



**Estates & Office Services Department**  
South Central Zonal Office  
“Jeevan Bhagya”, Saifabad,  
Hyderabad – 500063

### **NOTICE FOR SELECTION OF SECURITY SERVICE PROVIDERS**

Applications are invited from reputed Security Service Providers for providing Security Service to our Offices/ Staff Quarters / Guest Houses etc.in Twin cities of Hyderabad & Secunderabad.

#### **ELIGIBILITY CRITERIA & OTHER CONDITIONS**

1. Security Service Provider should be preferably an ISO 9001:2000 Certified Company registered under Companies Act, 1956.
  2. The Company should have experience in security providing field for at least 5 years or more.
  3. The Company Should have minimum 100 guards as on 01.08.2009.
  4. The Company should be providing 24 X 7 services.
  5. Minimum annual turnover of of the Company should be Rs. 35 lacs and above.
  6. The Company should have a PAN Card No. of Income Tax Department, Service Tax Registration, and Contract Labour License as also Registered under Labour Laws of the land.
  7. The Company should have vast presence in Twin cities of Hyderabad & Secunderabad / Andhra and Karnataka States.
  8. The Company should be complying with all the statutory requirements such as Payment of Gratuity Act., ESI, P.F. etc.
  9. The Company should have contract with reputed Private /Public Limited Companies and Government Institutions.
- Application for selection duly completed should be addressed to the Sri **P.SRIDHARA RAO**, Regional Manager (F&A), Life Insurance Corporation of India, Zonal Office, Jeevan Bhagya Building, Saifabad, Hyderabad in a closed envelop super scribed as “Application for Selection of Security Service Provider ” along with non-refundable application fee of Rs.100/- and a refundable security deposit of Rs.5000/- for each application in the form of demand draft in favour of Life Insurance Corporation of India payable at Hyderabad. Last date for receipt of application form duly completed is 20.09.2009.

#### **TERMS AND CONDITIONS OF THE TENDER**

1. The tender in the prescribed Format should be sent so as to reach this office on or before the date specified.
2. Service Tax and General Tax whenever applicable should be stated by the tender.
3. Unless otherwise mentioned all offers will be considered for immediate deployment of guards.
4. Rate per duty must be specified in the tender.
5. The quotation must be either typewritten or must be in ink. Correction if any, should be initialed by the competent person.
6. Rates are to be mentioned both in figures and words.
7. Any tender not complying partly or wholly with these terms and conditions shall be liable for rejection.
8. The Corporation reserves the right to accept any quotation in full or part. This does not necessarily mean that the lowest quotation will be accepted.
9. After engaging the services of the agency, if it is found that the services are not rendered to the satisfaction of the Corporation, the services will be terminated without paying any damages / compensation to the agency during the term of the contract.
10. Mere submission of Application for Selection / Empanelment does not confer the right of selection / empanelment.
11. The empanelment would be without any liability from our side.
12. The fact of empanelment doesn't give any vested interest.
13. Life Insurance Corporation of India reserves its right to reject, accept or cancel the process of Selection / Empanelment without assigning any reason thereof for which Life Insurance Corporation of India shall neither be liable nor obligatory to inform the applicant the grounds of any such action.
14. Any dispute arising out of or relating to this tender shall be deemed to have arisen in Hyderabad and be subject to adjudication of competent Court in Hyderabad.

Date :1<sup>st</sup> September 2009

Place: Hyderabad.

**REGIONAL MANAGER (E&OS).**

**APPLICATION FORM FOR SELECTION / EMPANELMENT OF  
SECURITY SERVICE PROVIDERS**

<b>S.No.</b>	<b>Information sought</b>	<b>Information Provided</b>
1.	Name of the Firm (In Block Letters)	
2.	Date of Establishment / Incorporation	
3.	Registration No. for registration under Companies Act, 1956. (Please enclose photo copy of certificate)	
4.	Correspondence address  and  Telephone No.	
5.	Address of Head Office (If Separate) and Telephone No.	
6.	Status Proprietary / Partnership/ Private Limited Company / Public Limited Company.	
7.	Names of the Partners /Directors	
8.	Name of Chief Executive with his present addresses and Telephone Nos.	
9.	Name of Representative (s) with Designation who would be calling on us and attending to our jobs.	
10.	Name of Bankers with addresses & telephone nos.	
11.	PAN No. of Income Tax Dept. (Please enclose photo copy).	
12.	Labour License Nos. and validity under various section of Labour Laws. (Please enclose photocopy of certificate)	
13.	Service Tax Registration No. (Please enclose photocopy of certificate)	
14.	E.P.F. Registration No. (Please enclose photocopy of certificate)	
15.	ESI No. (Please enclose photocopy of certificate)	

S. No.	Information sought	Information Provided
16.	Details if registered with any other Government Authority (ies)	
17.	State the latest Income Tax Assessed year and the amount of Tax assessed (Copies of last 3 years, IT Returns, Balance Sheets & Revenue A/c to be enclosed)	
18.	Turnover for last three years	F.Y. 2008-2009 ..... FY. 2007-2008..... F.Y. 2006-2007.....
19.	Details of empanelment with any office of LIC of India and/or prestigious P.S.U.s. (Central),(Please enclose list giving full detail and name and telephone no. of person who may be contacted for confirmation).	
20.	Approximate value of your output per year	
21.	Mention any other specialties of your Establishment	
22.	Total number of security personnel employed as on 01.09.2009.	

*Note: Please type this form or fill it legibly in ink. If space provided is insufficient, please type or write the replies on a separate sheet giving appropriate question number and attach it to the form.*

I / WE \_\_\_\_\_ request Life Insurance Corporation of India, Zonal Office, Hyderabad to consider inclusion of my/our name in the list of their approved Security Service Providers. We agree to provide our security services to the full satisfaction of the Corporation in the event of selection or ready to give our services whenever required in case of empanelment.

Dated at.....this.....day of.....,2009

Signature with Seal

Name:

Designation:

*Note: The Corporation reserves the right to cancel the name of the supplier/firm from its approved lists at its absolute discretion without assigning any reason.*

**Reg: Security Guards – Tender No.1 / Estates.**

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Tenders are invited for providing Security Guards. We request you to submit your Tender in the following format only on or before 20.09.2009 at our S.C.Zonal Office, Hyderabad as mentioned below. The Tenders will be opened on 21.09.2009 at 3 P.M.

**Tender Conditions**

- a) The Contract will be valid for a period of 2 years with a provision to renew ONE more year with mutual consent.
- b) The rates shall be quoted for providing Ex-serviceman / Civilian guard separately.
- c) Guards provided must conform to minimum educational standard of X, should be medically fit and not more than 50 years of age.
- d) The Security guards arranged at Office Premises have to perform the duty of opening and closing of all windows, doors, switching off all fans, lights etc., or any other similar duties and also maintain visitors register in addition to normal security duties (Annexure 'B')
- e) The Security Guards arranged at LIC quarters situated at Quarters Indira Park, Hyderabad & Adarsh nagar, Hyderabad shall maintain visitors registers and shall place before the Authorised Officials for verification.

**Financial Tender Format :**

S.No.	Cost per guard Ex-Servicemen 8 Hours Duty	Cost per guard Civilian guard 8 Hours Duty
1.		
2.		

The Security guards are required at the following places:

Sl.No	Place
1	LIC Officers` quarters, Indira Park, Hyderabad
2	LIC VIP Guest house, and ZM / RM`s Quarters, Indira Park, Hyderabad.
3	Main Gate, LIC complex, Indira Park, Hyderabad
4	Zonal Office, LIC of India, Saifabad, Hyderabad
5	LIC Officers quarters, Adarsh Nagar, Hyderabad
6	LIC Open land, Tirumalgherry, Secundrabad

The Corporation reserves the right for engaging separate agencies for different locations mentioned above depending upon the requirement. This is to be noticed while submitting the Tender. The Corporation also reserves the right to Change/Add/Delete any location to / from the above mentioned list of places at the discretion of the Competant Authority.

The cover containing the financial aspects i.e., Monthly charges per Ex-Servicemen and Civilian guard shall be sealed and addressed to Shri P.Sridhara Rao, RM (F&A), LIC of India, S.C.Zonal Office, Saifabad and can be dropped in Tender Box, 1<sup>st</sup> Floor, E&OS Dept, LIC of India, S.C.Zonal Office, Saifabad, Hyderabad on or before 20.09.2009.

**Regional Manager (E&OS).**

**DUTIES OF SECURITY GUARD**

1. Safeguarding Corporation's property against theft, damage, misuse and keeping a watch over the cars, scooters, cycles etc., parked inside the premises / compound;
2. Preventing unauthorised persons, vehicles etc., or animals from entering the premises; preventing even employees from entering office premises during the night without specific permission of the Head of the Office;
3. Taking charge of personal property found in the Corporation's premises and handing over the same to the superiors;
4. Watching the entire premises and patrolling the same frequently during the period of duties;
5. Observing carefully, while on patrol pipelines, electrical fittings, drainage and safety installations and taking action against damage, breakdown or wastage, wherever possible and bringing them to the notice of the superiors for further remedial action;
6. Preventing additions or alterations in the premises being carried out by outsiders or tenants or employees unauthorisedly and reporting the matter to the superiors;
7. Performing duties in connection with pumping of water such as operating pumps etc., and fixing of bulbs etc.
8. Keeping the special orders and instructions given by the superiors confidential, whenever specifically told;
9. Checking that all doors, windows, ventilators in the case of office buildings are properly closed after office hours, locking of the main door at night, checking that the electrical lights and air-conditioners and other electrical gadgets are properly switched off, wherever necessary.
10. In case of theft or damage by any person to the property or any untoward incident or unusual occurrence, informing the Head of the Establishment / Department / Building Supervisor / Security Officer;
11. Accepting letters, telegrams received after the office hours during the tenure of the duty and signing for them and handing over the same to the Receptionist or Inward Mail Receiving Section;
12. Taking care of the keys under his custody and handing them over to the relieving watchman or to any other authorized person /s;
13. Ensuring that no person has remained inside the premises while locking;
14. Performing occasionally the duties of Liftmen, Guest House Attendants etc, as may be required by the superiors;
15. Taking the following precautions against fire at the time of closing hours of the office:
  - a) To switch off electrical heaters, sigris etc.,
  - b) To switch off gas cylinders, kerosene stoves or other such appliances used in the canteen;
  - c) To check that no inflammable items such as petrol, kerosene etc., are lying in the premises;
  - d) To see that no cigarette or beedi ends are left smouldering;
  - e) To see that all waste paper is removed from the office and stored properly in the room meant for it.
16. Taking the following action in case of a fire :
  - a) To raise alarm and muster assistance from neighbouring buildings/ passers by;
  - b) To contact immediately fire brigade and the police;
  - c) To try to put out the fire by using the fire extinguishing appliances available;
  - d) To inform immediately the Head of the Office or the Head of the Establishment and the Security Officer.
17. Preventing any person whether employee or not – from writing on the walls of the building or compound, pillars, doors or windows of the building, pasting or hanging notices, hand bills, posters, etc., or otherwise disfiguring the office or compound walls;
18. Observing strictly instructions / orders as would be given from time to time by the authorized persons.



**South Central Zonal Office**  
*"Jeevan Bhagya", Saifabad,*  
*Hyderabad – 500 063*  
*Tel Off:23230322,*  
*Fax:040-23242654*

**NOTICE**

LIC of India, South Central Zonal Office, Saifabad, Hyderabad invites fresh offers in sealed covers for providing Security Guards for its Offices/ Staff Quarters / Guest Houses etc in Twin cities of Hyderabad & Secunderabad. Particulars of the tender may be downloaded from our Website : " www.lcindia.com " or collect from E&OS Department , 1 Floor, LIC of India, South Central Zonal Office , "Jeevan Bhagya ", Saifabad, Hyderabad.

Date:06.09.2009      **Regional Manager ( Estates & Office Services ).**