

**Tender for Manpower Contract for Maintenance of Intercom Extension Lines & Direct Telephone Lines**

Life Insurance Corporation of India, Northern Zonal Office, Jeevan Bharti Building, 124, Connaught Place, New Delhi, invites sealed Bids under Two Bid System for maintenance of our 230 (approximate) Intercom network (expandable) lines and 125 Telephone lines situated at following locations :-

1. Jeevan Bharti Building, 124, Connaught Circus, New Delhi-110001
2. Jeevan Prakash Building, 25, KG Marg, New Delhi-110001
3. New Asiatic Building, H-39, Connaught Place, New Delhi-110001
4. Jeevan Deep Building, Sansad Marg, New Delhi-110001
5. Jeevan Tara Building, Sansad Marg, New Delhi-110001
6. 8 Guest Houses situated at Connaught Place, Asaf Ali Road and Sunder Nagar, New Delhi-110003

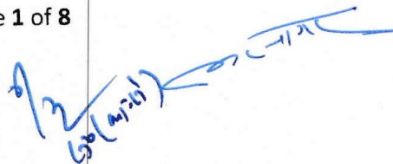
**Scope of Work:** Maintenance of Telephone and Intercom lines, attending to day to day complaints, installation of new lines/connections/extensions by laying cables in Office/ Guest Houses/ Staff Quarters, liaisoning with MTNL/Airtel and other Service Providers for proper functioning of Telephone and Intercom network

**Terms & Conditions:-**

1. **Tender Fee :-** The Bidder will be required to submit non refundable Tender Fee of Rs.118/-(One Hundred Eighteen only) either in the form of cash or Demand Draft favouring Life Insurance Corporation of India, payable at New Delhi along with the tender. The cash can be deposited at our cash counter (11<sup>th</sup> floor) during cash hours from 10.00 A.M. to 4.15 P.M. on all weekdays except Saturday, Sunday and any Govt declared holiday.
2. **EMD:-**EMD will be Rs. 5000/- either in the form of cash or Demand Draft favouring Life Insurance Corporation of India, payable at New Delhi.
3. **Security Deposit :-**The successful bidder shall provide a Security Deposit of Rs.20,000/-(Rupees Twenty Thousand only) through Demand Draft in favour of "Life Insurance Corporation of India", Payable at New Delhi, within a period of 15 days from the date of issue of letter of intent. Security Deposit will not carry any interest.
4. **Past Experience:-**The Bidder should have past experience of minimum Three Years (F.Y. 2021-22, 2022-23 and 2023-24) in this field and documents like Experience Certificate or any Work Order issued by any Company/Firm in this regard should be submitted along with the tender.
5. **Purchase Preference to Micro and Small Enterprises (MSME/NSIC/Start-up):-**MSE/NSIC/Start up Bidders are exempted from depositing Tender Fee & EMD. To avail exemption under MSME/NSIC/Start-up, the Bidder has to submit relevant documentary evidence along with the tender.
6. **Period of the Contract: -** The Contract shall be for a period of one year, which may be extended at the discretion of the Corporation by one more year on two occasions subject to satisfactory performance of the contract on mutual consent on the same terms & conditions.
7. **Bidding Firm /Company should have Minimum Average Annual Turnover of Rs. 10 lakh in Last 3 Financial Years (F.Y. 2021-22, 2022-23, 2023-24)**
8. The Manpower Contract will be for services and maintenance of cabling/ telephone instruments only.



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भारतीय जीवन बीमा निगम  
LIFE INSURANCE CORPORATION OF INDIA

उत्तर क्षेत्रीय कार्यालय, 11वां तल, टावर-2, 124, जीवन भारती बिल्डिंग, कनाट सर्कस, नई दिल्ली -110001

9. One semi-skilled person will be required to be deputed at our Office at Jeevan Bharti Building on all working days for 8 hours starting from 9.30 A.M. to 5.30 P.M. He shall also be required to visit the premises mentioned at Serial No. 2-6 for attending the complaints and routine servicing.
10. The service provider will be required to keep liaison with all Service Providers like MTNL/ Airtel etc. for keeping the direct telephones lines in order.
11. The cost of cables/spare parts etc. will be payable separately by us as per requirement and consumptions subject to production of Bills.
12. Cleaning of Telephone/Intercom instruments installed at all locations mentioned in the tender is to be done on a weekly basis.
13. The contractor being the employer in relation to the person engaged/ employed by him for providing the services under the agreement, shall alone be responsible and liable to pay wages / salaries to such person which in any case will not be less than the minimum wages prescribed for the category of Semi-skilled person from time to time by Chief Labour Commissioner(C), Government of India, Ministry of Labour & Employment, New Delhi.
14. The rate of wages per day including V.D.A (in Rupees) for Semi-Skilled Category for the tender category is Rs. 862/- vide Order dated 01/04/2024 issued by Chief Labour Commissioner(C), Government of India, Ministry of Labour & Employment, New Delhi. **The total monthly wages exclusive of P.F. and E.S.I. shall be Rs. 22412/- (Rs. 862x26).**
15. In case of any statutory increase in the wages of labour in accordance with the Minimum Wages Notification issued by Chief Labour Commissioner(C), Government of India, Ministry of Labour & Employment, New Delhi, under the Minimum Wages Act from time to time after submission of the tender, the increase of wages shall be set off by LIC of India by giving proportionate increase. It is clarified that such increase in the wages will not have any impact on the Service Charges. The Service Charges shall remain same throughout the contract period as per the original contract value.
16. Service Charges shall be paid to the Contractor. **Any Bidder quoting Service Charges less than 3.85% and more than 7% of the Wages Per Month in the Financial Bid will be considered as disqualified and will not be eligible for participation in the Bid.**
17. The contractor shall adhere to and comply with all the laws that may be applicable to him and will extend all the benefits/privileges as applicable to the person engaged / employed by him including that of Provident Fund, ESI, Workmen Compensation Act, Bonus, Gratuity and Leave etc. In case of any breach of any law, rules, notification applicable to the employee of contractor, the contractor shall be responsible and liable for any act(s) of omission and /or commission committed by any employee, agent, representative, attorney, person(s) engaged/ employed by him for discharging the obligations under this Contract. **P.F. and E.S.I. contribution on the wages shall be paid by LIC of India only if the Contractor is registered with the concerned authorities and proof of remittance of the same to the concerned Authorities is submitted along with the monthly bill. The contractor has to give separate declaration regarding applicability of P.F. and E.S.I.**
18. The contractor shall be responsible for bearing cost of treatment, if any injuries or accidents are suffered by the person employed by him during the course of duty.
19. In the event of any loss/ damage caused to LIC of India on account of the negligence of the contractor's employee/s, the contractor shall make good the loss sustained by LIC of India either by replacement of the material/ equipment or payment of compensation.
20. The Contractor will be required to submit the bill after expiry of each month by 7<sup>th</sup> day of the next month. The proof of payment of wages to the person engaged by the Contractor will also be required

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- to be submitted along with the monthly bill. Payment to the person engaged by the Contractor has to be made by the Contractor through Bank Transfer only.
21. The bidder is required to submit the Page Nos. 1-4 of this Tender along with Technical Bid duly signed with rubber stamp at place provided on Page No. 4 of the Tender as token of acceptance of all terms and conditions.
  22. The Life Insurance Corporation of India reserves it's right to accept any of the Bids/ or reject any/ or all Bids without assigning any reason thereof.
  23. Bidders may visit the Office during the Office Hours on any working day and physically verify the system installed in the Office and various other locations mentioned above to assess the volume and nature of services to be provided.
  24. The validity of tender will be 180 days from the date of opening thereof.
  25. Only those Bidders having Office in Delhi/NCR are allowed to participate in the Tender. The Bidder is required to submit the proof of office in Delhi/NCR with the tender. Tender submitted without address proof of Delhi/NCR will be summarily rejected. Proof of Office either in the form of GST Registration /Registration Certificate with local authority shall be accepted.
  26. Bidders should have valid GST & PAN Registration.
  27. **In case of more than one Lowest Rate (L-1) Bid, the contract will be awarded to the Bidder having highest Average Annual Turnover during the last 3 Financial Years (F.Y. 2021-22, 2022-23 & 2023-24).**

**Penalty Clause:-**

Penalty of Rs. 750/- per day will be deducted from monthly payment, if assigned person is not deputed in our Office at Jeevan Bharti Building on any working day during Office Hours during that month.

**Termination Of Contract :-**

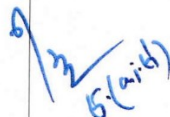
This Agreement can be terminated by LIC of India by giving one month's written notice to the Contractor without assigning any reason and without payment of any compensation, thereof. However, LIC of India reserves the right to give only a 24 hours' notice for termination of this Agreement to the contractor when there is a major default in compliance of the terms and conditions of this Agreement or the contractor has failed to comply with any of its statutory obligations. If the contractor desires to terminate the agreement for any reason, it will have to give one month's notice in advance to LIC of India.

**Procedure for submitting Bids against the tender:-**

- The Tender is being uploaded under **Two Bid System-Technical Bid (Annexure-B) and Financial Bid (Annexure-A).**
- Both, Technical and Financial Bids must be submitted at the same time giving full particulars, but in separate sealed covers duly super-scribed as **"Technical Bid for Manpower Contract for Maintenance of Intercom Extension Lines & Direct Telephone Lines"** and **"Financial Bid for Manpower Contract for Maintenance of Intercom Extension Lines & Direct Telephone Lines."**
- Please note that Financial Bid as per Annexure 'A' is to be placed in the envelope super scribed as **"Financial Bid for Manpower Contract for Maintenance of Intercom Extension Lines & Direct Telephone Lines"**.

  
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उत्तर क्षेत्रीय कार्यालय, 11वां तल, टावर-2, 124, जीवन भारती बिल्डिंग, कनाट सर्कस, नई दिल्ली -110001

- All other documents including the Technical Bid as per Annexure 'B' are to be placed in the envelope super scribed as **"Technical Bid for Manpower Contract for Maintenance of Intercom Extension Lines & Direct Telephone Lines"**.
- Both these envelopes are to be kept in one big envelope which will be super scribed as **"Tender for Manpower Contract for Maintenance of Intercom Extension Lines & Direct Telephone Lines"** and addressed to :-

Mrs. Somapa Chakraborty  
AO (Estate)  
Life Insurance Corporation of India,  
Northern Zonal Office,  
Tower 2, 11th Floor, Jeevan Bharti,  
124, Connaught Circus  
New Delhi-110001

Those Contractors who wish to send the Tenders through messenger should hand over the same during Office Hours on or before the prescribed time & date to the officer authorized as mentioned above to receive the tenders whose details are given below:-

The last date for receipt of Bids is 26.09.2024 up to 15.00 hrs.

Regional Manager (OS)

Encl: Annexure - A (Financial Bid)  
Annexure - B (Technical Bid)

I have physically verified the system of Telephone and Intercom Lines in the Office and other location and I agree to the above mentioned terms and conditions of tender.

Signature of Bidder with Stamp

Page 4 of 8

