

**Ref: LIC/DO/KKD**

**Dated 5<sup>th</sup> August 2024**

**Tender No: Stores/OS-KKD/ 1/05.08.2024**

**TENDER DOCUMENT  
FOR  
OFFICE UPKEEP  
AND  
HOUSE KEEPING SERVICES**



**Life Insurance Corporation of India  
OS Department,  
Divisional Office, 3<sup>rd</sup> Floor,  
LIC Road, Mananchira,  
Kozhikode – 673001**

**Cost of Tender Document : Rs 590/-**

**Ref: LIC/KKD/OS/2024/25**

**Tender No: 1/05.08.2024**

**PART- A**  
**NOTICE INVITING TENDER**

**TENDER NOTICE FOR OFFICE UPKEEP AND HOUSE  
KEEPING SERVICES**

**TENDER NO: Stores/OS-KKD/ 1/05.08.2024**

**Life Insurance Corporation of India**, Kozhikode Divisional Office (herinafter referred to as “**The Corporation**) having its office at **LIC Road, Mananchira, Kozhikode-673001**, invites Sealed Tender two bid system from reputed licensed organizations / Agencies who are providing office upkeep and housekeeping services in any organization / Government / Public sector undertaking / Private organizations of repute etc for providing Housekeeping Services for our office buildings at the places as given in **Form D**

Sealed Tenders are invited from reputed agencies with their presence in Kozhikode, providing House Keeping Services with at least three years of experience of providing House Keeping Services to any organization /Government / Public sector Undertaking / Private organizations of repute etc., under the two bid system. Schedule for the tender process is as given below:

Tender Notification Number & Date	<b>Stores/OS-KKD/ 1/05.08.2024</b>
Cost of Tender Document	<b>Rs. 500.00 + GST 18% = Rs. 590/-</b> (non refundable) in the form of Demand Draft / Pay order drawn in favour of “ <b>LIC of India</b> ”, payable at <b>Kozhikode</b> paid at the time of submitting the tender in a separate envelope super scribed “ <b>COST OF DOCUMENT FOR</b>

	<b>OFFICE UPKEEP AND HOUSEKEEPING SERVICES TENDER”</b>
Earnest Money Deposit	Rs. 70,000.00 in the form of Demand Draft / Pay order drawn in favour of <b>“LIC of India”</b> , payable at <b>Kozhikode</b> paid at the time of submitting the tender in a separate envelope superscribed <b>“EMD FOR OFFICE UPKEEP AND HOUSEKEEPING SERVICES TENDER”</b>
Time, Date and Place of Sale of Tender Document:(Collection of document in person from the address given or downloading from office site of the corporation)	Date:From 09.08.2024 To: 30.08.2024 Time: <b>10.30 am to 3.30 pm on all working days (excluding Saturdays and Sundays)</b> Place: <b>LIC of India, OS Department, Divisional Office, 3<sup>rd</sup> Floor, LIC Road, Mananchira, Kozhikode – 673001. Tel: 0495-2728712/11/10</b>  <b>Web Site: <a href="http://www.licindia.in">www.licindia.in</a></b>
Time, Date and Place for receipt of tender Document (Last Date)	Date: <b>30.08.2024</b> Time: <b>01.00 pm</b> Place: <b>LIC of India, OS Department, Divisional Office, 3<sup>rd</sup> Floor,LIC Road, Mananchira, Kozhikode – 673001. Tel: 0495-2728712/11/10</b>
Time, Date and Place of Opening Tender Document	Date <b>30.08.2024</b> Time: <b>03.00 pm</b> Place: <b>LIC of India, OS Department, Divisional Office, 3<sup>rd</sup> Floor,LIC Road, Mananchira, Kozhikode – 673001. Tel: 0495-2728712/11/10</b>

Pre-Bid meeting with Tenderers for Inspection of Housekeeping service site	<b>27.08.2024 02.00 pm</b> Place: <b>LIC of India, OS Department, Divisional Office, 3<sup>rd</sup> Floor, LIC Road, Mananchira, Kozhikode – 673001. Tel: 0495-2728712/11/10</b>
Validity of the Tender	<b>180 days</b> from the date of opening of technical bid
Contract Period	<b>One Year from the date of taking over</b> as agreed up on by both the parties and which can be renewed on the same terms and conditions for <b>second / third year</b> if the performance of the service provider is found satisfactory by LIC of India.

The Downloaded / Purchased tender form must be complete in all respect and dropped in the tender box placed at the above mentioned address strictly within the dates and time mentioned as above along with the tender document and Demand Draft / Pay Order of Rs. 70,000/- and Rs. 590/- drawn in favour of “LIC of India” payable at Kozhikode towards the Earnest Money Deposit (EMD) and cost of tender document respectively.

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

All the forms (A to G) and Annexure A are part of this tender and shall be duly signed by authorised person of the tenderer. It should be signed on all pages. If there is any corrections/alterations it should also be initialled.

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

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

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

**Dated at Kozhikode on the 5th day of August 2024**

**Senior Divisional Manager (I/C)**  
Kozhikode Divisional Office

## **PART- B**

### **GENERAL RULES AND INSTRUCTIONS TO TENDERERS**

**Tender No: Stores/OS-KKD/ 1/05.08.2024**

(Tenderer/Bidder must go through the complete Tender document – Technical Bid and Financial Bid including Terms and Conditions, and understand his/her/their responsibilities and obligations there under. Seal and signature of company’s authorized person is to be affixed on all pages)

**Life Insurance Corporation Of India , Divisional Office, Kozhikode** ( hereinafter referred to as “**The Corporation**”) invites tender for “HOUSE KEEPING SERVICES AT DIFFERENT LOCATIONS IN MALAPPURAM, KOZHIKODE, WAYANAD, KANNUR AND KASARAGOD DISTRICTS” from the Agencies for house keeping services for our buildings located at various places under the jurisdictional area of Kozhikode Division (Please refer to scope of work in instructions to Bidders here below ) for a period of **1 Year (Twelve Months)** from the date of awarding contract extendable by maximum **2 (Two)** more years on yearly basis depending upon the experience and at the discretion of the Competent Authority of the Corporation.

1. Tender should be dropped (which shall be the only mode of submitting the tender) in Tender Box (Placed at below - address) in sealed envelope bearing address:-

**“The Manager(E&OS),  
LIC of India,Divisional Office,  
“Jeevan Prakash”, 3<sup>rd</sup> Floor,  
LIC Road, Mananchira,  
Kozhikode- 673001.**

2. The last date and time for submission of tender document is **30.08.2024** up to 1.00 pm. The tender (Technical Bid) will be opened on **30.08.2024**, 3.00 PM onwards. The venue of opening of Technical tender will be same as given above. The Technical Bids will be opened in presence of Tenderer or their authorized representatives. The Tenders received after 1.00pm on **30.08.2024** will not be entertained and shall be rejected forthwith. Decision of the Corporation in this regard will be final , conclusive and binding on the tenderers and the Corporation takes no responsibility for any delay whatsoever for submission of tender on or before due date and time given here above.
3. The cost of tender form **Rs 590/- (Rs.500+GST 18%)** is non refundable. The tender form may be downloaded from website of Corporation (**www.licindia.in**) or can be obtained from the office at address as mentioned above.
4. The bid shall be valid for the period of 180 days from the last date of opening technical bids.
5. The tender shall be submitted in two parts i.e. Part-I (Technical Bid) and Part- II (Financial Bid). The mode of submission of tender will be:-
  - i. **Cover I:** This cover forming Part-I of the tender should be super scribed with the words **“Tender for HOUSE KEEPING SERVICES AT DIFFERENT LOCATIONS IN KOZHIKODE DO JURISDICTION - Technical Bid ”** (Strictly as per Form F) containing all the certificates /information/documents.
  - ii. **Cover II:** This cover forming Part- II of the tender should be superscribed with the words **“Tender for HOUSE KEEPING SERVICES - Financial Bid”**. The bid should be strictly in the

format as given in Form G . This cover will be opened after short listing of tenderers based on the Technical Bids.

- iii. Cover III ;** This is a Master cover containing the above two covers of Technical Bid and Financial Bid (and also the envelope containing the demand drafts as in (iv) below) and this cover III should be super scribed with the words **“TENDER FOR HOUSE KEEPING SERVICES “** the same shall bear the address as given below :-

**“The Manager( E&OS),  
LIC of India,Divisional Office,  
“Jeevan Prakash”, 3<sup>rd</sup> Floor,  
LIC Road, Mananchira,  
Kozhikode- 673001.**

- iv. Demand Draft / Pay Order of Rs. 70,000/- and Rs. 590/-** drawn in favour of **“LIC of India”** payable at Kozhikode towards the Earnest Money Deposit (EMD) and cost of tender document respectively should be kept in **cover III in a separate envelope**, superscribed with the words **“EMD and Cost of tender document”**

- 6.** Those Technical bids which are found to be in order i.e. satisfying all the stipulated conditions for **MAINTENANCE OF HOUSE KEEPING SERVICES** shall be short-listed and financial bids of only such short-listed bidders will be opened.
- 7.** Any agency submitting the tender shall be deemed to have read and understood the terms and conditions, scope of the work, etc and quoted accordingly.
- 8.** LIC of India reserves the right to call for missing/additional requirements or otherwise from the applicant at the time of analysis of the tenders received in response to this notice.



9. Any conditional offer / tender shall not be considered.
10. Any modification in the tender after opening date shall not be considered.
11. The Bidders should read and understand all the terms and conditions of the Tender before applying, as the submission of the tender shall be deemed to signify the acceptance of the terms and conditions of this tender and Annexure forming a part and parcel of it and the successful tenderer shall sign and execute a Contract subsequently which shall be inclusive of the terms and conditions as set forth in form -F TECHNICAL BID of this Tender.
12. The Bidder should be a registered body for providing services of skilled and unskilled labourers having requisite license.
13. The Bidder should have minimum experience of at least 3 years in providing housekeeping services to public sector/other reputed institutions and should have been in existence for the **last 5 years.**
14. The Bidder should have, on their wage roll, minimum **300** employees as on **30/06/2024**
15. The Bidder should have experience in the Housekeeping services in any Financial organization, Government /Public Sector undertaking / Private organizations of repute with at least One (1) existing work order in the said organizations with housekeeping.
16. The average Annual Turnover from Housekeeping business during last 3 years should be at least Rs 50 Lakhs per annum.

- 17.** The Bidder firm / Agency Should be a profitable company during the last 3 years,i.e2023-2024,2022-23,2021-22. Provisional accounts of the company for the FY 2023-24 should show profitability.
- 18.** Satisfactory service certificates to be produced from any two of their existing major clients with details of contact person, Telephone Number, email etc.
- 19.** The Bidder should ensure and confirm that they have the entire mandatory compliance certificates/ registrations/ license under various applicable laws including labour laws applicable for the state of Kerala. Minimum wages payable to the personnel to be engaged shall be strictly as per Labour Act only. The Bidder should comply with various provisions of **Contract Labour (R& A) Act 1970 and Central Rules 1971** and should enclose the copies of the following:
- i.** License from Labour Commissioner to employ contract labour under the Contract Labour Act.
  - ii.** Registration certificate under Employees Provident Act, with latest proof (challans to be Attached)
  - iii.** Registration under Employees State Insurance Act, with latest proof (Challans to be attached)
  - iv.** Latest Income tax clearance certificate and PAN Card of the Contractor to be enclosed
  - v.** GST registration Certificate.
  - vi.** Copies of audited Balance Sheets for the past 3 years(FY 2023-24, 2022-23, & 2021-22 ). The Bidders shall have good name, standing and professional reputation for performing similar job/ assignment. In addition they should not have

defaulted in providing similar services or should not have been black listed with any office of the Corporation (LIC) or any other establishments. The Bidders should have proper tools & tackles for providing housekeeping services at Malappuram, Kozhikode, Wayanad, Kannur, Kasaragode Districts and should be GST registered.

**20.** The Bid shall be signed by a person/s or person/s so authorized by the Bidder. In case, the Bidder is a Company, the officer so authorized by the Company with its seal duly affixed shall sign the Bid.

**21.** While discharging the duties, the agency shall be responsible for all injuries to persons, damage to building, building structure, streets, and footpaths and shall rectify it at its own cost.

**22.** The agency shall be responsible for storing and safeguarding its own material at its own cost. Any damage/spoiling of lift/floor/caused during such act will have to be made good by the agency at his/its own expenditure.

**PART-C**  
**TERMS AND CONDITIONS OF THE CONTRACT**  
**Tender No: Stores/OS-KKD/ 1/05.08.2024**

1. The site should be kept neat and tidy after cleaning / mopping, etc. work is completed. No cleaning material should be left in and around the cleaned area. Number of BUILDINGS can be increased or decreased with a notice. Accordingly, manpower will be adjusted. Decrease or increase in the cost will be adjusted accordingly.
2. The material required for cleaning should be kept only in store room provided by the Corporation which may be distributed to other buildings as per instruction. The material in any case should not lie on the floor / rooms / toilets or near electrical panel switchboards on any floor. The contractor shall ensure to take proper safety measures against hazardous material.
3. None of the personnel deployed by the Contractor shall indulge in any act other than that provided under this contract
4. The Contractor shall follow all prevailing rules / regulations / laws and should possess valid license for providing housekeeping services and shall take all safety measures for the personnel deployed by him. The Contractor shall follow all the provisions of labour law and shall alone be responsible for any lapse in this regard.
5. The Contractor shall carry out the entire work having full regard to the safety of his own personnel as well as

Corporation's staff and officers in the complex. All safe practices shall be strictly adhered to by the Contractor such as providing gloves when handling sharp objects, chemicals etc. The Contractor shall protect sides of opening in floor slabs, edges of slabs, stair, stairwells etc. with barricade, warnings signs / lights and educate all his workmen to follow safe working practices. The Contractor shall provide first aid boxes wherever required. Despite observing safe practices, if any unfortunate incident occurs, the Contractor shall bear all expense or claims towards treatment or compensation.

6. The Corporation shall not be responsible financially or otherwise for any injury or death caused to any of the personnel of the Contractor during the performance of duties in the premises of the Corporation. The Contractor shall be solely responsible for providing compensation, if any and / or providing for expenses towards treatment for any injury or loss of life during performance of duties by the personnel deployed by him.
7. The Contractor shall not cause or allow any of his personnel to act in any manner, which may cause unnecessary disturbance or inconvenience to the Corporation, employees of the Corporation, owners / tenants / occupants of nearby properties or to the general public. The Corporation reserves the right to accept/reject workers who have not been found suitable earlier.
8. Nothing in this tender shall by implication or expression be taken to mean or imply that any of the persons deployed by the Contractor for rendering housekeeping services are

employees of the Corporation or deployed by the Corporation. The Contractor shall deploy workers who shall be in his sole employment and he shall be solely and wholly responsible for their acts, salaries, wages, remunerations or any other statutory liabilities or other payments. Under no circumstances shall the Corporation be liable for any payment or claim or compensation (including but not limited to compensation on account of injury, death or termination). In case any liability falls on the Corporation for any reason, the Contractor shall keep the Corporation indemnified against the same. In order to give effect to this, the Contractor shall incorporate suitable clause in the appointment letters to be issued to his workers mentioning that the workers are employees of the Contractor. The Contractor shall ensure medical checkup of all the personnel deployed by him, periodically as well as whenever necessary, at his own cost.

9. The Contractor should have an office at Kozhikode and a current ongoing contract of Housekeeping and office upkeep in Kozhikode. For administrative purpose, all locations shown under Form D will be treated as Area under Category "B" and equal daily wages will be paid irrespective of the location where the services are provided by the Agency.
10. The Contractor will be responsible for all members of the staff deployed by him and shall obtain police verification of their antecedents which may be submitted to LIC along with the profiles of your personnel deployed. A certificate to this effect shall be furnished by the Contractor to the Corporation before deployment of the staff. Further, in respect of the workers deployed at the Corporation's

premises, the Contractor shall submit details such as Names, appointment letters issued by the Contractor, age proof, address proofs & certificate of police verification in respect of all his staff deployed at Corporation's site. The Contractor shall ensure that the character and antecedents of the workmen deployed by him are duly verified before such deployment.

11. The Contractor shall be responsible for any loss due to theft / pilferage / damage caused in the course of performance of duties to the Corporation's property including fittings, furniture, fixtures or any other equipment(s). The Corporation shall assess the amount payable by the Contractor towards damages / loss / theft / pilferage and the same shall be recovered by the Corporation from the monthly payment to be made to the Contractor.
12. The personnel deployed by the Contractor should be healthy, neat and clean. They should display good conduct & courteous behavior. They should be in proper uniform and should be provided photo identity cards by the Contractor at his own cost. In case of any complaint against any of the personnel deployed by the Contractor, he shall remove such person immediately and arrange for replacement of removed person within 24 hours. The person(s) so removed should not be deployed again or allowed to work in the premises.
13. If the staff deployed by the Contractor is found to be indulging in any undesirable activities in the premises of the Corporation, the Contractor will solely be responsible for all



the consequences. Besides, the Corporation shall be at liberty to lodge complaints before appropriate authorities

14. No residential accommodation shall be provided by the Corporation to Contractor and / or to the personnel deployed by him.

15. The contract shall be for a period of One Year initially. However, the same may be extended by one more year at the same rates , terms and conditions subject to approval of Competent Authority. Maximum extension thus permitted is two, covering overall period of 3 years of contract at a stretch.

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

17. All work must be carried out to the entire satisfaction of the Corporation. If the standard of housekeeping services is not maintained to the satisfaction of the Corporation, appropriate penalty will be imposed and the same will be deducted from the monthly bill and / or Security Deposit.

18. Personnel required:

i) Having regard to the area mentioned in FORM D of this tender, based on our experience we have arrived at number of manpower



resources required to carry out housekeeping job (maximum of 200 (including maximum 1 supervisor) to ensure the quality of housekeeping services and the workers so deployed by contractor are expected to carry out office upkeep, Housekeeping and other related miscellaneous work as deemed fit by the Corporation. Our assessment of manpower requirement is only to provide an equal footing to all the bidders so that they have equal weightage on this factor. Hence, this tender must not be construed as a tender for supply of manpower or materials. It is also reiterated that this tender is inviting offers to provide Housekeeping services and not for supply or deployment of contract labour and / or materials.

ii) The personnel deployed by the Contractor are expected to provide services as per terms of the contract and their services may also be utilized for any other miscellaneous work such as meetings, conferences or any other day to day work in different departments. In addition to the schedule of various house-keeping activities that are required to be carried out as mentioned in FORM E - scope of work, it should also be ensured that all the workmen are available for carrying out any house-keeping activity/ies that may arise intermittently.

iii) The Contractor is required to deploy competent supervisors. These supervisors will be responsible for the conduct of workmen deployed by contractor as well as quality of services provided. They shall receive and comply with instructions issued from time to time by the authorities of the Corporation. The supervisors shall be responsible for ensuring cleanliness of all lift lobbies, parking areas, link portion & all areas / halls of various departments.

The Supervisors shall maintain registers showing deployment of workmen for providing services at different locations. In addition, the Supervisors shall also maintain a daily chart about various house-keeping activities performed by the personnel at different locations. The chart should contain the nature of house-keeping activity/ies carried out, the name of the workmen, and time of completing the activity/ies and should be initialed by the Supervisors in token of having verified & ensured satisfactory performance. Such chart shall also be maintained in respect of the weekly house-keeping activities required to be carried out under this Contract.

The Supervisors shall maintain a Complaint Register with a record of all complaints received from different departments and / or forwarded by OS Deptt, DO, Kozhikode. Suitable corrective action thereon must be taken immediately. In case of unsatisfactory corrective action, recovery of damages shall be affected by the Corporation as mentioned at point 23 below. The Register must be shown to the authorized officials of the Corporation as and when demanded by them.

iv) The workmen deployed by Contractor for Housekeeping jobs should be of sound mind & major with age not more than 60 years. The workmen have to be rotated from one office to another where more than one office is situated in the same location/town, on quarterly, basis.

v) If necessary, the workmen deployed by the Contractor may also be called upon to perform any housekeeping duties in addition to those explicitly stated in this tender. The Contractor shall ensure due compliance of such instructions, issued from time to time, by authorities of the Corporation.

vi) Complete details of the workmen deployed daily by the Contractor shall be maintained by Contractor and made available for verification as and when demanded by the Corporation.

vii) The Contractor shall not deploy for house-keeping and / or supervision any relative(s) of any serving / retired / resigned / deceased employee(s) of the Corporation.

**19. Responsibilities of the Contractor would be as under:**

i) To provide disciplined, courteous, trained and quality personnel ever ready to attend housekeeping work politely.

ii) The Contractor shall ensure excellent standard of house-keeping and maintenance and ensure that entire premises are kept hygienic and clean at all times. The Contractor has to ensure that the quality of materials supplied/used for cleaning and maintenance are of reputed brands only.

iii) The Contractor shall maintain daily attendance register in respect of its workmen deployed at the Corporation's premises and produce it for inspection as and when demanded. Further, the Supervisors of the Contractor, referred above shall produce the attendance register to the Officers in the Premises, Divisional Office or the officers of the Branch office / Satellite Offices in the premises for inspection before his workmen enter the Corporation's premises every day. Needless to add, all the workmen of the Contractor entering the Corporation's premises shall be required to display their photo identity card issued by the Contractor.

iv) The workmen must enter the premises only after frisking at the entrance by the Corporation's Security Personnel, if required.

v) It shall be the responsibility of the Contractor to provide its workmen with all the benefits, remuneration & amenities prescribed under any applicable law.

vi) The Contractor shall be responsible to maintain all Registers, Records and Accounts required for the compliance of any and all statutory provisions /obligations.

vii) The Contractor should ensure that its employees do not smoke while working in the premises of the Corporation. They will also not indulge in drinking alcohol or any other intoxicants. They will not consume drugs nor eat pan / khaini / tobacco etc. They will not play cards or indulge in gambling in the complex.

viii) The Contractor shall maintain a daily record of the cleaning done of the office premises and toilets and obtain signature from Nodal Officer of each department on each floor in DO building and officers of the branches/ Satellite Offices . In the daily record maintained in respect of Building parking area and pump room area, signature shall be obtained from Officers of DO, Branch and Satellite Offices.

ix) The Contractor shall comply with the written feed-backs, if any, given to it by the Nodal Officer(s), Officials of OS Dept, DO, as the case may be.

x) All complaints received during normal working hours should be attended to as early as possible. No complaints should be left unattended / postponed.

20. The Contractor shall:

i) Display and maintain inside each toilet, a chart showing the time during which the toilet(s) were cleaned as per the terms of this Contract. The chart shall be initialed by the cleaner(s) along

with the time of cleaning and shall also be signed by the supervisor(s) of the Contractor in token of satisfactory cleaning.

ii) Provide proper neat and clean uniform to all the workmen deployed by him for providing housekeeping services and ensure that the same is worn by his workmen during the course of their duties in the premises.

iii) Train personnel regularly so as to keep them abreast with the use of modern techniques of cleaning / sweeping, behaviour, safety etc.

iv) Ensure immediate corrective action on receipt of any complaint against the services provided or against any individual deployed by him in the premises of the Corporation.

v) Arrange and pay for the Policy under the Public Liability Insurance Act, 1991 and insure and keep insured all materials which are or have been declared to be hazardous under the notifications issued or that may be issued from time to time under the above Act or any rule framed there under.

vi) Obtain Insurance Policy of adequate value in respect of all his workmen deployed for providing housekeeping services, towards meeting the liability of compensation arising out of death, injury, disablement of work etc. and shall pay premiums regularly as when the same shall become due during the currency of the Contract.

vii) Be obliged to continue providing the services on the same terms and conditions as provided in the Contract, till such time as CORPORATION is able to make any alternative arrangement or CORPORATION has agreed in writing to allow the Contractor to discontinue earlier.

viii) Comply with the instructions issued by the authorities of the Corporation from time to time relating to the performance of the services, duties and obligations. The services rendered by the Contractor shall be subject to regular review by the Corporation and its decision as to the quality thereof shall be final and absolute.

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

22.The Contractor & the workers deployed by him at the Corporation Premises shall maintain confidentiality of any information in their possession during their deployment in the premises of the Corporation & thereafter.

23.In case the Contractor fails to fulfill his obligations to the satisfaction of the Corporation, for any day, for any reason whatsoever, the Contractor shall pay damages ranging from Rs 5000/- (minimum) to Rs 20,000/- (maximum) per day depending upon LIC's discretion for the entire number of such days and Corporation shall without prejudice to their rights and remedies including termination of Contract, be entitled to deduct such damages from any amount payable to the Contractor.

24. Upon expiry of the Contract or termination of the Contract, the Contractor and its workmen shall vacate the premises and handover the same in good working condition.

25. Mandatory Conditions:-

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

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

2) The Contractor should have the necessary valid licence. It shall also obtain the permission of the Municipality or any other authorities if required under the existing rules.

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

- i. Child Labour Abolition & Rehabilitation Act, 2006
- ii. Workmen Compensation Act 1923



- iii. Labour & employment Act 1972
- iv. Industrial Employment (Standing Orders) Act 1946
- v. Contract Labour (Regulation & Abolition) Act 1970
- vi. The Minimum Wages Act 1948
- vii. Employees' Provident Fund Act 1952
- viii. The Employees' State Insurance Act 1948
- ix. The Payment of Bonus Act, 1965
- x. Any other Act or Legislation which may govern the nature of Contract.

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

27. The Successful bidder shall execute and submit Integrity Pact on stamp paper of Rs 500/- as per 'Annexure A' in this tender document and submit along with contract.



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

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

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

### 31. PAYMENT TERMS:

The billing and payment will depend on actual number of personnel deployed by contractor and their stipulated minimum wages, according to their respective category, viz unskilled / semiskilled etc. The Contractor will be paid on monthly basis by NEFT / RTGS only for the services rendered during the particular month, for which he shall submit the bill for the agreed amount latest by 7th of the following month, along with proof of remittance of EPF, ESIC of the previous calendar month, along with list of employees, for whom the amount stands remitted. The list shall mention all the particulars like name of workmen, amount credited (With bifurcation like BASIC+VDA+EPF+ESIC+STATUTORY BONUS), Bank name and bank account number.

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

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

### 32. TERMINATION:

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

In the event of earlier termination of the Contract by either parties or on expiry of the contract, the contractor shall be obliged to continue

providing the services on the same terms and conditions as provided in the Contract, till the Corporation is able to make alternate arrangements for housekeeping services, even if Corporation has agreed in writing to allow the Contractor to discontinue earlier. The contract is also liable to be terminated by the Corporation if

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

33. The workmen deployed by Contractor for Housekeeping jobs should be of sound mind & major with age not more than 60 years.

34. If necessary, the workmen deployed by the Contractor may also be called upon to perform any housekeeping duties in addition to those explicitly stated in this tender. The Contractor shall ensure due compliance of such instructions, issued from time to time, by authorities of the Corporation.

35. Complete details of the workmen deployed daily by the Contractor shall be maintained by Contractor and made available for verification as and when demanded by the Corporation. The Service Provider/Contractor shall immediately provide a substitute in the event of any housekeeping personnel leaving the job due to his personal reasons or on not attending the duty.

36. The Contractor shall not deploy for house-keeping and / or supervision any relative(s) of any serving / retired / resigned / deceased employee(s) of the Corporation. The contract is for providing the services and is not for supply of Contract Labour and that the persons employed by him for providing the services more fully described in Scope of Work shall be the employees of the Service Provider and not of the LIC.

### 37. DISPUTES & DIFFERENCES:

In all cases of dispute, the matter will be referred to the Senior Divisional Manager , L.I.C. Of India, Divisional Office, Kozhikode and his decision shall be final and legally binding on the Contractor.

### 38. SECURITY DEPOSIT:

The selected Contractor will have to remit security deposit of Rs.10 lakhs. The amount will be kept with us interest free for the entire period of the contract. The Security Deposit shall be refunded with in a period of two months from the date of expiry

or termination of contract (whichever is earlier), provided there are no defects or loss or damage caused to the Corporation. In case of defects or loss or damage caused to the Corporation, the same shall be recovered from the Security Deposit and balance, if any, shall be refunded without interest to the Contractor.

39. The Contractor shall remit ESI and EPF contribution of all his workmen regularly to ESI Corporation and P.F. Authorities respectively and furnish the proof of the same every month to the Corporation with remittance details along with bill. If it is found at any time that ESI and EPF contributions in respect of his employees are not being deposited by the Contractor, L.I.C. of India reserves the right to utilize the amount of Security Deposit for the same or from the amount payable to the said contractor. The service provider /Contractor will be liable for getting the Provident Fund refunded from the Provident Fund Commissioner of any worker, if he/she is terminated or dies or leaves the job.

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

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

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

Contractor to provide such documents / statements / information as may be required by IRDAI within such time as may be specified by IRDAI.

In terms of provisions of Section 33(4) of The Insurance Laws (Amendment) Act, 2015, the Insurance Regulatory and Development Authority of India (IRDAI), if it considers expedient to do so, may direct any person hereinafter referred to as “Investigating Officer”, to make an investigation as specified under Sec.33(1) or carry out an inspection as specified under Section 33(2) of The Insurance Laws (Amendment) Act, 2015, who may examine on oath any Manager, Managing Director or Other Officer of the Contractor or agency where the services are outsourced by LIC of India.

42. The Corporation reserves the right to call for any record or requirements from the Contractor at any time in response to any query from the Appropriate Authorities. We accept all the above terms and conditions as set forth in all the Forms from A to G.

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

**FORM D**  
**DETAILS OF THE AREA FOR HOUSEKEEPING WORK**  
**Tender No: Stores/OS-KKD/ 1/05.08.2024**

The successful contractor will be required to provide housekeeping services on all working days of Life Insurance Corporation of India at all the following premises of the Corporation's Divisional Office, Branch Offices, Satellite Offices and other servicing/back offices located in Malappuram, Kozhikode, Wayanad, Kannur and Kasaragod Districts. For 8 hours and 4 hours put together around 200 workmen required. Cleaning of Office should be completed by 9.45 am on all working days.

Our Divisional Office, Branch Office, Satellite office and other offices are situated in

Guest Houses – Kozhikode, Kalpetta

Staff Quarters – Kozhikode, Kalpetta, Thalassery, Kasaragod, Sulthan Bathery

<b>Branches/ Divisional Office</b>	<b>Satellite/ other offices</b>
<b>VADAKARA</b>	<b>CLIA SO EDODI</b>
	<b>NADAPURAM</b>
<b>KOZHIKODE BRANCH 1</b>	<b>MEDICAL COLLEGE</b>
<b>KANNUR BRANCH 1</b>	<b>KAMBIL</b>
<b>THALASSERY BRANCH 1</b>	<b>KUTHUPARAMBA</b>
<b>MANJERI</b>	<b>MALAPPURAM</b>
	<b>KOTTAKKAL</b>
<b>KASARAGOD</b>	<b>MANJESWAR</b>
	<b>MULLERIA</b>
<b>PAYYANNUR</b>	<b>CHERUPUZHA</b>
<b>TIRUR</b>	<b>VALANCHERY</b>
<b>KOZHIKODE BRANCH II</b>	<b>BEYPORE</b>
<b>THALASSERY BRANCH II</b>	<b>MAHE</b>
	<b>PANOOR</b>
<b>KOZHIKODE BRANCH III</b>	
<b>KALPETTA</b>	<b>MANANTHAVADY</b>
<b>TALIPARAMBA</b>	<b>SREEKANDAPURAM</b>
	<b>CHERUKUNNU</b>
	<b>ALACODE</b>
<b>CA BRANCH, KOZHIKODE</b>	
<b>KANHANGAD</b>	<b>RAJAPURAM</b>
<b>KOYILANDY</b>	<b>BALUSSERY</b>
<b>PERINTHALMANNA</b>	<b>MELATTUR</b>
<b>SULTHAN BATHERY</b>	<b>PULPALLY</b>
<b>MATTANNUR</b>	<b>IRITTY</b>
	<b>PERAVOOR</b>
<b>THAMARASSERY</b>	<b>KUNNAMANGALAM</b>
<b>NILAMBUR</b>	
<b>KANNUR RBRANCH II</b>	<b>CLIA SO KANNUR</b>
	<b>CHAKKARAKKAL</b>
<b>RAMANATTUKARA</b>	<b>TIRURANGADI</b>
<b>PERAMBRA</b>	
<b>NILESWAR</b>	<b>TRIKARIPUR</b>
<b>DO KOZHIKODE</b>	<b>RMF, KUNNAMANGALAM</b>
<b>P&amp;GS KOZHIKODE</b>	<b>RMF, FEROKE</b>
<b>KGSD KOZHIKODE</b>	<b>CZEE, KOZHIKODE</b>

However, before submitting the tender, the bidder may visit the site where intended services are to be provided and satisfy him as to the area requiring house keeping services at the site. No claim on this account shall be entertained by the corporation under any circumstances subsequently.



**FORM E**  
**DETAILS OF THE SCOPE OF WORK**  
**Tender No: Stores/OS-KKD/ 1/05.08.2024**

The Contractor will be required to discharge the following functions:

Timing - 8 am to 4.00 pm / 09.30 am to 5.30 pm (8 Hrs) & 8am to 12.00noon (4 hrs)

Office Premises – Divisional Office, Branches, Satellite Offices and other servicing centres Located in and around Kozhikode, Malappuram, Wayanad, Kannur and Kasaragod districts.

1. Cleaning and mopping to be done daily in all Office Premises ,Library, Canteen hall, dining area Recreation club, Ladies room, staircases and Lifts .
2. Cleaning of toilets, wash rooms, windows ,exhaust and mirrors to be done daily.
3. Cleaning of Hand railings, sweeping and wet cleaning of parking area, cleaning of LIC name Board, outside Open area, gates ,Terrace etc - once in 2 days.
4. Shampoo cleaning of all floors including cleaning of tube lights, fans, side racks, windows, Filing cabinets,almirahs etc and removal of cobwebs on a monthly basis.
5. Video Conference room and Conference room on need basis to be cleaned.
6. Disposal of wastes daily and cleaning of waste bins.

The following works to be discharged in the timing 9.30 am to 5.30 pm.:

1. Cleaning of tables, Chairs, Telephones, side racks, computers, printers and other Office Equipments.
2. Moving of papers, files and articles from one department to another and also to other Offices.
3. Helping the Office in arranging the files and filing of papers.
4. Assisting the office for dispatch of documents, letters/ files and articles.
5. Helping the Office in destruction of old and unwanted records.
6. Help the office in keeping Office file and equipments clean and tidy,
7. Any other work assigned from time to time by the head of the office.

## ANNEXURE D

### PENALTY

A	Delay/Non performance in providing services as per the specified time table	Rs. 50/- per item for each day of delay/non performance
B	Misuse (consumption of alcohol etc. Of any space/room/entry of any unauthorised person	Rs.1000 per day
C	Non attending the daily cleaning, mopping, sweeping, dusting etc.	Rs.50 per complaint
D	Non cleaning of Toilets daily twice during the office hours (Morning and afternoon)	Rs.50/- per complaint per occasion or per toilet
E	Non cleaning of cobwebs, fans and tube lights, window frames, shutters, vertical blinds, doors in each quarter	Rs.100 per complaint
F	Non cleaning of roof/terrace of Buildings	Rs.500 per instance per building
G	Non wearing of both ID card & uniform by staff of contractor	Rs.200/- per person per month for each branch and Satellite Office (every unit)
H	Non visit of contractor or his	Rs.500/- per Branch and

	authorized person to LIC Branch and Satellite Office premises at least once in a month	satellite office
I	Salaries to the staff to be paid on or before 7 <sup>th</sup> of the following month	Failure for payment of salaries on or before 7 <sup>th</sup> of the following month – Penalty of Rs.5000/- per month will be imposed
J	On surprise check on any day, if there is difference in attendance sheet and physical presence of staff	Minimum wages of the no. of persons will be reduced/ deducted and penalty of Rs.500/- + GST per occasion will be imposed
K	Goods and Service Tax	Non uploading of GSTR 3 B in the relevant website which is mandatory and non providing of GSTR1 to LIC, Divisional Office, Kozhikode-Rs.1000/- penalty per month
L	Any loss or damage caused to the LIC offices due to the activities of workers deployed by the Agency (Intentionally or Un-intentionally) or loss in any other ways caused by the Agency/Workers	To the extent of loss, the amount will be recovered from Security Deposit/Bills Amount. And the Agency should change the worker immediately.

**FORM F**  
**TECHNICAL BID**

(To be submitted in a sealed cover super scribed as “ **Technical Bid for Office Upkeep and Housekeeping Services - LIC OF INDIA, DIVISIONAL OFFICE, KOZHIKODE**”)

**Tender No: Stores/OS-KKD/ 1/05.08.2024**

1. Name of the Firm / Contractor / Company (Attach certificate of Registration)	
2. Name of the Proprietor / Director of the Firm/Contractor/Company	
3. Full Address of Registered Office  a. Telephone Number/s  b. Fax Number/s  c. e-mail address	

<p>4. Full Address of Operating Office / Branch</p> <p>a. Telephone Number/s</p> <p>b. Fax Number/s</p> <p>c. e-mail address</p>	
<p>5. Banker of the Company/ Firm / contractor</p> <p>(Attach certified copy of the account statement of last 3 years)</p>	
<p>5(a) Telephone number of Banker</p> <p>(Enclose certificate from Banker stating Date of Opening of Account, Average Balance, OD limit etc</p>	
<p>6. Registration Certificate with Labour Department</p>	
<p>7. PAN details</p> <p>(Attach Certified copy of</p>	

PAN)	
8. GST Registration Number (Attach Certified Copy) Name State (Complete State Name) State Code Pan Number GSTIN Number Contact Person Phone Number Mobile Number e-mail Address	
PF / ESI Certificates (Attach certified copies)	
10. Details of Application Fee Demand Draft / Pay Order Number Date of DD/Pay Order Name of Issuing Bank	<b>Rs. 500.00 + GST 18/% = Rs. 590.00</b>

<p>Branch of Issuing Bank</p> <p>Address of Issuing Bank</p>	
<p>11. Details of EMD</p> <p>Demand Draft / Pay Order Number</p> <p>Date of DD/Pay Order</p> <p>Name of Issuing Bank</p> <p>Branch of Issuing Bank</p> <p>Address of Issuing Bank</p>	<p><b>Rs. 70,000.00</b></p>
<p>12. Work Experience of Contractor in the field of House Keeping</p> <p>(Give details of the existing clients , preferably in the operating area of Kozhikode Division of LIC of India.</p> <p>Attach separate sheet in the format given for clients for house keeping service with area more than 5000 sq ft)</p>	
<p>13. Turnover of the Company / Partnership Firm/ Proprietorship for the Financial Years (Attach copy</p>	



of the audited Balance Sheet and Profit and Loss Account for all the three years) 2023-2024 2022-2023 2021-2022	
14. Number of Employees on role 30.06.2024	

## **DECLARATION**

1. I, Son / Daughter / Wife of Shri.  
Proprietor / Director /Authorized Signatory of the Firm/ Contractor/  
Company mentioned above is competent to sign the declaration and  
Execute this Tender Document

2. I have carefully read and understood all the terms and conditions of the Tender and undertake to abide by these terms and conditions.

3. The information / Documents furnished along with the application are true and authentic to the best of my knowledge and belief. I / We am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate Law.

4. I/We undertake that I/We abide by the terms and conditions and we confirm that our firm/Establishment/agency has never been Blacklisted by any of our clients , OR involved in civil suit in matters related to our contracts nor in any litigation and that our Contract has never been cancelled/terminated

**Date:**

**Place:**

**Signature Of Authorised Person**

**Full Name :**

**Seal :**

**Annexure B (With Technical Bid)**

**DETAILS OF EXISTING CLIENTS**

( Clients with area for housekeeping contract above 5000 sq. Ft )

Name & Address of the Company	Name & Designation of the Contact Person with Telephone Number & e-mail address	Date of Award of Contract	Area Alloted for House keeping Job	Number of Workmen and Supervis or Deployed	Total Annual Contract ual Value (In Lakh)

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

**Format for providing data on Work Experience of the Contractor in the field of house keeping services with area more than 5000 sq ft, as called in Form F, Item No. 12**

Sl No	Name of the Client	Specify whether Financial organization, government / Public sector undertakings / Private Organizations	Since when service is provided	Area allotted for office upkeep and House keeping services as per contract (Sq Ft)	Annual Contractual Amount of House Keeping service Contract (In Lakh)

Give Reference with full details of person to whom enquiry in the above organisations can be made about work performance, by our authorised officials. Give these details with Annexure B with Technical Bid.

## **ANNEXURE C**

### **BID SECURITY DECLARATION BY Vendor to LIC of India**

**(to be typed in the letter head of the Firm/Agency)**

**To**

**The Senior Divisional Manager**

**Life Insurance Corporation of India**

**Jeevan Prakash, LIC of India, Kozhikode 673001**

**Dear Sir,**

**Sub: BID SECURITY DECLARATION – on Tender for Annual Contract  
for House Keeping and Office Upkeep at Office of Life Insurance  
Corporation of India under Kozhikode Division**

**With reference to the captioned tender, I/We hereby declare that  
I/We will not withdraw or modify our Bid during the period of  
validity**

**Further, I/we hereby accept that in case of violation of the above  
from my/our part my/our Firm/Agency will be liable to suspended  
as specified in the Tender Document**

**Dated at \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_ 2024**

**Authorised Signatories**

**(Name & Designation, Seal of the Firm/Company)**

## **Order of Arrangement of Documents with Technical Bid : ( All Copies Self Attested )**

1. Application of Technical Bid (Part-B, Part-C, Form D and Form E of bid document) and Declaration
2. Attested copy of Firm/ Contractor /Company Registration
3. Certified copy of the statement of Bank Account of the Firm/ Contractor/ Company for the last 3 years (FY 2023-24, 2022-23 & 2021-22).
4. Certificate from banker stating date of opening of account, average balance, OD limit etc
5. Attested copy of PAN/ GIR Number
6. Attested Copy of last 3 years IT Returns filed by Firm/Company (FY 2023-24, 2022-23 & 2021-22).
7. Attested copy of GST registration
8. Attested copy of PF Registration letter / Certificate
9. Attested copy of ESI Registration letter / Certificate
10. Certified Document in support of entries in column 13 of Technical Bid Application
11. Certified copy of Profit and Loss Accounts and Balance Sheet
12. Copy of the terms and conditions in tender document with each page duly signed (with seal) by the Authorized signatory of the Firm / Contractor / Company, in token of their acceptance.

13. Separate sheet in reply to question no. 12 of Technical Bid in the given format with additional details about contact person/s.
14. Integrity Pact as per format provided in Annexure A
15. \*Affidavit on stamp paper of appropriate value confirming that the agency / contractor has not been blacklisted by any of the office of Corporation and no child labour has been engaged by the Agency/ Contractor.

\* Affidavit Form in Rs.100/- stamp paper

We hereby confirm and declare that we,  
M/s\_\_\_\_\_

are complying with the provisions pertaining to

1. Child Labour Abolition and Rehabilitation Act, 2006
2. Workmen Compensation Act, 1923
3. Labour and Employment Act, 1972
4. Industrial Employment(Standing Orders) Act, 1946
5. Contract Labour(Regulation and Abolition)Act, 1970
6. The Minimum Wages Act, 1948(7) Employees' Provident Fund Act, 1952 (8) The Employees State Insurance Act, 1948
9. The payment of Bonus Act, 1965(10)Any other Act or Legislation which may govern the nature of contract. (11) We confirm that the agency/contract has not been black listed by any of the office of the Corporation.

Place:

Date:

Signature

Witness:

**FORM G**

**FINANCIAL BID**

(To be submitted in a sealed cover super-scribed as “**Financial Bid for HOUSE KEEPING SERVICES – Divisional Office, Kozhikode**”)

**Tender No:Stores/OS-KKD/ 1/05.08.2024**

We have gone through the details of terms and conditions and nature of services to be provided. Accordingly, we submit herein below the financial bid having regard to the area mentioned at point no. 1 of the Terms and Conditions, number of workmen, supervisors to be deployed and the description / brand of materials to be used.

**FINANCAL BID FOR OFFICE UPKEEP & HOUSE KEEPING SERVICES**

Minimum Wage assumed for 170 workmen (8 Hours Per day)

(Monthly wage = daily wage x 26)(Daily wage will be as per latest Central/State Labour Act whichever is higher

(\* ) 170 x = Rs. -----/- Per month = (I) : Rs.

.....

(Rupees.....)

..... only)

Minimum Wage assumed for 35 workmen (4 Hours Per day)

(Monthly wage=daily wage x 26)(Daily wage will be as per latest Central/State Labour Act whichever is higher)

(\* ) 35 x = Rs. -----/- Per month = (II) :

Rs.....



(Rupees.....  
.....only)

(\* Contractor/Agency's Total Service Charges per year (III)=Rs.

(Rupees.....  
.....only)

(As per details provided in service charge calculation sheet, given at the end of financial bid)

Total Estimated Contract Value per year = [(I)\*12 ] + [(II)\*12] + (III)

= Rs.....

(Rupees.....  
.....only)

**Date:**

**Signature of the Bidder**

**Place:**

**Seal of the Bidder**

## Service Charge Calculation:

### For Workmen, with 8 hour per day duty( Expected 170 numbers):

- EPF (a) :Rs.
- ESIC (b) :Rs.
- Any other charges(mention) (c) :Rs.
- Total charge per person per month = (d)= (a)+(b)+(c)  
:Rs.
- Total charge per workmen per year = (e) = (d)\*12:Rs.
- Statutory Bonus per Workmen (f) :Rs.
- Total Charge Per Workmen Per Year (g)= (e)+(f):Rs.

### For Workmen, with 4 hour per day duty (Expected 35 Numbers)

- EPF (A) :Rs.
- ESIC (B) :Rs.
- Any other charges mention (C) Rs.
- Total charge per person per month = (D)= (A)+(B)+(C)  
:Rs.
- Total charge per workmen per year = (E) = (D)\*12:Rs.
- Statutory Bonus per workmen (F) :Rs.
- Total Charge Per Workmen Per Year (G)= (E)+(F) :Rs.

Cost of Material etc Per Month (H) :

Rs.....

Total Charge Per Month (for 205 workmen) (I) : {170 \* (e)} + {35  
\* (E)} + I

: Rs.....

Total Bonus Payable (J) : {170\* (f)} + {35 \* (F)}  
: Rs.....

Total Service Charge per month (K) :  
Rs.....

**Total Contract Value Per Year** =[(I)\*12]+(J)+[(K)\*12] = (L) = :  
Rs.....

(Rupees.....  
.....only)

**Date:**

**Place:**

**Signature Of Authorised Person**

**Full Name :**

**Seal :**

**(\*)NOTES:**

1. This format combines: basic quotes by bidders and calculations for comparison of bids based on certain assumptions. The minimum wages indicated above are as per latest notification.
2. Service charges should include contractor's contribution towards PF/ESIC/ OTHER STATUTORY BENEFITS TO PERSONNEL as well as all other expenses likely to be incurred by him for PROVIDING Office Upkeep and Housekeeping Services including Costs to be incurred for any equipments , Uniforms , Identity cards and cost of cleaning material including Plumbing work/minor electrical work and any other item/s required for rendering the Housekeeping services as per terms and conditions

of contract but excluding the Minimum wages payable for the actual number of workmen deployed by the contractor for Housekeeping & Office Upkeep job as per terms and conditions of the contract.

3. Contractor's service charges for rendering house-keeping services cannot be zero. It should include statutory contributions i.e. ESIC, EPF, STATUTORY BONUS, COST OF MATERIAL & AGENCY'S SERVICE CHARGE. While quoting the SERVICE CHARGES, Please give bifurcation of all the above components
4. The billing and payment will depend on actual number of personnel deployed by contractor and their stipulated minimum wages according to their respective category, viz unskilled/ semi skilled / skilled or highly skilled etc. For workmen, the current Minimum wage rate per day is to be taken. The monthly wages are arrived in financial bid above by multiplying this per day wages of respective category by 26.
5. Payment of applicable minimum wages for actual manpower deployed & service charges will be made on production of documentary evidence of payments of wages and other statutory payments to the workers deployed by the contractor including PF, ESIC etc.

**Date:**

**Place:**

**Signature of Authorised Person**

**Full Name :**

**Seal :**

**Annexure A**

**PRE CONTRACT INTEGRITY PACT**

**General:**

This pre-bid pre-contract Agreement (hereinafter called the Integrity Pact) is made on..... day of the month of .....2024 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. (here in after 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.

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:-

### **1. Commitments of the BUYER**

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

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.

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.

2. In case any such preceding misconduct on the part of such official(s) is reported by the BIDDER to the BUYER with full and verifiable facts and the same is prima facie found to be correct by the BUYER, necessary disciplinary proceedings, or any other action as

deemed fit, including criminal proceedings may be initiated by the BUYER and such a person shall be debarred from further dealings related to the contract process. In such a case while an enquiry is being conducted by the BUYER the proceedings under the contract would not be stalled.

### **Commitments of BIDDERS**

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

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

**3.2**The BIDDER further undertakes that it has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER or otherwise in procuring the Contract



or forbearing to do or having done any act in relation to the obtaining or execution of the contract of any other contract with the government for showing or forbearing to show favour or disfavour to any person in relation to the contract of any other contract with the Government.

**3.3** Foreign BIDDERS shall disclose the name and address of their Indian agents and representatives in India, and Indian BIDDERS shall disclose their foreign BUYERS or associates.

**3.4** BIDDERS shall disclose the payments to be made by them to their agents/brokers or any other intermediary, in connection with this bid/contract.

**3.5** The BIDDER further confirms and declares to the BUYER that the BIDDER is the original 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.

**3.6** The BIDDER, either while presenting the bid or during pre-contract negotiations or before signing the contract, shall disclose any payments he has made, is committed to or intends to make to

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.

**3.7**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 cartelisation in the bidding process.

**3.8**The BIDDER will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.

**3.9**The BIDDER/Contractor will not commit any offence under the relevant India Penal Code (IPC) /Prevention 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.

**3.10** The BIDDER commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.

**3.11** The BIDDER shall not instigate or cause to instigate any third person to commit any of the actions mentioned above.

**3.12** If the Bidder or any 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.

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

**3.14** 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**

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

**4.2**The BIDDER agrees that if it makes 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:**

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

- (i) To immediately call off the pre contract negotiations without assigning any reason or giving any; compensation to the BIDDER. However, the proceedings with the other BIDDER(s) would continue.
- (ii) The Earnest Money Deposit (in pre-contract stage) and/or Security Deposit/ Performance Bond (after the contract is signed) shall stand forfeited either fully or partially, as decided by the BUYER and the BUYER shall not be required to assign any reason therefore.
- (iii) To immediately cancel the contract, if already signed, without giving any compensation to the BIDDER.
- (iv) To encash the advance bank guarantee and performance bond/warranty bond, if furnished by the BIDDER, in order to recover the payments, already made by the BUYER, along with interest.
- (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.

- (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.

**5.2** 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.

**5.3** The decision of the BUYER to the effect that a breach of the provisions of this pact has been committed by the BIDDER shall be final and 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):

\* .....  
.....  
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.....

**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 {IEM of LIC : Sri Arun Chandra Verma ,IPS(Retd)Flat No.C-1204, C Tower,Amrapali Platinum Complex,Sector No.119,Noida(UP) mail id: [acverma1@gmail.com](mailto:acverma1@gmail.com) and Sri Jose T Mathew,IFS(Retd) House No.37/930,Ebrahim Pillai Lane, Via.Kakkanad, Thrikkakara,682021 Ernakulam Dt.Kerala mail id: [jtmat507@gmail.com](mailto:jtmat507@gmail.com)} shall inform Chairman, LIC and recues himself / herself from that case.

**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

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**BUYER**

**BIDDER**

Name of the Officer:

CEO:

Designation

Deptt./

Witness

1..... 1.

2. 2.

(Note: Bidder/Seller/Service Provider

Stores/equipment/item/service

Bidding process/ bid evaluation/process of availing services

(Appropriate word may be used wherever applicable without altering the purpose /desired intention of the clause. )

