



Office Services Department  
Southern Zonal Office, Chennai

**CORRIGENDUM TO THE TENDER DOCUMENT OF LIC OF INDIA Dated 29.05.2023**  
**FOR OFFICE UPKEEP & OUTSOURCING OF HOUSE KEEPING SERVICES**

**FOR OFFICE UPKEEP**

**&**

**HOUSEKEEPING SERVICES, LIC OF INDIA,  
OS/ESTABLISHMENT DEPARTMENT, ZONAL OFFICE,  
10<sup>th</sup> FLOOR, LIC BUILDING, 153 ANNASALAI, CHENNAI 600 002**

**LAST DATE & TIME OF RECEIPT OF TENDERS : 10.07.2023, 3.30 pm**

**DATE & TIME OF OPENING OF TECHNICAL BID : 11.07.2023, 2.30 pm**

**Cost of Tender Document : Rs.1000/- +(GST)**



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**REVISED TENDER SCHEDULE**

Schedule for the tender processing for Office upkeep and Housekeeping services. is as given below:-

Tender Notification Number and Date	1/2023-24 dt. 29.05.2023
Cost of Tender Document	Rs 1000/- +GST @18% ( non refundable ) in the form of Demand Draft / Pay Order drawn in favour of " LIC OF INDIA" payable at Chennai to be submitted with the tender in a separate envelope super scribed" COST OF DOCUMENT office upkeep and House Keeping Services"
Earnest Money Deposit	Rs.1,00,000/- in the form of Demand Draft/Pay Order drawn in favor of "LIC OF INDIA" payable at Chennai to be to be submitted with the tender in a separate envelope super scribed "EMD FOR office UPKEEP AND HOUSE KEEPING SERVICES".
Time, Date and Place of <b>Sale of Tender Document</b> (collection in person from the given address or downloading from official site of the Corporation)	Time - <b>10.30 am to 02.30 pm</b> Date - From <b>19.06.2023 to 07.07.2023</b> Place : LIC Of India, Zonal office, OS/Establishment Department, 10 <sup>th</sup> Floor, 153 AnnaSalai, Chennai 600 002. *** Please see note below
<b>Last Date</b> , Time, and Place for receipt of Tender Documents	Time – <b>3.30 pm</b> . Date – <b>10.07.2023</b> , Place : LIC Of India, Zonal office, OS/Establishment Department, 10 <sup>th</sup> Floor, 153 Anna Salai, Chennai 600 002. *** Please see note below
Time, Date and Place of <b>Opening</b> Tender Document	<b>Time – 2.30 pm on 11.07.2023</b> Place : LIC Of India, Zonal office, OS/Establishment Dept. 10 <sup>th</sup> Floor, 153 Anna Salai, Chennai 600002.
Contract period	One year from the date of taking over which can be renewed on the same terms and conditions for second / third year if the performance of the Contractor is satisfactory to LIC.
Validity of Tender	180 days from the date of opening Technical bids

\*\*\* Tender document may also be downloaded from Corporation's website from the link:-  
[www.licindia.com/Tenders](http://www.licindia.com/Tenders)

Correction made in **PART-H**, Serial No.3 and under **PART-M**, Financial Bid correction No. of personnel required under Up keep service (Sweeping / Scavenging) – **8 hrs** duty & 4 hrs duty, as detailed below.



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**Part – H**

**Order of Arrangement of Documents with Technical Bid : -(Self Attested)**

1. Attested copy of Firm/ Agency /Company Registration
2. Copy of Shop and Establishment Act
3. Certified copy of the statement of Bank Account of the Firm/ Agency/ Company of last 3 Months.
4. Attested copy of PAN/ GIR Number
5. Attested Copy of last 3 years IT Returns filed by Firm /Company ie.2019-20, 2020-21, 2021-22.
6. Attested copy GST registration
7. **Part-G** - Technical Bid Application along with corrigendum and all (Tender & Corrigendum should be signed by authorized signatory on all pages) enclosures.
8. Certified copy of Profit and Loss Accounts of last three years i.e.2019-20, 2020-21, 2021-22.
9. Attested copies of Balance sheets of last 3 financial years, ie. 2019-20, 2020-21, 2021-22.
10. Copy of the terms and conditions as in **Part -D** in tender document with each page duly signed (with seal) by the Authorized signatory of the Firm / Agency/ Company in token of their acceptance.
11. Separate sheet in reply to question no.9&10 of Technical Bid in the given format.
12. Certificate from 2 reputed companies.  
Integrity Pact as per format provided in **PART – F** (to be submitted on allotment of tender).



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### **PART M :- FINANCIAL BID**

Financial Bid for Office upkeep & House Keeping Services at locations in Chennai.

#### **PER SHIFT CHARGES ;**

S.No.	Particulars	Supervisor	House keeping (office boys) / (Semi Skilled)	Up keep service (Sweeping / Scavenging) /(Unskilled)	Up keep service (Sweeping / Scavenging) /(Unskilled)
		Per shift of 8 hours Rs.	Per shift of 8 hours Rs.	Per shift of 8 hours Rs.	Per shift of 4 hours Rs.
		1	2	3	4
1	Basic	637	579	523	261.5
2	VDA	260	237	213	106.5
3	EPF (As per rules)	75	75	75	47.84
4	ESI (As per rules)	0	0	23.1	11.96
5	Bonus	0	0	22.42	22.42
6	TOTAL (S.No.1 to 5)	972	891.00	856.52	450.22
7	Total per shift Rs.				

PF:- 13% -Salary ceiling Rs.15000/- per month (for 26 days)

ESI: - 3.25% - salary ceiling for eligibility up to Rs.21000/- per month

Bonus: - Eligibility salary up to Rs.21000/- per month and calculated at 8.33% on Rs.7000/- per month /26 days ( per month).

#### **MONTHLY CHARGES:**

S No.	Category	Total Amt. Quoted per shift, as per column 1,2 & 3 above	Total No. Of personnel required	Total Per day Rs.	Total for a month Rs.
		a	b	c (a x b)	d (c x 26)
7.1	Supervisor		2		
8	House keeping service		21		
9	Up keep service (Sweeping / Scavenging) – 8 hrs duty		29		
10	Up keep service (Sweeping / Scavenging) 4 hrs duty		12		
	Total		64		
11	<b>Cleaning Materials for all Office upkeep &amp; House Keeping Services per month as per Annexure 1-A and 1 B – Schedule 1A</b>				
12	<b>TOTAL PER MONTH (S Nos 7.1 to 10)</b>				



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13	<b>SERVICE CHARGES</b>	
14	<b>TOTAL (S.No.11+12+13)</b>	

Please note that S.No.1 to 5 (as quoted the Basic & VDA is as per Central Minimum wages with effect from 01.04.2023 vide order dt. 03.04.2023 . Please go through the notes given in page below carefully before filling financial bid.

If the tenderer failed to quote the rate for any item(s), it is considered as incomplete bid and as such liable to be rejected.

**\*NOTES\***

1. Wages indicated above to be based on Govt of India, Ministry of Labour notification with effective from **01.04.2023** applicable to respective category(Skilled/Semi skilled/unskilled) and would be revised as and when revised by Ministry of Labour & Employment, Govt. of India, through Central Govt. Notification. **The service charges quoted above will be same throughout the contract period including extended period of contract.**
2. **Service charges quoted above should be inclusive of expenses likely to be incurred by service provider for providing Office upkeep & House Keeping services including conveyance to supervisors, visits, Holiday salary, uniforms, Identity cards, insurance(Group Insurance of Rs.2 lakhs per employee and Accident Insurance) and any other item/s required for rendering the House Keeping services for LIC as per terms and conditions of contract and any other statutory and other benefits that the Contractor intends to provide to his/her workers. Lowest bidder will be arrived by the total monthly cost.**
3. Contractor's service charges for rendering House Keeping services cannot be **zero or less than 3% of S.No. 12 of Financial Bid** mentioned above.
4. The billing and payment will depend on actual number of personnel deployed by contractor and their stipulated minimum wages according to their respective category.
5. Payment of applicable minimum wages for actual manpower deployed & service charges will be made on production of documentary evidence of payments of wages and other statutory payments to the workers deployed by the contractor including PF, ESIC etc.
6. The Financial bid should strictly be as per the given format given in the tender. Tenderers should quote **PER SHIFT CHARGES and PER MONTH CHARGES (26 days)AS REQUIRED ABOVE**. The Service charges **under S.No.'13'** of Financial Bid should be in integer and quoted per month.
7. **Merely quoting the lowest rate alone will not confer any right to such tenderer seeking acceptance. Tenderers quoting less than the Central Minimum Wages or less percentage of PF / ESI/Bonus and Service charges less than 3% will not be considered.**
8. Per shift charges quoted above will be paid for each category personnel.



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9. If there is any discrepancy in rates quoted in figures and words, rates quoted in **words** only will be taken for consideration.

**10. Adherence to statutory requirements is sole responsibility of the Tenderer.**

11. The Contractor shall ensure that none of his employees are paid salary/wages which are less than the prescribed amount under the Minimum Wages Act, 1948 by the Government of India or by the State Government or any other Authority constituted by or under any law, for the category of workers employed by them from time to time.

12. **To establish the sufficiency (quantity & Quality) reasonableness of the cleaning materials etc. with prevailing market rates and other input cost LIC may, at its discretion, ask any bidder to furnish the break up and rationale based on which the quoted rates have been arrived.**

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:

Name:

Designation:

Address :

Signature of Tenderer with seal