



भारतीय जीवन बीमा निगम  
LIFE INSURANCE CORPORATION OF INDIA

कार्यालय सेवा विभाग, केंद्रीय कार्यालय, "योगक्षेम", जीवन बीमा मार्ग, पो. बा.न. 19953, मुम्बई- 400 021.  
Office Services Dept., Central Office, "Yogakshema", Jeevan Bima Marg, Mumbai 400  
021, P.B .No. 19953, दुरभाष Tel.: 22810689, 22028486 , फैक्स / Fax: 22045607.

Ref: CO/OS-B/Security/PMT/4A-5A/2011

Date: 30.12.2011

**RE: APPLICATION FOR EMPANELMENT OF PRIVATE SECURITY AGENCIES**

LIC OF INDIA, Central Office, invites Application in sealed envelope for empanelment of experienced and reputed Private Security Agencies herein referred to as (PSAs) for providing armed guards (with weapon & valid licence) and lady surveillances-cum-security guards for duties at Yogakshema building, LIC OF INDIA, Central Office, Mumbai 400 021. PSA's should have atleast 2 clients who are PSU/Banks/Government Bodies.

1. Application can be downloaded from our website [www.licindia.in](http://www.licindia.in)

An application fee non refundable of Rs 100/- (Rs. Hundred only) should be paid vide Demand Draft / Pay Order / Banker's Cheque drawn in favour of LIC OF INDIA and payable at Mumbai.

**2. Instructions as regards to submission of Application**

**A. Address to which the tender is to be submitted:**

The Secretary (OS)  
LIC of India, Central Office,  
Yogakshema Building,  
Jeevan Bima Marg,  
Mumbai-400 021.

Phone No. 022-66598404.

**B. Last date of submission of the Application: 20.01.2012 (1130 hrs.)**

**C. Applicants should ensure that the applications are received before the date & time specified above. Application received late on account of any reason will not be entertained.**

**D. Date of opening of Application for Empanelment: 20.01.2012 (1200 hrs.) at Office Services Department, LIC of India, Central Office, 4th floor, Yogakshema , Mumbai-400 0021.**

**E. Application should be in sealed envelope marked as, “Application for Empanelment of Private Security Agencies”**

**This envelope will contain:-**

**i) Complete set of Application duly filled and signed by the interested PSAs alongwith Annexure ‘A’ duly filled in and signed on all pages and all the supporting documents.**

**ii) Demand Draft / Pay Order / Banker’s Cheque towards application fee (non refundable) of Rs.100/- in favour of LIC OF INDIA.**

**iii) Indicative Wage Structure of armed guards and lady surveillance-cum-security guards.**

**F. LIC OF INDIA reserves the right to reject any or all applications for empanelment without assigning reasons thereof.**

**3.The mandatory requirements for empanelment are as follows:-**

**a. PSA should be in business atleast for five years as on 1<sup>st</sup> December, 2011. Copy of Documentary proof such as Incorporation Certificate, IT Returns, PAN card, etc to be attached.**

**b. Should have Effective Infrastructure for the Training of the armed guards and lady surveillance cum security guards.**

**c. Should have Credible Supervisory Infrastructure and network.**

**d. Should submit copies of:**

**i) Valid Licence under "The Private Security Agencies (Regulation) Act 2005"as amended from time to time.**

**ii) Certificate of Registration with Registrar of Companies or Registrar of Firms or letter of Proprietorship.**

**iii) Income Tax Returns for last 3 FY’s i.e. 08-09/09-10/10-11 & PAN Card.**

**iv) Audited Balance Sheet for last 3 FY’s i.e. 08-09/09-10/10-11**

- v) Registration Certificate under Shops & Establishment Act
  - vi) Certificate from ESI Corporation (latest).
  - vii) Certificate from EPF Organization under EPF & Misc. Provision Act 1952 (latest).
  - viii) Registration Certificate under Contract Labour Act (Regulation & Abolition) 1970.
  - ix) Registration Certificate for Service Tax.
  - x) Registration & Exemption Certificate from the Security Guard Board.
  - xi) Performance feedback from existing principal Employers.
- e. Agency should follow Minimum Wages Act 1948 and Central Rules (latest).

#### **4. Period of Empanelment**

Ordinarily, the empanelment shall be valid for a period of 3 years (with an annual review) commencing from the date of empanelment. The validity of the empanelment may be extended by one more year. However, LIC reserves its right to review and terminate the panel at any time before completion of the said period.

#### **5. Earnest Money Deposit**

After empanelment, Corporation will call for financial bid from empanelled applicants and the PSA's will have to deposit an interest free amount of 5000/- towards Earnest Money Deposit (EMD) at the time of submission of Financial bid by Demand Draft, deposited in favour of LIC of India payable at Mumbai.

#### **6. Responsibilities of the Empanelled PSA who would be short listed after analysis of Financial Bid would be as under:**

i. To provide disciplined, courteous, trained and quality armed guards (with weapons & valid licence) and lady surveillance-cum-security guards to be engaged for the purpose of guarding the premises of the LIC OF INDIA, Central Office, Yogakshema Building, Mumbai- 400 021 as per the requirement. (Before providing the required guards, PSA's or their representatives would visit the premises and make themselves thoroughly acquainted with local condition and requirement of the work).

ii. To provide proper uniform to the guards provided as above.

iii. Regularly training the manpower that would be provided so as to keep them abreast with the then affairs and modern technology.

iv. To ensure that all rules and regulations and bye laws of the State Government/Central Government are implemented.

v. To ensure that manpower deployed are alert & vigilant during their duty hours.

vi. To ensure immediate corrective actions on receipt of any complaint against the services provided or against any individual deployed by them in the premises of Corporation, Yogakshema.

vii. To replace the absent guard immediately on the same day within one hour of commencement of duty hours.

viii. Payment will be made for number of duties performed including service charges thereon. The day, on which the guard is absent, will be treated as without pay. In addition, every absence for more than 48 hours without replacement will invite a penalty of 1% of monthly bill.

ix. To submit copies of 'Police Verification Certificates' of the guards that may be deployed, including reserve pool of guards.

x. To respond to the emergency situation and deploy guards at odd hours also if needed.

**7. Other relevant information as regards the contract that may be given to the short listed empanelled Agency.**

**a. ADDRESS OF OFFICES & EMERGENCY TELEPHONE NUMBERS:**

The empanelled Company / Firm shall provide a list of its Address of OFFICES & EMERGENCY TELEPHONE NUMBERS with details of address, name of the contact person. Any change in this profile shall be intimated immediately to LIC OF INDIA, Central Office, OS Department, 4<sup>th</sup> floor, Yogakshema, Mumbai-400 021.

**b. COMPLIANCE WITH ALL STATUTORY REQUIREMENTS:**

The empanelled PSA shall comply with all statutory requirements prescribed by the State / Central Government authorities from time to time.

**c. NATURE OF WORK:**

The armed guards deployed shall work in one shift of 9 hours duration from 9.00 am to 6.00 pm with 30 minutes lunch break from Monday to Friday and from 9.00 am to 2.30 pm on Saturdays. They are expected to be present at our main gates viz: East and West wing each of Yogakshema Building during the duty hours with their licensed weapon.

The lady surveillance-cum-security guards shall work for 9 hours duration from 9.00 am to 6.00 pm with 30 minutes lunch break from Monday to Friday and from 9.00 am to 2.30 pm on Saturdays and should be atleast HSC/(10+2) pass with sufficient knowledge of handling computer so as to enable them to issue visitors passes to our visitors through Computerised Visitor Management System, perform general frisking work and monitor CCTV cameras. These guards will be given holidays as per Negotiable Instrument Act, 1881. The unsatisfactory performance of any armed guard /lady surveillance-cum-security guard will attract termination of the guard.

**d. SUBCONTRACTING THE WORK:**

The Company/ Firm / Proprietorship shall not subcontract the work during the period of contract.

**e. PAYMENT TERMS:**

The payment would be made on monthly basis by LIC OF INDIA, Central Office, OS Dept after deducting TDS (as applicable).

**f. TERMINATION:**

In case of unsatisfactory services and / or failure to take remedial actions in time on complaints, LIC OF INDIA, reserves the right to terminate the contract by giving a notice of 2 months. It would also lead to blacklisting of the agency from the list of empanelment.

**g. DISPUTES & DIFFERENCES:**

Any dispute between the parties arising out or related to this notice shall be deemed to have arisen at the headquarters of the Corporation's Office and shall be subject to adjudication by a Court in that city.

**h. SECURITY DEPOSIT:**

The PSA will have to submit security deposit of 10% of approximate annual charges of the guards provided. The amount will be kept with us interest free for the entire period of the contract.

**Secretary (OS)**

**Note: The PSA shall submit this tender notice alongwith the application duly signed with seal on each page.**

**Signature & Seal of PSA**

**LETTER OF OFFER**  
**(On letter head of PSA)**

Date:

To

The Secretary (OS)  
LIC OF India, Central Office,  
YOGAKSHEMA, Mumbai-400 021.

Dear Sir,

**Re: Application for Empanelment as Private Security Agency for providing Armed guards and lady surveillance-cum-security guards for deployment at LIC OF INDIA, Yogakshema Building, Jeevan Bima Marg, Mumbai- 400 021.**

I / We hereby offer for our Company / Firm to be empanelled as a PSA for Providing armed guards and lady surveillance cum security guards to be deployed in LIC OF INDIA, Yogakshema Building, Jeevan Bima Marg, Mumbai-400 021.

I /We am/ are aware that the empanelment does not guarantee any work order. In the event of getting a contract, I/We agree to honour the obligation with due diligence and efficiency as required by the LIC OF INDIA, Central Office, Yogakshema , Mumbai-400 021.

I/We also understand that mere filling the Application form does not automatically qualify us for being empanelled. We also agree to LIC OF INDIA, Central Offices right to reject any or all Application (including ours) without assigning any reason thereof.

I/We agree to all the terms & conditions of the tender notice.

Thanking you,

Yours faithfully,

Signature and Seal of PSA.  
Address:

DETAILS OF APPLICANT

With reference to your advertisement, required details are as under:-

Sr No.	Particulars	Details
1	Name of the Company / Firm.	
2	Address & Telephone No.	
3	Constitution (Company / Firm/Proprietorship).	
4	Year of Establishment	
5	Experience in the field.	
6	Name of the Directors/Partners/ Proprietor.	
7	Whether registered with the Registrar of Companies / Firms or Proprietor. If so, mention No. & date (Documentary Proof Necessary) Furnish also copy of relevant Certificates / Deeds.	
8	Whether registered for VAT/ Sales Tax Service Tax. If so, mention number and date. Furnish copies of relevant certificate.	
9	Whether an assessee of Income Tax. If so mention PAN / TAN. Furnish copies of IT Return for 08-09/09-10/10-11& PAN Card.	
10	Whether registered in the panel of other Organizations / Statutory Bodies such as PSU, Bank, Government Bodies, etc. Furnish their names, category, date of Registration and Proof.	
11	Whether registered with ESI & EPF. Furnish Date of registration and proof.	
12	Whether registered with Govt. under Contract Labour Act Regulation & Abolition) 1970. Furnish date of registration and proof.	
13	Whether exempted by Maharashtra Guard Board. Furnish copies of Exemption Certificate.	

**Signature & Seal of PSA:**

14	Whether PSA has been granted a licence by the Competent Authorities under "The Private Security Agencies (Regulation) Act 2005 Furnish proof. Copy of Licence.	
15	Training Infrastructure. Give details.	
16	No of Clients. (Enclose List).	
17	Quality Certification like ISO Certificate. (Enclose the copy, if any)	
18	Annual Turnover Rs.	
19	Audited Balance Sheet of the last Financial Year. Attached : Yes / No	
20	Indicative Rates including Wage Structure, Service Charges and Taxes as applicable for armed guards and lady surveillances-cum-security guards. Attach separate sheet giving full details.	
21	Any other documents you wish to attach	

a. We agree that this application does not entitle us automatically for being empanelled / short listed for the purpose as cited above.

b. We understand that LIC OF INDIA, Central Office, Yogakshema, Mumbai-400021, reserves the right to reject our application without assigning any reason thereof and we agree to this.

c. The information given by us is true to best of our knowledge.

Date:

Place:

Signature & Seal of PSA.