please see Form E for details of frequency of Housekeeping Services.

Note 2: Please refer Point No.3 of Notes below for quoting rates.

Date: _____

Signature of the Bidder

Place: _____

Seal of the Bidder

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***NOTES:**

1. This format combines: **basic quotes by bidders and calculations for comparison of bids based on certain assumptions. The minimum wages indicated above are as per notification no 1 /16(1) /2020-LS-II dated 28.09.2022**
2. Service charges should include contractor's contribution towards PF/ESIC/ **OTHER STATUTORY BENEFITS TO PERSONNEL** as well as all other expenses likely to be incurred by him for **PROVIDING** Housekeeping Services(Dep Deep Cleaning) including Costs to be incurred for any equipments , Uniforms , Identity cards and cost of cleaning material as per terms and conditions of contract **but** excluding the Minimum wages payable for the actual number of workmen & Supervisors deployed by the contractor for Housekeeping job as per terms and conditions of the contract.
3. Contractor's service charges for rendering house-keeping services cannot be zero. It should include statutory contributions i.e. ESIC, EPF, STATUTORY BONUS, COST OF MATERIAL & AGENCY'S SERVICE CHARGE. **While quoting the SERVICE CHARGES, Please give bifurcation of all the above components**
4. The billing and payment will depend on actual number of personnel deployed by contractor and their stipulated minimum wages according to their respective category, viz unskilled/ semi-skilled/ skilled or highly skilled etc. For workmen, the current rate of wages per day is ₹639 (unskilled category) and for supervisor, the current wages per day is ₹707/- (Semi skilled supervisory category). The monthly wages are arrived in financial bid above by multiplying this per day wages of respective category by 26.
5. Payment of applicable minimum wages for actual manpower deployed & service charges will be made on production of documentary evidence of payments of wages and other statutory payments to the workers deployed by the contractor including PF, ESIC etc.

This format combines: basic quotes by bidders and calculations for comparison of bids based on certain assumptions. The minimum wages indicated above are as per notification No. File No. 1/16(1)/2022-LS dated 28.09.2022

1. Services charges should include all other expenses likely to be incurred by him for PROVIDING Housekeeping Services including Costs to be incurred for any equipments, Uniforms, Identity cards and cost of cleaning material including Plumbing work/minor electrical work and any other item/s required for rendering the Housekeeping services as per terms and conditions of contract but excluding the Minimum wages payable for the actual number of workmen & Supervisors deployed by the contractor for Housekeeping job as per terms and conditions of the contract.

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2. Contractor's service charges for rendering house-keeping services cannot be zero. It should quote statutory contributions i.e. ESIC EPF STATUTORY BONUS, COST OF MATERIAL & AGENCY'S SERVICE CHARGES separately.
3. The billing and payment will depend on actual number of personnel deployed by contractor and their stipulated minimum wages according to their respective category, viz unskilled/semi-skilled/ skilled or highly skilled etc. The monthly wages are arrived in financial bid mentioned above by multiplying the per day wages of respective category by 26.
4. Payment of applicable minimum wages for actual manpower deployed & service charges will be made on production of documentary evidence of payments of wages and other statutory payments to the workers deployed by the contractor including PF, ESIC etc.
5. Rates quoted should include all other charges excluding GST. GST will be paid as per prevailing rate provided.
 - i. GST No. of LIC-27AAACL0582H1ZM is to be mentioned in the bill submitted by the agency.

AUTHORISED SIGNATORY

NAME/DESIGNATION AND

SEAL OF THE FIRM/COMPANY

DATE:

Authorized signature of bidder with date & seal of Company/firm/ Agency