

11th February, 2011

TENDER NOTICE FOR APPOINTING HOUSE KEEPING AGENCY
Tender No.:Stores/OS-B/5370/02-2011

The Corporation invites sealed tenders in two bid system from established House Keeping Agencies in Mumbai and New Mumbai for house keeping work at following locations of Central Office of the Corporation. The agency should have minimum annual turnover of ₹50 lakhs during any one of the last three years and experience of having executing an order of one client worth ₹25 lakhs for any one of the last three years.

Sr.No.	Location	Address	Approximate Carpet Area (sq.ft.)
1	All areas on 3 rd floor, 4 th floor, 6 th floor of West Wing and Lift lobby of 5 th floor, West wing	Yogakshema, J.B.Marg, Mumbai 400021	64150
2	All areas on 4 th floor to 6 th floor of East wing	Yogakshema, J.B.Marg, Mumbai 400021	54987
3	All areas of 3 rd to 6 th floor link	Yogakshema, J.B.Marg, Mumbai 400021	8334
4	IT Department/ SDC / PCMC – 1 st , 2 nd & 3 rd floor	Jeevan Seva Annex Bldg., S.V.Raod, Santacruz (W), Mumbai 400054.	22607
5	International Operations Dept	5 th floor, Industrial Assurance Bldg, Churchgate, Mumbai 400020	1583
		Total area	151661

For complete details and formats of Application Form please log on to Corporation's website www.licindia.in Application form downloaded from website shall accompany the D.D / Pay Order of ₹500/- towards non refundable application money and ₹25,000/- towards EMD at the time of submission of the tender document.

Date of issue of Tender Notice : 11.02.2011
Last date for receipt of quotations : 04.03.2011 upto 11.30 a.m.
Opening of quotations received : 04.03.2011 at 12.00 noon
Application Fees : ₹ 500/-
(In the form of DD/Pay Order)
Earnest Money Deposit : ₹ 25000/-
(In the form of DD/Pay Order)

No brokers/intermediaries shall be entertained. The Corporation reserves the right to reject any /all applications without assigning any reason whatsoever.

EXECUTIVE DIRECTOR
(E&OS/SBU-ESTATES)

GENERAL TERMS AND CONDITIONS

1. At least one of the clients of the Service Provider should be PSU/Bank.
2. **Inspection of Sites:** The service provider shall visit and examine the site and satisfy as to the nature and correct dimensions of work. It shall also obtain its own information on all matters affecting the execution of work. No extra charge made in consequence of any misunderstanding or incorrect information on any of these points on the ground of insufficient description will be allowed. All expenses incurred by the service providers in connection with obtaining information for submitting this tender including visit to site and efforts in compiling the tender shall be borne by the tenderer and no claim for reimbursement thereof shall be entertained.
3. **Safety Regulations:** The service provider shall take all the necessary precautions while working and safeguard Corporation's property, Corporation's employees and adjacent property.
4. **Compliance to local laws:** 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 Act 1952

h] The Employees' State Insurance Act 1948

i] Any other Act or Legislation which may govern the nature of Contract / may be introduced later.

The service providers shall give an Affidavit on Notarized Stamp paper of ₹100/- that they are complying with the provisions pertaining to various Acts as mentioned above.

5. The Service Provider should have the necessary license under Bombay Shops and Establishment Act, 1948.

It shall also obtain the permission of the municipality or any other authorities if required under the existing rules.

6. **Sub contract :** The service provider shall not directly or indirectly give the work to sub contractor.
7. **Third Party Damage:** While discharging the duties, the service provider shall be responsible for all injuries to persons, damage to building, building structure, streets, footpaths and shall rectify it at its own cost.

8. **Protection of material and work:** The service provider shall be responsible for storing and safeguarding its own material at its own cost. The service provider and its workers will be allowed to use lift after office hours. Any damage/spoiling of lift/floor/dado caused during such act will have to be made good by the service provider at its own expenditure.
9. **Removal of cleaning material:** The site should be kept neat and tidy after cleaning /mopping etc. work is completed. No cleaning material should be left in and around the cleaned area.
10. **Keeping of Cleaning Material/brooms etc:** The material required for cleaning should be kept in stores provided by the Corporation. The material in any case should not lie on the floor / room/toilets or near electrical panel switchboards on each floor.
11. **Conditional Tenders :** Conditional Tenders will not be accepted.
12. The Corporation reserves the right to accept/ reject any or all tenders in part or in whole without assigning a reason therefor.
13. Decision of the Corporation shall be final and binding on any matter connected with the work. In case of any dispute, the same shall be referred to the Managing Director and his decision will be final and binding on both the parties.
14. **Incomplete Tender:** Incomplete tenders shall be summarily rejected.
15. **Earnest Money Deposit:** EMD of Rs.25000/- should be paid to the corporation by way of DD or Pay Order at the time of submission of tender. EMD of unsuccessful tenderers shall be refunded within one month from the date of finalization of tender. It will not carry any interest. In case of successful tenderer the EMD shall be refunded once the service provider pays Security Deposit to the tune of 10% of value of yearly work order.
16. The service provider is requested to sign each page of the tender and put rubber stamp, seal below his signature and put the tender in a sealed envelop.
17. If at any point of time during the contract period, it is observed that the service provider is not performing the work with due diligence, care or services provided are not satisfactory, the Corporation reserves the right to terminate the contract with 30 days notice. **In such case penalty as decided by the Competent Authority will be levied. The Competent Authority in this case will be Executive Director (E&OS/SBU-Estates)**
18. **Supervision:** The service provider is required to have competent supervisor for supervision of the works during all working hours acceptable to the Corporation and who will be responsible for the conduct of workers and who has authority to receive and act on such instructions issued by the Corporation.
19. All work shall be carried out to the entire satisfaction of the Corporation.

20. Service provider shall follow all rules/regulations in force and should possess the license for providing housekeeping services and also follow all safety measures, labour law and shall be responsible for any lapse.
21. **Safety:** The service provider shall carry out the entire work having full regard for the safety of the workers working at site. All safe practices shall be strictly adhered to by the service provider like providing gloves when handling sharp objects, etc. The service provider shall protect sides of opening in floor slabs, edges of slabs, stair, stairwells etc. with barricade, warning signs/lights and educate all his workmen regarding following safe working practices. He shall provide first aid boxes at site. In spite of observing safe methods, in case of any unfortunate accident, the service provider shall bear all such expenses or claims towards treatment or compensation.
22. The Corporation shall not be responsible for any injury or loss of life occurring during the performance of duties in the premises to any personnel deployed by the service provider. Any compensation or expenditure towards treatment for such injury or loss of life shall be borne by the service provider.
23. **Nuisance:** The service provider shall not at any time do cause or permit anyone to do or cause any nuisance on the site or do anything which shall cause unnecessary disturbance or inconvenience to the employer or to the owners, tenants or occupiers of other properties near the site and to the general public.
24. All persons engaged by the service provider for carrying out the work would be deemed to be service provider's employees for all-purpose and he shall make regular and full payment to his employees. No liability / responsibility whatsoever on account of persons engaged by the service provider is attributable to the Corporation. These persons, engaged by the service provider, will not be entitled to claim any kind of employment with the Corporation. Service provider has to ensure regular medical check up of all the personnel employed by him.
25. None of the personnel of the service provider shall enter into any kind of work other than provided under this contract, within the complex.
26. The personnel deployed by the service provider shall be of good conduct, character and health. They should be in proper uniform and necessary identity cards are to be obtained from Security Officer of the Corporation. In case of any complaint against any of the personnel deployed by the service provider, Service Provider is bound to remove such person and arrange for replacement of removed person as and when advised to do so by the Corporation.
27. The service provider shall be solely responsible for the integrity of the personnel deployed. If any of the staff of service provider found misbehaving with employees of the Corporation or with any other person in the premises, the service provider shall terminate the services of such persons forthwith.
28. No residential accommodation would be provided by the Corporation to service provider and / or to the persons engaged by him.

29. The service provider and his personnel shall co-operate with the security agencies deployed in the premises and they shall be thoroughly checked every time they leave the premises, by the security personnel at the exit gate.
30. **The contract shall initially be for a period of one year, which may be extended at the discretion of the Corporation by another year and there after for a further period of one year on satisfactory performance of the contract on the same terms & conditions. The charges in case of any renewal of contract shall be @ 5% escalation, over the charges for the previous year.** The contract can be terminated by either party by giving one month's notice. However, the service provider shall have to continue to discharge his duties and obligations, until the Corporation engages a new service provider.
31. **General Details:**
- i. All cleaning material such as phenyl, disinfectants, air-fresheners stick, air fresheners round, handwash, liquid soap, sani cubes, squeeze, detergent powder, naphthalene balls, etc. shall be provided and arranged by the service provider at its own cost. All the material used should be eco-friendly.
 - ii. The service provider shall arrange for all cleaning equipments such as – Hard brush / soft brush, Soft / Hard duster, Mops, Multi Wash, Dry mops kit, Glass cleaner, WC cleaner, Vacuum cleaner, etc...
32. Personnel required
- As maintaining cleanliness is the essence of the housekeeping work, service provider shall appoint adequate number of workers to ensure quality work.
33. In case of addition/reduction of area during the contract period, pro-rata increase/decrease in charges will be effected.

SCOPE OF WORK

Life Insurance Corporation of India intends to avail services for house keeping of its premises at the following locations.

Sr.No.	Location	Address	Approximate Area (sq.ft.)
1	All areas on 3 rd floor, 4 th floor, 6 th floor of West Wing and Lift lobby of 5 th floor, West wing	Yogakshema, J.B.Marg, Mumbai 400021	64150
2	All areas on 4 th floor to 6 th floor of East wing	Yogakshema, J.B.Marg, Mumbai 400021	54987
3	All areas of 3 rd to 6 th floor link	Yogakshema, J.B.Marg, Mumbai 400021	8334

4	IT Department/ SDC / PCMC – 1 st , 2 nd & 3 rd floor	Jeevan Seva Annex Bldg., S.V.Raod, Santacruz (W), Mumbai 400054.	22607
5	International Operations Dept	5 th floor, Industrial Assurance Bldg, Churchgate, Mumbai 400020	1583
		Total area	151661

The service provider is supposed to provide experienced personnel for house keeping work, to discharge the following functions: -

AT ‘YOGAKSHEMA’ BUILDING

- Sweeping and mopping of the Main Entrance lobbies and also lift lobbies of ground floor of both East and West Wing at least twice daily.
- Sweeping and mopping of lift lobbies at Air India side gate (ground floor) and Thakur Nivas side gate (ground floor) at least twice daily.
- Sweeping and Mopping of lift lobbies at 3rd to 6th floor, West Wing and 4th to 6th floor, East Wing at least twice daily.
- Sweeping and mopping of watchman’s room at west wing, ground floor and drivers’ room at east wing ground floor (near garage) at least once a day.
- Sweeping and mopping of staircase of the concerned floors once a day.
- Sweeping and mopping of office areas mentioned in the chart given under Scope of Work daily before 9 am.
- Mopping of office areas mentioned in the chart given under Scope of Work daily in the afternoon after lunch hours.
- Sweeping and mopping of all the cabins located in areas mentioned in the chart (including cleaning of wall tiles, pots, partitions, windows, glasses of attached toilets) before start of the office hours.
- Daily sweeping and fortnightly washing of garage area on east wing ground floor.
- Daily sweeping of parking area on both east wing and west wing before 9am.
- Cleaning of all gents & ladies toilets, wall tiles, pots, partitions, windows, glasses of toilets, etc; at least twice a day with good quality of detergents and disinfectants on all the concerned floors. Hourly inspection of the toilets and undertaking necessary cleaning and moping of the same. Also in case of any problems relating to plumbing, breakage, etc., bringing it to the notice of the designated official of OS Department of concerned office.
- Weekly cleaning and dusting of tables, chairs, partitions, window glasses, sofas, wooden racks, steel cabinets etc on all the concerned floors and the cabins.
- Removing cobwebs weekly.
- Removing stains from floor, walls, staircases, cabin doors, partition of cabin inside and outside on a regular basis.
- Putting of waste/garbage on daily basis in garbage bin.
- Any other work related to above.

AT 'JEEVAN SEVA' BUILDING, SANTACRUZ (WEST)

- Sweeping and mopping of staircase of the concerned floors once a day.
- Sweeping and mopping of office areas mentioned in the chart given under Scope of Work daily in the morning before 9.00
- Mopping of office areas mentioned in the chart given under Scope of Work daily in the afternoon after lunch hours.
- Sweeping and mopping of all the cabins located in areas mentioned in the chart (including cleaning of wall tiles, pots, partitions, windows, glasses of attached toilets) before start of the office hours.
- Cleaning of all gents & ladies toilets, wall tiles, pots, partitions, windows, glasses of toilets, etc; at least twice a day with good quality of detergents and disinfectants. Hourly inspection of the toilets and undertaking necessary cleaning and moping of the same. Also in case of any problems relating to plumbing, breakage, etc., bringing it to the notice of the designated official.
- Weekly cleaning and dusting of tables, chairs, partitions, window glasses, sofas, wooden racks, steel cabinets etc on all the concerned floors and the cabins.
- Removing cobwebs weekly.
- Removing stains from floor, walls, staircases, cabin doors, partition of cabin inside and outside on a regular basis.
- Putting of waste/garbage on daily basis in garbage bin.
- Any other work related to above.

AT 'INDUSTRIAL ASSURANCE' BUILDING, CHURCHGATE

- Sweeping and mopping of office areas mentioned in the chart given under Scope of Work daily before 9am.
- Mopping of office areas mentioned in the chart given under Scope of Work daily in the afternoon after lunch hours.
- Sweeping and mopping of all the cabins located in areas mentioned in the chart (including cleaning of wall tiles, pots, partitions, windows, glasses of attached toilets) before start of the office hours.
- Cleaning of all gents & ladies toilets, wall tiles, pots, partitions, windows, glasses of toilets, etc; at least twice a day with good quality of detergents and disinfectants. Hourly inspection of the toilets and undertaking necessary cleaning and moping of the same. Also in case of any problems relating to plumbing, breakage, etc., bringing it to the notice of the designated official.
- Weekly cleaning and dusting of tables, chairs, partitions, window glasses, sofas, wooden racks, steel cabinets etc on all the concerned floors and the cabins.
- Removing cobwebs weekly.
- Removing stains from floor, walls, staircases, cabin doors, partition of cabin inside and outside on a regular basis.
- Putting of waste/garbage on daily basis in garbage bin.
- Any other work related to above.

TWO BID OFFER

The offer will be two bid offer – Technical & Commercial. Both the parts must be submitted at the same time giving full particulars, but in separate sealed covers duly super-scribed as “**Technical Bid for House Keeping Agency**” and “**Commercial Bid for House Keeping Agency**”. Both these envelopes are to be kept in one big envelope which will be superscribed as “**Tender For Housekeeping Agency**”, **Tender No.:**Stores/OS-B/5370/02-2011 and addressed to :-

**The Secretary (O.S.),
L.I.C. of India, 4th floor, West Wing,
Yogakshema Bldg., J.B. Marg, Nariman Point,
MUMBAI – 400 021.**

and should reach us latest by **11.30 am on 04.03.2011**. Tenders received after the due date and time will not be accepted.

APPLICATION FEES :

Non-refundable Application Fees of ₹ 500/- (Rupees Five Hundred only) in the form of Demand Draft / Pay order issued by a nationalized / scheduled commercial Bank favouring LIC of India, payable at Mumbai, must be submitted along with the offer. Quotations without Application Fees will not be accepted

EARNEST MONEY DEPOSIT (EMD)

EMD of ₹ 25,000/ (Rupees twenty five thousand only) only in the form of a Demand Draft / Pay order issued by a nationalized / scheduled commercial Bank favouring LIC of India, Payable at Mumbai must be submitted along with the quotation. The DD/ Pay order towards EMD must be submitted along with technical bid. In the event of non-submission of DD/Pay order towards EMD of ₹ 25,000/-, the tender shall be rejected. The EMD will be refunded within one month of finalization of vendor to the unsuccessful bidders. No interest will be payable on the EMD amount. If after placing the order, service provider refuses to accept the order for whatsoever the reason, EMD will be forfeited.

SECURITY DEPOSIT

Security deposit to the tune of 10% of the value of yearly work order is to be paid by the successful tenderer. EMD of successful bidder will be refunded, without any interest, only after receipt of Security Deposit.

VALIDITY

The offer should remain valid for a period of 90 days from the date of opening of Technical Bid.

TECHNICAL BID (TB)

The technical bid (TB) should be complete in all respect and contain all information asked for in this document. **It should not contain any price information.**

Technical bid should be submitted as per all the requirements prescribed in 'Annexure V'. In case of non-submission or partial submission of technical details, by the tenderer, the tender will be disqualified.

PROOF OF CONCEPT

Members of duly constituted committee would visit the existing premises where the Service Provider is carrying out the housekeeping job. Report of the committee would form a part of the technical qualification.

COMMERCIAL BID (CB)

The Commercial Bid (CB) will give all relevant information about charges and will quote charges on lump sum basis per month, only in Indian Rupees. The CB should be as per Annexure-VI. The commercial bid should be submitted in a separate sealed envelope duly super-scribed "Commercial Bid for House Keeping Agency". The commercial bids of only those Service Provider(s) who have qualified in the technical bid and shortlisted on the basis of report by the Committee based upon proof of concept will be opened.

PAYMENT TERMS

- The service provider will be paid on monthly basis for the services rendered during the particular month for which he shall submit the bill for the agreed amount latest by 7th of the following month.
- The amount quoted should be inclusive of all charges and taxes, if any, excluding service tax. Service tax, if any, should be shown separately which will be reimbursed by the Corporation.
- TDS at the prevailing rates along with surcharge, education cess, if any, will be effected.

NO CORRECTIONS OR ALTERATIONS

Technical / Commercial details must be completely filled up. The corrections or alterations, if any should be authenticated. In the case of the corrections / alteration not properly authenticated, the offer will be rejected.

CHARGES TO BE QUOTED

Charges are to be quoted in Indian Rupees on a lump sum basis per month in both figures and words.

OPENING OF TECHNICAL BIDS

Technical Bids will be opened on 04.03.2011 at 12.00 noon. One representative of the service provider can remain present for the opening of the Technical Bids.

SERVICE AGREEMENT

Selected service provider shall enter into SERVICE AGREEMENT with the Corporation.

TECHNICAL BID

ANNEXURE-I

(Application on the service provider's letterhead)

To
The Secretary (OS),
LIC of India, Office Services Department,
4th floor, West Wing, Jeevan Bima Marg,
Nariman Point, Mumbai – 400 021

**Sub: Tender for Appointment of Housekeeping agency.
Tender No.: Stores/OS-B/5370/02-2011**

Dear Sir,

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

We confirm that the offer is in conformity with the terms and conditions as mentioned in the tender. We also confirm that the offer shall remain valid for ninety days from the date of the offer.

“We confirm that we would deploy _____ number of workers for carrying out housekeeping work at the site mentioned in the tender document”

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

We enclose Demand Draft/Pay Order payable at Mumbai for ₹500/- (towards nonrefundable application fee) and ₹25000/- towards EMD favouring LIC of India. Details of the same are as under:

Details of Demand Draft	Application Fee of ₹ 500/-	EMD of ₹ 25,000/-
Demand Draft / Pay Order No.		
Date of Demand Draft / Pay Order		
Name of Issuing Bank		

Yours faithfully,

**Authorised Signatory
(Name / Designation and Seal of the firm / company)**

Date:

TECHNICAL BID

Annexure II

SERVICE PROVIDER PROFILE

1. Name of the Organization and Address

2. Year of Establishment

3. Status of the Organization

(Whether Pvt. Ltd. Company / Public Ltd. Company / Partnership Firm / Proprietorship)

4. Name of Directors / Partners / Proprietor

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

5. Whether registered with the Registrar of Companies / Registrar of Firms ? If so, submit duly certified copies of Partnership deed, Certificate of Incorporation, etc...

6. (a) Name and address of Bankers

i)

ii)

(b) Turn over of the Company /Partnership Firm/ Proprietorship for the Financial Year 2007-08, 2008-09, 2009-10. (Please attach a copy of audited Balance Sheet and Profit & Loss Account for all the three years.)

Sr.No.	Financial Year	Turnover (₹ in thousand)
1	2009-10	
2	2008-09	
3	2007-08	

7. Whether an assessee of Income Tax?. If so, mention Permanent Account Number. Furnish duly certified copies of Income Tax Returns of any of the 3 Financial Years out of last 4 Financial Years i.e. 2006-07, 2007-08, 2008-09 & 2009-10.

8. Give details of the existing clients at Mumbai.

Sr.No.	Name of the Client	Since when service is provided

9. Since when and how long your Company / Firm has been dealing in Housekeeping.

Authorised Signatory
(Name / Designation and Seal of the firm / company)

Date:

TECHNICAL BID

ANNEXURE-III

DECLARATION

1. I / We have read the instructions appended to the Proforma and I / We understand that if any false information is detected at a later date, any future contract made between ourselves and Corporation, on the basis of the information given by me / us can be treated as invalid by the Corporation and I / We will be solely responsible for the consequences.
2. I / We agree that the decision of the Corporation in selection of Service providers will be final and binding on me / us.
3. All the information furnished by me hereunder is correct to the best of my/our knowledge and belief.
4. I / We agree that I / We have no objection if enquiries are made about the work performance with clients mentioned in ANNEXURE-IV.

SIGNATURE:

NAME & DESIGNATION:

SEAL OF THE FIRM / COMPANY:

PLACE:

DATE:

TECHNICAL BID

ANNEXURE-IV

Details of existing clients:
(Separate page must be submitted for each Client)

Name of the Company	
Address of the Company	
Name, designation of contact person with telephone no. and e-mail ID	Name: Designation: Landline No.: Cell No. : Email ID:
Details of services provided in last 2 years (Ref.No, date of order with photo copy of orders)	

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

Date :

TECHNICAL BID**ANNEXURE-V****Requirement of Technical Bid**

Parameter	Requirements	Document enclosed YES/ NO/ N.A.
1. Application	Application as per Annexure I .	
2. Service provider's profile	Service provider's profile as per Annexure II.	
3. Declaration by service provider	Declaration by service provider as per Annexure III.	
4. Notarized stamp paper	Notarized stamp paper of ₹100/- giving undertaking as per para 3 of General Instructions.	
5. Registration in case of Partnership Firm / Company	Copy of Partnership deed, Certificate of Incorporation, etc..	
6. Copies of audited balance sheet & P&L A/c.	Certified copies of audited balance sheet & P&L A/c for the year 2007-08, 08-09 & 09-10.	
7. Details of existing clients.	Details of existing clients as per Annexure IV.	
8. Application fee and EMD	DD/Pay Order of ₹500/- & ₹25000/- respectively towards application money and EMD respectively.	
9. Minimum annual turnover of ₹50 lakhs during any one of the last three years.	As per sr.no.6 above.	
10. Experience of having executed an order of one client worth ₹25 lakhs for any one of the last 3 years.	Certified copies of work order (s) / Agreement (s).	
11. Licence under Bombay Shops and Establishments Act, 1948	Certified copy of registration certificate.	
12. ESI Certificate	Certified copy of ESI Certificate	
13. Registration under Employee Provident Fund Act, 1952	Certified copy of Registration under Employee Provident Fund Act, 1952	
14. PAN Card	Certified copy of PAN Card	
15. Income Tax Returns	Certified copies of IT Returns of any of the 3 FYs out of last 4 FYs i.e. 2006-07, 07-08, 08-09 and 09-10.	
16. Service tax registration	Certified copy of Service tax registration	

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

Date:

COMMERCIAL BID

(To be submitted separately in a sealed cover super-scribed as "Commercial Bid for HOUSE KEEPING SERVICES)

Tender No.: Stores/OS-B/5370/02-2011

We have gone through the details of terms/conditions and nature of services to be provided. We have visited the premises and got all necessary details. Accordingly, our charges for house keeping services would be ₹_____ (In words Rupees. _____only) per month (lump sum) for first year. This amount is inclusive of all kinds of charges and taxes, if any, but excluding service tax, which will be paid on actual as per prevailing rates.

In case the Corporation decides to extend the contract for further period, I/we am/are agreeable for the 5% escalation over the charges for previous year.

Note:

1. Charges must be quoted in WORDS AND FIGURES.
2. In case of any discrepancy, unit charges quoted in words will be considered as correct.

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

Date:

AFFIDAVIT
(To be given on stamp paper of ₹100/-)

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 has floated a tender for Appointing House Keeping Agency and in respect of the same, I / we being one of the Bidders, confirm that I / We strictly follow various laws as mentioned in para 3 of General Instructions and other pages of this tender.

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

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

Solemnly affirmed at _____ this _____ day of _____ 2011.

Before me

Notary

Signature of the Vendor
NAME / DESIGNATION AND
SEAL OF THE FIRM / COMPANY

Date: