



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

LIC of India, OS Department, Divisional Office, Jeevan Prakash,
LIC Building, P B No. 1001, Pattom, Thiruvananthapuram 695004.
Tel: 0471 2540851 E-mail: os.trivandrum@licindia.com

WANTED - PEST/RODENT CONTROL SERVICES

Applications are invited in sealed covers from individual/Firms for hiring Pest/Rodent control services in LIC of India, Trivandrum Division. For complete details and bid documents please log on to www.licindia.in and go to "Tenders" and click on the link "Advertisement for Pest/Rodent control services at LIC of India, Divisional Office, Trivandrum. Last date of submission of tenders is on 25.09.2023 at 3.00 pm. LIC of India reserves the right to accept or reject any or all offers in full/part without assigning any reason whatsoever.

01.09.2023

sd/-
Senior Divisional Manager



“Jeevan Prakash”, Divisional Office, Post Box No.1001, Pattom P.O, Trivandrum – 695 004.
Ph: 0471 2540851, Email:os.trivandrum@licindia.com

Ref: LIC/TVM/OS/2023-24/01

TENDER DOCUMENT
For
Pest Control and Rodent Services

Tender format containing Terms & Conditions for **Pest Control and Rodent Services** at different locations in Trivandrum Divisional Area is available in our website www.licindia.com from **04.09.2023 to 25.09.2023**. Last date for submission of filled in tenders to our office will be on **25.09.2023 upto 3:00 PM**.

Also, Tender Forms will be issued from 04.09.2023 to 25.09.2023 on payment of Rs.250/- + GST @ 18% per set as Non-refundable Tender Application Fees from OS Dept, at the above address on any working day between **10.30 am to 3.00 pm** from Monday to Friday.

Tenderers, will have to send a DD for Rs.250/- + GST Rs.45/- total Rs.295/- (Rupees Two hundred Ninety Five only) towards tender fee along with the completed tender. (Applicable for Tender Forms downloaded from LIC of India website)

The Sr. Divisional Manager, LIC of India, Trivandrum reserves the right to reject/issue the tender to any agency at his sole discretion without assigning any reason whatsoever.

Date: **04.09.2023**

Senior Divisional Manager

LAST DATE & TIME OF RECEIPT OF TENDERS : 25.09.2023, 3.00 pm

DATE & TIME OF OPENING OF TECHNICAL BID : 25.09.2023, 3.30pm

Cost of Tender Document: Rs.250/- + (GST)



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TENDER SCHEDULE

SI No	Description	
1	Name of work :	Tender for Pest /Rodent control service & empanelment
2	Cost of tender document (Non refundable)	295.00 (250.00 + GST) Two hundred ninety five only
3	Earnest Money Deposit	2500/- (Rupees Two thousand five hundred only)
4	Date of sale of tender document	From 04.09.2023 to 25.09.2023 between 10.00 AM and 3.00 PM on all working days from the above office on payment of non refundable tender cost by Demand Draft / Pay Order in favour of " Life Insurance Corporation of India" payable at Thiruvananthapuram.
5	Last Date & Time of receiving/ submission of tender document.	On 25.09.2023 up to 3.00 pm.
6	Date & Time of opening of Technical Bids	As on the last date of submission of tender i.e. on 25.09.2023 at 3.30 pm
7	Date & Time of opening of Financial Bids.	Shall be intimated later on.
8	Time Limit for handing over possession of the premises.	Within 7 (Seven) days from the date of issue of acceptance letter.
9	Lease period / Contract period	As mentioned in the terms and conditions of the contract.
10	Notice period for Termination of contract.	30 days
11	Validity of tender	3 months from the date of opening of Technical Bid.

Date : 04.09.2023

Senior Divisional Manager



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PART - B

INSTRUCTIONS TO BIDDERS

The tender forms will be available from 04.09.2023 to 25.09.2023 between 10.00 AM to 3.00 PM on weekdays (excluding Holidays, Saturdays and Sundays).

1. The last date for submission of filled in tenders (both technical and financial bids) is on 25.09.2023 up to 3.00 PM. The offers received after the last date and time mentioned above will not be considered.
2. The filled in tenders should be submitted to the address given below :
**The SENIOR DIVISIONAL MANAGER
L.I.C. OF INDIA,
DIVISIONAL OFFICE,
JEEVAN PRAKASH, POST BOX NO.1001
PATTOM.P.O, THIRUVANANTHAPURAM 695 004**
3. The **Technical Bid** will be opened on 25.09.2023 at 3.30pm in the presence of bidders or their authorized representatives who may wish to be present. After scrutiny of the technical bids and assessment of the offers, the financial bids of only those bidders, whose offers 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 whose offers are found suitable.
4. The tender form consists of the following documents. i.e.,
 - i) Instructions to bidders and Terms & Conditions.
 - ii) Technical part.
 - iii) Financial part.
5. The offers are to be submitted in Two Bid system i.e., Technical Bid and Financial Bid. The Technical Bid consists of all the required information called for in the questionnaire (other than the Financial Bid). The Technical Bid shall be submitted in sealed cover (Marked Envelope - I) superscribing as “Technical Bid” for “TENDER FOR **Pest Control and Rodent Services** - LIC OF INDIA, DIVISIONAL OFFICE, TRIVANDRUM and DIVISIONAL AREA”. Technical Bid should be strictly as per Annexure “A” containing all the certificates/information/documents.
6. The price bid shall contain only Financial details i.e., rate and other financial implications. The Financial Bids will be placed in the **Envelope - II superscribed with the words “Tender for Pest Control and Rodent Services. The Financial Bid should be strictly** in the format as given in Annexure “B”. This cover will be opened after short listing of tenders based on the basis of Technical Bids evaluation.

Technical Bid and Financial Bid kept in single cover or kept in unsealed covers will not be considered.



“Jeevan Prakash”, Divisional Office, Post Box No.1001, Pattom P.O, Trivandrum – 695 004.
Ph: 0471 2540851, Fax 2541405 , e mail : os.trivandrum@licindia.com

7. Envelope – III This cover should contain the DDs/Pay orders for EMD and TENDER FEE for Rs. 2500/- and Rs.250/- (plus GST @18%) Those who are exempted shall write “MSME-Exempted” on the top of the cover and put original/certified copies inside the cover.

EMD amount of Rs. 2500/- (Rupees Two thousand five hundred only) in the form of Demand Draft / Pay Order in favour of “ Life Insurance Corporation of India” payable at Trivandrum and the cost of tender fee of Rs. 250/- + GST Rs.45/- (Rupees two hundred ninety five only), the Miscellaneous Receipt of the tender fee deposited or D.D or Pay Order shall be submitted in sealed cover (Marked Envelope -III) super scribing as “Earnest Money Deposit” for “**TENDER FOR Pest Control and Rodent Services -LIC OF INDIA, DIVISIONAL OFFICE, TRIVANDRUM and DIVISIONAL AREA**” along with “Technical Bid and Financial Bid “. Please note that no interest is payable on the EMDs.

8. All the three envelopes will be placed in a fourth envelope (Envelope – IV) and sealed and submitted to the LIC OF INDIA, DIVISIONAL OFFICE, TRIVANDRUM at the address given above. The envelope must be super scribed with “**TENDER FOR Pest Control and Rodent Services – LIC OF INDIA, DIVISIONAL OFFICE TRIVANDRUM and DIVISIONAL AREA**” and the last date for submission **25.09.2023** up to **3.00 pm** and the Technical bid will be opened on **25.09.2023** at **3.30 pm**. in the presence of bidders or their authorized representatives who may wish to be present.

9. In case the tender form is downloaded from the corporation’s web site, the non refundable tender fee of Rs.250/- + GST Rs.45/- (Rupees two hundred ninety five only) may be remitted in the form of Demand draft / Pay order drawn in favour of “ Life Insurance Corporation of India” payable at TRIVANDRUM

10. **Refund of EMD :-** EMD shall be refunded as under :

(i) EMD of all unsuccessful Vendors / bidders shall be refunded within one month’s time after scrutiny and submission of Technical Assessment Report by Divisional Committee to the **SENIOR DIVISIONAL MANAGER**.

(ii) EMD of other bidders (except lowest bidder) shall be refunded within one month’s time after opening of Financial Bids.

(iii) EMD of lowest bidder shall be refunded separately or adjusted along with the Security Deposit.

(iv) In case the lowest vendor / bidder refused to render services after issue of allotment letter, a notice shall be served to them by giving **30 (thirty) days** time failing which their EMD amount lying/retained with us shall be forfeited without any further correspondence. **Sr. Divisional Manager is the competent authority to refund / forfeit the EMD amount.**



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Trivandrum – 695 004 Ph: 0471 2540851, Fax 2541405 Email :os.trivandrum@licindia.com

All the pages of the tender form are to be signed by the bidder. In case of joint ownership, all owners have to sign 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.

11. Tenderers should note that their tenders should remain open for consideration for a minimum period of 06 months (Six months) from the date of opening of “Technical Bids”.

12. The Tender Inviting Authority reserves the right to accept any tender or to reject any or all tenders at his sole discretion without assigning reasons thereof. The Tender Inviting Authority does not bind to accept the lowest tender.

13. Financial Bids of only technically qualified bidders will be opened to decide L1. In case of more than one L1 bid emerging, the bidder with highest average turnover in the last three Financial Years as per Sl.No.18 of Annexure “A” (Technical Bid) will be decided as L1. When more than one L1 emerge even at this stage, highest turnover in the latest Financial Year 2022-23 shall be considered to decide L1.

14. The tenderer not fulfilling eligibility conditions of the tender will not be considered.

15. Decision of the Corporation will be final conclusive and binding on the tenderer and Corporation takes no responsibility for any delay whatsoever for submission of tender after the last date and time given in the Schedule.

Place :

Date :

Signature of vendor with seal



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Trivandrum – 695 004.

Ph: 0471 2540851, Fax 2541405 Email: os.trivandrum@licindia.com

“TENDER FOR Pest Control and Rodent Services”

This tender consists of two parts, viz., Technical Bid including Instructions to Bidders, Terms and conditions and Financial Bid containing expected price only. Separate Technical and Financial bids are to be submitted for each proposal. The Technical Bid, Financial Bid and the Earnest Money Deposit (EMD) should be sealed in envelopes

The use of envelopes will be as under:

- (a) **Envelope marked as I:** The duly completed **Technical Bid** be put in this envelope and sealed.
(As per Annexure A)
- (b) **Envelope marked as II:** The duly completed **Financial Bid** be put in this envelope and sealed.
(As per Annexure B)
- (c) **Envelope marked as III:** The DD or Bankers cheque for “**Earnest Money Deposit**” and “**Cost of tender document**” or the Miscellaneous Receipt of the required value be put in this envelope and sealed.
- (d) **Envelope marked as IV :** All the three envelopes shall be placed in envelope marked – IV and sealed (i.e. Envelopes marked as IV , will contain three envelopes marked as I ,II & III) and submitted to LIC of India, in sealed condition “ Super scribing as “**TENDER FOR Pest Control and Rodent Services -LIC OF INDIA, DIVISIONAL OFFICE, TRIVANDRUM and DIVISIONAL AREA**” Last date for submission is **on 25.09.2023, 3.00 pm.**

PART -C

Terms and conditions

1. The terms and conditions along with the instructions will form part of the tender to be submitted by the tenderer to LIC of India, herein termed as Corporation.
2. Tender which is received on account of any reason whatsoever including postal delay etc after the expiry of time and date i.e **25.09.2023, 3.00 pm fixed** for submission of tenders shall be termed as ‘**LATE**’ tender and not to be considered. Such tender shall be returned to the concerned party without opening the same.

3. Those Technical bids which are found to be in order i.e. satisfying all the stipulated conditions for **Pest Control and Rodent Services** shall be short-listed and financial bids of only such short-listed bidders will be opened.
4. Any agency submitting the tender shall be deemed to have read and understood the terms and conditions, scope of the work, etc and quoted accordingly.
5. LIC of India reserves the right to call for missing/additional requirements or otherwise from the applicant at the time of analysis of the tenders received in response to this notice.
6. Any conditional offer / tender shall not be considered.
7. Any modification in the tender after opening date shall not be considered.
8. The Tenderers should read and understand all the terms and conditions of the Tender before applying as the submission of the tender shall be deemed to signify the acceptance of the terms and conditions of this tender and Annexures forming a part and parcel of it and the successful tenderer shall sign and execute a Contract subsequently which shall be inclusive of the terms and conditions etc., as set forth in the entire tender document
9. Decision of the Corporation will be final conclusive and binding on the tenderer and the Corporation takes no responsibility for any delay whatsoever for submission of tender after the last date and time given in the schedule.
10. LIC of India does not bind itself to accept the lowest or any tender and reserves the right to reject all or any bid or cancel the tender without assigning any reason whatsoever.
11. The Bidders should ensure and confirm that they have the entire mandatory compliance certificates/ registrations/ license under various applicable laws including labour laws applicable for the state of Kerala. Minimum wages payable to the personnel to be engaged shall be strictly as per Labour Act only. The Bidder should comply with various provisions of Contract Labour (R & A) Act 1970 and Central Rules 1971
12. The bidder should not have been black listed with any office of the Corporation (LIC) or any other establishments. The Bidders should have proper infrastructure/manpower/ tools and tackles for providing **Pest Control and Rodent Services**
13. While discharging the duties, the agency shall be responsible for all injuries to persons, damage to building, building structure, streets, and footpaths and shall rectify it at its own cost.
14. Financial bids of only technically qualified bidders will be opened to decide L1. In case of more than one L1 bid emerging, the bidder with highest average turnover in the last 3 Financial Years as per Sl.No.18 of technical bid will be decided as L1 .When

more than one L1 emerge even at this stage, highest turnover in the latest financial year i.e., 2022-23 shall be considered to decide L1.

15. The contract shall be for a period of One Year initially. However, the same may be extended by two more years, not more than one year at a time, at the same rates , terms and conditions subject to approval of Competent Authority.
16. **The Contractor should possess, for the entire duration of the contract, all licenses and registrations as may be required under any law and shall be responsible in registering himself and obtain a valid license under contract Labour (Regulations and Abolition) Act, 1950 and rules there under. The Contractor shall comply with all applicable laws, rules and regulations relating to Provident Fund, Payment of Bonus, Minimum wages, Contract Labour Act or any other Statutory / Regulatory requirements. Any dispute regarding such dues shall and be dealt with and settled by the Vendor.**
17. **The Contractor shall not assign or sublet the benefits of this contract to any person or entity and in the event of any violation or breach thereof, LIC at its discretion but without prejudice to its other rights and remedies, terminate this contract immediately.**
18. All vendors are requested to submit the tender documents (Technical Bid and Financial Bid) duly filled in with the relevant documents / information at the following address :

**THE SENIOR DIVISIONAL MANAGER,
L.I.C. OF INDIA,
DIVISIONAL OFFICE,
Jeevan Prakash, Post Box
No.1001, Pattom.P.O
TRIVANDRUM 695 004**

Place:

Date:

Signature of vendor with seal



ENVELOPE – 1. ***ANNEXURE “A”***
Application Form for Pest/ Rodent Control Service for the Offices of the Corporation in Thiruvananthapuram and Kollam Districts

Name of the Firm Complete address	
Details of Application fee remitted (Amount, DD No?Receipt No & date)	
Date of incorporation (attach copy of Certificate of incorporation)	
Details of the Firm (attach copies of Articles & Memorandum)	
Turnover for the last 3 years (attach copies of last audited accounts)	
Income Tax Clearances (attach copy of last Assessment Order)	
Details of experience in Pest Control Service (attach relevant documentary evidence)	
Details of clients (attach relevant documentary evidence)	
Any other relevant details	

We agree to notify the Corporation of any changes in the foregoing particulars as they occur and to verify and confirm the same

We certify that the above particulars are correct and if any statement is found to be false, etc., the Corporation deserves the right to remove our name from the panel, with immediate effect.

We understand and agree that the Corporation has the right to remove our name from the panel without assigning any reason, and the Corporation's authority in this regard is full and final.

We understand and agree that contract does not make the Corporation obligatory in any manner

Place:

Date:

Encl: list of enclosures

Authorised Signatory

TERMS AND CONDITIONS OF THE CONTRACT

The terms and conditions of the contract are as under:

1. The contract will be for a period of one year
2. Rodent control treatments should be carried out in the internal and external periphery of the entire office
3. The nature of treatment should be by trapping the rats by baiting, glue trapping or repellent spraying etc., the trapped or killed rats should be removed from the premises immediately.
4. The service also includes burrow fumigation and repellent spraying
5. The premises should be free from rodents
6. The service charges per month basis should be quoted for the treatment in the Non modernized branches
7. The service charges on quarterly basis should be quoted for service at Modernized branches
8. You should visit the place the immediate day after the trap is placed and 2-3 days after the same. You are also bound to service as and when called for the same by our office.
9. If you fail to give the required service and found not satisfactory, the contract will be terminated without assigning any reason thereof.

Prior to your visit to the concerned Office for pest/rodent/reptile/snail control treatment, you will have to contact the concerned officer and inform about your visit for treatment well in advance. Especially, the said work should be done on Saturdays/ any other day as required by the concerned office with prior permission of the authorities of concerned branch of visit. The area in sq.ft of our various offices are shown in the attached sheet

The LIC of India, Thiruvananthapuram Divisional Office reserves the right to cancel the contract anytime during the above term without assigning any reason.

The contract will be confirmed to the concerned firm only after assessing the quality of treatment for the first quarter. If you are agreeing with the above terms and conditions, kindly return this form duly signed by you and quote your rates in the attached form.

Yours faithfully,

Manager (E & OS)

.....
I/We agree to the above terms and condition. I/We also hereby declare that the statements/ documents written/produced by me/us in this tender document are true and if at any point of time, if it is found to be false/incorrect, done with a malafide intention, this whole contract stands vitiated and cancelled immediately.

Dated at _____ this _____ day of _____ , 2023.

Signature of the Vendor Name & Address Seal



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ENVELOPE– II

FINANCIAL BID

ANNEXURE “B”

Tender for Pest/ Rodent Control Services LIC OF INDIA, TRIVANDRUM DIVISION

The consideration for Pest/ Rodent Control Services) shall be as follows:

Modernized Offices

Sl.No.	Branch	Area in Sq.ft.	Agreed Quarterly Rate
1	CBO-I, TVPM	5816	
2	PUNALUR	5450	
3	KILIMANOOR	6208	
4	ATTINGAL	7175	
5	CHATHANNUR	5886	
6	KOLLAM-I	9200	
7	KOLLAM-II	8000	
8	KOTTARAKKARA	7000	
9	NEDUMANGAD	8670	
10	KARUNAGAPALLY	7424	
11	DIVISIONAL OFFICE, TVPM	50000	
12	LIC VVIP- Guest houses	3265	
13	LIC Guest House	3000	
14	SSO-BALARAMAPURAM	970	
15	SSO-KATTAKADA	1060	
16	SSO-KAZHAKKOOTAM	1380	
17	SSO-VARKALA	1150	
18	SSO-KADAKKAL	1320	
19	SSO-PEROORKADA	1200	
20	SSO-AYOOR/ANCHAL	1300	
21	SSO-VITHURA	1331	
22	SSO-PARASALA	1200	
23	SSO-KALLAMBALAM	1200	
24	SSO-VENJARAMOODU	1250	
25	SSO-PARAVUR	1200	
26	SSO-BHARANIKAVU	1200	
27	SSO-KUNDARA	1200	
28	SSO-CLIA-NEYYANTINKARA	1108	
29	SSO-CLIA-ATTINGAL	1143	
30	SSO-PUTHUR	1500	
31	SSO-CHAVARA	1690	

Non-Modernized offices

Sl.No.	Branch	Area in Sq.ft.	Agreed Monthly Rate
1	CBO-II, TVPM	8940	
2	CBO-III, TVPM	5850	
3	CBO-IV, TVPM	5094	
4	CBO-V, TVPM	5207	
5	KOTTARAKKARA	7562	
6	RMF CENTRE KARAKULAM	14307	

The Financial bid should strictly be as per the given format given in the tender..
Adherence to statutory requirements is the sole responsibility of the Tenderer.

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.

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:

Signature of the Tenderer

Name & Address
Seal

Documents to be enclosed along with Technical Bid in Annexure "A":

- I) 1. Demand draft for Rs.2500/- towards EMD (Envelope - III)**
- 2. DD for Rs.295/- towards tender application fee. (Envelop - III)**
- II) Self attested photo copies of the following documents:**
 - 1. Certificate of registration for GST.**
 - 2. Audited financial statements (Profit and Loss Account and Balance Sheet) for the last three financial years.**
 - 3. Income tax assessment order/returns for the last three financial years.**
 - 4. Certificate of Income Tax PAN Number**
 - 5. (Cancelled Cheque leaf of the vendor/contractor / Copy of first page of the bank pass book of vendor/contractor)**