

Life Insurance Corporation of India,
Kolkata Suburban Division Office
DD-5, Sector-1, Saltlake City
Kolkata-700064

TENDER DOCUMENT

Date :08/01/2025

For Providing
House Keeping (Sweeping & Allied) Service
On Contractual Basis
at
Offices under Kolkata Suburban Divisional office

TENDER PROGRAMME

Date of Issue of Tender Papers: : 08/01/2025 (through GeM Portal)
Last Date of Submission of Tenders: 20/01/2025 (Upto the GeM notified time limit)
Date of Opening of Tenders : 20/01/2025 (At the GeM notified time)
Earnest Money Deposit: : Rs. 458106/- (Rs. Four lakh fifty eight thousand one hundred and six rupees only)

Name of Vendor:
Address:
Phone No:



LIC

KSDO, OS Department, "Jeevan Prabha", DD - 5, Sector - 1, Salt Lake City, Kolkata. 700 064 Email: os.kolkata-sub@licindia.com

Re: Tender for House Keeping (sweeping & allied) services for deployment at our offices, staff quarters & guest houses under Kolkata Suburban Divisional Office

1. Sealed Tenders are invited from the eligible vendors with Refundable Earnest Money Deposit Rs. 458106/- (Rs. Four lakh fifty eight thousand one hundred and six rupees only) favouring LIC of India in the shape of Demand Draft/Banker's Cheque payable at Saltlake city, Kolkata for providing manpower into security and allied services in LIC offices under the jurisdiction of Kolkata Suburban Divisional office.
2. The tenders are being floated through GeM portal, to be submitted in two bid system. Annexure A, (Detailed report on man power requirement) Annexure D (Statutory reports & Declarations) Annexure C application cum declaration etc forms Technical Bid. The financial rates are to be quoted in Annexure B, along with receipt of NEFT/ Demand Draft fvg LIC of India towards EMD and this will be the Financial Bid for House keeping Services. The vendors are to fill up the enclosed Annexure A and specifically mention their network and willingness to provide services at the places specified in the annexure.
3. The EMD shall be adjusted to security deposit of the successful vendor, others shall be refunded within 30 days without any interest. Tenders received without EMD or not filled up properly shall be summarily rejected. The decision of DSC in this matter shall be final and binding on the bidders.
4. In case of identical lowest bid by more than one bidder, then decision will be taken on the basis of the built in option in GeM. Upon finalization of the process the selected agency is required to deposit Security Deposit to the tune of 5% of the tender value which will be adjusted towards EMD to be refundable without interest in case of termination the contract.
5. The last date of receipt of tender is **20/01/2025 - Up to GeM notified time.** Tenderer should ensure that their tender is uploaded before the date and times specified above. Opening of the tender shall be at **GeM notified time on 20/01/2025.**
6. Tendered Quotation should be clearly typed (both in numeric figure & words) and should **NOT** be with any hedging conditions. In case of discrepancy between numbers and words the amount written in word will be accepted. Incomplete/Unsigned and tenders with pre-conditions shall not be considered and summarily rejected. **LATE TENDERS** for any reasons shall not be considered.


The Sr Divisional Manager
LIC of India, Kolkata Suburban Division Office
"Jeevan Prabha", DD-5, Sector-1, Saltlake City
Kolkata- 700064

Tender for hiring of HOUSE KEEPING SERVICES (Cleaning / Sanitization/Sweeping) in Kolkata SuburbanF Divisional Office, Branch Offices, Satellite Offices, Staff Quarters and Guest Houses under its jurisdiction

A. Salient Features of the TENDER

S.NO.	BRIEF DESCRIPTION	DETAILS
1	Name of Work	Tender for Hiring of Sweeper /House Keeping Services (Cleaning/ Sanitation / Sweeping) in Kolkata Suburban Divisional Office , Guest House, Staff Quarters and other Offices under its jurisdiction.
2	LIC offices where House keeping persons are proposed to be hired	As indicated in Annexure-A based on the requirement of the Corporation.
3	Estimated Annualized Value of the Contract	Rs. 22905346
4	Name and address to whom the tender is to be submitted	Through GeM only
5	Date of Issue of Tender & pre-bid meeting	Tender will be open from 08/01/2025 & pre-bid meeting will be held on 14/01/2025
6	Last Date and time of submission of tender	20/01/2025(Upto the GeM notified time limit). Applicants should ensure that their tender is uploaded on or before the date and time specified.
7	Date of opening of Tender	Through GeM portal on 20/01/2025 at GeM notified time.
9	Date of opening of Financial Bids	Only Technically Qualified Bids will be eligible for opening of Financial Bids. The Financial Bids will be opened on a later date(as consistent with GeM Portal).
10	Contract Period	The contract shall remain in force initially for a period of One Year from the date of Commencement of the Work subject to further extension of two more occasions (one year at each occasion) at the same terms and conditions with mutual agreement by both the parties subject to satisfactory performance to be determined by LIC authorities. On completion of three years there will be a provision to renew the

		contract for One more year on existing terms and conditions However, the contract is subject to termination at any time if the services are not found satisfactory by LIC or for any other reason whatsoever by serving 90 days' notice in writing by LIC and 120 days' notice by the Agency.
11	Notice for termination of contract	90 days' notice in writing by LIC and 120 days' notice by the Agency.
12	Earnest Money Deposit	Rs Rs. 453106/ (Rs. Four lakh fifty eight thousand one hundred and six rupees only) by way of NEFT/ RTGS/ Demand Draft/Pay Order in favour of " LIC of India" drawn on any Scheduled Bank payable at Saltlake City, Kolkata.
13	Security Deposit	5% of the accepted tender amount . The Security Deposit has to be deposited with LIC within 15 (Fifteen) days from the date of issue of Letter of Acceptance by LIC. Security Deposit can be in the form of NEFT/Demand Draft/RTGS/ Pay Order from any Scheduled Bank drawn in favour of "LIC of India" payable at Saltlake City, Kolkata. The total Security Deposit will be refunded without any interest, after successful completion of the total Contract Period subject to deductions for any appropriations thereof required to be made by LIC as per the conditions of the contract.
14	Official Website	GeM Portal & LIC web site
15	Copy of application to be sent	All documents (self attested & stamped) pertaining to application must be uploaded in GeM portal.

B. Eligibility criteria at the time of furnishing TECHNICAL BID

1. The bidder Company/Firm must have a valid **Labour licence, Police permission, or any other subsequent relevant regulations.**
2. The bidder Company/Firm must have **experience of at least 5 years (as on 31/03/2024)** in the field of Security Services.
3. **The bidder Company/Firm must have minimum 100 Sweepers enrolled on its roll as on 31/03/2024.**
4. **Minimum average annual turnover** of the bidder Company/Firm must be **Rs. 10,00,00,000/-and above during each of three previous Financial Years. (i.e. FY 2021-22, FY 2022-23, FY 2023-24).**
5. The bidder Company/Firm must have experience of having executed a **contract with at least three organizations of repute (including one reputed PSU)** during each of previous three Financial Years. (i.e. FY 2021-22, FY 2022-23, FY 2023-24).
6. **The bidder Company/Firm must have a valid PAN Card** issued by Income Tax Department and G.S.T Registration.
7. The bidder Company/Firm should have at least one **fully OPERATIONAL office** at either of the districts of Kolkata/ North 24 parganas/ Nadia/ Murshidabad in **West Bengal. The bidder should upload documentary evidence like electricity bill / telephone bill regarding the same**
8. The bidder Company/Firm as an employer must be complying with all the statutory requirements such as Payment of Gratuity Act, ESI, EPF etc., as applicable to them and any other local /state/national statutory requirements.
9. Applicants registered as MSME/NSIC are exempted from depositing EMD subject to attachment of self attested copy of the relevant certificate from the concerned Department of Govt of India to this effect with technical bid.
10. As applications would be through GeM portal, only vendors registered at GeM can apply.

Annexure A

Details of Sweeper to be deployed in various branches under KSDO.

SL. NO.	BRANCH	CODE NO	BRANCH NAME & ADDRESS	Sweeping Area in Sq.ft	No of Sweeper Half/D ay	No of Sweeper Full/D ay	Remarks(Area)
1	LAKE TOWN	424	LAKE TOWN BRANCH OFFICE (CODE NO - 424), 342 JESSORE ROAD, KOLKATA- 700089. STD-033	8800	2	0	A
2	RAJARHAT SO	424T001	RAJARHAT SO UNDER LAKE TOWN B.O. (CODE NO- 424T001), SRIKRISHNA BHAWAN, VILL. VATINDA, RAJARHAT, DIST- N 24 PGS, PIN-700135. STD- 033	2556	0	1	A
3	BARANAGAR	430	BARANAGAR BRANCH OFFICE (CODE NO. 430), JEEVAN JYOTI, 41 BAGHA JATIN ROAD, BARANAGAR, KOLKATA- 700036. STD- 033	9249	2	0	A
4	BARRACKPORE	431	BARRACKPORE BRANCH OFFICE (CODE NO. 431), JEEVAN JYOTI, SAHID MANGAL PANDEY SARANI, PO- BARRACKPORE, KOLKATA- 700120. STD 033	7227	1	1	A

5	NILGUNJ SO	431T0 01	NILGUNJ SO UNDER BARRACKPORE B.O.(CODE NO.-431T001), KARMA TIRTHA (SPV), SELARHAT, NILGUNJ BAZAR, DUTTAPUKUR, DIST- NORTH 24 PARGANAS, PIN- 700121, STD-033	986	0	1	A
6	BASIRHAT	432	BASIRHAT BRANCH OFFICE (CODE NO- 432), SARAT BISWAS ROAD, KACHARIPARA, BASIRHAT, DIST- N 24 PGS, PIN- 743411. STD- 03217	12300	2	1	C
7	SWARUPNAGAR SO	432T0 01	SWARUPNAGAR SO UNDER BASIRHAT B.O.(CODE NO- 432T001),VILL+PO- GOKULPUR, PS- SWARUPNAGAR, DIST- N 24 PGS, PIN- 743286. STD- 03217	1422	0	1	C
8	HASNABAD SO	432T0 02	HASNABAD SO UNDER BASIRHAT B.O.(CODE NO.- 432T002), VILL+PO- HASNABAD, PS-HASNABAD, DIST- N 24 PGS, PIN- 743426. STD- 03217	2151	0	1	C
9	HABRA	433	HABRA BRANCH OFFICE (CODE NO- 433), PARIWAL MARKETING COMPLEX, JIRAT ROAD, PO- HABRA, DIST- N 24 PGS, PIN- 743263. STD- 03216	8950	2	0	A
10	ASHOKNAGAR SO	433T0 01	ASHOKNAGAR SO UNDER HABRA B.O (CODE NO- 433T001), BIJOYA PHARMACY MORE, KANCHUA, ASHOKNAGAR, DIST- N 24 PGS, PIN- 743272. STD- 03216	1625	0	1	A

11	NAIHATI	435	LICI, NAIHATI BRANCH OFFICE , NAIHATI MUNICIPAL MARKET BUILDING, 3 RD FLOOR, 31, THAKURPARA ROAD, NAIHATI, NORTH 24 PRGS, PIN- 743165	8755	0	4	A
12	SHYAMNAGAR SO	435T0 01	SHYAMNAGAR SO UNDER NAIHATI B.O.(CODE NO. 435T001), 23 NO RAIL GATE, FEEDER ROAD, SHYAMNAGAR, DIST- N 24 PGS, PIN-743127. STD- 033	1915	0	1	A
13	KANCHRAPAR A SO	435T0 02	KANCHRAPARASO,"KIRAN BHAVAN,"NETAJI SUBHASPETH,KANCHRAPARA,P.O.KANCHRAPARA, DIST NORTH 24-PARGANAS,PIN-743145(W.B)	1205	0	1	A
14	KALYANI	436	KALYANI BRANCH OFFICE (CODE NO- 436), JEEVAN JYOTI, CENTRAL PARK, B- BLOCK, PO- KALYANI, DIST- NADIA, PIN-741235. STD- 033	11446	1	1	A
15	CHAKDAH SO	436T0 01	CHAKDAH SO UNDER KALYANI B.O.(CODE NO.- 436T001), SUPRABHAT SADAN, LALPUR, CHAKDAH, DIST- NADIA, PIN-741222. STD- 03473	1500	0	1	A
16	JAGULI SO	436T0 02	JAGULI SO UNDER KALYANI B.O.(CODE NO - 436T002), VILL+PO-SIMHAT, WARD NO-09, JAGULI, PS-HARINGHATA, DIST-NADIA, PIN- 741249. STD-03473	1175	0	1	C

17	KRISHNANAGAR-I	445	KRISHNANAGAR-I BRANCH OFFICE (CODE NO.-445), 5/1A D. L. ROY ROAD, PO-KRISHNAGAR, DIST- NADIA, PIN- 741101. STD- 03472	10085	0	0	C
18	KARIMPUR SO	445T001	KARIMPUR SO UNDER KRISHNANAGAR I B.O.(CODE NO.-445T001), KARIMPUR BUS STAND, PO- KARIMPUR, DIST- NADIA, PIN-741152. STD- 03471	1196	0	1	C
19	TEHATTA SO	445T002	TEHATTA SO UNDER KRISHNANAGAR I B.O.(CODE NO.-445T002), TEHATTA HIGH SCHOOL PARA ROAD, PO+PS TEHATTA, DIST- NADIA, PIN- 741160. STD- 03471	1728	0	1	C
20	BERHAMPORE	446	BERHAMPORE BRANCH OFFICE (CODE NO.-446), KRISHNA NATH ROAD, BERHAMPORE, DIST- MURSHIDABAD, PIN- 742101. STD- 03482	11822	2	3	C
21	BERHAMPORE CLIA	446C001	BERHAMPORE CLIA SO UNDER BERHAMPORE B.O (CODE NO.-446C001), AT+PO- MADHUPUR, DIST- MURSHIDABAD, PIN- 742101. STD- 03482	1846	0	2	C
22	BELDANGA SO	446T001	BELDANGA SO UNDER BERHAMPORE B.O.(CODE NO.446T001), BELDANGA MUNICIPAL MARKET COMPLEX, 1ST FLOOR, PO- BELDANGA, DIST- MURSHIDABAD, PIN- 742133. STD- 03482	1183	0	1	C

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23	RAGHUNATHGANJ	447	RAGHUNATHGANJ BRANCH OFFICE (CODE NO.-447), MACKENZIE PARK ROAD, PO-RAGHUNATHGANJ, DIST- MURSHIDABAD, PIN-742225. STD- 03483	7943	0	0	C
24	FARAKKA SO	447T001	FARAKKA SO UNDER RAGHUNATHGANJ B.O.(CODE NO.-447T001), NARAYANPUR NTPC MORE, FARAKKA, DIST- MURSHIDABAD, PIN-742236. STD- 03485	1886	0	0	C
25	BARASAT	484	BARASAT BRANCH OFFICE (CODE NO.- 484), 12A JESSORE ROAD, DAK BUNGLO MORE, BARASAT, DIST- N 24 PGS, PIN- 700124. STD- 033	9634	2	0	A
26	BARASAT CLIA	484C001	BARASAT CLIA SO UNDER BARASAT B.O.(CODE NO.-484C001), DREAM APARTMENT, 1ST FLOOR, KRISHNAGAR ROAD, PO- BARASAT, DIST- N 24 PGS, PIN- 700124. STD- 033	1789	0	1	A
27	BERACHAMPA SO	484T001	BERACHAMPA SO UNDER BARASAT B.O.(CODE NO.-484T001), PRITHIBA ROAD, PO+VILL- DEBALAYA, DIST- N 24 PGS, PIN- 743424. STD- 03216	1580	0	1	A
28	MADHYAMGRAM SO	484T002	MADHYAMGRAM SO UNDER BARASAT B.O.(CODE NO.-484T002), PURBASHA, NEW BARRACKPUR BUS STAND, LABONI BUILDING, JESSORE ROAD, MADHYAMGRAM, DIST- N 24 PGS, PIN- 700129. STD- 033	2471	0	1	A

29	NABADWIP	4015	NABADWIP BRANCH OFFICE (CODE NO. - 4015), BUROSHIBTALA ROAD, MALANCHAPARA, PO- NABADWIP, DIST- NADIA, PIN- 741302. STD- 03472	5554	0	1	C
30	CAB SALT LAKE	4017	CAB SALT LAKE BRANCH OFFICE (CODE NO. - 4017), CF-163, SECTOR-I, SALT LAKE CITY, KOLKATA- 700064. STD- 033	3660	1	2	A
31	SALT LAKE	41B	SALT LAKE BRANCH OFFICE (CODE NO. - 41B), CF- 335, SECTOR-I, SALT LAKE CITY, KOLKATA- 700064. STD- 033	5027	0	1	A
32	SODEPUR	41C	SODEPUR BRANCH OFFICE (CODE NO. - 41C), 17 BARASAT ROAD, PO-SODEPUR, DIST- N 24 PGS,PIN-700110. STD- 033	7751	1	1	A
33	KHARDAH SO	41CT0 01	KHARDAH SO UNDER SODEPUR B.O.(CODE NO.- 41CT001), 69 B. T. ROAD, 15T FLOOR, PANIHATI, DIST- N 24PG5, PIN- 700114. STD- 033	1590	0	1	A
34	RANAGHAT	42A	RANAGHAT BRANCH OFFICE (CODE NO. - 42A), COMMERCIAL COMPLEX, RANAGHAT MUNICIPALITY, PO- RANAGHAT, DIST- NADIA, PIN- 741201. STD- 03473	8803	0	2	C

35	FULIA SO	42AT0 01	FULIA SO UNDER RANAGHAT B.O.(CODE NO.- 42AT001), 5/E/3 FULIA TOWNSHIP, PO-FULIA COLONY, DIST- NADIA, PIN- 741402. STD- 03473	1377	0	1	C
36	BONGAON	42B	BONGAON BRANCH OFFICE (CODE NO. 42B), RAMNAGAR ROAD, BEHIND SBI, PO- BONGAON, DIST- N 24 PGS, PIN- 743235. STD- 03215	10314	2	1	C
37	HELENCHA SO	42BT0 01	HELENCHA SO UNDER BONGAON B.O (CODE NO. 42BT001), RAJARSHI COMPLEX, VILL+PO- HELENCHA, PS BAGDHA, DIST N 24 PGS, PIN- 743270. STD- 03215	1448	0	1	C
38	KANDI	42C	KANDI BRANCH OFFICE (CODE NO- 42C), NUTANHAT, KANDI THANA ROAD, PO- KANDI, DIST- MURSHIDABAD, PIN- 742137. STD- 03484	5799	0	2	C
39	SALAR SO	42CT0 01	SALAR SO UNDER KANDI B.O (CODE NO. 42CT001), RANGOLI MARKET, COLLEGE ROAD, PO SALAR, DIST- MURSHIDABAD, PIN- 742401. STD- 03484	1649	0	1	C
40	DUMDUM	42D	DUMDUM BRANCH OFFICE (CODE NO. 42D), UTTARAPAN MARKET COMPLEX, 46 MANUJENDRA DUTTA ROAD, PO-DUMDUM, KOLKATA- 700028. STD- 033	8096	1	1	A



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बड़ा बीमा कंपनियों का संगठन

41	JIAGANI	42E	JIAGANI BRANCH OFFICE (CODE NO.- 42E), FULTALA, PO- JIAGANI, DIST- MURSHIDABAD, PIN- 742123. STD- 03483	7305	1	1	C
42	KRISHNANAGA R II	42F	KRISHNANAGAR-II BRANCH OFFICE (CODE NO.- 42F), SHIVALAYA, M. M. GHOSH LANE MARKET, PO- KRISHNAGAR, DIST- NADIA, PIN- 741101. STD- 03472	7138	0	2	C
43	BETHUADAHA RI SO	42FT0 01	BETHUADAHARI SO UNDER KRISHNANAGAR-II B.O.(CODE NO.- 42FT001), NH-34, H/O- DIPAK DUTTA, OPP. NAKASHIPARA PS, VILL+PO- BETHUADAHARI, DIST- NADIA, PIN-741126. STD- 03474	1559	0	1	C
44	CHAK ISLAMPUR	42G	CHAK ISLAMPUR BRANCH OFFICE (CODE NO.- 42G), COLLEGE ROAD, PO- ISLAMPUR, DIST- MURSHIDABAD, PIN- 742304. STD- 03481	4520	0	2	C
45	CAB BARANAGAR	42H	CAB BARANAGAR BRANCH OFFICE (CODE NO.- 42H), 46/1/C B T ROAD, KOLKATA- 700002. STD- 033	3863	1	0	A
46	KSDO/DIV BLDG	D042	KOLKATA SUBURBAN DIVISIONAL OFFICE(CODE NO.042),DD-5,SECTOR-1,SALT LAKE CITY,KOLKATA-700064	16102	5	6	A



Life Insurance Corporation of India

47	KSDO/EDMS CERTRE	D042	RALLIS BUILDING, 16, HARE STREET, KOLKATA- 700001.	1500	0	0	A
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Note: Vendors are advised to visit the above mentioned premises / locations between 11 AM & 4 PM from Monday to Friday before quoting their rates.

Financial bid for Deployment of Sweepers in various locations under LIC Kolkata Suburban Divisional Office

Name of the / Vendor / Firm : _____

Earnest Money: Rs 458106/-

Last Date of Submission of Bid: 20.01.2025

ITEM RATE SCHEDULE

Base value calculation based on minimum wage rates of CLC Notification dated 25/09/2024, File No 1/27(5)/2024-LS-II

Group of Personnel=>	SWEEPERS for 8 /4 hours for 26 working days excluding GST (SUBJECT TO ACTUAL DAYS OF DUTY) (Rs)
Basic(Daily rate)	
VDA(Daily rate)	
Minimum wage (Basic+VDA)X26	
EPF 13% of monthly Basic+VDA (max Rs 15,000/)	
ESI 3.25 % of monthlyBasic+VDA	
Bonus @ 8.33% of (Basic + VDA) [As per payment of Bonus Act 1965 & Amendment Act 2015 & relevant amendments introduced later]	
Base Value per Personnel	
No of Person Required	
Total Base value per Month (A)	
SERVICE CHARGE including uniform washing expenses other anticipated expenses inclusive of all expenses to comply with labour laws, overall supervision and other relevant factors. To be quoted in percentage of (A) consistent with GeM. (This is to be converted into per person Service Charge amount for evaluation throughout the term) - (B)	
Total Gross Monthly(A+B) =(C)	<p>To be updated by the bidder in the financial bid stage on a later date (as consistent with GeM portal)</p>
Annualized Grand Total(excluding Service Tax) i.e Cx12 (G)	
Monthly figure in words.	
Annualized figure in words.	

Note:

- (1) The difference in subsequent minimum wages rate due to revision of the rates etc. by the Central Labour Commission will be adjusted by the corporation accordingly
- (2) GST will be paid to the vendor as per applicable rates & should be consistent with GeM.
- (3) EMD of selected vendor shall be adjusted to the Performance Guarantee Money, and for others it will be refunded within 30 days from date of finalization of Tender without interest.
- (4) This Financial bid must be accompanied by Annexure-A duly signed and proof of payment of EMD by NEFT / RTGS / DD, drawn in favour of LIC of India, payable at Saltlake city, Kolkata.
- (5) Even for round the clock duties, a Sweeper can work for maximum of 8 hrs a day & 26 days a month. For remaining days of the month the vendor has to provide 'Relievers' who will also be paid in accordance with Minimum Wages declared through CLC notifications. For eight hour shift duties, it will be the Actual Number of Days of Duty, again, subject to a maximum of 26 days in a month. There will be three National Holidays for all contracted workers.
- (6) **NO ALTERATION OF CONTRACTOR'S QUOTED RATE OF SERVICE CHARGES** are allowed within the period of contract or extension period. Only incase of increase/decrease in the number of persons engaged there will be change in the total quantum of Service Charge
- (7) Refer OM No F/6/1/2023-PPD ,Date 06/01/2023, issued by DOE, Ministry of Finance, Govt of India w r t MINIMUM SERVICE CHARGE in the procurement of Manpower Outsourcing Service

C- Scope of Work -House Keeping (Sweeping & allied) Service

The contract shall cover following aspects of the services of LIC, Kolkata Suburban Divisional office and offices as specified in Annexure-A . **The contract shall be for a period of one year. There will be a provision to renew the contract for two more occasions (One year at each occasion) on existing terms and conditions subject to satisfactory performance.** The contractor may, by giving a notice of four months to Corporation terminate the contract. The Corporation may, by giving three months notice to the Contractor terminate the contract. The Contractors/Vendors are to abide by the following terms and conditions within the scope of this tender.

1. The House Keeping (Sweeping & allied) Service contract shall be for the entire premises/buildings occupied by Kolkata Suburban Division Office & Branch/SO etc. as specified in enclosed Annexure -A, which is liable to be altered depending upon actual requirement by office from time to time.

Name of Service	House Keeping(Sweeping and cleaning without materials)	
Duty Hours	4 Hours for Part Time	8 Hours for the Full Time
Approximate requirement(actual may vary)	27 Workmen("A" Area- 19 & "C" Area- 8)	53 Workmen("A" Area-26 & "C" Area- 27)
Time Slot	The be specified in work order/contract	
Other Specifications	Sweeping is required in week days	

The contractor shall provide personnel as per number mentioned in Annexure A. The new engagements will only be such persons who are in the **age group of 18 to 50 years with sound physical & mental health.** A penalty of Rs.500/- per day will be charged per person in case the persons engaged by the contractor absents himself from duty or leaves office before time of duty besides recovery of pro rata wages.

2. Proper and courteous service shall be provided by the Contractor at the offices where the Care taker & sweeping personnel are deployed and will be responsible for providing services that may be allotted to the personnel by the head of the concerned offices.
3. The entire office including the rooms, balconies, toilets, doors, windows, Venetian blinds, corridors, staircases, etc. shall be cleaned and mopped everyday. Office rooms and premises are to be cleaned, dusted & mopped daily and **bathrooms/toilets to be cleaned with disinfectants and cleaning materials twice daily. The cleaning materials will be provided by respective offices to the contractor.** The contractor will ensure cleaning of water coolers/Air conditioners regularly.
4. Expenses incurred due to any damage to LIC property, which in the Corporations opinion is caused due to the negligence or carelessness or any fault on the contractor's

part or that of his manager or servant or agent, shall be recovered from his bills.

5. The contractor shall attend to all items of cleaning as noted in the DAILY SCHEDULE, WEEKLY SCHEDULE, MONTHLY SCHEDULE FOR DEEP CLEANING under Scope of Work of Housekeeping Services at Office Premises & Scope of Work of Housekeeping Services at Guest Houses.
6. Chairs & table & other furniture should also be dusted & mopped daily. This should be adhered to without fail.
8. The House Keeping workers shall provide sundry assistance [other than desk work] towards office administration, and serve as attendant (non-clerical work) as and when necessary.
9. The contractor shall submit his bills for services monthly, within 10 days from the end of the calendar month. We insist highest standard in Sweeping & Allied Services. Whenever the quality of Sweeping & Allied services are rendered below expected standard, the Officer (I/C) at his/her discretion may make a deduction of minimum 5% of the Sweeping & Allied services amount from the contractors bill after informing the contractor and decision of the I/C will be final. In the event of unsatisfactory service at any point to carry out the terms of this contract, Corporation may forthwith terminate this Sweeping & Allied service arrangements with due prior notice and the contractor shall not claim compensation whatsoever against the Corporation or any of its officers in consequence of such termination. (See termination clause).
10. For the purpose of implementing this contract, the Contractor shall engage sufficient number of workers. There shall be Quarterly interchange of personnel deployed in the Divisional Office and Staff Quarters premises under intimation to LIC. The contractor shall ensure that they observe cleanliness and wear neat and clean uniforms. The contractor's employees should be provided with suitable proof of identity (Identity Cards, uniforms, etc.) Persons without suitable identity proof are liable to be refused entry into the LIC office premises.
11. The Corporation may refuse entry into the campus or order eviction of any person falling into any of the following categories: -
 - i. Is suspected not to possess good character.
 - ii. Is found reportedly indulging in activities prejudicial to the interests of the Corporation.
 - iii. Is afflicted/ suspected to be afflicted with any contagious or communicable diseases.
12. It is the exclusive responsibility of the contractor to ensure due and timely compliance with all relevant laws, rules and regulations and other relevant instructions

issued by Government authorities from time to time relating to the employment of persons

13. The Contractor will be responsible for the remuneration of his employees as per Minimum Wages Act, ESI Act, EPF and Miscellaneous Provisions Act, etc. updated from time to time. Remuneration to contractor's employees is to be made by 7th working day of the following month without any linkage to the payment of bill. Proof of salary payment details are to be produced every month to LIC Kolkata Suburban Divisional office OS deptt.

The service provider shall follow all rules/regulations in force and it will be the sole responsibility of service provider to abide by the provisions of the following Acts as to the workers engaged by him for performance of the service.

- a) Child Labour Abolition & Rehabilitation Act, 2006
- b) Labour & employment Act 1972
- c) Workmen Compensation Act 1923
- d) Industrial Employment (Standing Orders) Act 1946
- e) Contract Labour (Regulation & Abolition) Act 1970
- f) The Minimum Wages Act 1948
- g) Payment of Wages Act'1936
- h) Employees' Provident Fund Act 1952
- i) The Employees' State Insurance Act 1948
- j) The Payment of Bonus Act'1965 & Amendment Act, 2015
- k) Any other Act/Legislation which may govern the nature of Contract/may be introduced later.

Information Security Policy; Date: 7th January 2015 of LIC OF INDIA is compulsorily binding on all the outsourced personnel along with the service provider.

14. The contractor or his staff shall not allow any guest or visitor into the campus, on his own, without the permission of the Competent Authority.

15. With a view to achieving effective implementation of this Agreement, the Manager (OS) LIC, Kolkata Suburban Divisional Office is entitled to issue instructions, to the contractor and such instructions shall be binding on the contractor.

16. The contractor shall ensure the presence of soap, odonil packets, naphthalene balls etc. in toilets/lavatories of the office premises (items to be provided by respective offices).

17. The contractor shall use room fresheners in all office rooms and at other places wherever advised by office.

18. The contractor shall not allot any person to do any job without prior approval of the competent authority.

19. The contractor will be responsible to attend all complaints/ requirements within the purview of the contract.

20. In all matters relating to or incidental to this Agreement, if there arises any doubt or

dispute or disagreement the decision of the Sr Divisional Manager, Kolkata Suburban Divisional Office shall be final and binding on the contractor.

21. Water will be provided by the Corporation. But in times of scarcity, i.e. in case of failure of tube well/ less supply from the local authority, the contractor should arrange water from approved sources only.

22. If office upkeep is not done properly and the same will be got done by the concerned offices, the cost for that job will be recovered from the monthly bill of the contractor.

23. The Supervisor / Manager of Housekeeping will keep regular liaison with the OS deptt of Kolkata Suburban divisional office.

C(i) Scope of Work of Housekeeping Services at Office Premises

1) Cleaning of all gents' & ladies' toilets, wall tiles, pots, partitions, window panes, window grills and glasses from inside as well outside (wherever accessible), mirrors of toilets, taps/fixtures, etc; at least twice a day with disinfectants on all the concerned floors. Filling & refilling of Liquid soap, air fresheners, naphthalene balls etc. Hourly inspection of Toilets and undertaking necessary cleaning and mopping of the same.

□ Sweeping and mopping of passage.

□ Sweeping and mopping of reception area, General office Area and Cabins etc with deodorant disinfectants.

□ Clearing and cleaning of waste paper baskets. Baskets to be emptied after 4 pm daily or as per need.

Disposal of waste/garbage on daily basis from our premises to the dumping area earmarked by municipal authority of the area. Disposal of waste material / garbage will be the sole responsibility of the agency.

□ Dusting of partitions, doors & walls.

□ Cleaning of main entrance glass doors/wooden doors.

□ Scrubbing and Cleaning of all toilets flooring.

□ Mopping of the entire toilet floors with deodorant disinfectant and cleaning of wash basins at regular intervals throughout the day.

□ Cleaning of Chambers, cubicles, reception area, service area common area, passages, lift area etc.

□ Removal of cobwebs from office premises.

□ Monthly cleaning of wall mounted fans/ceiling fans or as per need.

□ Monthly cleaning of main holes (Gutters) in the periphery of office buildings.

□ Weekly Cleaning of Drinking Water Cooler Tanks in Office.

□ Clearance of blockage in toilets/drainage as and when required.

To perform the duty of attendant as per office need.

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

C(ii) Scope of Work of Housekeeping Services at Guest Houses / Staff quarter : Work to be done

- ☐☐☐ Providing House Keeping services on all days including Sundays & Holidays.
- ☐☐☐ Sweeping and mopping of passage, rooms with deodorant disinfectants.
- ☐☐☐ Clearing and cleaning of waste paper baskets.
- ☐☐☐ Disposal of waste/garbage on daily basis from our premises to the dumping area earmarked by municipal authority of the area. Disposal of waste material / garbage will be the sole responsibility of the agency.
- ☐☐☐ Dusting of partitions, doors, walls.
- ☐☐☐ Cleaning of window panes, window grills and glasses from inside as well as outside (Wherever accessible).
- ☐☐☐ Cleaning of main entrance glass doors/wooden doors.
- ☐☐☐ Cleaning of wash basin, urinals and mirrors etc. in all the toilets.
- ☐☐☐ Scrubbing and Cleaning of all toilets flooring.
- ☐☐☐ Mopping of the entire toilet floors with deodorant disinfectant and cleaning of wash basins.
- ☐☐☐ Cleaning of rooms, lobby, common area, passages, stairs & pantry etc. Cleaning of Buckets/Mugs by liquid soap/cleaner on daily basis.
- ☐☐☐ Cleaning Guest House Equipments/furniture etc.
- ☐☐☐ Monthly cleaning of wall mounted fans/ceiling fans
- ☐☐☐ Clearance of blockage in toilets/drainage as and when required.
- ☐☐☐ Monthly cleaning of main holes (Gutters) in the periphery of GH buildings.

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

C(iii)- FOR HOUSEKEEPING SERVICE IN OFFICES (On all working days):-

(a) DAILY SCHEDULE:

Daily Schedule for Cleaning/Sweeping shall be as under:

1. Regular Office cleaning early in the morning **before 9.00 a.m with Phenyl/disinfectant.**
2. Cleaning of taps, wash basins, flushing system, sinks etc. with help of soap/stain cleaner.
3. Cleaning, Washing & replacing the dustbins after removing the waste material from the dustbins. Dusting and cleaning of doors, windows, glass panes, partition walls, AC machines, water cooler, fridge etc.
4. Cleaning toilets, removing stains on floors & walls, keeping air fresheners, filling liquid soap of approved quality in the morning & keeping urinal cubes etc.
5. **Cleaning and drying all the toilets - atleast twice in a day with Phenyl/disinfectant.**
6. Pantries- removing muck, cleaning and washing of platform drains, sink twice a day.
7. Cleaning of Buckets/Mugs by liquid soap /cleaner on daily basis.
8. Throwing of waste/garbage on daily basis in garbage bin. Disposal of waste material will be the sole responsibility of the agency.

(b) WEEKLY SCHEDULE:

1. Washing of floors, stairs with soap/stain cleaner, removing of webs/insects from walls, ceilings, under tables/chairs/Almirahs etc.
2. Dusting of all walls, ceilings, curtains, Venetian blinds early in the morning.
3. Cleaning (dry)/washing basement and Open area adjoining the Building of the D.O/ B.O

s/S.Os/Guest Houses under Kolkata Suburban Divisional office.

Any other item which may be required for the above purposes listed at Serial Nos. 1 to 3.

(c) MONTHLY SCHEDULE FOR DEEP CLEANING

1. Cleaning of window panes from inside as well as outside.
2. Cleaning of dust tube lights /security grill.
3. Cleaning of partitions.
4. Cleaning of roof top and staircases.
5. Cleaning of parapet walls.
6. Monthly vacuum cleaning of Venetian blinds.
7. Monthly cleaning of wall mounted fans/ceiling fans.
8. Monthly cleaning of man holes (gutters) in the periphery of office/Guest House buildings.

D. TERMINATION CLAUSE

The contractor may, by giving a notice of four months to the Corporation, terminate the contract. The Corporation may, by giving three months notice to the Contractor terminate the contract. The contract is also liable to be terminated by the Corporation if -

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

In the event of the premature termination by either party to the contract or, expiry of the contract, or, a situation where LIC has agreed in writing to allow the contractor to discontinue earlier, the Service Provider shall be obliged to continue providing the services on the same terms and conditions as provided in the contract, till such time as LIC is able to make any alternative arrangement.

PROVISIONS OF SECTION 33(3) OF THE INSURANCE ACT, 1938 AS AMENDED BY THE INSURANCE LAWS (AMENDMENTS) ORDINANCE, 2014:

In terms of provisions of section 33(3) of the Insurance Act, 1938, as amended by the Insurance Laws (Amendments) Ordinance, 2014 Insurance Regulatory Authority of India (IRDAI) is authorized to verify all such books of account, register, other documents and the data base in the custody of 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 the IRDAI.

E- ROLE OF VENDOR/AGENCY IN DEPLOYMENT OF HOUSE KEEPING PERSONNEL:

- 1 The appropriate payment of wages & other benefits to the employees of the Agency shall be the exclusive responsibility of the Agency & persons so employed by the Agency shall have no claim whatsoever on LIC.
- 2 The Agency should issue Identity cards to their employees bearing their photographs which they should always carry with them & make available for inspection to LIC at any time. Agency will provide **two sets of uniform** to them with Agency logo at their own cost.
- 3 The Agency shall deploy House Keeping personnel who are courteous, trained, well mannered & disciplined and should be vigilant while on duty in and outside the Corporation's premises dealing with employees of LIC, workers of other agencies etc. The House Keeping Personnel so engaged should observe decency and decorum during the course of their engagement in & out of LIC.
- 4 The Agency will have to follow the norms, rules & regulations, guidelines, standing orders & instructions given by the LIC from time to time.
- 5 All legal formalities required in engaging personnel will be the sole responsibility of the Agency.
- 6 The contractor, at its own expense, should provide proper uniform, Identity cards, name badges & other accessories such as safety shoes, gloves, masks etc. to their employed sweeper/House Keeping personnel. **Two sets of Uniform are mandatory** and should be provided within 15 days of awarding the tender and deployment of personnel. The Agency will ensure that the persons on duty are in neat & clean uniform on all working days failing which a penalty of Rs.500/- per worker per day will be imposed/ deducted. The Agency shall issue identity cards and name badges to all the deployed sweeper/House Keeping personnel which they shall wear while on duty.
- 7 The Agency should ensure that no worker leaves his post of duty in an unauthorized way without a replacement. Agency shall keep replacements ready for sudden requirements and also for 'Reliever' duty for all such cases where actual days of work exceeds 26 days a month.
- 8 The personnel newly engaged by the Agency as House Keeping Personnel should preferably be in age group 18 (Minimum) to 50 (Maximum) years. **No minor should be employed under any circumstances.**



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9 The House Keeping personnel of the Agency shall be only Indian nationals and their character and antecedents should be checked by the Agency without fail. The Agency should submit the KYC documents of the House Keeping personnel engaged in LIC offices, with in 15 days from the date of deployment of such person(s) at their risk and consequences.

10 The Agency shall change the House Keeping personnel on demand by LIC within 24 hours, if he/she commits unethical acts like sleeping while on duty, intoxication, negligence in performing duties, disobedience, theft, dishonesty, indulgence in illegal activities, unlawful acts, involved in the work other than the allotted one or any other misconduct. Such persons shall not be re-deployed in any of our offices and Guest Houses.

11 The responsibility to deposit EPF & ESIC premium will be borne by the Agency.

12 It is incumbent upon the Agency to ensure that each Sweeper/House Keeping personnel execute his duty for prescribed hours and minimum wage is payable for every eight hours duty.

13 The Agency must ensure settlement of wages to all its employees latest by **7th of the following month without waiting for the settlement of their bills from LIC**. Failing which a penalty of Rs.5000/- per month will be recovered from the monthly bill at DO Level.

14 The workers / staff of the Agency will have nothing to do with LIC and shall have no presumptive right of absorption in the services of LIC.

15 In case the workers engaged by the Agency have any grievances, they will take it up with the Agency without creating any disturbances in the campus/ premises. Under no circumstances agitational means are to be resorted to by the workers of the Agency. The Agency will be solely responsible if the workers engaged by it misbehave or create disturbances.

Supervision / coordination of various house keeping jobs will be the responsibility of the Agency in consultation with the head of the concerned office.

The above Scope of Services is illustrative and not exhaustive. The Contractor may be assigned any duty/function with regards to House Keeping services of Premises from time to time.

F. GENERAL CONDITIONS:
(Applicable to Sweeping & Allied Services)

1. The rates quoted will be applicable for the whole period for which the contract is made. All rates are to be quoted excluding GST, which will be reimbursed to the contractor from time to time on production of receipt. **NO ALTERATION OF CONTRACTOR'S QUOTED RATE OF SERVICE CHARGES are allowed within the period of contract or extension period.**
2. The consideration for **Sweeping & Allied Services** shall be as per the Financial Bid format under the scope of this tender (Annexure-B).
3. Income Tax will be deducted as per rules on the gross bill of the contractor for services provided.
4. The contractor will register with the Registrar of concerned state body and furnish the details of registration number. He shall abide by all statutory Acts, Rules and Regulations relevant to this contract issued by the State Government, Govt. of India and local corporation/municipality and any other Competent Authorities authorized to issue / pass directions or orders in all matters relevant to the contract.
5. The contractor shall obtain at his own expense all licenses and permissions which may be required for providing the services and pay all the taxes, dues and penalties hereinafter becoming payable to the Government, Municipality or any other local body by reason of his conducting business.
6. If there is any variation in the quality of work suitable penalty as may be decided and determined by the competent authority of LIC Kolkata Suburban Divisional Office or any authorised person or Committee will be levied while settling the monthly bills. Repeated violations will render the contract liable for termination.
7. For any dispute or arbitration decision of Sr.Divisional Manager, LIC Kolkata Suburban Divisional Office will be final & binding upon the contractor.
8. Immediately on completion/termination of the contract, the engaged persons, shall peacefully vacate the premises and handover to the Corporation all articles, equipment, furniture and other fixtures belonging to the Corporation and entrusted in his custody and shall remove all his stores and effects. The corporation reserves right to forfeit the security deposit without assigning any reason.
9. All questions, disputes and / or difference arising under or in connection with this Sweeping & Allied Service arrangement or in anyway touching or relating to or concerning the construction, meaning or effect or the terms herein, shall be referred to the sole arbitration of the Corporation or to the sole arbitration of the officer who for the time being is entrusted whether or not in addition to other functions, with the functions of the Corporation by whatever designation shall offer may be called hereinafter referred to as the said officer and if the Corporation or the said officer is unable or unwilling to act, the sole



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arbitration of some other person appointed by the Corporation or the said officer and willing to act as such arbitrator. The vendor can have no objection to any such appointment to the effect that the arbitrator so appointed is Corporation's own officer or that he was a party to the contract or that he had to deal with matters which relate to this Security & sweeping arrangement or that in the course of this duties as such officer he had expressed views on all or any of the matters in dispute or difference. The award of the arbitrator appointed shall be final and binding.

10. The Contractor shall not exhibit any signboard, nameplate or advertisement within or outside the corporation's office premises.

11. The Workers/staff of the contractor shall have no presumptive right of absorption in the services of the corporation.

12. The corporation shall in no way be responsible for wages, salaries, bonus, gratuity or any compensation, notice pay etc. of the persons employed by the contractor for conducting business at LIC offices. However, designated persons (on behalf of LIC, Kolkata Suburban Divisional Office) will check that the amount paid to the workers are consistent with the Minimum Wage Act, EPF, ESI etc, every month. They will also verify the ESI, EPF deposit challans every month.

13. Nothing herein contained shall purport or operate to declare, assign limit or extinguish whether present or in future in favour of the Contractor any right, title interest whether vested or contingent in the LIC Premises that vests with the Corporation and the Contractor hereby agrees that the LIC Premises is the property of the Corporation that vests in the name of Corporation.

14. In the matter of engagement of the required persons for assisting the Contractor, the contractor shall not appoint any children (child labour) prohibited by statute, to be so appointed.

15. The Corporation reserves the right to ask the contractor to dismiss from the work any person/ employee immediately who may, in the opinion of the competent authority of LIC Kolkata Suburban Divisional Office, be unsuitable or incompetent or who may misconduct himself and such person shall not be again engaged to work in campus, and the contractor is bound to suitably replace the person within a week of such communication.

16. The Contractor shall keep the Corporation, its Managers/Supervisors and employees safe and harmless and indemnified from and against all losses, suits, damages, cost charges, claims and demands whatsoever including claims under the Workmen's Compensation Act, 1923, the Officers or Servants may become liable to pay for the reason or in consequence of any injury to any person or persons or to any property either belonging to the Corporation or any third party whether resulting directly through any accident or otherwise to life or property while performing the contractual job at LIC or when carrying out any repairs or other work pertaining to the LIC office Premises. Such

damage, injury or loss to life or property shall be made good and / or as the case may be shall be paid immediately by the Contractor to the Corporation.

17. Upon breach by the Contractor of any of the terms and conditions governing the Scope of the Tender and / or upon the Contractor failing to comply with the directions / orders issued / passed by the local municipality/corporation the Government of West Bengal, the Union Government or any other Competent Authorities and / or upon the Contractor failing to comply with the requisitions issued by the Corporation and / or if in the opinion of the Corporation, the Contractor is not performing the Sweeping & Allied service activities in a satisfactory manner and / or if the Contractor is adjudicated insolvent and / or fails to make any arrangement with his creditors and / or if any attachment or execution is levied on any of the property of the contractor, the Scope of the Tender shall be liable to be terminated.

18. Whenever the Scope of the Tender is terminated by the Corporation for any default or deficiency in service, the Contractor shall not be entitled to any compensation whatsoever or for refund of the Security Deposit or any amounts already paid on account of termination of the Tender.

19. The contractor shall indemnify the corporation against all claims which may be made under the Workmen's Compensation Act/Rules there under or under any law or rules of compensation payable in consequence of any accident/injury sustained by any person in his employment for the purpose of Sweeping & Allied Services agreement.

20. The Contractor shall comply with requisitions issued by the Corporation or any Competent Authority pertaining to any matters in connection with the Sweeping & Allied Services by the contractor.

21. The minimum requirement of staff strength is tabulated in **Annexure -A** enclosed here with. Duty hours of each personnel shall be 8 hours. The number & duty time may vary in future depending upon the requirements of LIC Kolkata Suburban Divisional office. If the no. of staffs fall short of that specified, and absentees are not taken care of by substitution, penalty of Rs.500/- will be deducted per day per absentee besides deduction of wage on pro rata basis from the contractor's bill. An Attendance Register of his staffs is to be maintained by the contractor which should be produced for inspection on demand.

22. Authorised representatives of the contractor shall visit Kolkata Suburban Divisional Office and meet the administrative officials at least once in a month for the purpose of quality control.

23. The contractor or his staff shall not indulge in any act which may hamper the peace or serenity of the office campus of the LIC Kolkata Suburban Divisional Office or any other Centre under its jurisdiction or likely to be detrimental to the interests of the Corporation. The Contractor shall be solely responsible for any direct or indirect misconduct on the part

of the employees appointed by the Contractor for the purpose of assisting the Contractor in all aspects relevant to this contract.

24. The contractor or his staff shall not use the premises, properties, fixtures, fittings, etc. of the Corporation for any purpose other than those expressly provided in the contract. Staffs of the contractor shall not pass their leisure time in the office premises or use otherwise.

25. The contractor is not entitled to assign or transfer howsoever the benefit or burden of the contract to any other person or firm. Sub-contracting is not allowed. There shall not be any provision of running bills.

26. Nothing herein contained shall be construed to create any tenancy in contractor's favour, of any of the Corporation's premises, properties or belongings and the Corporation may of its own motion, upon the termination of the contract, re-enter and retake and resume and retain absolute possession of the Corporation's belongings, both movable and immovable.

27. Any failure or omission on the part of the Corporation at any time to exercise any of its rights under the terms of the contract, shall never be construed as "waiver" and shall in no way impair or affect the validity of the terms and the rights of the Corporation to enforce its right at any time subsequently, with retrospective effect wherever found necessary.

28. The contractor shall indemnify the Corporation for any loss or damage caused to its premises, properties and belongings either willfully or otherwise or for erosion of reputation suffered by the Corporation on account of negligence, wrongful or questionable conduct of the contractor or his staff, whether indulged intentionally or otherwise.

29. In all matters relating to or incidental to this Agreement, if there arises any doubt or dispute or disagreement the decision of the Sr. Divisional Manager, LIC Kolkata Suburban Divisional Office shall be final and binding on the contractor.

30. Every Bidder is required to remit Earnest Money Deposit of Rs./- (Rupees only) only in the form of NEFT/RTGS/Demand Draft drawn on a Nationalized/ Scheduled Bank favouring "Life Insurance Corporation of India" payable at Saltlake City, Kolkata. In the event of the Tender being rejected or not being found responsive, the Earnest Money Deposit paid by the Bidders shall be refunded within 30 days from the date of issue of Work Order to the successful Bidder without any interest. The Earnest Money Deposit paid by the lowest Bidder is liable to be forfeited if after submitting the Tender, the Bidder withdraws and / or modifies his / her Tender, or if the successful Bidder fails or neglects to furnish the Security Deposit. For Successful bidder, EMD will be adjusted towards Security Deposit. MSEs registered in NSIC under single point registration are exempted from EMD on production of valid document.

31. The successful Bidder shall have to pay Security Deposit equal to **5% of the accepted tender amount** (rounded off to the next higher Rupees thousand) (based on the annualized value of the Monthly Amount as quoted by the successful Bidder in his/her Financial Bid)



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in the form of NEFT/ RTGS/ Demand Draft for Security Deposit drawn on any Nationalized / Scheduled Bank in favour of "Life Insurance Corporation of India", payable at Saltlake City, Kolkata within 15 days from the date of issue of the Acceptance Letter as quoted above. The Security Deposit paid by the successful Bidder will be retained with LIC Kolkata Suburban Divisional Office without interest and the same shall be refunded to the Contractor upon completion of the Contract, subject to recoveries, if any, towards outstanding dues / charges / compensation /penalties. In the event of failure of the successful Bidder to comply with this requirement, LIC Kolkata Suburban Divisional Office reserves the right to cancel the award of contract with forfeiture of the Earnest Money Deposit paid by such Bidder. Security Deposit will be exempted to the extent of monetary limit provided in the single point registration by NSIC for MSEs.

32. The difference in subsequent minimum wages rates due to revision of the rates by the Central /state Labour Commission will be considered by the Corporation. However, only the difference value of increase / decrease will be taken into consideration. **NO ALTERATION OF CONTRACTOR'S QUOTED RATE OF SERVICE CHARGES** are allowed within the period of contract.

G- OBLIGATION OF THE CONTRACTOR: - STATUTORY COMPLIANCE:

33. The Contractor, being the employer in relation to persons engaged/employed by him for providing the services under this agreement, shall alone be responsible and liable to pay wages/salaries to persons which in any case will not be less than the minimum wage as fixed or prescribed for the category of workers employed by him from time to time or by the Central Government and/or any authority constituted by or under any law.

34. The contractor shall adhere to and comply with all the laws that may be applicable to him and will extend all the benefits/privileges as applicable to persons engaged/ employed by him including that of Provident Fund, ESI, Workmen's Compensation Act, Bonus, Gratuity, Minimum Wages Act, Payment of wages Act and leave, etc. In case of any breach of any law, rules, notifications applicable to the employees of the Contractor, the contractor alone shall be responsible and liable for any act(s) of omission and/or commission committed by any employee, agent, representative, attorney, person(s) engaged/employed by him for discharging the obligations under this agreement .

35. The Contractor shall obtain appropriate licenses under Contract Labour (Regulation & Abolition) Act, 1970 and 1971 (Central / State), license under Private Security Agencies Regulation Act, 2005 and the Rules as amended from time to time and up to date and shall comply with all terms and conditions thereof strictly, and shall keep licenses duly validated and/or renewed from time to time throughout the currency of this Agreement. The Contractor shall obtain at his/her own expenses all the licenses and permission which may be required for conducting the business of House Keeping services and pay all the taxes, duties and penalties hereinafter becoming payable to the Government, Municipality or any other local body by reason of his/her conducting business of House Keeping Services.

36. The Contractor shall maintain all registers required under various Acts, which may be inspected by the Corporation as well as the appropriate authorities at any time.

37. The Service Provider/Contractor must ensure that the wages to the Workers are paid through NEFT within **7th of the following month** according to the prevailing rates which shall not be less than the minimum wages approved by Central Government/ State Government/ Govt. Administration. The Service Provider/Contractor **will not link the payment of wages to the workers with settlement of his bills by the Corporation.** Payment of bills will be made on monthly basis through NEFT only, provided that the **Sweeping & Allied Services** rendered were/are satisfactory during the month and subject to deduction of Penalty imposed if any as per terms and conditions of tender/contract. The Contractor will have to produce the Register of Wages or the Register of Wages cum-Muster Roll of the preceding month along with the bill to be submitted on the 10th day of every calendar month for verification, to the nominated official of the Corporation.

38. The Service Provider/Contractor has to submit the attested photocopies of the following documents:

☐☐ Muster Roll/Attendance sheet of the workers signed by the Service provider /Contractor for the month on the format prescribed in the Contract Labour (Regulation and Abolition Act, 1970) along with Contract Labour (Regulation and Abolition) Rules, 1971.

☐☐ Salary sheet for the month showing receipt of the wages on the format prescribed in the Contract Labour (Regulation and Abolition Act, 1970) along with Contract Labour (Regulation and Abolition) Rules, 1971.

☐☐ Challan of deposit of contribution of provident fund of employees' and employers' share, with the appropriate authority.

☐☐ Challan of deposit of contribution of ESI of employees' and employers' share, with the appropriate authority.

☐☐ Receipt and Statement of Bonus paid to the employees (To be submitted in the following Month after making payment)

☐☐ Deposit of contribution of provident fund and contribution of ESI of employees and employer should be with a challan separately for LIC of India. It should not contain the contribution of PF and ESI of employees of other organizations being serviced by the Contractor.

☐☐ Payment to workers is to be made by NEFT and a copy of Bank account statement of the month showing debit of wages/benefits in favour of workmen should be submitted every month with the bill by the Service provider.

>>STATEMENT OF WAGES CREDITED TO BANK A/C OF THE EMPLOYED PERSONNEL FROM THE BANK.

☐☐ Copy of GST Registration Certificate must necessarily be enclosed.

39. The contractor shall give an undertaking by the 22nd of the following month in favour of the Corporation that he has complied with all his statutory obligations and copy of such challans /receipts/list also be submitted.



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H- TERMINATION:

40. Corporation can terminate this Agreement by giving three month's written Notice to the service provider without assigning any reason and without payment of any compensation. Corporation also has the right to terminate the contract by giving only a 24 hours' notice to the contractor when there is a major default in compliance of the terms and conditions of this Agreement or the contractor has failed to comply with its statutory obligations and the security deposit shall also be forfeited, other action such as blacklisting may follow. In that eventuality the contractor will move out of the premises of the Corporation with his men and material immediately. This discretion of termination of this Agreement by the CORPORATION will be exercised judiciously since the Contractor is rendering the essential and public utility services.

41. If contractor commits breach of any covenant or any clause of this agreement, the Corporation may send a written notice to the Contractor to rectify such breach within the time limit specified in such notice. In the event the contractor fails to rectify such breach within the stipulated time, the Agreement shall forthwith stand terminated and the contractor shall be liable to the Corporation for losses or damages on account of such breach.

42. **If any Complaint** is received in writing against the contractor/service agency i.e. less payment of wages or any amount is demanded for engagement of the duty, etc. then it will be viewed seriously and if found this complaint truthful then this contract may be terminated immediately.

43. **PERIOD OF CONTRACT:** The agreement will be signed by both the parties within 15 days from the date of issue of Work Order for which the Agency will submit **non-judicial stamp paper of appropriate value**. The contract shall remain in force initially for a period of Three Years from the date of Commencement of the Work subject to further extension on the same terms and conditions with mutual agreement by both the parties **subject to satisfactory performance to be determined by LIC authorities**. There will be a provision to renew the contract for one more yearly terms on existing terms and conditions. **Any extension granted will require renewal of all statutory registrations**. However, the contract is subject to termination at any time if the services are not found satisfactory by LIC or for any other reason whatsoever by serving 90 days' notice in writing by LIC and 120 days' notice by the Agency.

44. **SECURITY DEPOSIT** : Selected Bidder should submit the deed of Agreement/ Contract with LIC of India, Kolkata Suburban Divisional Office duly executed on a non-judicial stamp paper of appropriate value as per the draft conditions provided by LIC of India, within 15 days of receipt of intimation as above. Failure to sign and non submission of deed of agreement and Security Deposit in the nature of NEFT/ RTGS/BANK DRAFT @ 5% of the annualized Value of Contract within 15 days of intimation as above may result in the forfeiture of EMD. However, CORPORATION at its discretion may cancel the tender and the decision will be final and binding.

45. PAYMENT PROCEDURE: The payment to the contractor shall be made through NEFT for which they have to submit an enclosed NEFT mandate form along with cancelled Cheque of their Bank Account and a self attested photocopy of PAN Card of the Company/Firm. The Contractor shall submit monthly bills (for calendar month) to The Manager(OS), LIC OF INDIA, Kolkata Suburban Divisional Office, Jeevan Prabha ,DD-5, Sector 1, Saltlake City, Kolkata-700064.

The bills raised should be provided with the following documents for verification and release of payment:

- a. The contractor shall ensure that payment to his workers is made by **ELECTRONIC TRANSFER ONLY (RTGS / NEFT)** and the proof of having credited the same in the respective accounts of the workers hired will be produced along with the bill raised.
- b. The attendance sheet of the House Keeping workers along with the monthly bill duly signed by any representative authorized by the Contractor.
- c. **Proof of credit of wages of the House Keeping workers for the month to their respective Bank accounts.**
- d. **Proof of remittance of ESI** contribution of the House Keeping workers for the month (photocopy of the remittance receipt to be enclosed) (TO BE VERIFIED BY RESPECTIVE BRANCH OFFICIALS AT THEIR LEVEL BASED ON THE ESI CARD/No. ISSUED BY CONCERNED AUTHORITY).
- e. **Proof of remittance of EPF** contribution of the House Keeping workers for the month (photocopy of the remittance receipt to be enclosed) (TO BE VERIFIED BY RESPECTIVE BRANCH OFFICIALS AT THEIR LEVEL BASED ON THE EPF CARD/No. ISSUED BY CONCERNED AUTHORITY)
- f. **Proof of remittance of GST** and other taxes, if any for the month (Photocopy of the remittance receipt to be enclosed).
- g. **Payment pertaining to a particular month will be released only on production of proof of remittance of that month's ESI and EPF of the engaged persons.**
- h. Income Tax or any other applicable taxes shall be deducted at source at the time of payment to the Contractor in accordance with the provisions of the relevant Acts/Rules as applicable.
- i. The Agency will be required to provide its **NEFT details with PAN in enclosed NEFT Mandate Form** along with the tender documents.

46. FUTURE CHANGES IN MINIMUM WAGES : During the contract period, if there is any statutory increase/decrease in the Minimum Wages in accordance with the Minimum Wages notification issued by the appropriate authorities under the Minimum Wages Act from time to time, the increase/decrease in rates of Minimum Wages, ESI and EPF will be effected. However, there will be no change in per person amount of Service Charge quoted by the selected vendor owing to changes in VDA etc during the entire period of the contract. Only in case of increase/decrease in the number of persons engaged there will be change in the total quantum of Service Charge.

47. MOBILIZATION PERIOD: On receipt of work order, successful bidder shall be required to mobilize all resources for commencement of 'Sweeping/House Keeping Services' as per following schedule:

1. Work to commence Within 20 days from the date of work order
2. In case of delay in commencement of work from 21 days to 30 days Penalty @double the wages per day per location for delay beyond 20 days
3. In case of delay in commencement of work after 30 days In addition to penalty as (2) above, the Competent Authority may forfeit the EMD, Cancel the contract and blacklist the firm.

48. The agency also has to obtain labour license within 30 days of allotment of work order from the respective authority and submit the same to LIC OF INDIA.

49. PENALTY CLAUSE: It shall be the primary responsibility of the Contractor that work contract is executed as per Terms and Conditions stipulated under this contract to the complete satisfaction of LIC.

a. In case the contractor fails to provide replacement of a Sweeper/House Keeping staff who is absent, penalty of Rs. 500/- per day per Sweeper/House Keeping staff will be imposed for each such occasion.

b. The Sweeper/House Keeping staff must be in uniform on all working days, failing which a penalty of Rs.500/- per Sweeper/House Keeping staff per day will be imposed/deducted.

c. The Agency must ensure payment of wages to all its Sweeper/House Keeping staff latest by 7th of the following month without waiting for the settlement of their bills from LIC. Failing which a penalty of Rs.5,000/- per month will be recovered from the monthly bill at DO Level. In addition to this, the vendor will be liable and compensate for any legal/statutory action initiated /penalty imposed against LIC of India.

50. The Corporation reserves the right to change, add or delete any conditions described above without consent of service provider/contractor.

51. In the event of any dispute or difference arising out of operation of this agreement, the same shall be referred to the sole arbitrator and the sole arbitrator will be appointed by the Sr.Divisional Manager, LIC of India, Divisional Office, Kolkata Suburban Divisional Office, whose decision shall be final and binding on both the parties. The venue of arbitration shall be at Saltlake City, Kolkata. The provisions of the Arbitration and Conciliation Act, 1996 shall apply to the arbitration.

52. In terms of provision of Section 33(3) of the Insurance Act, 1938, as amended by the Insurance Laws (Amendments) Ordinance, 2014, Insurance Regulatory 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 Corporation. 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 the IRDAI.



LIfe Insurance Corporation of India

53. In terms of provisions of Section 33(4) of The Insurance Laws (Amendment) Ordinance, 2014, **Insurance Regulatory Authority of India (IRDAI)** if it considers expedient to do so, may direct any person hereinafter referred to as the 'Investigating Officer', to make an investigation as specified under Sec.33(1) or carry out an inspection as specified under Sec 33(2) of The Insurance Laws (Amendment) Ordinance, 2014, who may examine under oath any Manager, Managing Director or other Officer of the service provider or contractor where the services are outsourced by the Corporation.

54. Any dispute arising out or relating to this tender/agreement shall be deemed to have arisen in Saltlake City, Kolkata and shall be under adjudications of a Court in Kolkata only.

55. To assist in the examination, evaluation and comparison of bids LIC of India, Kolkata Suburban Divisional Office may at its discretion ask the bidder for a clarification of its bid.

DECLARATION

I / We hereby agree to all the Terms & Conditions mentioned above without any condition whatsoever. I / We also further agree that all the deficiencies will attract penalty and the recovery will be affected without any notice to me/us.

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake my /self ourselves to abide by them.

Date:

Place:

Signature of vendor with seal

**Sr.Divisional Manager
Life Insurance Corporation of India
Kolkata Suburban Divisional Office**

Note :

1. GST will be paid as per prevailing Rules of the Govt.
2. Minimum wages shall be based on the higher of prevailing State/Central Govt/ West Bengal minimum wages Act . However, the companies are free to pay more but not less. Copy of wage notification must be attached in support of wages quoted in the bid.
3. Minimum wages will be subject to revision from time to time as per existing laws. The vendor has to pay minimum wages prescribed under the Minimum Wages Act, 1948 as notified/ revised by Chief Labour Commissioner (C), Ministry of Labour & Employment, Government of India or as fixed by Labour Department, West Bengal Government, whichever is higher and Payment of compensation for Overtime/weekly off/National holiday/Any other holiday as applicable and amended from time to time.
4. Selected vendors will have to statutorily (as per law) deposit ESI & EPF both for all engaged workmen & this will be responsibility of the vendor.
5. Adherence to statutory requirements is the sole responsibility of the security agency /company.
6. TDS as per rules will be recovered from the amount payable.
7. The Agency service/Administration charges will be as per GeM portal provisions. **Incase of more than one lowest bidder, built in options of GeM portal to select L1 will be exercised.**
8. The rates must be given in our prescribed format only, otherwise tender will not be accepted.



ANNEXURE-C1 (TECHNICAL BID)

(APPLICATION FORM FOR TENDER FOR HOUSE KEEPING & ALLIED SERVICES)

1.Name of the Agency and Address: -----

1(A) Local Addresss(if any) in

.....

2. Date of Establishment :

3. Status of the Agency :

.....

(Whether Pvt. Ltd. / Public Ltd. Company / Partnership Firm / Proprietorship, Copy to be attached)

4. Name of Directors / Partners / Proprietor / CEO / Contact Person with Designation :

Sr.No.	Name	Phone No.	Mobile No.	E-Mail Id.

5. Bank detail:

a. Name of Beneficiary :

b. Name of

Bank.....

c. Bank branch and address of

Bank.....

d. IFSC Code of

Bank.....

e. Nature / Type of Bank A/C (SB / CC/Current)

f. Account No.

.....

g. MICR Code of Bank :

6. Turn over of the Company /Partnership Firm/ Proprietorship for the Financial Year 2021-22, 2022-23, 2023-24. (Please attach a copy of audited Balance Sheet and Profit & Loss Account for all the three years.)

Sr.No.	Financial Year	Turn Over(In Lakhs)
1.	2021-22	
2.	2022-23	
3.	2023-24	

7. Since when and how long your Agency/Firm has been dealing in Sweeping/House Keeping services :
8. No. of Full Time Sweeper/House Keeper on Roll as on 31.03.2023 :
9. Details of existing clients: (Separate page may be submitted, Anx C2):
10. Has Your Firm/ Organization including partners/Shareholders/Directors ever been blacklisted /prosecuted by any state or any court of Law, if Yes Give Details
11. Whether the agency has network in places as mentioned in Annexure A

12. Statutory Requirements:

Sr. no	Statutory document (certified/ Attested copy should be attached)	Mention the Registration/ Licence no.
I	ESI Registration certificate	
II	Registration under Employees Provident Fund Act, 1952	
III	Registration / Valid Licence under Private Security Agencies Regulation Act, 2005	
IV	Valid Licence under Contract Labour (Registration & Abolition) Act, 1970 and 1971 (Central / State)	
V	PAN CARD	
VI	GST Registration no.	
VII	Income Tax Returns for 3 FYs i.e 2021-22, 2022-23, 2023-24	
VIII	Permission from Police authority for operation of Armed & Unarmed security services (copy to be enclosed)	
IX	Date of obtaining ISO 9001:2008 or ISO 9001:2015 Certificate and its validity (Please enclose photocopy	
X	Mention any other specialties of your establishment	



LIFE INSURANCE CORPORATION OF INDIA

14. Details of EMD :

Details of DD/ Banker's Cheque DD / Bankers Cheque	EMD Rs. /-
Date	
Name of issuing Bank Branch	

DECLARATION :

I/ We have read the instructions appended to the Proforma and I/We understand that if any false information is detected at a later date, any future contract made between ourselves and Corporation, on the basis of the information given by me /us can be treated as invalid by the Corporation and I /We will be solely responsible for the consequences.

I/We agree that the decision of the Corporation in selection of Service providers will be final and binding on me/us.

All the information furnished by me/us hereunder is correct to the best of my/our knowledge and belief. I /We agree that I /We have no objection if enquiries are made about the work performance with clients mentioned above. With reference to the above, having examined and understood the instructions, terms and conditions forming part of the tender, we hereby enclose our offer for giving Sweeper/House Keeping services at the mentioned premises.

I/ We confirm that the offer is in conformity with the terms and conditions as mentioned in the tender.

ANNEXURE - ' C2 '
DETAILS OF EXISTING CLIENTS OF THE BIDDER

DESCRIPTION	DETAILS	
Name of the Company/Institution/Organization		
Address of the Company/Institution/Organization		
Name and designation of contact person in the Company / Institution/Organization		
Telephone (Landline No.)		
Mobile No. :		
E-mail ID:		
Details of services provided during last 3 Financial Years to the above mentioned Company/ Institution/Organization		
Period of Contract	From:	To:
Annual Contracted Amount (Rs.)		

Note: The bidders have to enclose photocopies of the Contract/Work Order/Letter of Acceptance/Performance Certificate as a proof of having provided the services to the Company / Institution/ Organization mentioned above.

APPLICATION FORM OF TENDER

To,
The Sr.Divisional Manager,
L.I.C. of India,
Kolkata Suburban Divisional Office,
Saltlake city, Kolkata-700064

Sir/Madam,

Re: In the matter of Tender for House Keeping – Sweeping and allied Services under Kolkata Suburban Divisional Office jurisdiction .

Pursuant to your Notice inviting Tender dated 08/01/2025 and the Conditions, Scope of Tender, Terms and Conditions and all other requirements as mentioned in the Tender Document dated 08/01/2025 in the matter of **House Keeping – Sweeping and allied Services** contract, I/ we, whose names and signature is / are appended herein below representing the Establishment whose Stamp / Rubber Seal is also affixed herein below hereby submit my / our Tender for being appointed as your Contractor.

I / We have inspected office Buildings of BO's/SO's, Guest house, STC/Hostel SQ at Nayabasti etc. at places mentioned in annex-A premises and I am / we are satisfied with that locations.

I / We agree to keep my / our Tender open for acceptance for a period of one year after the last date of receipt of the Bid and I / we further agree not to revoke my / our Tender at any time during the said period of one year.

I / We hereby declare that I / we have read and fully understood the terms relating to submission of the Tender and I / we hereby state that my / our Tender be evaluated for considering its responsiveness only if I / we have submitted my / our Bid in consonance and in compliance of the terms relating to the submission of the Bid as enumerated in your Tender Document dated 08/01/2025.

I / We hereby state, declare and undertake that if my / our Tender is considered as the most responsive and I am / we are declared as the successful Bidder, I / we shall provide Sweeper & allied Services at the rate quoted by me/ us in the Financial Bid.

I / We hereby state, declare and undertake that on being declared as successful Bidder, I / we shall provide **House Keeping - Sweeping and allied Services** in consonance with and strictly in compliance to the terms and conditions governing the Scope of the Tender.

I / We hereby state, declare and undertake that on being a successful Bidder, I / we shall deposit / remit the Security Deposit within the stipulated period of 15 days and execute the Contract Agreement as and when called upon to do so within the period as stipulated therein.

As required in the Tender Document, I / we have attached the Demand Draft(s) towards:

1) Earnest Money Deposit of Rs. /- or exempt for MSEs*

** MSEs registered with NSIC under single point registration scheme.*

(Strike off whichever is not applicable)

I / We do, hereby state and declare that I / we, whose name and signature/s is / are given / appended herein below [representing the Establishment whose Stamp / Rubber Seal is also affixed herein below] have neither filled in this Bid under any other name or under the name of any other Establishment otherwise nor I am / we are, in any way, related or concerned with the Establishment or any other Entrepreneurs who have filled in the quotation for providing House Keeping Services to LIC, Kolkata Suburban Divisional Office and other offices under the same DO.

I / We have filled in the Bid and submitted my / our Bid with the full knowledge of the liabilities and therefore, I / we shall not raise any objection or dispute in any manner relating to any action taken, including forfeiture of the Security Deposit and Blacklisting, for having given any information, which is found to be incorrect and flouting the instructions enumerated in the Tender.

I / We hereby state & declare that I / we, whose name(s) & signature(s) is / are appended below, have neither been prematurely removed by any Organization / Firm nor



भारतीय जीवन बीमा निगम
LIC GENERAL INSURANCE CORPORATION OF INDIA

have rescinded/ abandoned any of my/ our clients before the expiry of stipulated period of such Contract(s).

I / We further agree and undertake that in the event of it being revealed subsequently (after the Scope of the Tender is awarded to me / us) that any information given by me / us in this quotation is false / incorrect, I / we shall compensate the Corporation for any such losses or inconvenience caused to the Corporation in any manner and will not resist any claim for such compensation on any ground whatsoever.

I / We further agree and undertake that in the event the Scope of the Tender is terminated for the reason(s) enumerated in the "Terms and Conditions governing the Scope of the Tender", I / we shall not claim any amount by way of damages or compensation.

I / We further declare that I / we have fully read and understood the entire Tender Document thereof and I / we agree to comply with all the Terms and Conditions mentioned therein in letter and spirit.

In witness of what is stated hereinabove, I / we have put my / our respective signature along with the Rubber Stamp / Seal of the Establishment which I / we represent on this _____ day of _____ 2025.



**Rubber Seal / Signature of the Bidder
Bidder's Establishment**

Place: _____

Enclosed: DD No: _____

COMPLIANCE REPORT

Annexure-D

To,
The Sr.Divisional Manager,
L.I.C. of India,
Kolkata Suburban Divisional Office

Sir,
Sub: Tender for "Providing HOUSE Keeping- Sweeping allied Services on Contractual basis at locations under Kolkata Suburban Divisional Office (as listed in Annex-A)"

I/We certify that I/We have read the terms and conditions of the Tender. I/We undertake that it is my/our responsibility to ensure that being the employer in relation to persons engaged/deployed by me/us to provide the services/activities under this Tender as well as to make the payment of monthly wages/salaries, which in any case shall not be less than the minimum wages prescribed under the Minimum Wages Act, 1948 as notified/revised by Chief Labour Commissioner (Central), Ministry of Labour & Employment, Government of India or as fixed by Labour Department, Government of West Bengal & Sikkim, or any other statutory local Authority, which ever is applicable and Payment of compensation for Overtime/weekly off/National holiday/any other holiday as applicable and amended from time to time.

I/We will also comply with the requirements of various statutes, relevant to this contract, such as Payment of Wages Act'1936, Contract Labour (Regulation and Abolition) Act 1970 & any changes thereto, Contract Labour (R & A) Rules 1971 & any changes thereto, EPF Act, 1952, ESI Act (1948), The Industrial Disputes Act 1947, The Equal Remuneration Act 1976, Employees Compensation Act 1923 (Workmen's Compensation Act 1923), The Payment of Bonus Act 1965 & Amendment Act, 2015, Payment of Gratuity Act 1972, Child Labour (Prohibition & Regulation) Act, 1986 as applicable and as amended from time to time and or any other Rules framed there under from time to time by the Central or State Government and or any other authority constituted by or under any law, for the category of persons deployed by me/us.

I/We also have a valid License under Contract labour (R & A) Act, 1970 to engage contract labourers for providing Sweeping allied Services at Jurisdictional areas of Kolkata Suburban Divisional Office of Life Insurance Corporation of India.

Certified that I/We have fully read and understood the Tender document comprising Notice inviting Tender, , General Conditions, Scope of work, all Annexure attached thereto, etc. and forming a part of the Tender document.

I/We undertake to abide by the terms and conditions as laid down in the Tender document and the Annexures as stated above in case the Scope of Tender is allotted to me/us.

Place: _____

Date: _____

Signature of the Bidder with Rubber Seal/ Stamp

AFFIDAVIT

(To be given on stamp paper of 100/- and Notarized by successful bidder)

I/We, authorized representative of _____ being Indian Company / Sole Trading Company / Partnership Firm, registered under _____ bearing registration no. _____

having office at _____ do hereby solemnly affirm and state as under:-

Whereas Life Insurance Corporation of India, Kolkata Suburban Divisional Office has floated a tender for Security Services and in respect of the same, I/we being one of the Bidders, confirm that,

I /We strictly follow various laws as mentioned in General Instructions and other pages of this tender.

I /We confirm that we are neither black listed nor facing any blacklisting from an establishment of Central Govt or the State Govt or the PSU for breach of agreement.

I /We shall at all time indemnify and keep indemnified the Corporation against any/all claims of/by its employees including but not restricted to the claims under the Workmen's Compensation Act, 1923; Payment of Wages Act ; Payment of Bonus Act; Employees' Provident Funds & Miscellaneous Provisions Act; Payment of Gratuity Act, Minimum Wages Act, Employees' State Insurance Act or any other Act(s) or statutory modifications thereof or otherwise for or in respect of any claim for damage or compensation payable in consequence of any accident or injury sustained by any worker or personnel of our firm or in respect of any claim, damage or compensation under Labour Laws or any other laws or rules made there under, by any person whether in the employment of our firm.

I /We further state that I /we shall indemnify Life Insurance Corporation of India against all claims, which may be made upon the Life Insurance Corporation of India being employer and it shall be at liberty and is hereby empowered to deduct the amount of any damages, compensation costs, charges and expenses arising or occurring of any claim of damages, from any sum or sums due or to become due to me/us.

I /We state that Life Insurance Corporation of India has considered my / our bid on the basis of the statement made by me /us in this Affidavit. I /We further state that non-compliance of any provisions, being a statutory requirement, any mis-statement made shall be sufficient reason for Life Insurance Corporation of India to terminate the contract, besides taking recourse to other legal remedies available in the contract.

Signed before me Notary

Signature of the Vendor

**NAME / DESIGNATION AND SEAL OF
THE FIRM / COMPANY**

Date:



LIFE INSURANCE CORPORATION OF INDIA

APPLICATION FOR PAYMENT THROUGH NEFT FROM AGENCY

Name of the Agency :
(As per Bank A/c)

PAN NO. :
(Compulsory)

Address of Agency :

Phone / Mobile no. :
(FOR SMS Alert)

Email ID :

Agency's Bank name :

Bank Branch Name :

Address of the bank :

Agency Bank Account No. :
(Full Digit 11-16)

Type of A/c : Saving A/C Current A/C OD A/C CC
A/C
(Tick)

Bank IFSC Code No. :
(11 DIGIT IFSC CODE)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

I have checked the above details with my banker and confirm that they are correct. Please transfer the amount payable to me as per details stated above.

.....
Signature of the Agency With seal

Date:

UNDERTAKING

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 day of _____ 2025.

Authorized Signatory Signature

NAME:

DESIGNATION:

Name and Address and SEAL OF THE FIRM / COMPANY:

PRE CONTRACT INTEGRITY PACT

General This pre-bid pre-contract Agreement (hereinafter called the Integrity Pact) is made on _____ day of the month of _____ 2025, 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

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



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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)

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 recuses 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



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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 Stones/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

CHECK LIST

Sr.No	PARTICULARS	YES	NO
01	Demand Draft for Tender Fee & EMD enclosed with Technical Bid/ or MSME /NSIC certificate enclosed (if applicable)		
02	All Annexures i.e. A, B,C,C1,C2,D,E,F duly signed and stamped are enclosed		
03	Self attested copy of One contract letter of institution of repute		
04	All documents are duly signed & stamped		
05	Self attested copy of PAN Card enclosed		
06	Self attested copy of GST No. Enclosed		
07	Self attested copy of Valid Labour Licence enclosed		
08	Self attested copies of ITR for 3 FYs (2021-22, 2022-23, & 2023-24)enclosed		
09	Self attested copies of Turnover Certificate for 3 FYs (2021-22, 2022-23, & 2023-24) enclosed		
10	Self attested Proof/Certificate of No. of employees enrolled with the firm as on 31.03.2024		
11	Self attested copy of proof of Office at WEST BENGAL		
12	NEFT Details alongwith cancelled cheque enclosed		
13	Integrity Pact		

Signature of the service provider with seal