



Mysore Division

Ref : OS/GUEST HOUSE

TO

Date : 12-04-2023

Draft

ವಿಭಾಗೀಯ ಕಛೇರಿ, 'ಜೀವನ ಪ್ರಕಾಶ', ಅಂ ಪ.ಸಂಖ್ಯೆ 37, ಮೈಸೂರು-ಬೆಂಗಳೂರು ರಸ್ತೆ, ಬನ್ನಿಮಂಟಪ, ಮೈಸೂರು -570 015
मण्डल कार्यालय, 'जीवन प्रकाश', पो.बॉ.सं: 37, मैसूर-बेंगलूर रोड, बन्निमण्टप, मैसूर - 570 015.
Divisional Office, "Jeevan Prakash", P.B.No:37, Mysore- Bangalore Road, Bannimantap, Mysore- 570 015.

ಫೋನ್: ದೂರಭಾಷ: Tel:0821-2498494 :

E mail : os.mysore@licindia.com, Estates.mysore@licindia.com, pension.mysore@licindia.com

TENDER FORM FOR PROVIDING CARETAKER SERVICE TO GENERAL GUEST HOUSE AND VIP GUEST HOUSE AT DIVISIONAL OFFICE PREMISES, MYSORE

Please submit your Competitive Rate for the Tender for providing Caretaker Service to General Guest House and VIP Guest House. The Tenderer is required to satisfy the following and give the details in the Tender.

1. Organisational set up of the Agency
2. Registration of the Agency with the State Authorities.
3. Income Tax returns of of the Agency/ Individual
4. GST Registration Details
5. Training facilities with the Agency regarding caretaking activities, like housekeeping and Soft skills for dealing with the Guests
6. List of Important Clients and experience if any in this field.
7. Details of Office, Staff, Address, Contact details etc.,
8. Any recognition, Awards, Appreciation received from existing or previous clients
9. PAN Number of the Agency/Individual
10. Provident Fund to their employees and Registration if applicable
11. ESI Registration if applicable
12. Requirement : 2 Caretakers one each for VIP Guest House and General Guest House and should be available 24 x 7 on all days including Holidays without any omission.
13. The Service Charges expected by the Agency per month are to be enclosed with the Sgnature and Stamp and sent to the following address:

**MANAGER (E & OS)
LIC OF INDIA,
JEEVAN PRAKASH, DIVISIONAL OFFICE,
MYSORE BANGALORE ROAD,
BANNIMANTAP EXTENSION,
MYSORE – 570015**

CONTACT PERSON FOR ANY CLARIFICATION

SRI. B.S.SUDHEENDRA, AO (E & OS), MOB. NO. 9886477612

The Tender Form should be submitted in a closed Cover marked as "Tender for Guest House Caretaker"

Successful Bidder has to deposit a security deposit of Rs. 25,000, which will be interest free. The amount will be refunded on termination of the contract by deducting any loss or damages to the properties of the Guest Houses.

LAST DATE FOR SUBMISSION OF TENDER FORM : 11-05-2023 till 3.00 pm

DATE OF OPENING OF TENDER

; 12-05-2023 at 11.30 am

In the presence of Bidders. All are requested to be present on that day.

[Signature]
SENIOR DIVISIONAL MANAGER



Mysore Division

ವಿಭಾಗೀಯ ಕಛೇರಿ, 'ಜೀವನ ಪ್ರಕಾಶ', ಅಂ ಪೆ ಸಂಖ್ಯೆ 37, ಮೈಸೂರು-ಬೆಂಗಳೂರು ರಸ್ತೆ, ಬನ್ನಿಮಂಟಪ, ಮೈಸೂರು -570 015
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TERMS AND CONDITIONS FOR PROVIDING CARETAKER SERVICE TO GENERAL GUEST HOUSE AND VIP GUEST HOUSE AT DIVISIONAL OFFICE PREMISES, MYSORE

1. Duration of the Contract is for 3 Years and may be extended for a further period of 2 years subject to satisfactory service by the Agency at the sole discretion of the Senior Divisional Manager.
2. Caretaker shall look after the Guests who occupy the Guest House and also arrange for their Morning Coffee/Breakfast at their Cost (If required)
3. Caretaker is permitted to prepare and supply Tea/Coffee and Snacks etc., at the price to be fixed by the Office from time to time
4. Caretaker shall maintain the Guest Houses neat, clean and tidy. He should change the Bed Sheets, Pillow Covers, Towels etc., after the occupant vacates and or an alternative days. The Laundry Charges shall be borne by the LIC.
5. Caretaker/Agency has to take care of the cleaning of the Guest Houses Daily including Toilets and Bath Rooms (cost of cleaning materials to be borne by the Agency)
6. Caretaker/Agency has to Operate the Water Pump, Motor, etc., daily at regular intervals for Guest House, LIC Staff Quarters, LIC Divisional Office Building, Branch 2 Building, SDM's Quarters and VIP Guest House.
7. The Caretaker/Agency has to be present at the Guest Houses round the Clock (24 x 7) on all days throughout the period of contract.
8. The Caretaker/Agency has to acknowledge the Inventory of all the properties present in the Guest Houses. The Agency will be held responsible if there is any loss of property.
9. The Caretaker/Agency shall be in possession of the Keys of Guest Houses.
10. Caretaker/Agency should not sub-let or sub-contract to another Party/Agency.
11. Caretaker/Agency has to collect the Guest House Charges as per the Tariff fixed by the LIC Office from the Guests who occupy the same and is to be remitted immediately at Divisional Office Cash Counter either on the same day or on next working day, if it is a holiday and the Receipt Number and Name of the Guest and other details are to be entered in the Guest House Register. The Guest House Register should contain all details of the Guests staying in the Guest House including contact number, address, etc., and should be made available for Inspection to the Guest House Committee, Audit and Inspection Team and any Person Authorised by the Office to do so.
12. Caretaker/Agency shall allow persons to occupy the Guest House only if authorized by the Competent Authority of LIC. The Caretaker must take a copy of the Guest House Reservation Register and allow the persons whose details are entered in the Register on production of proper Identity Card issued by LIC.
13. Caretaker/Agency has to take necessary precautions against Fire, Theft in the Building /House Houses. Any such incident must be intimated immediately to the Authorised Persons of the Office.
14. Caretaker/Agency has to see that no articles are removed from the Guest Houses without written permission of the Competent Authority and also should not allow Alcoholic Drinks, Smoking and other illegal activities in the premises of the Guest Houses.
15. This contract is liable to be terminated by either party after giving one month's notice. Caretaker/Agency should handover charges of all the Property in the Guest Houses as per Inventory on Termination of the Contract.
16. Caretaker/Agency should not be found Drunk at any time in the Premises and should not get involved in any kind of Obnoxious Activities in the Premises. No relatives and friends of the Caretaker/Agency are allowed to stay in the Guest Houses.
17. The Caretaker/Agency should not be negligent in Duty. If it is found that the Caretaker/Agency is negligent in duties or carelessness or Casual Behaviour etc., either towards Office Staff or to the Guests, the Senior Divisional manager reserves the right to Terminate the Contract forthwith, without giving any notice.

18. The Agency should not place any person as caretaker who is having any criminal charges against him by the Police Authorities. If there is any breach of Contract, the Senior Divisional Manager, LIC of India, Mysore has full rights to terminate the contract immediately without giving any notice.
19. In case of any dispute, the decision of the Senior Divisional manager, LIC of India, Mysore shall be final and binding on the Caretaker/Agency.
20. The Contract is purely temporary arrangement for the maintenance of the Guest Houses and does not confer any claim or right on the Caretaker/Agency for future employment in LIC. The Caretaker is not treated as an employee of the Corporation and the Staff Regulations do not apply to him.
21. Senior Divisional Manager, LIC of India, Mysore is the Competent Authority for making any changes in the Terms & Conditions during the term of the Contract due to Office exigencies and it is binding on the Caretaker/Agency to abide by the same
22. Expected Service Charges per month to undertake the above service is Rs. _____
(Inclusive of all taxes including GST. This contract is for a period of 3 Years without any enhancement in quoted rates.

Agreed for the Terms and Conditions mentioned above

Seal and Signature of the Agency/Individual