

भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

NAGPUR DIVISIONAL OFFICE

**NATIONAL INSURANCE BUILDING, S.V.PATEL MARG, STATION ROAD, NAGPUR-440001.
0712-2873230, 0712-2721676, Email Id: os.nagpur@licindia.com**

**NOTICE INVITING TENDER QUOTATION FOR CANTEEN SERVICES AT NATIONAL INSURANCE
BUILDING/ANNEX BUILDING**

TENDER NO. 4/2024-25 (Estimated Cost 15 Lakh approx.)

LIC of India, Nagpur DO intends to invite quotations under TWO-BID system for **CANTEEN SERVICES AT NATIONAL/ANNEX BUILDING**, in sealed envelope from reputed firms/vendors having sound financial capacity and proven track record of atleast 3 years of providing canteen services to other reputed Government/PSU organizations, other Divisional Office of LIC of India etc. The quotations, meeting the eligibility criteria specified in the tender format, shall only be considered for further evaluation. **For complete details and bid documents please log on to our website www.licindia.in and go to "Tenders" and click on the link "Tender for Canteen Services at National/Annex Building, LIC, Nagpur Division".**

Application forms may be obtained from LIC of India, OS Department, Divisional Office, Nagpur at above mentioned address from **31/10/2024 till 13/11/2024** on all working days from **10 A.M. to 3.00 P.M.**

Last date for submission of tender forms is 13th November 2024 (till 4.00 P.M.)

LIC of India reserves the right to accept or reject any or all Offers/Quotations in full/part without assigning any reason whatsoever.

Office hours : Monday to Friday 10:00AM to 05:30 PM (Office will remain closed on Saturdays, Sundays and Public Holidays).

Date :

Place : Nagpur

Sr. Divisional Manager



NAGPUR DIVISIONAL OFFICE

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0712-2873230, 0712-2721676, Email Id: os.nagpur@licindia.com**

TENDER NOTICE FOR CANTEEN SERVICES/ARRANGEMENTS		
SL. NO.	ACTIVITY	DETAILS
1	Tender No./ Date	Tender No 4/2024-25 (Canteen Services at National /Annex Building, LIC, Nagpur Division) dtd 31/10/2024
2	EMD	Rs. 45000/- (Thirty thousand only) Refundable, by way of Demand Draft drawn on any Schedule Bank Payable at Nagpur Favoring Life Insurance Corporation of India. (Estimated Cost 15 lakhs). It is not applicable to MSME/NSIC vendors with valid certificate
3	Tender Fee/Documents	250/- (Two Hundred Fifty only) + 18% GST i.e 45/-), non-refundable, by way of Demand Draft payable at Nagpur favoring Life Insurance Corporation of India. In case Tender forms may also be downloaded from our website www.licindia.in by clicking on Tender for Canteen services. The firms/agencies/companies having registration under NSIC/MSME will be eligible for exemption from Tender fee
4	Date of Sale of Tender Documents and time	31/10/2024 to 13/11/2024 (upto 3 PM)
5	Contract Period	2 years which can renewed on same T&C for another One year.
6	Validity of Bid	90 days from opening of the Tender
7	Notice period for termination of contract	One month if LIC intends to terminate the services & Three months if the Vendor/Service provider intends to terminate the contract
8	Estimated value of the Tender	Rs. 15 lacs
9	Address for submission of bid (to be put in Tender Box)	O.S. Deptt., Life Insurance Corporation of India, Nagpur Divisional Office, National Insurance Building, S.V. Patel Marg, Station Road, Nagpur 440001.

10	Submission of Bids Date And Time	Bidders fulfilling the eligibility conditions for Canteen Arrangements as per Technical Specifications mentioned in the tender should submit separate sealed covers superscripted as "Technical Bid" & "Financial Bid" put together in a large sealed cover Superscripted as Tender No.4 /2024-25 "Tender for Canteen Services/Arrangements " and Name of Tenderer on or before 13 th November 2024 up to 3.00 P.M. (last date of submission of tender) . Tender Application Forms may be obtained from O.S. Deptt. Life Insurance Corporation of India, Nagpur Divisional Office, National Insurance Building, Station Road, Nagpur. 440001 from 31/10/2024 to 13/11/2024 on all working days from 10 A.M. to 3.00 PM on payment of Rs. 250/- as Tender Fee + GST 18% 45/- by cash on cash counter, if applicable.
11	Technical Bid opening Date/ Venue	The sealed covers having Technical Bids will be opened by the Quotation Opening Committee on 13/11/2024 at 04.00 P.M. The concerned agency/firm may send one representative at the time of opening of the Quotation. Venue address as mentioned above at Sl. No. 4.
12	Financial Bid	The financial bid of the technically qualified bidders only will be opened at a later date
13	Contact Details	0712-2873230, 0712-2721676, Mobile : 9420568584, 7218093984 Email id : os.nagpur@licindia.com go to "Tenders" and click on the link " TENDER FOR CANTEEN SERVICES AT NATIONAL/ANNEX BUILDING, LIC, NAGPUR DIVISION ".

INSTRUCTIONS TO BIDDERS: The sealed tender is invited for running contract under two bid system for CANTEEN SERVICES as per enclosed annexure A,B,C,D,E,F,G & H.

The bidders are advised to follow the following instructions:

As two bid systems are to be followed, three envelopes duly sealed should be used for submission of tender as detailed below:-

(i) Envelope No. 1: Technical Bid (ANNEXURE A,B,C,D,E,F,G & H) duly completed and signed each page should be put in this envelope. The envelope should be sealed properly with sealing wax and super scribed as "**Tender for CANTEEN ARRANGEMENTS- TECHNICAL BID**". Firm's name and address should be written on the envelope. The D.D. for Tender Fee, EMD should be enclosed separately with the technical bid only.

(ii) Envelope No. 2: Financial Bid (Annexure -F) duly completed and signed each page should be put in this envelope. The envelope should be sealed properly with sealing wax and super scribed as "**Tender for CANTEEN ARRANGEMENTS- FINANCIAL BID**". Firm's name and address should be written on the envelope. Annexure-F should be duly filled with **net rates inclusive of all taxes and charges**.

(iii) Envelope No. 3: Both the Envelope No. 1 and 2 as mentioned above, are to be put into this envelope. The envelope should be sealed properly with sealing wax and super-scribed as Tender No. 4/of 2024-25 "Tender for CANTEEN ARRANGEMENTS". The name of firm should be mentioned on the envelope.

Each page of all the Annexures – A,B,C,D,E,F,G,& H should be duly signed and sealed.

The sealed tender envelope should reach us on or before 13/11/2024 by 3.00 P.M.

The tender received after the stipulated time and date will not be entertained.

**The Manager (OS), O.S. Deptt.
LIC of India, Nagpur Divisional Office,
National Insurance Building, S.V. Patel Marg, Station Road,
Nagpur-440001.**

LIC of India reserves the right to accept or reject any or all offers/quotations in full/part without assigning any reason whatsoever.

Sr. Divisional Manager



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APPLICATION FORM

TECHNICAL BID

Annexure-A

Sl. No.	Information Sought	Information Provided
1	Name of the Firm (In Block Letters)	
2	Date of Establishment/ Incorporation	
3	Registration No. for registration under Companies Act, 1956. (Please enclose photocopy of certificate)	
4	Correspondence address and Telephone No. with Email id	
5	Address of Head Office (If separate) and Telephone No.	
6	Status Proprietary/Partnership/ Private Limited Company/Public Limited Company	
7	Name of the Partners/Directors	
8	Name of Chief Executive with his present address and Telephone Nos.	
9	Name of representative(s) with designation who would be calling on us and attending to our jobs and his contact numbers.	
9A.	Details of demand draft payable at Nagpur to be enclosed if the forms downloaded from website.	
10	Name of Bankers with address & Telephone Nos. IFSC Code & A/C No. (Please attach Photo copy of bank pass book or cancelled cheque of the Firm)	

11	PAN No. of the Firm (Please enclose photocopy)	
12	Whether the firm has enough capacity for storing required raw materials needed.	
13	Details if registered with any other Government Authority as a supplier or printers.	
14	State the latest Income tax assessed year and the amount of tax assessed (Copies of last 03 years, IT Returns, Balance Sheets & Revenue A/C to be enclosed)	
15	Turnover for the last three financial years 2023-24..... 2022-23 2021-22	
16	Details of experience of running contract in any office of LIC of India and/or prestigious P.S.U.s. (Central), (Please fill Annexure-B).	
17	Mention any other specialties of your establishment	
18	Whether holding certificate under shops and establishment act, (If applicable, duly renewed copy should be enclosed.)	
19	Have your firm ever been blacklisted by LIC of India or PSU/BFSI organization/Govt./Semi Govt./Quasi Govt. departments in India as on date of submission of bid or any order has been terminated or cancelled any time give details.	

(Note: Please type this form or fill it legibly in ink. If space provided is insufficient, please type or write the replies on a separate sheet giving appropriate question number duly authenticating the same with seal and signature and attach it to the form)

I/We _____ request Life Insurance Corporation of India, Nagpur Divisional Office to consider our bid. We agree to abide by all the ELIGIBILITY CRITERIA AND OTHER TERMS AND CONDITIONS of the tender and assure to render the services to the fullest satisfaction of the corporation.

We further give our consent and undertake that our firm is competent and capable of supplying ordered materials by L.I.C of India, Divisional Office Nagpur 440001 within the stipulated time as desired by LIC of India.

Dated at this day2024

Signature with Seal

Name:

Designation:

Note: The Corporation reserves the right to accept or cancel tender/bids of any/ of the agencies at their absolute discretion without assigning any reason thereof. Applications received with incomplete information or alteration not authenticated with proper seal and signature will not be considered.



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Annexure-B

Details of Existing Clients:

(Separate page must be submitted for each client)

Name of the Client	
Address of the Client	
Name, designation of contact person with telephone no. and e-mail ID	
Name:	
Designation:	
Landline No.:	
Cell No. :	
Email ID:	
Details of material supplied in last 3 years (Ref. No., date of work order with photo copy of same) (Please attach attested copies of Purchase Orders executed or certificate from customer)	

Authorized Signatory Signature

NAME:

DESIGNATION:

Name, Address and Seal of the Firm/Company:

Date



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Annexure-C

UNDERTAKING

Ref: OS/TENDER/ CANTEEN SERVICES

We hereby confirm that we have not been blacklisted by LIC or PSU/BFSI Organization/ Government/Semi Government/Quasi Govt. Departments in India as on date of submission of bid in response to the above.

We also agree with your terms and conditions quoted in tender.

Dated at this day2024

Authorized Signatory Signature

NAME:

DESIGNATION:

Name, Address and Seal of the Firm/Company :



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Annexure- D

ELIGIBILITY CRITERIA & OTHER CONDITIONS

1. The firm/Agency/Company should be having the experience of running canteen as mentioned in the ANNEXURE-A for atleast 3 years (copy of proof must be enclosed)
2. The Firm/Agency/Company/Supplier should be on the approved panel of at least 3 reputed firms.
3. The Firm/Agency/Company/Supplier should have registration with state and local authorities for undertaking the profession (copies of proof to be enclosed)
4. Minimum annual turnover of the company should be **Rs 10 Lacs** during **last three years certified by Chartered Accountant** and experience of having executed an order of one PSU/Govt./Reputed Pvt. Firm/Company.
5. The company should have a valid PAN Card No. issued by Income tax department and GST Registration No. if applicable
6. Certificate of satisfactory completion of work/supply issued by concerned department/authority/reputed firm or purchase order/delivery memo etc. must be attached as proof.
7. If the contracted amount exceeds Rs. 1 lac for the period of contract (01 Year) the tenderer (including MSME/NSIC registered vendors) have to deposit 5 % Performance security deposit on the basis of tender awarded value. Performance Security deposit will not carry any interest and same will be refunded to the concern printer/vender only after completion of contract.
8. As per Central Government implementation of public Procurement Policy for Micro and Small Enterprises under 2012, the Tenderer is registered under DGS&D/ NSIC registered vendor/dealer/printer will be exempted from EMD/Tender Fee on production/submission of certificate/documents. This exemption is valid only upto validity period of certificate as per Government regulations. In absence of any such document, tenderer shall be considered as not registered under DGS&D/NSIC.

Declaration:

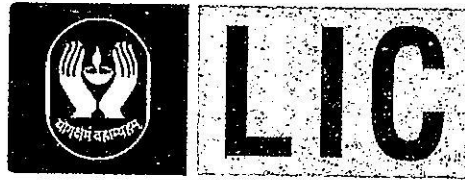
I/we have read the instructions appended to the form and I/we understand that if any false information is revealed at a later date, any contract made between ourselves and the corporation, on the basis of the information given by me/us shall be treated as invalid at the sole discretion of the Corporation and I/we will be solely responsible for the consequences and shall make good all losses caused to LIC of India in the process. I/we agree that the decision of the corporation in selection of tender will be final and binding on me/us. All the information furnished by me hereunder is correct to the best of my/our knowledge and belief.

I/we have no objection if inspection of my/our premises/ workshop, shop, etc is done by the official of the corporation including inspection of the quality of any or all items of the tender.

Signature
(With seal of Firm/Company)

Name & Designation

Dated at this day2024



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Annexure-E

Terms and conditions of the Tender no 4/2024-25

1. The tender in the prescribed format (**Hard Copy only**) to be submitted in Inward section of OS Deptt. LIC of India, Nagpur D.O. on or before the last date specified. No corrections are to be made in the terms quoted.
2. **The rates to be quoted in Annexure-F shall be net i.e. inclusive of all types of taxes, labour charges & transportation expenses etc for LIC Employee Canteen AND separate rates for our SALES TRAINING CENTRE situated at National Insurance Building, 1st floor.**
3. **The rates shall be valid for two year only. The contract can be extended upto further one year on mutual understanding of both the parties with same rates and terms & conditions.**
4. The Corporation reserves the right to accept any quotation; this does not necessarily mean that the lowest quotation will be accepted.
5. After engaging the services of the firm, if it is found that the services are not rendered to the satisfaction of the Corporation, the services may be terminated at the sole discretion of Corporation and the Corporation shall have the right to engage the services of any of other firm as it may deem fit. In this course if any financial loss/damage to reputation of Corporation is caused, the firm shall be legally bound to make good the same in monetary term to be decided by LIC. Corporation reserves right to cancel order at any time and need not assign any reason for that action.
6. Mere submission of the application for tender does not confer the right of selection.
7. The selection of Tender would be without any liability from our side.
8. LIC of India reserves it right to reject, accept or cancel the process of tender selection without assigning any reason thereof for which the Life Insurance Corporation of India shall neither be liable nor obligatory to inform the applicant the grounds of any such action.
9. Any dispute arising out of or relating to this tender shall be deemed to have arisen in Nagpur and be subject to adjudication of competent Court in Nagpur only
10. Any tender not complying wholly with these terms and conditions shall be liable for rejection
11. The quality, quantity and punctuality in rendering services are the essence of the contract and the vendor undertakes to abide by them at all times.
12. In the event of any loss/damage being caused to LIC on account of the negligence of the vendor or its employees, the vendor shall make good the loss sustained by LIC either by replacement of the material/equipment or payment of compensation.
13. The vendor shall not appoint any sub-vendor to carry out any obligations under the contract
14. The vendor shall give the services during the period of contract as per the LIC's requirements.

15. If the vendor commits breach of any of the terms and conditions hereof and/or fail to carry out any instructions issued to him by the LIC from time to time, it shall be open and lawful for the LIC to terminate this agreement forthwith without assigning any reason and can get the work done by any person (s) or through any other agency or vendor at the risk and cost of the vendor and the vendor shall have no right to make any representation in this regard.
16. In the event of any dispute or difference arising out of operation of this agreement, the same shall be referred to the sole arbitration and the sole arbitrator will be appointed by the Sr. DIVISIONAL MANAGER, Life Insurance Corporation of India, Divisional Office Nagpur. Whose decision shall be final and binding on both the parties. The venue of arbitration shall be at Nagpur. The provisions of the Arbitration and Conciliation Act, 1996 shall apply to the arbitration.
17. The employees/agents of the Supplier shall never be considered to enjoy any right to enter the premises of LIC by virtue of this agreement or otherwise at any time except with the prior permission of the LIC.
18. In the event of failure of the vendor to provide the services or part thereof, as mentioned in this agreement for any reasons whatsoever, the LIC shall be entitled to procure services from other sources and the contractor shall be liable to pay forthwith to the LIC, the difference of payments made to such other sources along with other incidental charges of any nature whatsoever incurred by the LIC.
19. It is clearly understood by the Supplier that the persons employed by the Supplier for providing services as mentioned herein, shall be the employees of the Supplier and not of "The LIC". The Supplier shall be liable to make payments to its said employees
20. If vendor commits breach of any covenant or any clause of this agreement, the LIC may send a written notice to the vendor to rectify such breach within the time limit specified in such notice. In the event the vendor fails to rectify such breach within the stipulated time **Corporation reserve the right to forfeit the outstanding Bills/EMD/ Performance Security Deposit**, further agreement shall forthwith stand terminated and the vendor shall be liable to the LIC for losses or damages on account of such breach.
21. This agreement may be terminated forthwith if either party becomes insolvent, ceases its operations, dissolves, files for bankruptcy or bankruptcy protection, appoints receivers, or enters into an arrangement for the benefit of creditors, the other party shall have the right to immediately terminate this agreement
22. Any obligations under this agreement either expressly or by their nature are to continue after termination or expiration of this agreement shall survive and remain in effect.
23. Tax at source will be deducted from the payment as per the Income Tax Rules applicable from time to time.
24. No advance payment shall be made for purchasing items
25. The vendor will have to deposit 5% of Contract Value as Performance Security Deposit within 21 days from the date of rate agreement. If the Vendor does not deposit Performance Security Deposit within stipulated period the Corporation will have right to deduct it from bills of the vendors.
26. No extra Terms and Conditions of the vendor will be accepted at any time. If any vendor gives his own Terms and Conditions his tender may be rejected without informing him.
27. **The vendor has to enter into a separate contract for supply of Lunch/Dinner/Breakfast/tea with Sales Training Centre situated at National Insurance Annex Building and any material supplied falls below the 10% of order value as per contractual specification with regard to quantity and quality, penalty clause (which will be decided by the competent authority on the merit of each case) would be invoked which is part and parcel of the condition of Tender.**
28. The approved vendor shall have to enter into an agreement on a Non –Judicial Stamp paper of requisite value.

29. The approved vendor shall take due care of maintenance of the furniture, equipments and keep the same intact and in good condition and in case of any damage or loss the amount thereof as may be fixed by SDM(I/C), LIC of India, Nagpur Division will be recovered from the vendor.
30. The vendor to ensure that the food items for supply shall be prepared fresh in the canteen itself and to be supplied only to the employees/agents and other authorized guests within the DO premises.
31. The contractor should ensure that utensils, cups, saucers, flasks (especially the rims) , crockery, etc be scrubbed and cleaned with VIM & Hot water. Further the contractor should ensure that a thorough cleaning be done every weekend for all equipments, fixtures and utensils by removing the grime, grease, stains, oils etc.
32. The contractor to ensure that the kitchen, dining hall, wash areas, wash basins, water coolers and surrounding areas in the dining hall be maintained neat and clean.
33. The contractor should arrange for cleaning tables immediately after the dining and dispose off the kitchen garbage/left over food without causing environmental hazards.
34. The contractor should ensure that all uncooked items are handled with utmost hygiene using hand gloves and proper dresses. Stewards shall wear gloves to cut salads and to serve items. The grinders/mixers shall be cleaned spotlessly in hot water before and after use.
35. The contractor to ensure refilling of LPG for kitchen at his/her cost and use of firewood is strictly prohibited. Electricity based cooking is strictly prohibited. Appropriate fire safety measures should be ensured and practiced whilst cooking/maintenance etc.
36. Maintenance of gas burners, stoves, gas lines, rubber pipe in perfect condition etc with their servicing shall be the responsibility of the contractor.
37. The Sr Divisional Manager and/or his authorized representatives will review the performance of the contractor and issue advice/instructions at periodic intervals. The contractor is bound to comply with the same.
38. Supply of items by contractor to outside the premises and to outsiders is strictly prohibited.
39. If any person other than the worker of the contractor are found using the Divisional Office facilities, it will be viewed seriously and penalized as deemed fit by the competent authority. Smoking, consumption of liquor/alcoholic drinks, indulgence in any obnoxious activities is strictly prohibited and liable to be penalized.
40. The Corporation reserves the right/ option to levy penalty on the contractor in case it is found that the water and electricity are not used reasonably.
41. The workforce engaged by the contractor should have identity cards giving their name, address, photograph and contact number.
42. The Corporation shall accept no claim in the event of any of the contractor's work force sustaining any injury , damage or loss to other person or property. The Corporation shall not be liable for any accident or injury or loss of life or limb of the workforce employed by the contractor. The contractor should ensure that in the course of their activities the workforce engaged by him do not misbehave or quarrel with co-workers, disturb the officials.
43. The contractor shall attend the meeting whenever called by the competent authority or his representatives and abide by the instructions given by the competent authority from time to time.
44. The contractor shall not exhibit any signboard, nameplate or advertisement within the Corporation premises.
45. If the approved vendor desires any change in rates of Tea, Coffee and other eatables for any reason whatsoever, he will first of all place his proposal before the Sr Divisional Manager through the Canteen Committee and the decision of the SDM shall be final and binding on the vendor. The vendor shall carry on the sales only at the approved rates.
46. The vendor shall supply Tea, Coffee, Eatables etc only as per the quantity given in the Tender.

47. The approved Vendor shall maintain the complaint register and keep it open for the remarks by the employees and take necessary corrective action. The complaint register will be verified by the canteen committee.
48. The approved vendor shall give canteen services during 1:30 pm to 2:00 pm on all working days to LIC staff only and he will also make necessary arrangements of serving Tea, Coffee in respective departments during working hours i.e 10 am to 1:30 pm and 2:00 pm to 5:30 pm
49. The vendor shall be responsible for the payment of wages of his workers and shall abide by various laws enacted for the welfare of the workers and he shall be personally liable for any damages etc which may be caused due to his failure to comply with various provisions of the law
50. The vendor shall obtain at his cost necessary licenses etc required for establishment of the canteen.
51. The vendor shall pay all taxes imposed by the local authorities and/or State Govt and /or Union Govt from time to time.
52. The vendor shall be responsible for the purity of the materials to be used for Tea, coffee, eatables etc and he shall be responsible for any damages which may arise due to adulteration.
53. The vendor shall keep the services available from 9:00 am to 6:00 pm on every working days.
54. The vendor shall maintain absolute cleanliness and render prompt, efficient and courteous service to staff members and patrons. He will supply clean uniforms to his servants who will serve Tea, coffee, eatables etc in canteen premises and in departments. The Sr. Divisional Manager, reserves the right to cancel and/or alter and /or amend these Terms and Conditions of the Agreement without any reference to the vendor.
55. The vendor shall keep the premises in and around the canteen block clean, hygienic. NO waste products, food remains, left overs, food and other packaging materials, plastic bottles be strewn in the premises / flowing in the premises/overflowing sink chamber. The vendor should arrange to clean the premises at his/her cost to the satisfaction of LIC. Appropriate penalty as deemed fit by Sr DM(I/c) may be levied for non compliance.
56. Vendor should arrange to collect and dispose off all canteen sourced waste material outside the office premises at his/her cost.
57. The vendor and his workers will have NO right to stay in the canteen premises beyond the working hours as specified above.
58. If the vendor terminates this contract without sufficient notice as above or in the event of failure to carry out the duties entrusted to him or in the event of breach of any of the terms of the agreement the vendor shall be liable for forfeiture of the deposit of Rs. 45000/- (if any) deposited by way of EMD without prejudice to any other remedy available to the SDM(I/C)
59. **The vendor shall use only Groundnut Oil of Premium quality in all preparations.**
60. The vendor shall use the premises allocated to run the canteen exclusively for same purpose and vendor shall not take up/allow any other activity on the said premises.
61. The vendor shall quote the rates according to the pieces, plates which will be applicable for the period of contract and specify the weight against the respective item in the Annexure- F
62. The vendor shall furnish information about the establishment /staff particulars such as name of the staff, their DOB with age certificates for office records.
63. The successful vendor (including MSME/NSIC registered vendors) have to deposit 5% Performance security deposit on the basis of order value within 15 days from the date of the work order. Performance Security deposit will not carry any interest and same will be refunded to the concern vendor only after completion of contract.
64. Integrity Pact is to be submitted on Stamp Paper of Rs 500/- as per the Format given in Annexure-G, duly filled in/signed by the successful Vendor with two witnesses.

Penalty clause

- i) Any breach of terms and conditions of this agreement by the contractor will attract penalty and the recovery will be effected without further notice to this effect.
- ii) All deficiencies on the part of the contractor will attract penalty and the recovery will be effected without any further notice to this effect.
- iii) The workforce of the contractor is required to make judicious use of water/electricity. Any wastage of water/electricity notified by LIC officials will attract penalty.
- iv) Non disposal of garbage and waste will attract penalty of Rs. 500/- on each occasion.
- v) Appropriate penal action will be taken in respect of following situation:
 - Any claim from any statutory authority or workers of the contractor with respect of their terms of their services arising in relation to non compliance by the contractor with any matter set out here in
 - Any act of commission or omission, negligence, fraud, bribery, dishonesty, misconduct or violation of any of the T&C of the contract by the contractor or his work force.

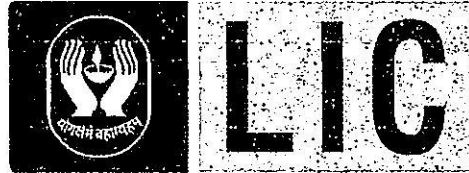
THE INSURANCE LAWS (AMENDMENT) ACT, 2015

1. In terms of provisions of Section 33 (3) of The Insurance Laws (Amendment) Act , 2015, Insurance Regulatory and Development Authority of India (IRDAI), is authorized to verify all such books of account, register, other documents and the data base in the custody of the contractor in respect of service 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.
2. In terms of provisions of Section 33 (4) of The Insurance Laws (Amendment) Act , 2015, 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 service provider or contractor where the services are outsourced by LIC of India

We agree with all terms and conditions of the tender.

Tenderer Signature
(With seal of Firm/Company)

Sr. Divisional Manager



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LIFE INSURANCE CORPORATION OF INDIA

NAGPUR DIVISIONAL OFFICE

NATIONAL INSURANCE BUILDING, S.V.PATEL MARG, STATION ROAD, NAGPUR-440001.
0712-2873230, 0712-2721676, Email Id: os.nagpur@licindia.com

FINANCIAL BID

ANNEXURE- F

Tender No. 4/2024-25

CANTEEN ARRANGEMENTS AT NATIONAL/ ANNEX BUILDING

SR NO	NAME OF THE ITEM	PARTICULARS	PRICE
1	Lunch/Dinner	Roti +2 sabji+ Rice + Dal+ Aachar + Papad + Salad Unlimited	
2	Special Tea –Half	100 ml	
3	Tea Half	100 ml	
4	Coffee Half	100 ml	
5	Mattha Half	200 ml	
6	Lassi –Sweet	200 ml	
7	Lassi- Salted	200 ml	
8	Panha	200 ml	
9	Gulab Jamun	100 gm (2 pieces)	

10	Jalebi	100 gm	
11	Rasgulla	100 gm	
12	Sweet Curd	100 gm	
13	SAMosa	100 gm (2 pieces)	
14	Kachori	100 gm (2 pieces)	
15	Alu bonda	100 gm (2 pieces)	
16	Dahi wada	100 gm (2 pieces)	
17	Alu Poha	100 gm (one plate)	
18	Upama	150 gm (one plate)	
19	Bhajia	100 gm (one plate)	
20	Puri Bhaji (4 puri)	200 gm sabji + 4 normal size puri	
21	Rawa Pakoda	100 gm	
22	Palak Wada	150 gm	
23	Kanda Wada	100 gm (2 pieces)	
24	Sadha Dosa	100 gm (1 piece)	
25	Masala Dosa	150 gm (one plate)	
26	Idli Sambar	100 gm (2 pieces)	
27	Wada Sambar	100 gm (2 pieces)	
28	Uttapam	200 gm (1 piece)	
29	Veg. Cutlet	100 gm (2 pieces)	
30	Chole Bhatura	250 gm chole and 2 bhature	
31	Wada pav	100 gm 2 wada + 2 pieces of pav	
32	Pav Bhaji	150 gm sabji + 2 pieces of pav	
33	Misal	100 gm	
34	Bhel	100 gm	
35	Sambar Wadi	150 gm (one piece)	
36	Bread Butter	50 gm (2 pieces)	

37	Toast Butter	50 gm (2 pieces)	
38	Veg Sandwich	150 gm (1 piece)	
39	Sabudana Wada/Khichdi	150 gm (2 pieces/1 plate)	
40	Rice Plate	3 chapati + ½ Rice +1 Katori Dal+ 2 Sabji +Aahar + Papad	
41	Non-Veg Half plate	150 gm (3 pieces)	
42	Non-Veg Rice Plate	3 Chapati + ½ Rice +1 Katori Dal + Achar + Papad + 100 gm Non Veg-3 piece	
43	Egg Curry	2 eggs	
44	Egg Curry Rice Plate	3 Chapati + ½ Rice + Dal +Achar+Papad+2 Egg Curry	
45	Aloo Paratha/Thalipith	100 gm (1 piece)	
46	Masala Rice + Kadhi	200 gm Masala rice	
47	Puran Poli	200 ml	
48	Fresh Fruit Juice	100 ml	
49	Milk Shake	200 ml	
50	Bread Omlet	1 Egg + 2 slices	
51	Bread Omlet	2 Eggs +4 slices	

Canteen Requirement for LIC's, Sales Training Centre
National Insurance Building

		RATES
Breakfast at 9:30 AM. (Heavy/Unlimited) (Any one item)	Alubonda with Chatni	
	Samosa with Chatni	
	Palak Wada/kanda wada with Chatni	
	Upama with Chatni	
	Poha with Chana	
	Idli Sambar with chatni/Dhokla with chatni	
Tea at 9:30 AM with breakfast	100 ml	
Tea at 11:30 am	100 ml	
Lunch at 1:30 pm (Unlimited)	Roti /Puri/Chawal/Veg Pulav, Dal fry/Dal Tadka, 2 vegetables (1 dry +1 curry), Achar, Papad, Salad+ Sweet Note— 1. Dry Vegetable – any seasonal vegetable (except lauki, Pumpkin, Karela) . Any other vegetable with prior approval 2. Curry vegetable – vegetable with gravy or patodi with rassa, paneer with gravy, sprouted grains with curry etc (except lauki, pumpkin, karela) any other vegetable with prior approval 3. Sweet – Gulab Jamun, Rasgulla, Balushahi (2 pcs), Halwa, Jalebi or any other sweet with prior approval	
Tea at 3:30 pm	100 ml	

- Note : 1) Cooking Medium should be premium brand groundnut oil
2) No plastic containers will be allowed
3) At least 50% items should be available at any point of time.

Menu will be decided in consultation with course co-ordinator for the session. All preparations will be in ground nut oil only. There will be penalty clause as below:

PENALTY CLAUSE :

Whenever the quality and quantity of food and services rendered particularly in respect of timing are below standard on the basis of feedback/complaints received from the trainees and course coordinator the Corporation at its sole discretion shall take a deduction of amount in the canteen bill after informing the caterer and Corporations' decision will be final. In the event of repeated failure in services and timing on part of the caterer, Corporation may forthwith terminate this catering contract without any previous notice to the caterer and caterer shall have no claim whatsoever against the Corporation or any of its officials in the consequence of such penalty/termination

I/WE accept the above specifications & assure to supply the same.

We accept the above specifications & assure to supply the same.

Signature of Tenderer/Authorised Person
(With seal of Firm/Company)

Sr. Divisional Manager

PRE CONTRACT INTEGRITY PACT**General:**

This pre-bid pre-contract Agreement (hereinafter called the Integrity Pact) is made on..... day of the month of2024. , 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" JeevanBima 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/srepresented 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 **CANTEEN SERVICES AT NATIONAL INSURANCE BUILDING/ANNEX BUILDING, NAGPUR DIVISION, LIC** 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

- 1.1 The BUYER undertakes that no official of the BUYER, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour or any material or immaterial benefit or any other advantage from the BIDDER, either themselves or for any person, 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.
 - 1.2 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.
 - 1.3 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.
2. In case any such preceding misconduct on the part of such official(s) is reported by the BIDDER to the BUYER with full and verifiable facts and the same is prima facie found to be correct by the BUYER, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by the BUYER and such a person shall be debarred from further dealings related to the contract process. In such a case while an enquiry is being conducted by the BUYER the proceedings under the contract would not be stalled.

Commitments of BIDDERS

3. The BIDDER commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its bid or during any

pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following:-

- 3.1 The BIDDER will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER, connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.
- 3.2 The BIDDER further undertakes that it has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER or otherwise in procuring the Contract or forbearing to do or having done any act in relation to the obtaining or execution of the contract of any other contract with the government for showing or forbearing to show favour or disfavor to any person in relation to the contract of any other contract with the Government.
- 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 cartelization 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 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):

* Shri. Arunchandra Verma, IPS (Retd.)
Flat No.C/1204
C Tower , Amrapali, Platinum Complex,
Sector 119, Noida(U.P.)
Email address: acvermal@gmail.com

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 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.....

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 where ever applicable without altering the purpose /desired intention of the clause.)