

### Details of the Tender

Life Insurance Corporation of India, Divisional Office, "Jeevan Prakash", City Center, Gwalior, 474011, M.P (HEREINAFTER REFERRED TO AS Divisional Office) invites tender under two bid system for lodging and boarding approximately 52 officers along with hall for training. The vendor would lodge, cater food and provide hall to train. With above in consideration Divisional Office invites tender from reputed Hotel/Guest house/Hostel or other firms providing such facility functioning from within the municipal area of Gwalior.

**Other details of the tender are as follows:**

SN	DETAILS	REMARK
1	Tender No and Date	LIC/ADO/22-23/Gwalior/01
2	Tender fees	Rs 250 + Rs 45 GST (18%) payable by way of demand draft or deposited at office cash counter.
3.	EMD	Rs 45,000(Fourty Five Thousand Only)
4.	Security Deposit	Rs. 150000.00(One lakh fifty Thousand Only) or 10% of value of contract(whichever is higher)
3	Address for submission of bid	Manager (Sales) Life Insurance Corporation of India, Divisional Office, "Jeevan Prakash", City Center, Gwalior, 474011, M.P
4.	Timeline	As per the chart given below
5.	Submission	Bidders fulfilling the eligibility conditions would complete and seal Technical Bid (along with proof/payment of EMD and tender fees in a separate envelop) and Financial bid formats in separate envelopes marking "Technical Bid" or "Financial Bid" and put both envelope in a large envelope seal it and mark "Tender for Hotel/Hostel/Guest House/Other firm".
6.	Opening of Bids	Technical would be opened as per the Timeline given below. Bidders may send their representative (1 person).
7.	Contact Details	Mr. Diwakar Choudhary Manager (Sales) Life Insurance Corporation of India, Divisional Office, "Jeevan Prakash", City Center, Gwalior, 474011, M.P Telephone No - 0752024602 Mobile No - 7835017478 Email - sales.gwalior@licindia.com
8.	Official URL	<a href="https://www.licindia.in/tenders">https://www.licindia.in/tenders</a>

**Senior Divisional Manager**

**Seal and Sign of vendor**

**Date :**

### Work Details:

1. The number of officers would be as follows:
  - 1.1 Number of male officers - 45
  - 1.2 Number of female officers - 7
  - 1.3 Total number of officers - 52
2. The period of contact under the contract would be:
  - 2.1 First phase - 16.07.2023 to 17.08.2023 (33 days)
  - 2.2 Second phase - 10.09.2023 to 16.09.2023 (7 days)
3. AC Rooms for lodging of officers - The rooms for lodging of officers would be on twin sharing facility basis. The amenities provided in the rooms or with the same would be as follows.

All rooms should have air conditioning facility. Rooms would be 2 bedded on twin sharing basis. It should have facilities for toilet and bathing, the beds should be separate. They should have proper ventilation, lighting facility and fan. There should be charging points. The rooms must have enough space for two persons. They should also have mirror, two cabinet/wardrobe/almirah and 2 chairs. The vendor would provide drinking water in Jug and tumbler, mosquito repellent clean and mop up every day, change bed sheets and pillow cover every alternate day, clean the washing and bathing facility every day, removal of garbage every day. The bathing area should have running cold and hot water.
4. Food and beverage: The vendor would provide meals and beverage as per following chart:

#### SUGGESTIVE DETAILS OF THE MEAL PLAN

VEGETERIAN MEAL/SNAKS	
01. Tea	
02. Breakfast	
03. Lunch	
04. Tea with light Snacks	
05. Dinner	

Note: Timings would be provided with the final order.

Sr No	Meal type	Menu / Item Details
1	Tea	Morning Tea and day tea (150 ml), with cookies
2	Breakfast	1) Toast / Bread with Butter & Jam 2) Tea 3) ONE NORTH INDIAN ITEM CONSISTING OF STUFFED PARATHA WITH CURD / PLAIN PARATHA WITH SABJI / POHA JALEBI/ PURI SABJI / PURI CHOLE / KULCHE CHOLE / CHEELA OR SUCH OTHER ITEM  <b>AND</b> 4) ONE SOUTH INDIAN ITEM CONSISTING OF IDLI VADA /UTTAPAM / UPMA OR SUCH OTHER ITEMS WITH COCONUT CHATNI AND SAMBHAR etc.

Seal and Sign of vendor :

Date :

3	Lunch	<ol style="list-style-type: none"> <li>1) Salad (Onion, Tomato, Cucumber, Radish, Carrot, Beetroot, Lime etc)</li> <li>2) Plain Rice / Jeera Rice (Basmati Rice only) and Roti</li> <li>3) Dal (Any one)/Kadi Pakora - Palak &amp; Moong / Dal Fry / Urad Dal/ Masoor Dal / Dal Chana / Dal Arhar / Dal Tadka / Mix Dal / Rajma / Chholey etc.</li> <li>4) Two Vegetarian Dishes (1 dry &amp; 1 wet) as per the list given below - <ol style="list-style-type: none"> <li>(i) Vegetarian items (any one) - Mixed Vegetable / Alu Baingan / Baingan Bharta / Kathal / Alu Gobi / Alu Gajar / Matar Palak / Saag / Methi / Alu Methi / Cabbage / Tinda / Lauki / Kali Torai / Capsicum / Carrot / Beans / Bhindi / or any other seasonal vegetable.</li> </ol> </li> <li>5) Papad, Pickle. Plain Curd/Rayta</li> <li>6) Sweet Dish-(any one) Gulab Jamun/Rasgulla/Ice-Cream/Balusahi/ khoya-jalebee/Kheer</li> </ol>
4	Tea with Light Snacks	This will be provided after training to all the participants and shall include Tea, Coffee with option of with and without sugar. Light snacks shall include cookies/veg pakora etc
5	Dinner	<ol style="list-style-type: none"> <li>1) Salad (Onion, Tomato, Cucumber, Radish, Carrot, Beetroot, Lime etc)</li> <li>2) Plain Rice / Jeera Rice (Basmati Rice only)</li> <li>3) Roti</li> <li>4) Dal (Any one)/Kadi Pakora - Palak &amp; Moong / Dal Fry / Urad Dal/ Masoor Dal / Dal Chana / Dal Arhar / Dal Tadka / Mix Dal / Rajma / Chholey etc.</li> <li>5) Two Vegetarian Dishes (1 dry &amp; 1 wet) as per the list given below - <ol style="list-style-type: none"> <li>(ii) Vegetarian items (any one) - Mixed Vegetable / Alu Baingan / Baingan Bharta / Kathal / Alu Gobi / Alu Gajar / Matar Palak / Saag / Methi / Alu Methi / Cabbage / Tinda / Lauki / Kali Torai / Capsicum / Carrot / Beans / Bhindi / or any other seasonal vegetable or Non vegetarian dish.</li> </ol> </li> <li>6) Papad, Pickle. Plain Curd/Rayta</li> <li>7) Sweet Dish-(any one) Gulab Jamun/Rasgulla/Ice-Cream/Balusahi/ khoya-</li> <li>8) jalebee/Kheer</li> </ol>

All other food items/beverages will be fresh on “Unlimited” basis and buffet. There should not be any proportioning and should be as per suggestive details given above

Seal and Sign of vendor

Date :

5. AC Training Hall: Training hall should have air conditioning facility. Training hall will be required on all working days(except Saturdays, Sundays and independence day) The hall should have space to sit 50-60 participants, front space(dais for 4 persons) for the trainer, one projector with screen and one sound system along with collar mike and a training board with markers. It should be spacious, clean and ventilated. There must be nearby toilet facility for male/female officers.
6. The vendor firm should provide clean safe and hygienic environment to the officers. The property must have 24 hours security arrangements.

**Senior Divisional Manager**

**Seal and Sign of vendor :**

**Date :**

### Eligibly Criterion for Bidders

1. The applicant must be a registered entity [Public Limited/ Private Limited/ Partnership Firm/Sole Proprietor/Individual] and should be based/operating a unit in Gwalior Municipal area mainly near city center.
2. The Vendor should have the enough experience for providing lodging and boarding groups for similar purpose.
3. The Vendor should possess requisite permission/license to undertake such activity as is contained in the Work Details above from the concerned Department of Central/State/Municipal Authorities/any other Authority
4. The vendor must comply with the provisions of Food Safety and Standards Act 2006 and Rules framed there under.
5. The vendor (directly or indirectly) whose earlier services have been terminated/blacklisted by LIC Divisional authorities earlier shall not be entertained.
6. The vendor should have valid PAN, GST registration.
7. The vendor should be position as on the date of tender and till the close of contact period to fulfill without qualifications statutory requirements as contained in the Annexure A.
8. The Vendor should have all required permits/sanctions/approval etc from all concerned authorities. LIC will not be liable for any such issue.

**Seal and Sign of vendor**

**Date :**

## TERMS AND CONDITIONS

1. All the facilities of Lodging, Boarding and conference hall should be available under one roof. Whole property must have necessary fire safety.
2. Women officers would be adjusted so that they share room with women officer only. Otherwise they would be provided separate room.
3. Women officer would be provided exclusive toilet/bathing facility.
4. Each Bidder shall submit only one quotation.
5. Care should be taken to fill up the quotation legibly and clearly. Any overwriting / corrections / contradictions / tampering should be clearly initialed under seal
6. Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will result in disqualification
7. LIC may at its discretion, amend/modify the Terms and Conditions and/or extend the deadline for submission of quotation at any time prior to the last date of submission of tenders.
8. Tender process would strictly follow as per the timeline given in Annexure B
9. In case the last date of receipt/opening of quotation is a holiday the same shall be extended to the following working day. The time and venue will remain the same.
10. The tender award would be finalized as per the procedure provided in the Annexure C.
11. All the progress under the tender will be informed to bidders E-mail/etc.
12. The successful tenderer will be required to deposit a minimum amount of Rs. 150000 or 10% of the tender value if higher by demand draft drawn on any scheduled bank in favor of "Life Insurance Corporation of India", payable at Gwalior within 2 days of receipt of intimation award but before the commencement of contract. The Security Deposit will be refunded to the vendor within 30 days of completion of the contract period without any interest of whatsoever kind.
13. The contract value once finalized shall be binding on the vendor. No change whatsoever other shall be permissible.
14. The Hotel Management shall comply with the regulations issued by the various Government Authorities under whose jurisdiction this agreement will fall, from time to time.
15. The Hotel Management shall raise the invoice/bill and LIC agrees to pay such invoices/bills latest within 15 working days of receipt of invoice/bill along with all the required statements/clarifications. Payment of bills, by the LIC, will be made on weekly basis through NEFT only. The bills must have LIC GST number as would be provided to the vendor. Applicable income tax would be deducted from the payments towards settlement of bills.
16. Vendor should provide his bank details (Name, Account number, IFSC code, one cancelled cheque) along with quotation.
17. Any dispute arising out of this contract including any clarification as to the intent or interpretation of any of the provisions of these terms and conditions, the same shall be first referred to/sought from the Sr Divisional Manager,(I/C) Divisional Office, LIC, Gwalior, whose decision in the matters shall be final and binding on the Contractor.
18. Interested vendors should submit the tender as per the details given in the working details, terms and conditions and annexures.
19. LIC will not be responsible for any other facilities provided other than what has been contracted for.

**Seal and Sign of vendor :**

**Date :**

20. Vendor would provide generally popular food taste and variation.
21. Contract can be recalled by LIC after giving notice of one week and by vendor two weeks.
22. LIC may make deductions from bill payment for any deficiency in any agreed service as per standard rates in market/total loss of LIC

**Senior Divisional Manager**

**Date**

**Seal and Sign of vendor**

To be notarized and given with tender on stamp paper of Rs 100  
Annexure A

### Statutory Requirements

VENDOR HAS TO ACKNOWLEDGE THE REQUIREMENTS, AGREE TO ENSURE CONFIRMITY AND UNDERATKE TO DO ALL THIS TILL THE COMPLETION OF CONTACT PERIOD.

I, \_\_\_\_\_, in the capacity of  
owner/proprietor/authorized person of M/s \_\_\_\_\_  
unequivocally declare that M/s \_\_\_\_\_ is  
fully in its capacity authorized by all statutory local/other authorities to carry  
out the job as contained in the contact formed in pursuance of LIC of India tender  
notice < Tender number and date >

I, \_\_\_\_\_, in the capacity of  
owner/proprietor/authorized person of M/s \_\_\_\_\_  
Hereby indemnify Life Insurance Corporation of India from any  
loss/litigation/liability which may befall due to violation/alleged  
violation/litigation/arbitration/penalty/any possible action by competent  
authority or any other individual or firm or entity in whosoever capacity any time  
during the contact period or any time ever after. I undertake that M/s  
\_\_\_\_\_ is functioning by upholding all  
limitations/obligations/duties/liabilities/approvals or any other directives as  
contained specifically under below mentioned statutes or any other statutes not  
mentioned here but is applicable/deemed to be applicable by any competent  
authority or any other individual or firm or entity in whosoever capacity at  
present, and during the contract period. Otherwise I undertake that full or part  
of below mentioned statutes or any other statutes that may have been given here is  
not applicable to M/s \_\_\_\_\_.

1. Provident Fund
2. EPF Act 1952
3. ESI Act 1948
4. Food safety and Standard Act 2006
5. State and Central labor laws
6. Child labor (Prohibition & Regulation) Act, 1986 or any other re-enactment or  
modification of same.
7. Contract labour( Regulation and Abolition) Act 1970 along with Contract labour(  
Regulation and Abolition) rule 1971
8. Employee Compensation Act 1923 or any other statute in respect of any claim or  
damage or compensation payable any accident or injury.
9. Any other Local/State/national statute/Order/Guidelines/directives

I agree with all the terms and conditions of the tender and pledge to abide by the  
same.

Seal and Signature of vendor :  
Date:



**TENDER TIMELINE**

TENDER ACTIVITY TIMELINE		
SN	ACTIVITY	DETAILS
1	Tender No/Date	LIC/ADO/22-23/Gwalior/01 30-06-2023
2	Last date for receipt of Tender	10.7.2023 12 noon
3	Pre Bid meeting	4.7.2023 if required
4	Property Inspection by LIC	8 to 10th July 2023
5	Opening of technical bids	10.07.2023 03:00 PM
6	Opening of financial bids	10.07.2023 05:00 PM OR 11.07.2023 11:00 AM
7	Finalization of tender and issuance of work order	11.07.2023 OR 12.07.2023
8	Refund of EMD	Within 30 days of selection of successful bidder
9	Refund of security deposit to the vendor	Within 30 days of completion of contract.

**Senior Divisional Manager**

**Seal and Signature of vendor :**  
**Date:**

### PROCEDURE FOR AWARDING THE TENDER

The tender will be awarded on the basis of financial quote for mandatory services as per “work details” given above, additional services/facilities provided by the vendor and Inspection Report of a team of LIC officers who would file the same after visiting the property. For Technical Evaluation, Ambiance Report of Inspection team, conformation to the eligibility criterion and other critical information contained in the tender forms would be used. After this evaluation financial bid would be opened and tender would be awarded to the vendor quoting least rate for maximum services/facility.

1. The Services as contained in the “Work Details” is mandatory.
2. Ambiance Report by Inspection Committee would primarily check for clannishness, age of the property, experience and preparedness of the vendor etc .

**Seal and Signature of vendor:**

**Date:**

**TENDER FORM A**  
**TECHNICAL BID**

SN	DETAILS	REMARK BY THE BIDDER
1	Name of the Hotel/Hostel/Firm	
2	Address	
3	Name of Director/Proprietor/Partner Mobile Number e-mail Id	
4.1	Have you given stamped and notarized Annexure A? Yes/No	
4.2	Do you agree to indemnify LIC from all statutory/third party liabilities as contained in Annexure A? Yes/No	
5.1	Have you signed "Terms and Conditions" Yes/No	
5.2	Do you unequivocally agree to the Terms and Conditions Yes/No	
6	Have you gone through the "Procedures for awarding the Tender"?Yes/No	
7	Have you read and agree with the work details? Yes/No	
8	Have you read the eligibility criterion and confirm that you qualify as per the norms set there?	
10	Do you have parking facility	
11	EMD amount payment details *	
12	Form fees payment details *	
13	Any extra facility you may provide without additional cost	
14	License/Authorization for undertaking such activity as contained under "work details"	
15	PAN No	
16	GST No	
14	Any other information you want to add here	

\*copy of receipt to be attached

I/We agree confirm that above form is filled after carefully going through the tender papers. I/We further confirm that I/We have read the whole tender document and understand that if any false information is revealed at a later date, contract made between ourselves and the LIC on the basis of such false information may be rendered invalid at the sole discretion of the LIC and I/We shall be solely responsible for the consequences and shall make good all losses caused to LIC in the process. I/We agree that the decision of LIC in selection of tender would be final and binding on me/us. I/We have no objection if inspection of my/our premises/property/firm is done by the official of LIC including the quality of the any service provided as under the "work details"

Place  
Date

Signature and Seal

**TENDER FORM B**  
**FINANCIAL BID Page 1**

Sr	Details	Rate per person per day (Excluding GST)
1.	Room rate per person per day for 50 participants on twin sharing basis (provision for increase/decrease of 10 participants) from 17.07.23 to 16.08.23(excluding Saturdays and Sundays and Holidays, i.e. 22days ) and from 11.09.23 to 15.09.23(5days). These rates shall include Bed tea, breakfast and Dinner as per point no.3 and 4 of work details	In numbers ..... In Words ..... .....
2.	Rate per participant per day for Training and Lunch. This will include AC training hall for 50 (provision for increase/decrease of 10 participants) including tea at 10:45 PM Lunch at 01:35 PM, Tea at 03:45 PM, Tea and light snacks at 05:30 PM on all working days between 17.07.23 to 16.08.23 and 11.09.23 to 15.09.23(excluding Saturdays, Sundays and Holidays) as per point number 4 & 5 of work details	In numbers ..... In Words ..... .....
Total of Sr no 1 and 2 in numbers.....		
Total of Sr no 1 and 2 in words.....		

\*L1 will be decided on the basis of rates quoted in point number 1 + rates quoted in point number 2

**Additional Requirement**

A: We also require some rooms on actual occupancy basis on Saturdays, Sundays and holidays(total approx 9 days) for which rates will be calculated on the basis of rates given in Sr no 1 above

B.	Rate per participant for only lunch, on such days where training session is not organized i.e. only lunch will be needed and AC hall will not be needed	In numbers ..... In Words ..... .....
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Seal and Signature of vendor:  
Date:

Cont.....

**TENDER FORM B**  
**FINANCIAL BID Page 2**

**Note:**

- Rates mentioned in point number B above, i.e. Rate of lunch per participant (for those participants who will stay on non working days) will not be considered for deciding the L-1 bidder however the rates mentioned should be reasonable and as should match the prevailing rates, the competent authority reserves the right to negotiate on these rates(Sr no. B) after selection of L-1 bidder

I/We agree confirm that above form is filled after carefully going through the tender papers. I/We further confirm that I/We have read the whole tender document and understand that if any false information is revealed at a later date, contract made between ourselves and the LIC on the basis of such false information may be rendered invalid at the sole discretion of the LIC and I/We shall be solely responsible for the consequences and shall make good all losses caused to LIC in the process. I/We agree that the decision of LIC in selection of tender would be final and binding on me/us. I/We have no objection if inspection of my/our premises/property/firm is done by the official of LIC including the quality of the any service provided as under the “work details”

**Seal and Signature of vendor**

**Place**

**Date**