



**Eastern Central Zonal Office, OS Deptt: JEEVAN DEEP BUILDING, 5th
FLOOR, EXHIBITION ROAD, PATNA - 800001**

Phone No. 0612-2503023/ 2503012-mail ID: ecz_eos@licindia.com

Ref : ECZ/OS/Security Service/TENDER

TENDER DOCUMENT FOR SECURITY SERVICE

**LIC OF INDIA,
E&OS DEPARTMENT, ZONAL OFFICE, PATNA
JEEVAN DEEP BUILDING 5th FLOOR, EXHIBITION ROAD
PATNA-800001**

Date of Issue : As per GeM Last date of submission : As per GeM

PART-A - NOTICE INVITING TENDER

TENDER NOTICE FOR SECURITY SERVICES

Life Insurance Corporation Of India, (hereinafter referred to as "The Corporation") East Central Zonal Office, at Jeevan Deep Building, 5th Floor, Exhibition Road, Patna -800001 invites BIDs through GeM portal from reputed, licensed organizations / Agencies having their office in Patna and who are providing Security services in any organization/ Government / Public Sector undertaking / Private organizations of repute etc. for providing Security Services for its Departments of aforesaid Eastern Zonal Office at the aforesaid address.

BIDs through GeM portal are invited from reputed agencies with their either Registered / Branch Office in Patna providing Security Services with at least three years experience of providing Security Services to any

Government organisation /Public Sector undertaking of repute etc. Schedule for the tender process is as given below:-


Earnest Money Deposit	As per BID specification in GeM portal.
Date of Floating the Tender Document (Through GeM Portal)	Date - As per GeM

The Bid must be complete in all respect and submitted strictly within the dates and time mentioned as above along with the other tender document . Earnest Money Deposit (EMD) to be submitted as per GeM specification in the said BID.

LIC of India reserves the right to call for missing / additional requirements or otherwise from the applicant at the time of analysis of the tenders received in response to this notice.

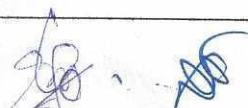
LIC of India does not bind itself to accept the lowest or any tender and reserves the right to reject all or any bid or cancel the tender without assigning any reason whatsoever.

Decision of the Corporation will be final, conclusive and binding on the tenderers and the Corporation takes no responsibility for any delay whatsoever for submission of tender after the last date and time given in the schedule.


Zonal Manager
LIC of India, East Central Zone, Patna







PART B – GENERAL RULES AND INSTRUCTIONS TO TENDERERS

1. Life Insurance Corporation Of India, Zonal Office , Patna (hereinafter referred to as "The Corporation") invites BIDs from reputed, licensed organizations / Agencies with their operational office in Patna for Security services for its premises "Jeevan Deep", "Jeevan Jyoti " building situated at Exhibition Road ,Patna , "Arya Insurance " plots located at New Dak Bunglow Road ,Patna as well as Jeevan Anand Building located at Fraser Road,Patna (Please refer to scope of work herein below) for a period of **2 Years (Twenty Four Months) w.e.f. 01/08/2025** or date of awarding contract whichever is later ,extendable by one year depending upon the experience and at the discretion of Competent Authority of the Corporation and to the satisfaction of the Corporation .
 2. Any Bidder submitting the tender shall be deemed to have read and understood the terms and conditions, scope of the work etc and quoted accordingly.
 3. LIC of India reserves the right to call for missing / additional requirements or otherwise from the applicant at the time of analysis of the technical bids received in response to this notice.
 4. The Bidders should be a registered body for providing office Security services having valid requisite license.
 5. The Bidders should have **experience of at least 3 years i.e. from 2022 – 23 onwards** in providing Security Services in any **Government /Public Sector undertaking /any organization of repute** with at least one existing work order in the said organization providing security services through a **minimum number of 25 security persons in the state of Bihar.**
 6. Bidder should be a profitable Company.Turn over should be **minimum 3 Crore** in previous three consecutive F.Y.
 7. Satisfactory service certificates should be enclosed from any one of the bidder's existing major clients with details of contact person, Telephone No. email etc.
 8. The Bidders should ensure and confirm that they have the entire mandatory compliance certificates / registrations / license under various applicable laws including labour laws applicable for the state of Bihar. The Bidder shall ensure that none of his employees are paid salary / wages which are less than the prescribed amount under the Minimum Wages Act 1948 by the Government of India ,for the category of workers employed by them from time to time. The Bidder should **comply with various provisions of Contract Labour (R & A) Act 1970 and Central Rules 1971 and other related Acts** should enclose the copies of the following:
 - License from **Labour Commissioner** to employ contract labour under the Contract Labour Act.
 - Registration certificate under **Employees Provident Act.**
 - Registration under **Employees State Insurance Act.**
 - Latest **Income tax** clearance certificate and PAN Card of the Contractor.
 - **GST registration** Certificate.
 - Attested Copies of Audited Balance Sheets for the past 3 years(F.Y.2022-23,2023-24,2024-25 if not filed 2021-22)
 - **Attested copies of past 3 years I.T. return (F.Y.2022-23,2023-24,2024-25 if not filed 2021-22)**
 - **State (Bihar) PSARA License in force.**
 - NEFT details
 - MSME certificate (valid) required if applicable.
 - Others
- The Bidder should not have defaulted in providing similar services and should not have been **black-listed** with any office of LIC of India or any other establishment. The Bidders should have proper tools & machinaries for providing Security Services under jurisdiction of LIC of India ,ECZO, Patna .

09. The Bid shall be signed by a person or persons so authorized by the Bidder. In case, the Bidder is a Company, the officer so authorized by the Company shall sign the Bid and affix the seal of the company.

10) While discharging the duties, the Bidder shall be responsible for any injuries to persons, damage to building, building structure, streets and footpaths and shall rectify it at his own cost.

11) The Bidder shall be responsible for storing and safeguarding his own material at his own cost. Any damage / spoiling of lift / floor caused during such act will have to be made good by the Bidder at his own expense.

12) The Bidder shall supply torch light with battery to security guards during night duty at his own cost.

13) Uniform to Security Guards and Supervisor will be provided by the Service provider (Contractor).

14) No extra equipment will be provided to Service provider (Contractor).

15) EMD exemption will be as per GeM exemption rule.

16) EMD: EMD as per GeM by Demand Draft favouring Life Insurance Corporation of India payable at Patna to be submitted with the tender.

17) Successful bidder will submit Security deposit as per GeM in form of Bank draft /Bank Guarantee favouring Life Insurance Corporation of India payable at Patna.

PART C – GENERAL CONDITIONS OF CONTRACT

- 1) None of the personnel deployed by the Bidder/contractor shall indulge in any act other than that provided under this contract.
- 2) The Bidder/contractor shall follow all prevailing rules / regulations / laws and should possess valid license for providing housekeeping services and shall take all safety measures for the personnel deployed by him. The Bidder/contractor shall follow all the provisions of labour law and shall alone be responsible for any lapse in this regard.
- 3) The Bidder/contractor shall carry out the entire work having full regard to the safety of his own personnel as well as Corporation's staff and officers in the complex. All safe practices shall be strictly adhered to by the Bidder/contractor. The Bidder/contractor shall protect sides of opening in floor slabs, edges of slabs, stair, stairwells etc. with barricade, warnings signs / lights and educate all his workmen to follow safe working practices. The Bidder/contractor shall provide first aid boxes wherever required. Despite observing safe practices if any unfortunate incident occurs, the Contractor shall bear all expense or claims towards treatment or compensation.
- 4) The Corporation shall not be responsible financially or otherwise for any injury or death caused to any of the personnel of the Contractor during the performance of duties in the premises of the Corporation. The Bidder/contractor shall be solely responsible for providing compensation, if any and / or providing for expenses towards treatment for any injury or loss of life during performance of duties by the personnel deployed by him.
- 5) The Bidder/contractor shall not cause or allow any of his personnel to act in any manner, which may cause unnecessary disturbance or inconvenience to the Corporation, employees of the Corporation, owners / tenants / occupants of nearby properties or to the general public.
- 6) Nothing in this tender shall by implication or expression be taken to mean or imply that any of the persons deployed by the Bidder/contractor for rendering security services are employees of the Corporation or deployed by the Corporation. **The Bidder/contractor shall deploy workers who shall be in his sole employment and he shall be solely and wholly responsible for their acts, salaries, wages, remunerations or any other statutory liabilities or other payments. Under no circumstances shall the Corporation be liable for any payment or claim or compensation (including but not limited to compensation on account of injury, death or termination). In case any liability falls on the Corporation for any reason, the Bidder/contractor shall keep the Corporation indemnified against the same.** In order to give effect to this , the Contractor shall incorporate suitable clause in the appointment letters to be issued to his workers mentioning that the workers are employees of the Bidders/Contracors. The Bidder/contractor shall ensure medical checkup of all the personnel deployed by him, periodically as well as whenever necessary, at his own cost.
- 7) The Bidder/Contractor will be responsible for all members of the staff deployed by him and shall submit police verification of their antecedents. A certificate to this effect along with police verification reports, shall be furnished by the Bidder/Contractor to the Corporation before deployment of the staff. Further, in respect of the workers deployed at the Corporation's premises, the Bidder/Contractor shall submit details such as Names, appointment letters issued by the Contractor, age proof, address proofs & police verification reports. The Bidder/Contractor shall ensure that the character and antecedents of the security guards deployed by him are duly verified before such deployment.
- 8) The Bidder/Contractor shall be responsible for any loss due to theft / pilferage / damage caused in the course of performance of duties to the Corporation's property including fittings, furniture, fixtures or any other equipment(s). The Corporation shall assess the amount payable by the Contractor towards damages / loss / theft / pilferage and the same shall be recovered by the Corporation from the monthly payment to be made to the Contractor and or from security deposit..

9) The personnel deployed by the Bidder/Contractor should be healthy, neat and clean. They should display good conduct & courteous behaviour. They should be in proper uniform and should be provided photo identity cards by the Contractor at his own cost.

In case of any complaint against any of the personnel deployed by the Bidder/Contractor, he shall remove such person immediately and arrange for replacement of removed person within 24 hour. The person(s) so removed should not be deployed again or allowed to work in the premises.

10) If the staff deployed by the Contractor is found to be indulging in any undesirable activities in the premises of the Corporation, the Bidder/Contractor will solely be responsible for all the consequences. Besides, the Corporation shall be at liberty to lodge complaints before appropriate authorities.

11) No residential accommodation shall be provided by the Corporation to Bidder/Contractor and / or to the personnel deployed by him.

12) The contract shall be for a period of Two years initially. However , the same may be extended by one year subject to satisfactory performance and approval of Competent Authority

13) The Bidder/Contractor shall make payment to his personnel as per Minimum Wages Act only by electronic mode. Monthly payments to the Bidder/Contractor will be made only after submission of certificate mentioning names of security guards , amount paid, name of the bank and bank account number. The names mentioned should only be of those personnel who were actually deployed for providing security service to the Corporation by the Bidder/Contractor. Any violation of the Minimum Wages Act will entail forthwith termination of the contract in addition to such penal consequences as may be deemed fit by the Corporation.

14) **All work must be carried out to the entire satisfaction of the Corporation. If the standard of security services is not maintained to the satisfaction of the Corporation, appropriate penalty will be imposed and the same will be deducted from the monthly bill and / or Security Deposit.**

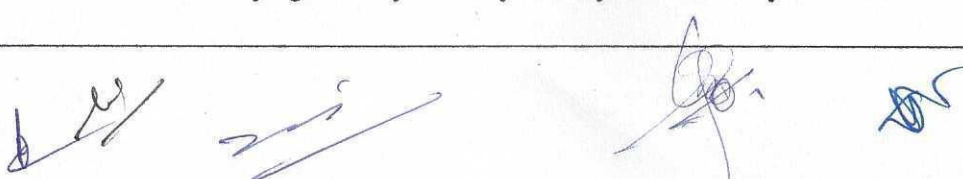
15) Personnel required:

i) Location of Security Services requirements are mentioned in PART D of this tender for which requirements of Total 32 (Thirty two) security guards (skilled) including 1(One) supervisor, 2 (Two) armed security guards (skilled) ,30 (Thirty) unarmed security guards(skilled) which is including a maximum of 2 (two) female guards to carry out security job. The security guards so deployed by the Bidders/Contractors are expected to carry out security and other related Misc work as deemed fit by the Corporation .Assessment of security guard requirement is only to provide an equal footing to all the bidders so that they have equal weightage on this factor. This must be construed as a tender for deployment of security guards. It is also reiterated that this tender is inviting offers to providing Security services and not for deployment of security guards .

ii) The engagements of the Security Guards armed/unarmed (skilled) are purely on temporary basis. The duty hours will be limited to 8(eight) hours for each security guard. No guard should be permitted to work for two shifts continuously. No guard will be permitted to work for more than 48 hours in a week.

iii) The personnel deployed by the Bidders/Contractors are expected to provide services as per terms of the contracts and their services may also be utilized for any other work related to security such as meetings, conferences or any other day to day work in different departments or location in Patna .

In addition to the schedule of various security activities that are are required to be carried out as mentioned in " **Scope of Work**" or part E, it should also be ensured that all the security guards are available for carrying out any security activity/ies that may arise intermittently.



iv) The security guards deployed by the contractor for security jobs should be of sound mind & major with age not more than 50 years .

v) The security guards deployed by the Contractor should be well trained in handling fire extinguishing appliances.

vi) If necessary, the security guards deployed by the Bidder/Contractor may also be called upon to perform any Security duties in addition to those explicitly stated in this tender. The Bidder/Contractor shall ensure due compliance of such instructions, issued from time to time, by authorities of the Corporation.

vii) Complete details of the security guards deployed daily by the Contractor shall be maintained by Bidder/Contractor and made available for verification as and when demanded by the Corporation.

viii) The Bidder/Contractor shall not deploy for security services any relative(s) of any serving / retired / resigned / deceased employee(s) of the Corporation.

16) A) Responsibilities of the Bidder/Contractor would be as under:-

i) To provide disciplined, courteous, trained and quality personnel ever ready to attend housekeeping work politely.

ii) The Bidder/Contractor shall ensure excellent standard of Security services .

iii) The Bidder/Contractor shall maintain daily attendance register in respect of its security guards deployed at the Corporation's premises and produce it for inspection as and when demanded. Further, the Bidder/Contractor, referred above shall produce the attendance register to the Security Officer / Official of OS Dept, Zonal Office for inspection every day. Needless to add, all the workmen of the Contractor entering the Corporation's premises shall be required to display their photo identity card issued by the Contractor.

iv) It shall be the responsibility of the Contractor to provide its security guards with all the benefits, remuneration & amenities prescribed under any applicable law.

v) The Bidder/Contractor shall be responsible to maintain all Registers, Records and Accounts required for the compliance of any and all statutory provisions / obligations.

vi) The Bidder/Contractor should ensure that its employees do not smoke while working in the premises of the Corporation. They will also not indulge in drinking alcohol or any other intoxicants. They will not consume drugs and eat pan / khaini / tobacco etc. They will not play cards or indulge in gambling in the complex.

vii) **The Contractor shall maintain a daily record of the job done of the office and obtain signature from OS officials of ECZO , Patna .**

viii) The Contractor shall comply with the written feed-backs, if any, given to it by the Official of OS Dept, ZO .

ix) All complaints received during normal working hours should be attended to as early as possible. No complaints should be left unattended / postponed.

16 (B) The Bidder/Contractor shall:

i) Provide proper neat and clean uniform to all the workmen deployed by him for providing security services and ensure that the same is worn by his workmen during the course of their duties in the premises.

iii) Train the personnel regularly so as to keep them abreast with the use of modern techniques of safety, behavior etc.

iv) Ensure immediate corrective action on receipt of any complaint against the services provided or against any individual deployed by him in the premises of the Corporation.

v) Arrange and pay for the Policy under the Public Liability Insurance Act, 1991 and insure and keep insured all materials which are or have been declared to be hazardous under the notifications issued or that may be issued from time to time under the above Act or any rule framed there under.

vi) Obtain Insurance Policy of adequate value in respect of all his security guards deployed for providing security services, towards meeting the liability of compensation arising out of death, injury, disablement of work etc. and shall pay premiums regularly as when the same shall become due during the currency of the Contract.

vii) Be obliged to continue providing the services on the same terms and conditions as provided in the Contract, till such time as CORPORATION, is able to make any alternative arrangement or CORPORATION has agreed in writing to allow the Contractor to discontinue earlier.

viii) Comply with the instructions issued by the authorities of the Corporation from time to time relating to the performance of the services, duties and obligations. The services rendered by the Contractor shall be subject to regular review by the Corporation and its decision as to the quality thereof shall be final and absolute.

17) Nothing in this tender shall be deemed to create any Partnership, Joint Venture, Agency between CORPORATION and the Bidder/Contractor or their representatives and employees and nothing herein shall deem to confer on any party, any authority to incur any obligation or any liability on behalf of the other party. The Bidder/Contractor is an independent entity and not an employee, agent, associate or authorized representative of Corporation. The Bidder/Contractor is not authorized to undertake any obligation or liability in the name of or on behalf of Corporation whatsoever.

18) The Bidder/Contractor & the workers deployed by him at the Corporation Premises shall maintain confidentiality of any information in their possession during their deployment in the premises of the Corporation & thereafter.

19) In case the Bidder/Contractor fails to fulfill his obligations for any day to the satisfaction of the Corporation, for any reason whatsoever, the Contractor shall pay damages ranging from Rs.3000(Rs Three Thousands) minimum to Rs.7000/- (Rs Seven Thousands)(maximum) per day depending upon LIC's discretion for the entire number of such days and Corporation shall without prejudice to their rights and remedies including termination of Contract, be entitled to deduct such damages from any amount payable to the Contractor.

20) Upon expiry of the Contract or termination of the Contract, the Contractor and its workmen shall vacate the premises and handover the same in good working condition.

21) Mandatory Conditions:-

1) The tendering Firm / Contractor / Company are required to enclose photocopies of the following documents duly self attested along with the Technical Bids failing which their bids shall be summarily rejected.

- Registration certificate with Labour Department
- Copy of PAN/GIR card
- Copy of Income Tax Returns filed for the last three financial years
- Copies of EPF and ESI certificate
- Copy of GST Registration

- Copy of Shop and Establishment License
- Registration No as per Private Security Agency Regulations Act 2005 (PSAR Act 2005) **applicable for Bihar** .

2) The Bidder should have necessary valid license under **Bihar Shops and Establishment Act, 1948** . It shall also obtain the necessary permission of the concerned Municipality or any other authority if required under the existing rules.

3) The successful bidder shall give an Affidavit on **Notarized Stamp paper of Rs.100/-** that they are complying with the provisions pertaining to various Acts as amended from time to time as mentioned below. It will be the sole responsibility of the Contractor to abide by the provisions of the following Acts as to the workers deployed by him for performance of the service.

- a] Child Labour Abolition & Rehabilitation Act, 2006
- b] Workmen Compensation Act 1923
- c] Labour & employment Act 1972
- d] Industrial Employment (Standing Orders) Act 1946
- e] Contract Labour (Regulation & Abolition) Act 1970
- f] The Minimum Wages Act 1948
- g] Employees' Provident Fund Act 1952
- h] The Employees' State Insurance Act 1948
- i] The Payment of Bonus Act, 1965
- j] Any other Act or Legislation which may govern the nature of Contract.

4) The bidder will discharge all legal obligations in respect of wages of his security guards and their service conditions & shall comply with all the rules & regulations & provisions of Law in force that may be applicable to them from time to time viz. statutory obligations under Contract Labour (Regulation & Abolition) Act 1970, Minimum Wages Act ,Workmen Compensation Act,EPF & MP Act , Industrial Dispute etc . The Contractor will indemnify & keep indemnified the Corporation from any claim, loss or damage that may be caused to the Corporation on account of the failure of the Contractor to comply with his obligations under the various laws towards the security guards deployed by him for any loss or damage to the Corporation due to the acts / omissions of Contractor.

5) All the bidders shall submit an affidavit confirming that the contractor has never been blacklisted by any of the office of Life Insurance Corporation of India.

6) The bidder should neither be a sub-contractor to any other entity / person, nor should, at any time, sub-let to any other person, the contract awarded to him. He should not be a party to any cartel at any time for processing any contract including the present Tender.

7) The bidder shall submit only one tender either by himself or as a partner in joint venture or as a member of consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, their Bids are liable to be rejected.

22) PAYMENT TERMS:

The billing and payment will depend on actual number of personnel deployed by the contractor and their stipulated minimum wages, according to skilled category

The Contractor will be paid on monthly basis (26 days per month) by NEFT/RTGS only for the services rendered during the particular month for which he shall submit the bill for the agreed amount latest by 7th of the following month along with proof of remittance (copy of challan) of EPF, ESIC of the previous calendar month along with list of employees for whom the amount stands remitted. The list shall mention all the particulars like name of security guards, amount credited (with bifurcation like BASIC+VDA+EPF+ESIC+BONUS(as per rule)+STATUTORY payment), Bank name, Bank Branch and Bank account number. Payment of Bonus (as per rule) will be payable along with wages on monthly basis.

The Corporation reserve the right to withhold bills if the contractor fails to produce the proof for having remitted the ESI/PF dues.

The Contractor shall disburse the minimum wages (in vogue as on date of payment of wages) to its security guards by electronic mode only and the details of disbursement of wages must be submitted to Corporation every month.

- TDS at the prevailing rates will be deducted.
- The Contractor shall alone bear all taxes, rates, charges and levies or claims whatsoever as may be imposed or levied by the State/Central Government(s) or any local body or authority for and in connection with rendering services except Goods and Services Tax (GST) raised by Contractor in the monthly bill & same will be paid by Corporation along with the other agreed charges for the services of Security.
- All the taxes which the Corporation may be liable to deduct or called upon to so deduct, during the currency of the Contract which are liable to be paid by the Contractor under the law, if not paid, shall be set-off against the bills raised by the Contractor and paid to the respective government department(s) or authorities as may be required under law and the Contractor shall have no claim / objection in respect of any or all such payments.

23) TERMINATION:

Corporation reserves the right to cancel or terminate this contract / agreement by giving one month notice in writing without giving or assigning any reasons whatsoever for doing so. In the event of the Contractor wishing to terminate this Contract, the Contractor shall give at least three months notice to Corporation in writing and in either case; the Contractor shall hand over the peaceful possession of the space as provided in the tender.

In the event of earlier termination of the Contract by either parties or on expiry of the contract, the contractor shall be obliged to continue providing the services on the same terms and conditions as provided in the Contract, till the Corporation is able to make alternate arrangements for Security services, even if Corporation has agreed in writing to allow the Contractor to discontinue earlier.

The contract is also liable to be terminated by the Corporation if

- The Contractor abandons the work or
- The Contractor assigns or sublets the work in whole or in part thereof or
- The Contractor makes default in proceedings of the work under the contract, at any time during the contract period, with due diligence and continues to do so even after a notice is issued by the Corporation or
- The Contractor becomes bankrupt or insolvent or goes into liquidation or is ordered to wind up or has a receiver appointed on its assets or
- The Contractor persistently disregards the instructions issued by the Corporation or
- The Contractor fails to adhere to the agreed schedule of the work or
- The information submitted by the Contractor in the Tender is found to be incorrect _or
- The Contractor fails to perform its obligations as per terms and conditions of the contract or
- The Contractor fails to maintain records / registers as required under the terms of this contract.
- The Contractor fails to pay wages on schedule time and fails to remit statutory deductions on time from deployed security guards.

24) DISPUTES & DIFFERENCES:

- i). In case of any dispute between the Agency and Corporation ,Corporation shall have the right to decide.
- ii) The matter will be referred to the Zonal Manager,LIC of India,East Central Zone ,Patna and his decision shall be final and legally binding on the contractor .
- iii) All dispute shall be settled within the territorial jurisdiction of Patna (Bihar) only.

25) SECURITY DEPOSIT:

The selected Contractor will have to remit **security deposit of 3% (valid till 31.07.2028 which may change as per Gov. and LIC Circular)**of the value of the contract. The amount will be kept with us interest free for the entire period of the contract. The Security Deposit shall be refunded within a period of two months from the date of expiry or termination of contract (whichever is earlier) provided there are no defects or loss or damage caused to the Corporation. In case of defects or loss or damage caused to the Corporation, the same shall be recovered from the Security Deposit and balance, if any, shall be refunded without interest to the Contractor.

26) The Contractor agrees to abide by the regulations if any notified by IRDAI during the currency of Contract in connection with, "Outsourcing of Services" by LIC of India.

27) PROVISIONS OF SECTION 33(3) and 33(4) OF THE INSURANCE ACT, 1938 AS AMENDED BY THE INSURANCE LAWS (AMENDMENTS) ACT, 2015:

In terms of provisions of Section 33(3) of The Insurance Laws (Amendment) Act, 2015, the Insurance Regulatory and Development Authority of India (IRDAI), is authorized to verify such books of account, registers, other documents and the data base in the custody of the Contractor in respect of services outsourced by the LIC of India. It shall be the duty of the Contractor to provide such documents / statements / information as may be required by IRDAI within such time as may be specified by IRDAI.

In terms of provisions of Section 33(4) of The Insurance Laws (Amendment) Act, 2015, the Insurance Regulatory and Development Authority of India (IRDAI), if it considers expedient to do so, may direct any person hereinafter referred to as "Investigating Officer", to make an investigation as specified under Sec.33(1) or carry out an inspection as specified under Section 33(2) of The Insurance Laws (Amendment) Act, 2015, who may examine on oath any Manager, Managing Director or Other Officer of the Contractor or agency where the services are outsourced by LIC of India.

28) The Corporation reserves the right to call for requirements from the Contractor at any time in response to any query from the Appropriate Authorities.

We accept all the above terms and conditions.

AUTHORISED SIGNATORY
NAME / DESIGNATION & SEAL OF THE FIRM/ CONTRACTOR/COMPANY

TENDER DOCUMENT OF LIC OF INDIA FOR PROVIDING SECURITY SERVICES.

PART-D

DETAILS OF LOCATIONS UNDER EAST CENTRAL ZONAL OFFICE , PATNA WHERE SECURITY GUARDS ARE REQUIRED

Sl.	NAME OF OFFICE	LOCATION	Security Guard without arms(ski lled)	Total No Security Guard without arms (skilled) in 24 hours
1	East Central Zonal Office , Ground Floor 1	Exhibition Rd. Patna	3x3	09
2	East Central Zonal Office , Ground Floor 2	Exhibition Rd. Patna	01	01
3	East Central Zonal Office , First Floor	Exhibition Rd. Patna	01	01
4	East Central Zonal Office , Second Floor	Exhibition Rd. Patna	01	01
5	East Central Zonal Office , Third Floor	Exhibition Rd. Patna	01	01
6	East Central Zonal Office , Fourth Floor	Exhibition Rd. Patna	01	01
7	East Central Zonal Office , Fifth Floor	Exhibition Rd. Patna	01	01
8	East Central Zonal Office , Sixth Floor	Exhibition Rd. Patna	01	01
9	East Central Zonal Office, Jeevan Jyoti	Exhibition Rd. Patna	01x3	03
10	Arya Insurance Plot, New Dak Bungalow Road	New Dak Bungalow Rd. Patna	02x3	06
11	Jeevan Anand Building	Fraser Road, Patna	02x2	04
12	East Central Zonal Office(Supervisor) Rate of Supervisor will be same as unarmed guard	East Central Zonal Office, Jeevan Jyoti, Arya Insurance Plot & Jeevan Anand Building	01	01
Total				30

Sl.	NAME OF OFFICE	LOCATION	Security Guard with arms(ski lled) (10 PM-06 AM)	Total No Security Guard with arms (skilled) in 24 hours
1	Jeevan Anand Building	Fraser Road, Patna	02	02

Corporation has right to increase or decrease the requirement of UNARMED/ARMED SECURITY GUARDS & SUPERVISOR mentioned above and also may decide whether SECURITY services are required or not at any location.

[Handwritten signatures and marks at the bottom of the page]

PART - E**SCOPE OF WORK & OTHER TERMS & CONDITIONS**

1. The successful Bidder will have to provide Security Services in different locations mentioned in PART D by deploying their personnel to the satisfaction of LIC of India, in consistent with LIC of India standards and instructions issued by appropriate LIC of India officials from time to time.
2. Keeping in view the necessity, Competent Authority may consider for increase or decrease in the numbers of personnel for the above purpose.
3. The Service Provider will have to engage suitably trained Persons of age not less than 18 yrs and not more than 50 years, to carry out the Following Services mentioned below :
 - a) Safeguarding Corporation's property against theft, misuse, and keeping watch over the cars, scooters, cycles etc. parked inside the premises /compound.
 - b) Preventing unauthorized persons vehicles etc. or animals from entering the premises; prevent even employees from entering office premises during night without specific permission from the Competent Authority of the office
 - c) Taking charge of the personal property found in the Corporation's premises and handing over the same to the authorized /designated officials.
 - d) Watching the entire premises and patrolling the same during the period of duties .
 - e) Observing carefully, while on patrol, pipelines, drainage, electrical fittings and safety installations and taking action against damage, breakdown or wastage if any and bringing them to the notice of Authorized/Designated Officials for further remedial actions.
 - f) Preventing unauthorized additions or alternations in the premises carried out by outsiders or tenants or employees and reporting the matter to the Authorized/Designated Officials.
 - g) Performing duties like pumping of water by operating pumps, noting of water meter reading etc.
 - h) Locking the main door/gate at night and checking that other electrical gadgets are switched off, wherever necessary.
 - i) In case of theft or damage to the property or any untoward incidents or unusual occurrence informing the same to Security Officer/ Authorized/Designated Officials.
 - j) Wherever required, taking care of keys under his custody and handing over them to the relieving watchman or any other authorized person.
 - k) Preventing persons from writing pasting posters etc on the wall and compound of the property or otherwise disfiguring the same.
 - l) The Security Guard shall maintain visitor registers and shall place the same before the Authorized Officials for verification.
 - m) The Security Guard should not leave the place of duty under any circumstances unless and until his reliever/substitute joins or properly relieved i.e. signing in handing over/ taking over register.

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- n) Observing strictly instructions/ orders given from time to time by the Authorized/Designated Officials.
- o) Ensuring that no person has remained inside the premises while locking the hall / premises
- p) To keep strict vigil on suspicious looking persons/objects and take immediate action as deemed fit.
- q) To maintain highest order of integrity, moral and social responsibility especially towards ladies and senior executives
- r) To act as a reliable informer to the Corporation authorities for safeguarding the organization's interest.
- s) To manage the parking of vehicles in the space allotted within the parking area
- t) To keep a check on the indiscriminate use of the lifts in premises so that unauthorized persons do not misuse the facility
- u) The Security guards should be in uniform and properly trained to rescue passengers from lifts in case of lift failure, operation of the fire- fighting equipment, operation of monitoring of baggage scanners and CC TV system.
- v) Taking the following precautions against fire at the time of closing hours of the office
 - 1) To switch off all electrical equipments and switches etc.
 - 2) To switch off gas cylinders, kerosene stoves or other such appliances used in the canteen.
 - 3) To check that no inflammable items such as petrol, kerosene etc. are lying-in the premises.
 - 4) To see that all waste papers are removed from the Office and stored properly in the room meant for it.
- w) Taking the following action in case of a fire:
 - 5) To raise alarm and muster assistance from neighboring building/passersby
 - 6) To contact immediately fire brigade and the police.
 - 7) To try to put off the fire by using the fire extinguishing appliances available.
 - 8) To inform immediately the Head of the Office or the Head of the Establishment and maintain liaison with Zonal Security Officer to have liaison with the police in case of exigencies.

The above Scope of Work is illustrative and not exhaustive. The Security Guards may be assigned any duty/function with regards to Security of Premises from time to time

- 4. All entry and exit gates will have to be closed as per the time schedule given by the Competent Authority.
- 5. All Security Guards must be in uniform wearing photo identity cards.
- 6. Security Guards must ensure timely switching on or off all the lights, fans, etc. in the premises, garden, and turning off water taps wherever water is over flowing etc. every day.
- 7. Gate pass (duly signed by the Competent Authority) must be insisted upon before allowing any office items to go outside the premises.
- 8. The contractor will maintain all records relating to provisions of security services to the Corporation for the purpose of administrative control.

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PART - C

Work Experience of Bidder in the field of Security Service: (Attach Proof)

Sr.No.	Name of the Client	Specify whether Financial organization, Government /Public Sector undertaking /Private organizations	Since when Service is provided (Servicing Financial Year e.g. 2022-23)	Annual contractual amount of Security services (In lacs)

DETAILS OF EXISTING CLIENTS (Attach Proof)

Name and address of the company	Contact Person				Date of award of Contract	Number of security guards deployed	Total Annual Contract Value (In lacs)
	Name	Designation	Phone No.	e-mail ID			

Give reference with full details of the person to whom enquiry in the above organizations can be made about work performance by authorized Officials.

[Signature]

[Signature]

[Signature]

[Signature]

TENDER DOCUMENT OF LIC OF INDIA FOR PROVIDING SECURITY SERVICES.

Order of Arrangement of Documents with Technical Bid : - (Self Attested)

1. Attested copy of Firm/ Contractor /Company Registration
2. Attested copy of Certification of Registration with Labour Deptt.
3. Attested copy of PAN/ GIR Number.
4. Attested copy GST registration
5. Attested copy of EPF Registration letter / Certificate
6. Attested copy of ESI Registration letter / Certificate
7. Attested copy of PSAR Registration / Certificate
8. Attested Copy of last 3 years IT Returns filed by Firm /Company (FY 2022-23, 2023-24 & 2024-25 if not filed F.Y.2021-22)
9. Certified copy of Balance Sheet for last 03 years (FY 2022-23, 2023-24 & 2024-25 if not filed F.Y.2021-22)
10. Separate sheet as per form PART- C
11. Certified Document in support of entries in columns of PART -C.
12. Affidavid as per Annexure – B duly executed
13. Integrity Pact as per format provided in Annexure A
14. Affidavit on stamp paper of appropriate value confirming that the agency / contractor has not been blacklisted by any of the office of Corporation and no child labour has been engaged by the Agency/ Contractor.
15. MSME certificate required if applicable.

[Handwritten signatures and marks at the bottom of the page]

TENDER DOCUMENT OF LIC OF INDIA FOR PROVIDING SECURITY SERVICES

Annexure - B

AFFIDAVIT

(To be given by the successful bidder on stamp paper of 100/- before First Class Magistrate)

I/We, authorized representative of _____ being Indian Company / Sole Trading Company / Partnership Firm, registered under _____ bearing registration no. _____ having office at _____ do hereby solemnly affirm and state as under:-

Whereas Life Insurance Corporation of India, East Central Zonal Office , PATNA has floated a tender for Security Services and in respect of the same, I/ we being one of the Bidders, confirm that

I/We strictly follow various laws as mentioned in General Instructions and other pages of this tender.

I/We confirm that we are neither black listed nor facing any penal action from an establishment of Central Govt or the State Govt or the PSU for breach of agreement.

I/We shall at all time indemnify and keep indemnified the Corporation against any/all claims of/by its employees including but not restricted to the claims under the Workmen's Compensation Act, 1923; payment of Wages Act ; Payment of Bonus Act; Employees' Provident Funds & Miscellaneous Provisions Act; Payment of Gratuity Act, Minimum Wages Act, Employees' State Insurance Act or any other Act(s) or statutory modifications thereof or otherwise for or in respect of any claim for damage or compensation payable in consequence of any accident or injury sustained by any worker or personnel of our firm or in respect of any claim, damage or compensation under Labour Laws or any other laws or rules made there under, by any person whether in the employment of our firm.

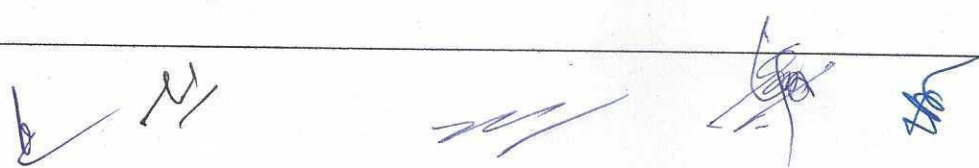
I/We further state that I/ we shall indemnify Life Insurance Corporation of India against all claims, which may be made upon the Life Insurance Corporation of India being employer and it shall be at liberty and is hereby empowered to deduct the amount of any damages, compensation costs, charges and expenses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

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

Signature of the Bidder

NAME / DESIGNATION AND SEAL OF
THE FIRM / COMPANY

Date



TENDER DOCUMENT OF LIC OF INDIA FOR PROVIDING SECURITY SERVICES.

RATES

- 1) The rate per guard per day for 8 hours duties.
- 2) The **minimum wages/EPF/ESI to be quoted should be as on 01.04.2025.**
- 3) The rate shall be inclusive of all Taxes excluding GST. The GST shall be payable as per the prevailing Govt. rules & regulations. Supervisor rate will be same as that of other un-armed guard but his work will be of supervisor.
- 4) The rates shall be inclusive of all statutory / mandatory charges as per the prevailing Govt. rules & regulations.
- 5) Administrative charges **3.85% added in GeM** as miscellaneous expenses/charges
- 6) The rates quoted shall not be less than the minimum wages approved by Central Government (If found less tender will be rejected)
- 7) All other statutory benefit other than those specified in the document should be included in the Administrative charges which should be inclusive of providing identity cards, uniform or any other item/s required for rendering Security services as per terms and conditions of the contract .
- 8) Administrative charges will remain fixed for entire period of contract including extended period, if any.
- 9) Billing and payment will depend on actual number of personnel deployed & actual number of days of working of each security guard. Minimum Wage will be as per **Central Government ministry of labour & Employment, Watch and Ward (with arms/without arms), Area B** is applicable with changes time to time and as per Central Government ministry of labour & Employment. The current rate of minimum wages (Basic Wages plus Variable Dearness Allowance) per day is **Rs.893** (Security guard without arms , skilled) and **Rs.981** (Security guard with arms, skilled).
- 10) Payment of applicable minimum wages for actual security guards deployed & administrative charges will be made on production of documentary evidence of payments to the security guards deployed by the contractor including **PF/ESIC/BONUS etc (as per rule).**
- 11) In case the figure mentioned in numeric and words differ, the figures mentioned in words will be taken into consideration.
- 12) In case of any revision of minimum wages by Statutory Authority, corresponding revision in the minimum wages will be applicable.

Name of the Agency

Name of signatory:

Designation:

Address of Office:

Signature with
Seal

Date.....