

**LIFE INSURANCE CORPORATION OF INDIA**  
**DIVISIONAL OFFICE, RAIPUR (CG) PIN-492004**

**Telephone Nos. 0771- 4054454**

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**CORRIGENDUM FOR INSTRUCTIONS TO BIDDERS REGARDING SUBMISSION OF TENDER**

The sealed tender is invited for running contract under two bid system for Housekeeping & Office Upkeep Services (Sweepers & Office Attendants & Gardener) as per enclosed Annexure – A, B, C, D, E & F. The Bidders are advised to follow the following instructions:

As two bid system is to be followed, three envelopes sealed properly with sealing wax and super scribed as "Tender for Housekeeping & Office Upkeep Services (Sweepers & Office Attendants & Gardener)" with Firm's name and address written on the envelope should be used for submission of tender as detailed below:-

- (i) Envelope No. 1: **Technical Bid** (Annexure – A, B, C, E & F duly completed and signed) super scribed 'Technical Bid'.
- (ii) Please enclose Integrity Pact (**Annexure-F**) duly signed in Envelope -1 also.
- (iii) Envelope No. 2: **Financial Bid** (Annexure – D completed, duly signed and sealed) super scribed as 'Financial Bid'.
- (iv) Envelope No.3: **EMD AND TENDER FEES** – The DD/Banker's Cheque for tender fee & EMD put in this envelope only super scribed as "EMD AND TENDER FEE".
- (v) Envelope No. 4 All the Envelope No. 1, 2 and 3, are to be put into this envelope. The envelope should be sealed properly with sealing wax and **super-scribed as "Tender for Housekeeping & Office Upkeep Services (Sweepers & Office Attendants & Gardener) for various locations under Raipur Division"** The name of firm should be mentioned on the envelope. Each page of all the Annexure – A, B, C, D, E & F should be duly signed and sealed. **The sealed tender envelope should reach us on or before 23/05/2023 by 5.00 PM.**

Please ensure that all Pages of the Tender are duly signed and seal is affixed thereon and should be sent so as to reach to below Address on or before the time specified to,

"The Manager (OS)

LIC of India,

Divisional office, Pandri,

RAIPUR (C.G) – 492004

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

**Sr. Divisional Manager**