



PROVIDING SECURITY SERVICES

AT

**VARIOUS OUTLETS OF LIFE INSURANCE COPORORATION OF INDIA, MYSORE
DIVISION AS PER ANNEXURE-D**

Date of issue: 10.07.2024

Last date of presenting completed tender: on or before 1.00 pm of 02.08.2024

**Tender for procuring Security Services on Contractual Basis at Various Locations of
Life Insurance Corporation of India, Mysore Division.**

Location/Outlet as mentioned in Annexure-"D"

Please check that total number of Pages of the tender is 36

**Each Page of the Tender Document must be Signed & Stamped by the Tenderer before
submission.**



Mysore Division

ವಿಭಾಗೀಯ ಕಛೇರಿ, 'ಜೀವನ ಪ್ರಕಾಶ', ಅಂ.ಪ.ಸಂಖ್ಯೆ 37, ಮೈಸೂರು-ಬೆಂಗಳೂರು ರಸ್ತೆ, ಬನ್ನಿಮಂತಪ್ಪ, ಮೈಸೂರು - 570

015.

मण्डल कार्यालय, 'जीवन प्रकाश', पो.बं.सं: 37, रोड, बन्नमण्टप, मैसूर - 570 015.
मैसूर -बेंगलूर

Divisional Office, "JeevanPrakash", P.B.No:37, Mysore- Bangalore Road, Bannimantap, Mysore- 570 015.

ಫೋನ್: ದೂರ ಭಾಷೆ: Tel: 0821-2495001 to 2495005

ಫ್ಯಾಕ್ಸ್: ಫೇ ಕ್ಸ: Fax: 0821-2490669

ಈ-ಮೇಲ್/ई-मेल/E-mail: estates.mysore@licindia.com

Ref: E &OS Dept.

10th July'2024

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Tender Notice

Re: Providing Security Services (Armless Guards)
At various outlets of Life Insurance Corporation of India, Mysore Division.
Invitation of Tenders for Providing Security Services

Life Insurance Corporation of India, Divisional Office, Mysore 570 015, invites sealed tender under two bid systems from interested for providing security services at its various outlets spread across five revenue districts of Karnataka viz. Mysore District, Chamarajanagara District, Mandya District, Kodagu District and Hassan District.

Licensed reputed organizations/individuals having sound financial capacity with a proven track record of at least five years in the field shall participate. Bidders having their office and/or service centers in and around Mysore City will be preferred. The bidders complying with the criteria specified in the tender shall only be considered for further evaluation.

Tender documents containing Terms & Conditions for providing security services is available in E&OS Department, Divisional Office, Life Insurance Corporation of India, Jeevan Prakash, Bangalore- Mysore Road Bannimantap, Mysore 570 015 on any working days from 10/07/2024 to 30/07/2024 (between 11.00 am to 3.00 pm). The tender document completed in all aspects shall be dropped in the tender box kept at our Divisional Office during office hours on or before -02/08/2024. The last date for submission of filled in offers is 02/08/2024 up to 1.00 pm. The "Technical Bids" will be opened on the same day at 4.00 pm in the presence of bidders or their authorized representatives present. Bidders shall enclose a DD/Cash paid receipt for Rs.250/- (Rupees two hundred and fifty only) towards non refundable fee for tender document cum application form along with Rs.45/- (Rupees Forty five) only towards GST.

For details and bid documents please log on to www.licindia.in and go to tenders and click on the link "**Tender - Advertisement for procurement of Security Services**". Any further modifications/amendment/extension of dates etc will be uploaded only in the website www.licindia.in. No Brokers / Intermediaries shall be entertained

The Senior Divisional Manager, DO, LIC of India, Mysore, reserves the right to reject/award the tender to any agency at sole discretion without assigning any reason whatsoever.


Senior Divisional Manager.

4. TENDER SCHEDULE

- Tender for procuring security services at various locations in jurisdictional area of Life Insurance Corporation of India, Mysore Division.
- Locations & requirements are as noted in Annexure-D of the tender document.
- Tender forms may be obtained on any working day from 10/07/2024 to 30/07/2024 (between 11.00am to 3.00pm). The forms are available on payment of tender document fee with E&OS Department, Divisional Office, Life Insurance Corporation of India, Jeevan Prakash, Bannimantap, Bangalore –Mysore Road, MYSORE 570 015.
- Tender documents can also be down loaded from www.licindia.in > go to "Tenders" and click on the link "**Tender - Advertisement for procurement of Security Services**".
- Tender document is available on payment of non refundable tender fee of Rs. 250/- + GST @18% Rs 45/- total Rs.295/- (Total rupees two hundred and ninety five only) in cash or by Demand Draft on any Nationalized/Schedule Bank in favour of "Life Insurance Corporation of India" payable at Mysore, at the cash counter, Divisional Office, Mysore. The miscellaneous receipt issued by our cash counter has to be enclosed with the technical bid. For the tender forms down loaded from our website the Demand Draft/Bankers Cheque for Rs 295/payable at Mysore has to be enclosed with the technical bid.
- The last date for presenting the bid is **02.08.2024 on or before 1.00 pm**.
- The technical bid will be opened at 4.00 pm on 02/08/2024 at Divisional Office, Life Insurance Corporation of India, Jeevan Prakash, Bannimantap, Mysore – 570 015.
- The date and time of opening the financial bid will be intimated subsequently to bidders whose technical bids are found suitable and declared qualified.
- Any further modifications/amendment in tender including extension of dates, if any, will be uploaded only in the website www.licindia.in.
- For details contact – The Manager (E&OS), 0821 -2480653/2498494, estates.mysore@licindia.com;



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5. Instructions to Bidders.

- a. The sealed tender is to be submitted in Two Bids System, i.e. Technical Bid and Financial Bid. The Technical Bid consists of application in Annexure A supplemented by all the required information called for in the questioners and shall contain inter-alia the details regarding their client portfolio. Tender should contain four envelops with specified contents as reproduced herein below.
- b. **Envelop 1 for presenting technical bid:** The Technical bid shall be submitted in a sealed cover with clear marking **Envelop 1** with super scribing as „Technical Bid for providing security services. The envelop-1 shall also bear addressee and bidder details. Bidders should use only the format given as „**Annexure A**“ to present their technical bid along with supporting documents.
- c. **Envelop 2 for presenting financial bid:** The Financial/Price Bid shall contain only financial details viz. Rate and other financial implications. The Financial Bid shall be placed in the **Envelope 2** with super scribing as „Financial Bid for providing security services“. The envelop-2 shall also bear addressee and bidder details. Bidders should use only the prescribed format given as „**Annexure B**“ to present their financial bid.
- d. **Envelop 3 for presenting EMD and Tender Application fee:** should contain Earnest Money Deposit through Demand Drafts drawn in favour of Life Insurance Corporation of India payable at Mysore. EMD a lump sum amount of Rs.14,00,000/- (Rupees Fourteen lakhs only). Further envelop-3 should contain a DD towards the non refundable tender application fee of Rs. 295/- (Rupees two hundred ninety and five only including GST) wherein the application is downloaded from lic internet site. The miscellaneous receipt issued at cash counter towards payment of tender application fee shall be enclosed wherein application is obtained from the office on payment. Sealed **Envelop-3** shall be super scribing as „Earnest Money Deposit for providing Security Services“. The envelop-3 shall also bear addressee and bidder details.
- e. **Envelop 4 for presenting above three envelops:** All the three envelopes (viz. Envelope 1 – containing Technical Bid; Envelope 2 – containing Financial Bid and Envelope 3 – EMD & Application fee details - shall be placed in a fourth envelope **Envelop 4** and sealed and submitted to the Manager (E&OS) at the address noted herein above. The envelope must be super-scribed with „Bid for providing security services. The last date and time for submission of bid is 02/08/2024 up to 1.00 pm.
- f. **Earnest Money Deposit (EMD) –** Bidder shall present a demand draft for Rs. 14,00,000 /- in favour of Life Insurance Corporation of India payable at Mysore, drawn on any nationalized bank. This EMD shall not carry any interest. The EMD shall be presented along with the bid in the form mentioned herein.



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g. Refund of Earnest Money Deposit:

1. *Earnest Money Deposit of all unsuccessful vendor/ bidders shall be refunded within one month time after scrutiny and submission of the Technical Assessment Report by the Divisional Stores Purchase Committee to the Senior Divisional Manager.*
 2. *Earnest Money Deposit of the other bidders (Except the selected bidder) shall be refunded within one month time after opening of the Financial Bids.*
 3. *Earnest Money Deposit of the selected bidder shall be refunded separately or adjusted against the payment towards the security deposit.*
 4. *In case the selected bidder refused/ failed to execute the work order after issue of the work order, a notice shall be served to him by giving 30 days time to respond. In the absence of suitable response, the Earnest Money Deposit amount lying/ retained with us shall be forfeited without any further correspondence.*
- h. The Technical Bid will be opened on 02.08.2024 at 4.00 pm in the presence of Bidders or their authorized representatives who may like to remain present. All Bidders are advised to remain present (self or representative) in their own interest. The authorized representative must bring an authority letter from the bidder to that effect.*
- i. The financial bids of only those bidders, whose Technical Bid offer are found suitable to the Corporation, will be opened at a later date. The date of opening of financial bids will be intimated in advance to those shortlisted bidders only.*
- j. The financial bids will be opened only if at least two Technical Bids are found suitable. In any case single Financial Bid shall not be opened.*
- k. The following documents should be enclosed with the Technical Bid:*
1. *Certificate of Registration under Companies Act, 1956/ 2013 / A copy of Deed Partnership along with proof of registration of firm/Individual Firm. Valid certificate of registration under the Karnataka Shops & Establishment Act, if applicable.*
 2. *Copy of the PAN as allotted by the Income Tax Department.*



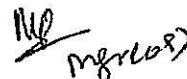
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3. Certificate of the Labour License/Statutory Licenses as required by any Central or State Government Act. License Issued under Private Security (Regulation) Act, 2005 to operate as Security Service Provider
 4. Copy of the Goods and Service Tax registration
 5. Copy of the E.P.F. registration
 6. Copy of the E.S.I. registration
 7. An affidavit stating that the applicant is not facing any blacklisting from any establishment of Central Government or the State Government or the PSU for breach of agreement whatsoever.
 8. Income Tax Returns for immediate previous 3 financial years
 9. Audited Accounts, Balance Sheets, and Profit and Loss Accounts for immediate previous 3 financial years.
 10. Work orders of existing major agreements with large Institutes/PSUs/Govt Organizations".
 11. Work orders confirming number of persons employed by the bidder as at 31/03/2024.
 12. Permission from Police Authorities, Mysore for operating as Security Service.
 13. ISO 9001 : 2015 certificate.
- l. The successful bidder should execute the work order within 30 days from the date of issuance of work order. Failure to execute the work order in Toto will attract penalty which includes inter-alia forfeiture of EMD without any further correspondence to this effect.
- m. Bidders should note that their offers should remain valid for consideration for a minimum period of Six months from the date of opening of „Bids“.**
- n. It may be noted that no negotiations will be carried out in this regard. Hence bidder should ensure providing most competitive rates.
- (THREE YEARS)**
- o. The tender will be for a period of **3** years provided the services are satisfactory and the Security providing agency must have an established office in and around Mysore from that period with a turn over of more than 15 crore and must have more than 300 employees on role.
- p. The tender inviting authority reserves the right to accept any tender or to reject any or all tender at his sole discretion without assigning any reason/s thereof. The tender inviting authority does not bound to accept the lowest tender. Tender inviting authority has right to alter/modify/drop/in clued any terms and conditions.



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Senior Divisional Manager.


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