

PROVIDING HOUSEKEEPING SERVICES

TO

**LIC OFFICES UNDER
GANDHINAGAR DIVISION**

Date of issue: 14th December 2023

Last date of submission: **29th December 2023**, by 16.30 PM.

Tender Notice

LIC of India, GANDHINAGAR Divisional Office, GANDHINAGAR intends to hire the services of Agencies/firms/organizations for providing Housekeeping services to its various offices, Branches of Gandhinagar Division, and Guest House at GANDHINAGAR.

For complete details and tender documents please contact the Estate Department, Ground floor at the above address between 11.00 am to 4.30 pm or log on to www.licindia.in and click on “ Tender for House keeping Services, GANDHINAGAR Division” under the link “Tenders”.

LIC of India reserves the right to accept or reject any or all offers in full / part without assigning any reasons whatsoever. The firms/Agencies that are on our panel are also required to apply a fresh, if interested.

Last date for submitting bid documents is on **29.12.2023 (16.30 hours)**.

Date: 14.12.2023
Place:GANDHINAGAR

Sr. Divisional Manager

INDEX

Tender for awarding work of House Keeping Services

On Contractual Basis for offices under GANDHINAGAR Division as per locations mentioned in Annexure "D"

Please check that total number of Pages is **31**.

Each Page of the Tender Document must be Signed & Stamped by the Tenderer before submission.

Sl.No.	Description	Page From & To	No. of Pages	Remarks
1	Cover page	1	1	
2	Tender Notice	2	1	
3	Index	3	1	
4	Scope of work	4 -5	2	
5	Tender Schedule	6	1	
6	Instructions to Bidders	7-10	4	
7	Eligibility Condition	11	1	
7	General terms and conditions	12-20	9	
8	Technical bid form	21-23	3	Annexure A
9	Financial bid form	24-25	2	Annexure B
10	Checklist of documents	26	1	Annexure C
11	Locations	27-29	2	Annexure D
12	Copy of Affidavit	30-31	2	Annexure E

Scope of Work for House keeping services

The successful Bidder will have to provide Housekeeping services to LIC of India, GANDHINAGAR Division at its various offices, Branches, and Guest House (as mentioned in 'Annexure-D') by deploying their personnel to the satisfaction of LIC of India, GANDHINAGAR in consistency with standards set by and instructions issued by authorized LIC of India officials from time to time.

SCOPE OF WORK & OTHER TERMS & CONDITIONS

The Service Provider will have to engage suitably qualified and trained personnel to carry out the following Services.

For ' GANDHINAGAR Division Office, Branches, and Guest house.

1. Dusting, cleaning, Sweeping and dry mopping /wet mopping of all floors, passages, staircases, halls, rooms, lifts, reception area and external area, drinking water area of all floors and wherever directed by the authority **at least twice daily**.
2. Sweeping and mopping of all office areas including cabins and attached toilets on all floors at least twice daily.
3. Collection and disposal of garbage from all the floors, emptying and cleaning of all dustbins. Proper disposal of all waste from the compound
4. Cleaning of all gents & ladies toilets, wall tiles, pots, at least two times a day with filling and refilling of (i) Liquid Soap, (ii) Air Fresheners (stick / round / etc.), (iii) Naphthalene Balls / Sani Cubes to deal with bad odor and germs. Also undertake regular inspection of the toilets and ensure necessary cleaning and mopping of the same. Also in case of any problems relating to plumbing, breakage etc bringing it to the notice of the designated officials of the respective office/OS Department
5. Periodic cleaning and dusting of tables, chairs, partitions, window glasses, sofas, wooden racks, steel cabinets, etc on all the concerned floors and the cabins.
6. Removing cobwebs and dusting, cleaning of ceiling, all types of fans, furniture, window panels from inside and outside, window grills, tube lights and electrical fittings, cleaning of wooden laminates, partitions etc fortnightly one time.
7. Daily sweeping of parking area, if any, /premises before 09.30 am and collection and proper disposal of garbage/dry leaves etc. weekly washing of the parking area. Daily cleaning of pantry area if any.
8. Sweeping and mopping of the Sports room at least once daily and cleaning of cobwebs, racks at the room fortnightly.
9. Terraces of all buildings wherever applicable to be cleaned at least once in a month.

10. Any other work related to above and as instructed from time to time. The house keeping staff will also be required to do any other jobs as may be directed by the authority.

The cleaning schedule generally commences from 9.00 am and the cleaning routine would be as per requirement and instructions of the particular office/branch.

The scope of work for housekeeping staff:

(1) Work includes daily dusting/cleaning of tables, chairs, almirahs, filing work, carrying of files/documents within departments, from one department to other department, storage in the chamber and all departments of Branch Office/satellite office. Cleaning of fans at regular interval i.e. fortnightly.

(2) Opening & Closing of Office and doors & windows , routine jobs like ON/OFF of Lights, Fans Computers .

(3) Any other work related to above and as instructed from time to time. The house keeping staff will also be required to do any other jobs as may be directed by the authority

Scope of work for Caretaker at Guest house:

1) Looking after the Guest house and taking care of the guests in proper manner with utmost courtesy and decency and providing all the necessary facilities to them as per laid down provisions.

2) Contacting Estate department at Divisional Office LIC OF INDIA GANDHINAGAR daily to collect the guest house booking details. Allowing entry of the guests to the guest house as per the booking after verification of identity of the guest.

3) Maintenance of a Log Register for recording entries of stay of guests, production of the register to Estate department for verification, Collection of guest house charges from them and remittance of the charges so collected to Divisional Office, LIC OF INDIA, GANDHINAGAR on day to day basis.

4) Changing of Bed sheets, pillow covers, curtains etc as per the schedule decided by the office

5) Ensuring cleanliness in all the rooms, kitchen, passages, balconies, staircases, washrooms and keeping all the furniture items, utensils and all other articles placed In guest house in neat and tidy condition

6) Maintaining Electrical and electronic gadgets placed in guest house in up to date condition ensuring their safety and regular maintenance.

7) Ensuring safety and security of guest house property, items and articles placed there in, guests and their belongings.

8) Undertaking all the housekeeping work as enumerated in the scope of work for housekeeping job at guest house.

TENDER SCHEDULE

Name of Service	Providing House keeping services at various offices/premises of GANDHINAGAR Division
Tender documents	Tender forms can be obtained from 14-12-2023 to 29-12-2023 between 11.00 am to 16.30 pm on week days (excluding Holidays, Saturdays and Sundays). On payment of non refundable tender fee Rs. 250/- + GST @ 18 % (Rupees two hundred fifty only + GST) in cash or by demand draft on any nationalized/schedule Bank in favour of "Life Insurance Corporation of India" payable at GANDHINAGAR at the cash counter at GANDHINAGAR D.O. The miscellaneous Receipt issued by our cash counter is to be enclosed with the Technical Bid. For the tender forms down loaded from our website the Demand Draft/Bankers Cheque for Rs 250/- + GST Rs 45/- Total Rs 295/- payable at GANDHINAGAR is to be enclosed with the Technical Bid.
Earnest Money Deposit	EMD of Rs.2,00,000/- (Rupees Two Lacs only)(Interest free) by Demand Draft/Bankers Cheque in favour of LIC of India, payable at GANDHINAGAR should be enclosed along with the Technical Bid.
Date of Sale of Tender Documents	From: 14-12-2023 to 29-12-2023
Last date of submission of Tenders	16.30 hours on 29/12/2023.
Date & time of opening the Technical Bid	02/01/2024. 15.00 Hrs
Date & time of opening the Financial Bid	Shall be intimated later on.
Contract period	The contract shall initially be for a period of one year which may be extended at the discretion of the Corporation and on consent of the contractor/Bidder for a further extension for the period of one year on yearly basis maximum 2 terms with the same terms and conditions inclusive of rates if the performance of the service provider is satisfactory to LIC.
Notice period for termination of contract	One month if LIC intends to terminate the contract. Three months if the contractor intends to terminate the contract.
Validity of Bid	90 days from the opening of the tenders

INSTRUCTIONS TO BIDDERS (FOR HOUSE KEEPING SERVICES)

1. The tender forms will be issued from 14-12-2023 to 29-12-2023 between 10.00 am to 4.30 pm on week days (excluding Saturday and Sundays and holiday) on payment of Rs. **250/-** (Rupees Two hundred fifty only) + GST in cash or by Demand Draft drawn on any nationalized or schedule bank in favour of Life Insurance Corporation of India payable at GANDHINAGAR at the cash counter of GANDHINAGAR DO at the above address. The miscellaneous Receipt issued by our cash counter for the payment of tender fee is to be enclosed with the Technical Bid. For the tender forms downloaded from website, **Demand Draft/Bankers Cheque for Rs 250/- + GST 18%** (non refundable) payable at GANDHINAGAR to be enclosed along with Technical Bid towards the cost of tender application.

2. The last date for submission of dully filled in tenders (both technical and financial bids along with EMD amount) is 29-12-2023 up to 16.30 hours. The offers received after the last date and time mentioned above will be termed as "LATE" and will not be considered and the same will be returned to the concerned bidder without opening.

3. The offers are to be submitted in two Bid systems i.e. Technical Bid and Financial Bid. Both Bids must be submitted at the same time giving full particulars in the prescribed formats but in separate sealed covers. Three envelopes duly sealed should be used for submission of Tender as under:

1) **Envelope no – 1** should contain

(a) **Technical Bid (as per Annexure A)** submitted with all related documents.

(b) Tender Fee of Rs **250/-** (non Refundable)+GST by demand draft/bankers Cheque favouring Life Insurance Corporation of India payable at GANDHINAGAR if not paid earlier at our cash counter at GANDHINAGAR Divisional Office or miscellaneous receipt for payment of Rs **250/-** + GST issued by LIC of India GANDHINAGAR Division in payment of tender fee.

(c) EMD of Rs.**2,00,000/-** (Two Lacs only) by demand draft/bankers Cheque favouring Life Insurance Corporation of India payable at GANDHINAGAR

(d) other documents like Instructions to Bidders, Terms and Conditions, Eligibility Condition, Annexure – A ,Annexure – C and Annexure – D. Annexure – E (on stamp paper of Rs 300/- duly notarized) duly signed and sealed on all pages. This envelope should be sealed properly with sealing wax and **super scribed as "Technical Bid-Tender for House keeping"**

2) **Envelope no 2 (Financial Bid)** should contain Financial Bid (as per **Annexure B**:rate of wages per person per month for 8 hours duty, administrative charges etc) duly completed, sealed and signed. This envelope should be sealed properly with sealing wax and **super scribed as "Financial Bid- Tender for House keeping Services."**

3) **Envelope no 3** Both the above envelopes are to be placed in to one big envelope no 3 super **scribed as “Tender for House keeping Services GANDHINAGAR.”**

4. The duly filled in and completed tender should be submitted to
**Sr. Divisional Manager, LIC of India,
 OS Deptt, GANDHINAGAR Divisional office,
 Ground Floor, “Jeevan Prakash”
 GANDHINAGAR-382010**

5). The technical bid will be opened on 02-01-2024 at 15.00 noon in the presence of Bidders or their authorized representatives who may like to remain present. All Bidders are advised to remain present (self or representative) in their own interest. The authorized representative must bring an authority letter from the bidder. Only properly sealed tenders will be opened. Unsealed or improperly sealed tenders are liable to be rejected. Conditional bids will also be summarily rejected.

After scrutiny of the technical bids, in order to satisfy itself about the nature and quality of services rendered by the tenderer, LIC of India may depute its Officer (s) or authorized representative to visit the Institute/Establishments mentioned by the bidder. Besides, LIC of India may also arrange for verification of any document/ testimonial submitted by bidder in support & compliance of technical criteria as laid down in the tender document. It will be mandatory for the bidder to extend full cooperation to LIC of India so that necessary verification is completed without any delay. In case the bidder fails to cooperate or where after verification it is revealed that bidder does not meet with the criteria as laid down in the Tender Document, then his bid would be considered as non-responsive/unqualified bids and the same will not be processed further.

6) The financial bids of only those bidders, whose offer 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 only

7) EMD of other Bidders (excluding successful Bidder) shall be refunded without any interest on the amount deposited within 30 days from the date of final decision on awarding the work/contract.

8) Successful Tenderer must deposit Security Deposit in the nature of performance guarantee @ 10% of the Contracted Value by Demand draft on scheduled Bank in favour of Life Insurance Corporation of India payable at GANDHINAGAR within 10 days of receipt of the communication about his selection as successful Tenderer/Bidder and the same amount will be refunded without interest after expiry of the Tender Term on satisfactory performance of the Contract. EMD of successful Bidder may be adjusted towards security deposit.

9) The following documents should be enclosed with the Technical Bid:

a) Certificate of Registration under Companies Act, 1956/Partnership deed with proof of registration of firm/Individual Firm. Valid Certificate of registration under the Gujarat Shops & Establishment Act, if applicable.

b) Copy of the PAN no. as allotted by the Income Tax Department.

- c) Certificate of the Labour License/Statutory Licenses as required by any Central or State Government Act.
- d) Copy of the Goods and Service Tax Registration
- e) Copy of the E.P.F. registration
- f) Copy of the E.S.I. registration
- g) An affidavit stating that the applicant is not facing any blacklisting from any establishment of Central Government or the State Government or the PSU for breach of agreement
- h) Income Tax Returns for last 3 years
- i) Audited Accounts, Balance Sheets, and Profit and Loss Accounts for last 3 Years.
- j) Work orders of existing major contracts with large Institutes/PSUs/Govt Organisations.
- k) Work orders confirming no of persons employed by the Bidder as at **31/03/2023**
- 10) Non submission of documents referred in technical Bid/Non disclosure of relevant information or furnishing of incorrect information, documents may suffer disqualification.
- 11) All the pages of the tender form are to be signed by the bidder. In case of joint ownership, all owners have to sign on 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.
- 12) Bidder should note that their tenders will remain open for consideration for a minimum period of 03 (three) months from the date of opening of Technical Bid.
- 13) The financial bids will be opened only if at least two Technical Bids are found suitable. In any case single Financial Bid shall not be opened.
- 14) It may be noted that no negotiations will be carried out, and therefore most competitive rates should be offered.
- 15) The agency/firm/service provider may preferably be in the profession for at least 4-5 years and should have client who are PSU/Banks/Government Bodies/reputed private firm.
- 16) The agency may preferably be on the approved panel of at least one reputed organization of GANDHINAGAR..
- 17) The agency/firm should have an establishment having good infrastructure in Gujarat preferably in GANDHINAGAR city.
- 18) The Agency is required to provide its NEFT details along with the tender documents.
- 19) The firms/Agencies which are on our panel are also required to apply a fresh, if interested.

- 20) Canvassing in any form will disqualify the tenderer.
- 21) The short-listed agencies/firms will be informed in writing or telephonically by the Corporation for arranging their office inspection if required.
- 22) The tenderers are advised to inspect the premises where the services are required to be offered and assess for requirements themselves before submission of the tender. The prospective Bidders may interact with the LIC Officials of estate Dept DO, at above mentioned address during office hours only to understand the existing infrastructure and facilities, existing deployment pattern of personnel, expected requirements of the Divisional Office and branches and the desired level of services which the Service Provider is expected to render during the contractual period etc.
- 23) Any modification/corrigendum to the Tender or extension of tender submission period shall be uploaded on the web site of LIC of India and shall not be published in NEWS paper.
- 24) LIC of India, reserves the right to accept any tender or to reject any or all tenders at its sole discretion without assigning any reasons thereof and shall not be bound to accept the lowest tender.

Eligibility Conditions:

- 1) The Bidder should have its Head/Regional/Branch Office at GANDHINAGAR with suitable training facilities for House Keeping personnel.
- 2)The Bidder should have a valid contract labour license under the Contract Labour Act 1970 and Contract labour (Regulation and Abolition) Central Rules 1971 and also should have on their wage roll minimum 500 house keeping personnel as on **31/03/2023**
- 3) The Bidder should have valid Provident Fund/ESIC/Goods and Service Tax/Shops and establishment (if applicable) Registration.
- 4) The Bidder should have minimum 3 years experience of dealing in the field of providing house keeping services to reputed organizations and also should have an average turn over of minimum Rs. 50 lacs during last 3 financial years. The Bidder should have sound financial capacity/credit worthiness acceptable to LIC of India.
- 5) The Bidder should not have been black listed in past by any Institute /PSU/Govt Organisation. The Bidder should not have rescinded /abandoned any House keeping Contract awarded by any of his clients before expiry of prescribed period of contract
- 6) The Bidder should not have been at any time declared insolvent or convicted for any offence and should not have been prosecuted or suffered any penalty for violation of any labour law or any other law by any court or any other Government Authority.
- 7) The Bidder should not have suffered at any time any disqualification of any nature not enumerated here in above to render the House Keeping Services.

General Terms and Conditions for House keeping Services:

1) The terms and conditions along with the Tender Notice, Scope of work / Duties of House-keeping service persons, Tender Schedule and Instructions to bidders, Technical bid, Financial bid, Affidavit, all other clauses and enclosures will form part of the tender to be submitted by the Bidder to LIC of India, herein after termed as "Corporation".

2) Tenders should be filled with neat, legible and correct entries. Indistinct figures should be avoided. The amount/ rates should be filled in figures as well as words. Correction/ Omission/ Overwriting/ Cutting should be dated and initialed. If there is difference in words and figures, the rates written in words shall be taken for calculation. In case the space in the tender document is found insufficient, the vendors may attach separate sheets.

3) The tender should be signed at all places provided therein. Also all pages and corrections/ alterations should be initialed. Each sheet of the tender document is required to be signed along with the seal by the authorized person/ persons submitting the tender in token of his/ their having acquainted themselves with the Tender Notice, Scope of work / Duties of House-keeping service persons, Tender Schedule / Instructions to Bidders, General Terms and conditions, Technical Bid, financial bid, and all other clauses of this tender document. Any tender document not so signed may be liable for rejection.

4) The LIC reserves the right to reject an offer if it is incomplete /not accompanied by all stipulated documents as required /if any of the terms and conditions stipulated in this document are not accepted and in case of incorrect and invalid data submitted.

5) (a) Rates of wages to be quoted in Financial Bid (Annexure-B) should not be less than the minimum wages rates of Central wage Act/State wage Act (which ever is higher) failing which the tender will be rejected.

5)(b) In case the service charges quoted by the contractor are found to be less than 3% of the wages (Basic+VDA) , the Tender is liable to be rejected.

6) There should not be any deviation in Terms and Conditions as have been stipulated in the tender documents. However, in the event of imposition of any other condition, which may lead to a deviation with respect to the terms and conditions as mentioned in the tender document, the vendor is required to attach a separate sheet marking "list of deviations".

7) The Contractor shall provide the above said services at such times and in such manner as communicated by the CORPORATION from time to time.

8) The "Service Provider"/contractor undertakes to provide service through its own enrolled persons at its own costs, expenses and the "Corporation" shall not make any payment what so ever by way of emoluments to such persons directly.

9) Duty hours of House-keeping service persons will be on 8 hours basis and time slot will be decided by CORPORATION and communicate to the Service provider Agency for providing House-keeping services.

10) The punctuality & quality in rendering of the said services are the essence of the contract and the contractor undertakes to abide by them at all times.

10 (a) The agency will check their personnel in respect of the attendance /duties/vigilances regularly and will maintain complete records in this regard which shall be made available for inspection by authorized official of the Corporation at all times in the respective buildings/offices.

10 (b) The Agency shall give the duty allocation chart mentioning the names of the personnel deployed at various locations to the Competent Authority one week in advance.

11) The Agency Providing House-keeping Services shall ensure that all House-keeping service persons/persons deployed by it shall be efficient, skilled, healthy, honest, conversant with their nature of job and do not suffer from any infectious disease.

12) (1) No relationship of employer and employee shall be created between the CORPORATION and the employees engaged by the Contractor.

12) (2) Nothing in this tender shall be deemed to create any partnership, joint venture, agency between LIC of India and the Service Provider/Contractor or their Representatives and employees and nothing herein shall deem to confer on any party, any authority to incur any obligation or any liability on behalf of the other party. The Service Provider/Contractor is an independent contractor and not an employee, agent, associate or authorized representative of LIC of India and the Service Provider/Contractor undertakes that it shall not undertake any obligation or liability in the name of or on behalf of LIC of India, whatsoever.

13) Uniform with hand gloves and shoes (suitable for sweeping/cleaning work) etc is mandatory and should be provided within 15 days of awarding the tender and deployment of personnel.

a. The personnel must be in uniform on all working days, failing which Rs.25/- per person per day of the lapse may be deducted as penalty.

b. If the schedule as laid out in the scope of work is not adhered to by the contractor, a penalty of 500/- per week will be imposed.

c. Recovery of 100/- per day per person for supervisor or house keeping person not visiting daily.

14) The contractor alone shall have the right to take disciplinary action against any person(s) engaged /employed by him; while no right whatsoever shall vest in any such person(s) to raise any dispute and/or claim whatsoever against the CORPORATION. The CORPORATION shall, under no circumstances be deemed or treated as the employer in respect of any person(s) engaged/ employed by the contractor for any purpose whatsoever nor would the CORPORATION be liable for any claim(s) whatsoever of any person(s) of the contractor.

15) In case Corporation is required to meet any liability in respect of any person(s) engaged/employed by the Contractor by virtue of their working at the premises of the CORPORATION, it would be open and lawful for CORPORATION to deduct the amount(s) of any such liability from and out of dues payable to the contractor.

16) The contractor shall be responsible for all injuries and accidents to persons, engaged/deployed/employed by him.

17) The contractor shall be responsible for the conduct and behavior of his employees. If any employee of the Contractor is found misbehaving with the CORPORATION staff, the contractor shall take necessary and appropriate action immediately. Non-Disclosure of Confidential Information will also be the sole responsibility of the Contractor. For this the Agency shall depute persons of good integrity and honesty who will not divulge information in their possession by virtue of their working with the Corporation. Agency shall be liable for any loss caused to the Corporation due to any such wrongful disclosures.

18) In the event of any loss/damage being occasioned to CORPORATION on account of the negligence of the contractor's employees, the contractor shall make good the loss sustained by CORPORATION either by replacement of the material/equipment or payment of compensation.

19) The contractor shall not appoint any sub-contractor to carry out any obligations under the contract.

20) The contractor shall take proper instructions from CORPORATION for the execution of the contract at the different places and will faithfully comply with the same during the currency of the contract.

21) The Agency Providing House-keeping Services shall provide the names, local and permanent addresses, and mobile no, id proof and bank details of all the House-keeping service persons deployed to "the Corporation.

22) Should the contractor commit any breach of any of the terms and conditions hereof and/or fail/neglect to carry out any instructions issued to him by the CORPORATION from time to time , it shall be open and lawful for the CORPORATION to terminate this agreement forthwith without assigning any reason and can get the work done by any person(s) or through any other agency or contractor at the risk and cost of the contractor and the contractor shall have no right to claim any compensation whatsoever on this account.

23) No advance payment shall be made against the work order/services. All payments to the agency shall be made by Electronic Fund Transfer only after Tax deducted at Source (T.D.S.) as per the provisions of Income Tax Department as amended from time to time and a certificate to this effect shall be provided to the agency. The Service Provider/Contractor shall raise the invoice / bill and CORPORATION agrees to pay such invoices/bills within 15 working days of receipt and acceptance of the invoice/bill, as per terms and conditions of the tender/contract. All payments to the Service Provider/Contractor shall be made by NEFT subject to deductions, withholding of all applicable taxes and charges from time to time in force.

24) The contractor will provide House Keeping persons as per "Annexure D" under the contract. However, the Corporation reserves the right to increase or decrease number of House Keeping persons as against the present requirement enumerated in Annexure-D and also may decide whether House Keeping services are required or not at any location. In case the corporation needs services of additional persons, the

contractor will have to provide them on the same terms and conditions (inclusive of rate) of the contract .

25) All the services under the contract and any other work of similar nature, which will be entrusted to the Contractor from time to time by the Corporation, are to be rendered without causing any hindrance or disturbance to any staff member of the Corporation working during the normal working hours. The work shall be carried out efficiently in consonance and in conformity with the standards of neatly and hygienically maintained premises.

26) Corporation shall always have the right to conduct a search of the contractor's employees/agents and/or any of their vehicles used for transportation of materials while entering/going out of the Corporation's premises or inside the premises

27) If the Corporation notices that the personnel of the contractor has/have been negligent careless in rendering the said services, the same shall be communicated immediately to the contractor who will devise corrective steps immediately to avoid recurrence of such incidents and report to the designated officer of Corporation its action plan.

28) If any of the personnel of the contractor indulges in theft or any illegal/irregular activities, misconduct, the contractor will take appropriate action against its erring personnel and intimate accordingly to the Corporation.

29) The contractor shall at all-time indemnify and keep indemnified the CORPORATION against any/all claims of/by its employees including but not restricted to the claims under the Workmen's Compensation Act,1923; payment of Wages Act; Payment of Bonus Act; Employees' Provident Funds & Miscellaneous Provisions Act; Payment of Gratuity Act, Minimum Wages Act, Employees' State Insurance Act or any other Act(s) or statutory modifications thereof or otherwise for or in respect of any claim for damage or compensation payable in consequence of any accident or injury sustained by any worker or other personnel of the contractor or in respect of any claim, damage or compensation under Labour Laws or any other laws or rules made there under, by any person whether in the employment of the contractor or not, who provided or provides the said services under this Agreement.(On Rs.300/- stamp paper duly Notarised)

30) The employees/agents of the contractor shall never be considered to enjoy any right to enter the premises of Corporation by virtue of this agreement or otherwise at any time except with the prior permission of Corporation.

31) In the event of failure of the contractor to provide the services or part thereof, as mentioned in this agreement for any reasons whatsoever, the Corporation shall be entitled to procure services from other sources and the contractor shall be liable to pay forthwith to the Corporation, the difference of payments made to such other sources, besides damages at double the rate of payment for the period of failure in providing the services or part thereof. Further no payment shall be made for person who remains absent or where services rendered not found satisfactory.

32) If , at any time, during the operation of this Agreement or thereafter the Corporation is made liable in any manner whatsoever by any order, direction or otherwise of any Court, Government Authority or Tribunal, to pay any amounts whatsoever in respect of or to any of the present or ex-personnel of the Contractor or to any third party, the contractor shall immediately pay to the Corporation all such

amounts and costs also and in all such cases/events the opinion of the Corporation shall be final and binding upon the contractor. The Corporation shall be entitled to deduct any such amounts as aforesaid, from the security deposit and/or from any pending bills of the contractor and if such amount is not fully recovered, the Corporation shall be entitled to recover the balance amount through legal recourse.

33) The Contractor further agrees to absolve the Corporation from all the liabilities in regard to any statutory enactments to the extent applicable to the service provided by the contractor. It is clearly understood that should the Corporation be called upon to make any payment to any government authority, the contractor shall reimburse such amounts to the Corporation whether such liability arises during the currency of this agreement or after expiry of the period of this agreement. If there would be any claim on the Corporation for any default of the contractor or its employees committed during the operation of this Agreement, the contractor shall pay the Corporation such amount on demand without protest.

34) It is clearly understood by the contractor that the persons employed by the contractor for providing House-keeping services as mentioned herein, shall be the employees of the contractor and not of Corporation. The Service Provider shall be liable to make payments to its said employees towards their monthly wages/salaries and other statutory dues like EPF, ESI, minimum wages, bonus, etc.

35) The parties hereto have considered agreed to and have a clear understanding on the following aspects:

a) This Agreement is for providing HOUSE-KEEPING SERVICES and is not an Agreement for supply of Contract Labour.

b) The Corporation 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 Corporation in any manner whatsoever and shall not be entitled for employment, salary/wages, damages, compensation or anything arising from their deployment by the contractor for rendering the said services.

36) During the CONTRACT PERIOD, if the rate of minimum wages payable to the personnel deployed by "the Firm/Agency/Organization/Service provider" increases by central/state govt. and if the increase extends beyond the above agreed rate, then "the Corporation shall increase the above accepted rate to the extent of the difference amount only and the above agreed rate shall be deemed to have been modified accordingly. No other increase in the amount quoted by the selected Contractor shall be entertained on any account during the period of the contract. In case of any statutory increase in the wages of labour in accordance with the minimum wages notification issued by the appropriate authorities under the Minimum Wages Act from time to time after submission of the tender, the increase in rates of wages mention in financial bid shall be set off by the Corporation by giving proportionate increase.

37) 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/salaries 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 by the Central / State Government (which ever is higher) and/or any authority constituted by or under any law.

38) 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, and Minimum Wages Act 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, person(s) engaged/employed by him for discharging the obligations under this agreement.

39) The Contractor shall obtain appropriate license under the Contract Labour (Regulation and Abolition) Act 1970 and the Rules as amended up to date and shall comply with all terms and conditions thereof strictly, and shall keep such license duly validated and/or renewed from time to time throughout the currency of this Agreement.

40) (A) The Contractor shall maintain all registers required under various Acts, which may be inspected by the Corporation as well as the appropriate authorities at any time. The monthly bill payment will be made subject to the Service Provider/Contractor submitting the attested photocopies of the following documents:

(i) Muster Roll/Attendance sheet of the workers signed by the Service provider/Contractor for the month on the format prescribed in the Contract Labour (Regulation and Abolition Act, 1970) along with Contract Labour (Regulation and Abolition) Rules, 1971

(ii) Salary sheet for the month showing receipt of the wages on the format prescribed in the Contract Labour (Regulation and Abolition Act, 1970) along with Contract Labour (Regulation and Abolition) Rules.

(iii) Deposit Challan showing the individual figure of deposit of contribution of provident fund of employees' and employer's share, with the appropriate authority.

(iv) Deposit Challan showing the individual figure of deposit of contribution of ESI of employees' and employer's share, with the appropriate authority.

(v) Receipt and Statement of Bonus (if any payable) paid to the employees (To be submitted in the following Month after making payment)

(vi) Deposit of contribution of provident fund and contribution of ESI of employees and employer and deposit of Goods and service Tax if paid any, should be with a challan separately for LIC of India. It should not contain the contribution of PF and ESI as well as GST in respect of employees of other organizations being serviced by the Contractor.

(vii) If payment to worker is made by cheque, then a copy of Bank account statement of relevant month showing debit of wages/benefits in favour of workmen should be submitted every month with the bill by the Service provider /Contractor. If payment is made through NEFT, then a copy of the statement sent to the Bank duly acknowledged by the Bank should be submitted.

40) (B) All payments to the agency shall be made by Electronic Fund Transfer only after Tax Deduction at Source (T.D.S.) as per the provisions of Income Tax Act as amended from time to time and a certificate to this effect shall be provided to the agency.

40 (c) Payment of Monthly wages will be based on actual attendance of the persons deployed at LIC Offices and bills of the contractor will be settled accordingly.

41) The Service Provider/Contractor must ensure that the wages to the Workers are paid within the stipulated time period as provided under relevant Rules & Regulations/Law/Statute in force. The Service Provider/Contractor will not link the payment of wages to the workers with settlement of his bills by the Corporation. Payment of bills will be made on monthly basis through NEFT only, provided that the House-keeping Services provided were/are satisfactory during the month and subject to deduction of Penalty imposed if any as per terms and conditions of Tender/contract. The Contractor will have to produce the Register of Wages or the Register of Wages-cum-Muster Roll of the preceding month along with the bill to be submitted on the 3rd day of every calendar month for verification, to the nominated official of the Corporation. The Service Provider/Contractor shall raise the invoice/bill and LIC of India agrees to pay such invoices/bills within 15 working days of receipt and acceptance of the invoice/bill, as per terms and conditions of the tender/contract.

42) The contractor shall give an undertaking by the 25th of the following month in favour of the Corporation that he has complied with all his statutory obligations and copies of such challans /receipts/list also need to be submitted.

43) The corporation reserves the right to Remove/ Black list Firm/Agency/Organization/Service provider for a period of five to ten years for any deviation from the agreed Terms and Conditions or for any activity observed which is detrimental to the interest of the Corporation. However any order of blacklisting or removal shall be passed after offering a reasonable opportunity of hearing/showcase to the agency concerned.

44) The Personnel / Workers / Helpers of the Contractor are required to have minimum experience and possess the minimum qualifications as under:

Cleaners/sweepers (Un-Skilled): 01 years Experience and literate. (Able to read and write)

45) (1) The Corporation can terminate this contract by giving one month's written notice to the service provider without assigning any reason and without payment of any compensation. In the event of the contractor wishing to terminate this contract, the contractor shall have to give at least three months notice to LIC of India in writing and in either event the contractor will move out of the premises of the Corporation with his men and material immediately.

45) (2) In the event of earlier termination by either parties to the contract or expiry of the contract, the service provider/contractor shall be obliged to continue providing services at the same terms and conditions as provided in the contract till such time as LIC of India is able to make any alternative arrangement or LIC of India agrees in writing to allow the contractor to discontinue earlier.

45) (3) The Corporation also possesses right to terminate the contract by giving only a 24 hours' notice 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 its statutory obligations and the security deposit shall also be forfeited, other action such as blacklisting may follow. In that eventuality the contractor will move out of the

premises of the Corporation with his men and material immediately. This discretion of termination of this Agreement by the CORPORATION will be exercised judiciously since the Contractor is rendering the essential and public utility services.

46) If contractor commits breach of any covenant or any clause of this agreement, the Corporation may send a written notice to the Contractor to rectify such breach within the time limit specified in such notice. In the event the contractor fails to rectify such breach within the stipulated time, the Agreement shall forthwith stand terminated and the contractor shall be liable to the Corporation for losses or damages on account of such breach.

47) If any complaint received orally or in writing against the contractor/service agency i.e. less payment of wages or any amount is demanded for engagement of the duty, etc. than it will be viewed seriously and if this complaint is found truthful than this contract may be terminated immediately.

48) The contract shall initially be for a period of one year, which may be extended at the discretion of the Corporation for a further period on yearly basis (maximum Two terms) with the same terms and condition inclusive of rates.

49). In the event of the Agency not fulfilling the conditions of the Contract and the work order, LIC of India reserves the right to forfeit the Security deposit placed with the LIC herein above mentioned, in part or in full and to take such other decision as may be required in the interest of the Corporation.. The decision of the LIC of India shall be final and binding on the Agency in this matter.

50) (1) : Selected Bidder should submit the deed of Agreement/Contract with LIC Of India, GANDHINAGAR Divisional Office duly executed on a non-judicial stamp paper of Rs 300/-, as per the draft conditions provided by LIC of India, within 10 days (maximum) of receipt of intimation as above. Failure to sign and non submission of deed of agreement and Security Deposit in the nature of performance guarantee @ 10% of the Annual Contracted Value within 10 days of intimation as above may result in the forfeiture of EMD and cancellation of selection as successful bidder. However CORPORATION at its discretion may cancel the tender and the decision will be final and binding. On signing of the Agreement, the Corporation will issue work order and the Agency shall start its work within three days from the date of receipt of work order.

50)(2) If at any stage, it is revealed that documents/certificates/testimonials submitted by the Service Provider/Contractor are forged or have been manipulated, the work order issued to the Service Provider/Contractor shall be cancelled and Security amount deposited with LIC of India shall be forfeited without any claim whatsoever on LIC OF INDIA and the Service Provider/Contractor shall be liable for action as appropriate under the relevant laws.

50)(3) Without prejudice to any of the rights or remedies under this contract, if the Service Provider/Contractor dies, LIC of India shall have the option of terminating the contract without compensation to the legal or other heirs of the Service Provider/Contractor.

51) The Corporation reserves the right to change, add or delete any conditions described above without consent of service provider/contractor.

52) In the event of any dispute or difference arising out of operation of this agreement, the same shall be referred to the sole arbitrator and the sole arbitrator will be appointed by the Sr. Divisional Manager, LIC of India, GANDHINAGAR Divisional Office, GANDHINAGAR, whose decision shall be final and binding on both the parties. The venue of arbitration shall be at GANDHINAGAR. The provisions of the Arbitration and Conciliation Act, 1996 shall apply to the arbitration.

53) In terms of provision 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 the contractor in respect of service outsourced by the Corporation. 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.

54) In terms of provisions of Section 33(4) of The Insurance Laws (Amendment) Ordinance, 2014, Insurance Regulatory Authority of India (IRDAI) if it considers expedient to do so, may direct any person hereinafter referred to as the 'Investigating Officer', to make an investigation as specified under Sec.33(1) or carry out an inspection as specified under Sec 33(2) of The Insurance Laws (Amendment) Ordinance, 2014, who may examine under oath any Manager, managing Director or other Officer of the service provider or contractor where the services are outsourced by the Corporation.

55) Any dispute arising out of or relating to this tender/agreement shall be deemed to have arisen in GANDHINAGAR and shall be under adjudications of a Court in GANDHINAGAR only.

DECLARATION

I/We hereby agree to all the Terms & Conditions mentioned above without any condition whatsoever. I/we also further agree that all the deficiencies will attract penalty and the recovery will be affected without any notice to me/us.

Date:

Place:

Signature of vendor with seal

ANNEXURE-A**APPLICATION FORM FOR TENDER FOR HOUSE-KEEPING SERVICES (Technical Bid)**

To,
 Chairman Stores Committee,
 LIC of India, Divisinal Office,
 Ground floor, Jeevan Prakash Building,
 Behind Telephone Exchange
 GANDHINAGAR 382010

Sub: Tender for providing House-keeping Services.

1. Name of the Agency:

- a) Address of the Agency(at GANDHINAGAR):.....

- b) Address of the head office (if other than GANDHINAGAR):

- c) Email id

- d) Phone/Cell no of the Agency:

2. Date of Establishment

3. Status of the Agency

(Whether Pvt. Ltd. / Public Ltd. Company / Partnership Firm / Proprietorship, Copy to be attached)

4. Name of Directors / Partners / Proprietor / CEO / Contact Person with Designation :

Sr. No.	Name	Phone No.	Mobile No.	E-mail ID

5. Bank detail of the Agency :

- i) Name of Beneficiary:
- ii) Name of Bank:
- iii) Branch and address of Bank:
- iv) IFSC Code of Bank:
- v) Nature / Type of Bank A/C (SB / CC/Current)
- vi) Account No.
- vii) MICR Code of Bank:

6. Turn over of the Company /Partnership Firm/ Proprietorship for the Financial Year 2020-21, 2021-22, 2022-2023. (Please attach a copy of Audited Accounts, Balance Sheet and Profit & Loss Account for all the three years.)

Sr. No.	Financial Year	Turn Over (In Lakhs)
1.	2020 - 21	
2	2021 - 22	
3	2022 - 23	

7. Since when and how long your Agency / Firm has been dealing in House-keeping services:

8. No. of Full Time House-keeping service persons on Roll as on 31.03.2023 (Please enclose work orders) :

9.(a) Details of existing Large clients (Large Institutes/PSUs/Govt. Organisations) : (Separate page may be submitted for each Client)

Name of the Company	Branch / Office Address	Contact No.	Details of Service Provided	Persons Deployed

9 (b) Details of services provided in last 3 years (Please attach photo copy of orders)

Name of the Company	Branch / Office Address	Contact No.	Details of Service Provided	Persons Deployed

10. Statutory Requirements:

Sr. No.	Statutory Document (Certified / Self Attested copy should be attached under each items)	Mention the Registration / License No.
1	ESI Registration Certificate	
2	Registration under Employee Provident Fund Act, 1952	
3	Valid Licence under Contract Labour (Regulation & Abolition) Act, 1970 and 1971 (Central / State)	
4	PAN CARD No	
5	Goods and Service Tax Registration No.	
6	Profession Tax Registration No.	
7	Income Tax paid for 3 FYs out of Last 4 Fys	2019-20 2020-21 2021-22 2022-23
8	Details of Shops and Establishment Registration, (if applicable)(

11. Details of Tender Fee and EMD :

Details of DD/ Banker's Cheque / MR	Tender Application Fee	EMD Rs. 2,00,000/-
DD / Bankers Cheque /MR No.	Rs.250/- +GST	
Date		
Name of issuing Bank Branch		

DECLARATION :

I / We have read the instructions appended to the Performa and I / We understand that if any false information is detected at a later date, any future contract made between ourselves and Corporation, on the basis of the information given by me / us can be treated as invalid by the Corporation and I / We will be solely responsible for the consequences.

I / We agree that the decision of the Corporation in selection of Service providers will be final and binding on me / us.

All the information furnished by me hereunder is correct to the best of my/our knowledge and belief.

I / We agree that I / We have no objection if enquiries are made about the work performance with clients mentioned at sr. no. 9

With reference to the above, having examined and understood the instructions, terms and conditions, eligibility Condition forming part of the tender, we hereby enclose our offer for giving House-keeping services at the mentioned premises.

We confirm that the offer is in conformity with the terms and conditions as mentioned in the tender.

We understand that the Corporation is not bound to accept the offer either in part or in full and that the Corporation has right to reject the offer in full or in part without assigning any reasons whatsoever.

Place :

Date :

SIGNATURE :

NAME & DESIGNATION :

SEAL OF THE Firm/Company

ANNEXURE - B**Financial Bid Tender for House-keeping Services**

(To be submitted in a separate sealed cover and marked as “Financial Bid-Tender” for House-keeping Services) Quote rate as per minimum wages rules **(Central Govt/State govt which ever is higher)**

[A] Minimum wage rates applicable to category of persons employed in ‘Sweeping and cleaning activities (Unskilled)’

	Specification of House-keeping Service persons (B)	Duration of Duty (C)	Rate per House Keeping service person per day Basic+VDA (D)
1	House-keeping / Sweeper service person for GANDHINAGAR city area-“A”	08 hours	
2	House-keeping / Sweeper service person for rural area-“C”	08 hours	

[B]

Charges per month for 1 House keeping service person. (Sweeper and cleaner - (Unskilled))

	Rates in Rs. Particulars /Components	For Offices in GANDHINAGAR city ‘A’ class	For Offices at (Rural) ‘C’ class
1	Minimum wages (26 days) @ Rs.....X26		
2	Administrative/Service Charges (Fixed). *	Amount:(Fixed)	Amount: (Fixed)
3	Total in Figures		
4	Total In Words		
	ESI / PF / Bonus (if any payable) Goods & Service Tax (if any payable)	As per statutory provisions and applicable rules	As per statutory provisions and applicable rules

***Administration charges will remain fixed irrespective of any increase/decrease in rates of wages during tenure of the contract.**

***since the contract relates to deployment of manpower only, Cost of material should not be included in the rates offered.**

Minimum Wages shall be based on the prevailing rate as per Central Govt/State Govt Act (which ever is higher) as on 01.10.2023 (PI attaches the relevant Government Notification). However, the companies are free to pay more but not less. EPF, ESI, BONUS contribution etc to be paid for personnel employed by the Contractor shall be responsibility of Contractor and are to be paid as per statutory provisions and applicable laws & rules.

- For every six days continuous work, one day off should be given.
- The Administrative / Service Charge rates quoted shall be inclusive of cost of uniform, training, other benefits payable to the persons to be deployed and other overheads, profits etc. and taxes if any (other than GST) whatsoever payable.
- No House Keeping service person will be given more than one shift (8 hours) per day.
- Adherence to statutory requirements is sole responsibility of the Agency.

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:

Address:

Signature

Annexure-C

Checklist of Self attested copies of documents to be enclosed along with the Technical Bids:

1	Agency Registration/Incorporation -certificate
2	Certificate under Shops & Establishment Act, duly renewed
3.	License under Contract Labour(Regulation & Abolition) Act, 1970 & Contract (Regulation & Abolition) Central Rules, 1971.
4.	Copies of documents related to status of the Firm (Individual/Sole Proprietor/Partnership/Company).
5.	Proof for PF Registration number
6.	Proof for ESI Registration number
7.	TAN Copy
8.	PAN Copy
9.	Copy of Registration Certificate of goods and Service tax
10.	Income Tax Returns for the last 3 financial years
11.	Audited Final Accounts, Balance sheets, Profit and Loss Statements for the last three financial years.
12.	Details of organizations where you are providing House keeping services currently, with nature of duties & period of contract.(with work-orders)
13	Work orders wage-bills confirming no of persons employed by the Bidder as on 31/03/2023
14	Affidavit as per Annexure E

ANNEXURE-D**Places and Duty hours for HOUSE KEEPING Services**

Sr. No.	Name of Office / Branch Code	Address of Premises	Area in Sq.Ft.	Requirement
1	Division office	"Jeevan Prakash", Divisional office, Sector-11, Gandhinagar-382010.	51000	04 Sweeper (8 Hrs) 04 HK (8 Hrs)
2	Customer Zone	Nr.Hotel Haveli,above Radhe Sweets, Sector-11, Gandhinagar	948	01 Sweeper (4 Hours)
3	Deesa B.O-851	Vaibhav Complex	7838.79	01 Sweeper (4 Hours)
		Gayatri Mandir Road,,Opp:Sports Club,		02 HK (8 hrs)
		DESSA, DIST B.K. 385535		
4	Tharad SO	Lic of India, At:Tharad,DT:Banaskantha	1005	01 Sweeper (2 Hours) 01 HK (8 Hrs)
5	Dantiwada SO	Lic of India,At:Dantiwada, Dt:Banaskantha.	1237.5	01 Sweeper (2 Hours) 01 HK (8 Hrs)
6	Dhansura BO-83K	Near S T Stand,	4962	01 Sweeper (2 Hours) 01 HK (8 Hrs)
		Dhansura.		
7	Bayad SO	Lic of India,At:Bayda,Dt:Sabarkantha.	983	01 Sweeper (2 Hours) 01 HK (8 Hrs)
8	Gandhinagar SO	Sector:21,Dist.Shopping Centre,Gandhinagar	1386	01 Sweeper (2 Hours) 01 HK (8 Hrs)
9	Palanpur-I BO-834	1ST FLOOR ,GATHAMAN GATE.	7976	01 Sweeper (4 Hours)
		PALANPUR		03 HK (8 hrs)
10	Ambaji SO	Lic of India,At:Ambaji,Dt:Banaskantha.	1805	01 Sweeper (2 Hours) 01 HK (8 Hrs)
11	Talod SO	Lic of India,At:Talod,Dt:Sabarkantha.	1260	01 Sweeper (2 Hours) 01 HK (8 Hrs)
12	Deodar SO	Lic of India, At:Deodar,Dt:Patan.	1440	01 Sweeper (2 Hours) 01 HK (8 Hrs)
13	Visnagar BO-83E	ANAND MARKET	4657	01 Sweeper (4 Hours) 03 HK (8 Hrs)
		M N COLLEGE RD OPP S T BUS STAND.		
14	Idar BO-858	LETHWALA SHOPPING MALL	5481	01 Person (4 Hours) 02 HK (8 Hrs)
		NEAR RAILWAY CROSSING, HIGHWAY		
		AT & PO:IDAR, SABARKANTHA DIST, GUJARAT.		
15	Mehsana SO	Lic of India,At:Po:Tq:Dt:Mehsana.	1039	01 Sweeper (2 Hours) 01 HK (8 Hrs)
16	Meghraj SO	Lic of India,At:Meghraj,Dt:Sabarkantha.	1338	01 Sweeper (2 Hours) 01 HK (8 Hrs)
17	Dhanera BO-8026	SHEETAL SHOPPING CENTRE	3640	01 Sweeper (4 Hours) 02 HK (8 Hrs)
		STATION ROAD.		
		DHANERA 385310		

18	Bhiloda BO-85C	OPP KRISHNA CINEMA STATION ROAD. BHILODA	3704.79	01 Sweeper(4 Hours) 01 HK (8 Hrs)
19	Unjha BO_83V	Lic of India,At:Po:Unjha,Dt:Mehsana.	4823.99	01 Sweeper(4 Hours) 02 HK (8 Hrs)
20	Khedbrahma BO-85A	SARDAR PATEL ROAD KHEDBRAMHA.	3809.35	01 Sweeper(4 Hours) 01 HK (8 Hrs)
21	Chiloda SO	Lic of India,At:Chiloda,Dt:Gandhinagar	1100	01 Sweeper (2 Hours) 01 HK (8 Hrs)
22	Himmatnagar SO	Lic of India,At:Po:Tq:Himmatnagar,Dt:S.K.	1122	01 Sweeper (2 Hours) 01 HK (8 Hrs)
23	Modasa BO-844	1ST FLOOR, SHIV COMPLEX, MEGHARAJ ROAD, MODASA,	7284	01 Sweeper (4 Hours) 02 HK (8 (Hrs)
24	Sidhpur BO-83C	VIPUL VISHAL BINDU SAROVAR RD. Sidhpur.	3857.87	01 Sweeper (4 Hours)
25	Chandkheda BO-85G	MADHUSUDAN BUILDING, 51,SHRIPALNAGAR,Chandkheda	4621	01 Sweeper(3 Hours)
26	Mehsana BO-831	SATATYA COMPLEX,3rd FLR, NEAR SARVODAYA BANK,T.B.HOSPITAL ROAD	5200	01 Sweeper (4 Hours) 02 HK (8 (Hrs)
27	Himmatnagar BO-833	JEEVAN MANDIR, OPP PRATAP PALACE, POLOGROUND.Himmatnagar	6855	01 Sweeper (8 Hours)
28	Palanpur-ii BO-85D	Lic of India, At: Po: Palanpur,Dt:Banaskantha.	6000	01 Sweeper (4 Hours) 03 HK (8 (Hrs)
29	Guest House(Care Taker)	Nr.Sajan Dining Hall,Sector:16,Gandhinagar	1307	01 Sweeper (2 Hours) 02 HK (8 hrs)
30	Kalol BO-832	Lic of India, At:Po:Kalol	7621	01 Sweeper (4 Hours) 02 HK (8 hrs)
31	GBO	Sec 16 Ghandhinagar	5200	1 Sweeper (4 Hrs)
32	Kadi	Station rd Kadi	6594.02	01 Sweeper (4 Hours) 01 HK (8 hrs)
33	Mansa	Mansa	3842	01 Sweeper (4 Hours) 01 HK (8 hrs)
34	Patan	Station rd. Patan	6639	01 Sweeper (4 Hours) 02 HK (8 hrs)
35	Prantij	approach rd. Prantij.	6697	01 Sweeper (4 Hours) 01 HK (8 hrs)
36	Radhanpur	Nr. S T Bus Stand Radhanpur	4816	01 HK (8 hrs)
37	Vadnagar	Shivam shopping centre nr ST stand Vadnagar	4800	01 Sweeper (4 Hours) 01 HK (8 hrs)
38	Vijapur	Nr. S T stand Vijapur	6938	01 Sweeper (4 Hours) 01 HK (8 hrs)

39	Mehsana RMF	Mehsana	20190	01 HK (8 hrs)
40	Harij SO		1198	01 Sweeper (2 Hours) 01 HK (8Hrs)
41	Gazaria SO		1200	01 Sweeper (2 Hours) 01 HK (8Hrs)

This service requirements and locations are indicative and can be changed during the contract period as per requirement.

ANEXURE - E**AFFIDAVIT****(To be given on stamp paper of `300/- and Notarized)**

I / We, authorized representative of _____, being Indian Company Sole Trading Company / Partnership Firm, registered under ___ bearing registration no. _____

Having office at _____

_____do hereby solemnly affirm and state as under:-

Whereas Life Insurance Corporation of India, GANDHINAGAR DO has floated a tender for House-keeping Services and in respect of the same, I / we being one of the Bidders, confirm that

I / We strictly follow various laws as mentioned in General Instructions and other pages of this tender.

I / We confirm that we are neither black listed nor facing any blacklisting from an establishment of Central Govt or the State Govt or the PSU for breach of agreement.

I / We shall at all time indemnify and keep indemnified the LIC against any/all claims of/by its employees including but not restricted to the claims under the Workmen's Compensation Act, 1923; payment of Wages Act; Payment of Bonus Act; Employees' Provident Funds & Miscellaneous Provisions Act; Payment of Gratuity Act, Minimum Wages Act, Employees' State Insurance Act or any other Act(s) or statutory modifications thereof or otherwise for or in respect of any claim for damage or compensation payable in consequence of any accident or injury sustained by any worker or other personnel of our firm or in respect of any claim, damage or compensation under Labour Laws or any other laws or rules made there under, by any person whether in the employment of our firm.

I / We further state that I / we shall indemnify Life Insurance Corporation of India against all claims, which may be made upon the Life Insurance Corporation of India being employer and it shall be at liberty and is hereby empowered to deduct the amount of any damages, compensation costs, charges and expenses arising or occurring of any claim of damages, from any sum or sums due or to become due to us.

I / We state that Life Insurance Corporation of India has considered my / our bid on the basis of the statement made by me /us in this Affidavit. I / We further state that non- compliance of any provisions, being a statutory requirement, any misstatement made shall be sufficient reason for Life Insurance Corporation of India to terminate the contract, besides taking recourse to other legal remedies available in the contract.

Signed before me Notary

**Signature of the
Vendor**

**NAME / DESIGNATION AND
SEAL OF THE FIRM / COMPANY**

Date: