



Life Insurance Corporation of India,

Bardhaman Divisional office, Gopalnagar(Ghordour chati)

PO-Sripally ,Beside Baikunthapur GP-2,BARDHAMAN-713103

TENDER DOCUMENT

For hiring of

Housekeeping/sweeping personnel on contractual basis at offices
under BARDHAMAN Divisional office.

**Life Insurance Corporation of India,
Bardhaman Divisional office, Gopalnagar(Ghordour chati)**

PO-Sripally , Near Baikunthapur GP-2,BARDHAMAN-713103

NOTICE INVITING TENDER

**Re: Tender for HOUSE KEEPING SERVICES for deployment at our Divisional office ,
various Branches , Satellite Offices and other allied buildings under BARDHAMAN DO.**

1. Tenders are invited on GEM Portal from the eligible vendors/Service providers for providing manpower for HOUSE KEEPING/SWEEPING services, in LIC offices under the jurisdiction of BARDHAMAN Divisional office.

Date of Issue: As per GEM

Last Date of submission: As per GEM.

Signature of the Vendor (With Seal)

**TENDER FOR HOUSE KEEPING/SWEEPING PERSONNEL SERVICES AT VARIOUS OFFICES
UNDER BARDHAMAN DIVISIONAL OFFICE.**

Eligibility criteria at the time of furnishing TECHNICAL BID

1. The bidder Company/Firm must have a valid Labour license (Registration Certificate of Contract Labour Regulation and Abolition Act-1970). (Self attested copy has to be submitted).
2. The bidder Company/Firm must have experience of at least 4 years (as on 31/10/2023) in the field of House keeping Services.
3. The bidder Company/Firm must have minimum strength of 40 Housekeeping/sweeping personnel enrolled in three individual clients as on 31/10/2023. (Enclose certificate).
4. The Applicant must have a proven track record with (03) reputed clients like – GOVERNMENT DEPARTMENT, PUBLIC SECTOR COMPANY, GOVT AUTONOMOUS ORGANISATION AND PREFERABLY LIC OF INDIA in rendering Housekeeping Services. Deployment of workmen against each client should be at least 40 for Housekeeping staffs. Work Order/ Certificate of three clients along with contact numbers to be enclosed.
5. Minimum annual turnover of the bidder Company/Firm must be Rs.4,00,00,000 and above
6. The bidder Company/Firm must have a valid PAN Card issued by Income Tax Department and G.S.T Registration. (Self attested copy to be attached)
7. The bidder Company/Firm should have an office in any of the districts of KOLKATA, PURBA MIDNAPUR, PASCHIM MIDNAPUR, PURBA BARDHAMAN, PASCHIM BARDHAMAN, HOOGHLY, HOWRAH, in West Bengal.
8. The bidder Company/Firm as an employer must be complying with all the statutory requirements such as Payment of Gratuity Act, ESI, EPF etc., as applicable to them and any other local /state/national statutory requirements. (Self attested copy of ESIC, EPFO registration certificate has to be enclosed)
9. Applicants registered as MSME/NSIC are exempted from depositing EMD subject to attachment of self attested copy of the relevant certificate from the concerned Department of Govt of India to this effect with technical bid.
10. Self attested copy of Registration under Shop and Establishment Act to be enclosed.
11. Turnover of the Company/Partnership/Proprietorship for the year 2019-20, 2020-21, 2021-22 and 2022-23. Audited Financial Statement (Income statement, Profit & loss account and Balance sheet) to be enclosed.
12. Self attested copy of Income Tax Assessment order/ Copy of IT Returns filed for last three previous year-2020-21, 2021-22 and 2022-23 to be enclosed.
13. An affidavit sworn by the Proprietor or Managing Partner, Director or person heading the Company that they have no criminal antecedents, never black listed and no case filed for any misconduct by any client from any Govt. Semi Govt. or any PSUs or company of repute and shall not place any Housekeeping staff with criminal antecedents to be enclosed.
14. Self attested copy of valid trade license to be submitted.
15. The tenderer submitting the tender shall be deemed to have read and understood the terms and conditions, scope of work and quote accordingly.

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16. LIC OF India reserves the right to call for missing/additional requirements or otherwise from the applicant at the time of processing TECHNICAL BIDS received in response to this notice.
17. Agency will have to submit unconditional acceptance of terms and conditions enclosed with tenders.
18. The Sr. Divisional Manager, LIC of India, BARDHAMAN Division , BARDHAMAN- reserves the right to reject any or all tenders/ issue the tender to any Agency at his sole discretion without assigning any reason thereof.
19. The successful applicant has to submit the permission to carry on the business of House keeping Service by ADG (Law And Order)
20. License of Private Housekeeping Agencies Regulation to be submitted.
21. The bidder should not have defaulted in providing similar services and should not have been black listed with any office of LIC OF INDIA or any other establishment on the date of submission of tender. A declaration in this regard will also have to be executed with the blacklisting declaration on a non judicial stamp paper of RS.100/- in the following format.
22. The bidder should be a profitable organization/agency.

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AFFIDAVIT

(To be given on stamp paper of 100/- and Notarized by bidder)

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, BARDHAMAN DO has floated a tender for Housekeeping 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 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 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 me/us.

I /We state that Life Insurance Corporation of India will 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 mis-statement 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.

Signature of the Vendor(SEAL)

Signed before me Notary (SEAL)

Signature of the Vendor (With Seal)

ROLE OF AGENCY IN DEPLOYMENT OF SWEEPER/HOUSE KEEPING/SWEEPING PERSONNEL.

- 1 The appropriate payment of wages & other benefits to the employees of the Agency shall be the exclusive responsibility of the Agency & persons so employed by the Agency shall have no claim whatsoever on LIC.
- 2 The Agency should issue Identity cards to their employees bearing their photographs which they should always carry with them & make available for inspection to LIC at any time. Agency will provide uniform to them with Agency logo at their own cost.
- 3 The Agency shall deploy, sweeper/Housekeeping personnel who are courteous, minimum trained, well mannered & disciplined and should be vigilant while on duty in and outside the Corporation's premises dealing with employees of LIC, workers of other agencies etc. The House Keeping Personnel so engaged should observe decency and decorum during the course of their employment in & out of LIC.
- 4 The Agency will have to follow the norms, rules & regulations, guidelines, standing orders & instructions given by the LIC from time to time.
- 5 All legal formalities required in engaging personnel will be the sole responsibility of the Agency.
- 6 The contractor, at its own expense, should provide proper uniform, Identity cards, name badges & other accessories such as safety shoes, gloves, masks etc. to their employed Sweeper/Housekeeping personnel. Uniform is mandatory and should be provided within 15 days of awarding the tender and deployment of personnel. The Agency will ensure that the persons on duty are in neat & clean uniform on all working days failing which a penalty of Rs.500/- per worker per day will be imposed/ deducted.
- 7 The Agency should ensure that no Sweeper/Housekeeping personnel leaves duties in an unauthorized way without a replacement. Agency shall keep replacements / backup ready in case of any requirement.
- 8 The personnel employed by the Agency as Sweeper/Housekeeping personnel should preferably be in age group 18 (Minimum) to 58 (Maximum) years. No minor should be employed under any circumstances.
- 9 The Housekeeping personnel of the Agency shall be only Indian nationals and their character and antecedents should be checked by the Agency without fail. The Agency should submit the KYC documents of, House Keeping personnel employed in LIC offices, and not later than 15 days from the date of deployment of person(s) at their risk and consequences.
- 10 The Agency shall change the Sweeper/House Keeping personnel on demand by the LIC within 24 hours, if he/she commits unethical things.

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- 11 The responsibility to deposit EPF & ESIC premium will be borne by the Agency.
- 12 It is incumbent upon the Agency to ensure that each Sweeper/House Keeping personals execute their duty for prescribed hours and minimum wage is payable for every eight hours duty.
- 13 The Agency must ensure settlement of wages to all its employees latest by 7th of the following month without waiting for the settlement of their bills from LIC. Failing which a penalty of Rs.5000/- per month will be recovered from the monthly bill at DO Level.
- 14 The workers / staff of the Agency will have nothing to do with LIC and shall have no presumptive right of absorption in the services of LIC.
- 15 In case the workers engaged by the Agency have any grievances, they will take it up with the Agency without creating any disturbances in the campus/ premises. Under no circumstances agitation means are to be resorted to by the workers of the Agency. The Agency will be solely responsible if the workers engaged in misbehave or create disturbances.
- 16 The Agency shall, in case of any theft during tenure of contract agreement, will lodge FIR with police, conduct their investigation and submit the report findings to the LIC. The Agency shall also be responsible to pursue the theft case with police and related authorities.
- 17 The contractor & the workers deployed by him at the Corporation's premises shall maintain confidentiality of any information in their possession during their deployment in the premises of the Corporation.
- 18 All the bidders shall execute and submit integrity pact on stamp paper of appropriate value as per Annexure J in this tender document. This document has to be submitted with the technical bid failing which the tender will not be considered.
- 19 The bidder shall execute a declaration on A4 paper duly signed & sealed in Annexure G in this tender and submit the same with the Technical Bid.
- 20 The bidder shall execute a declaration on A4 paper duly signed & sealed in Annexure H in this tender and submit the same with the Technical Bid.
- 21 The bidder shall execute a declaration on NON JUDICIAL STAMP PAPER OF VALUE RS.20/- paper duly signed & sealed in Annexure I in this tender and submits the same with the Technical Bid.

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TERMINATION CLAUSE

The contractor may, by giving a notice of three months to Corporation terminate the contract. The Corporation may, by giving one month notice to the Contractor terminate the contract.

The contract is also liable to be terminated by the Corporation if -

- a) The Agency abandons the work (or)
- b) The Agency assigns or sublets the work in whole or in part thereof, (or)
- c) The Agency makes default in proceedings of the work under the contract, at any time during the contract period, and continues to do so even after a notice is issued by the Corporation, (or)
- d) The Agency becomes bankrupt or insolvent or goes into liquidation or is ordered to wind up or has a receiver appointed on its assets (or)
- e) The Agency persistently disregard the instructions issued by the Corporation, (or)
- f) The Agency fails to adhere to the agreed schedule of the work, (or)
- g) The information submitted by the Agency in the Tender is found to be incorrect, (or)
- h) The Agency fails to perform its obligations as per terms of the contract.

PROVISIONS OF SECTION 33(3) OF THE INSURANCE ACT, 1938 AS AMENDED BY THE INSURANCE LAWS (AMENDMENTS) ORDINANCE, 2014:

In terms of provisions of section 33(3) of the Insurance Act, 1938, as amended by the Insurance Laws (Amendments) Ordinance, 2014. Insurance Regulatory Authority of India (IRDAI) is authorized to verify all such books of account, register, other documents and the data base in the custody of contractor in respect of service outsourced by the LIC of India. It shall be the duty of the contractor to provide such documents/statements/information as may be required by IRDAI within such time as may be specified by the IRDAI.

Corporation reserves the right to verify and audit all relevant papers as stated in the tender from the vendor without giving any prior notice during the tenure of the contract and can terminate contract if any gross violation and discrepancies found.

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GENERAL TERMS AND CONDITIONS:
(Applicable to Housekeeping / Sweeping)

1. The rates quoted will be applicable for the whole period for which the contract is made. All rates are to be quoted excluding GST, which will be reimbursed to the contractor from time to time on production of receipt. NO ALTERATION OF CONTRACTORS SERVICE CHARGES are allowed within the period of contract.
2. The consideration for Housekeeping / sweeping & Allied services shall be quoted as per the Financial Bid format under the scope of this tender. The lowest bidder in terms of Service Charge only on cumulative Mly figure of all the categories (added together) shall be issued a letter of intent within 7 days of completion of the process.
3. I.Tax will be deducted as per rules on the gross bill of the contractor for both i.e House keeping/ Sweeping & Allied services.
4. The contractor will register with the Registrar of concerned state body and furnish the details of registration number. He shall abide by all statutory Acts, Rules and Regulations relevant to this contract issued by the State Government, Govt. of India and local Corporation/Municipality and any other Competent Authorities authorized to issue / pass directions or orders in all matters relevant to the contract.
5. The contractor shall obtain at his own expense all licenses and permissions which may be required for conducting the House keeping/ Lift operation and generator man & Allied business and pay all the taxes, dues and penalties hereinafter becoming payable to the Government, Municipality or any other local body by reason of his conducting business .
6. For any dispute or arbitration decision of SDM/DM (I/C), LIC BARDHAMAN DO will be final & binding upon the contractor.
7. Immediately on completion/termination of the contract, the House keeping personnel, shall peacefully vacate the premises and handover to the Corporation all articles, equipments, furniture and other fixtures belonging to the Corporation and entrusted in his custody and shall remove all his stores and effects. The corporation reserves right to forfeit the House keeping deposit in case of misappropriation without assigning any reason.
8. All questions, disputes and / or difference arising under or in connection with this House keeping & Allied Service arrangement or in any way touching or relating to or concerning the construction, meaning or effect or the terms herein, shall be referred to the sole arbitration of the Corporation or to the sole arbitration of the Manager who for the time being is entrusted whether or not in addition to other functions, with the functions of the Corporation by whatever designation shall offer may be called

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hereinafter referred to as the said Manager and if the Corporation or the said Manager is unable or unwilling to act, the sole arbitration of some other person appointed by the Corporation or the said officer and willing to act as such arbitrator. The vendor can have no objection to any such appointment to the effect that the arbitrator so appointed is Corporation's own officer or that he was a party to the contract or that he had to deal with matters which relate to this Housekeeping , sweeping arrangement or that in the course of this duties as such officer he had expressed views on all or any of the matters in dispute or difference. The award of the arbitrator appointed shall be final and binding.

9. The Contractor shall not exhibit any signboard, name plate or advertisement within or outside the Corporation's office premises.
10. **The Workers/staff of the contractor shall have no presumptive right of absorption in the services of the corporation.**
11. The Corporation shall in no way be responsible for wages, salaries, bonus, gratuity or any compensation, notice pay etc. of the persons employed by the contractor for conducting business at LIC offices, however designated persons (on behalf of LIC, BARDHAMAN Division) will check the amount paid to the workers are complying with the Minimum Wage Act, EPF, ESI etc, every month. They will also verify the ESI, EPF deposit challans every month.
12. Nothing herein contained shall purport or operate to declare, assign limit or extinguish whether present or in future in favour of the Contractor any right, title interest whether vested or contingent in the LIC Premises that vests with the Corporation and the Contractor hereby agrees that the LIC Premises is the property of the Corporation that vests in the name of Corporation.
13. In the matter of appointment of the required employees for the purpose of assisting the Contractor, the contractor shall not appoint any children (child labour) prohibited by statute, to be so appointed.
14. The Corporation reserves the right to ask the contractor to dismiss from the work any person/ employee immediately who may in the opinion of the Competent Authority of LIC BARDHAMAN DO be unsuitable or incompetent or who may misconduct himself and such person shall not be again employed or allowed to work in campus, and the contractor is bound to suitably replace the staff so dismissed within a week of such communication.
15. The Contractor shall keep the Corporation, its Managers/Supervisors and employees safe and harmless and indemnified from and against all losses, suits, damages, cost charges, claims and demands whatsoever including claims under the Workmen's Compensation Act, 1923, the Officers or Servants may become liable to pay for the reason or in consequence of any injury to any person or persons or to any property

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either belonging to the Corporation or any third party whether resulting directly through any accident or otherwise to life or property while performing the contractual job at LIC or when carrying out any repairs or other work pertaining to the LIC office Premises. Such damage, injury or loss to life or property shall be made good and / or as the case may be shall be paid immediately by the Contractor to the Corporation.

16. Upon breach by the Contractor of any of the terms and conditions governing the Scope of the Tender and / or upon the Contractor failing to comply with the directions / orders issued / passed by the local Municipality/Corporation the Government of West Bengal, the Union Government or any other Competent Authorities and / or upon the Contractor failing to comply with the requisitions issued by the Corporation and / or if in the opinion of the Corporation, the Contractor is not performing the House keeping/ Sweeping & Allied service activities in a satisfactory manner and / or if the Contractor is adjudicated insolvent and / or fails to make any arrangement with his creditors and / or if any attachment or execution is levied on any of the property of the contractor, the Scope of the Tender shall be liable to be terminated.
17. Whenever the Scope of the Tender is terminated by the Corporation for any default or deficiency in service, the Contractor shall not be entitled to any compensation whatsoever.
18. The contractor shall indemnify the corporation against all claims which may be made under the Workmen's Compensation Act/Rules there under or under any law or rules of compensation payable in consequence of any accident/injury sustained by any person in his employment for the purpose of Housekeeping & general Sweeping & Allied Service agreement.
19. The Contractor shall comply with requisitions issued by the Corporation or any Competent Authority pertaining to any matters in connection with the House keeping services by the contractor.
- 20) The minimum requirement of staff strength is tabulated in **Annexure -A enclosed here with**. Duty hours of each personnel shall be 8 hours. The number & duty time may vary in future depending upon the requirements of LIC BARDHAMAN Divisional office. If the no. of staffs fall short of that specified, and absentees are not taken care of by substitution, penalty of Rs.500/- will be deducted per day per absentee besides deduction of wage on prorate basis from the contractor's bill. An Attendance Register of his staffs is to be maintained by the contractor which should be produced for inspection on demand.
- 21) Authorized representatives of the contractor shall visit BARDHAMAN DO and meet the administrative officials at least once in a month or as and when called for the purpose of quality control.
- 22 The contractor or his staff shall not indulge in any act which may hamper the peace or serenity of the office campus of the LIC BARDHAMAN DO or any other Centre or likely

Signature of the Vendor (With Seal)

to be detrimental to the interests of the Corporation. The Contractor shall be solely responsible for any direct or indirect misconduct on the part of the employees appointed by the Contractor for the purpose of assisting the Contractor in all aspects relevant to this contract.

- 23 The contractor or his staff shall not use the premises, properties, fixtures, fittings, etc. of the Corporation for any purpose other than those expressly provided in the contract. Staffs of the contractor shall not pass their leisure time in the office premises or use otherwise.
- 24 The contractor is not entitled to assign or transfer howsoever the benefit or burden of the contract to any other person or firm. **Sub-contracting is not allowed.**
- 25 Nothing herein contained shall be construed to create any tenancy in contractor's favour, of any of the Corporation's premises, properties or belongings and the Corporation may of its own motion, upon the termination of the contract, reenter and retake and resume and retain absolute possession of the Corporation's belongings, both movable and immovable.
- 26 Any failure or omission on the part of the Corporation at any time to exercise any of its rights under the terms of the contract, shall never be construed as "waiver" and shall in no way impair or affect the validity of the terms and the rights of the Corporation to enforce its right at any time subsequently, with retrospective effect wherever found necessary.
- 27 The contractor shall indemnify the Corporation for any loss or damage caused to its premises, properties and belongings either willfully or otherwise or for erosion of reputation suffered by the Corporation on account of negligence, wrongful or questionable conduct of the contractor or his staff, whether indulged intentionally or otherwise
- 28 In all matters relating to or incidental to this Agreement, if there arises any doubt or dispute or disagreement the decision of the SDM/DM (I/C), LIC BARDHAMAN DO shall be final and binding on the contractor.
- 29 Every Bidder is required to remit Earnest Money Deposit of the amount as per GEM in the form of a Demand Draft drawn on a Nationalized/ Scheduled Bank favouring "Life Insurance Corporation of India" payable at BARDHAMAN. In the event of the Tender being rejected or not being found responsive, the Earnest Money Deposit paid by the Bidders shall be refunded within 30 days from the Date of Work order/Acceptance Letter issued to the successful Bidder without any interest. The Earnest Money Deposit paid by the Bidder is liable to be forfeited if after submitting the Tender, the Bidder withdraws and / or modifies his / her Tender, or if the successful Bidder fails or neglects to furnish the security Deposit. For Successful bidder, EMD will be adjusted towards security Deposit. MSEs registered in NSIC under single point registration are exempted from EMD on production of valid document.

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- 30** The successful Bidder shall have to pay security Deposit equal to 3% of the Contract Value (rounded off to the next higher Rupees thousand) based on the cumulative value of the Monthly Amount as quoted by the successful Bidder in his/her Financial Bid) in the form of a Demand Draft for security Deposit drawn on any Nationalized / Scheduled Bank in favour of "Life Insurance Corporation of India", payable at BARDHAMAN, within 15 days from the date of issue of the Acceptance Letter or Work Order as quoted above. The security Deposit paid by the successful Bidder will be retained with LIC BARDHAMAN DO without interest and the same shall be refunded to the Contractor upon completion of the Contract, subject to recoveries, if any, towards outstanding dues / charges / compensation / penalties. In the event of failure of the successful Bidder to comply with this requirement, LIC BARDHAMAN DO reserves the right to cancel the award of contract with forfeiture of the Earnest Money Deposit paid by such Bidder.
- 31** **The difference in subsequent minimum wages rates due to revision of the rates by the Central / state Labour Commission will be considered by the Corporation. Only the difference value of increase / decrease will be taken into consideration for payment of salary on minimum wages basis.**

OBLIGATION OF THE CONTRACTOR: - STATUTORY COMPLIANCE:

- 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 persons which in any case will not be less than the minimum wage as fixed or prescribed for the category of workers employed by him from time to time or by the Central /State Government /West Bengal Admn and/or any authority constituted by or under any law.
- 32** The contractor shall adhere to and comply with all the laws that may be applicable to him and will extend all the benefits/privileges as applicable to persons engaged/ employed by him including that of Provident Fund, ESI, Workmen's Compensation Act, Bonus, Gratuity, Minimum Wages Act and leave, etc. In case of any breach of any law, rules, notifications applicable to the employees of the Contractor, the contractor alone shall be responsible and liable for any act(s) of omission and/or commission committed by any employee, agent, representative, attorney, person(s) engaged/employed by him for discharging the obligations under this agreement.
- 33** The Contractor shall obtain appropriate licenses under Contract Labour (Regulation & Abolition) Act, 1970 and 1971 (Central/ State), license under Private Housekeeping Agencies Regulation Act, 2005 and the Rules as amended from time to time and up to date and shall comply with all terms and conditions thereof strictly, and shall keep licenses duly validated and/or renewed from time to time throughout the duration of this Agreement. The Contractor shall obtain at his/her own expenses all the licenses and permission which may be required for conducting the business of Housekeeping Services and pay all the taxes, duties and penalties hereinafter becoming payable to the Government, Municipality or any other local

Signature of the Vendor (With Seal)

body by reason of his/her conducting business of Housekeeping Services and other allied Services.

- 34 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.
- 35 The Service Provider/Contractor must ensure that the wages to the Workers are paid through NEFT within 7th of the following month according to the prevailing rates which shall not be less than the minimum wages approved by Central Government/ State Government/local Administration (whichever is higher). The Service Provider/Contractor will not link the payment of wages to the workers with settlement of their bills by the Corporation. Payment of bills will be made on monthly basis through NEFT only, provided that the Services rendered 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.
- 36 **The Service Provider/Contractor has to submit the attested photocopies of the following documents with the monthly bill for payment:**
- 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.
 - Challan of deposit of contribution of provident fund of employees' and employers' share, of the previous month.
 - Challan of deposit of contribution of ESI of employees' and employers' share, of the previous month.
 - Receipt and Statement of Bonus paid to the employees (To be submitted in the following Month after making payment on qly basis.)
 - Deposit of contribution of provident fund and contribution of ESI of employees and employer should be with a challan separately for LIC of India. It should not contain the contribution of PF and ESI of employees of other organizations being serviced by the Contractor.
 - Payment to workers is to be made by NEFT and a copy of Bank account statement of previous month showing debit of wages/benefits in favour of workmen should be submitted every month with the bill by the Service provider.
- 37 The contractor shall have to give a written undertaking as and when asked by the Corporation that he has complied with all the statutory obligations regarding wage payment as per statutory clause of Labour Act and copy of such challans /receipts/list also has to be submitted.

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TERMINATION:

- 38 Corporation can terminate this Agreement by giving one month's written notice to the service provider without assigning any reason and without payment of any compensation. Corporation also has the 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 House keeping 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.
- 39 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.
- 40 If any Complaint received in writing against the contractor/service agency i.e. less payment of wages is paid by the contractor and not abiding by the tender for engagement of the duty, etc. then it will be viewed seriously and if found this complaint truthful then action will be initiated for violating breach of contract.
- 41 **PERIOD OF CONTRACT:** The agreement will be signed by both the parties within 15 days from the date of issue of Work Order for which the Agency will submit **non-judicial stamp paper of appropriate value**. The contract shall remain in force initially for a period of One Year from the date of Commencement of the Work. There will be a provision to renew the contract for 1+1 more year on existing terms and conditions. Any extension granted will require renewal of all statutory registrations. However, the contract is subject to termination at any time if the services are not found satisfactory by LIC or for any other reason whatsoever by serving 30 days' notice in writing by LIC and 90 days' notice by the Agency.
- 42 **DEED OF AGREEMENT** :Selected Bidder should submit the deed of Agreement/ Contract with LIC of India, BARDHAMAN Divisional Office duly executed on a non-judicial stamp paper of appropriate value as per the draft conditions provided by LIC of India, within 15 days 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 @ 3% of the Contracted Value within 15 days of intimation as above may result in the forfeiture of EMD. However, CORPORATION at its discretion may cancel the tender and the decision will be final and binding.
- 43 **PAYMENT PROCEDURE:** The payment to the contractor shall be made through NEFT for which they have to submit an enclosed NEFT mandate form along with cancelled Cheque of their Bank Account and a self attested photocopy of PAN Card of the Company/Firm. The Contractor shall submit monthly bills (for calendar month) to The Manager(ESTATE/OS), LIC, BARDHAMAN DIVISION,GOPAL NAGAR(GHORDOUR CHATI)PO- SRIPALLY,BESIDE BAIKUNTHAPUR GP 2,BARDHAMAN 713103.

Signature of the Vendor (With Seal)

The bills raised should be provided with the following documents for verification and release of payment:

- a. The contractor shall ensure that payment to his w o r k e r s is made by **ELECTRONIC TRANSFER ONLY (RTGS / NEFT)** and the proof of having credited has to be submitted if asked for verification.
- b. The attendance sheet of the House keeping/sweeping personnel, personnel along with the monthly bill duly signed by any representative authorized by the Contractor.
- c. **Proof of remittance of ESI** contribution of the House keeping/sweeping personnel and other allied workers (as applicable) for the previous month (**photocopy of the remittance receipt to be enclosed**).
- d. **Proof of remittance of E PF** contribution of the House keeping/sweeping personnel and other allied w o r k e r s (as applicable) for the previous month (**photocopy of the remittance receipt to be enclosed**).
- e. **Proof of remittance of GST and other taxes, if any for the previous month(Photocopy of the remittance receipt to be enclosed).**
- f. Payment pertaining to a particular month will be released only on production of proof of remittance of previous month's ESI and EPF of the House keeping/sweeping personnel Keeping and other allied job Personnel.
- g. **Income Tax or any other applicable taxes shall be deducted at source at the time of payment to the Contractor in accordance with the provisions of the relevant Acts/Rules as applicable.**

44. FUTURE CHANGES IN MINIMUM WAGES : During the contract period, if there is any statutory increase/decrease in the Minimum Wages in accordance with the Minimum Wages notification issued by the appropriate authorities under the Minimum Wages Act from time to time, the increase/decrease in rates of Minimum Wages, ESI and EPF will be effected. However, there will be no change in any other charges quoted by the selected tenderer during the entire period of the contract. **The Service Charge of the Contractor will remain same and will not change during the entire tenure of the contract.**

45. MOBILIZATION PERIOD: On receipt of work order, successful bidder shall be required to mobilize all resources for commencement of ' Housekeeping /sweeping personnel services, Liftman and Generator MAN services ' as per following schedule :

1. Work to commence within 20 days from the date of work order.
2. In case of delay in commencement of work from 21 days to 30 days penalty @ of Rs 500/- per workers in different categories will be charged.
3. In case of delay in commencement of work after 30 days In addition to penalty as (2) above, the Competent Authority may forfeit the EMD, and cancel the contract and blacklist the firm.

46. PENALTY CLAUSE: It shall be the primary responsibility of the Contractor that work contract is executed as per Terms and Conditions stipulated under this contract to the complete satisfaction of LIC.

Signature of the Vendor (With Seal)

- In case the contractor fails to provide replacement of a House keeping/sweeping personnel who is absent, penalty of Rs. 500/- per day per guard will be imposed for each such occasion.
- The House keeping/sweeping personnel must be in uniform on all working days, failing which a penalty of Rs.400/- per guard per day will be imposed/deducted.
- The Agency must ensure payment of wages to all its staffs latest by 7th of the following month without waiting for the settlement of their bills from LIC. Failing which a penalty of Rs.5000/- per month will be recovered from the monthly bill at DO Level. In addition to this, the vendor will be liable and compensate for any legal/ statutory action initiated and penalty imposed by LIC of India.

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

49. 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 Divisional Manager (I/C), LIC of India, BARDHAMAN Divisional Office,

50. 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.

51. 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.

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

53. To assist in the examination, evaluation and comparison of bids LIC of India, BARDHAMAN DIVISION may at its discretion ask the bidder for a clarification of its bid.

54. Sub-Contractor- The service provider shall not assign or subcontract any of its responsibilities contained in this agreement to any agent, sub agent or subcontractor without prior written permission of the Corporation, which the Corporation may deny at its absolute discretion. Any violation of the same will attract termination of the contract without any prior notice unconditionally and the service providers are liable to forfeit its security deposit also.

55. Inspection and right to Audit- The Service Provider shall , upon reasonable notice allow Corporation , its management, Auditors(both internal and external) or any other nominee of the LIC, the opportunity of inspecting , auditing the records. The service provider also agrees to provide unrestricted access and shall cooperate with the designated person and assure a prompt and accurate audit.

56. The Service Provider has to strictly abide and comply with the duties/scope of works as mentioned in the tender for housekeeping / sweeping personnel/ Lift and Generator man. Violation of the same will attract suitable penalty or even termination of contract.

Signature of the Vendor (With Seal)

57. National Holiday viz 26th January, 15th August and 2nd October additional payment will be made to workers as per our approved rate.

58. Any over writing or correction by corrective fluid or by any other means in the Financial Bid will be rejected without citing any reason.

59. The Bidder should have an operational office anywhere in PURBA BARDHAMAN, PASCHIM BARDHAMAN, BIRBHUM, PURBA & PASCHIM MIDNAPORE, HOOGHLY, HOWRAH, 24 PARGANAS(NORTH & SOUTH) and KOLKATA.

60. This tender is for a period of One year and extendable by 1+1 year subject to satisfactory services provided by the service provider with the same terms and conditions.

61. Competent Authority of LIC BARDHAMAN Division reserves the right to reject any or all tender/issue the tender to Any Agency at its sole discretion without assigning any reason thereof.

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 the Vendor with seal

Signature of the Vendor (With Seal)

Note:

1. GST will be paid as per prevailing Rules of the Govt.
2. Minimum wages shall be based on the higher of prevailing State/Central Govt minimum wages Act. However, the companies are free to pay more but not less.
3. Minimum wages will be subject to revision from time to time as per existing laws. The vendor has to pay minimum wages prescribed under the Minimum Wages Act, 1948 as notified/revised by Chief Labour Commissioner (C), Ministry of Labour & Employment, Government of India or as fixed by Labour Department, West Bengal Government, whichever is higher and Payment of compensation for Overtime/weekly off/National holiday/Any other holiday as applicable and amended from time to time.
4. Selected vendors will have to statutorily (as per law) pay ESI & EPF both for Housekeeping / sweeping personnel, Sweeper, Liftman and Generator man.
5. EPF and ESI contribution to be paid for personnel employed by the tenderer and shall be the responsibility of tenderer.
6. Adherence to statutory requirements is the sole responsibility of the House keeping agency/company.
9. TDS as per rules will be recovered from the amount payable.

The service charges will remain fixed irrespective of any increase /decrease in wages during the entire duration of the contract .Any service charge not adhering to the Govt. guidelines shall be considered unresponsive and such bid will not be considered.

10. The rates must be given on our prescribed format only and covered with cello tape and in sealed cover; otherwise tender will not be accepted.

Signature of the Vendor (With Seal)

ANNEXURE G

Declaration:

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.

Signature of the Vendor with seal. Date:

Name: _____

Designation: _____

Address: _____

Signature of the Vendor (With Seal)

COMPLIANCE REPORT

To,
The Divisional Manager (I/C),
L.I.C. of India,
BARDHAMAN Divisional Office.
BARDHAMAN

Enclosed with TB

Sir,

Sub: Tender for "Providing House keeping services and allied services on contractual basis at Offices under BARDHAMAN Divisional Office (as listed in Annex-A)"

I/We certify that I/We have read the terms and conditions of the Tender. I/We undertake that it is my/our responsibility to ensure that being the employer in relation to persons engaged/deployed by me/us to provide the services/activities under this Tender as well as to make the payment of monthly wages/salaries, which in any case shall not be less than the minimum wages prescribed under the Minimum Wages Act, 1948 as notified/revised by Chief Labour Commissioner (Central), Ministry of Labour & Employment, Government of India or as fixed by Labour Department, Government of West Bengal , or any other statutory local Authority, whichever is applicable and Payment of compensation for Overtime/weekly off/National holiday/ any other holiday as applicable and amended from time to time. I/We will also comply with the requirements of various statutes, relevant to this contract, such as Contract Labour (Regulation and Abolition) Act 1970 & any changes thereto, Contract Labour (R & A) Rules 1971 & any changes thereto, EPF Act,1952, ESI Act (1948),

The Industrial Disputes Act 1947, The Equal Remuneration Act 1976, Employees Compensation Act 1923 (Workmen's Compensation Act 1923) , The Payment of Bonus Act 1965, Payment of Gratuity Act 1972, Child Labour (Prohibition & Regulation) Act, 1986 as applicable and as amended from time to time and or any other Rules framed there under from time to time by the Central or State Government and or any other authority constituted by or under any law, for the category of persons deployed by me/us.

I/We also have a valid License under Contract labour (R & A) Act, 1970 to engage contract labourers for providing Housekeeping ,Sweeping and other allied Services as mentioned at Jurisdictional areas of BARDHAMAN Divisional office of Life Insurance Corporation of India.. Certified that I/We have fully read and understood the Tender document comprising Notice inviting Tender, , General Conditions, Scope of work, all Annexure attached thereto, etc. and forming a part of the Tender document.

I/We undertake to abide by the terms and conditions as laid down in the Tender document and the Annexure as stated above in case the Scope of Tender is allotted to me/us.

Place: _____

Date: _____

SEAL & SIGNATURE OF BIDDER

Signature of the Vendor (With Seal)

Annexure -H

**UNDERTAKING
Enclosed with TB**

We hereby confirm that we have not been blacklisted or Terminated or being prosecuted by law or cancellation of the contract in the mid way of tenure by any LIC or PSU/ BFSI Organization/ Government / Semi Government / Quasi Govt. /any Company of repute or client during last three years and as on date of submission of bid in response to the above.

We also agree with your terms and conditions quoted in tender. Dated at

_____ this day of _____, _____ 2023

Authorized Signatory Signature NAME:

DESIGNATION:

SEAL OF THE FIRM / COMPANY:

Signature of the Vendor (With Seal)



ANNEXURE-I

Affidavit on Notarized stamp paper of Rs 20/-
Enclosed with Technical Bid

I, Shri / Smt Son / Daughter of
proprietor / owner / partners of the agency / service provider named
do hereby declare as below.

being the sole

It will be the sole responsibility of the company to abide by the provisions of the below mentioned Acts in regard to the workers engaged by us for performance of the services.

- a] Child Labour Abolition & Rehabilitation Act, 2006 b] Workmen Compensation Act 1923
- c] Labour & Employment Act 1972
- d] Industrial Employment (Standing Orders) Act 1946 e] Contract Labour (Regulation & Abolition) Act 1970 f] The Minimum Wages Act 1948
- g] Employees' Provident Fund Act 1952
- h] The Employees' State Insurance Act 1948 i] The Payment of Bonus Act, 1965
- j] Any other Act or Legislation which may govern the nature of Contract.

Date
Place

Signature of the Bidder
WITH SEAL

Signature of the Vendor (With Seal)



INTEGRITY PACT ANNEXURE- J

Signed copy to be enclosed with TB

AND

AFFIDAVIT TO BE SUBMITTED BY SUCCESSFUL BIDDER ON RS 100/- STAMP PAPER AFTER ACCEPTANCE OF WORKORDER

General:

This pre-bid pre-contract Agreement (hereinafter called the Integrity Pact) is made

on..... day of the month of20 , between, on one hand, the Life Insurance Corporation of India (hereinafter referred to as "LIC") a statutory Corporation established under section 3 of Life Insurance Corporation Act 1956 (XXXI of 1956) and having its Divisional Office office at " Ghordour Chati, Near Baikunthapur GP-II, PO Sripally, Dt Bardhaman, PIN 713103", BARDHAMAN, West Bengal, Pin-788015. (Hereinafter called the "BUYER" which expression shall mean and include, unless the context otherwise requires, his successors

in office assigns) of the First part. And M/s_____re permitted assigns) of the Second part.

WHEREAS the BUYER proposes to procure Housekeeping/sweeping personnel/Lift man and Generator man services at the various offices under BARDHAMAN Division and the BIDDER/Seller is willing to offer/has offered to provide the same..

WHEREAS the BIDDER is a Proprietorship firm/private company/public company/Government undertaking/partnership/registered export agency, constituted in accordance with the relevant law in the matter and the BUYER is performing its function under the LIC Act 1956.

NOW, THEREFORE,



To avoid all forms of corruption by following a system that is fair, transparent and free from any influence/prejudiced dealings prior to, during

and subsequent to the currency of the contract to be entered into with a view to:-

Enabling the BUYER to obtain the desired said services at a competition price in conformity

with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement.

Enabling BIDDERS to abstain from bribing or indulging in any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and the BUYER will commit to prevent corruption, in any form, by its officials by following transparent procedures.

The parties hereto hereby agree to enter into this Integrity Pact and agree as follows:-

Commitments of the BUYER

1. The BUYER undertakes that no official of the BUYER, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour or any material or immaterial benefit or any other advantage from the BIDDER, either themselves or for any person, organization or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting on implementation process related to the contract.

The BUYER will, during the pre-contract stage, treat all BIDDERS alike and will provide to all BIDDERS the same information and will not provide any such information to any particular BIDDER which could afford an advantage to that particular BIDDER in comparison to other BIDDERS.

Signature of the Vendor (With Seal)



All the officials of the BUYER will report to the appropriate “CVO” any attempted or completed breaches of the above commitments as well as any substantial suspicion of such a breach.

2. In case any such preceding misconduct on the part of such official(s) is reported by the BIDDER to the BUYER with full and verifiable facts and the same is prima facie found to be correct by the BUYER, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by the BUYER and such a person shall be debarred from further dealings related to the contract process. In such a case while an enquiry is being conducted by the BUYER the proceedings under the contract would not be stalled.

Commitments of BIDDERS

3. The BIDDER commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its bid or during any pre-contract or post contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following:-

The BIDDER will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER, connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.

The BIDDER further undertakes that it has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER or otherwise in procuring the Contract or forbearing to do or having done any act in relation to the obtaining or execution of the contract of any other contract with the government for showing or forbearing to show favour or disfavor to any person in relation to the contract of any other contract with the Government.

The BIDDER further confirms and declares to the BUYER that the BIDDER is the original owner of the agency/ firm /company providing Housekeeping, Lift man and Generator man

Services and Private Housekeeping and has not engaged any individual or firm or company whether Indian or foreign to intercede, facilitate or in any way to recommend to the BUYER or any of its functionaries, whether officially or



unofficially to the award of the contract to the *BIDDER*, nor has any amount been paid, promised or intended to be paid to any such individual, firm or company in respect of any such intercession, facilitation or recommendation.

The *BIDDER*, either while presenting the bid or during pre-contract negotiations or before signing the contract, shall disclose any payments he has made, is committed to or intends to make to officials of the *BUYER* or their family members, agents, brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.

The *BIDDER* will not collude with other parties interested in the contract to impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.

The *BIDDER* will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.

The *BIDDER/Contractor* will not commit any offence under the relevant India penal code (IPC) /Provision of corruption (PC) act .Further improperly, for purposes of competition or personal gain, pass on to others, any information provided by the *BUYER* as part of the business relationship, regarding plans, technical proposals and business details, including information contained in any electronic data carrier. The *BIDDER* also undertakes to exercise due and adequate care lest any such information is divulged.

The *BIDDER* commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.

The *BIDDER* shall not instigate or cause to instigate any third person to commit any of the actions mentioned above.

If the *BIDDER* or any employee of the *BIDDER* or any person acting on behalf of the *BIDDER*, either directly or indirectly, is a relative of any of the officers of the *BUYER*, or alternatively, if any relative of an officer of the *BUYER* has financial interest/stake in the *BIDDER's* firm, the same shall be disclosed by the *BIDDER* at the time of filing of tender.

The term 'relative' for this purpose would be as defined in section 6 of the Companies Act 1956.

Signature of the Vendor (With Seal)



The BIDDER shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee or the BUYER.

4. Previous Transgression

The BIDDER declares that no previous transgression occurred in the last three years immediately before signing of this Integrity Pact, with any other company in any country in respect of any corrupt practices envisaged hereunder or with any Public Sector Enterprise in India or any Government Department in India or company of repute that could justify; BIDDER's exclusion from the tender process.

The BIDDER agrees that if it makes incorrect statement on this subject, BIDDER can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.

5. Earnest Money (Housekeeping Deposit):

While submitting commercial bid, the BIDDER shall deposit an amount (**AS PER GEM**) as Earnest Money as applicable/Housekeeping Deposit, with the BUYER through any of the following instruments:

- (i) Bank Draft of Pay Order in favour of LIC.
- (ii) Any other mode or through any other instrument (to be specified in the Tender):

The Earnest Money /Housekeeping Deposit shall be valid up to the complete conclusion of the contractual obligations to the complete satisfaction of both the BIDDER and the BUYER, including warranty period, whichever is later.

In case of the successful BIDDER a clause would also be incorporated in the Article pertaining to Performance Bond in the Purchase Contract that the provisions of sanctions for Violation shall be applicable for forfeiture of Performance Bond in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.

No interest shall be payable by the BUYER to the BIDDER on Earnest Money/ Housekeeping Deposit for the period of its currency.

The awarded BIDDER will have to deposit 3% of the annual contract money as Housekeeping deposit , which is refundable without interest at the end of the contract subject to clearance of default (if any) by the bidder.



6. Sanctions for Violations:

Any breach of the aforesaid provisions by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER) shall entitle the BUYER to take all or any one of the following actions, wherever required:-

(i) To immediately call off the pre contract negotiations without assigning any reason or giving any; compensation to the BIDDER. However, the proceedings with the other BIDDER(s) would continue.

(ii) The Earnest Money Deposit (in pre-contract stage) and/or Housekeeping Deposit/ Performance Bond (after the contract is signed) shall stand forfeited either fully or partially, as decided by the BUYER and the BUYER shall not be required to assign any reason therefore.

(iii) To immediately cancel the contract, if already signed, without giving any compensation to the BIDDER.

(iv) To cancel all or any other contracts with the BIDDER. The BIDDER shall be liable to pay compensation for any loss or damage to the BUYER resulting from such cancellation/recession and the BUYER shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER.

(v) To debar the BIDDER from participating in the future bidding processes of LIC for a minimum period of five years which any be further extended at the discretion of the BUYER.

(vi) To recover all sums paid in violation of this Pact by BIDDER(s) to any middleman or agent or broker with a view to securing the contract.

(vii) In cases where irrevocable Letters of Credit have been received in respect of any contract signed by the BUYER with the BIDDER, the same shall not be opened.

(viii) Forfeiture of Performance Bond in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this pact.

Signature of the Vendor (With Seal)



The BUYER will be entitled to take all or any of the actions mentioned at para 6.1(i) to of this pact also on the Commission by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER), of an offence as defined in chapter IX of the Indian Penal code, 1860 or Prevention of Corruption Act, 1988 or any other statute enacted for prevention of corruption.

The decision of the BUYER to the effect that a breach of the provisions of this pact has been committed by the BIDDER shall be final and convulsive on the BIDDER. However, the BIDDER can approach the Independent Monitor(s) appointed for the purposes this Pact.

1. Facilitation of Investigation: In case of any allegation of violation of any provisions of this pact or payment of commission, the BUYER or its agencies shall be entitled to examine all the documents including the Books of Accounts of the BIDDER. The BIDDER shall provide necessary information and documents in English and shall extend all possible help of the purpose of such examination/inspection

2. Validity:

The validity of this Integrity Pact shall be from date of its signing and extend up to 3 years or the complete execution of the contract to the satisfaction of both the BUYER and the BIDDER/Seller, including warranty period, whichever is later. In case BIDDER is unsuccessful, this Integrity Pact shall expire after six months from the date of the signing of the contract.

Should one or several provisions of this Pact turn out to be invalid; the remainder of this pact shall remain valid. In this case, the parties will strive to come to an agreement to their original intentions. The parties hereby sign this Integrity Pact at.....on.....

BUYER

BIDDER

Authorized Signatory LIC BDO
Name of the Officer:
Designation
Deptt.

Authorized Signatory
Name of the Person:
Designation:



Witness

1.....

1.....

2.....

2.....

All pages of this pact are to be countersigned by the bidder


This Tender Document (page 1 to page 36) Placed before **Divisional Outsourcing Committee**

Recommendation for approval of the COMPETENT AUTHORITY.


Ms. Mousumi Poddar
Mgr P&IR
Cjhairman


Sri Biswajit Sarkar
Mgr (EDMS)
Member


Ms Manju Biswas
Mgr (Legal)
Member


Sri B Majumder
Mgr (OS)
Member


Sri Tuhin Bhowmik
Mgr (F&A)
Member


Smt Sujata Maity
Mgr (CRM)
Member


SR. DIVISIONAL MANAGER

Signature of the Vendor (With Seal)



The Minimum Wages and Statutory Liabilities are same for all
The following points are to be strictly taken note of and adhere to.

- 1) GST to be paid to the vendor as per prevailing applicable rates.
- 2) Service Charges will be fixed during the entire tenure of the contract
- 3) LIC reserves the right for addition and deletion of staffs as mentioned in Annexure-A according to office exigencies,
- 4) Income tax will be deducted as per rules.

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.

Place :

Date :

Signature of the Bidder with seal

ANNEXURE-IV

SUMMARY OF FINANCIAL DATA OF THE BIDDER DATA FOR THE LAST FOUR FINANCIAL YEARS

FINANCIAL YEAR	ANNUAL TURNOVER (IN LAKHS)	PROFIT BEFORE TAX (IN LAKHS)	TAX PAID	REMARKS, IF ANY
2019-2020				
2020-2021				
2021-2022				
2022-2023				

I/ We hereby declare that all the details above are true and correct to the best of my/ our knowledge.

Kindly enclose copies of audited P&L A/C and Balance Sheet

Signature of the Bidder with seal

Place:

Date:

Signature of the Vendor (With Seal)

ANNEXURE-IIIDETAILS OF EXISTING CLIENTS

Details of Housekeeping and Office Upkeep Services already provided in the Three Financial Years:

(Additional sheet on the Bidder's letter head to be enclosed in the following format, if the space provided below is insufficient)

Description of the Work Order	Full Name and Postal Address, Phone Number and E-mail id of Clients	Annual Value of the Contract	Period of Contract	Number of workers deputed for the said client

Kindly enclose copies of work orders from the Date of Commencement till the date of Completion in case of contracts from financial year 2020-21 and also for present running contracts on the clients' letter heads. (Copies of work orders can also be given).

Signature of the Bidder with rubber seal/stamp of the Bidders Establishment

.Place:

Date:



ANNEXURE-I

APPLICATION FORM TO BE COMPLETED BY THE BIDDER FOR SELECTION FOR OUTSOURCING OF HOUSEKEEPING SERVICES AND OFFICEUPKEEP

(Typewritten on separate letter head of Company/ Firm with no errors)

The Sr Divisional Manager ,
Life Insurance Corporation of India,Bardhaman
Divisional Office
Ghordaur Chati, Bardhaman
713103

Sir/Madam

Re: Selection of Contractors for providing Housekeeping Services and Office Upkeep Pursuant to the Notice for Selection of Contractors Ref. _____ dated _____ for providing Housekeeping services and Office Upkeep at Various units under LIC of India, Bardhaman Division Office , I / We whose names and signature is/ are given appended hereinbelow representing the Entrepreneurial Establishment whose Stamp/ Seal is alsoaffixed herein below hereby submit my/our Application for selection as Contractors. **General Information**

SR. NO.	PARTICULARS	
1	Name of the Establishment	
2	Status: Whether Proprietary / Partnership Firm /Private Ltd.Co. /Public Ltd. Co.? (Copy of Partnership Deed/ Memorandum of Association ,as the case may be, to be submitted)	
3	Date of Establishment / Incorporation(Copy of Certificate to be enclosed)	
4	Address, Telephone No., E mail ID	
5	Local Office of the Vendor in Address of the Local Office:	
	No of persons deployed: Name of the Contact Person:Designation: Contact No: E-mail ID:	
6	Names of Proprietor / Director/ Partners(as the case may be)	
7	Name, Designation and Phone no. of persons authorized to sign the documents on behalf of the Company/ Firm/ Proprietary Concern (Authorization Certificate to be enclosed)	
8	Name of the Bankers with Telephone No. AndAddress (Bank Solvency Certificate of ₹ 15 lakhs to be submitted)	
9	GST No (Certificate to be enclosed)	GST No.
10	PAN NO. (Copy of PAN Card to be enclosed)	PAN NO.

Signature of the Vendor (With Seal)



11	Total Number of Permanent Employees	Manager Supervisor or Workers Specify if any other
12	Name of Clients along with number of persons to whom Housekeeping services are being provided by you at present.	Separate sheet to be enclosed as per Annexure III for each client

Eligibility Criteria for Selection

13	Minimum 4 years experience of providing Housekeeping Services (Letter of recommendation/ Work Order from minimum 3 clients preferably existing to be submitted) –State YES or NO.	
14	Experience of at least three years in providing Office Upkeep & Housekeeping Services in any Organization / Government / Multinational Companies/ Public Sector undertaking / Private organizations of repute (Letter of recommendation from past clients/ Work Order to be submitted) – State YES or NO.	
15	At least one running contract with in any Organization / Government / Multinational Companies/ Public Sector undertaking / Private organizations of repute. (Letter of recommendation/ Work Order from past clients to be submitted) – State YES or NO.	
16	Past Performance Experience: The Contractor/Bidder should have executed at least one single order of at least 35% of the estimated value or two Orders of at least 20% each of the estimated value or three orders of at least 15% each of the estimated value. (Letter of recommendation/ Work Order from past clients to be submitted) The Bidder should have at least 40% of the required manpower on his payroll for at least one year. Necessary Documents relating to such manpower should be uploaded by the buyer for verification. State YES or NO	
17	Do you have office in Bardhaman / Kolkata / Howrah/Hooghly/24 pgs(north/south) Medinipur(purba/paschim) YES or NO Are you providing Housekeeping Services in Kolkata/Howrah/Bardhaman /Hooghly /24 pgs (north/south), Medinipur(purba/paschim) YES or NO	
18	Annual turnover- Average Annual Turnover for last four years (₹ 400Lakhs and above) (enclose copies of last four audited financial statements BY CA and IT returns filed) - Annexure IV	F.Y.2019-20 ₹ F.Y.2020-2021 ₹ F.Y.2021-2022 ₹ F.Y.2022-2023 (If filed) ₹ Annual Turnover ₹



19	Whether Co./ Partnership Firm/ Proprietary Concern is Registered under following: (Copy of Registration / License to be enclosed)	License number
I	West Bengal Shop and Establishment Act,	Lic No Valid Upto
II	Contract Labour (Regulation & Abolition) Act, 1970 (if applicable)	Lic No Valid Upto
III	Employees State Insurance Corporation Act, 1948 (Compulsory)	Lic No.
IV	Employees Provident Fund Act, 1952 (Compulsory)	Lic No.
V	Any other Government Act related to this business	Lic No.
VI	Give details of Policy under Workman's Compensation Act, 1923 for location (if applicable) Enclose copy of Policy	Policy No. Valid Up to
20	Whether all the Statutory Registration/ requirement as directed by Govt. Authorities to run such kind of business have obtained/ fulfilled? State YES or NO	
21	Have you complied with provisions of Child Labour Act? State YES or NO	
22	Do you comply with provisions of Central Government Minimum Wages Act and State Government Minimum Wages Act? (whichever is higher to be paid) State YES or NO	
23	Have your Company /Firm been under litigation or any other action has been initiated by any authority for violation of any provisions of Law or have you been blacklisted by any Organization? State YES or NO	
24	Do you agree with all Terms and Conditions and enclosed the same with Application form duly executed? State YES or NO	
25	Have you submitted Demand Draft of and ₹ _____ /-towards EMD?	DD NO. Date Drawn on
26	Have you submitted Declaration as per Annexure II? State Yes or No	
27	Have you submitted Details of existing clients as per Annexure III? State Yes or No	
28	Inspection of original documents and Site Visits of Contractors office/ Presently running place where housekeeping service is carried out (i.e. client's workplace visit) for checking quality and service will be criteria for selection. The Corporation reserves the right to technically disqualify the bidder based on dissatisfactory reports of Site visit teams. State name of the site for inspection	

Signature of the Vendor (With Seal)

Scope of Work of Sweeping / Housekeeping and allied services:

- 1) The contract shall cover following aspects of the services of LIC, BARDHAMAN Divisional office and offices as specified in Annexure-A . The contract shall be for a period of one year. There will be a provision to renew the contract for 1+1 more year abiding by the existing terms and conditions. The contractor may, by giving a notice of three months to Corporation terminate the contract. The Corporation may, by giving one month notice to the Contractor terminate the contract. The Contractors/Vendors are to abide by the following terms and conditions within the scope of this tender.
- 2) The Sweeping/Housekeeping and allied services contract shall be for the entire premises/buildings occupied by BARDHAMAN Division & Branch/SO etc. as specified in enclosed Annexure -A, which is liable to be altered as the Competent Authority decides or in case corporation opens new offices.
- 3) The contractor shall provide sweeping/housekeeping personnel as per number mentioned in Annexure A or altered as stated above. The contractor shall engage persons with the age group of 18 to 50 years with sound health. A penalty of Rs.500/- per day will be charged per person in case the persons engaged by the contractor absents himself from duty or leaves office before time of duty besides recovery of pro rata wages. Sweeping /housekeeping & Allied service (including booming & mopping of floors, cleaning of toilets etc) like removal of cobwebs, dusting of furniture & fixtures, shifting of furniture (if required) etc. will be done by the persons engaged by the contractor. Any further structural addition during the course of the contract will also have to be taken into account for Sweeping/housekeeping & Allied services.
- 4) Proper and courteous service shall be provided by the Contractor at the offices where the sweeping/housekeeping personnel are deployed and will be responsible for providing services that may be allotted to the personnel by the head of the concerned offices.
- 5) The entire office including the rooms, balconies, toilets, doors, windows, Venetian blinds, corridors, staircases, etc. shall be swept and mopped every day. Office rooms and premises are to be cleaned dusted & mopped daily and bathrooms/toilets to be cleaned with good quality disinfectants and cleaning materials supplied by the office daily.
- 6) Expenses incurred due to any damage to LIC property, which in the Corporations opinion is caused due to the negligence or carelessness or any fault on the contractor's part or that of his manager or servant or agent, shall be recovered from his bills.
- 7) The contractor shall attend and supervise cleaning/housekeeping as noted in the DAILY SCHEDULE, WEEKLY SCHEDULE and MONTHLY SCHEDULE FOR DEEP CLEANING/HOUSEKEEPING under Scope of Work of Housekeeping/Sweeping Services at Office Premises.

This should be adhered to without fail. Chairs & table & other furniture should also be dusted & mopped daily.

Signature with Seal of Vendor

8) The sweepers/housekeepers shall provide sundry assistance [other than desk work] towards office administration, and serve as attendant (non-clerical work) as and when necessary.

8) The contractor shall submit his bills for Sweeping services monthly, within 10 days from the end of the calendar month. We insist highest standard in Sweeping & Allied Services. In the event of unsatisfactory service at any point to carry out the terms of this contract, Corporation may forthwith terminate this Sweeping & Allied service arrangements with due prior notice and the contractor shall not claim compensation whatsoever against the Corporation or any of its officers in consequence of such termination.(See termination clause)

9) For the purpose of implementing this contract, the contractor shall engage sufficient number of employees. The contractor shall ensure that they observe cleanliness and wear neat and clean uniforms. **The contractor's employees should be provided with suitable proof of identity (Identity Cards, uniforms, etc.) Persons without suitable identity proof are liable to be refused entry into the LIC office premises.**

10) The Corporation may refuse entry into the campus or order eviction of any person falling into any of the following categories: -

- I. Is suspected not to possess good character.
- II. Is found reportedly indulging in activities prejudicial to the interests of the Corporation.
- III. Is afflicted/ suspected to be afflicted with any contagious or communicable diseases.

11) It is the exclusive responsibility of the contractor to ensure due and timely compliance with all relevant laws, rules and regulations and other relevant instruction issued by Government authorities from time to time relating to the employment of persons.

12) The Contractor will be responsible for the remuneration of his employees as per Minimum Wages Act, ESI Act, EPF and Miscellaneous Provisions Act, etc. updated from timetotime. Remuneration to contractor's employees is to be made on 1st week of the following month without any linkage to the payment of bill .**Proof of salary payment details are to be produced every month to LIC BARDHAMAN Divisional office /Estate/OS Deptt.**

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13) The service provider shall follow all rules/regulations in force and it will be the sole responsibility of service provider to abide by the provisions of the following Acts as to the workers engaged by him for performance of the service.

- a. Child Labour Abolition & Rehabilitation Act, 2006
- b. Workmen Compensation Act 1923
- c. Labour & employment Act 1972
- d. Industrial Employment (Standing Orders) Act 1946
- e. Contract Labour (Regulation & Abolition) Act 1970
- f. The Minimum Wages Act 1948
- g. Employees' Provident Fund Act 1952
- h. The Employees' State Insurance Act 1948
- i. The Payment of Bonus Act'1965
- j. Any other Act or Legislation which may govern the nature of Contract may be introduced later.

14) The contractor or his staff shall not allow any guest or visitor into the campus, on his own, without the permission of the Competent Authority.

15) With a view to achieving effective implementation of this Agreement, the Sr. Divisional Manager, LIC BARDHAMAN Division is entitled to issue instructions, to the contractor and such instructions shall be binding on the contractor.

16) The contractor shall not allot any person to do any job without prior approval of the competent authority.

17) The contractor will be responsible to attend all complaints/ requirements within the purview of the contract.

18) In all matters relating to or incidental to this Agreement, if there arises any doubt or dispute or disagreement the decision of the SDM/DM(I/C), BARDHAMAN DO shall be final and binding on the contractor.

19) If office upkeep is not done properly and the same will be done by the concerned offices, the cost for that job will be recovered from the monthly bill of the contractor.

20) The Supervisor /Manager of Housekeeping agency will keep regular liaison with the Estate/OS deptt of BARDHAMAN Divisional office.

Signature with Seal of Vendor

SCOPE OF WORK OF HOUSE KEEPING/SWEEPING SERVICES AT OFFICE

- Cleaning of all gents & ladies toilets, wall tiles, pots, partitions, window panes, window grills and glasses from inside as well outside (wherever accessible), looking glasses of toilets, taps/fixtures, etc; at least twice a day with detergents and disinfectants on all the concerned floors. Filling & refilling of liquid soap, air fresheners, naphthalene balls etc. Hourly inspection of toilets and undertaking necessary cleaning and mopping of the same.
- Sweeping and mopping of passage.
- Sweeping and mopping of reception area, general office area and cabins etc with deodorant disinfectants.
- Clearing and cleaning of waste paper baskets. Baskets to be emptied after 4 pm daily or as per need.
- Disposal of waste/garbage on daily basis from LIC premises to the dumping area earmarked by municipal authority of the area or earmarked by the LIC Office Authority. Disposal of waste material / garbage will be the sole responsibility of the agency.
- Dusting of partitions, doors & walls
- Cleaning of main entrance glass doors/wooden doors.
- Scrubbing and Cleaning of all toilets flooring.
- Mopping of the entire toilet floors with deodorant disinfectant and cleaning of wash basins at regular intervals throughout the day.
- Cleaning of Chambers, cubicles, reception area, service area common area, passages, lift area (if exist) etc.
 - Removal of cobwebs from office premises.
 - Monthly cleaning of wall mounted fans/ceiling fans or as per need
 - Monthly cleaning of main holes (Gutters) in the periphery of office buildings.
 - Weekly Cleaning of Drinking Water Cooler Tanks in Office.
- Clearance of blockage in toilets/drainage as and when required.

To perform the duty of attendant as per office need.

Signature with Seal of Vendor

FOR HOUSEKEEPING/SWEEING SERVICE IN OFFICES (On all working days):-

(a) DAILY SCHEDULE:

Daily Schedule for Cleaning/Sweeping shall be as under:

1. Sweeping and mopping of all cabins & area- twice in a day with Phenol/disinfectant.
2. Dusting of all furniture, walls, ceiling, curtains and Venetian blinds early in the morning before 9.30 a.m.
3. Cleaning, Washing & replacing the dustbins after removing the waste material from the dustbins. Dusting and cleaning of doors, windows, glass panes, partition walls, AC machines, water cooler, fridge etc.
4. Cleaning toilets, removing stains on floors & walls, keeping air fresheners, filling liquid soap of approved quality in the morning & keeping urinal cubes etc.
5. Cleaning and drying all the toilets at an interval of every one hour.
6. Pantries- removing muck, cleaning and washing of platform drains, sink twice a day.
7. Cleaning of Buckets/Mugs by liquid soap /cleaner on daily basis.
8. Throwing of waste/garbage on daily basis in garbage bin. Disposal of waste material will be the sole responsibility of the agency.
9. Removing stains from floor, walls, staircases, cabin doors, partition of cabin inside or outside on regular basis.

(b) WEEKLY SCHEDULE:

1. Washing of floors, stairs with soap/stain cleaner, removing of webs/insects from walls, ceilings, under tables/chairs/Almirahs etc.
2. Dusting of all walls, ceilings, curtains, Venetian blinds early in the morning.
3. Cleaning of taps, wash basins, flushing system, sinks etc. with help of soap/stain cleaner.
4. Cleaning (dry)/washing basement and open area adjoining the building of the D.O/ B.Os, SOs and other allied office where engagement will be made.

Any other item which may be required for the above purposes listed at Serial Nos. 1 to 4.

(c) MONTHLY SCHEDULE FOR DEEP CLEANING

1. Removal of cobwebs from office premises
2. Cleaning of window panes from inside as well as outside.
3. Cleaning and dusting of tube lights/ ceiling fans and security grill.
4. Cleaning of partitions.
5. Cleaning of roof top and staircases.
6. Cleaning of parapet walls.
7. Monthly vacuum cleaning of Venetian blinds.
8. Monthly cleaning of wall mounted fans/ceiling fans.
9. Monthly cleaning of main holes (gutters) within the office periphery.

Signature with seal of vendor

TERMINATION CLAUSE

The contractor may, by giving a notice of three months to Corporation terminate the contract. The Corporation may, by giving one month notice to the Contractor terminate the contract.

The contract is also liable to be terminated by the Corporation if -

- a) The Agency abandons the work (or)
- b) The Agency assigns or sublets the work in whole or in part thereof, (or)
- c) The Agency makes default in proceedings of the work under the contract, at any time during the contract period, and continues to do so even after a notice is issued by the Corporation, (or)
- d) The Agency becomes bankrupt or insolvent or goes into liquidation or is ordered to wind up or has a receiver appointed on its assets (or)
- e) The Agency persistently disregard the instructions issued by the Corporation, (or)
- f) The Agency fails to adhere to the agreed schedule of the work, (or)
- g) The information submitted by the Agency in the Tender is found to be incorrect, (or)
- h) The Agency fails to perform its obligations as per terms of the contract.

PROVISIONS OF SECTION 33(3) OF THE INSURANCE ACT, 1938 AS AMENDED BY THE INSURANCE LAWS (AMENDMENTS) ORDINANCE, 2014:

In terms of provisions of section 33(3) of the Insurance Act, 1938, as amended by the Insurance Laws (Amendments) Ordinance, 2014. Insurance Regulatory Authority of India (IRDAI) is authorized to verify all such books of account, register, other documents and the data base in the custody of contractor in respect of service outsourced by the LIC of India. It shall be the duty of the contractor to provide such documents/statements/information as may be required by IRDAI within such time as may be specified by the IRDAI.

Corporation reserves the right to verify and audit all relevant papers as stated in the tender from the vendor without giving any prior notice during the tenure of the contract and can terminate contract if any gross violation and discrepancies found.

- 1 The contractor, at its own expense, should provide proper uniform, Identity cards, name badges & other accessories such as safety shoes, gloves, masks etc. to their employed HOUSE KEEPING/SWEEPING personnel. Uniform is mandatory and should be provided within 15 days of awarding the tender and deployment of personnel. The Agency will ensure that the persons on duty are in neat & clean uniform on all working days failing which a penalty of Rs.500/- per worker per day will be imposed/ deducted.
- 2 The Agency should ensure that no HIOUSE KEEPING/SWEEPING personnel leaves duties in an unauthorized way without a replacement. Agency shall keep replacements / backup ready in case of any requirement.

Signature with seal of vendor

- 3 The personnel employed by the Agency as HOUSEKEEPING /SWEEPING personnel should preferably be in age group 18 (Minimum) to 58 (Maximum) years. No minor should be employed under any circumstances.
- 4 The HOUSE KEEPING Guard personnel of the Agency shall be only Indian nationals and their character and antecedents should be checked by the Agency without fail. The Agency should submit the KYC documents of the HouseKeeping / sweeping personnel employed in LIC offices, and not later than 15 days from the date of deployment of person(s) at their risk and consequences.
- 5 The Agency shall change the HOUSE KEEPING/SWEEPING personnel on demand by the LIC within 24 hours, if he/she commits unethical things.
- 6 The responsibility to deposit EPF & ESIC premium will be borne by the Agency.
- 7 It is incumbent upon the Agency to ensure that each HOUSE KEEPING/SWEEPING personals execute their duty for prescribed hours and minimum wage is payable for every eight hours duty.
- 8 The Agency must ensure settlement of wages to all its employees latest by 7th of the following month without waiting for the settlement of their bills from LIC.



Bardhaman Divisional office, Gopalnagar(Ghordour chati)
PO-Sripally ,Near Baikunthapur GP-2,BARDHAMAN-713103

Failing which a penalty of Rs.5000/- per month will be recovered from the monthly bill at DO Level.

- 9 The workers / staff of the Agency will have nothing to do with LIC and shall have no presumptive right of absorption in the services of LIC.
- 10 In case the workers engaged by the Agency have any grievances, they will take it up with the Agency without creating any disturbances in the campus/ premises. Under no circumstances agitational means are to be resorted to by the workers of the Agency. The Agency will be solely responsible if the workers engaged in misbehave or create disturbances.
- 11 The Agency shall, in case of any theft during tenure of contract agreement, will lodge FIR with police, conduct their investigation and submit the report findings to the LIC. The Agency shall also be responsible to pursue the theft case with police and related authorities.

Sr Divisional manager

Signature with Seal of Vendor

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Sr Divisional manager

Signature with Seal of Vendor

Annexure – A

Sl No.	Branch	BO Code	ADDRESS	EMAIL	No. of Housekeeper(unskilled) as Office attendant(22 days in a month) duty 9.30 hrs to 17.30hrs	No. of Housekeeper (unskilled) as sweeper(22 days in a month Duty:-7.00 hrs to 15.00 hrs
1	BBO 1	462	Curzon Gate, G.T Road, P.O. + Dist : Burdwan, 713101	bo_462@licindia.com	2	1
2	Galsi SO	462T002	Vill & PO-Galsi, , Dist : Burdwan, 713406	bo_462T002@licindia.com	1	
3	Kalna	471	P.O.: Kalna, , Dist : Burdwan, 713409	bo_471@licindia.com	1	1
4	SAMUDRAGARH SO	471T002	Vill-Paruldanga , Nasaratpur, Dist : Burdwan, 713519	bo_471T002@licindia.com	1	
5	Bolpur	474	Near Jambuni Bus Stand, P.O. : Bolpur, Dist : Birbhum, 731204	bo_474@licindia.com	3	3
6	KIRNAHAR SO	474T002	Near Corporation Bank , P.O. : Kimahar P.S.:Nanoor, Dist : Birbhum , 731302	bo_474T002@licindia.com	1	
7	Memari	475	G.T Road, P.O.:Memari, Dist : Burdwan, 0	bo_475@licindia.com	2	1
8	JAMALPUR SO	475T001	Jamalpur Pool Matha, P.O.:Jamalpur, Dist : Burdwan, 713408	bo_475T001@licindia.com	1	
9	Katwa	503	Telephone Maidan, P.O. : Katwa, Dist : Burdwan, 713130	bo_503@licindia.com	2	1
10	KANDRA SO	503T002	Vill+P.O.: Kandra, 713129	bo_503T002@licindia.com	1	
11	BBO III	4021	Near Alisha Bus stand, P.O.- Sree Pally, Dist : Burdwan, 713103	bo_4021@licindia.com	1	1
12	Rampurhat	46B	N.S.Road Dak Bunglow Para, P.O. : Rampurhat, Dist : Birbhum, 731224	bo_46B@licindia.com	3	
13	BBO II	46F	Jalkal Math Near Police Line, Sripally, P.O. + Dist : Burdwan, 713101	bo_46F@licindia.com	1	1
14	Guskara	46K	P.O.: Gushkara, , Dist : Burdwan, 713128	bo_46K@licindia.com	3	1
15	NUTANHAT SO	46KT001	Padimpur, P.O:Nutanhat, Dist:PurbaBardhaman, 713147	bo_46KT001@licindia.com	1	

Signature of the vendor with seal

16	Sainthia	46M	Lowtore Road, P.O.: Sainthia, Dist: Birbhum, 731234	bo_46M@licindia.com	2	
17	MDC	D404	Curzon Gate, G.T Road, P.O. + Dist : Burdwan, 713101		1	1
18	BDO	D404	LIC of India, Bardhaman Divisional Office, Ghordour Chati, Near Baikunthapyr GP -2, PO Sripally, 713103	os.bardhaman@licindia.com	11	2
19	TOTAL				38	13

Note:

1. TIMING OF OFFICE HOURS FOR HOUSE KEEPERS AS OFFICE ATTENDANT – 09:30 HRS TO 17:30 HRS AND TIMING OF OFFICE HOURS FOR HOUSE KEEPERS ENGAGED AS SWEEPING AND CLEANING PURPOSE 07:00 HRS TO 15:00 HRS
2. VENDORS ARE ADVISED TO VISIT THE ABOVE MENTIONED PREMISES / LOCATIONS BETWEEN 11 AM TO 4 PM ON WORKING DAYS BEFORE QUOTING THEIR RATES. VENDORS ARE RESPONSIBLE TO ARRANGE SUITABLE SUBSTITUTE FOR WEEKLY LEAVE AS PER GOVT. GUIDELINES FOR THE STAFFS ENGAGED FOR CONTINUOUS DUTIES. EXTRA AMOUNT (AS PER APPLICABILITY) WILL BE PAID TO THE VENDOR FOR ENGAGEMENT OF STAFFS IN CASE OF REQUIREMENT DUE TO OFFICE EXIGENCIES ON HOLIDAYS ALONG WITH THE MONTHLY BILL ENCLOSED WITH PROOF
3. MONTH WILL BE DEFINED AS 22(TWENTY TWO) DAYS I.E; (30 DAYS A MONTH-4 SUNDAYS, 4 SATURDAYS) INCLUDING OTHER PUBLIC HOLIDAYS. IF MANPOSER IS REQUIRED TO BE DEPLOYED ON HOLIDAYS/SATURDAYS/SUNDAYS THE SAME WILL BE INTIMATED TO THE SERVICE PROVIDER

Qadri
Sr Divisional Manager

*B.M.2
myr(us)*

Signature of the Vendor (With Seal)

Estimated cost for Housekeeping Services
Calculation based on Minimum Wages Rates

Total Unskilled Worker	51	(A)
No. of days of Work in a Month	22	(B)
Minimum Wages per day(Unskilled Basic*)	₹ 350.00	(C)
Minimum Wages per day (Unskilled VDA**)	₹ 154.00	(D)
Total Minimum Wages per day (C) +(D)	₹ 504.00	(E)
EPF per day @ 13% of (E)	₹ 65.52	(F)
ESIC per day @ 3.25% of (E)	₹ 16.38	(G)
BONUS per day @ 8.33% of Basic +VDA	₹ 41.98	(H)
Total Salary of One unskilled worker per day(E+F+G+H)	₹ 627.88	(I)
Total Salary of One unskilled worker per month for 22 days(I*22)	₹ 13,813.36	(J)
Total Wages for 51 unskilled worker per month (J*A)	₹ 704,481.36	(K)
Service Charges minimum 4%		(L)
GST per month as per prevailing Rate (18%)		(M)
Total Estimated Cost per month (N = K+L+M) (inclusive GST)		(N)
Total Estimated Cost for 1 year N*12		

* LATEST DECLARED MINIMUM WAGES (BASIC) TO BE CONSIDERED WHILE QUOTING

**LATEST DECLARED MINIMUM WAGES (VDA) TO BE CONSIDERED WHILE QUOTING