



भारतीय जीवन बीमा निगम
उत्तर क्षेत्रीय कार्यालय, नई दिल्ली
Ref: OS/EQ./

Dated: 05.06.2023

Tender for Providing Housekeeping Services in Staff Quarters/leased accommodation

Quotation for providing Housekeeping services in staff quarters/residential premises

Life Insurance Corporation of India (LIC), Northern Zonal Office, New Delhi invites sealed quotations in two bid system from service provider having minimum three years experience in the field of providing Housekeeping services in staff quarters/residential premises in Delhi & Gurugram.

Terms & Conditions:-

A) TENDER FEE

The vendor will be required to submit non refundable tender fee of Rs.118/-either in the form of cash or Demand draft favoring **Life Insurance Corporation of India**, payable at New Delhi along with the tender document. The cash can be deposited at our cash counter (11th floor) during cash hours.

B) EARNEST MONEY DEPOSIT

A sum of Rs. 1000/- to be deposited towards EMD at the time of submission of the tender document and receipt to be enclosed with technical bid. EMD of the bidders will be refunded within 30 days from the date of award of the contract. EMD will not carry any interest.

C) SECURITY DEPOSIT

The successful bidder shall provide a security through Bank Draft payable in favour of "LIC of India", Payable at Delhi for an amount equivalent to 3% of the tender value within a period of 10 days from the date of issue of letter of intent. For calculation of tender value, the bid amount shall be multiplied by 14 numbers of eligible staff quarters/Leased accommodation x 6. The payment however will be made of actual service rendered. The EMD submitted by the successful bidder along with the bid may be adjusted against the Security Deposit, if so desired by the bidder. Security Deposit will not carry any interest.

D) PERIOD OF THE CONTRACT

The contract shall initially be for a period of one year, which may be extended at the discretion of the Corporation by another year and thereafter for a further period of one year on satisfactory performance of the contract on mutual consent on the same terms & conditions.

E) Firm /Company should have Minimum Turnover of Rs. 10 lac in at least any two of the Financial years 2019-20, 2020-21 & 2021-22

1. The services shall be provided maximum once in a month in the designated staff quarters (13 Flats at Connaught Place, Sunder Nagar, Golf Links & 1 at Gurugram).

2. The vendor should obtain the acknowledgement of having provided the satisfactory services from the occupant of the designated staff quarter.
3. The quality and punctuality in rendering of the said services are the essence of the contract and the contractor undertakes to abide by them at all times.
4. Mechanized equipments, wherever required, will be procured by the contractor.
5. The contractor shall ensure that all persons employed by him are trained & honest.
6. No relationship of employer and employee shall be created between the LIC and the employees engaged by the Contractor.
7. The contractor shall be responsible for any injuries and accidents to any persons, employed by him.
8. In the event of any loss/damage being occasioned to LIC on account of the negligence of the contractor's employees, the contractor shall make good the loss sustained by LIC either by replacement of the material/equipment or payment of compensation.
9. The Contractor, being the employer in relation to persons engaged/employed by him for providing the services under this agreement, shall alone be responsible and liable to pay wages to such persons which in any case will not be less than the minimum wage as fixed or prescribed for the category of workers employed by him from time to time or by the State Government and/or any authority constituted by or under any law.
10. 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 persons engaged/employed by him including that of Provident Fund, ESI, Workmen's Compensation Act, Bonus, Gratuity, Minimum Wages Act and Leave, etc. In case of any breach of any law, rules, notifications applicable to the employees of the Contractor, the contractor alone shall be responsible and liable for any act(s) of omission and/or commission committed by any employee, agent, representative, attorney, and person engaged/employed by him for discharging the obligations under this agreement.
11. The vendor is required to submit this tender document along with quotation duly sealed & signed with rubber stamp at place provided here in below on every pages of the same in token of acceptance of all terms and conditions.
12. The life Insurance Corporation of India reserves the right to accept or reject the quotation or cancel the entire process.
13. Validity of tender will be 180 days from the date of opening thereof.
14. Contractor shall not deploy any person below 18 years of age.
15. Contractor should have full registration under GST laws.
16. In the event of service provider not fulfilling the conditions of the contract, LIC of India reserves the right to forfeit the Security Deposit. The decision of LIC of India in respect of such confiscation of Security Deposit will be final & binding on the contractor.
17. The contractor shall be responsible for due compliance of laws relating to Housekeeping Services. Contractor shall also be liable for payment of statutory taxes & duties. Contractor will have to indemnify LIC against any claim including statutory wages and payments to statutory authorities.
18. The parties hereto have considered, agreed to and have a clear understanding on the following aspects:
 - a. This Agreement is for providing Housekeeping Services in staff quarters and is not an Agreement for supply of Contract Labor.
 - b. The LIC shall not be liable for any obligations/responsibilities, contractual, legal or otherwise, towards Contractor's employees/agents or to the said employees/agents directly and/or indirectly, in any manner whatsoever.
 - c. That the employees/personnel of contractor rendering the services under this Agreement, shall never be deemed to be the employees of the LIC in any manner whatsoever and shall not be entitled to employment, salary/wages,



damages, compensation or anything arising from their deployment by contractor for rendering the said Housekeeping Services.

19. In terms of provisions 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 contractor in respect of service outsourced by the LIC of India. It shall be the duty of the contractor to provide such documents/statements/information as may be required by IRDAI within such time as may be specified by the IRDAI”.

PAYMENTS

1. The contractor shall submit the bills on a monthly basis. The payments of bill will be made within 7days from the date of submission the bills.
2. Tax at source will be deducted as per the Income Tax Rules applicable from time to time.

PENALTY CLAUSE

- a. If service, when demanded, not provided by the contractor a penalty of Rs.500/ on each occasion will be imposed and will be deducted from the next bill produced.

TERMINATION OF CONTRACT

1. Either party can terminate this Agreement by giving one month's written notice to the other without assigning any reason and without payment of any compensation, thereof. However, the LIC shall 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.

Scope of work

Sl.No.	Services	Approximate No of Flats
1.	Three BHK Flat Housekeeping (1500 Sq.ft & above) <ul style="list-style-type: none">➤ Cleaning of floors, wall, ceiling➤ Cleaning of toilets including fitting, W.C., Tiles/dado etc.➤ Cleaning of Kitchens including cabinets etc.➤ Cleaning of Doors & Windows➤ Cleaning of fans, tube lights, AC & other electric fittings➤ Vacuum Cleaning of curtains, carpets, sofa & other furniture etc.	13 Flats
2.	Two BHK Flat Housekeeping (Upto 1500 Sq ft) <ul style="list-style-type: none">➤ Cleaning of floors, wall, ceiling➤ Cleaning of toilets including fitting, W.C., Tiles/dado etc.➤ Cleaning of Kitchens including cabinets etc.➤ Cleaning of Doors & Windows➤ Cleaning of fans, tube lights, AC & other electric fittings➤ Vacuum Cleaning of curtains, carpets, sofa & other furniture etc.	1 Flat



- **Numbers of units may increase or decrease depending upon the actual requirement**
- **Both the bids must be submitted at the same time giving full particulars, but in separate sealed covers duly super-scribed as “Technical Bid for providing Housekeeping services in staff quarters/residential premises” and “Financial Bid for providing Housekeeping services in staff quarters/residential premises”.**
- **Please note that Financial Bid as per Annexure ‘A’ is to be placed in the envelop superscribed as “Financial Bid for providing Housekeeping services in staff quarters/residential premises”. If any vendor puts the preformed for financial bid in the envelop for technical bid, such quotation will be rejected.**
- **All other documents including the Technical Bid as per Annexure ‘B’ are to be placed in the envelop superscribed as “Technical Bid for providing Housekeeping services in staff quarters/residential premises”**
- **Both these envelopes are to be kept in one big envelope which will be super scribed as “Tender For providing Housekeeping services in staff quarters/residential premises”, and addressed to :-**

**The Chairman Stores Committee
Life Insurance Corporation of India,
Northern Zonal Office,
Tower 2, 11th floor, Jeevan Bharti,
124, Connaught Circus
New Delhi-110001**

Those vendors who wish to send the quotations through messenger should hand over the same during office hours on or before the prescribed time & date to the officer authorized to receive the tenders whose details are given below:-

**Sh.Sunil Kumar
Admn. Officer (Estate)
Life Insurance Corporation of India
Northern Zonal Office,
11th floor, Tower II,
124, Connaught Circus
New Delhi-110001**

The last date for receipt of quotations is **21.06.2023 up to 15:30 hrs.**

Terms and Conditions Accepted

Signature of Vendor with stamp


Secretary (OS)



Annexure A

Financial Bid

Sl.No.	Services	Qty	Amount chargeable for Housekeeping of one flat on each occasion (Rs.)
1.	Three BHK Flat Housekeeping (Area 1500 Sq.ft & above)	13	
2.	Two BHK Flat Housekeeping (Area up to 1500 sq ft)	1	
Total			

Notes :

1. GST will be payable separately at the prevailing rate.
2. L1 will be decided on the basis of Total of the following :

Bid quoted at S.No. 1 above multiplied by 13

Plus

Bid quoted at S.No. 2 above multiplied by 1.

Annexure- B

Technical Bid

1. Name of the Organization and Address
2. Year of Establishment
3. Status of the Organization
(Whether Pvt. Ltd. Company / Public Ltd. Company / Partnership Firm / Proprietorship)
4. Since when and how long your Company / Firm has been dealing in Housekeeping.
5. Details of clientages to whom Housekeeping Services were provided during last three years:-

Sr .No.	Name & Address of the Organization	Name of Contact Person	Phone No.	E-mail ID

Please attach self attested copies of work orders of above clients.

6. Details of Tender Fee & EMD

	DD No/Receipt No & date (If deposited by Cash)	Bank Name	
Tender Fee			118.00
Earnest deposit Money			1000.00

 

7. Annual turnover

Self Attested CA Certificates/ Audit Reports issued by Chartered Accountant in respect of Annual Turnover for last three financial years to be attached.	FY 2019-2020	
	FY 2020-2021	
	FY 2021-2022	

8. (a) Name and address of Bankers

- i)
- ii)

9. PAN no. (Attach self attested copy)

10. GSTIN no. (Attach self attested copy)

11. Whether Black listed by any Govt. dept/Public sector company:

12. Are you registered with MSME/NSIC: (If Yes, attach self attested copies of relevant certificates)(**This condition is not mandatory**)

13. Are you agreeable to abide strictly by the Terms and Conditions of the Tenders and Contracts:

14. Bids of bidders not fulfilling the above conditions or not attaching proof as mentioned above are liable to be rejected.

Authorized Signatory
(Name / Designation and Seal of the firm / company)
Date:





भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA
Annexure- C

LIST OF APPROVED MATERIAL

1. The material to be used shall be of reputed make as specified herein below:

S.No.	Description of Material required	Manufacturing and Brand Names
1.	Flush Cleaner, Phenyle	Harpik, lizol ,Bengal Chemicals/ similar brands/ISI marked
2.	Stain/Glass cleaner	Colin/ similar brands
3.	Floor Cleaner	Lizol/ISI marked/Similar brands
4.	Duster	Reputed Brand
5.	Vacuum Cleaner	Reputed Brand


