

**LIFE INSURANCE CORPORATION OF INDIA**  
**DIVISIONAL OFFICE, MUZAFFARPUR (BIHAR)**  
**NOTICE FOR EMPANELMENT**

**Annexure - 1**

Applications are invited from persons, reputed firms, Co. and Institutions having their offices in India for empanelment at The Life Insurance Corporation of India, Divisional Office, Muzaffarpur (Bihar) under the below noted categories (Group-01 & 2) for doing the work / job / supply of items described against it:

**Group -01**

Category Sl. No.	Name of Category	Brief description of Works / Jobs / supply to be done
1.	Table / Office Stationery	Pen, Pencils, Pin, Plain Copier Paper, Xe-rox copies, calculator, files, Cloth Duster, Punching Machine, Stapler, Gum, Ink-pad etc.
2.	Printed Forms	Printed Forms Printing of Forms, Pads, Registers, Paper envelops, Policy Bags, visiting cards, I cards etc. (Offset / screen printing) etc.
3.	Computer Continuous Stationery	Printing of Policy Bonds, Receipts, Vouchers, Paper of different sizes etc. with perforat
4.	Computer items & Computer Consumables	Printer's Head, Ribbon cartridge, Toner cartridge, CD, Ink cartridge, DVD, Laptop & its Battery, Digital Camera, Tablets, CC TV System etc.
5.	Repair & Refilling of Toner	Repair and Refilling of Toner cartridge, ink cartridge, Ribbon cartridge etc.
6.	Dress material / clothes / Readymade garments	Suitings, Shirts, Sarees, Towel, Napkins, Bed sheets, Blanket, Kaleen, Shawl, Raincoat, Umbrella etc
7.	General Stores	Different type of articles made of plastic, metal, glass & mixed materials, Gift Items etc.
8.	Furniture	Supply of Steel, Wooden, Plastic, Mixed material – Chair, Table, Almirah, Racks, Sofa Set etc. (Sales & Services)
9..	Sports materials	Sports goods, Shield, Trophi etc.
10.	Watch	Wrist watch, wall clock, time piece etc
11.	Crockery Items	Kitchen utility items made of steel, brass, plastic, Alluminium, Glass, Mixed materials etc.
12.	Hotel / Catering & Canteen Services	Meal / Food packets / Catering services / Running of Office Canteen etc.
13.	Bags & Trolleys	Briefcase, Travelling Bags, Trolleys, Leather bags etc.
14.	Fake Note Detecting cum counting Machine	Supply, Maintenance & servicing of Fake Note Detecting & counting Machine
15.	Scrap Dealers	Dealers of scrap materials, obsolete items, waste / swept papers etc.
16.	Advertisement & Publicity Work	Publication of advertisement in paper, Glow sign Board, Wall painting, Hoardings, Flex printing & installation, Signage, Poster printing, providing Publicity Van etc.
17.	Service providers for Office Upkeep & Maintenance works	Providing housekeeping staffs such as daily Wagers / coolies, Sweepers etc, for Sweeping, cleaning & mopping etc. on contract basis.
18.	Courier Services	Services to be provided at all our Branch Offices / Satellite Offices & Mini Office under Muzaffarpur Division.
19.	Security Services	Security guards (Lath men & Gun Men) at Divisional Office Muz., Various Branches and satellite offices under it in North Bihar.
20.	Transportation Services	Transportation of goods in the jurisdiction of Muzaffarpur Division (North Bihar)
21.	Pest Control services	Pest control services and its' related works.
22.	Travel Agents	Ticket booking for Air, Bus, Train etc. and providing Cabs / Taxies etc.

**Group - 02**

23.	DG Set	Power supply through DG set on rental / hire basis
24.	C C TV & Telephone	Supply, Installation, Repair & Maintenance of CC TV & Telephone etc.
25.	Civil works	All type of civil works including wood, sanitary, plumbing, works etc. and supply of all type of items / goods usable in civil works.
26.	Fire Control / Safety	Fire Fighting /Safety Equipments / Systems, fire alarm, Refilling, Sales & Services etc./ gumboot /gulps supply etc.
27.	Water Purifier / Treatment	Supply, Maintenance & servicing of all type of Water purifiers, R.O. system etc.
28.	Water cooler & refrigerator	Supply, Maintenance & servicing of water cooler, refrigerator etc.
29.	Air Cooler & AC	Supply, Maintenance & servicing of all type of ACs, Air Coolers etc.
30.	Electrical Appliances & Electrical works with Fittings	Supply, Maintenance & servicing of all type of electrical appliances & works like – Room Heaters, Iron, Blower, kettles, Voltage Stabilizer, Fan, Cable, Geysers, Electrical & Net work cabling etc.
31.	UPS and Inverters	Supply, Repair & Maintenance of UPS, Inverters etc.
32.	UPS's Battery	Supply, Maintenance & servicing of all type of UPS Batteries (SMF & Lead acid) with bye back, options.

Interested persons, firms / Companies / Institutions etc. are required to apply within **17.30** hours up to **16.05.2025** for empanelment. Separate appropriate Application Form (Annexure - X / Y) are required to be filled up for each category. More than one category applied in one application will be rejected. Application Forms and Terms & Conditions may be downloaded from our website - [www.licindia.in](http://www.licindia.in) or [www.licindia.co.in](http://www.licindia.co.in) (Search Tenders then search Empanelment) or obtain from our end too, during cash hours by paying amount of Rs. 295/- (250+GST, Two hundred ninety-five only). The envelope should be super scribed as “Empanelment under category Serial No. .... Name of Category ..... for ..... (Work name)” etc. in bold letters and to be submitted / sent to Manager (E&OS), L.I.C. of India, Divisional Office, Jeevan Prakash Building, U.S.Pd. Marg, Opposite Devi Mandir, Club Road, PO-Ramana, Muzaffarpur, (Bihar), 842002, or dropped in Tender Box placed in the OS department of Muzaffarpur Divisional Office along with non refundable amount of Rs.590/- (500+GST) in the shape of DD in favour of **LIC of India payable at Muzaffarpur**. The selection shall be at the sole discretion of the appropriate authority of LIC of India, Muzaffarpur Divisional Office. Existing Persons, Suppliers, Vendors, Service Providers, contractors etc. are also required to apply for fresh empanelment along with all required documents.

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 17.30 Hours on 16.05.2025**

Place: Muzaffarpur

Date: 11.04.2025

Sr. Divisional Manager

Life Insurance Corporation of India

OS Department, Divisional office, Jeevan Prakash, U.S.Pd. Marg, Club Road, Muzaffarpur. 842002

### **Annexure-X APPLICATION FORM FOR EMPANELMENT OF FIRM (UNDER GROUP – 01 category OF Annexure 1)**

#### **GENERAL 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. The firm/supplier/Service Provider should be in profession for at least 3 years. (Copy of Registration certificate must be enclosed)
3. 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).
4. The firm/supplier/ Service Provider 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.
5. The firms/supplier/Service Provider should have registration in compliance of law of land (Copies of proof to be enclosed).
6. Security Service provider should be an ISO 9001:2000 Certified Company registered land and Complying with all statutory requirements like payment of Gratuity Act, ESI, PF etc.
7. The Security Service providing Company should have experience in Security Service providing field for at least 5 years or more and should have contract with reputed Private / Public Ltd. Companies and Govt. Institutions.

I/We\_\_\_\_\_am/are desirous of being enrolled on the list of vendors for the supply of goods & services under category & work detailed hereunder and hereby apply for the same:

Category Sl. No.	Name of the Category	Description of Works / Jobs / supply applied for

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

Sl. No	Information Sought	Information Provided
1.	Name of the Firm (In Block Letters)	
2.	Date of Establishment / Incorporation	
3.	Correspondence address, Telephone No. and e-mail ID	
4.	Address of Head Office (If Separate) and Telephone No.	
5.	Address of local office (at Muzaffarpur) with Telephone & Mobile No.	
6.	Status: Proprietary/ Partnership/ Private Limited Company / Public Limited Company. Registration No. for registration under Company's Act 1956. (If proprietary, submit affidavit by notary as per Annexure-A1)	

7.	Name of the Proprietor / Partners /Directors etc. with their Ph./ Mob Nos	
8	Name of Chief Executive with his present addresses and Telephone No.	
9	Name of Representative (s) with Designation & contact no. who would be calling on us and attending to our job	
10.	Name of Bankers with addresses & telephone nos.	
11.	Is the Firm is registered under the relevant Acts of India (Like Factory Act / Company's Act / Partnership Act etc.) Further, state	
	a. Licence Number:	
	b. Date of last renewal of licence (Copy of licence to be enclosed)	
	c. PAN (of I.T. Deptt)	
	d. ESIS No. if any	
	e. EPF Registration No. if any	
	f. Labour licence No. and validity under various section of Labour Laws	
	g. Service Tax registration No	
	h. GSTIN No. (Enclose self attested copy of above)	
12.	Whether holding certificate under Shops & Establishment Act, duly Renewed (Copy should be enclosed)	
13.	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)	
14.	Turn over for last three Financial Years	F Y 2021-22: Rs.
		F Y 2022-23: Rs.
		F Y 2023-24: Rs.
15 .	Are you agreeable to make deliveries to Corporation's Offices within and out of Muzaffarpur when so directed?	
16.	Are you agreeable to abide strictly by the Terms and Conditions of the Tenders and Contracts. (copies annexed)	
17.	Whether your firm is empanelled with any office of LIC of India or any other PSU (central) (please give their full details with name, address and contact no. as per Annexure-B	
18.	Name, Addresses and Telephone Nos.of some of your most valued clients as per Annexure-B1	
19.	Approximate value of your output per year	

20.	Total number of a. Security Personnel b. Laboure's c. Staffs etc. employed as on 31.03.2024 at your end	
21.	Area (Space) occupied by the Firm / Co. etc. in square ft.	
22.	No. of shift you work normally	
23.	Timing of shifts	
24.	Weekly holidays	
25.	Have orders been executed by you within the stipulated time during last year? If not, state reasons for the same:	
26.	Are you authorized supplier / dealer of the items, you deals in? If so, mention details, such as Brand name of the items. (Enclose self attested copy of dealership certificate(if any)	
27.	Are you agreeable to enter into a rate contract or a running contract or fixed quantity contract with us?	
28.	What type of printing machine do you use? Give details with capacity and properties. (For printers only)	
29.	Have / has you / your firm / Co. ever been black listed / debarred / suspended / warned for violation of any Terms & Conditions.	
30.	Are you registered as MSE a. Under DI / DIC as manufacturing / service enterprise having Entrepreneurs memorandum (Part –II) or registered with NSIC under single point vendor registrations scheme? b. If MSE, whether owned by SC/ST? (Submit relevant certificates)	
31.	Mention any other specialties of your Establishment.	

{Write NA (Not applicable) in the information column if the question is not relevant to you / your firm / work}

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

**(All the pages of application form and documents must be signed with seal.)**

I/We \_\_\_\_\_

Request Life Insurance Corporation of India, Muzaffarpur Divisional, U.S.Pd. Marg, Club Road, Ramna, Muzaffarpur – 842002, to consider inclusion of my/our name in the list of their approved firms/ suppliers/ Service Providers/ Contractors / Agency. I / We agree to give full satisfaction to the Corporation in the event of their doing so.

Dated at.....this.....day of.....20

Signature with Seal of the vendor

Name & Designation:



Life Insurance Corporation of India

OS Department, Divisional office, Jeevan Prakash, U.S.Pd. Marg, Club Road, Muzaffarpur. 842002

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**Annexure-Y**

**APPLICATION FORM FOR EMPANELMENT OF FIRM / CONTRACTORS (UNDER GROUP- 02;**

**Sl. 23 - 32 OF Annexure 1)**

I/We \_\_\_\_\_ am/are desirous of being enrolled on the list of contractors for the category & work / job detailed hereunder and hereby apply for the same.

Sl. No. of Category	Name of the Category	Description / name of work applied for

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

I/We give the following details for your consideration:

Sl.No	QUERY		ANSWER
1	Name of the firm (IN CAPITAL LETTERS)		
2	Address		
3	PAN No		
	TIN No		
	VAT Registration No.		
	Service Tax Registration No.		
4	Contact details	Office phone no	
		Residence phone no.	
		Mobile No.	
		Fax No.	
		Email	
5	Month and year in which the firm was Established in present name		
6	Particulars of old firm (if present firm is new) if main partners of the present firm were working as construction contractors, in some other name in the past (The partner-ship deed of old firm be enclosed).		
7	Particulars of sister construction firms, if any		
8	i) What is the constitution of firm viz. Sole Proprietor, Partnership, Pvt. Ltd., Public Ltd.,etc.		

	ii) Enclose copy of partnership deed, Articles of Association or Affidavit in case of sole proprietorship as per Annexure A-1			
	iii) Fill-in enclosed Annexure A-2			
9	Fill and enclose Annexure B giving details of enrolment with LIC of India in the past and with other organizations.			
10	Has the applicant or his partners or Directors been black listed in the past by any Central or State Govt. Deptt./Organisations.			
11	i) Annual Turn Over for last four years (enclose documentary evidence or proof to support figures)	YEAR Rs	. in Lakh	
		i	2020-2021	
		ii	2021-22	
		iii	2022-23	
	iv	2023-24		
	ii) What evidence of proof is enclosed to support the amounts of yearly turn-over.	Certificate enclosed for Assessment year .....		
	iii) Enclose latest income tax clearance Certificate			
12	i) Name and complete postal address of bankers			
	ii) Enclose solvency certificate indicating amount. (The certificate should not be more than 3 months old).			
	iii) Bank Guarantee limit with Various banks	i) Rs. _____ Lac with _____		
		ii) Rs. _____ Lac with _____		
		iii) Rs. _____ Lac with _____		
	TOTAL			
13	Fill in and enclose list of tools & plants as per Annexure-C enclosed.			
14	Fill in & enclose Annexure-D giving full particulars about major works completed during past Four years NOTE: List of only those works which are carried out by firm requesting for enrolment is to be given. Work completion certificate for qualified projects must be notarized with address & contact numbers of issuing authority.			
15	Work in Progress:			
	i) Whether full details of major work on hand given in Annexure E Note: The details must be notarized			
	ii) Are copies of work orders for such large works enclosed.			
16	Whether full information regarding permanent			

	technical staff employed given in Annexure 'F'		
17	i) How do you normally carry out works of water supply, sanitary and plumbing installations		
	ii) Who is the license holder and what his experience of this work is.		
18	i) How do you normally get work of electrical installations carried out		
	ii) Who is the license holder & what is his experience		
	Electrical Contractor's License Number and date of expiry of License. (Enclose copy) for the state of Bihar		
19.	Are you registered as MSE a. Under DI / DIC as manufacturing / service enterprise having Entrepreneurs memorandum (Part –II) or registered with NSIC under single point vendor registrations scheme? b. If MSE, whether owned by SC/ST? (Submit relevant certificates)		
20.	Any other information the applicant might like to give		

Note: Attached duly self attested Photocopy of I-Tax, Pan No, GST Registration Number, copy of electrical license etc. (Enclosed with enrolment form)

#### DECLARATION

I/We agree to notify the officer accepting this application and registering my/our names on list of contractors/agencies of Life Insurance Corporation of India, of any changes in the foregoing particulars as and when they occur and to verify and confirm these annually on 1st January I/We understand and agree that the appropriate Life Insurance Corporation of India Authority has the right as he may decide, not to issue tender form in any particular case and also to suspend, remove or blacklist my/our name from Life Insurance Corporation of India list of contractors/agencies in the event of my/our submitting non-bonafide tenders or for technical or other delinquency in regard to which the decision of appropriate Life Insurance Corporation of India Authority shall be final and conclusive .

I/We certify that the particulars furnished in the enrolment forms are correct and that should it be found that I/We have given a false certificate or that if I/We fail to notify the fact of my/our subsequent amalgamation with another contractor or firm, the Life Insurance Corporation of India may remove my/our name from the list of contractors and any contract that I/We may be holding at the time may be rescinded.

PLACE :

DATE :

SIGNATURE OF CONTRACTOR



## **INSTRUCTIONS FOR FILLING & SUBMISSION OF ENROLMENT FORM / APPLICATION FORM FOR EMPANELMENT**

The Enrolment Form along with the Annexure A to G shall be completely filled in all respects and to be submitted to this office along with these instructions for filling & submission of Enrolment Form. Please note that no consideration will be given for postal delays.

1. Contractors to note that all particulars required as per the form and Annexure shall be filled in completely in relevant strictly as per the format.
2. The forms not submitted strictly as per the above instructions within stipulated period are liable to be rejected.
3. The eligible agencies, which will be selected for issue of tenders after scrutiny of enrolment forms, shall be informed by a letter. Please note that no enquiries or correspondence regarding the selection for issue of tenders shall be entertained.
4. Please note that the submission of this enrolment form does not confer any right on you to claim issue of tenders and the Sr. Divisional Manager reserve the right not to issue tender to any/all applicants without assigning any reason whatsoever.
5. Contractor must have GST registration Number. (Copy to be enclosed)
6. Contractor/Agencies will be enlisted in various categories of works as under:

Job No	Nature of works	Works value (in Lacs up to)	Minimum solvency in Lacs	Average Annual Turn- Over of Last 4 years (in lacs)	Minimum Value of similar works completed in last 4 years (in Lacs)
	Civil/Electrical Repair Works (Maintenance)				
A1	Medium Works (By Tendering)	5	1	10	10
A2	Minor Works (By General Tender Rate)	2	0.50	4	4
A3	Petty Works (BY General Tender rates)	0.20	NIL	0.40	0.40

\* On the basis of credentials submitted by the contractor, a panel shall be prepared and contractor will be informed accordingly.

3. Contractors to note that all particulars required as per the form and Annexure shall be filled completely in relevant columns strictly as per the format.
4. The forms not submitted strictly as per the above instructions within stipulated period are liable to be rejected.
5. The eligible contractors who will be selected for issue of tenders after scrutiny of enrolment forms shall be informed. Please note that no enquiries or correspondence regarding the selection for issue of tenders shall be entertained.
6. Latest Solvency Certificate from any Nationalized/Scheduled Bank must be submitted.
7. The contractors are advised to follow the instructions given below:-
  - (a) Enrolment Form shall be filled-up in clean handwriting in capital letters or typed.
  - (b) Full address of the site of work, owner or authority under whom the works have been carried out should be given (Please refer Annexure 'D' & 'E').
  - (c) The contractors should ensure to submit the satisfactory Completion Certificate

giving the value of work, year of completion and it should tally with the value of final bill in Annexure 'D'.

(d) The annual turnover should be based on latest Income-tax Clearance Certificate duly cleared by Income-tax Department/Certified balance sheet/acknowledged copy of income tax returns.

8. Please note that the submission of this enrolment form does not confer any right on you to claim issue of tenders and the Sr. Divisional Manager reserve the rights not to issue tender to any/all applicants without assigning any reason whatsoever.

9. **DG set service providers should have valid trade license, PAN and experience of running of DG Sets of similar capacity in PSUs / Govt. organizations – copies must be enclosed.**

**Note: -**

**Eligibility criteria for availing benefits under the Public Procurement Policy:**

Those who are willing to get benefit under the Public Procurement Policy for Micro & Small Enterprises (MSEs) Order 2012 “, It is necessary for the enterprise to be registered with the Director of Industries (DI)/District Industries Centre (DIC) as manufacturing/Service enterprises and having acknowledgement of Entrepreneurs memorandum (Part-II) Or are registered with National Small Industries Corporation (NSIC) under Single point vendor registration scheme.” The relevant copy of the Certificate must be enclosed.

**Forms required to be executed and submitted by vendor / contractor of Group - 01 category (from Sl.**

**No. 1 to 22):**

1. Application for empanelment as per Annexure – X (Page no. 2 to 4 – 3pages)
2. Acceptance of relevant Terms & Conditions.
3. Undertaking by vendor.
4. Annexure A1, A2, B, B1, F & G
5. Photo copies of all relevant papers / testimonials required as per Application Form and Annexure duly signed with seal & date.

**Forms required to be executed and submitted by vendor / contractor of Group - 02 category (from Sl.**

**No. 23 to 32):**

1. Application for empanelment as per Annexure – Y (Page no. 5 - 3pages)
2. Acceptance of relevant Terms & Conditions.
3. Undertaking by vendor / contractor.
4. Annexure A1 to G
5. Photo copies of all relevant papers / testimonials required as per Application Form and Annexure duly signed with seal & date.

**Sr. Divisional Manager**

ANNEXURE – A1

(Form of Affidavit to be executed by sole proprietor before Notary)

**AFFIDAVIT**

(On Non Judicial Stamp paper of Rs.100/- in case the individual who is the sole Proprietor of the firm)

I .....

s / o .....age ..... years, occupation business r/o

..... do hereby state on oath as under:

That I am residing in ..... (locality) of District:

..... State: ..... since last..... . years.

That I am the sole proprietor of a proprietary concern name and style as “

..... ” having it's office / shop at

.....(Place)..... District:

..... State:..... dealing in supply / sales and services of goods / items / works / business of Government, civil contracts and ancillary works attached therefore / applied for, in the application for empanelment hereto.

Hence this affidavit.

Deponent \_\_\_\_\_

**Note: This Affidavit should be notarized**

**LIFE INSURANCE CORPORATION OF INDIA****CONSTITUTION OF FIRM –****SOLE PROPRIETORSHIP / PARTNERSHIP / LTD.CO. / OTHER****DETAILS OF CONSTITUTENTS**

Sl.No.	Name of sole Proprietor / partners or directors / other high officials	Age	Share (%)	Technical Experience			Whether power of attorney holder
				Year To Year	As Employee	As contract	
1	2	3	4	5	6	7	8

SIGNATURE OF VENDOR / CONTRACTOR

**ANNEXURE-B****LIFE INSURANCE CORPORATION OF INDIA****PARTICULARS OF ENROLMENT WITH LIC AND OTHER ORGANISATION****I. ENROLMENT WITH LIC:**

Name of LIC office in which enrolled	Name of category under which enrolled	Name of Job / work for which enrolled	Validity period of the enrolment list (From – To)

**II. ENROLMENT WITH OTHER ORGANIZATIONS:**

Sl. No	Name & address, contact no., e-mail ID. Of Authority with whom you are enrolled	FIRST TIME ENROLMENT		LAST RENEWAL OR ENROLMENT			
		Year to Year	Is copy Of letter enclosed	Year to Year	Class or Category	Limit (Rs. in lacs)	Is copy Of letter enclosed
1	2	3	4	5	6	7	8

(Separate sheet may also be used if space is insufficient for providing details)

SIGNATURE OF VENDOR / CONTRACTOR

**Annexure – B1****LIFE INSURANCE CORPORATION OF INDIA****LIST OF MOST VALUED CLIENTS WITH DETAILS (OTHER THAN LIC)**

<b>Sl. No.</b>	<b>Name of client</b>	<b>Address of client</b>	<b>Tel. No. / Cont. no.</b>	<b>e-mail ID</b>	<b>Average yearly transaction with them</b>

SIGNATURE OF VENDOR / CONTRACTOR

ANNEXURE-C

## LIFE INSURANCE CORPORATION OF INDIA

## PARTICULARS OF SHUTTERING TOOLS AND PLANT

Sl. No.	Particulars	Items	Specification	Quantity	Estimated Value	Remark
1	Welding Equipments					
2	Pump-sets					
3	Others					

SIGNATURE OF VENDOR / CONTRACTOR

**ANNEXURE-D****LIFE INSURANCE CORPORATION OF INDIA****LIST OF MAJOR SIMILAR NATURE WORKS COMPLETED DURING LAST FOUR YEARS**

Sl. No	Name and Complete Postal address of			Order			Value of work As per Final Bill (Rs. In Lac)	Commencement of work month year	Completion of work month year	Penalty levied for delay of completion, if any
	Site of work & nature of work	Owner	Authority Under whom Work was carried out	Ref. No. & Date	Contract Amount (Rs. in Lac)	Is copy enclosed				
1	2	3	4	5	6	7	8	9	10	11

SIGNATURE OF VENDOR / CONTRACTOR

NOTE: To enable us to process your application quickly, please ensure that complete Postal Address including Pin Code and Telephone Numbers / Fax Numbers / E-mail Address etc. are furnished under Column Nos.2, 3 & 4 above.



**ANNEXURE-E****LIFE INSURANCE CORPORATION OF INDIA****LIST OF WORKS IN HAND**

S.I. NO	Name and Complete Postal address of			Order			Date of Commence Ment of work	Schedule date of completion of work	Progress made and expected date of completion and reasons for delay, if any
	Site of Work & nature of work	Owner	Authority Under whom work was carried out	Ref. No. & Date	Contract Amount (Rs. in Lac)	Is copy enclosed			
1	2	3	4	5	6	7	8	9	10

SIGNATURE OF VENDOR / CONTRACTOR

**ANNEXURE-F****LIFE INSURANCE CORPORATION OF INDIA****PARTICULARS OF PERMANENT TECHNICAL STAFF**

Sl. No	Name	Designation	Age	Academic Qualification	Service with the firm	Details of Experience Year to year
1	2	3	4	5	6	7

SIGNATURE OF VENDOR / CONTRACTOR

**ANNEXURE - G**

**LIFE INSURANCE CORPORATION OF INDIA**  
**CHECKLIST FOR ENROLMENT / EMPANELMENT**

Sl.No.	Description of Enclosure	Refer item of Application Form (Annexure – X)	Refer item of Application Form (Annexure –Y)	Whether Enclosed (Yes /No.)
1	Annexure A1 (Affidavit by sole proprietor)	6	8 (ii)	
2	Annexure A 2 (Constitution of Firm)	7, 8 & 9	8	
3	Annexure – B (Enrolment particulars)	17	9.	
4.	Annexure B1 (List of most valued clients)	18		
5.	Proof of turnover	14	11(ii)	
6.	Latest I.T.C.C./Copy of return/certified / Balance sheet.	13	11(iii)	
7.	Solvency Certificate		12(ii)	
8.	Copy of GST / Service tax Registration No./Pan card & Licence (for electrical work) etc.	11 (a to h)		
9.	Certificate under shops & establishment Act	12		
10.	Certificate of Bank Guarantee		12 (iii)	
11.	Annexure C (Particulars of shuttering tools & plants)		13	
12.	Annexure D ((List of major similar nature works completed during last 4 years)		14	
13.	Annexure E (List of works in hand)		15(i)	
14.	Copies of work order		15(ii)	
15.	Annexure F ((particulars of permanent technical staff)		16	
16.	Dealership certificate	26		
17.	Undertaking by vendor / contractor	16 & 29		
18.	Certificates enclosed: a. MSE (with EM) b. NSIC c. SC/ST	30	19	
19.	Whether all submitted relevant documents are signed with seal by vendor /contractor			
20.	Whether Empanelment Fee / cost of Rs.590/- (inclusive of GST) for each category submitted separately.			

**Note:** Suitable modification to the above shall be made for different kind of works.

SIGNATURE OF VENDOR / CONTRACTOR

### **PRE QUALIFICATION TENDER NOTICE FOR INSTALLATION OF DG SET ON HIRE BASIS**

Life Insurance Corporation of India intends to shortlist the agencies for Supply & Installation of new noiseless and smokeless DG set on monthly hire basis for its various Branch/ Satellite and other offices situated in Bihar under jurisdiction of Divisional Office, Muzaffarpur .

#### **Eligibility criteria for above shall be as under:**

1.

Category	Capacity of DG set	Minimum Solvency (in Rs.)	Average annual turnover for last 4 years (in Rs.)	Minimum capacity of DG set installed by the Agency
I	From 7.5 to 40 KVA	45,000.00	2,25,000.00	At least 2 sets of 10 kVA each or 01 set of 30 kVA
II	From 41 KVA upto 62.5 kVA	1,40,000.00	7,00,000.00	At least 2 sets of 45 kVA each or 01 set of 50 kVA
III	Above 62.5 kVA	1,74,000.00	8,70,000.00	At least 2 sets of 62.5 kVA each or 01 set of 82.5 kVA

#### **2. Other Requirements:**

- A. The contractor should have experience of supply, installation, running & maintenance of noiseless DG set of capacity with in or more than that specified above as per categories applied for in Govt. Department / PSU's / Financial Institutions / Govt. / Semi - sponsored institutes / Reputed MNCs during last four years consecutively.
  - B. The experience must be of similar nature involving complete works such as civil works, installation of DG sets, earthing work, integration with existing electric distribution system, electrical cabling works.
  - C. GST clearance certificate: Agency / firm should submit the Sales Tax / GST certificates Along with the Enrolment form/bid.
  - D. Income tax return for last four years. Agency / firm should submit income tax clearance Certificate along with the Enrolment form/bid.
  - E. Trade License Certificate and Professional License No. should be furnished.
  - F. List of organization where DG sets are installed on hire basis in last four years with Supporting documents such as work order/letter of intent.
  - G. Performance certificate of works of similar nature issued by the respective officer of the department / Company along with name, designation and department to be submitted.
  - H. PAN card.
  - I. GST Registration No/Certificate.
  - J. Certified Copy of Annual Turn Over of the firm /agency.
- Above eligibility criteria may be relaxed by 15% for working contractors of LIC of India.

Date:

Sr. Divisional Manager

Agreed with all Terms & Conditions

Signature with seal of vendor

**TERMS & CONDITIONS FOR EMPANELMENT UNDER CATEGORY 1. TABLE/OFFICE STATIONERY**  
**2. PRINTED FORM & 3.COMPUTER CONTINUOUS STATIONERY / COMPUTER CONSUMABLES**

1. The firm should have been established at least three years before. A copy of Registration Certificate must be enclosed.
2. Annual turnover should be upto Rs.05 lakhs for small jobs, Rs.05 lakhs to Rs.20 lakhs for medium jobs and above Rs. 25 lakhs for bigger jobs for at least three financial years.(Attach Balance Sheet for evidence)
3. The vendor should be on the approved panel of at least three reputed firms out of which at least one should be a reputed Public Sector or Govt. Undertaking.
4. The printer should have at least one single colour and one four colour offset machine, in house stitching and binding unit and screen printing unit.
5. The printer of Computer Continuous Stationery should have at least seven colour (Multicolour) printing machine.
6. The printer should have at least 250 sq.ft. area of operation for printing, binding etc. activities and sufficient storage space at one place only.
7. The vendor should have registration with State & local authorities for undertaking the profession. (Copies of State/local registration license, GST,TAN, TIN No. and PAN should be enclosed.)
8. Vendor should keep sufficient stock in hand so as to comply with the urgent needs without delay.
9. Vendor should furnish the specific brand or make, in case of authorize dealer. (copy of authorize dealership be enclosed).
10. Vendor of Computer Consumables should be duly authorized by the Co. of product it deals in and should submit the same along with application for empanelment.
11. If the tender value exceeds Rs.2,00,000.00, EMD (Earnest Money Deposit) @1% of the approximate tender value is to be deposited by DD/Banker's Cheque only payable at Muzaffarpur which is refundable without interest and in case of black listing / delisting of firm, it will be forfeited.
12. A security deposit / performance security @10% of contract value / order (If exceeds Rs. 1 lac altogether) will be required by all successful tenderer including MSEs / NSIC, in form of DD / Bankers Cheque / Bank guarantee payable at Muzaffarpur, to be deposited within 21 days from notification / date of Award / Order, which will remain valid for a period of 60 days beyond the date of completion of all contractual obligations / Orders and will be refundable without interest, failing which such amount will be recovered from the bill and will be refundable after 1 year without interest. EMD amount can also be converted into Security Deposit / Performance Security if so desired by tenderer.
13. If the tender value exceeds Rs.25,00,000/- Open Tender will be floated when the Companies / Firms not empanelled can also participate in the tendering process.
14. Any dispute arising out of this acceptance shall be referred to the Sr. Divisional Manager, Divisional Office, Muzaffarpur, Bihar for "Sole Arbitration" and his decision shall be final and binding on the supplier / vendor/ printers.
15. Any dispute arising out of or relating to this tender shall be deemed to have been arisen in Muzaffarpur and shall be under jurisdiction of a court in Muzaffarpur.
16. The Corporation reserves the right to cancel the contract / Annual Rate Contract without assigning any reason at any time in case of simple termination of contract / annual rate contract and in case of breach of the terms of the contract / Annual Rate Contract too.
17. The Corporation reserves the right to remove / Black List any Supplier / Vendor from the list of empanelled agencies / vendors for any deviation from the agreed Terms and Conditions, or any activity is observed, which is detrimental to the interest of the Corporation.
18. The letter of undertaking to supply materials as per the tender specifications forms part of the tender and Terms and Conditions and the same shall be submitted along with the rates quoted.

Date:

Sr. Divisional Manager

Agreed with all Terms & Conditions

Signature with seal of vendor



भारतीय जीवन बीमा निगम  
LIFE INSURANCE CORPORATION OF INDIA

MUZAFFARPUR DIVISIONAL OFFICE

"JEEVAN PRAKASH", DIVISIONAL OFFICE, U.S. PD MARG, PO-RAMNA, MUZAFFARPUR; 842002;

FAX-0621-2243319, E-MAIL: os.muzaffarpur@licindia.com

To,  
The Sr. Divisional Manager,  
Life Insurance Corporation of India,  
"Jeevan Prakash" Divisional Office Muzaffarpur  
Uma Shankar Prasad Marg,  
Muzaffarpur, 842002  
Sir,

**Re: Undertaking to supply materials / perform the work as per Terms & conditions and specifications of the Tender (for all vendors)**

I / We ..... (Name/names of supplier/partners etc.)  
hereby confirm that I / we shall supply the materials as per tender specifications and shall abide by the Terms and Conditions mentioned in the tenders.

I / We am / are also given to undertaking that besides imposing clause/s as mentioned in the tender / order sheet, the Corporation shall "BLACKLIST" our firm with information passed on to its Corporate Offices and other Zones / Divisions, if we fail to comply with Terms and Conditions.

I / We here by confirm that whatever information given regarding Samples is true to the best of my knowledge & belief. Name of Paper Mills, GSM etc. mentioned is correct and if selected and in future any supply of material will be at par with quality as submitted as samples.

I / We hereby confirm and declare that I/we have not been black-listed by LIC or any PSU or BFSI Organisation / Government or Semi-Government or Quasi Government Departments in India as on date of submission of bid in response to the above tender notice for supply of Plain/Pre-printed Computer Continuous Stationery etc.

Dated at.....this.....day of .....20

Signature of the Vendor with seal

**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 entitlehim to seek employment of the Corporation nor shall his disengagement be treated as “Retrenchment” or “Termination” from services of the Corporation. Security guards shall betreated as members of the establishment of the security provider (Security Agency) only.
3. You shall comply with different Laws and Regulations including 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 Sr. Divisional Manager, L I C of India, Divisional Office, Muzaffarpur, Bihar and his decision shall be binding on the Security Agencies. The Security Agency shall not raise any question of competence of the Sr. Divisional Manager to act as sole arbitrator.
5. Any dispute arising out of or relating to this tender shall be deemed to have arisen in Muzaffarpuri and shall be under adjudication of a Court in Muzaffarpur only.
6. The agreement shall remain valid for a period of three years 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 its 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.

Date:

Sr. Divisional Manager

Agreed with all Terms & Conditions  
Signature with seal of vendor

## **Special Terms & Conditions for Security Services**

1. The Security Agency undertakes to provide full security service arrangements for 8 hourly duties for guarding the Divisional Office at Muzaffarpur & BO's/ SO's Under Muzaffarpur Division 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 Divisional Office / BO's & SO's under Muzaffarpur Division, the Security Agency shall provide the personnel for 8 hours duty on full working days (from Monday to Saturday) except 2<sup>nd</sup> and 4<sup>th</sup> Saturday.
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 10<sup>th</sup> of every following month on production of attendance cum satisfaction certificate issued by Branch authority along with bill.
7. The consideration amount payable to the Security Agency may vary depending upon the number of personnel 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 and declared Holidays. 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 personnel deployed by the Security Agency.
10. The Security Agency shall ensure that all personnel deployed by it at Divisional Office / BO's & SO's of the Corporation shall be efficient, skilled (If required) and honest. The Security Agency shall provide Uniforms to its personnel's and also ensure their neatness and cleanliness. The Personnel's 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 /personnel's engaged and deployed by the Security Agency. It will be the responsibility of the Security Agency to pay wages to its personnel's 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 personnel / 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 personnel engaged and deployed by the Security Agency.
14. The Corporation will not have any connection with the personnel 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 personnel.
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 personnel 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 personnel 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 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.
18. The Security Agency shall provide the names, local and permanent addresses of the personnel 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 personnel shall be made at the directive of the Corporation, if the personnel deployed in the opinion of the Corporation are not efficient, diligent, honest, sincere or otherwise.
20. The armed Security personnel must have his personal arm with proper license renewed up to 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 personnel 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 personnel belonging to the Security Agency, the Security Agency shall fully indemnify by making good loss occurred

23. to the Corporation. In addition, the Corporation shall also have the right to take appropriate legal action against the personnel and also against the Security Agency.
24. 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.
25. The Security Agency and the personnel deployed by it will have no right or lien whatsoever upon the premises, belonging to the Corporation and the Security Agency and its personnel will move out of the premises at the instance of the Corporation.
26. The Corporation will not in any manner be responsible for any act, omission or commission of the personnel 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 personnel 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.
27. The duration of this contract is for a period of three years from the date these covenants as per approval.
28. The contract may be determined even before the stipulated period by either party by giving the other one month's notice in writing.
29. 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.
30. It is mutually agreed that any dispute arising out of this Agreement shall be referred for 'Arbitration' to the Sr Divisional Manager, LIC of India, Divisional Office, Muzaffarpur and his decision shall be binding on the parties. The Security Agency shall not raise any question of competence of the Sr. Divisional 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 Muzaffarpur 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

Date:

Sr. Divisional Manager.

Agreed with all Terms & Conditions

Signature with seal of vendor

**SPECIAL TERMS & CONDITION FOR THE COURIER SERVICE PROVIDERS.**

1. Normally consignments to Metropolis (Town areas), other than the Metropolis (Town areas) 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.
2. 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.
3. 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.
4. 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.
5. In case the services of the courier are not found satisfactory, the contract may be terminated before the expiry of the contract.
6. All the above terms and conditions are not exhaustive. It is subject to change according to circumstances by the Corporation.
7. Courier Services will be provided in all our Branch Offices, Satellite Offices etc.

Date:

Sr. Divisional Manager

Agreed with all Terms & Conditions  
Signature with seal of vendor

**TERMS AND CONDITIONS FOR OFFICE MAINTENANCE WORKS.**

1. The agency undertakes to provide service for office maintenance of the Divisional Office at Muzaffarpur / BO's/SOs under Muzaffarpur Division through its own employees / personnel.
2. 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.
3. 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.
4. For providing office maintenance service in the Divisional Office at Muzaffarpur/ BO's under Muzaffarpur Division 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.
5. The agency will decide the number of employees to be engaged for execution of office maintenance work.
6. The Corporation shall pay the office maintenance charges to the Agency by 10th of every following month.
7. The Corporation shall pay the office maintenance charges to the Agency by 10th of every following month on production of attendance cum satisfaction certificate issued by Branch Authority along with bill in cases where the Corporation itself decides the number of employees to be engaged for execution of office maintenance services. In such cases payment of office maintenance charges will be made on monthly basis except week end days (Sundays) and declared holidays for each and every person engaged in writing.
8. 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.
9. The Corporation shall make suitable arrangement for providing sitting place, water, light etc for the employees of the Agency.
10. The Agency shall ensure that all its employees deployed Divisional Office at Muzaffarpur / BO's under Muzaffarpur Division 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.
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 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.
12. 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.
13. 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.
14. 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.
15. 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.
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 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

17. 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.
18. 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.
19. The Agency shall provide the names, local and permanent addresses of the personnel deployed to the Corporation for security reasons.
20. 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.
21. 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.
22. 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.
23. 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.
24. 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.
25. The employees of the Agency shall be liable for search at entrance and exit point.
26. The duration of this empanelment will remain valid for a period of 3 (three) years as per approval.
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 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 Sr. Divisional Manager, LIC of India, Divisional Office, Muzaffarpur, Bihar and his decision shall be binding on the parties. The Agency shall not raise any question of competence of the Sr. Divisional 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 Muzaffarpur 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.

Date:

Sr. Divisional Manager

Agreed with all Terms & Conditions  
Signature with seal of vendor

### **TERMS AND CONDITIONS FOR OFFICE UPKEEP SERVICES**

1. The agency undertakes to provide House Keeping services in the Divisional Office at Muzaffarpur / BO's under Muzaffarpur Division 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 Divisional Office at Muzaffarpur / BO's under Muzaffarpur Division, 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 services.
6. The Corporation shall pay the House Keeping charges to the Agency of the Second part by 10th of every month.
7. The Corporation shall pay the House Keeping charges to the Agency by 10th of every Following month on production of attendance cum satisfaction certificate issued by Branch Authority along with bill in cases where the Corporation itself decides the number of employees to be engaged for execution of House Keeping services. In such cases payment of House Keeping charges will be made on monthly basis except week end days (Sundays) and declared holidays for each and every person engaged in writing.
8. 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.
9. The Corporation shall make suitable arrangement for providing sitting place, water, light etc For the employees of the Agency.
10. The Agency shall ensure that all its employees deployed at Divisional Office at Muzaffarpur / BO's under Muzaffarpur Division 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.
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 of the Agency to pay wages to its employees/personnel and to ensure compliance of all the Labour Laws applicable.
12. 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.
13. 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.
14. 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.
15. 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
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 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, within its right, 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 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.
18. The Agency shall provide the names, local and permanent addresses of the personnel deployed to the Corporation for security reasons.
19. 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.
20. 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.
21. 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.
22. 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.
23. 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.
24. The employees of the Agency shall be liable for search at entrance and exit.
25. Duration of this empanelment will remain valid for a period of 3 (three) years as per approval.
26. The contract may be determined even before the stipulated period by either party by giving the other one month's notice in writing.
27. 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.
28. It is mutually agreed that any dispute arising out of this Agreement shall be referred for Arbitration' to the Sr. Divisional Manager, LIC of India, Muzaffarpur, Bihar and his decision shall be binding on the parties. The Agency shall not raise any question of competence of the Sr. Divisional Manager to act as sole Arbitrator. The proceedings shall be carried out as per the provisions of the Arbitration and Conciliation Act, 1996.
29. Courts in Muzaffarpur alone will have exclusive jurisdiction in all matter connected with or arising out of this Agreement.
30. All the above terms and conditions are not exhaustive. It is subject to change according to circumstances by the corporation

Date:

Sr. Divisional Manager

Agreed with all Terms & Conditions  
Signature with seal of vendor