

LIFE INSURANCE CORPORATION OF INDIA**KMDO-2, TARATALA, KOLKATA****TENDER FOR INTERNAL CLEANING /SANITATION/SWEEPING (HOUSE KEEPING AND SWEEPING ON PART TIME BASIS) OF DIVISIONAL OFFICE AT TARATALA AND BRANCH OFFICES UNDER KMDO-2, KOLKATA FOR ONE YEAR (March 2024 to February 2025) .**

BID-1&2
TECHNICAL BID/
PREQUALIFICATION BID/ General
Terms and condition, Price bid

LIFE INSURANCE CORPORATION OF INDIA

KMDO-2, TARATALA, KOLKATA

TENDER FOR INTERNAL CLEANING /SANITATION/SWEEPING (HOUSE KEEPING AND SWEEPING ON PART TIME BASIS) OF DIVISIONAL OFFICE AT TARA TALA AND BRANCH OFFICES UNDER KMDO-2, KOLKATA FOR ONE YEAR (March 2024 to February 2025) .

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LIFE INSURANCE CORPORATION OF INDIA KOLKATA
 METROPOLITAN DIVISIONAL OFFICE ,KMDO-2'JEEVAN TARA',
 DIAMOND HARBOR ROAD, , KOLKATA.
 Email:os.Kolkata-do2@licindia.com:

SUB: TENDER FOR INTERNAL CLEANING /SANITATION/SWEEPING (HOUSEKEEPING AND SWEEPING ON PART TIME BASIS) OF DIVISIONAL OFFICE AT TARA TALA AND BRANCH OFFICES UNDER KMDO-2, KOLKATA FOR ONE YEAR (March 2024 to February 2025).

Life Insurance Corporation of India intend to invite Open e-bids in two Bid system through website [GeM](#) from Kolkata, North & South Parganas , Howrah & West Medinipur Based contractors/ vendors having experience in similar nature of Job for the following works:-

Bid Documents No.	LICI/KMDO-2/2024-25 / HK-01	Dated 28/02/2024
Description of Works	TENDER FOR INTERNAL CLEANING /SANITATION/SWEEPING (HOUSE KEEPING AND SWEEPING ON PART TIME BASIS) OF DIVISIONAL OFFICE AT TARA TALA AND BRANCH OFFICES UNDER KMDO-2, KOLKATA FOR ONE YEAR.	
Sale Period (Downloading)	28/02/2024 to 09/03/2024	
ON LINE Bid submission closing date	09/03/2024	
Contact person AO (OS)	9433502414/8335824006 (Between 11.00 AM to 4.00 PM Monday to Friday)	
Special condition	1.Any GST payment Defaulter with LIC, KMDO-2, KOLKATA will not be considered for opening of price bid/ Technical Bid. 2. Pre bid meeting at our office at 5 th floor. Pre bid meeting is MANDATORY for all. Technical bid will not be opened for those bidders who will not attend the pre bid meeting.	

Note: Any addendum/corrigendum/sale date extension in respect of above tender shall be Updated on website: Gem. Bidders are therefore requested to regularly visit the said website to keep themselves updated. Interested agencies are requested to visit WEB Site Gem for details and submission of the tender.

Dated :28/02/2024

Sr. Divisional Manager

LIFE INSURANCE CORPORATION OF INDIA

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TENDER CONDITION FOR PAYMENT

Contractors are requested to furnish below mentioned particulars so that we can refund / release their payments through NEFT / RTGS. This has to be treated as part of the Tender condition.

Sl. No.	Description		Remarks
1.	Name of the beneficiary (vendor name) as in bank records.	:	
2.	Beneficiary's Account Number	:	
3.	Account type (Savings Account, Current Account, etc.)	:	
4.	Beneficiary's Bank - Branch	:	
5.	Bank's MICR code	:	
6.	Beneficiary's Bank IFSC Code	:	
7.	Beneficiary's contact number	:	
8.	Beneficiary's e-mail ID, if any	:	
9.	PAN NO.	:	
10.	GST NO.	:	
		:	

N.B. i) No payment will be made by Cash/Cheque. Payment will be made only through NEFT.

ii) All new Contractors as well as existing contractors have to submit the Bank details with every tender.

iii) GST NO. OF LIC OF INDIA, KOLKATA IS 19AAACL0582H1ZJ

Signature of the Contractor
With date & seal

Sr. Divisional Manager

LIFE INSURANCE CORPORATION OF INDIA

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TENDER FOR INTERNAL CLEANING /SANITATION/SWEEPING (HOUSE KEEPING AND SWEEPING ON PART TIME BASIS) OF DIVISIONAL OFFICE AT TARATALA AND BRANCH OFFICES UNDER KMDO-2, KOLKATA FOR ONE YEAR (March 2024 to February 2025) .

LETTER TO CONTRACTOR FROM Sr. DIVISIONAL MANAGER

Ref: KMDO-II/OS /HKW

Date:

M/s _____

Dear Sir/s,

TENDER FOR INTERNAL CLEANING /SANITATION/SWEEPING (HOUSE KEEPING AND SWEEPING ON PART TIME BASIS) OF DIVISIONAL OFFICE AT TARA TALA AND BRANCH OFFICES UNDER KMDO-2, KOLKATA FOR ONE YEAR (March 2024 to February 2025) .

1) We hereby publish the TENDER on (Website) GeM Portal. The tender published online through above portal consists of standard tender conditions, specifications, schedule of quantities, drawings (if any) for above referred work.

The bidders should submit required: -

1. 2 (b) Earnest Money Deposit of Rs. 87,000/- in the form of Demand Draft in favour of "Life Insurance Corporation of India" payable at Kolkata. Earnest Money accompanying the tender will be accepted only in the form of Demand Draft/Pay Order/Banker's Cheque/Bank Guarantee of any Nationalized Bank/Approved Scheduled Bank drawn in favour of "LIFE INSURANCE CORPORATION OF INDIA" payable at "Kolkata" or by NEFT mode directly to LIC Account. Any tender, which is not accompanied by Earnest Money Deposit, shall be summarily rejected. No interest will be paid for the period during which the earnest money lies in deposit with the Employer. (EXEMPTED FOR MSE CONTRACTOR)

2.

2c) Tender document Fee and Earnest Money Deposit may also be paid through NEFT mode directly to LIC Account as detailed below.

1. Name of Bank : IDBI BANK LTD.
2. Branch : Behala Branch, Kolkata
3. Account No. 1184102000004510
4. IFSC No. : IBKL0001184
5. Account Type : Current
6. Scan copy of UTR No. and date of NEFT (for the tender cost and EMD remitted online) should be uploaded with the tender documents.

The Tender Fee and EMD if remitted by Demand Draft, the image of the same shall be uploaded in the BID. The Life Insurance Corporation of India is not bound to accept the lowest tender and reserves the right to reject any or all tenders without assigning any reason thereof.

Yours faithfully,

Sr. Divisional Manager


M (OS)

LIFE INSURANCE CORPORATION OF INDIA

KMDO-2, TARATALA, KOLKATA

TENDER FOR INTERNAL CLEANING /SANITATION/SWEEPING (HOUSE KEEPING AND SWEEPING ON PART TIME BASIS) OF DIVISIONAL OFFICE AT TARA TALA AND BRANCH OFFICES UNDER KMDO-2, KOLKATA FOR ONE YEAR (March 2024 to February 2025) .

LETTER TO SR. DIVISIONAL MANAGER FROM CONTRACTOR

Date:

To,
The Sr. Divisional Manager,
Life Insurance Corporation of India
KMDO-2
Jeevan Tara Buildings (5th floor)
23A/44X, Diamond Harbour Road
Taratata. Kolkata – 53

Dear Sir,

TENDER FOR INTERNAL CLEANING /SANITATION/SWEEPING (HOUSE KEEPING AND SWEEPING ON PART TIME BASIS) OF DIVISIONAL OFFICE AT TARA TALA AND BRANCH OFFICES UNDER KMDO-2, KOLKATA FOR ONE YEAR (March 2024 to February 2025) .

Having examined in details, the tender documents relating to the above works and having visited and inspected the site of the proposed works and having acquired the requisite information relating thereto as affecting the tender invited by you on behalf of the Life Insurance Corporation of India, I/We, the undersigned hereby offer to execute and maintain the proposed works on **Tender rate basis** for above work.

I/We, undertake to complete the whole of works within the stipulated time as specified in Appendix to the conditions of contract from the date of issue of an intimation from you that the tender has been accepted and upon receiving possession of the site, I/We, shall be under the obligation to pay the sum as stated in the Appendix to the Conditions of contract for the period the works shall remain incomplete, for damages as compensations subject to the conditions of contract relating to an extension of time.

Yours faithfully,

(SIGNATURE OF THE CONTRACTOR WITH SEAL)

LIFE INSURANCE CORPORATION OF INDIA
KMDO-2, TARATALA, KOLKATA

TENDER FOR INTERNAL CLEANING /SANITATION/SWEEPING (HOUSE KEEPING AND SWEEPING ON PART TIME BASIS) OF DIVISIONAL OFFICE AT TARATALA AND BRANCH OFFICES UNDER KMDO-2, KOLKATA FOR ONE YEAR (March 2024 to February 2025) .

KEY DATES

S.NO.	ACTIVITES	DATE
1.	Up loading of tender	28/02/2024
2.	Downloading of tender documents	09/03/2024
3.	Closing of Tender	09/03/2024
4a.	Submission of EMD on line through NEFT	Till 23:59 Hrs on 08/03/2024
4b.	Manual submission of EMD, Tender processing fee if paid through DD and Enrollment form/ pre qualification bid along with credentials	Upto 15:30 Hrs 08/03/2024
5a	Opening of Technical Bid	08/03/2024
5b.	Opening of Price Bid	15/03/2024
6.	Tender documents fee	Rs.590/- including GST
7.	EMD @2%	Rs.87,000/-
8.	Any amendments shall be uploaded	Up to 16.00 Hrs on 07/03/2024
9.	EMD/Security Deposit	2% FOR EMD AND 5 %FOR SD of Accepted Tender amount as per GeM
10.	Pre bid meeting at our office at 5 th floor. Pre bid meeting is mandatory for all. Technical bid will not be opened to those bidder who will not attend the meeting.	On 05/03/2024 at 11:30 Hrs
11.	Estimated Amount per year	Rs-4336598.00 for the entire period of one year including GST.

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DECLARATION ON CODE OF INTEGRITY

(To be submitted by Bidder duly signed and to be uploaded along with Technical Bid)

We (.....Name of the Contractor) hereby declare that we and our associated sub-contractors will abide by the following Code of Integrity for Public Procurement . We will observe the highest standard of ethics and should not indulge in the following prohibited practices, either directly or indirectly, at any stage during the procurement process or during execution of resultant contracts :

1 **“Corrupt Practice”**: making offers, solicitation or acceptance of bribe, rewards or gifts or any material benefit, in exchange for an unfair advantage in the procurement process or to other influence the procurement process or contract execution .

2 **“Fraudulent Practice”** : any omission or misrepresentation that my mislead or attempt to mislead so that financial or other benefits may be obtained or an obligation avoided. This includes making false declaration or providing false information for participation in a tender process or to secure a contract or in execution of the contract

3 **“Anti-competitive practice“**: any collusion, bid rigging or anti-competitive arrangement, or any other practice coming under the purview of The Competitive Act, 2002, between two or more bidders, with or without the knowledge of the procuring entity , that may impair the transparency, fairness and the progress of the procurement process or to establish bid prices at artificial , non-competitive levels.

4 **“Coercive practice”**: harming or threatening to harm, persons or their property to influence their participation in the procurement process or affect the execution of a contract .

5 **“Conflict of interest”**: participation by a bidding firm or any of its affiliates that are either involved in the consultancy contract to which this procurement is linked; or if they are part of more than one bid in the procurement ; or if the bidding firm or their personnel have relationships or financial or business transactions with any official of procuring entity who are directly or indirectly related to tender or execution process of contract; or improper use of information obtained by the (prospective) bidder from the procuring entity with an intent to gain unfair advantage in the procurement process or for personal gain ; and

6 **“Obstructive practice”**: materially impede the procuring entity's investigation into allegations of one or more of the above mentioned prohibited practices either by deliberately destroying , falsifying, altering;or by concealing of evidence material to the investigation: or by making false statements to investigators and/ or by threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation ; or by impeding the procuring entity's rights of audit or access to information;

7 We also noted that in case of any transgression of this code, its name is not only liable to be removed from the list of enlisted contractors , but it would be liable for other punitive actions such as cancellation of contracts, banning and blacklisting or action in Competition Commission of India, and so on .

Authorised Signatories on behalf of the Bidder

LIFE INSURANCE CORPORATION OF INDIA

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PRE CONTRACT INTEGRITY PACT**General:**

This pre-bid pre-contract Agreement (hereinafter called the Integrity Pact) is made on..... day of the month of2021, 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/SERVICE PROVIDER" 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..... (Name of the Stores/ Equipment/Item/Service) and the BIDDER/Seller/Service Provider is willing to offer/has offered the stores/services and

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

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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 stores/equipment/item/service at a competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement, and

Enabling BIDDERS/Sellers/Service Providers 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:-

a) Commitments of the BUYER

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, organization 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.
2. The BUYER will, during the pre-contract stage/evaluation 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.
3. All the officials of the BUYER will report to the “**Chief Vigilance Officer**” of the Buyer any attempted or completed breaches of the above commitments as well as any substantial suspicion of such a breach.

b) 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.

c) Commitments of BIDDERS

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:-

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.

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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.
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.
4. BIDDERS shall disclose the payments to be made by them to their agents/brokers or any other intermediary, in connection with this bid/contract.
5. The BIDDER further confirms and declares to the BUYER that the BIDDER is the original manufacturer/ integrator/authorized agent of the stores/equipment/items and has not engaged 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.
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 agents, brokers or any other intermediaries, including officials of the BUYER or their family members, if any, in connection with the contract and the details of services agreed upon for such payments.
7. The BIDDER will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non- submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
8. The BIDDER will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.
9. The BIDDER/Contractor will not commit any offence under the relevant India penal code (IPC) /Provision of corruption (PC) act .Further, the bidder will not use 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.
10. The BIDDER commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.
11. The BIDDER shall not instigate or cause to instigate any third person to commit any of the actions mentioned above.

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12. If the BIDDER or any of the key personnel of the bidder, actively involved in the project is a relative of any of the actively involved personnel of the Buyer, the same should be disclosed.

The term 'relative' for this purpose would be as defined in section 2(77) of the Companies Act, 2013.

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.
14. The Bidder(s)/Contractor(s) who have signed the Integrity Pact shall not approach the Courts while representing the matter to IEMs and shall wait for their decision in the matter.

4. Previous Transgression

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.

The BIDDER agrees that if it makes an incorrect statement on this subject, or committed a transgression through a violation of any of the clauses of the commitments of bidder, BIDDER can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.

5. Sanctions for Violations:

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 encash the advance bank guarantee and performance bond/warranty bond, if furnished the BIDDER, in order to recover the payments, already made by the BUYER, along with interest.
- (v) 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/recession and the BUYER shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER.

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

The BUYER will be entitled to take all or any of the actions mentioned at para 5.1(i) to (viii) 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 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.

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 conclusive on the BIDDER. However, the BIDDER can approach the Independent Monitor(s) appointed for the purposes of this Pact.

6. Independent Monitors:

6.1 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):

6.2 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.

6.3 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 as confidential.

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

6.5 As soon as the Monitor notices, or has reason to believe, a violation of this pact, he will so inform the **Executive Director (E & OS), LIC**.

6.6 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.

The Monitor has also signed declarations on "Non- Disclosure of Confidential Information" and of "Absence of Conflict of Interest". In case of any conflict of interest arising at a later date, the IEM shall inform Chairman, LIC and recuse himself/herself from that case.

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6.7 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.

6.8 The Monitor will submit a written report to the **Chairman, LIC** 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.

6.9 If the Monitor has reported to the Chairman, LIC, a substantiated suspicion of an offence under relevant IPC/PC Act, and the Chairman LIC has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.

7. 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.

8. Law and Place of Jurisdiction:

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

9. 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.

If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.

Changes and supplements as well as termination notices need to be made in writing.

10. Validity:

10.1 The validity of this Integrity Pact shall be from date of its signing and extend upto 12 months after the last payment under the contract. In case BIDDER is unsuccessful, this Integrity Pact shall expire after six months from the date of the signing of the contract.

10.2 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 agreement to their original intentions.

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

LIFE INSURANCE CORPORATION OF INDIA

KMDO-2, TARATALA, KOLKATA

TENDER FOR INTERNAL CLEANING /SANITATION/SWEEPING (HOUSE KEEPING AND SWEEPING ON PART TIME BASIS) OF DIVISIONAL OFFICE AT TARATALA AND BRANCH OFFICES UNDER KMDO-2, KOLKATA FOR ONE YEAR (March 2024 to January 2025) .

 BUYER
 Name of the Officer:
 Designation
 Deptt./

 BIDDER
 CEO:

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.)

APPENDIX TO CONDITIONS OF CONTRACT
TENDER FOR INTERNAL CLEANING /SANITATION/SWEEPING (HOUSE KEEPING AND SWEEPING ON PART TIME BASIS) OF DIVISIONAL OFFICE AT TARA TALA AND BRANCH OFFICES UNDER KMDO-2, KOLKATA FOR ONE YEAR (March 2024 to February 2025) .

Sl.No	Description	Remarks
1.	Date of commencement	Either 07 days from the date of acceptance letter issued to the contractor OR The day on which contractor is instructed to take possession of the site, whichever is earlier.
2	Date of completion Period	As per acceptance letter
3	Compensation in the form of penalty for delay of work/ quality of work & payment of wages to the workmen.	Compensation in the form of Penalty for delay of work or due to inferior quality if any will be decided by the LIC and will be deducted from the monthly bill proportionally. Penalty will be imposed @Rs.3000/- per day for delay of payment to the workers engaged beyond 7 th day of the next month.
4	Payment of Bills	Monthly basis
5	Period of honouring Bill	10 (Ten) days
6	Security Deposit / Bank Guarantee	a) 5% of accepted tender amount as Security Deposit or as amended on the date of Agreement.
7	Contractor's All Risk Policy	On full accepted tender amount.

LIFE INSURANCE CORPORATION OF INDIA**KMDO-2, TARATALA, KOLKATA****TENDER FOR INTERNAL CLEANING /SANITATION/SWEEPING (HOUSE KEEPING AND SWEEPING ON PART TIME BASIS) OF DIVISIONAL OFFICE AT TARA TALA AND BRANCH OFFICES UNDER KMDO-2, KOLKATA FOR ONE YEAR (March 2024 to February 2025) .**

8	Third Party Liability	Minimum on 7.5% of accepted tender amount
9	Workmen's Compensation Policy	Minimum on 10% of accepted tender amount.
14	No Claim Certificate	To be given on Contractors letter head as per LIC format every month.
10	Pre Contract Integrity Pact	"PRE CONTRACT INTEGRITY PACT" to be uploaded along with BID
11	Insurance policy	Insurance Policies (Workmen's' Compensation and Contractors all risk with Third party Insurance Policies) if not extended on time by concerned Agency, then LIC shall proceed with extension of this Insurance policies and apart from financial expenses, LIC shall deduct penalty amounting to Rs.20,000/- for each extension of such policy from concerned Agency / contractor's bill.
12	Validity of Tender	3 Months from the date of submission of Tender

LIFE INSURANCE CORPORATION OF
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KMDO-2, TARATALA, KOLKATA

TENDER FOR INTERNAL CLEANING /SANITATION/SWEEPING (HOUSE KEEPING AND SWEEPING ON PART TIME BASIS) OF DIVISIONAL OFFICE AT TARATALA AND BRANCH OFFICES UNDER KMDO-2, KOLKATA FOR ONE YEAR (March 2024 to January 2025) .

PRE-QUALIFICATION BID

TENDER FOR INTERNAL CLEANING /SANITATION/SWEEPING (HOUSE KEEPING AND SWEEPING ON PART TIME BASIS) OF DIVISIONAL OFFICE AT TARA TALA AND BRANCH OFFICES UNDER KMDO-2, KOLKATA FOR ONE YEAR (March 2024 to February 2025).

Life Insurance Corporation of India intend to invite Open e-bids in two Bid system through website [GeM](#) from contractors/ vendors having experience in similar nature of Job and having their registered office at Kolkata/Howrah/North 24 Parganas/South 24 Parganas/West Medinipur.

Note:-

1. All documents to be uploaded in Website.
2. Availability of Tender Enrollment Form: **From 28/02/2024 to 09/03/2024**
3. Last date of On line submission of Completed Enrollment form : up to/on **09/03/2024**
4. Opening of Enrollment form: **09/03/2024**
5. Submit Xerox copy of PAN number, GST number, CA audited last three year turnover sheet,GST CLEARANCE CERTIFICATE.
6. Copy of Credential Certificate/Completion Certificates for having carried out such type of Job with Govt. Organization, PSU etc as mentioned above.
7. Copy of work order of such type of similar nature job in Govt./Public sector etc of last three years.
8. Price bid will be opened only of those contractors who will qualify for selection criteria on **16/03/2024**.

The Sr. Divisional Manager, KMDO-2, KOLKATA reserves the right to accept/reject any application of the agency/contractor at his sole discretion without assigning any reason whatsoever.

TENDER FOR INTERNAL CLEANING /SANITATION/SWEEPING (HOUSE KEEPING AND SWEEPING ON PART TIME BASIS) OF DIVISIONAL OFFICE AT TARA TALA AND BRANCH OFFICES UNDER KMDO-2, KOLKATA FOR ONE YEAR (March 2024 to February 2025) .

PRE-QUALIFICATION CRITERIA

TENDER FOR INTERNAL CLEANING /SANITATION/SWEEPING (HOUSE KEEPING AND SWEEPING ON PART TIME BASIS) OF DIVISIONAL OFFICE AT TARA TALA AND BRANCH OFFICES UNDER KMDO-2, KOLKATA FOR ONE YEAR (March 2024 to February 2025) .

The Eligibility Criteria for the captioned work are as detailed below:-

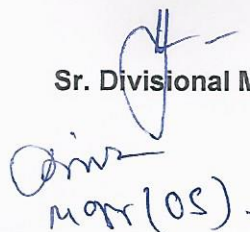
Sr. No.	Estimated cost (Rs. in lakh)	Min. bank solvency (Rs. in lac).	Average annual Turn-over during last 3 financial years.(in lac)	Qualifying value of similar work completed during last 7 (seven) years.
	A	C	D	E
1.		8.7	50 LAC.	<p>1. Three similar** completed works costing not less than the amount equal to Rs. 17.4 Lac OR Two similar completed works costing not less than the amount equal to Rs. 26.1 Lac OR One similar completed works costing not less than the amount equal to Rs. 43.5 Lac AND</p> <p>2. If All the qualifying work(s) is/are executed with private organization then in addition to qualified works one completed work of any nature costing not less than the amount equal to 17.4 LAKH with Central govt. Department/ State Department/ Central autonomous body/central public Sector undertaking/ city Development authority/ Municipal corporation of city formed under any act by central/ state Government and published in central/ state Gazette..</p>

**** Similar Nature of work means** Housekeeping work as mentioned in tender.

Only contractors who have carried out similar nature of Works and fulfilling above criteria shall submit their filled in application.

- (a) The Sr. Divisional Manager reserves the right to not select any/ all the Applicants at his sole discretion without assigning any reason whatsoever.

Sr. Divisional Manager


 Sr. Divisional Manager

LIFE INSURANCE CORPORATION OF INDIA
KMDO-2, TARATALA, KOLKATA
TENDER FOR INTERNAL CLEANING /SANITATION/SWEEPING (HOUSE KEEPING AND SWEEPING ON PART TIME BASIS) OF DIVISIONAL OFFICE AT TARATALA AND BRANCH OFFICES UNDER KMDO-2, KOLKATA FOR ONE YEAR (March 2024 to January 2025) .
FORM FOR ENROLMENT OF CONTRACTORS

Please note that all documents required to be submitted along with filled in Enrollment form are to be self attested by the authorized person of the applicant with an undertaking that full responsibility is taken by him/her on behalf the applicant for veracity of submitted documents.

I / We _____ am / are desirous of carrying out the following mentioned work/category and hereby apply for the same :-

SI.No	QUERY		ANSWER
1	Name of the firm	:	
2	Address:		
3	Local Address:		
4	PAN No		
	GST NO.		
5	Contact Details	Office Phone No.	
		Residence Phone No.	
		Mobile No.	
		Fax No.	
		Email	
6	Telegraphic Address, if any		
7	Month and year in which the firm was established in present name		
8	Particulars of old firm (if present firm is new)if main partners of the present firm were working as construction contractors, in some other name in the past (The partnership deed of old firm be enclosed).		
9	Particulars of sister construction firms, if any		
10	i) What is the constitution of firm viz. Sole Proprietor, Partnership, Pvt. Ltd., Public Ltd., etc.		

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TENDER FOR INTERNAL CLEANING /SANITATION/SWEEPING (HOUSE KEEPING AND SWEEPING ON PART TIME BASIS) OF DIVISIONAL OFFICE AT TARA TALA AND BRANCH OFFICES UNDER KMDO-2, KOLKATA FOR ONE YEAR (March 2024 to February 2025) .

	ii) Enclose copy of partnership deed, Articles of Association or Affidavit in case of sole proprietorship as per Annexure A-1 .			
	iii) Fill-in enclosed Annexure A-2 .			
11	Fill and enclose Annexure B giving details of enrolment with LIC of India in the past and with other organizations.			
12	Has the applicant or his partners or Directors been black listed in the past by any Central or State Govt. Deptt. / Organization.			
13	i) Annual Turn Over for last three years (enclose documentary evidence or proof to support figures duly certified by Chartered Accountant with membership no.)		YEAR	Rs. in Lakh
		i	2020-2021	
		ii	2021-2022	
		iii	2022-2023	
	ii) What evidence of proof is enclosed to support the amounts of yearly turnover			
iii) Enclose latest income tax clearance Certificate			Certificate enclosed for Assessment year _____	
iv) Enclose statement of Accounts of last 4 years as mentioned above duly certified by the Chartered Accountant				
14	i) Name and complete postal address of bankers			
	ii) NEFT and Bank Account Details (Photocopy of cancelled cheque should be attach):			Name of Bank: Account No: IFSC Code:

LIFE INSURANCE CORPORATION OF INDIA
KMDO-2, TARATALA, KOLKATA
TENDER FOR INTERNAL CLEANING /SANITATION/SWEEPING (HOUSE KEEPING AND SWEEPING ON PART TIME BASIS) OF DIVISIONAL OFFICE AT TARATALA AND BRANCH OFFICES UNDER KMDO-2, KOLKATA FOR ONE YEAR (February 2023 to January 2024) .

	iii) Enclose solvency certificate indicating amount.(The certificate should not be more than 3 months old). Please provide following details about solvency certificate a) Complete address if the Bank who has issued solvency certificate: b)Telephone No. of the Bank connecting Branch Head: c)E-mail ID of the Bank:	
	iv) Bank Guarantee limit with Various banks.	i) Rs.....Lac with..... ii) Rs.....Lac with..... iii)Rs.....Lac with
	v) Enclose Bank Statement for last 12 (twelve) months prior to date of submission of tender.	N.A
15	i) Enclose list of immovable properties with complete postal addresses, full description & reasonable market value of property duly supported by certificate of D.M./Collector/First Class Magistrate/ approved valuer.	N.A
	ii) Whose supporting certificate is enclosed	Rs. _____ of _____ Date _____
16	i) Particulars of movable properties along with Banker's reference	N.A
	Value of tools & plants	Rs.
	Other Assets	Rs.
	Total	Rs.
	ii) Whose reference is enclosed?	
17	Fill in and enclose list of tools as per Annexure-C enclosed.	
18	Fill in & enclose Annexure-D giving full particulars about major works completed during past Seven years NOTE: List of only those works which are carried out by firm requesting for enrolment is to be given.	

LIFE INSURANCE CORPORATION OF INDIA

KMDO-2, TARATALA, KOLKATA

TENDER FOR INTERNAL CLEANING /SANITATION/SWEEPING (HOUSE KEEPING AND SWEEPING ON PART TIME BASIS) OF DIVISIONAL OFFICE AT TARA TALA AND BRANCH OFFICES UNDER KMDO-2, KOLKATA FOR ONE YEAR (March 2024 to February 2025) .

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19	Work in Progress:		
	i) Whether full details of major work on hand given in Annexure- 'E'		
	ii) Are copies of work orders for such large works enclosed		
20	Whether full information regarding permanent technical staff employed given in Annexure 'F'		
21	i) How do you normally carry out works of Housekeeping, and cleaning work		
	ii) Who is the license holder and what his experience of this work is.		
22	Any other information the applicant might like to give		

LIFE INSURANCE CORPORATION OF INDIA**KMDO-2, TARATALA, KOLKATA****TENDER FOR INTERNAL CLEANING /SANITATION/SWEEPING (HOUSE KEEPING AND SWEEPING ON PART TIME BASIS) OF DIVISIONAL OFFICE AT TARATALA AND BRANCH OFFICES UNDER KMDO-2, KOLKATA FOR ONE YEAR (February 2023 to January 2024) .****DECLARATION**

I/We agree to notify the officer accepting this application and registering my/our names on list of contractors of Life Insurance Corporation of India, of any changes in the foregoing particulars as and when they occur and to verify and confirm.

I/We understand and agree that the appropriate Life Insurance Corporation of India Authority has the right as he may decide, not to issue tender form in any particular case and also to suspend, remove or blacklist my/our name from Life Insurance Corporation of India list of contractors in the event of my/our furnishing false particulars in the enrolment form or submitting non-bonafide tenders or for technical or other delinquency in regard to which the decision of appropriate Life Insurance Corporation of India Authority shall be final and conclusive.

I/We certify that the particulars furnished in the enrolment forms are correct and that should it be found that I/We have given a false certificate or that if I/We fail to notify the fact of my/our subsequent amalgamation with another contractor or firm, the Life Insurance Corporation of India may remove my/our name from the list of contractors and any contract that I/We may be holding at the time may be rescinded.

PLACE :

DATE :

SIGNATURE OF CONTRACTOR

LIFE INSURANCE CORPORATION OF INDIA

KMDO-2, TARATALA, KOLKATA

TENDER FOR INTERNAL CLEANING /SANITATION/SWEEPING (HOUSE KEEPING AND SWEEPING ON PART TIME BASIS) OF DIVISIONAL OFFICE AT TARA TALA AND BRANCH OFFICES UNDER KMDO-2, KOLKATA FOR ONE YEAR (March 2024 to February 2025) .

ANNEXURE – A1

A F F I D A V I T

(On Non Judicial Stamp paper of Rs. 100/- in case the individual who is the sole proprietor of the firm)

I s/o
..... age years, occupation business r/o
..... do hereby state on oath as under:

That I am residing in locality of District
..... since last years.

That I am the sole proprietor of a proprietary concern name and style as
“.....” having it’s office at..... District
..... dealing in business of Government, civil contracts and ancillary works
attached therefore.

Hence this affidavit.

Deponent _____

Note: **This Affidavit shall be notarized.**

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LIFE INSURANCE CORPORATION OF INDIA
KMDO-2, TARATALA, KOLKATA

TENDER FOR INTERNAL CLEANING /SANITATION/SWEEPING (HOUSE KEEPING AND SWEEPING ON PART TIME BASIS) OF DIVISIONAL OFFICE AT TARATALA AND BRANCH OFFICES UNDER KMDO-2, KOLKATA FOR ONE YEAR (February 2023 to January 2024) .

ANNEXURE A2

**CONSTITUTION OF FIRM –
SOLE PROPRIETORSHIP/PARTNERSHIP/LTD.CO./OTHER**

DETAILS OF CONSTITUTENTS

Sr. No	Name of sole partner or Director / other High Officials	Age	Share	Work Experience			Whether power of attorney Holder
				Year to Year to	As Employee	As contractor	
1	2	3	4	5	6	7	8

SIGNATURE OF CONTRACTOR

LIFE INSURANCE CORPORATION OF INDIA

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TENDER FOR INTERNAL CLEANING /SANITATION/SWEEPING (HOUSE KEEPING AND SWEEPING ON PART TIME BASIS) OF DIVISIONAL OFFICE AT TARA TALA AND BRANCH OFFICES UNDER KMDO-2, KOLKATA FOR ONE YEAR (March 2024 to February 2025) .

ANNEXURE – B

PARTICULARS OF ENROLMENT WITH LIC AND OTHER ORGANIZATION

I. ENROLMENT WITH LIC :

- Name of works for 1)
Which enrolled by 2)
L.I.C. in the past 3)
4)

Sr. Nos. for which tenders were submitted:

Sr. Nos. for which work-order was received:

II. ENROLMENT WITH OTHER ORGANISATIONS:

Sr. No.	Name & Address of Authority with whom you are enrolled	FIRST TIME ENROLMENT		LAST RENEWAL OR ENROLMENT			
		Year to year	Is copy of letter enclosed	Year to year	Class or Category	Limit (Rs. in Lac)	Is copy of letter enclosed
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

SIGNATURE OF CONTRACTOR

TERMS & CONDITIONS

DEFINITIONS AND INTERPRETATION:

- Definitions

In this Agreement, unless the context otherwise requires, the following expressions shall have the following meanings:

“Corporation” shall mean Life Insurance Corporation of India.

“Service Provider” shall mean the “Company” selected for providing specified service and vice versa

“Effective Date” shall mean the date on which this Agreement becomes effective.

“Law” shall include any rule, bye -law, notification, regulation, act, ordinance, administrative order, directive, order or inst ruction having the force of law, enacted or issued by the Central Government, the State Government or any other Government or Regulatory Authority or Political Subdivision or Government Agency.

“Quality and Schedule Specifications” shall mean the minimum quality standard and the time schedule specified by the Corporation in relation to the “Services, as set out in **Schedule III** hereto; and “Personnel” / ”Workman”/”Attendant” shall mean any person/ s employed by the Service Provider for the purpose of fulfilling its obligations under this Agreement.

- Unless the context otherwise requires, this Agreement shall be construed as follows:

- Words using the singular or plural number also include the plural or singular number, respectively,

- The terms “herein” , “hereby” and derivative or similar words refer to this entire Agreement.

- The terms ”Recital”, “Section”, “Clause”, “Sub -Clause”, “Schedule”, “Attachment” and “Annexure” wherever appearing shall be respectively considered to be pertaining to this Agreement;

- References in this Agreement to statutory provisions shall be construed as reference to those provisions as modified or re -enacted from time to time (whether before or after the date of this Agreement) and to any subordinate legislation made under such provisions and shall include references to any repealed statutory provisions which has been so enacted (whether with or without modification.); and

- Headings, bold, italicized and other stylized typefaces are only for convenience and shall not be considered for the purposes of interpretation/ construction of this Agreement.

LIFE INSURANCE CORPORATION OF INDIA
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TENDER FOR INTERNAL CLEANING /SANITATION/SWEEPING (HOUSE KEEPING AND SWEEPING ON PART TIME BASIS) OF DIVISIONAL OFFICE AT TARA TALA AND BRANCH OFFICES UNDER KMDO-2, KOLKATA FOR ONE YEAR (March 2024 to February 2025) .

• **TERMS OF THE AGREEMENT :**

This Agreement shall remain in force for an initial period of **12** months from the Effective Date, unless terminated sooner in accordance with the provisions of this Agreement. The Effective Date for this Agreement shall be

Notwithstanding what is stated hereinabove, this Agreement shall, unless terminated earlier in accordance with the terms hereof, continue to be operative in full force and effect, even after the expiry of, on a day to day basis until renewed in writing by mutual consent of the Parties, or terminated on written notice being given by either Party. During such continuation of the Agreement the terms and conditions as set out herein shall be validly subsisting and remain binding on both Parties.

• **PROVISION OF SERVICES :**

- The Service Provider agrees to provide to the Corporation and the Corporation agrees to avail from the Service Provider the Services, at or pertaining to the places/ offices/ branches set out in **Schedule III** hereto, on the terms and conditions set forth in these provisions.
- The Corporation may, by written notice, request the Service Provider for any addition to or deletion from the list of places/ Offices/Branches and/ or modification in duty hours contained in respective **Schedule** hereto, and the parties shall agree on the terms and conditions for such addition or deletion, as the case may be, by exchange of letters.

• **CONSIDERATION :**

The Service Provider shall be solely liable for the payment of all Central, State and local levies, taxes, duties, fines and penalties (including without limitation sales taxes, value added taxes , if any), by whatever name called, as may become due and payable in relation to the Services, and any amounts payable by the Corporation to the Service Provider shall be subject to any tax required to be deducted at source (including GST, if any) in accordance with the applicable laws and regulations.

• **OBLIGATIONS OF THE SERVICE PROVIDER**

The Service Provider

- shall provide the Services set out in **Schedule** hereto in accordance with the quality and Schedule Specifications and at the provisions set out in **Schedule** hereto.
- shall at all times perform the Services in accordance with all Laws, the Corporation's instructions, and the terms and conditions set out in this Agreement;
- shall provide such suitably qualified, experienced and competent personnel as may reasonably be required for the performance of the Services. If so requested by

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the Corporation the Service Provider shall provide evidence of the previous experience, qualifications and competence of any Personnel engaged in the performance of such Services.

- shall withdraw or bar any of its employee/ s or agent/ s from the provision of the Services if, in the sole opinion of the Corporation
 - the quality of Service rendered by the said employee/ agent is not in accordance with the Quality and Schedule Specifications; or
 -) it is not in the interest of Corporation that such employee/ agent of the Service Provider continues to be involved in the provision of Services;
- subject to the terms of this Agreement, shall be responsible for the selection, hiring, assigning and supervision of the Personnel and shall employ sufficient number of Personnel to provide the Services in a prompt and efficient manner. The Service Provider agrees that the Personnel shall work under the supervision, control and direction of the Service Provider. The Service Provider shall be responsible for all negotiations with Personnel relating to salaries and benefits, and shall be responsible for assessments and monitoring of performance and for all disciplinary matters.
- shall not knowingly engage any person with a criminal record/ conviction and shall bar any such person from participating directly or indirectly in the provision of Services under this Agreement:
- It shall be the sole responsibility of the Service Provider to verify and confirm the antecedents of the persons/ employees deployed/ engaged by the Service Provider at the Corporation's premises. The Service Provider shall ensure that its employees obtain a clearance certificate from the Local/ Regional CID office. The Service Provider shall ensure regular screening of its employees at regular intervals. If at a later stage it is found that the Service Provider had employed any person with criminal record and prior conviction, then Corporation shall have the option to terminate this Agreement including claiming damages or losses suffered if any.
- shall at all times use all reasonable efforts to maintain discipline and good order amongst its personnel. Shall ensure the engaged personnel to be smartly dressed in neat & clean uniform.
- shall not exercise any lien on any of the assets, properties, documents, instruments or material belonging to the Corporation and in the custody of the Service Provider for any amount due or claimed to be due by the Service Provider from the Corporation.
- shall regularly provide updates to the Corporation with respect to the provision of the Services and shall meet with the personnel designated by the Corporation to

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discuss and review its performance at such intervals as may be agreed between the Parties; and

- the management of the Service Provider Company shall have proper supervision and shall take care of the services and personnel deployed to provide the services. The Service Provider unconditionally agrees and confirms that the Corporation shall have no liability either direct or indirect in dealing with the said employees of the Service Provider and they execute under the direct supervision on the said employees of the Service Provider. The said employees shall not approach the Corporation or its officials for any reason whatsoever.
- there shall be quarterly interchange of personnel deployed in the different premises.
- In the event of the premature termination by either party to the contract or expiry of the contract, the Service Provider shall be obliged to continue providing the services on the same terms and conditions as provided in the contract, till such time as LIC is able to make any alternative arrangement or LIC, has agreed in writing to allow the contractor to discontinue earlier.

• REPRESENTATIONS AND WARRANTIES:

- The Service Provider hereby represents and warrants that:
- It is duly incorporated and validly existing under the laws of the place of its incorporation;
- It has taken all necessary action to authorize the execution and consummation of this Agreement and will furnish satisfactory evidence of the same upon request. An authenticated list of the officers of the Service Provider who are authorised to sign and/ or execute this Agreement and/ or other related documents and writings shall be provided to the Corporation duly authenticated.

(c) it has taken all action necessary (or will have by the Effective Date) steps to execute and deliver and to perform its obligations under this Agreement;

(d) the execution, delivery and performance of this Agreement by the Service Provider in accordance with its terms shall not:

- violate or conflict with its articles or memorandum of association or any other organizational/ constitutional documents

- with or without the giving of notice or the passage of time or both, conflict with, result in the breach or termination of, or constitute a default under, any agreement or arrangement to which it is a party or by which it or any of its properties or assets may be bound;

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TENDER FOR INTERNAL CLEANING /SANITATION/SWEEPING (HOUSE KEEPING AND SWEEPING ON PART TIME BASIS) OF DIVISIONAL OFFICE AT TARA TALA AND BRANCH OFFICES UNDER KMDO-2, KOLKATA FOR ONE YEAR (March 2024 to February 2025) .

- constitute a violation of any law, regulation, order, writ, judgment, injunction or decree applicable to it or any of its properties or assets, or violate any license, permit, authorisation, agreement, undertaking or other obligation to which it is bound; or
- result in the creation or imposition of any lien, charge or encumbrance upon the capital stock, properties or assets of it; and
- there are no judicial or administrative actions, proceedings or investigations pending or, to the best of its knowledge after due inquiry, overtly threatened against it, which would have a material adverse effect on its capacity to perform its obligations under this Agreement and each of the other documents referred to in this Agreement to which it is a party.
- The Service Provider hereby represents and warrants to the Corporation that it shall not violate any proprietary and intellectual property rights of any third party, including without limitation, confidential relationships, patent, trade secrets, copyright and any other proprietary rights.
- The Service Provider further warrants to the Corporation that, during the term of this Agreement, the materials and services to be delivered or rendered hereunder, will be of the kind, quality and timeliness designated as per the Quality and Schedule Standards and shall meet specifications as well as manners as determined in the Corporation's sole and exclusive discretion and communicated to the Service Provider from time to time.
- The workmen of the Service Provider shall continue to be the workmen of the Service Provider and work under its direction and shall not become or claim any employment from the Corporation by virtue of providing the Services, irrespective of the location of their work.
The Service Provider agrees, represents and warrants that no employee of the Corporation, or immediate family member thereof has received or will receive anything of value of any kind from the Service Provider or its officers, Directors, employees or agents in connection with this Agreement; and that none of them has a business relationship of any kind with the Service Provider, its Personnel or any of its other officers.

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TENDER FOR INTERNAL CLEANING /SANITATION/SWEEPING (HOUSE KEEPING AND SWEEPING ON PART TIME BASIS) OF DIVISIONAL OFFICE AT TARA TALA AND BRANCH OFFICES UNDER KMDO-2, KOLKATA FOR ONE YEAR (March 2024 to February 2025) .

• **INDEMNITIES AND OTHER PROVISIONS**

The Service Provider shall indemnify the Corporation and keep the Corporation indemnified fully and without limit against all costs, claims, damages, expenses, fines, losses, liabilities and penalties including attorney's cost, expenses accruing, incurred or suffered by the Corporation directly or indirectly arising on account of :

- failure by the Service Provider to perform any of its obligations under this Agreement, in accordance with the provisions of this Agreement;
 - any claim from any statutory authority or any employee/s or agent or employee/ s of subcontractors of the Service Provider with respect to the terms of service of the employee/ s, agent/ s, or employee/ s of subcontractors of the Service Provider, arising in relation to non - compliance by the Service Provider with any matter set out in Section -5 hereinabove ;
 - any act, commission or omission, negligence, fraud, forgery, dishonesty, misconduct or violation of any of the terms and conditions of this agreement by the Service Provider/ its employees/ agents/ sub -contractors;
 - any robbery, theft, extortion, misappropriation or accident in relating to any assets or properties or documents or instruments of the Corporation which are, or are deemed to be, in the custody of the Service Provider, and
 - any and all adverse claims of whatsoever nature made on the Corporation by the personnel and all liabilities arising out of accident or death while on duty shall be borne by the Service Provider .
 - The Service Provider shall be liable to pay the amount to the Corporation, as determined by the Corporation in its sole discretion under this provision, on demand and the Corporation shall be entitled to adjust the amounts so determined to be due from the Service Provider against the future payments due by the Corporation to the Service Provider.
 - The Service Provider shall cooperate fully in defending any claim/ s by any local, state or central authority against the Corporation with respect to any levies, taxes, duties, fines and/ or penalties etc. due and payable by the Service Provider and shall indemnify the Corporation fully and without limit, against the same. This provision shall survive the termination of this Agreement.
 - The Service Provider hereby agrees to indemnify and hold the Corporation harmless from any loss, claim, damage, costs or expense of any kind including reasonable attorney's fees, to which the Corporation may be subjected by virtue of a breach of any of the representations and/ or warranties set out in Section 6 hereto.
- 7.4 Notwithstanding any other provisions of this Agreement, in no event shall the Corporation be liable to the Service Provider for loss or profits of revenues, indirect ,

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consequential or similar damages arising out of or in connection with the Services, materials or assistance provided under this Agreement.

• **TERMINATION :**

- Subject to the provisions of this Agreement, either Party shall have a right to terminate this Agreement, at any time by giving not less than 30 days prior written notice on the part of LIC and 120 days prior written notice on the part of the Service Provider of its intention to do so, to the other Party.
- The Corporation shall have a right to terminate this Agreement with immediate effect without assigning any reason thereto, if at any time during the term of this Agreement the LIC is informed or information comes to the attention of Corporation, or if it is so decreed or adjudged by any court, tribunal or other authority, that the Service Provider is or may be in violation of any laws.
- Notwithstanding anything herein contained, the Corporation may by giving fifteen (15) days notice in writing to the Service Provider, terminate this Agreement under any one or more of the following circumstances :
 - If the Service Provider fails to perform the Services under this Agreement or to observe any of its obligations or breaches all or any of the terms of this Agreement.
 - If the Service Provider becomes insolvent or goes into liquidation, whether voluntary or compulsory , or is unable to pay its debts as they become due or
 - Proposes or makes a general assignment or arrangement or composition with or for the benefit of its creditors or a receiver is appointed to take possession of all or substantially all of its assets or a petition for insolvency is filed against the Service Provider and such petition is not dismissed within 90 (Ninety) days after filing.
 - If in the opinion of the LIC the interests of the LIC are jeopardized in any manner whatsoever. 8.4 It is hereby agreed and understood by the Parties that the provisions of this Section shall not limit or restrict nor shall they preclude the Corporation from pursuing such further and other legal actions against Service Provider for any breach or non-compliance of the terms of this Agreement.
- **.5 On the expiry or termination of this Agreement, the Service Provider shall hand over or cause to be handed over all the information (as defined in Section 12.1 hereunder) assets, documents, instruments , keys and/or properties of or relating to the Corporation and all other related materials in possession of Service Provider to an authorized official of the Corporation.**

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• **COMPLIANCE WITH LAWS :**

- The Service Provider confirms that it has a license under the Contract Labour (Regulation and Abolition) Act,1970 and shall comply with the provisions thereof and shall defend/ indemnify the Corporation or its employees against any actions that may be initiated for non-compliance of the said Act and the Rules and shall also liable to such action as the Corporation may deem fit and proper.
- The Service Provider agrees that it shall comply with all applicable union, state and local laws, ordinances, regulations and codes in performing its obligations hereunder, including the procurement/ renewal of licenses, permits and certificates and payment of taxes where required. If at any time during the term of this Agreement, the Corporation is informed or it is brought to the notice of the Corporation that the Service Provider is or may be in violation of any law, ordinance, regulation or code (or if it is so decreed or adjudged by any court, tribunal or other authority), the Corporation shall be entitled to terminate this Agreement with immediate effect without assigning any reasons.
- The Service Provider shall establish and maintain all proper records as required by law, code , practice or corporate policy applicable to it from time to time including records and returns as applicable under the Labour Legislation. Service Provider further agrees that notwithstanding the termination of this agreement either by the efflux of time or otherwise Service Provider s hall provide such details as above to the Corporation as and when demanded for submission to the authorities. Any breach of this condition shall entitle the Corporation to claim such damages as the Corporation may suffer in this respect. The Service Provider shall submit the Payment of Wages Register(Form XVII), challans for tax payments, EPF, ESI and other statutory dues remittance evidences, to Estate Deptt, along with monthly Bill.

Non-submission shall be an event of default liable for termination .

• **INDEPENDENT SERVICE PROVIDER :**

This Agreement is on a principal -to-principal basis between the Parties hereto. Nothing contained in this Agreement shall be construed or deemed to create any association, partnership or joint venture or employer - employee relationship or principal -agent relationship in any manner whatsoever between the parties. The Service Provider acknowledges that its rendering of services is solely within its own control, subject to the terms and conditions agreed upon and agrees not to hold itself out to be an employee, agent or servant of the Corporation or any subsidiary or affiliate thereof.

• **SUB-CONTRACTORS :**

- 1 The Service Provider shall not assign or subcontract any of its responsibilities contained in this Agreement to any agent, sub -agent or subcontractor without prior written permission of the Corporation, which the Corporation may deny at its absolute discretion and if the Corporation gives such prior written permission, it shall not be construed as

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waiver of any accrued rights and/ or liabilities and the Service Provider shall be fully responsible for all acts and omissions of its contractors, subcontractors or agents.

- 2 Nothing in this Agreement shall be construed as creating any contractual or other relationship between the Corporation and any such contractor/ subcontractor or agent , nor any obligation on the part of the Corporation to pay or see to the payment of any money due to any contractor/ subcontractor/ agent.
- **INSPECTION AND RIGHT TO AUDIT :**
- 1 The Service Provider shall , upon reasonable notice allow the Corporation, its management, its auditors (both internal and external auditors), any other nominee of the LIC , the opportunity of inspecting, examining and auditing the records. The Service Provider also agrees to provide unrestricted access to the premises and its employees and any other assistance as may be required in relation to the inspection and audit as specified herein.
- 2 The Service Provider shall cooperate with the Corporation's internal or external auditor to assure a prompt and accurate audit. The Service Provider shall also cooperate in good faith with the Corporation and/ or its nominee to correct any practices, which are found to be deficient as a result of any such audit within a reasonable time after receipt of the Corporation's Audit Report.
- **CONFIDENTIALITY AND SECRECY:**
- 1 The Service Provider recognizes that in the course of the transactions envisaged by this Agreement, it may be privy to certain confidential information (whether or not the information is marked or designated as "confidential" or "proprietary") relating to the Corporation and its businesses including legal, financial , technical, Commercial , marketing and business related records, data, documents, reports, client information, the terms of this Agreement and the details of the negotiations between the Parties (the "information"). The Service Provider agrees that it shall keep all information and other materials passing from the Corporation to the Service Provider confidential and shall not, without the prior written consent of the Corporation, divulge such information to any other person or use such information other than for the purposes of carrying out this Agreement.
- 2 The obligations contained in this Section shall not apply to any part of the information in the case where that part of the information that is or has become public other than by breach of this Agreement and shall not restrict any disclosure by the Service Provider if required by law or by any governmental, official or regulatory body which is lawfully entitled to require any such disclosure. In such case, prior to such disclosure, the Service Provider should promptly notify LIC of India of such requirement of disclosure, with a view to providing the opportunity to the Corporation to contest such disclosure or otherwise to agree the timing and content of such disclosure.

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- 3 The obligations contained in this Section shall continue to apply after the termination or expiry of this Agreement.
- 4 The Service Provider acknowledges that in the event of any breach or threatened breach of this Section by the Service Provider/its employees /agents / sub -contractors, monetary damages may not be an adequate remedy, and therefore, the Corporation shall be entitled to injunctive relief to restrain the Service Provider / its employees / agents / sub-contractors from any such breach, actual or threatened.

• **INSURANCE :**

- 1 The Service Provider if deems fit and proper may take at its own costs, insurance policies for adequate amount against injury, death, dishonesty, theft, extortion, robbery, forgery, altered documents, fraud, fidelity and / or any other dishonest acts on the part of Service Provider's employees or agents / sub -contractors or representatives or employees of such agents/ sub- contractors with the Corporation as the loss payee / beneficiary.
- 2 In an event of any loss suffered by the Corporation, the Service Provider shall upon demand within 7 days time make good the loss to the Corporation without any demur, protest, dispute or objection.

• **PUBLICITY:**

The Service Provider shall not use the name and/ or trademark/ logo of the Corporation in any states or marketing publication or advertisements or in any other manner without prior consent of the Corporation.

• **PROPRIETARY RIGHTS:**

The Service Provider agrees that any product including but not limited to all information, reports, studies, software (including source codes, object codes and executables), flow charts, diagrams and other tangible and intangible material of any nature whatsoever produced by or as result of any of the services rendered hereunder shall be the sole and exclusive property of the Corporation. In furtherance thereof, the Service Provider, hereby irrevocably grants, assigns, transfers to the Corporation all rights, title and interest, of any kind, in and to any such product produced hereunder.

The Service Provider shall not be entitled to make any use of any of the said materials except as may be expressly permitted in writing by the Corporation.

• **NON EXCLUSIVE AGREEMENT:**

This Agreement is on non -exclusive basis and the Service Provider shall not have any exclusive right to provide the Services to the Corporation. The Corporation shall be free to engage any other service provider/ s or may entrust services similar to the services or any part thereof to any other person/ s.

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• **MISCELLANEOUS :**

18.1 RELATIONSHIP OF THE PARTIES :

This Agreement shall not constitute the appointment of either party as the legal representative or agent of the other Party. No Party to this Agreement shall have any right or authority to assume, create or incur any liability or any obligation of any kind, express or implied, against or in the name of or on behalf of the other Party to this Agreement except as may be specifically provided in this Agreement. Neither Party shall assume or be responsible for any liability or obligation of any nature, or any liability or obligation that arises from any act or omission to act on the other party however or whenever arising.

18.2 SEVERANCE :

If any provision of this Agreement is rendered void, illegal or unenforceable in any respect under any law, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby. Should any provision of this Agreement be or become ineffective for reasons beyond the control of the Parties, the Parties shall use reasonable endeavours to agree upon a new provision which shall as nearly as possible have the same commercial effect as the ineffective provision.

18.3 No waiver of any provision of this Agreement nor consent to any departure from it by any Party shall be effective unless it is in writing. A waiver or consent shall be effective only for the purpose for which it is given. No default or delay on the part of any Party in exercising any rights, powers or privileges operates a waiver of any right, nor does a single or partial exercise of a right preclude any exercise of other rights, powers or privileges.

18.5 ENTIRE AGREEMENT:

This Agreement constitutes the entire agreement between the Parties hereto with respect to the subject matter of this Agreement and supersedes all prior agreements and undertakings, written or oral, with respect to the subject matter hereof except as otherwise expressly provided herein.

• **AMENDMENTS :**

No modification, amendment, waiver, discharge or termination of any of the provisions of this Agreement shall be effective unless made in writing specifically referring to this Agreement and duly signed by each of the Parties.

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• **GOVERNING LAW AND JURISDICTION :**

This Agreement shall be governed by and construed in accordance with the laws of India and shall be subject to the exclusive jurisdiction of the courts in Kolkata.

• **NON-WAIVER AND OTHER REMEDIES :**

No failure or delay on the part of any Party in exercising any right, power or privilege under this Agreement and no course of dealing between the Parties shall operate as a waiver thereof, nor shall any single or partial exercise of any right, power or privilege hereunder preclude any other or further exercise thereof or the exercise of any other right, power or privilege hereunder. The rights, powers, and remedies herein expressly provided are cumulative and not exclusive of any rights, powers, or remedies, which the Parties would otherwise have. No Notice or demand in similar or other circumstances constitute a waiver of the rights of any of the Parties to any other or further action in any circumstances.

• **ASSIGNMENT :**

- The Service Provider shall not assign or otherwise transfer, dispose or part with any of its rights or obligations hereunder to any person without the prior written consent of the Corporation.
- The Corporation shall have the right, in its sole discretion to assign this Agreement to any of its affiliates and offices after giving notice of such assignment to the Service Provider.

• **FURTHER ASSURANCE :**

Each of the parties hereto shall cooperate with the others and execute and deliver to the other such instruments and documents and take such other actions as may be reasonably requested from time to time in order to carry out, give effect to and confirm their rights and intended purpose of this Agreement.

• **COSTS :**

Each of the parties shall pay its own legal, accountancy and other costs and expenses incurred in relation to the negotiation, preparation and execution of this Agreement.

• **COUNTERPARTS :**

This Agreement may be executed in any number of counter parts and by the different parties on separate counterparts, each of which when so executed and delivered shall be an original, but all of which shall together constitute one and the same instrument. The English language text of this Agreement shall prevail over any translation thereof.

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• **SURVIVAL :**

The terms and provisions of this Agreement that by their nature and content are intended to survive the performance hereof by any or all parties hereto shall so survive the completion and termination of this Agreement.

SCHEDULE -I

ADDITIONAL TERMS AND CONDITIONS

• **CONDITIONS :**

Unless mentioned otherwise the following Clauses shall be applicable where context so requires.

• **SCOPE OF WORKS :**

This Contract includes for providing any or all services and any extra/ deviated services which may be required during the currency of contract, pertaining to subject matter as mentioned in the "NOTICE".

• **DURATION OF CONTRACT :**

The period of contract will be for 12 Months commencing from and as specified in Work Order.

• **PAYMENT OF BILLS , DEDUCTIONS & PENALTY :**

The Service Provider shall submit their monthly bill, in the prescribed proforma, in triplicate along with supporting documents. The payment of bill/ s shall be subject to verification, deductions and penalty as described hereunder.

For each day on which there is absence of contractual staff and / or non -delivery of service, there shall be a pro -rata deduction of wages and a penalty as per clauses. The penalty mentioned above shall be separate for each count of absence and / or non -delivery of service on any given day. The basis for determining absence of contractual staff and / or non -delivery of service shall be reports submitted by the authorised persons of LIC and complaints made by occupants of the premises.

The personnel engaged by the Service Provider shall be smartly dressed in neat and clean uniform failing which it will be treated as deficiency of service and penalty of Rs.300/ (Rs. Three hundred only) will be imposed on each occasion. Each count of slovenly dressing shall attract separate penalty.

• **TERMINATION OF THE CONTRACT & FORFEITURE OF SECURITY DEPOSIT :**

The Competent Authority may due to adequate reason as he deems fit, terminate the Contract by giving a notice of 30 days . The "Service Provider" should then leave the premises in a decent and workable condition. Any defect or damage found shall be made good at his cost or otherwise the defects will be rectified through some other means, and the cost involved will be deducted from his bill and/ or Security Deposit lying pending with LIC of India.

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In the event of the Service Provider terminating the contract prematurely or committing any breach of the terms and conditions of the tender or the agreement or in the event of LIC prematurely terminating the contract on account of breach of the terms and conditions of the tender or the agreement by the Service Provider, the security deposit shall be forfeited by LIC.

• **VALIDITY OF TENDER :**

The Tender shall be valid for **03 (Three) months** from date of opening of Technical Bid.

• **TAXES, DUTIES, LEVIES AND DEDUCTION AT SOURCE :**

- The Service Provider shall be responsible to pay all statutory levies imposed by the State and Central Government such as Income Tax/ Sales Tax/ Sales Tax on works contract, Value Added Tax (VAT), Excise Duty, Octroi, Labour Cess etc. and as per the rates quoted in the tender or as amended from time to time. No reimbursement, whatsoever, shall be made to the Service Provider on account of any taxes or duties or increase in the taxes/ duties by act of any legislation.
 - Deduction at source of Income Tax on works contract etc. shall be made by LIC of India as per the provisions prevailing from time to time from the Running Account or Final Bills and remitted to the concerned Taxation Authorities/ State Government on behalf of the agency.
 - All the Service Providers have to submit the details of GST Registration no.
- Quoted rate will be inclusive of all taxes, charges.
- The successful Company will have to deposit 5% of the accepted contracted value (amount for 12 months period) as security deposit if the contractual value exceed Rs. 5 lakh as per GeM and will remain with LIC till the completion of the contract period. E.M.D. amount of successful Tenderer can be converted into part of Security Deposit, if desired so by the Company. The Security deposit will be refunded without any interest after completion of contract period.
- . After selection of Tenderer on the basis of Financial Bid, if the Company fails to execute Contract within a period of seven days of receiving the intimation from LIC, the EMD in respect of the Tender will be forfeited.

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- . Payments to the personnel engaged by the Service Provider is to be made directly to the respective Bank Accounts and documentary evidence is to be furnished after each payment.
- .The Wages for a month to the labourers engaged by the Service Provider need to be paid on the First working day of the next month and Register of Payment Wages (Form XVII as specified in the Contract Labour Act, 1970) for each month is to be submitted to LIC along with Bill every month. The payment of the contractual amount by LIC of India to the Service Provider will be in the nature of reimbursement i.e. the wages to the contractual staff shall be paid by the service provider in the first instance without linking it to the settlement of the service provider's bills by LIC.
- . Documents to be submitted with Monthly Bill :
 - Bills
 - Wage Register (Form -XVII)
 - Daily attendance Register
 - Bank statement of wages credited
 - GST payment Challan
 - ESI Deposit challan with list of beneficiary & amount
 - EPF Deposit challan with list of beneficiary & amount .The Integrity Pact will form part of the Agreement.

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PROFORMA FOR ARTICLES OF AGREEMENT

ARTICLES OF AGREEMENT made at.....this.....day of20..... between THE LIFE INSURANCE CORPORATION OF INDIA, a body corporate constituted and established by the Life Insurance Corporation Act, 1956 (Act 31 of 1956) and having its Central Office at "Yogakshema", Jeevan Bima Marg, Mumbai and its Divisional Office at Kolkata, Taratala hereinafter called the Employer (which expression shall include its successors and assignees wherever context or meaning shall so require or permit) of the one part and M/s (hereinafter called "The Contractor") of the other part.

WHEREAS the Employer is desirous of hiring House keeping work and has prepared specifications and the Schedule of Quantities which have been signed by or on behalf of the parties hereto.

AND WHEREAS the Contractor has agreed to execute upon and subject to the conditions and instructions set forth herein (hereinafter referred to as "**the said Conditions**") the works shown upon the said PRICE BID and /or described in the said Specifications and included in the said Abstract Schedule of Quantities at the rates therein set forth amounting to the contract sum of Rs.....herein after referred to as "**the said contract Amount**".

NOW IT IS HEREBY AGREED AS FOLLOWS:

1. In consideration of the said Contract Amount to be paid at the times and in the manner set forth in the said conditions, the contractor shall upon and subject to the said Conditions execute and complete the works shown upon the said Price bid and described in the Specifications and/or the priced Schedule of Quantities.
2. The Employer shall pay the contractor the said Contract Amount or such other sum as shall become payable for the items and in the manner hereinafter specified in the said conditions.
3. The said Conditions and Appendices thereto shall be read and construed as forming part of this Agreement, and the parties hereto shall respectively abide by and submit themselves to the conditions and perform the Agreement in their part respectively in such conditions contained.



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4. All disputes arising out of or in any way concerned with this Agreement shall be deemed to have arisen in _____ and only the Courts in _____ shall have jurisdiction to determine the same.

5. The contract comprises:-

- i) Tender Documents Serial Pages.....
- ii) Subsequent Correspondence Serial Pages.....

6. Only () alterations have been made in these documents and as evidence that these alterations were made before the execution of Contract Agreement, they have been initiated by the contractor and _____ official, _____ KMDO-2, Kolkata, Life Insurance Corporation of India. The said officer is hereby authorized to sign and initial on the Employer’s behalf, the documents forming part of this contract.

7. IN WITNESS WHEREOF THE Official seal of the LIFE INSURANCE CORPORATION OF INDIA, _____ KMDO-2, KOLKATA, was thereto affixed and signed on its behalf by the Sr. Divisional Manager and by _____ on behalf of the Contractor/s on the dates respectively mentioned against their signatures in the presence of the witnesses whose signatures are also appended.

In the presence of Manager (OS), KMDO-2, Taratala, Kolkata

1. Signature FOR AND ON BEHALF OF THE LIFE INSURANCE CORPORATION OF INDIA

Name:.....
Address:
Date:.....

2. Signature:
Name:
Address:

1. Signature: FOR AND ON BEHALF OF THE CONTRACTOR

Name:..... M/S.....
Address: Date :

2. Signature:
Name:
Address:

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LIFE INSURANCE CORPORATION OF INDIA

FORM OF BANK GUARANTEE IN LIEU OF SECURITY DEPOSIT IN INDIVIDUAL CONTRACTS

To

THE LIFE INSURANCE CORPORATION OF INDIA

In consideration of the Life Insurance Corporation of India having its _____ Zonal Office at _____ in the State of _____ (hereinafter called '**the Corporation**' which expression shall unless repugnant to the subject or context include its successors and assignees) having agreed under terms and conditions of contract (vide its acceptance letter No. _____ dated _____) made between _____

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(hereinafter called the said Contractor) and the Corporation in connection with _____ (hereinafter called 'the said contract') to accept a Deed of Guarantee and Indemnity as herein provided for Rs. _____ from the

_____ in lieu of the Security Deposit to be made by the contractor and/or in lieu of the deduction to be made from the Contractor's bills, for the due fulfillment by the said contractor of the terms and conditions contained in the said contract, we the _____ (hereinafter referred to as 'the said Bank') and

having our office at _____ do hereby undertake and agree to indemnify and keep indemnified the Corporation from time to time to the extent of Rs. _____ (Rupees _____ only) against any loss or damage, costs, charges and expenses caused to or suffered by or that may be caused to or suffered by the Corporation by reason of any breach or breaches by the said contractor in respect of the said contract or of any of the terms and conditions contained in the said contract, or in respect of all its claims for money and / or material found due and recoverable from the said contractor and to unconditionally pay the amount claimed as such by the Corporation on demand and without demur to the extent aforesaid.

2. We, the said Bank further agree that the Corporation shall be the sole judge of and as to whether the said contractor has committed any breach or breaches of any of the terms and conditions of the said contract and the extent of loss, damage, costs, charges and expenses caused to or suffered by or that may be caused to or suffered by the Corporation from time to time on account thereof and the decision of the Corporation in this respect shall be final and binding on us.

3. The Corporation shall have the fullest liberty without affecting in any way the liability of the Bank under this Guarantee or Indemnity from time to time to vary any of the terms and conditions of the said contract or to extend time of performance by the said contractor, or to postpone for any time and from time to time any of the powers exercisable by it against the said contractor and either to enforce or forbear from enforcing any of the terms and conditions governing the said Contract or securities available to the Corporation and the said Bank shall not be released from its liability under these presents by any exercise by the Corporation of the liberty with reference to the matters aforesaid or by reason of time being given to the said contractor or any other forbearance, act or omission on the part of the Corporation or any indulgence by the Corporation to the said contractor or of any other matter or thing whatsoever, which under the law-relating to sureties would but for this provision have the effect of so releasing the Bank from its liability.

4. It shall not be necessary for the Corporation to proceed against the contractor before proceeding against the Bank and the Guarantee and Indemnity herein contained shall be enforceable against the said Bank, notwithstanding any security which the corporation may have obtained or obtain from the contractor shall at the time when proceedings are taken against the Bank hereunder be outstanding or unrealized.

5. Notwithstanding anything contained in any of the foregoing clauses the liability of the Bank under this Guarantee shall not exceed Rs. _____ (Rupees _____ only). The guarantee shall remain in force till _____. If any extension of time be granted to the contractor, we undertake to extend the guarantee with the consent of the contractor. Unless a claim or demand under this guarantee is made or presented to the Bank within six months from the expiry date, all the rights of the

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Corporation under this Guarantee shall cease and the Bank shall be released and discharged from all liability hereunder.

6. We, the said bank lastly undertake not to revoke this guarantee and indemnity during its currency except with the previous consent of the Corporation in writing and agree that any change in the constitution of the said contractor or the said Bank shall not discharge our liability hereunder.

For and on behalf of the Bank
(Name and Designation)

The above Guarantee is accepted by the
LIFE INSURANCE CORPORATION OF INDIA.

For and on behalf of the LIC of India
(Name and Designation)

Dated:

Note No.1: FILL IN AS APPLICABLE

A) For Proprietary concerns:-

Shri _____ son of _____ resident of _____ carrying on business under the name and style of _____ at _____ (hereinafter called 'the said contractor' which expression shall unless the context requires otherwise include his heirs, executors, administrators and legal representative).

OR

B) For Partnership concerns:-

1. Shri _____ son of _____ resident of _____

2. Shri _____ son of _____ resident of _____

_____ carrying on business in partnership under the name and style of _____ of _____ at _____ (hereinafter collectively called 'the contractor' which expression shall unless the context requires otherwise include each of them and their respective heirs, executors, administrators and legal representatives)

OR

C) For companies :-

M/S / Shri _____ a company under the Companies Act 1956 and having its registered office at _____ in the state of _____ (hereinafter called 'the said contractor' which expression shall unless the context requires otherwise include its successors and assignees).

Note No.2:

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BID -2

PRICE BID

REG : TENDER FOR INTERNAL CLEANING /SANITATION/SWEEPING (HOUSE KEEPING AND SWEEPING ON PART TIME BASIS) OF DIVISIONAL OFFICE AT TARA TALA AND BRANCH OFFICES UNDER KMDO-2, KOLKATA FOR ONE YEAR (February 2023 to January 2024) .

Sl. No.	Details of Area for Office Upkeep and Housekeeping Service - Internal Cleaning/Sanitation/ Sweeping	APPROX. SQ FT AREA
1a.	IDIVISION OFFICE	29057
1b	DO COMPOUND and Basement	6365
2	DIAMOND HARBOUR	5545
3	BHOWANIPUR	5564
4	JADAVPUR	7107
5	CANNING	5044
6	CAB-I	4360
7	CAB-II	5564
8	DAB	3000
9	PARK CIRCUS	4000
10	KIDDERPORE	5000
11	SARSUNA	5156
12	KASBA	8204
13	AMTALA	8280
14	RABINDRA SAROBAR NEW PREMISES	8100
15	GARIAHAT (FROM FEB 2020)	8324
16.	CBO-15 – Internal Cleaning/Sanitation/ Sweeping (including Terrace & external surface of ground floor) of CBO-15, Bhowanipur	12258
	TOTAL	1,30,928

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NOTE:-Contractor has to keep One authorized Supervisor at Divisional office OS Department to supervise the work of Divisional Office and all the mentioned Branch Offices and to receive orders/ complaints during office hour on all working day.

2.	<u>Scope of Work of Housekeeping Services at LIC Office Premises (on all working days except otherwise specified)</u>
	<ul style="list-style-type: none">• Cleaning of all gents & ladies toilets, wall tiles, pots, partitions, window panes, window grills and glasses from inside as well outside (wherever accessible), looking glasses of toilets, taps/fixtures, etc; at least twice a day with good quality of detergents and disinfectants on all the concerned floors. Filling & refilling of Liquid soap, air fresheners, naphthalene balls etc. Hourly inspection of Toilets and undertaking necessary cleaning and mopping of the same.• Sweeping and mopping of passage.• Sweeping and wet mopping of reception area, General office Area and Cabins etc with deodorant disinfectants.• Clearing and cleaning of waste paper baskets. Baskets to be emptied after 4 pm daily.• Dusting of partitions, doors & walls.• Cleaning of window panes & glasses from inside and outside (wherever accessible).• Cleaning of main entrance glass doors/wooden doors.

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TENDER FOR INTERNAL CLEANING /SANITATION/SWEEPING (HOUSE KEEPING AND SWEEPING ON PART TIME BASIS) OF DIVISIONAL OFFICE AT TARA TALA AND BRANCH OFFICES UNDER KMDO-2, KOLKATA FOR ONE YEAR (March 2024 to February 2025) .

- Scrubbing and Cleaning of all toilets flooring.
- Mopping of the entire toilet floors with deodorant disinfectant and cleaning of wash basins at regular intervals throughout the day.
- Cleaning of Chambers, cubicles, reception area, service area common area, passages, lift area, pantry etc.
- Cleaning Office Equipments etc.
- Monthly vacuum cleaning of venetian blinds
- Daily cleaning of table/Chairs
- Monthly cleaning of wall mounted fans/ceiling fans
- Weekly Cleaning of Drinking Water Cooler Tanks in Office.
- Weekly Cleaning of all the fire escape doors.

(All equipments/materials required for cleaning as described above will be provided by the Contractor).

NOTE: Vendors are advised to visit the above mentioned premises/ locations before quoting their rates between 11 am to 4 pm from Monday to Friday.

HOUSEKEEPING SERVICE IN OFFICES:-

• **DAILY SCHEDULE:**

Daily Schedule for Cleaning/Sweeping shall be as under:

1. Sweeping and mopping of all cabins & area- twice in a day with Phenyl/disinfectant.
2. Dusting of all furniture, walls, ceiling, curtains, venetian blinds early in the morning before 9.00 a.m.
3. Cleaning, Washing & replacing the dustbins after removing the waste material from the dustbins. Dusting and cleaning of doors, windows, glass panes, partition walls, AC machines, water cooler, fridge etc.
4. Cleaning toilets, removing stains on floors & walls, keeping air fresheners, filling liquid soap of approved quality in the morning & keeping urinal cubes etc.
5. Cleaning and drying all the toilets at an interval of every one hour.
6. Pantries- removing muck, cleaning and washing of platform drains, sink etc. twice a day.
7. Cleaning of Buckets/Mugs by liquid soap /cleaner on daily basis.
8. Collection of all waste / garbage material and its disposal as per instruction of the Buyer Department..
9. Removing stains from floor, walls, staircases, cabin doors, partition of cabin inside or outside on regular basis.

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10. Sweeping of area outside the building within premises, on all four sides.

(b) WEEKLY SCHEDULE:

1. Washing of floors with soap/stain cleaner, removing of webs/insects from walls, ceiling, under tables/chairs/cup boards etc. with vacuum cleaner.
2. Cleaning of taps, wash basins, flushing system, sinks etc. with help of soap, stain cleaner.
3. Polishing of floors.
4. Cleaning of Tanks of Drinking water coolers in Office/Guest Houses.
5. Cleaning of all the fire escape doors.
6. Cleaning of terrace.

© MONTHLY SCHEDULE:

1. Monthly Vacuum cleaning of venetian blinds.
2. Monthly cleaning of wall mounted fans/ceiling fans
3. Keep the signage clean and visually clear.
Phenyl/disinfectant.
2. Dusting of all furniture, walls, ceiling, curtains, venetian blinds early in the morning before 9.00 a.m.
3. Cleaning, Washing & replacing the dustbins after removing the waste material from the dustbins. Dusting and cleaning of doors, windows, glass panes, partition walls, AC machines, water cooler, fridge etc.
4. Cleaning toilets, removing stains on floors & walls, keeping air fresheners, filling liquid soap of approved quality in the morning & keeping urinal cubes etc.
5. Cleaning and drying all the toilets at an interval of every one hour.
6. Pantries- removing muck, cleaning and washing of platform drains, sink etc. twice a day.
7. Cleaning of Buckets/Mugs by liquid soap /cleaner on daily basis.
8. Collection of all waste / garbage material and its disposal as per instruction of the Buyer Department..
9. Removing stains from floor, walls, staircases, cabin doors, partition of cabin inside or outside on regular basis.
10. Sweeping of area outside the building within premises, on all four sides.

(b) WEEKLY SCHEDULE:

1. Washing of floors with soap/stain cleaner, removing of webs/insects from walls, ceiling, under tables/chairs/cup boards etc. with vacuum cleaner.
2. Cleaning of taps, wash basins, flushing system, sinks etc. with help of

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	soap, stain cleaner. 3. Polishing of floors. 4. Cleaning of Tanks of Drinking water coolers in Office/Guest Houses. 5. Cleaning of all the fire escape doors. 6. Cleaning of terrace. © MONTHLY SCHEDULE: 1. Monthly Vacuum cleaning of venetian blinds. 2. Monthly cleaning of wall mounted fans/ceiling fans 3. Keep the signage clean and visually clear.	
3	LIST OF APPROVED MATERIAL: 1. The material to be used shall be of reputed make as specified or approved by LIC. 2. One month material should always be in stock of the contractor within our premises	
4	Description of Material required	Manufacturing and Brand Names
	Flush Cleaner, Phenyl	Harpic, Lizol, Bengal Chemicals/ similar brands/ ISI marked
	Air freshener installation/ refilling	Dabur (India)/ Odonil/ Ambipure/ similar brands
	Stain/ Glass cleaner	Colin/ similar brands
	Toilet paper roll	Sandal, Lavender
	Liquid Soap	Lifebuoy, Dettol, similar brands
	Disposable bags for garbage collection	Standard Make (biodegradable)
	If material/ equipments as mentioned in the table above is/are not used, appropriate penalty as decided by the Buyer will be imposed and recovered. Before use of any other brand of material approval from LIC is required. Further, Jeevan Tara Building, Taratala has been selected as Green Building under GRIHA scheme and so Herbal materials as prescribed by LIC from time to time will have to be used by the vendor for cleaning purpose for this building.	
5	<p style="text-align: center;"><u>General points about materials for housekeeping</u></p> <ul style="list-style-type: none"> The description/ brand of materials to be used for various house-keeping activities shall be as specified above. All cleaning material such as phenyle, disinfectant, air fresheners , hand-wash, liquid soap, sani cubes, squeeze, detergent powder, naphthalene balls, etc shall be provided and arranged by the Contractor at its own cost. All the material used 	

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	<p>should be of good quality and eco-friendly.</p> <ul style="list-style-type: none"> • The Contractor shall arrange for all cleaning equipment such as – Hard brush / Soft brush, Soft / Hard duster , Mops, Multi Wash, Dry mops kit, Glass Cleaner , WC cleaner, Vacuum cleaner , Jet-pump etc. • Dustbins(with biodegradable disposable garbage bags), mugs, small buckets in all office areas toilets (common and attached) shall be provided by the Contractor and are to be replaced as and when informed by Buyer to the Contractor. 	
6.	Price to be quoted here (yearly basis) i.e. Per Year for the entire work (DO & BOs)as mentioned above including GST	IN FIGURE (Rate including GST)per Year for the entire work
	<p>We have gone through details of terms/conditions & scope of work and nature of services to be provided. Accordingly, we submit herein below the financial bid having regard to the General Terms and Conditions, number of persons to be deployed for Cleaning / Sanitation / Sweeping etc , scope of work & locations.</p>	

SIGNATURE OF CONTRACTOR

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SUMMARY

I/We Quote our over all rate per year for the entire work as mentioned above including all taxes as imposed by state/ central government time to time for the entire period of contract including GST @ Rs...../- . (in words) Total amount comes to Rs./- per year. The rate remain constant for entire period of contract.

NOTE:- 1. Contractor has to keep One authorized supervisor at Divisonal office OS Department to supervise the work and to receive orders/ complaints during office hour in all working day.
 2. Any GST payment Defaulter in LIC KMDO-2, KOLKATA will not be considered for opening of price bid.

Date:

Place:

Signature of the Contractor with seal