



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

Life Insurance Corporation of India
Divisional Office, Nanded

“Sri. Prakash”, Gandhi Nagar, Hingoli Naka,
NANDED- 431605(Maharashtra)
(Phone No. 02462- 223828 email- os.nanded@licindia.com

**Tender Document for Security Services at
various Offices/Premises under
Nanded Divisional Office
For a period of Two Year wef 01/10/2024 to
30/09/2026.**

Tender Number: OS: 01/2024-25

Date of issue: **05 th Aug 2024**

Last date of submission: **20 th Aug 2024, upto 04.30 p.m.**



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TENDER NOTICE

LIC of India, Divisional Office, Nanded intends to hire the services of interested reputed Licensed Service provider for providing Security Services to its various offices under Nanded Division, Guest House and Staff Quarters at Nanded City.

For complete details and tender documents please contact the OS Department, IIIrd floor, at “Jeevan Prakash”, Gandhi Nagar, Hingoli Naka, NANDED-431605, between 11.00 am to 4.30 pm from 05/08/2024 to 19/08/2024 or log on to www.licindia.in and click on “Tender for Security Services Nanded Division” under the link “Tenders”.

LIC of India reserves the right to accept or reject any or all offers in full / part without assigning any reasons whatsoever. The interested service providers that are on our panel are also required to apply a fresh, if interested.

Last date for submitting bid documents is 20.08.2024 **(up to 4.30 PM)**.

Date: **05.08.2024**

Sr. Divisional Manager

Place: Nanded



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Tender for awarding work of security services on contractual basis for offices under Nanded Division as per location mentioned in Annexure-“D”

Please check that total number of Pages of the tender is **46** Each Page of the Tender Document must be Signed & Stamped by the Tenderer before submission.

Sl.No.	Description	Page From & To	No. of Pages	Remarks
1	Cover page	1	1	
2	Tender Notice	2	1	
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9	Technical bid form	25-29	5	Annexure A
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11	Checklist of documents	32	1	Annexure C
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15	Bid Security Declaration	46	1	

Scope of Work for Security services

I) SECURITY GUARDS

1. To be present on time as per allotted schedule. The outgoing guard / care taker will relinquish his duties only after arrival of next shift guard.
2. To be always in uniform with proper Identity Card to be provided by the Service Provider along with individual identity card, should carry a whistle, torch and a lathi and the movement of the security guards must be arranged in such a way that no part of the building remain unnoticed/unattended.
3. To be courteous to the Officers/Employees/Visitors. They should be polite but firm, disciplined, physically fit and alert all the time while on duty.
4. Safeguarding Corporation's property against theft, damage, misuse and keeping a watch over the cars, scooters, cycles etc. parked inside the premises / compound; Preventing unauthorized persons, vehicles, animals etc., from entering the premises; preventing even employees from entering office premises during the night without specific permission of the Head of the Office / without identity card / permission letter.
5. Taking charge of personal property found in the Corporation's premises and handing over the same to the authorized official.
6. While on duty, observing carefully the pipelines, electrical fittings, drainage and safety of installations and taking action against damage, breakdown, leakage or wastage and bringing them to the notice of the authorized officials for further remedial action.
7. Preventing unauthorized additions or alterations in the premises being carried out by outsiders or tenants or employees and reporting the matter to the authorized Officials.
8. Performing duties in connection with pumping of water by operating pumps etc.
9. No person will be allowed inside the premises without proper identity and checking; watching entire premises and patrolling the same frequently during the period of duties.
10. No person will be allowed to carry any prohibitive items inside the premises.
11. Carrying out the special orders and instructions given by the authorized officials, confidentially whenever specifically told to do so.
12. Closing and opening of the Office daily as per the instructions of authorized officials.
13. Checking that all doors, windows, ventilators etc. in the office buildings are properly closed after office hours, locking of the main door at night, checking that the electrical lights and air conditioners and other electrical gadgets, water Taps, water valves are properly switched off, wherever necessary.
14. Informing the AO (Estate Deptt)/ Security Officer/Head of Branch / Department / Building Supervisor in case of theft or damage to the property or any untoward incident or unusual occurrence.
15. Accepting letters, telegrams, news papers received during the tenure of the duty and signing for them and handing them over to the authorized officials.

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16. Taking care of the keys under his custody and handing them over to the relieving guard or to any other authorized persons/s whenever required.
17. Ensuring that no person is inside the premises while locking.
18. Taking the following precautions against fire during night time:
 - a) To switch off all electrical heaters, air conditioners, coolers, etc.;
 - b) To switch off gas cylinders, kerosene stoves or other such appliances used in the canteen;
 - c) To check that no inflammable items such as petrol, kerosene etc., are lying in the premises;
 - d) To see that no cigarette or beedi ends are left after smoldering;
 - e) To see that all waste papers are removed from the office and stored properly in the room meant for it;
19. Taking the following action in case of a fire:
 - a) To raise alarm and muster assistance from neighboring buildings / passersby;
 - b) To contact immediately AO (Estate), Security Officer, fire brigade and the police;
 - c) To try to put out the fire by using the fire extinguishing appliances available;
 - d) To inform immediately to AO (Estate), Security Officer, the Head of the Office or the Head of the Estates Dept.
 - e) Should act immediately in case of fire alarm alert. To identify the zone in the fire panel. Check the fire sensor for any smoke or fire in the area and act promptly to put off the fire. In case of fake alarm immediately inform electrical person on duty to attend the alarm fault.
20. Preventing any person whether employee or others – from writing on the walls of the building or compound, pillars, doors or windows of the building, pasting or hanging notices, hand bills, posters, etc., or otherwise disfiguring the office or compound walls.
21. Observing strictly instructions / orders as would be given from time to time by the authorized officials.
22. All entry and exit gates will have to be closed as per the time schedule given by the Competent Authority.
23. All vehicles will have to be allowed from gate only after thorough checking.
24. All the security guards must be in uniform wearing photo identity cards.
25. A prescribed register will have to be maintained by the Security Guards at the Security Room. Each person allowed will have to enter his / her name, address, date and time of entry / exit etc. in the register. No person will be allowed without proper identity, proper checking and entry in register.
26. The Security Guards must ensure timely switching on / off all the lights, fans, etc. in the premises, turning off water taps, water valves wherever water is flowing etc. every day.
27. Every day Security Guards will have to report at Administrative Office and sign the Attendance Register.

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28. Gate Pass (duly signed by the Competent Authority) must be insisted upon before allowing any office items to go outside the premises. The Guards should be properly trained to rescue passengers from lifts in case of lift failure, operation of fire fighting equipments, operation of monitoring of baggage scanners and CC TV system.
- 29 Guards Posted at Jeevan Prakash Lifts will have to operate Lifts in addition to their watch and ward duty. They will maintain the Lifts neat, clean and in hygienic condition. In case of any maintenance or break down issue related to the Lifts, they will lodge complaints with the service vendor and report the matter to the authorized officials.
- 30 **Guards posted at Satellite Offices (SO)s will have to attend the miscellaneous work of the respective office as instructed by the Office In charge in addition to Security Service.**

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TENDER SCHEDULE

Name of Service	Providing Security services at various offices/premises of Nanded Division
Tender documents	Tender forms can be obtained from 05/08/2024 to 19/08/2024 (between 11.00 am to 4.30 pm on all working days except Saturday & Sunday and holiday). On payment of non refundable tender fee of Rs. 500/- + GST @18% Rs 90/- (Total 590/- Rupees Five hundred ninety only) in cash or by Demand Draft on any Nationalized/Schedule Bank in favour of “Life Insurance Corporation of India” payable at Nanded at the cash counter at Nanded D.O. The miscellaneous Receipt issued by our cash counter is to be enclosed with the Technical Bid. For the tender forms down loaded from our website the Demand Draft/Bankers Cheque for Rs 590/- payable at Nanded is to be enclosed with the Technical Bid.
Earnest Money Deposit (EMD)	The amount of EMD should be 2 % of estimated tender value of contract & it will be payable by demand draft/bankers cheque/ NEFT.
Date of issue of Tender Documents	From: 05.08.2024 to 19.08.2024 (between 11.00 am to 4.30 pm on all working days except Saturday, Sunday and holidays)
Last date of submission of Tender	Up to 4.30 PM on 20.08.2024
Date, time & place of opening the Technical Bid	26.08.2024 at 2.30PM at, Jeevan Prakash Building,OS Deptt, 3rd Floor, Gandhi Nagar ,Nanded-431605
Date & time of opening the Financial Bid	Shall be intimated later on.
Agreement period	The Agreement shall initially be for a period of two years wef 01/10/2024 to 30/09/2026 which may be extended at the discretion of the Corporation and on consent of the Service Provider for a further period of One year on yearly basis with the same terms and conditions i n c l u s i v e o f r a t e s if the performance of the service provider is satisfactory to LIC of India, Nanded Division. However LIC reserves the right to terminate the contract earlier, if services are not found satisfactory.
Notice period for termination of Agreement	One month if LIC of India, Nanded Division intends to terminate the Agreement. Three months if the Service Provider intends to terminate the Agreement.
Validity of Bid	90 days from the opening of the tenders

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INSTRUCTIONS TO BIDDERS (FOR SECURITY SERVICES)

1.The tender forms will be issued from **05.08.2024 to 19.08.2024** between 11.00 am to 4.30 pm on all working days e x c e p t Saturday, Sunday & Holidays, on payment of Rs. 500/- + GST 18% i.e. Rs 90/- (Total Rupees Five hundred ninety only) in cash at the cash counter of Nanded DO at the above address **OR** by Demand Draft drawn on any nationalized or schedule bank in favour of Life Insurance Corporation of India payable at Nanded The miscellaneous Receipt issued by our cash counter for the payment of tender fee is to be enclosed with the Technical Bid. For the tender forms downloaded from website, Demand Draft/Bankers Cheque for Rs 500/- +GST @18%i.e. Rs 90/- (Total Rs 590/- non refundable) payable at Nanded to be enclosed along with Technical Bid towards the cost of tender application.

2.The last date for submission of dully filled in tenders (both technical and financial bids along with Bid security declaration) is **20.08.2024 up to 4.30 PM**. The offers received after the last date and time mentioned above will be termed as “LATE” and will not be considered and the same will be returned to the concerned bidder without opening. The Corporation will not be responsible any postal delay/delay in transit.

3.The offers are to be submitted in two Bid systems i.e. Technical Bid and Financial Bid. Both Bids must be submitted at the same time giving full particulars in the prescribed formats but in separate sealed covers. Three envelopes duly sealed should be used for submission of Tender as under:

l) Envelope no – 1 should contain

(a) Technical Bid (as per Annexure A) submitted with all related documents.

(b)Tender Fee of Rs 500/- + GST 18% Rs 90/- (Total Rs 590/- non Refundable) by Demand Draft/Bankers Cheque favouring Life Insurance Corporation of India payable at Nanded if not paid earlier at our cash counter at Nanded Divisional Office or miscellaneous receipt for payment of Rs 590/- issued by LIC of India Nanded Division in payment of tender fee+GST.

(c) Bid Security declaration

(d) Other documents like Instructions to Bidders, Terms and Conditions ,Eligibility Condition, Annexure – A , Annexure – C and Annexure – D,. Annexure – E (on stamp paper of Rs 500/- duly notarized) duly signed and sealed on all pages. This envelope should be sealed properly with sealing wax and **super scribed as “Technical Bid- Tender for Security Services”**

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2) **Envelope no 2 (Financial Bid)** should contain Financial Bid (as per **Annexure B: Rate of wages per person per month for 8 hours duty, administrative charges etc)** duly completed, sealed and signed and DD for Rs. 10,000/-, being the EMD amount, favouring LIC of India payable at Nanded.. This envelope should be sealed properly with sealing wax and **super scribed as “Financial Bid- Tender for Security Services.”**

3) **Envelope no 3** Both the above envelopes are to be placed in to one big envelope no 3 super **scribed as “Tender for Security Services Nanded Division.”**

4. The duly filled in and completed tender should be submitted to
Manager E&OS, LIC of India,
OSDeptt, Nanded Divisional office,
3rd floor, Jeevan Prakash Building
Nanded-431605 (MS)

5). The Technical Bid will be opened on **26/08/2024 at 2.30.PM** in the presence of Bidders or their authorized representatives who may like to remain present. All Bidders are advised to remain present (self or representative) in their own interest. The authorized representative must bring an authority letter from the bidder. Only properly sealed tenders will be opened. Unsealed or improperly sealed tenders are liable to be rejected. Conditional bids will also be summarily rejected.

After scrutiny of the technical bids, in order to satisfy itself about the nature and quality of services rendered by the tenderer, LIC of India may depute its Officer (s) or authorized representative to visit the Establishments mentioned by the bidder. Besides, LIC of India may also arrange for verification of any document/ testimonial submitted by bidder in support & compliance of technical criteria as laid down in the tender document. It will be mandatory for the bidder to extend full cooperation to LIC of India so that necessary verification is completed without any delay. In case the bidder fails to cooperate or where after verification it is revealed that bidder does not meet with the criteria as laid down in the Tender Document, then his bid would be considered as non-responsive/unqualified bids and the same will not be processed further.

6) The financial bids of only those bidders, whose Technical Bid offer are found suitable to the Corporation, will be opened at a later date. The date of opening of financial bids will be intimated to those bidders only

7) Successful Tendered must deposit Security Deposit in the nature of performance guarantee @ 10% of the total Contract Value by Demand draft on Nationalized /scheduled Bank in favor of Life Insurance Corporation of India payable at Nanded within 10 days of receipt of the communication about its selection as successful Tenderer/Bidder and the same amount will be refunded

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without interest after expiry of the Tender Term on satisfactory performance of the Agreement.

8) The following documents should be enclosed with the Technical Bid:

- a) Certificate of Registration under Companies Act, 1956/Partnership deed with proof of registration of firm/Individual Firm. Valid Certificate of registration under the Maharashtra Shops & Establishment Act, if applicable.
 - b) Copy of the PAN . as allotted by the Income Tax Department.
 - c) Certificate of the Labour License/Statutory Licenses as required by any Central or State Government Act. License Issued under Private Security (Regulation) Act, 2005 to operate as Security Service Provider
 - d) Copy of the Goods and Service Tax Registration
 - e) Copy of the E.P.F. registration
 - f) Copy of the E.S.I. registration
 - g) An affidavit stating that the applicant is not facing any blacklisting from any establishment of Central Government or the State Government or the PSU for breach of agreement
 - h) Income Tax Returns for last 3 years viz FY 2023-24, 2022-23, 2021-22
 - i) Audited Accounts, Balance Sheets, and Profit and Loss Accounts for last 3 Years. viz 2023-24, 2022-23, 2021-22
 - j) Work orders of existing major Agreements with large Institutes/PSUs/Govt. Organizations’.
 - k) Work orders confirming no. of persons employed by the Bidder as at 01/08/2024
 - l) Permission from Police Authorities for operating as Security Service Provider
- 9) Copy of ISO 9001 : 2023 certificate (If available)
- 10) Non submission of documents referred in technical Bid/Non disclosure of relevant information or furnishing of incorrect information, documents will suffer disqualification.

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- 11) All the pages of the tender form are to be signed by the bidder. In case of joint ownership, all owners have to sign on all the pages of the bids (Technical and Financial bids). Incomplete bids and bids lacking in details and without signatures are liable to be rejected.
- 12) Bidder should note that their tenders will remain open for consideration for a minimum period of 03 (three) months from the date of opening of Technical Bid.
- 13) The financial bids will be opened only if at least two Technical Bids are found suitable. In any case single Financial Bid shall not be opened.
- 14) It may be noted that no negotiations will be carried out, and therefore most competitive rates should be offered.
- 15) In case of identical lowest bid by more than one bidder, the selection will be made by giving priority to the Service Provider having
 - 1) Having Contracts with more LIC offices / Divisions
 - 2) Having contracts with more PSUs/ Banks/ Central /State / Semi Govt. offices
 - 3) Having more turn over for the F Y 2023-24
 - 4) Having contracts with more reputed firms
- 16) The Service Provider may preferably be in the profession for at least 3 years and should have clients who are PSU/Banks/Government Bodies/reputed private firm.
- 17) The Service Provider may preferably be on the approved panel of at least one reputed organization of Nanded city.
- 18) The Service Provider should have an establishment having good infrastructure in Maharashtra preferably in Nanded city.
- 19) The Service Provider is required to provide its NEFT details along with the tender documents.
- 20) The service provider which are on our panel are also required to apply a fresh, if interested.
- 21) Canvassing in any form will disqualify the tenderer.
- 22) The short-listed Service Provider will be informed in writing or telephonically by the Corporation for arranging their office inspection if required.

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- 23) The Service Provider is advised to inspect the premises where the services are required to be rendered and assess for requirements themselves before submission of the tender. The prospective Bidders may interact with the LIC Officials of estate Dept DO, at above mentioned address during office hours only to understand the existing infrastructure and facilities, existing deployment pattern of workers, expected requirements of the Divisional Office and branches and the desired level of services which the Service Provider is expected to render during the contractual period etc.
- 24) Any modification/corrigendum to the Tender or extension of tender submission period shall be uploaded on the web site of LIC of India and shall not be published in NEWS paper.
- 25) LIC of India, reserves the right to accept any tender or to reject any or all tenders at its sole discretion without assigning any reasons thereof and shall not be bound to accept the lowest tender.

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Eligibility Conditions:

- 1) The Bidder should have its Head/Regional/Branch Office at Nanded with suitable training facilities for Security workers.
- 2) (a) The Bidder should have a valid license Issued under Private Security Agencies (Regulations) Act 2005.
- 2) (b) The Bidder should have a valid Agreement, labour license under the Agreement Labour Act 1970 and Agreement labour (Regulation and Abolition) Central Rules 1971.
- (c) The Bidder should have on their wage roll minimum 100 Security workers as on 01.07.2024.
- 3) The Bidder should have valid Provident Fund/Professional Tax/ESIC/Goods and Service Tax/Shops and establishment (if applicable) Registration.
- 4) The Bidder should have minimum 3 years experience of dealing in the field of providing Security services to reputed organizations and also should have an average turnover of minimum Rs. 25 lakhs or more. The Bidder should have sound financial capacity/credit worthiness acceptable to LIC of India.
- 5) The Bidder should not have been black listed in past by any Institute /PSU/Govt. Organization. The Bidder should not have rescinded /abandoned any Security Agreement awarded by any of his clients before expiry of prescribed period of Agreement.
- 6) The Bidder should not have been at any time declared insolvent or convicted for any offence and should not have been prosecuted or suffered any penalty for violation of any labour law or any other law by any court or any other Government Authority.
- 7) The Bidder should not have suffered at any time any disqualification of any nature not enumerated here in above to render the Security Services.

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General Terms and Conditions for Security Services:

1)The Terms and Conditions along with the Tender Notice, Scope of work / Duties of Security service persons, Tender Schedule and Instructions to bidders, Eligibility Conditions, Technical bid, Financial bid, Affidavit, all other clauses and enclosures will form part of the tender to be submitted by the Bidder to LIC of India, herein after termed as “Corporation”.

2) Tenders should be filled with neat, legible and correct entries. Indistinct figures should be avoided. The amount/ rates should be filled in figures as well as words. Correction/ Omission/ Overwriting/ Cutting should be dated and initialed. If there is difference in words and figures, the rates written in words shall be taken for calculation. In case the space in the tender document is found insufficient, the Service Provider may attach separate sheets.

3) The tender should be signed at all places provided therein. Also all pages and corrections/ alterations should be initialed. Each sheet of the tender document is required to be signed along with the seal by the authorized person/ persons submitting the tender in token of his/ their having acquainted themselves with the Tender Notice, Scope of work / Duties of Security service persons, Tender Schedule / Instructions to Bidders, General Terms and conditions, Eligibility Conditions, Technical Bid, Financial bid, and all other clauses of this tender document. Any tender document not so signed may be liable for rejection.

4) The LIC of India reserves the right to reject an offer if it is incomplete /not accompanied by all stipulated documents as required /if any of the terms and conditions stipulated in this document are not accepted and in case of incorrect and invalid data submitted.

5) (a) Rates of wages to be quoted in Financial Bid (Annexure-B) should not be less than the minimum wages rates Under Central wage Act/State wage Act (whichever is higher) failing which the tender will be rejected.

5)(b) In case the service charges quoted by the Service Provider are found to be 0 (zero) then such tender will be rejected summarily.

There should not be any deviation in Terms and Conditions as have been stipulated in the tender documents. However, in the event of imposition of any other condition, which may lead to a deviation with respect to the terms and conditions as mentioned in the tender document, the Service Provider is required to attach a separate sheet marking “list of deviations”.

The Service Provider shall provide the above said services at such times and in such manner as communicated by the CORPORATION from time to time.

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6) The “Service Provider” undertakes to provide service through its own enrolled persons at its own costs, expenses and the “Corporation” shall not make any payment what so ever by way of emoluments to such persons directly.

7) Duty hours of Security service persons will be on 8 hours basis and time slot will be decided by CORPORATION and communicated to the Service Provider for providing Security services.

8) The punctuality & quality in rendering of the said services are the essence of the Agreement and the Service Provider undertakes to abide by them at all times.

9) The Service Provider will keep check of their workers in respect of the attendance /duties/vigilances regularly and will maintain complete records in this regard which shall be made available for inspection by authorized official of the Corporation at all times in the respective buildings/offices

10(a) Night checks: The Service Provider must check the security guards during nights. Minimum 4 night checks at all sites in a month must be carried out.

10 (b) The Service Provider shall give the duty allocation chart mentioning the names of the workers deployed at various locations to the Competent Authority one week in advance.

10 (c) The Service Provider will provide proper uniform, shoes, thick stick (lathi), whistle, torchlight, batteries andrain coat etc to the security guards. The cost of maintenance/replacement shall be born by the service provider.

11) The Service Provider of Security Services shall ensure that all Security service persons deployed by it shall be well mannered, disciplined, alert, skilled, healthy, honest, conversant with their nature of job and do not suffer from any infectious disease.

12) (1) No relationship of employer and employee shall be created between the CORPORATION and the workers engaged by the Service Provider.

12) (2) Nothing in this tender shall be deemed to create any partnership, joint venture, Service Provider between LIC of India and the Service Provider or their Representatives and workers and nothing herein shall deem to confer on any party, any authority to incur any obligation or any liability on behalf of the other party. The Service Provider is an independent Service Provider and not an employee, agent, associate or authorized representative of LIC of India and the Service Provider undertakes that it shall not undertake any obligation or liability in the name of or on behalf of LIC of India, whatsoever.

13. PENALTY CLAUSE:-

(A) Uniform is mandatory and should be provided within 15 days of awarding the tender and deployment of workers. After commencement of the Agreement, Uniform will have to be provided immediately to subsequently newly engaged security guards by the Service Provider.

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(B) If any security person deployed is found absent or found without Uniform during surprise visit of LIC official, a penalty of Rs.1000/- per person, per shift for each occasion will be imposed and deductible from the bills.

(C) Recovery of Rs.500/- per day per person for supervisor or security guards not visiting daily.

(D) E-pehchan card of ESIC with full details of family to be submitted within one month after awarding the contract, failing which Rs.2000.00 per month penalty will be imposed for each occasion.

(E) Late payment of salary to any contracted employee, Rs. 500.00 per day will be imposed as penalty if salary is paid after 07th day of the month for each occasion.

(F). Monthly salary will be released only after the submission of EPF, ESIC, PT and GST receipt/challan, of previous month.

(G). Labour license (if applicable) to be submitted within 30 days of allotment of work order, failing which Rs. 5000.00 per month will be imposed.

14) The Service Provider alone shall have the right to take disciplinary action against any person(s) engaged by him; while no right whatsoever shall vest in any such person(s) to raise any dispute and/or claim whatsoever against the CORPORATION. The CORPORATION shall, under no circumstances be deemed or treated as the employer in respect of any person(s) engaged by the Service Provider for any purpose whatsoever nor would the CORPORATION be liable for any claim(s) whatsoever of any person(s) of the Service Provider.

15) In case Corporation is required to meet any liability in respect of any person(s) engaged by the Service Provider by virtue of their working at the premises of the CORPORATION, it would be open and lawful for CORPORATION to deduct the amount(s) of any such liability from and out of dues payable to the Service Provider.

16) The Service Provider shall be responsible for all injuries and accidents to persons, engaged/deployed by him.

17) Service Provider shall be responsible for the conduct and behavior of his workers. If any worker of the Service Provider is found misbehaving with the CORPORATION staff, the Service Provider shall take necessary and appropriate action immediately. Non- Disclosure of Confidential Information will also be the sole responsibility of the Service Provider. For this the Service Provider shall depute persons of good integrity and honesty who will not divulge information in his possession by virtue of his working in the premises of the Corporation. Service Provider shall be liable for any loss caused to the Corporation due to any such wrongful disclosures.

18) In the event of any loss/damage being occurred to the CORPORATION on account of the negligence of the Service Provider's workers, the Service Provider shall make good the loss sustained by the CORPORATION either by replacement of the material/equipment or payment as compensation.

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LIFE INSURANCE CORPORATION OF INDIA

Life Insurance Corporation of India
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D- 431605(Maharashtra)
Jo. 02462- 223828 email- os.nanded@licindia.com

19) The Service Provider shall not appoint any sub-Service Provider to carry out any obligations under the Agreement.

20) The Service Provider shall take proper instructions from the CORPORATION for the execution of the Agreement at the different places and will faithfully comply with the same during the currency of the Agreement.

21) The Service Provider Providing Security Services shall provide the names, local and permanent addresses, and mobile no, id proof and bank details of all the Security service persons deployed to the Corporation Offices.

22) If the Service Provider commits any breach of any of the terms and conditions hereof and/or fail/neglect to carry out any instructions issued to him by the CORPORATION from time to time, it shall be open and lawful for the CORPORATION to terminate this Agreement forthwith without assigning any reason and can get the work done by any person(s) or through any other Service Provider at the risk and cost of the Service Provider and the Service Provider shall have no right to claim any compensation whatsoever on this account.

23) No advance payment shall be made against the work order. All payments to the Service Provider shall be made by National Electronic Fund Transfer only after Tax Deduction at Source (T.D.S.) as per the provisions of Income Tax Act and GST Act 2017 as amended from time to time and a certificate to this effect shall be provided to the Service Provider. The Service Provider shall raise the invoice / bill and the CORPORATION agrees to pay such invoices/bills within 15 working days of receipt and acceptance of the invoice/bill, as per terms and conditions of the tender/Agreement. All payments to the Service Provider/Service Provider shall be made by NEFT subject to deductions, withholding of all applicable taxes and charges from time to time in force.

Service Provider will provide 33 (Thirty three only) security guards as per “Annexure D” under the Agreement. However, the Corporation reserves the right to increase or decrease number of SECURITY SERVICE PERSONS as against the present requirement enumerated in Annexure-D and also may decide whether SECURITY services are required or not at any location. In case the corporation needs services of additional guards, the Service Provider will have to provide them on the same terms and conditions of the Agreement (inclusive of rate)

24) All the services under the Agreement and any other work of similar nature, which will be entrusted to the Service Provider from time to time by the Corporation, are to be rendered without causing any hindrance or disturbance to any staff member of the Corporation working during the normal working hours. The work shall be carried out efficiently in consonance and in conformity with the standards of highly alert, efficient and effective security service.

25) The Corporation shall always have the right to conduct a search of the Service Provider’s workers/representatives and/or any of their vehicles used for transportation of materials while entering/going out of the Corporation’s premises or inside the premises

26) If the Corporation notices that the worker’s of the Service Provider has/have been found negligent/careless in rendering the said services, the same shall be communicated

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immediately to the Service Provider who will take corrective steps immediately to avoid recurrence of such incidents and report to the designated officer of The Corporation with its action plan.

27) If any of the workers of the Service Provider indulges in theft or any illegal/irregular activities, misconduct, the Service Provider will take appropriate actions against its erring workers and intimate accordingly to the Corporation.

28) The Service Provider shall at all-time indemnify and keep indemnified the CORPORATION against any/all claims of/by its workers 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 other representative of the Service Provider 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 engagement of the Service Provider or not, who provided or provides the said services under this Agreement.(to be executed on Rs.500/- stamp paper duly Notarized)

29) workers/representatives of the Service Provider shall never be considered to enjoy any right to enter the premises of the Corporation by virtue of this agreement or otherwise at any time except with the prior permission of the Corporation.

30) In the event of failure of the Service Provider to provide the services or part thereof, as mentioned in the agreement for any reasons whatsoever, the Corporation shall be entitled to procure services from other sources and the Service Provider shall be liable to pay forthwith to the Corporation, the difference of payments made to such other sources, besides damages at double the rate of payment for the period of failure in providing the services or part thereof. Further no payment shall be made for worker who remains absent or where services rendered not found satisfactory.

31) If, at any time, during the operation of the Agreement or thereafter the Corporation is made liable in any manner whatsoever by any order, direction or otherwise of any Court, Government Authority or Tribunal, to pay any amounts whatsoever in respect of or to any of the present or ex-workers of the Service Provider or to any third party, the Service Provider shall immediately pay to the Corporation all such amounts and costs also and in all such cases/events the opinion of the Corporation shall be final and binding upon the Service Provider. The Corporation shall be entitled to deduct any such amounts as aforesaid, from the security deposit and/or from any pending bills of the Service Provider and if such amount is not fully recovered, the Corporation shall be entitled to recover the balance amount through legal recourse.

32) The Service Provider further agrees to absolve the Corporation from all the liabilities in regard to any statutory enactments to the extent applicable to the service provided by the Service Provider. It is clearly understood that if the Corporation be called upon to make any payment to any government authority, the Service Provider shall reimburse such amounts to the Corporation whether such liability arises during the currency of this agreement or after

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expiry of the period of the agreement. If there would be any claim on the Corporation for any default of the Service Provider or its workers committed during the operation of the Agreement, the Service Provider shall pay the Corporation such amount on demand without protest.

33) It is clearly understood by the Service Provider that the persons engaged by the Service Provider for providing Security services as mentioned herein, shall be the employees of the Service Provider and not of the Corporation. The Service Provider shall be liable to make payments to its said workers towards their monthly wages/salaries and other statutory dues like EPF, ESI, minimum wages, bonus, etc.

34) The parties hereto have considered agreed to and have a clear understanding on the following aspects:

a) The Agreement is for providing SECURITY SERVICES and is not an Agreement for supply of contract Labour.

b) The Corporation shall not be liable for any obligations/responsibilities, Contractual, legal or otherwise, towards Service Provider's workers/representatives or to the said workers/representatives directly and/or indirectly, in any manner whatsoever.

35) That the workers/representatives of Service Provider rendering the services under the Agreement, shall never be deemed to be the workers of the Corporation in any manner whatsoever and shall not be entitled for employment, salary/wages, damages, compensation or anything arising from their deployment by Service Provider for rendering the said services.

36) During the period of Agreement, if the rate of minimum wages payable to the workers deployed by "the Service Provider" increases by central/state govt. and if the increase extends beyond the above agreed rate, then "the Corporation shall increase the above accepted rate to the extent of the difference amount only and the above agreed rate shall be deemed to have been modified accordingly. No other increase in the amount quoted by the selected Service Provider shall be entertained on any account during the period of the Agreement. In case of any statutory increase in the wages of labour in accordance with the minimum wages notification issued by the appropriate authorities under the Minimum Wages Act from time to time after submission of the tender, the increase in rates of wages mention in financial bid shall be set off by the Corporation by giving proportionate increase.

37) The Service Provider, being the employer in relation to persons engaged by him for providing the services under the agreement, shall alone be responsible and liable to pay wages/salaries to such persons which in any case will not be less than the minimum wage as fixed or prescribed for the category of workers engaged by him from time to time by the Central / State Government (which ever is higher) and/or any authority constituted by or under any law.

38) The Service Provider 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 by him including that of Provident Fund, ESI, Workmen's Compensation Act, Bonus, Gratuity, Minimum Wages Act etc. In case of any breach of any law, rules, notifications applicable to

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the workers of the Service Provider, the Service Provider alone shall be responsible and liable for any act(s) of omission and/or commission committed by any workers, agent, representative, attorney, person(s) engaged by him for discharging the obligations under the agreement.

39) The Service Provider shall obtain appropriate license under the Agreement labour (Regulation and Abolition) Act 1970 and the Rules as amended up to date and shall comply with all terms and conditions thereof strictly, and shall keep such license duly validated and/or renewed from time to time throughout the currency of the Agreement.

40) (A) The Service Provider shall maintain all registers required under various Acts, which may be inspected by the Corporation as well as the appropriate authorities at any time. The monthly bill payment will be made subject to the Service Provider submitting the attested photocopies of the following documents:

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

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

(iii) Deposit Challan showing the individual amount of deposit of contribution of provident fund of employees' and employer's share, with the appropriate authority.

(iv) Deposit Challan showing the individual amount of deposit of contribution of ESI of employees' and employer's share, with the appropriate authority.

(v) Receipt and Statement of Bonus (if any payable) paid to the workers (To be submitted in the following Month after making payment)

(vi) Deposit of remittance of contribution of provident fund, ESIC, Goods and service Tax if paid any, should be submitted with a challan separately for LIC of India. It should not contain the contribution of PF and ESI as well as GST in respect of workers of other organizations being serviced by the Service Provider.

(vii) If payment to worker is made by cheque, then a copy of Bank account statement of relevant month showing debit of wages/benefits in favour of worker should be submitted every month with the bill by the Service provider. If payment is made through NEFT, then a copy of the statement sent to the Bank duly acknowledged by the Bank should be submitted.

40) (B) All payments to the Service Provider shall be made by National Electronic Fund

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Transfer only after Tax Deduction at Source (T.D.S.) as per the provisions of Income Tax Act and GST Act 2017 as amended from time to time and a certificate to this effect shall be provided to the Service Provider.

40) (C) Payment of Monthly wages will be based on actual attendance of the workers deployed at LIC Offices and bills of the Service Provider will be settled accordingly.

41) The Service Provider must ensure that the wages to the Workers are paid within the stipulated time limit as provided under relevant Rules & Regulations/Law/Statute in force. The Service Provider 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 Security Services provided were/are satisfactory during the month and subject to deduction of Penalty imposed if any as per terms and conditions of the Agreement. The Service Provider will have to produce the Register of Wages or the Register of Wagescum-Muster Roll of the preceding month along with the bill to be submitted on the 3rd day of every calendar month for verification, to the nominated official of the Corporation. The Service Provider shall raise the invoice/bill and LIC of India agrees to pay such invoices/bills within 15 working days of receipt and acceptance of the invoice/bill, as per terms and conditions of the Agreement.

42) The Service Provider shall give an undertaking by the 25th of the following month in favour of the Corporation that he has complied with all his statutory obligations and copies of such challans /receipts/list also need to be submitted.

43) The corporation reserves the right to Remove/ Black list the Service Provider for a period of five to ten years for any deviation from the agreed Terms and Conditions or for any activity observed which is detrimental to the interest of the Corporation. However any order of blacklisting or removal shall be passed after offering a reasonable opportunity of hearing/show cause notice to the Service Provider concerned.

44) The security workers engaged by the Service Provider for deployment at LIC sites should be preferably in the age group of 18 to 55 years with minimum qualification of 8th standard and they should have been trained in operating fire fighting equipments and all related security equipments. They should be able to read and write Marathi and Hindi and also be able to read names and addresses in English.

45) (1) The Corporation can terminate the Agreement by giving one month's written notice to the service provider without assigning any reason and without payment of any compensation. In the event of the Service Provider wishes to terminate the Agreement, the Service Provider shall have to give at least three months notice to LIC of India in writing and in either event the Service Provider will move out of the premises of the Corporation with his men and material immediately.

45) (2) In the event of earlier termination by either parties to the Agreement or expiry of the Agreement, the service provider shall be obliged to continue providing services at the same terms and conditions as provided in the Agreement till such time as LIC of India is able to

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make any alternative arrangement or LIC of India has agreed in writing to allow the Service Provider to discontinue earlier.

45) (3) The Corporation also possesses right to terminate the Agreement by giving only a 24 hours' notice to the Service Provider when there is a major default in compliance of the terms and conditions of the Agreement or the Service Provider 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 Service Provider will move out of the premises of the Corporation with his men and material immediately. This discretion of termination of the Agreement by the CORPORATION will be exercised judiciously since the Service Provider is rendering the essential and public utility services.

46) If the Service Provider commits breach of any covenant or any clause of the agreement, the Corporation may send a written notice to the Service Provider to rectify such breach within the time limit specified in such notice. In the event, the Service Provider fails to rectify such breach within the stipulated time, the Agreement shall forthwith stand terminated

and the Service Provider shall be liable to the Corporation for losses or damages on account of such breach.

47) If any complaint received orally or in writing against the Service Provider about less payment of wages or demand of any amount for engagement of the duty, etc. it will be viewed seriously and if the complaint is found truthful, then the Agreement may be terminated immediately.

48) PERIOD OF THE AGREEMENT: The Agreement shall initially be for a period of two years, which may be extended at the discretion of the Corporation for a further period of maximum One year on yearly basis with the same terms and condition inclusive of rates, if services of the service provider found satisfactory .

49). In the event of the Service Provider not fulfilling the conditions of the Agreement and the work order, LIC of India reserves the right to forfeit the Security deposit placed with the Corporation herein above mentioned, in part or in full and to take such other decision as may be required in the interest of the Corporation.. The decision of the LIC of India shall be final and binding upon the Service Provider in the matter.

50) (1) Awardee Service Provider should submit the deed of Agreement with LIC Of India, Nanded Divisional Office duly executed on a non-judicial stamp paper of Rs 500/-, as per the draft conditions provided by LIC of India, within 10 days (maximum) of receipt of intimation as above. Failure to sign and non submission of deed of agreement and Security Deposit in the nature of performance guarantee @ 10% of the Contract Agreement Value within 10 days of intimation as above may result in the cancellation of selection as successful Service Provider. However CORPORATION at its discretion may cancel the tender and the decision will be final and binding. On signing of the agreement, the Corporation will issue work order and the Service Provider shall start its work within three days from the date of receipt of work order.

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50)(2) If at any stage, it is revealed that documents/certificates/testimonials submitted by the Service Provider are forged or have been manipulated, the work order issued to the Service Provider shall be cancelled and Security amount deposited with LIC of India shall be forfeited without any claim whatsoever on LIC OF INDIA and the Service Provider shall be liable for action as appropriate under the relevant laws.

50)(3) Without prejudice to any of the rights or remedies under the Agreement, if the Service Provider dies, LIC of India shall have the option of terminating the Agreement without compensation to the legal or other heirs of the Service Provider.

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

52) In the event of any dispute or difference arising out of operation of the 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, Nanded Divisional Office, Nanded, whose decision shall be final and binding on both the parties. The venue of arbitration shall be at Nanded. The provisions of the Arbitration and Conciliation Act, 1996 shall apply to the arbitration.

53) 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 Service Provider in respect of service outsourced by the Corporation. It shall be the duty of the Service Provider to provide such documents / statements/information as may be required by IRDAI within such time as may be specified by the IRDAI.

54) 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 the Service Provider where the services are outsourced by the Corporation.

55) Any dispute arising out of or relating to the Agreement shall be deemed to have arisen in Nanded and shall be under adjudications of a Court in Nanded only.

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LIFE INSURANCE CORPORATION OF INDIA

Life Insurance Corporation of India
Divisional Office, Nanded
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D- 431605(Maharashtra)
No. 02462- 223828 email- os.nanded@licindia.com

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.**

Date:

Place:

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ANNEXURE-A

APPLICATION FORM FOR TENDER FOR SECURITY SERVICES (Technical Bid)

To,
Sr.Divisional Manager,
LIC of India, Divisional Office,
3rd Floor, Jeevan Prakash Building, Gandhi Nagar ,Nanded431605

Sub: Tender for providing Security Services.

1. Name of the Service Provider:
- a) Address of the Service Provider(at Nanded):.....
.....
.....
- b) Address of the head office (other than Nanded):
.....
.....
- c) Email id
- d) Phone/Cell no of the Service Provider:
2. Date of Establishment
3. Status of the Service Provider

(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	Designation.	Telephone/Mobile No.	E-mail ID

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5. Bank detail of the Service Provider:

i) Name of Beneficiary:(Account Holder)

ii) Name of Bank:

iii)Branch and address of Bank:

iv) IFSC of Bank:

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

vi)Account No.

vii) MICR Code of Bank:

6. Turn over of the Company /Partnership Firm/ Proprietorship for the Financial Year 2020-21, 2021-22, 2022-23, 2023-24. (Please attach a copy of Audited Final Accounts, Balance Sheet and Profit & Loss Account for all the three years.)

Sr. No.	Financial Year	Turn Over (In Lakhs)
1.	2020-21	
2	2021-22	
3	2022-23	
4	2023-24	

7. since when and how long your Service Provider / Firm has been dealing in Security services:

8. No. of Full Time Security service persons on Roll as on 01/07/2024 (Please enclose work orders/wage bills) :

9.(a) Details of existing Reputed clients (Large Institutes/PSUs/Govt. Organizations/LIC) : (Respective work order may be submitted for each Client)

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Ph. 02462- 223828

email- os.nanded@licindia.com

Name of the Company	Branch / Office Address	Name & Contact No.	Details of Service Provided (Period)	Persons Deployed

9 (b) Details of services provided in last 3 years (Please attach photo copy of work orders)

Name of the company	Branch / Office Address	Period	Details of Service Provided	Persons Deployed

10. Statutory Requirements:

Sr. No.	Statutory Document (Certified / Self Attested copy should be attached under each items)	Mention the License No.	Registration /
1	ESI Registration Certificate		
2	Registration under Employee Provident Fund Act, 1952		
3	Valid Licence under Agreement Labour(Regulation & Abolition) Act, 1970 and 1971 (Central / State)		
4	License Issued under Private Security Agencies (Regulations) Act 2005.		
5	Permission of Police Authorities for operating Security Service Provider		
6	PAN CARD No		
7	Goods and Service Tax Registration No.		

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8	Profession Tax Registration No.	
9	Income Tax paid for last 3 FYs	2021-22 2022-23 2023-24

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10	Details of Registration under Shops and Establishment Act, (if applicable)	
11	Details of certificate ISO-9001:2015 with its validity period (If available)	

9. Particulars of Empanelment with any office of LIC of India/PSUs/Other Corporate offices. (Please attach empanelment orders)

Sr. No.	Name of Organization	Details of empanelment

10. Particulars of security services Agreement annulled/broken before expiry of the Agreement period.

Sr. No.	Name of Organization	Details of Termination

11. Details of Tender Fee:

Details of DD/ Banker's Cheque / MR	Tender Application Fee Rs.500/-+GST @ 18% Rs.90= Rs. 590/-	
DD / Bankers Cheque No.		
Date		
Name of issuing Bank Branch		
MR No & date		

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DECLARATION:

I / We have read the instructions appended to the Performance and I / We understand that if any false information is detected at a later date, any future Agreement 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 upon me / us.

All the information furnished by me 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 at sr. no. 9 of Technical Bid.

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 Security services at the mentioned premises.

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

We understand that the Corporation is not bound to accept the offer either in part or in full and that the Corporation has right to reject the offer in full or in part without assigning any reasons whatsoever.

Place:

SIGNATURE :

Date:

NAME & DESIGNATION:
SEAL OF THE SERVICE PROVIDER

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ANNEXURE - B

Financial Bid for Security Services

[B] Rates of Minimum wages quoted below are applicable as on 01/04/2024, and are liable to change as per Minimum wages act from time to time.

Charges per month for 1 security service person ("watch and ward" staff –without arms/unskilled)

1	Rates in Rs. Particulars /Components	For Offices in Nanded city 'B' class location. Rs.-	For Offices in city 'C' class location.(Other than Nanded) Rs.-
2	Minimum wages per person per Day Rs.....X 26 Days (Basic + VDA) (As per applicable Minimum wages from time to time)	As per Min. wages applicable from time to time.	As per Min. wages applicable from time to time
3	Administrative / Service Charges. (Fixed)* per person per month	Amount: Rs.----- In words Rs..... (Fixed)	Amount: Rs. _____ In words Rs (Fixed)
5	Total Rs in Figures (sr no 2 to 3)		
6	Total Rs. In Words		
7	ESI / PF / Bonus (if any payable) + GST	Will be Payable As per statutory provisions applicable rules from time to time	

Vendor has to quote only Administrative / Service charges, per person/per month

***Administration charges will remain fixed irrespective of any increase/decrease in the rates of wages throughout the tenure of the Agreement.**

*** Administration / Service charges should not be 0 (zero) at any cost. Tenders quoting administration charges / service charges as 0(zero) will be rejected.**

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Minimum Wages shall be based on the prevailing rate as per Central Govt./State Govt. Act (which ever is higher) as on **01.04.2024** (PI attach the relevant Government Notification.) However, the companies are free to pay more but not less. EPF, ESI, and BONUS contribution etc to be paid for workers engaged by the Service Provider shall be responsibility of Service Provider and are to be paid as per statutory provisions and applicable laws & rules.

Prevailing Min. wages applicable as on 1/4/2021 are as follows.

- 1) B class city (Nanded City municipal area) :- Basic Rs. 579 + VDA Rs.283 = Total Rs. 862/-
- 2) C class city (Other than Nanded city) :- Basic Rs. 494 + VDA Rs.240 = Total Rs. 734/-

- For every six days continuous work, one day off should be given.
- The Administrative / Service Charge rates quoted shall be inclusive of cost of uniform, training, other benefits payable to the persons to be deployed and other overheads, profits etc. and taxes if any (other than GST) whatsoever payable.
- No Security service person will be given more than one shift (8 hours) per day.
- Adherence to statutory requirements is sole responsibility of the Service Provider.
- Payment will be done as per actual days worked.

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:

Address:

Signature of the Service Provider

Name:

Designation:

Seal

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Annexure-C

Checklist of Self attested copies of documents to be enclosed along with the Technical Bids:

1	Service Provider Registration/Incorporation -certificate
2	Certificate under Shops & Establishment Act, duly renewed
3.	License under Agreement Labour(Regulation & Abolition) Act, 1970 & Agreement (Regulation & Abolition) Central Rules, 1971.
4	License Issued under Private Security Agencies (Regulations) Act 2005.
5	Permission of Police Authorities for operating Security Service Provider
6.	Copies of documents related to status of the Firm (Individual/Sole Proprietor/Partnership/Company).
7.	Proof for PF Registration number
8.	Proof for ESI Registration number
9.	TAN Copy
10.	PAN Copy
11.	Copy of Registration Certificate of Goods and Service Tax
10.	Income Tax Returns for the last 3 financial years
12.	Audited Final Accounts, Balance sheets, Profit and Loss Statements for the last three financial years.
13.	Details of organizations where you are providing Security services currently, with nature of duties & period of Agreement.(with work-orders)
14	Work orders confirming no. of persons employed by the Bidder as on 01/07/2024.
15	Affidavit as per Annexure E
16	Copy of Cancelled Cheque of Service providers Bank Account

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Ph. 02462- 223828

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भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

ANNEXURE-D

LIC OF INDIA : NANDED DIVISION OFFICE

Details of security guards presently employed as on 01/07/2024

Srno	Branch / Division Office	Location	Type of City	No.ofsecurity per shift	No. of shift (8 Hours)	Total No. of Guards
1	Divisional Office	Nanded	B Class	2	3	06
2	Divisional Office – S.Q	Nanded	B Class	1	1	01
3	EDMS Godown	Nanded	B Class	1	3	03
4	Nanded Vazirabad SO	Nanded	B Class	1	1	01
5	Nanded-II(98J)	Nanded	B Class	1	3	03
6	Loha SO	Loha	C Class	1	1	01
7	Bhokar BO 98B	Bhokar	C Class	1	3	03
8	Kinwat SO	Kinwat	C Class	1	1	01
9	Degloor BO 95D	Degloor	C Class	1	1	01
10	Dharmabad SO	Dharmabad	C Class	1	1	01
11	Parbhani BO 985	Parbhani	C Class	1	3	03
12	Parbhani CLIA SO	Parbhani	C Class	1	1	01
13	Jintur SO	Jintur	C Class	1	1	01
14	Gangakhed SO	Gangakhed	C Class	1	1	01
15	Hingoli BO 95H	Hingoli	C Class	1	1	01
16	Hingoli CLIA SO	Hingoli	C Class	1	1	01
17	Basmath SO	Basmath	C Class	1	1	01
18	Sailu BO 9301	Sailu	C Class	1	1	01
19	Partur SO	Partur	C Class	1	1	01
20	Ambad SO	Ambad	C Class	1	1	01
	GRAND TOTAL-----					33

(SIGNATURE OF THE SERVICE PROVIDER WITH SEAL)



Life Insurance Corporation of India
Divisional Office, Nanded
'Prakash', Gandhi Nagar, Hingoli Naka,
Dist- 431605(Maharashtra)
Ph. 02462- 223828 email- os.nanded@licindia.com

Above chart shows the locations in Nanded Division, where requirement of security guard may arise. Nos. shown above are presently deputed security guards on purely contract basis.

The requirement may increase OR decrease as per requirement of the Corporation from time to time.

Requirements of no. of guards and their shift re allocation may vary from time to time as per need of LIC OF INDIA Nanded Division.

Guards posted at Jeevan Prakash Building, Division Office, Nanded will have to operate the Lift/s in addition to attending security services

Sr.Divisional Manager
Nanded Division.

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Life Insurance Corporation of India
Divisional Office, Nanded
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Annexure -E

AFFIDAVIT

(To be given on stamp paper of `500/- and Notarized)

I / We, authorized representative of _____, being Indian Company/Sole Trading Company / Partnership Firm/Proprieter, registered under _____ bearing registration no. _____ Having Office at _____ do hereby solemnly affirm and state as under:-

Whereas Life Insurance Corporation of India, Nanded DO 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 the 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 LIC of India against any/all claims of/by its workers 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 other workers 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 by our workers up on the Life Insurance Corporation of India, believing as 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 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 misstatement made shall be sufficient reason for Life Insurance Corporation of India to terminate the Agreement, besides taking recourse to other legal remedies available in the Agreement.

Signed before me Notary

NAME / DESIGNATION AND SEAL OF THE SERVICE PROVIDER

Date:

(SIGNATURE OF THE SERVICE PROVIDER WITH SEAL)



Life Insurance Corporation of India
Divisional Office, Nanded
"Yogakshema", Gandhi Nagar, Hingoli Naka,
Nanded - 431605 (Maharashtra)
Phone: 02462- 223828 email- os.nanded@licindia.com

ANNEXURE-III

PRE CONTRACT INTEGRITY PACT

General:

This pre-bid pre-contract Agreement (hereinafter called the Integrity Pact) is made on..... day of the month of2024. , between, on one hand, the Life Insurance Corporation of India (hereinafter referred to as "LIC") a statutory Corporation established under section 3 of Life Insurance Corporation Act 1956 (XXXI of 1956) and having its corporate office at "Yogakshema" 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

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Enabling BIDDERS/Sellers/Service Providers to abstain from bribing or indulging in any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and the BUYER will commit to prevent corruption, in any form, by its officials by following transparent procedures.

The parties hereto hereby agree to enter into this Integrity Pact and agree as follows:-

1. Commitments of the BUYER

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

1.2 The BUYER will, during the pre-contract stage/evaluation stage, treat all BIDDERS alike and will provide to all BIDDERS the same information and will not provide any such information to any particular BIDDER which could afford an advantage to that particular BIDDER in comparison to other BIDDERS.

1.3 All the officials of the BUYER will report to the "**Chief Vigilance Officer**" of the Buyer any attempted or completed breaches of the above commitments as well as any substantial suspicion of such a breach.

2. In case any such preceding misconduct on the part of such official(s) is reported by the BIDDER to the BUYER with full and verifiable facts and the same is prima facie found to be correct by the BUYER, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by the BUYER and such a person shall be debarred from further dealings related to the contract

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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.

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- 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 precontract 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,

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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

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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.

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- (iv) To encash the advance bank guarantee and performance bond/warranty bond, if furnished by the BIDDER, in order to recover the payments, already made by the BUYER, along with interest.
- (v) To cancel all or any other contracts with the BIDDER. The BIDDER shall be liable to pay compensation for any loss or damage to the BUYER resulting from such cancellation/recession and the BUYER shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER.
- (vi) To debar the BIDDER from participating in the future bidding processes of LIC for a minimum period of five years which may be further extended at the discretion of the BUYER.
- (vii) To recover all sums paid in violation of this Pact by BIDDER(s) to any middleman or agent or broker with a view to securing the contract.
- (viii) Forfeiture of Performance Bond in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this pact.
- 5.2** The BUYER will be entitled to take all or any of the actions mentioned at para 5.1(i) to (viii) of this pact also on the Commission by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER), of an offence as defined in chapter IX of the Indian Penal Code, 1860 or Prevention of Corruption Act, 1988 or any other statute enacted for prevention of corruption.

5.3 The decision of the BUYER to the effect that a breach of the provisions of this pact has been committed by the BIDDER shall be final and conclusive on the BIDDER. However, the BIDDER can approach the Independent Monitor(s) appointed for the purposes this Pact.

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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 recues himself / herself from that case.

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6.7 The BUYER will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the parties. The parties will offer to the Monitor the option to participate in such meetings.

6.8 The Monitor will submit a written report to the **Chairman, LIC** within 8 to 10 weeks from the date of reference or intimation to him by the BUYER /BIDDER and, should the occasion arise, submit proposals for correcting problematic situations.

6.9 If the Monitor has reported to the Chairman, LIC, a substantiated suspicion of an offence under relevant IPC/ PC Act, and the Chairman LIC has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.

7. Facilitation of Investigation:

In case of any allegation of violation of any provisions of this pact or payment of commission, the BUYER or its agencies shall be entitled to examine all the documents including the Books of Accounts of the BIDDER. The BIDDER shall provide necessary information and documents in English and shall extend all possible help of the purpose of such examination/inspection.

8. Law and Place of Jurisdiction:

This Pact is subject to Indian Law. The place of performance and jurisdiction is the seat of the BUYER.

9. Other Legal Actions:

The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extent law in force relating to any civil or criminal proceedings.

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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.....

(SIGNATURE OF THE SERVICE PROVIDER WITH SEAL)



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Divisional Office, Nanded
"Prakash", Gandhi Nagar, Hingoli Naka,
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Bid Security Declaration

I, undersigned, hereby accept that , if I withdraw OR modify the bid during the period of validity ., etc, our firm will be suspended for the time specified in tender document.

Place:-

Date:-

Signature of vendor with seal

(SIGNATURE OF THE SERVICE PROVIDER WITH SEAL)
