



मध्य क्षेत्रीय कार्यालय, जीवन शिखा, 60-बी होशंगाबाद रोड, भोपाल
फोन 0755-2676206 2676355, 2676202 फेक्स नं 2676398

फर्मों को सूचीबद्ध (Empanelment) करने हेतु आमंत्रण

भारतीय जीवन बीमा निगम, मध्य क्षेत्रीय कार्यालय भोपाल - विभिन्न कार्यों/सामग्री आपूर्ति सेवाओं के लिये सूचीबद्ध होने के इच्छुक प्रदायकों/संस्थाओं से निर्धारित प्रपत्र में आवेदन पत्र आमंत्रित करता है।

कार्य का विवरण

मुद्रण एवं आदेश आपूर्ति

- 1) विभिन्न प्रकार के फार्म / पत्रिका/लीफलेट्स /लिफाफे / डाकेट्स एवं कम्प्यूटर हेतु सतत स्टेशनरी का मुद्रण
- 2) कम्प्यूटर उपयोगी सामग्री जैसे-फ्लायपी, कार्टेज/सी.डी., डी.एम.पी.प्रिंटर हेड आदि की आपूर्ति
- 3) आफिस/टेबिल स्टेशनरी की आपूर्ति
- 4) अग्निशामक यंत्रों की आपूर्ति

सेवाकार्य एवं रख-रखाव

- 5) कूरियर सर्विसेज
- 6) टेक्सी सर्विसेज
- 7) सुरक्षा सेवाएँ
- 8) अग्निशामक यंत्रों की मरम्मत एवं रख-रखाव
- 9) ड्रायक्लीनिंग-कार्पेट, सोफासेट, वर्टिकल ब्लाइंड आदि
- 10) पेस्ट कंट्रोल सर्विस
- 11) कम्प्यूटर कार्टेज/प्रिंटर हेड की मरम्मत एवं रीफिलिंग
- 12) जल आपूर्ति
- 13) जल शोधन एवं पानी की टंकियों की सफाई

उपरोक्त कार्य हेतु इच्छुक फर्म / एजेंसी दिनांक **08.09.2011** को 17.00 बजे तक कार्यालयीन दिवस-समय में आवेदन कर सकते हैं। प्रत्येक कार्य के लिये अलग-अलग फार्म (एनेक्जर 'ए' या 'ए-1') भरे जाने हैं जिसे हमारे वेबसाइट www.licindia.com से टेण्डर-लिंक से डाउनलोड किया जा सकता है। लिफाफे पर सूचीबद्धता के लिये आपूर्तिकर्ता / सेवा प्रदाता जो भी लागू हो, मोटे अक्षरों में लिखा होना चाहिये। जो प्रदायक संस्था एक से अधिक कार्यों के लिये सूचीबद्ध होना चाहते हैं वे प्रत्येक कार्य के लिये अलग-अलग आवेदन दें। प्रत्येक आवेदन के साथ रु 100/- (एक सौ मात्र) का अप्रतिदेय (non refundable) डिमांड ड्राफ्ट (Favouring LIC of India, payable at Bhopal) जमा किया जाना है। सूचीबद्धता हेतु आवेदन प्रपत्र इस कार्यालय से भी कार्यालय अवधि (नकदी समय) में रु 100/- देकर (जो वापसी योग्य नहीं है) प्राप्त किया जा सकता है। जो संस्थायें / प्रदायक वर्तमान में मध्य क्षेत्रीय कार्यालय के साथ सूचीबद्ध हैं, वे भी पुनः आवेदन प्रस्तुत करें, वे संस्थायें जिन्हें पूर्व में निगम द्वारा किन्हीं कारणों से सूची से हटा दिया गया हो या ब्लैक लिस्ट किया गया हो, वे आवेदन प्रस्तुत न करें अन्यथा उनके आवेदन पर विचार नहीं किया जायेगा। किसी या सभी आवेदनों को अस्वीकार करने का अधिकार निगम के पास सुरक्षित है।

दिनांक : 21.08.2011

क्षेत्रीय प्रबन्धक

LIFE INSURANCE CORPORATION OF INDIA
CENTRAL ZONAL OFFICE, 60-B, HOSHANGABAD ROAD, BHOPAL
Ph No.0755-2676206 / 2676355/ 2676202

NOTICE FOR EMPANELMENT

Applications are invited from reputed firms for empanelment at **Life Insurance Corporation of India, Central Zonal Office, Jeevan Sikha, 60-B, Hoshngabad Road, Bhopal** for the following works.

Printing & Order Supply

1. Printing of forms/books/leaflets /Printing of envelopes / docketts / Printing of Continuous stationeries (IT related)
2. Supply of IT consumables items like Cartridges/CDs etc.
3. Supply of Office/Table stationeries
4. Supply of Fire Extinguishers

Services & Maintenance

5. Courier Services
6. Taxi Service
7. Security Service
8. Repair & maintenance of fire extinguishers
9. Dry cleaning of carpets, sofa sets, vertical blinds etc.
10. Pest Control
11. Refilling/repairing of cartridge/ printer heads etc.
12. Water supply
13. Water treatment & Water Tank cleaning

The interested firms are required to **apply within 17.00 hours on 08.09.2011**. Separate forms (Annexure-A or A1) are required to be filled up for each category which may be downloaded from our website www.licindia.com (Link-Tenders). The envelope should be super scribed as empanelment "Suppliers" / "Service Providers& Office Upkeep and Office maintenance services" etc. as appropriate and to be submitted to The Regional Manager (E&OS) Central Zonal Office, Jeevan Sikha, 60_B, Hoshangabad Road, Bhopal - 462011 along with non refundable amount of **Rs:100/- in shape of DD in favour of LIC of India payable at Bhopal**. The selection shall be at the sole discretion of the Competent Authority of LIC of India, Central Zonal Office, Bhopal. Existing suppliers, service providers, Office Upkeep and Office Maintenance Service Providers are also required to apply for fresh empanelment. Firms blacklisted by any office of the Corporation need not apply. Application forms for empanelment can also be obtained from this office during cash hours by paying non refundable amount of Rs. 100/- (One hundred only).

The Corporation reserves the right to accept or reject any /all applications without assigning any reason thereof.

Last Date of submission of application is at 17.00 Hours on 08.09.2011.

Bhopal
Date:21.08.2011

Zonal Manager.

Annexure A

Conditions for empanelment as a Printer:

- 1) The printer should be in profession of printing for at least 3 years.
(Copy of registration certificate must be enclosed)
- 2) Annual Turnover should be up to Rs 2 lacs for small jobs, Rs 2 to 10 lacs for medium jobs and above Rs 25 lacs for big jobs in the last three financial years. (Attach balance sheet for 3 years)
- 3) The printer should be on the approved panel of at least 3 reputed firms out of which at least one should be Public Sector or Government undertaking.
- 4) The printer should have at least one single colour and one 4- colour offset machine, in-house stitching and binding unit and screen printing unit.
- 5) The printer should have at least **500** sq feet area of operation for printing, binding etc. activities and sufficient storage space at one place only.
- 6) The printer should have registration with state and local authorities for undertaking the profession. (copies of state registration & Local authority license to be enclosed)



QUESTIONNAIRE FOR PRINTING PRESS PART I : GENERAL INFORMATION

- 1) Name of the press
(In block letters):
- 2) Date of Establishment / Incorporation :
- 3) Address and Telephone No :
- 4) Address of Office (If Separate)
And Telephone No
- 5) Status: Whether Partnership/ Private Limited Company /
Public Limited Company :
- 6) Names of the Partners / Directors :
- 7) Name of chief Executive with
his present address and Telephone No :
- 8) Name of Representative (s)
indicating Designation who would be
calling on us and attending to our jobs :
- 9) Name of Bankers with addresses
And telephone numbers
- 10) Whether registered under the State
Value Added Tax Act, 2002 (VAT): **YES / NO**
(If yes, submit Xerox copy of Certificate of Registration)
- 11) Are you going to charge VAT in your bills: **YES / NO**
If no, mention reason and submit relevant documents:
- 12) Whether Registered under the Central Sales
Tax (Registration and Turnover) Rules, 1957: **YES / NO**
(If yes, submit xerox copy of Certificate of Registration)

13) Whether registered as Small Scale Industrial Unit: **YES / NO**
(If yes, submit xerox copy of Certificate of Registration)

14) Is the press registered under the
Factories Act? If so, state –

(a) License No

(b) Date of last renewal of license

(copy to be enclosed)

(c) PAN No

(d) ESIS No, if any

(e) EPF Registration no, if any

15) Whether holding certificate under
Shop and Establishment Act, duly renewed

(copy to be enclosed)

16) State the latest Income Tax assessed year and the amount
of tax assessed (copies of last 3 years IT Returns,
balance sheet & Revenue A/c to be enclosed)

17) How do you propose to compensate the loss to the Corporation
arising out of theft, fire or otherwise in respect of paper material
supplied to you by us.

18) Are you agreeable to make deliveries to Corporations office
within and out of Mumbai when so directed?

19) Are you agreeable to abide strictly by the Terms and Conditions
of the Tenders and Contracts

20) Area occupied by the press

21) Total no of employees:

Permanent: ----- Temporary: -----

Skilled: ----- Unskilled: -----

22) Number of shifts you work normally

23) Timing of shifts

24) Weekly Holidays

25) Names of the offices of LIC whose printing work you may have
done during the last 3 years. Mention only those offices for whom
you have done sizable jobs or have done constant work
(Details of job done to be given)

26) Name, Address and Telephone No of
some of your most valued clients:

27) Approximate value of your output per year

28) Do you carry stocks of papers and any other material?
If so what stocks do you generally hold?

29) State the nature of printing jobs undertaken
by you (Full details to be given):

30) Do you undertake manufacture of

- a) Envelopes
- b) Office Files
- c) Stickers

31) Mention any other specialties of your Establishment:

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 on to the form.

PART II: TECHNICAL INFORMATION

1) Particulars of composing facilities

a) D.T.P. Systems

Make	Packages	Languages	Other Features if any

b) Other composing facilities such as hand composing

2) Particulars of scanning machines being used.

3) Printing Machines

a) Offset Machine

Make	Size	Colour	Speed	Other Features if any

b) Letter press Machines

Make	Size	Speed	Other Features if any

c) Screen Printing Facility

d) Pre-printed continuous stationery machine

Make	Size	Colour	Speed	Other Features if any

4) Particulars of Positives and Plate making facility

5) Binding and Finishing

a) Cutting Machines

Make	Size of Blade	Hand/Power Driver

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- b) Particulars of punching machines
- c) Particulars of perforating Machine
- d) Particulars of gilding department
- 6) Have you got photo-typesetting machine if so; please furnish full details of type faces
- 7) If any of the equipments mentioned above is under lease, loan or hire purchase agreement should be furnished.
- 8) Please furnish details particulars of any other agreements you may have entered into which are subsisting and are likely have a bearing on the jobs, which may be entrusted to you.

I/WE _____ request Life Insurance Corporation of India, Central Zonal Office, to consider inclusion of my/our name in the list of their approved printers and agree to give full satisfaction to the Corporation in the event of their doing so.

Dated:

Signature:

Note: The Corporation reserves the right to cancel the name of the Printer from its approved lists at this absolute discretion without assigning any reason.

Check List of documents to be submitted –

- 1) Copy of PAN NO/CST NO/VAT NO /Service Tax Reg. no /TAN No**
- 2) Last three years audited balance sheet and P&L Account**
- 3) Copy of Registration certificate under shop & establishment act**
- 4) Client List (Enclose work order of leading companies)**
- 5) Partnership deed or Articles of Association and Memorandum of Association in case of company**

Annexure-A 1



Central Zonal Office, Bhopal

Application for empanelment of other Firms/Supplier/Service Provider (Other than Printers)

Sl No. of Category	Name of the Category

(Separate Application is to be filled-up for each category)

CONDITIONS FOR EMPANELMENT

- 1) The firm/supplier/Service Provider should be in profession for at least 3 years. (Copy of registration certificate must be enclosed)
- 2) Annual Turnover of the firm/supplier/Service Provider should be not less than Rs. 2 lacs for small jobs, Rs. 2 lacs to Rs. 10 lacs for medium jobs and above Rs.25 lacs for big jobs in any of 3 financial years. (Attach Balance Sheet for three years).
- 3) The firm/supplier/ Service Provider should be on the approved panel of at least 3 reputed firms from out of which at least one should be Public Sector or Government undertaking.
- 4) The firms/supplier/Service Provider should have registration in compliance of law of land (Copies of proof to be enclosed).

APPLICATION FOR Firm/Supplier/Service Provider

PART I: GENERAL INFORMATION

Serial No.	Information Sought	Information Provided
1.	Name of the Firm: (In Block Letters)	
2.	Date of Establishment / Incorporation	
3.	Correspondence address and Telephone No.	
4.	Address of Head Office (If Separate) and Telephone No.	
5.	Status: Proprietary/ Partnership/Private Limited Company / Public Limited Company	
6.	Names of the Partners /Directors	
7.	Name of Chief Executive with his present addresses and Telephone Nos.	
8.	Name of Representative (s) with Designation who would be calling on us and attending to our jobs	
9.	Name of Bankers with addresses & telephone nos.	
10.	Is the Firm is registered under the Factory Act? If so, state a) Licence Number: b) Date of last renewal of licence(Copy of licence to be enclosed) c) PAN d) ESIS No. if any e) EPF Registration No. if any	
11.	Whether holding certificate under Shops & Establishment Act, duly Renewed (Copy should be enclosed)	

12.	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)	
13.	Turn over for last three F Years F Y 2009-2010 F Y 2008-2009 F Y 2007-2008	
14.	Are you agreeable to make deliveries to Corporation's Offices within and out of Bhopal when so directed?	
15.	Are you agreeable to abide strictly by the Terms and Conditions of the Tenders and Contracts. (copies annexed)	
16.	If your firm is empanelled with any office of L I C Of India or any other PSU (Central) , please give name and address	
17.	Name, Addresses and Telephone Nos. of some of your most valued clients (Separate List may be attached)	
18.	Approximate value of your output per year	
19.	Mention any other specialties of your Establishment	

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.

We _____

Request Life Insurance Corporation of India, Central Zonal Office, Jeevan Sikha, Hoshangabad Road, Bhopal to consider inclusion of my/our name in the list of their approved firms/suppliers/Service Providers. We agree to give full satisfaction to the Corporation in the event of their doing so.

Dated at.....this.....day of.....,2011

Signature with Seal

Name:

Designation:

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.

Check List of documents to be submitted –

- 1) Copy of PAN NO/CST NO/VAT NO /Service Tax Reg. no /TAN No
- 2) Last three years audited balance sheet and P&L Account
- 3) Copy of Registration certificate under shop & establishment act
- 4) Client List (Enclose work order of leading companies)
- 5) Partnership deed or Articles of Association and Memorandum of Association in case of company
- 6) Copy of certificate issued by Railway/IRCTC/Airlines for Travel Agents)
- 7) Copy of election card/telephone bill/electricity bill (for Carpenters/Book binders)
- 8) Residence proof, Photo identity (for Carpenters/Book binders)

(SEE TERMS AND CONDITIONS IN BELOW ATTACHMENTS)

Conditions for empanelment of firms dealing in 1) Table and Office Stationery

2) IT consumables such as cartridges, CDs, 3) AMC of various machines

5) Pest Control Treatment

- 1) The firm should have been established at least three years before.
(Copy of registration certificate must be enclosed)
- 2) Annual Turnover should be at least Rs. 2 lacs. (Attach Balance Sheet for 3 years).
- 3) The firms should be on the approved panel of at least 3 reputed Firms from Bhopal out of which at least one should be public Sector or Government undertaking.
- 4) The firms should have at least 350 Sq. Feet area of operation & sufficient storage space at one place only.
- 5) The firms should have registration with state & local authorities for Undertaking the profession
(Copies of state registration & Local authority License, VAT /TAN No, to be enclosed)
- 6) Vendors/Firms should keep sufficient stock in hand, so as to comply with requirements without delay,
- 7) Vendor should furnish the specific brand or make, in case of authorized dealer.
(Copy of valid authorized dealership certificate must be enclosed.)

Conditions for empanelment of firms dealing in Pest Control Treatment

- 1) The firm should have been established at least three years before.
(Copy of registration certificate must be enclosed)
- 2) Annual Turnover should be at least Rs. 5 lacs. (Attach Balance Sheet for 3 years).
- 3) The firms should be on the approved panel of at least 3 reputed Firms from Bhopal out of which at least one should be public Sector or Government undertaking.
- 4) The firms should have at least 350 Sq. Feet area of operation & sufficient storage space at one place only.
- 5) The firms should have registration with state & local authorities for Undertaking the profession
(Copies of state registration & Local authority License, VAT /TAN No, to be enclosed)
- 6) Vendors/Firms should keep sufficient stock in hand, so as to comply with requirements without delay,
- 7) Vendor should furnish the specific brand or make, in case of authorized dealer.
(Copy of valid authorized dealership certificate must be enclosed.).
- 8) The rate should be per sq.ft. & should be uniform for all locations/all guest houses in Bhopal
- 9) Pest control should be carried out by spraying Chemicals/Gel treatment for cockroaches/ treatment for termite, bed-bugs, rodents etc.
- 10) Three services in a year should be provided.
- 11) The chemicals used should be non-toxic, on-hazardous & odourless/harmless ordinarily to human beings.
- 12) During the contract period if it is required, additional treatment free of cost over & above the regular treatment
- 13) After completion of the treatment the rodents & insects if found dead shall be removed by the contractors.
- 14) The contractors are required to visit the premises & acquaint themselves fully about the area for which the works are to be carried out.
- 15) The contractor shall specify all the chemicals used for disinfestations in cockroaches, white ants, insects, bed-bugs, rodents etc & all other types of pest including the proportion that shall be used.

TERMS AND CONDITIONS FOR OFFICE UPKEEP SERVICES

1. The agency undertakes to provide House Keeping services in the Zonal Office at Bhopal and any other offices/houses under Bhopal Zonal Office through its own employees/personnel.
2. The agency undertakes to provide House Keeping services through its own employees /personnel at its own costs, expense and work and the Corporation shall not make any payment whatsoever by way of emoluments to such personnel.
3. The entire responsibility for providing House Keeping Service through its own employees/personnel shall be of the agency and the Corporation will not be liable to pay anything to such employees/personnel, except as provided.
4. For providing House Keeping Service in the Zonal Office at Bhopal and any other offices/houses under Bhopal Zonal Office, the agency shall be paid House Keeping Charges at the rate quoted as per tender per Sq.ft per month. Over and above Service Taxes will be paid as per the prevailing rates.
5. The agency will decide the number of employees to be engaged for execution of House Keeping work on the basis of area.
6. The Corporation shall pay the House Keeping charges to the Agency of the Second part by 10th of every month.
7. The agency shall carry out all work relating to House keeping during working hours daily on all working days except on weekly and declared holidays.
8. The Corporation shall make suitable arrangement for providing sitting place, water, light etc for the employees of the Agency.
9. 'The Agency shall ensure that all its employees deployed at Zonal Office at Bhopal and any other offices/houses under Bhopal Zonal Office of the Corporation shall be efficient, skilled and honest. The Agency shall provide Uniforms to its employees and also ensure their neatness and cleanliness. The employees shall also be provided with Identity cards by the Agency.
10. It is clearly understood and agreed that by this Deed / Agreement no relationship of Employer or Employee is created between the Corporation and the employees of the Agency to pay wages to its employees/personnel and to ensure compliance of all the Labour Laws applicable.
11. The Corporation will have privity of contract only with the Agency and will give instructions to it only and will have nothing to do or concerned with the conditions of employment of the personnel /employees engaged and deployed by the Agency for discharging contractual obligations.
12. The Corporation will not be entailed to retain any control, supervision or the manner of discharge, dismissal or retrenchment of the employees engaged and deployed by the Agency for doing House Keeping Work.
13. 'The Corporation will not have any connection with the employees of the Agency and neither any of its officials will supervise or dictate the manner of execution of the work to them.
14. The Agency shall be strictly liable/responsible for complying all statutory obligations such as Provident Fund, E.S.I, Gratuity etc. for its employees deployed on the premises of the Corporation
15. In the event of any liability of any nature whether relating to statutory compliances or payment of wages or otherwise, is saddled on the Corporation with regard to employees of the agency, the Agency undertakes to indemnify and to make good the loss to full extent to the Corporation, failing which the Corporation shall be within its right to take appropriate action in law for recovery of the said amount. It is particularly agreed that the Corporation shall in no way be held responsible for any bodily injuries sustained or death of any employee(s) of the Agency. The Agency shall alone be liable to pay all statutory compensations which may be awarded or payable to such employee or his/her dependent. If under any circumstance the Corporation is made liable to pay any such compensation, the Agency will indemnify /reimburse the Corporation to full such extent.
16. 'The Agency shall produce forthwith documents in proof of statutory compliances and payment of appropriate wages to the deployed personnel on being whenever demanded by the Corporation or

otherwise the Corporation may on this account be entitled to terminate this agreement without giving any notice.

17. The Agency shall provide the names, local and permanent addresses of the personnel deployed to the Corporation for security reasons.
18. If an employee of the Agency is not efficient, diligent, honest, sincere or otherwise and if a complaint is made by the Corporation in this regard to the Agency, the Agency shall immediately change such employee.
19. If the employee(s) of the Agency is /are directly or indirectly involved in any incident resulting in loss of property and/or money to the Corporation, the Agency shall indemnify to full extent all such losses occurred to the Corporation. In addition, the Corporation shall also have the right to take appropriate legal action against the personnel involved and also against the Agency.
20. The Agency will be free to work anywhere else or to undertake any other contract but it will remain responsible to the Corporation for the due and efficient execution of the job and related obligations entrusted to it by this agreement.
21. The Agency and its employees will have no right or lien whatsoever upon the premises belonging to the Corporation and the Agency and its employees will move out of the premises at the instance of the Corporation.
22. The Corporation will not in any manner be responsible for any act, omission or commission of the employees of the Agency and no claim in this respect will lie against the Corporation. If any such claim is made against the corporation by any employee or his heirs engaged and deployed by the Agency, which the Corporation is obliged to discharge by virtue of any statute or any provision of Law and Rules due to mere fact of the employee of the Agency at the premises of the Corporation or otherwise, the Agency will be liable to indemnify / reimburse the Corporation all the money paid in addition to the expenses incurred.
23. The employees of the Agency shall be liable for search at entrance and exit.
24. The duration of this empanelment is for a period of 3 (three) years including current financial year from the date these covenants.
25. The contract may be determined even before the stipulated period by either party by giving the other one month's notice in writing.
26. In the event of non-compliance or breach of any terms of the contract or unsatisfactory or inefficient working, the Corporation will be at liberty to revoke the contract by a week's notice in writing. It shall additionally be entitled to remove/ blacklist the Agency from the list of empanelled Agencies.
27. It is mutually agreed that any dispute arising out of this Agreement shall be referred for 'Arbitration' to the Zonal Manager, LIC of India, Central Zonal Office, Bhopal and his decision shall be binding on the parties. The Agency shall not raise any question of competence of the Zonal Manager to act as sole Arbitrator. The proceedings shall be carried out as per the provisions of the Arbitration and Conciliation Act, 1996.
28. Courts in Bhopal alone will have exclusive jurisdiction in all matter connected with or arising out of this Agreement.
29. All the above terms and conditions are not exhaustive it is subject to change according to circumstances by the corporation

TERM AND CONDITIONS FOR OFFICE MAINTENANCE WORKS.

30. The agency undertakes to provide service for office maintenance of the Zonal Office at Bhopal and any other offices/houses under Bhopal Zonal through its own employees / personnel.
31. The agency undertakes to provide office maintenance services through its own employees /personnel at its own costs, expenses and work and the Corporation shall not make any payment whatsoever by way of emoluments to such personnel.

32. The entire responsibility for providing office maintenance service through its own employees/personnel shall be of the agency and the Corporation will not be liable to pay anything to such employees/personnel, except as provided.
33. For providing office maintenance service in the Zonal Office at Bhopal and any other offices/houses under Bhopal Zonal the agency shall be paid office maintenance charges at the rate quoted as per tender quoted as per tender per month. Over and above Service Taxes will be paid as per the prevailing rates.
34. The agency will decide the number of employees to be engaged for execution of office maintenance work.
35. The Corporation shall pay the office maintenance charges to the Agency by 10th of every month.
36. The agency shall carry out all work relating to office maintenance before the start of working hours daily on all working days except on weekly and declared holidays.
37. The Corporation shall make suitable arrangement for providing sitting place, water, light etc for the employees of the Agency.
38. 'The Agency shall ensure that all its employees deployed at Zonal Office at Bhopal and any other offices/houses under Bhopal Zonal of the Corporation shall be efficient, skilled and honest. The Agency shall provide Uniforms to its employees and also ensure their neatness and cleanliness. The employees shall also be provided with Identity card by the Agency.
39. It is clearly understood and agreed that by this Deed / Agreement no relationship of Employer or Employee is created between the Corporation and the employees of the Agency. It will be the responsibility of the Agency to pay wages to its employees/personnel and to ensure compliance of all the Labour Laws applicable.
40. The Corporation will have privity of contract only with the Agency and will give instructions to it only and will have nothing to do or concerned with the conditions of employment of the personnel / employees engaged and deployed by the Agency for discharging contractual obligations.
41. The Corporation will not be entailed to retain any control, supervision or the manner of discharge, dismissal or retrenchment of the employees engaged and deployed by the Agency for doing office maintenance Work.
42. The Corporation will not have any connection with the employees of the Agency and neither any of its officials will supervise or dictate the manner of execution of the work to them.
43. The Agency shall be strictly liable/responsible for complying all statutory obligations such as Provident Fund, E.S.I, Gratuity etc. for its employees deployed on the premises of the Corporation
44. In the event of any liability of any nature whether relating to statutory compliances or payment of wages or otherwise, is saddled on the Corporation with regard to employees of the agency, the Agency undertakes to indemnify and to make good the loss to full extent to the Corporation failing which the Corporation shall be within its right to take appropriate action in law for recovery of the said amount. It is particularly agreed that the Corporation shall in no way be held responsible for any bodily injuries sustained or death of any employee(s) of the Agency and the Agency shall alone be liable to pay all statutory compensations which may be awarded or payable to such employee or his/her dependent. If under any circumstance the Corporation is made liable to pay any such compensation, The Agency will indemnify /reimburse the Corporation to full extent.
45. The Agency shall produce forthwith documents in proof of statutory compliances and payment of appropriate wages to the deployed personnels on being whenever demanded by the Corporation or otherwise the Corporation may on this account be entitled to terminate this agreement without giving any notice.
46. The Agency shall provide the names, local and permanent addresses of the personnel deployed to the Corporation for security reasons.
47. If an employee of the Agency is not efficient, diligent, honest sincere or otherwise and if a complaint is made by the Corporation in this regard to the Agency, the Agency shall immediately change such employee.

48. If the employee(s) of the Agency is /are directly or indirectly involved in any incident resulting in loss of property and/or money to the Corporation, the Agency shall indemnify to full extent all such losses occurred to the Corporation. In addition, the Corporation shall also have the right to take appropriate legal action against the personnels involved and also against the Agency.
49. The Agency will be free to work anywhere else or to undertake any other contract but it will remain responsible to the Corporation for the due and efficient execution of the job and related obligations entrusted to it by this agreement.
50. The Agency and its employees will have no right or lien whatsoever upon the premises belonging to the Corporation and the Agency and its employees will move out of the premises at the instance of the Corporation.
51. The Corporation will not in any manner be responsible for any act, omission or commission of the employees of the Agency and no claim in this respect will lie against the Corporation. If any such claim is made against the corporation by any personnel or his heirs engaged and deployed by the Agency, which the Corporation is obliged to discharge by virtue of any statute or any provision of Law and Rules due to mere fact of the employees of the Agency working at the premises of the Corporation or otherwise, the Agency will be liable to indemnify / reimburse the Corporation all the money paid in addition to the expenses incurred.
52. The employees of the Agency shall be liable for search at entrance and exit point.
53. The duration of this empanelment is for a period of 3 (three) years including current financial year from the date these covenants.
54. The contract may be determined even before the stipulated period by either party by giving the other one month's notice in writing.
55. In the event of non- compliance or breach of any terms of the contract or unsatisfactory or inefficient working, the Corporation will be at liberty to revoke the contract by a week's notice in writing. It shall additionally be entitled to remove/ blacklist the Agency from the list of empanelled Agencies.
56. It is mutually agreed that any dispute arising out of this Agreement shall be referred for 'Arbitration' to the Zonal Manager, LIC of India, 60-B, Hoshangabad Road, Bhopal and his decision shall be binding on the parties. The Agency shall not raise any question of competence of the Zonal Manager to act as sole Arbitrator. The proceedings shall be carried out as per the provisions of the Arbitration and Conciliation Act, 1996.
57. Courts in Bhopal alone will have exclusive jurisdiction in all matter connected with or arising out of this Agreement.
58. All the above terms and conditions are not exhaustive it is subject to change according to circumstances by the corporation.

GENERAL TERMS AND CONDITIONS FOR SECURITY SERVICES.

1. The security guard shall be employed for 8 hours a day and the exact working hours shall be intimated to you by the Competent Authority at the time of execution of work.
2. That engagement of the security guard under the provision of this agreement shall not be entitle him to seek employment of the Corporation nor shall his disengagement be treated as "Retrenchment" or "Termination" from services of the Corporation. Security guards shall be treated as members of the establishment of the security provider (Security Agency) only.
3. You shall comply with different Laws and Regulations including Private Security Regulation Act-2005, Contract Labour Regulation & Abolition Act -1970, Minimum Wages Act, Equal Remuneration Act, Income Tax Act, Service Tax Act and any other Laws and Regulations framed by State/Central Government in future.
4. That it has been mutually agreed between the Corporation and Security Agency that any dispute arising out of this agreement shall be referred for "Arbitration" to the Zonal Manager, LIC of India, Central Zonal Office, 60-B, Hoshangabad Road, Bhopal of the Corporation and his decision shall

be binding on the Security Agencies. The Security Agency shall not raise any question of competence of the Zonal Manager to act as sole arbitrator.

5. Any dispute arising out of or relating to this tender shall be deemed to have arisen in Bhopal and shall be under adjudication of a Court in Bhopal only.
6. The agreement shall remain valid for a period of one year from the date of **agreement**.
7. The Corporation reserves the right to cancel the contract without assigning any reason at any time by giving 30 days notice in advance in case simple termination of contract but in case of breach of the terms of the of contract may be terminated forthwith. and any loss incurred by the Corporation, the Security agency shall be liable to make good the extra charge the Corporation may have to incur to get job done by other Security agency.
8. The Corporation reserves the right to Remove/Blacklist any agency from the list of Empanelled agencies for any deviation from the agreed Terms and Conditions/if any activity is observed which is detrimental to the interest of the Corporation.
9. The letter of undertaking which is given in separate annexure forms part of Terms and Conditions.
10. The Corporation shall in no way be held responsible for any bodily injuries sustained / death of any security guard while in duty. The security agency shall alone be liable to pay all statutory compensations which may be awarded or payable to a security guard or his dependents due to any premature disability or death while in performing his duties.
11. That the security agency shall renew his License from time to time under various labour laws and shall be liable to pay all fees in relation thereto.
12. All the above terms and conditions are not exhaustive it is subject to change according to circumstances by the corporation.

Special Terms & Conditions for Security Services

1. “The Security Agency undertakes to provide full security service arrangements for 8 hourly duties for guarding the Zonal Office at Bhopal & Staff quarters under Bhopal Zonal Office through its own guards and personnel.
2. “The Security Agency undertakes to provide security service arrangements through its own personnel at its own cost, expense and work and “the Corporation shall not make any payment whatsoever by way of emoluments to such personnel.
3. The entire responsibility for taking security measures through its own personnel shall be of “the Security Agency and “the Corporation will not be liable to pay anything for such security/guards/ personnel, except as provided.
4. For providing Security Service arrangements for guarding the Zonal Office / Quarters under Bhopal Zonal Office “the Security Agency shall provide the personnels for 8 hours
5. It is however expressly agreed that during the subsistence of this agreement, if the rate of minimum wages payable to the personnel deployed by “the Security Agency increases and if the increase extends beyond the above agreed rate, then “the Corporation shall increase the above accepted rate to the extent of the difference amount only and the above agreed rate shall be deemed to have been modified accordingly.
6. “The Corporation shall pay the consideration amount to ‘the Security Agency by the 10th of every month.
7. The consideration amount payable to the Security Agency may vary depending upon the number of personnels deployed during a month, the increase or decrease of which shall depend upon the written requirement of the Corporation.
8. The Security Agency shall provide continuous security measures for 8 hours duty daily excepting weekly off days. However, at times the Security personnel may be required to render duty for extra hours in the event of certain exigency for which proportionate extra payment shall be made to the Security Agency.

9. "The Corporation shall make suitable arrangement for providing sitting place, water, light etc. for the personnels deployed by the Security Agency .
10. "The Security Agency shall ensure that all personnels deployed by it at Zonal Office / Quarters of "the Corporation shall be efficient, skilled and honest. "The Security Agency shall provide Uniforms to its personnels and also ensure their neatness and cleanliness. The Personnels shall also be provided Identity Card by the Security Agency.
11. It is clearly understood and agreed that by this Deed / Agreement no relationship of Employer or Employee is created between "the Corporation and the employees /personnels engaged and deployed by "the Security Agency. It will be the responsibility of "the Security Agency to pay wages to its personnels and to ensure compliance of all the Labour Laws applicable.
12. "The Corporation will have privity of contract only with "the Security Agency and will give instructions to it only and will have nothing to do or concerned with the conditions of employment of the personnels / employees and deployed by the Security Agency..
13. "The Corporation will not be entitled to retain any control, supervision or the manner of the discharge, dismissal or retrenchment of the personnels engaged and deployed by the Security Agency.
14. "The Corporation will not have any connection with the personnels engaged and deployed by "the Security Agency and neither any of its officials will supervise or dictate the manner of execution of the work to the personnels.
15. "The Security Agency shall be strictly liable / responsible for complying all statutory obligations such as Provident Fund, E.S.I., Gratuity etc. for its personnels deployed on the premises of the Corporation.
16. In the event of any liability of any nature whether relating to statutory compliances or payment of wages or otherwise, is saddled on "the Corporation with regard to personnels engaged and deployed by the Security Agency", " the Security Agency undertakes to indemnify and to make good the loss to the full extent to the Corporation failing which "the Corporation shall be within its right to take appropriate action in law for recovery of the said amount. It is particularly agreed that "the Corporation shall in no way be held responsible for any bodily injuries sustained or death of any employee(s) of the Agency. "The Agency shall alone be liable to pay all statutory compensations which may be awarded or payable to such employee or his/her dependent. If under any circumstance "the Corporation is made liable to pay any such compensation, "the Agency will indemnify / reimburse "the Corporation to full such extent.
17. "The Security Agency shall produce forthwith documents in proof of statutory compliances and payment of appropriate wages to the deployed personnels on being whenever demanded by "the Corporation or otherwise "the Corporation may on this account be entitled to terminate this agreement without giving any notice.
18. "The Security Agency shall provide the names, local and permanent addresses of the personnels deployed to the Corporation.
19. "The Security Agency undertakes to change the personnel on regular basis with the prior knowledge and information given to "the Corporation and also the change of the personnels shall be made at the directive of the Corporation, if the personnels deployed in the opinion of "the Corporation are not efficient, deligent, honest, sincere or otherwise.
20. The armed Security personnel must have his personal arm with proper licence renewed upto date and under no circumstance the arms of another person should be allowed to be used by the deployed personnel. "The Security Agency undertakes to ensure compliance of this clause strictly.
21. If the deployed personnel (s) is / are directly or indirectly involved in any incident resulting in loss of property and / or money to the Corporation, "the Security Agency shall indemnify to full extent all such losses occurred to the Corporation. In addition, "the Corporation shall also have the right to take appropriate legal action against the personnels involved and also against the Security Agency.
22. If in any manner any loss or harm is caused to the property and / or to the employees of 'the Corporation during the duty hours of the deployed personnels belonging to "the Security Agency, "the

Security Agency shall fully indemnify by making good loss occurred to the Corporation.” In addition, “the Corporation shall also have the right to take appropriate legal action against the personnels and also against “the Security Agency.

23. “The Security Agency will be free to work anywhere else or to undertake any other contract but it will remain responsible to “the Corporation for the due and efficient execution of the job and related obligations entrusted to it by this agreement.

24. “The Security Agency and the personnels deployed by it will have no right or lien whatsoever upon the premises, belonging to “the Corporation and “the Security Agency and its personnels will move out of the premises at the instance of the Corporation”.

25. “The Corporation will not in any manner be responsible for any act, omission or commission of the personnels engaged and deployed by “the Security Agency and no claim in this respect will lie against the Corporation”. If any such claim is made against “the Corporation by any personnel or his heirs engaged and deployed by the Security Agency, which “the Corporation is obliged to discharge by virtue of any statute or any provision of Law and Rules due to mere fact of the personnels of “the Security Agency working at the premises of “ the Corporation or otherwise, “the Security Agency will be liable to indemnify / reimburse “ the Corporation all the money paid in addition to the expenses incurred.

26. The duration of this contract is for a period of one year from the date these covenants.

27. The contract may be determined even before the stipulated period by either party by giving the other one month’s notice in writing.

28. In the event of non- compliance or breach of any terms of the contract or unsatisfactory or inefficient working, “the Corporation will be at liberty to revoke the contract by a week’s notice in writing. It shall additionally be entitled to remove/ blacklist the Security Agency from the list of empanelled Agencies.

29. It is mutually agreed that any dispute arising out of this Agreement shall be referred for ‘Arbitration’ to the Zonal Manager, LIC of India, Central Zonal Office, Jeevan Sikha 60-B, Hoshangabad Road, Bhopal and his decision shall be binding on the parties. The Security Agency shall not raise any question of competence of the Zonal Manager to act as sole Arbitrator. The proceedings shall be carried out as per the provisions of the Arbitration and Conciliation Act, 1996.

30. Courts in Bhopal alone will have exclusive jurisdiction in all matter connected with or arising out of this Agreement.

31. All the above terms and conditions are not exhaustive it is subject to change according to circumstances by the corporation

SPECIAL TERMS & CONDITION FOR THE COURIER SERVICE PROVIDERS.

1. The Courier Service must have wide network in Madhya Pradesh and Chhatisgarh.
2. Normally consignments to Metropolis, other than the Metropolis and remote areas are to be delivered with 24 hours, 48 hours and 72 hours respectively. If the consignments are not delivered in time (except on occasions like imposition of curfew or due to occurrence of unnatural calamities like floods, etc) or damaged in transit, a penalty shall be imposed on the courier **at specified rate**. The third party charges and construction charges of the consignment, if any shall also be recovered from the courier’s monthly bill.
3. In case of loss of documents, the agency should lodge FIR, claim insurance compensation and fulfill every formality as deemed necessary in recovering the documents and making good the loss suffered by the Corporation.

4. The Courier should have registration with the State/ Central Authorities for the following
 - (a) Undertaking the Profession
 - (b) Service Tax
 - (c) Shop & Establishment Act
5. The courier agency should have a functional website for tracking documents
6. Regular submission of Proof of Delivery (POD) which should invariably bear seal of the Consignee and date of delivery. Payment should not be made in respect of consignments for which POD are not submitted.
7. **SPECIFY THE TIME** which the Office Deems fit to enable the courier to send their pick up personnel for collecting the consignments. The pick-up personnel should be provided with proper letter of authority/ identity card by the courier company.
8. In case the services of the courier are not found satisfactory, the contract may be terminated before the expiry of the contract.
9. All the above terms and conditions are not exhaustive it is subject to change according to circumstances by the corporation.

General Terms & Conditions for supply of materials/Service Providers

- 1 If the Tender value exceeds Rs.2, 00,000/-, Earnest Money Deposit @ 1% of the approximate Tender value is to be deposited by DD/Banker's cheque payable at Bhopal which is refundable without interest.
- 2 All paper samples must accompany the tender as per requirement bearing clearly the specifications (make, quality, size and weight), without which the tender will not be considered.
- 3 The Corporation reserves the right to accept any quotation in full or part. This does not necessarily mean that the lowest quotations will be accepted. The Corporation may within in its right award tendered job in part to one of the tenderer and remaining job to another tenderer.
- 4 All deliveries must be made either at our office, or as per our instructions, **FREE OF CHARGE**.
- 5 If after the supply is delivered, it is discovered that the materials supplied are not according to the specification accepted, **SUCH SUPPLY WILL BE REJECTED AT THE SUPPLIER'S COST** and they will have to supply materials exactly according to the specifications and in the event of non-compliance with the condition the Corporation will be at liberty to take such action as it deems fit.
- 6 In case of failure of the Supplier / Vendor/printers /Service Providers to deliver the goods on or before the date specified, the Corporation will be at liberty to purchase the same from any other Supplier / Vendor / printers /Service Providers, at default, shall make good any loss or damage that the Corporation may suffer thereby or shall pay to the Corporation liquidated damaged as provided under Clause No.13 provided hereunder besides being removal from the panel of Supplier / Vendor / printers /Service Providers.
- 7 **NO ALTERATIONS IN QUANTITY OR QUALITY** of the items indented or in the period of execution and no enhancement in the rate of articles shall be accepted unless previously ratified by the Corporation in writing.
- 8 If it is found that the supplier/vendor/printer is incompetent to complete the job even after submission of two consecutive proofs or is unable to carry out the instructions as given, the order may be withdrawn by the Corporation without the Corporation being liable for

payment of any damages or compensation. In such an event, the supplier/vendor/printer shall be liable to make good the extra charge the Corporation may have to incur to get job done by other Supplier / Vendor / printers /Service Providers as per clause No.9 above.

- 9 Any tender not in compliance with these terms and conditions will be liable for rejection. If the supplier/vendor/printer fails to comply with the provisions of clause regarding delivery on or before the date mentioned or within such extended time as may be granted by the Corporation or in case it fails to comply with the provisions of OTHER CLAUSES, they shall pay to the Corporation a sum of money equivalent to 1% of amount of order for each day's delay/loss which shall not in any case exceed 1/10th of amount of the order. Such sum to be considered and taken as liquidated damages or sum of money forfeited and due from one party to the other for breach of stipulations contained in the said Clauses and not as penalty, and the Corporation shall be at liberty to deduct such sums from any moneys due to the supplier/vendor/printer/service providers under these circumstances or may otherwise recover the same separately.
- 10 That it has been mutually agreed between the Corporation and the supplier/vendor/printer that any dispute arising out of this acceptance shall be referred to for "Arbitration" to the Zonal Manager, L I C of India, Central Zonal Office, 60-B, Hoshangabad Road, Bhopal of the Corporation and his decision shall be binding on the supplier/vendor/printer. The Supplier / Vendor / printers /Service Providers shall not raise any question of competence of the Zonal Manager to act as sole arbitrator.
- 11 Any dispute arising out of or relating to this tender shall be deemed to have arisen in Bhopal and shall be under adjudication a court in Bhopal..
- 12 In case of the rates are accepted as Annual Rate Contract **The Annual Rate Contract** shall remain valid for as period of one year from the date of **Acceptance**.
- 13 The Corporation reserves the right to cancel the contract/annual rate contract without assigning any reason at any time by giving 30days notice in advance in case of simple termination contract/annual rate contract but in case of breach of the terms of the contract/ annual, rate contract may be terminated forthwith.
- 14 The corporation reserves the right to Remove/ Black list any supplier /vendor/printer from the list of empanel agencies for any deviation from the agreed Terms and Conditions if any activity is observed which is detrimental to the interest of the corporation.
- 15 The letter of undertaking to supply materials as per the tender specifications forms part of the tender and the same shall be submitted along with the rates quoted which is given in separate annexure and this forms part of Terms and Conditions.
- 16 No advance payment will be made for the order.
- 17 Apart from all the above conditions if a Firm does not participate in any five (05) Tenders the name of the Firm may be removed from our panel of enlisted agencies.
- 18 All the above terms and conditions are not exhaustive it is subject to change according to circumstances by the corporation