



TENDER NOTICE

LIC of India, CUTTACK Divisional Office invites sealed offers in TWO BID SYSTEM from OPEN TENDER having their own offices /service centers within CUTTACK or BHUBANESWAR city for providing House Keeping Services at STC,LIC, CUTTACK under CUTTACK Divisional Office.

Tender form and detail are available at LIFE INSURANCE CORPORATION OF INDIA, DIVISIONAL OFFICE, JEEVAN PRAKASH, OS DEPARTMENT,CUTTACK-753001 and also for complete details, formats and terms & conditions of tender, please log www.licindia.in/Tender. However, Tender form Downloaded from website shall accompany Demand draft for Rs.118/- along with the technical offer.


Date of Issue of Tender forms: 21.04.2025 to 06.05.2025 up to 3.00 PM
Last Date & time for Submission of Tender: 06.05.2025 up to 3.30 PM
Opening of Tender Forms (Technical Bid) : 06.05.2025 AT ABOUT 4.00 PM
Opening of Tender Forms (Financial Bid): Tender Fee Rs.118.00
Earnest Money Deposit : Rs 2000/-

The bidders can participate in the tender provided they submit a demand draft of Rs.118/- (nonrefundable) & Draft for EMD of Rs 2000/-(Rupees two thousand only)(Refundable) in favour of LIC of India, payable at CUTTACK towards the cost of Bid Document & EMD Respectively. The bidder may deposit the amount in cash at LIC cash counter and attach the receipt with the Technical Bid. MSME Firms having valid NSIC Registration are exempted from payment of Tender Fee and EMD.EMD will not carry any interest and will be refunded in due time.

Please note the following:

- TECHNICAL BID in a separate Envelope (Marked as Envelope-1 : Super scribed as Technical Bid) ,
- Financial BID in a sealed Envelope (Marked as Envelope-2 : Super scribed as Financial Bid)
- E.M.D.(Earnest Money Deposit) : Rs 2000/- (Rupees Two thousand only)
- Fourth (Envelope No.3)Envelope shall contain all the three above sealed envelopes and sealed and submitted at the address : "Sr.Divisional Manager, LIC of India, CUTTACK Divisional Office, Jeevan Prakash, Nuapatna, CUTTACK-753001" super scribing with "Tender for HOUSE KEEPING SERVICES".


SR DIVISIONAL MANAGER


वर्तमान मंडल प्रबन्धक
Sr. DIVISIONAL MANAGER
भारतीय जीवन बीमा निगम
L. I. C. OF INDIA
मंडल कार्यालय, कटक
DIVISIONAL OFFICE, CUTTACK.



Life Insurance Corporation of India
Divisional Office, Nuapatna, Cuttack-753001

LETTER TO SR.DIVISIONAL MANAGER FROM SERVICE PROVIDER

TO

Sr.Divisional Manager
L.I.C OF INDIA
Divisional Office,Nuapatna
CUTTACK - 753001

Dear Sir,

Name of work: Tender for Housekeeping Services at your Sales Training Centre, Link Road,Cuttack

Having examined the Specifications , Conditions of the tender , Contract, Schedule of Quantities relating to the above work and having visited and examined the site of the proposed works and having acquired the requisite information relating thereto as affecting the tender invited by you on behalf of the Life Insurance Corporation of India , I/We, the undersigned hereby offer to provide proposed services in strict accordance with the Contract, Conditions and Specifications as laid down in your Tender Document. I have submitted the Financial BID as per Annexure-B to this effect.

Yours faithfully,

Signature of the Vendor / Tenderer
(With Seal)



Life Insurance Corporation of India ,Divisional Office, Nuapatna, Cuttack-753001

GENERAL TERMS AND CONDITIONS

Unless mentioned otherwise in following clauses, the terms & conditions of service Providers for Housekeeping Services in Sales Training Center, LIC,Link Road,Cuttack in force at the time of opening of this tender , shall be applicable where context so requires .The tender will be accepted on the basis of the amount quoted for providing House Keeping Services.

(A)SALES TRAINING CENTRE,LINK ROAD,CUTTACK :

Sales Training Center, LIC,Link Road,Cuttack- 753012 is Training Centre of the Life Insurance Corporation of India` which has been providing training to LIC Officials mainly covering the offices falling under jurisdiction of Cuttack Divisional Office,Cuttack. The STC Campus comprises of an Administration Block & Hostel Building.It has been provided with electricity and water facilities.The Hostel Building consists of THIRTY (30) 3 bedded rooms, TWO (02) 2 bedded rooms, one recreation room and one reception lobby etc.Ours is a Training Institution where the trainees will be mainly LIC Officers, employees and Agents.

As mentioned in Page No.2 of this Tender Draft, all the applicants are advised to examine the proposed work physically during the office hours before submitting their Price Quotations.

(B) LIST OF JOBS UNDER HOUSEKEEPING SERVICES OF THE STC HOSTEL

- a) Opening & Closing of Hostel gates
- b) Receiving the participants
- c) Entry Form fill up and allotment of rooms
- d) Change and supply of fresh bed sheets and pillow covers in the room
- e) Verification & checking of items supplied in the room
- f) Supply of mosquito repellant in the room
- g) Relieving of the participants
- h) Maintenance of room keys
- i) Change of Bed Sheets, Towels and Pillow Covers etc. in every 3 days and arrange for their washing by approved dhobi in case change of occupants
- j) Switching on/off the bulbs, tube lights, CFL Lamps, TV, AC etc. and all other electrical fixtures/equipments which require to be switched on/off. The Agency shall ensure that the lights and fans which are not required are put off in the entire STC campus.
- k) Maintenance of Stock Register and all items of the hostel list of which would be provided by STC to the approved service provider / firm at the time of signing the contract agreement.

(C) TERMS & CONDITIONS FOR HOUSE KEEPING SERVICES AT STC

1. The applicant (Tenderer /Agency) should have experience in Housekeeping/maintenance services for not less than three years and should be registered to carry out this type of job as per the prevailing laws of the state. Necessary documentary proof to substantiate such certification and experience must be attached with the quotation.



2. The number of employment is one or two is to be decided by the Competent Authority discussing with awarded bidder/ the firm for smooth functioning of the jobs as mentioned. (B) However, the firm must have an EPF, ESI Registration No. and premia towards ESI contribution of employees and employees monthly wage paid records must be produced to our office every month before settlement of Bills.
3. The applicant must not have been at any time declared insolvent or in respect of the applicant no insolvency proceedings/attachment proceedings is pending in any court of law and he should not be convicted for any offence by any authority and should not be declared defaulter in respect of payment of minimum wages, PF, ESIC and other statutory liability in respect of the workmen.
4. Preference shall be given to those who have experience of rendering similar services in Public Sector Undertakings/Central Government.
5. The applicant shall comply with all the requirements of labour laws having all licences/approvals/permissions to carry on the business House Keeping services.
6. The rates to be quoted shall be inclusive of all i.e. providing House Keeping services inclusive of all statutory payments, taxes, charges, levies etc., if any, excluding GST, which will be payable as per prevailing rules. Minimum wages applicable as on date of publication of the Tender advertisement (Central or State whichever is higher), Taxes, Charges, Levies etc., must be taken into consideration when quoting.
7. No other increase in the amounts quoted by the selected Tenderer shall be entertained on any account during the duration of the contract and renewal period, if any expect for changes in applicable minimum wages and related statutory payments and that would be payable/reimbursable as and when varies.
8. No corrections in the quotation would be accepted.
9. Any tender not complying with requirements/conditions either wholly or partially shall be liable for rejection.
10. The Sr. Divisional Manager, LIC of India, Cuttack Division, Cuttack reserves the right to change the relevant dates, to accept any or reject all of the applications, or cancel all tenders without assigning any reason whatsoever.
11. The contract shall be for a period of 03 (Three) years. The Competent Authority may renew the contract up to one year on existing terms and conditions, subject to satisfactory performance, at the sole discretion of the competent authority i.e. Sr. Divisional Manager, LIC, Cuttack Division.
12. During the currency of this agreement, the contractor/Service provider agency may, by giving a three months' notice to the competent authority can terminate the contract. Sr. Divisional Manager may terminate the contract by giving one month notice to the Contractor/Service Provider Agency. However, for any breach of terms and conditions by the tenderer, the competent authority can cancel or terminate the contract at any time during the validity period of tender.
13. If in the course of execution of this contract by the Agency any minor or major damage is caused by the "Agency" or his workmen to the person property of STC, after joint investigation by the STC and the Agency/Tenderer any claims arising there from shall be recovered/settled and dealt with directly by the Agency and the Agency shall render all assistance and co-operation to STC if any enquiry is held thereon.
14. The Agency shall not have any tenancy rights by virtue of entering into an agreement with STC. The premises and its facilities will be utilized by the Agency only for the purpose as described in the agreement during the currency of the contract.



15. The Agency will be responsible for safety and security of all the internal and external items of furniture, fixtures, equipments etc. Cleanliness is the essence of this Contract and sole responsibility of the service provider. The Agency has to provide Uniform and Identity Cards to the deployed workmen at their own cost , a copy of such Identity Card is to be submitted to the undersigned at the time of signing the contract agreement.

16. The Agency will be responsible for and security of all internal and external items of furniture, fixtures, equipments, etc.

17. The Agency shall return to STC all materials and equipments supplied by STC, as per inventory ,on termination of the contract for any reason whatsoever with normal reasonable wear and tear, failing which the Agency shall be responsible for the cost of the same as shown in the inventory of STC. Any article misplaced or damaged by the Agency has to be replaced by Agency .

(F) PENALTY CLAUSE :

Any deficiency of service may attract suitably penalty as decided by the Competent Authority or by the committee formed by him during the contract period.

(G) IRDA GUIDELINES :

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

(H) ARBITRATION:

All disputes of any kind what so ever arising out of or in connection with this Contract shall be referred to the Sr. Divisional Manager ,LIC of India, Divisional Office, Nuapatna ,Cuttack for settlement of dispute and the verdict will be final and binding.

ADDITIONAL CONDITIONS

1. **Earnest Money Deposit : Rs 2000/- (Rupees Two thousand only)(Refundable). EMD will not carry any interest.**

2. **Security Deposit:** The qualified Vendor has to deposit Security Deposit of 5 % of the approximate wages for 03 Years before we place order for the above work.

3. Sealed quotations attune to the above terms and conditions should reach the undersigned either or by registered post on or before 03.30PM on 06.05.2025. Any quotation received after the specified time and date shall be treated as cancelled. Your authorized representative may be present at the time of opening of tender by our committee on the very same day about at 4.00PM.



4. His /Her DD for Rs.118.00 (non-refundable) towards the cost of tender form must also be attached.
5. The tender should be sent so as to reach this office ON OR BEFORE THE DATE SPECIFIED. Tenders received after last date will be rejected. A tender drop box is also provided at the Manager(OS) Chamber ,LICI, Divisional Office, Cuttack which may be used during office hours.
6. Quotations must be given, as per the prescribed format given in Annexure (price bid) on the letter head duly sealed and signed by Proprietor/Director/Manager of the firm and should be either *TYPED* or must be *IN INK* and should be *legible*.
7. Quotation must be given for the services mentioned in the Tender.
8. Price quoted should indicate breakup of various components and the rate of Service Tax and other Taxes if any and any other charges. TDS shall be deducted as per rules.
9. the last date of submission of sealed tenders in the TENDER BOX placed at the OS Deptt., Divisional Office, Nuapatna Cuttack is 3.30 PM on 06.05.2025.
10. Any tender not compliance with these terms and conditions will be liable to rejection.
11. The undersigned reserves the right to reject/add/alter the terms and conditions of the tender.
12. Any dispute arising out of or relating to this tender shall be deemed to have arisen in Cuttack City and shall be under adjudication of a Court in Cuttack City.
13. The tender envelope should be super scribed "QUOTATION FOR Housekeeping Services at STC Hostel, LICI, Cuttack."

The corporation reserves the right to accept any quotation in full or part. This does not necessarily mean that the Lowest Quotation will be accepted.

Senior Divisional Manager



FINANCIAL BIDS FOR HOUSEKEEPING SERVICES FOR S.T.C CUTTACK-12

Sl.No.	Particulars	Rate per MONTH for 01 Housekeeping Person as per Central Govt. Notification (Rs) (Excluding GST)	Remarks
		"B" Class City (i.e Cuttack)	
1	Minimum Wages per Person (Per Day) Rs _____		As per latest notification of Government of India. Notified in OCT'2024
2	E.S.I Charges (% of Minimum Wages)		As per latest notification of Government of India
3	E.P.F Charges (% of Minimum Wages)		As per latest notification of Government of India
4	TOTAL (Col 1 + 2 + 3) Rs		
5	Administrative / Service Charges (Rs) (% of Col. 4) i. e _____ %		Fixed during the tenure of the Contract irrespective of changes in Minimum Wages
6	GRAND TOTAL (1+2+3+4+5) Rs		

Administrative/ service charges quoted by the Tenderer / Vendor should be equal or more than **3.85%** of the monthly wage bill excluding GST.

GST will be paid by LIC as per Government of India notification from time to time.

In case there is equal Rate %, then LIC of India, Cuttack Division reserves the right to adopt the following parameters for selection of **Lowest Bidder (L1)**.

- (A) Annual Turnover of the Tenderer during FY 2024-25
- (B) Number of Manpower deployed in different PSU/ Govt./ Reputed Private establishments.
- (C) ISO Certification.

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 myself ourselves to abide by them.

Date:

Name:

Designation:

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Life Insurance Corporation of India, Divisional Office, Nuapatna, Cuttack-753001

Agencies are requested to furnish below mentioned so that we can refund/release their payments through NEFT. This has to be treated as the part of the Tender condition. Please attach a Cancelled Cheque with this Form.

SL No	Description	Remarks
1	Name of the beneficiary (vendor name) as in the Bank Records : (Attach a Cancelled Cheque)	
2	Beneficiary's Account Number	
3	Account Type (Savings Account/Current Account etc.)	
4	Beneficiary's Bank Branch	
5	Bank's MICR Code	
6	Beneficiary's Bank IFSC Code	
7	Beneficiary's Contact Number	
8	Beneficiary's e-mail id, if any	
9	PAN No.	
10	GST No.	

N.B. : NO payment will be made by cash/ cheque. Payment will be made only through NEFT only.

Signature of the Agency
(With seal)



TENDER FEE & EMD DEPOSIT PARTICULARS

TENDER FOR CATERING SERVICES ON CONTRACT BASIS.

A. NAME OF THE

BIDDER:.....

B. Particulars (i) (for tender Fee Rs 118.00)

Draft No. _____ Date _____ 2025.

Drawn onBank and Payable at CUTTACK

C. Particulars (ii) (For EMD Amount Rs 2000/)

Draft No. _____ Date _____ 2025.

Drawn onBank and Payable at CUTTACK

Note:

1. If Tender Fee / EMD deposited at cash counter, then of Receipt No to be given
2. Attach Exemption Certificate Having Registered with NSIC

Signature with Seal

Name

SIGNATURE OF THE BIDDER

NAME OF THE SIGNATORY