LIC of India, Divisional Office, "Jeevan Prakash",
Kurien Uthup Road , Nagampadom, Kottayam 686001

TENDER NO.-KOTTAYAM DO/ESTBL-1/ 2025-26

Tender Notice

Tender No. KOTTAYAM DO /ESTBL - 1/2025-26

LIC of India, Kottayam Division, intends to hire the services of Agencies/firms/organizations for providing Watch and Ward Services(without arms) for its premises at Divisional office "Jeevan Prakash", Kurien Uthup Road,Nagampadom,Kottayam and for its Branch Offices & Satellite Offices & Guest houses at different location in Kottayam, Idukki, Pathanamthitta and Alapuzha District under 2 bid system (TECHNICAL BID & FINANCIAL BID)

For complete details and tender documents please contact OS Department, Divisional Office, Kottayam at the above address between 11.00 am to 3.00 pm on working days **OR** log on to **www.licindia.in/tenders** and click on to **"Tender for Watch and Ward Services- Kottayam Division".**

LIC of India reserves the right to accept or reject any or all offers in full / part without assigning any reasons whatsoever.

Last date for submitting bid documents upto 11.30AM **on 10.03.2026.**

Date: 17.02.2026

Place: Kottayam

Sr. Divisional Manager

LIC of India, Divisional Office, "Jeevan Prakash", Kurien Uthup Road , Nagampadom, Kottayam 686001
Ph. 0481 2567609,0481-2560339 e-mail ID : os.kottayam@licindia.com

LIC of India, Divisional Office, "Jeevan Prakash",
Kurien Uthup Road , Nagampadom, Kottayam 686001

TENDER NO.-KOTTAYAM DO/ESTBL-1/ 2025-26

Notice Inviting Tender for Providing Watch & Ward Services(without arms)

Life Insurance Corporation of India, Divisional Office, Kottayam (herein after referred to as "**The Corporation**) having its office at Nagampadom Kottayam-686001, invites Sealed Tender two bid system from reputed licensed organizations / Agencies who are providing Watch & Ward services in any organization / Government / Public sector undertaking / Private organizations of repute etc for providing Watch & Ward Services for our office buildings at the places as given in **Annexure D.**

Sealed Tenders are invited from reputed agencies with their presence in KOTTAYAM, providing Watch & Ward Services(without arms) with at least three years of experience of providing Watch & Ward Services to any organization /Government / Public sector Undertaking / Private organizations of repute etc., under the two bid system.

Date : 17.02.2026

Sr. Divisional Manager

Place : Kottayam

LIC of India, Divisional Office, "Jeevan Prakash",
Kurien Uthup Road , Nagampadom, Kottayam 686001

TENDER NO.-KOTTAYAM DO/ESTBL-1/ 2025-26

TENDER SCHEDULE

Name of Service	**Providing Watch and Ward Services at various locations in Kottayam, Idukki, Pathanamthitta, and Alappuzha Districts under L I C of India Kottayam Division**
Tender Fee	**Rs. 590/- (Rs. 500/- plus Rs. 90/- GST@18%)** in the form of a Demand draft/Pay order issued by a Nationalised Bank favoring Life Insurance Corporation of India, payable at KOTTAYAM **OR** Cash Receipt for the same amount paid at our cash counter. The tender shall be treated as cancelled if Tender Fee is not paid.
Earnest MoneyDeposit (EMD)	An amount of Rs. 45000/- for EMD in the form of Demand draft in favour of "Life Insurance Corporation of India" payable at Kottayam.
Tender Documents	Tender forms can be obtained from 17.02.2026 (between 11.00 am to 3.00 pm on week days except Sundays, Saturdays & Holidays) on payment of non-refundable tender fee of Rs. 500/- + GST @ 18 % R s 90/ - Rs. 590./ - (Rupees Five hundred ninety only) in cash or by Demand Draft on any Nationalized/Schedule Bank in favour of "Life Insurance Corporation of India" payable at KOTTAYAM at the cash counter at Divisional Office, Kottayam. The Miscellaneous Receipt (MR) issued by our cash counter is to be enclosed with the Technical Bid. **For the tender forms down loaded from our website the Demand Draft/Bankers Cheque for Rs 590/- payable at Kottayam is to be enclosed with the Technical Bid.**
Date of issue of Tender Documents	**From 11.00 AM on 17.02.2026 to 3.00 PM on 09.03.2026**
Last date for Submission of bids	**Last Date: On or before 11.30 AM on 10.03.2026 .** **Address: OS Department, L I C of India, Divisional Office,** **" Jeevan Prakash", Kurien Uthup Road, Nagampadam, Kottayam – 686001.**
Date of opening Technical bid	**10.03.2026 at 11.45 AM** at LIC of India, Divisional Office, Kottayam.
Date& Time of Pre-Bid	On 24.02.2026 at 3.00 PM
Date of opening of Financial Bid	Shall be intimated later to the Service Provider who qualify in Technical Bid.
Contract Period	Shall be initially for a period of one year which may be extended on yearly basis for a further period of maximum two years at the discretion of LIC of India and on consent of the Service Provider at the same terms and conditions if the performance of the Service Provided is found satisfactory to LIC of India
Notice period for Termination of Contract	One month if LIC of India intends to terminate the agreement and Three months if the Service provider intends to terminate the agreement.
Validity of Tender	Six (6) months from date of opening the Technical Bid.

Scope of Work for Watch & Ward services

1. To be present on time as per allotted schedule. The outgoing watch and ward person will relinquish his duties only after arrival of next shift person and will sign on the handing / taking over register together.

2. To be always in uniform with proper Identity Card to be provided by the Service Provider along with individual identity card, should carry a whistle, torch and a lathi and the movement of the watch and ward person must be arranged in such a way that no part of the building remain unnoticed/unattended.

3. To be courteous to the Officers/Employees/Visitors. They should be polite but firm, disciplined, physically fit and alert all the time while on duty.

4. Safeguarding Corporation's property against theft, damage, misuse and keeping a watch over the cars, scooters, cycles etc. parked inside the premises / compound; Preventing unauthorized persons, vehicles, animals etc., from entering the premises; preventing even employees from entering office premises during the night without specific permission of the Head of the Office / without identity card / permission letter.

5. Taking charge of personal property found in the Corporation's premises and handing over the same to the authorized official.

6. While on duty, observing carefully the pipelines, electrical fittings, drainage and safety of installations and taking action against damage, breakdown, leakage or wastage and bringing them to the notice of the authorized officials for further remedial action.

7. Preventing unauthorized additions or alterations in the premises being carried out by outsiders or tenants or employees and reporting the matter to the authorized officials.

8. No person will be allowed inside the premises without proper identity and checking; watching entire premises and patrolling the same frequently during the period of duties.

9. No person will be allowed to carry any prohibitive items inside the premises.

10. Carrying out the special orders and instructions given by the authorized officials, confidentially whenever specifically told to do so.

11. Closing and opening of the Office daily as per the instructions of authorized officials.

12. Checking that all doors, windows, ventilators etc. in the office buildings are properly closed after office hours, locking of the main door at night, checking that the electrical lights and air conditioners and other electrical gadgets are properly switched off, wherever necessary.

13. Informing the Office in case of theft or damage to the property or any untoward incident or unusual occurrence.

14. Taking care of the keys under their custody and handing them over to the relieving guard or to any other authorized persons/s whenever required.

15. Ensuring that no person is inside the premises while locking.

16. Taking the following precautions against fire during night time:
a) To switch off all electrical heaters, air conditioners, coolers, etc;
b) To check that no inflammable items such as petrol, kerosene etc., are lying in the premises.

17. Taking the following action in case of a fire:
a) To raise alarm and muster assistance from neighboring buildings / passersby;
b) To contact immediately, the Head of the Department, fire brigade and the police;
c) To try to put out the fire by using the fire extinguishing appliances available;
d) Should act immediately in case of fire alarm alert. To identify the zone in the fire panel. Check the fire sensor for any smoke or fire in the area and act promptly to douse the fire. In case of fake alarm immediately inform electrical person on duty..

18. Preventing any person whether employee or others – from writing on the walls of the building or compound, pillars, doors or windows of the building, pasting or hanging notices, hand bills, posters, etc., or otherwise disfiguring the office or compound walls.

19. Observing strictly instructions / orders as would be given from time to time by the authorized officials.

20. All entry and exit gates will have to be closed as per the time schedule given by the Competent Authority.

21.All vehicles will have to be allowed from gate only after thorough checking.

22. A prescribed register will have to be maintained by the Watch & Ward Guards at the Security Room. Each visitor allowed will have to enter his / her name, address, date and time of entry / exit etc. in the register. No person will be allowed without proper identity, proper checking and entry in register.

23.The Watch & Ward Guards must ensure timely switching on / off all the lights, fans, etc. in the premises, turning off water taps wherever water is flowing etc. every day.

24. Every day Watch & Ward Guards will have to sign the Muster Roll.

25.Gate Pass (duly signed by the Competent Authority) must be insisted upon before allowing any office items to go outside the premises.

26.The Watch & Ward Guards should be properly trained to rescue passengers from lifts in case of lift failure, operation of fire fighting equipments, operation of monitoring of baggage scanners, metal detectors and CC TV system.
27. Caretaker duties in case of persons engaged for Guest house

LIC of India, Divisional Office, "Jeevan Prakash",
Kurien Uthup Road , Nagampadom, Kottayam 686001

TENDER NO.-KOTTAYAM DO/ESTBL-1/ 2025-26

Eligibility Conditions:

1. The Bidder should have its Head/Regional/Branch Office at KOTTAYAM with suitable training facilities for Watch and Ward Services. Workers should be knowing Malayalam language.

2. a) The Bidder should have a valid license issued under Private Security Agencies (Regulations) Act.

b) The Bidder should have a valid Agreement Labour License under the Agreement Labour Act 1970 and Agreement Labour (Regulation and Abolition) Central Rules,1971

c) The Bidder should have on their wage roll minimum 100 workers as on 31.03.2025.

3. The Bidder should have valid Provident Fund/Professional Tax/ESIC/Goods and Service Tax/Shops and establishment (if applicable) Registration.

4. The Bidder should have minimum 3 years experience of dealing in the field of providing Watch and Ward Services to reputed organizations and also should have an average turnover of minimum Rs. 2 crores during last 3 financial years. The Bidder should have sound financial capacity/credit worthiness acceptable to LIC of India.
Point no 4 above is subject to norms regarding Micro & Small Enterprises in Public Procurement. However , this tender is INDIVISIBLE.

5. The Bidder should not have been black listed in past by any Offices of LIC/PSU/Govt. Organization. The Bidder should not have rescinded /abandoned any Security Agreement awarded by any of his clients before expiry of prescribed period of Agreement.

6. The Bidder should not have been at any time declared insolvent or convicted for any offence and should not have been prosecuted or suffered any penalty for violation of any Labour law or any other law by any court or any other Government Authority.

7. The Bidder should not have suffered at any time any disqualification of any nature not enumerated here in above to render the Security Services

LIC of India, Divisional Office, "Jeevan Prakash",
Kurien Uthup Road , Nagampadom, Kottayam 686001

TENDER NO.-KOTTAYAM DO/ESTBL-1/ 2025-26

INSTRUCTIONS TO BIDDERS (FOR WATCH and WARD SERVICES)

1. The tender forms will be issued from 17.02.2026 (between 11.00 am to 3.00 pm on week days except Sundays, Saturdays & Holidays) on payment of non-refundable tender fee of Rs. 500/- + GST @ 18 % R s 90/ - Rs. 590/ - (Rupees Five hundred ninety only) in cash or by Demand Draft on any Nationalized/Schedule Bank in favour of "Life Insurance Corporation of India" payable at Kottayam at the cash counter at Divisional Office, Kottayam.

2. The Miscellaneous Receipt issued at our cash counter for the payment made for the Tender Fee is to be enclosed with the Technical Bid. For the tender forms downloaded from website, Demand Draft/Bankers Cheque for Rs 500/- +GST @18% i.e. Rs 90/- (Total Rs 590/- non-refundable) payable at KOTTAYAM to be enclosed along with Technical Bid towards the cost of tender application.

3. The Terms and Conditions along with the Tender Notice, Scope of work / Duties of Security service persons, Tender Schedule and Instructions to bidders, Eligibility Conditions, Technical bid, Financial bid, Integrity Pact, all other clauses and enclosures will form part of the tender to be submitted by the Bidder to LIC of India, herein after termed as "Corporation".

4. Tenders should be filled with neat, legible and correct entries. Indistinct figures should be avoided. The amount/ rates should be filled in figures as well as words. Correction/ Omission/ Overwriting/ Cutting should be dated and initialed. If there is difference in words and figures, the rates written in words shall be taken for calculation. In case the space in the tender document is found insufficient, the Service Provider may attach separate sheets.

5. **The tender should be signed at all places provided therein. Also all pages and corrections/ alterations should be initialed. Each sheet of the tender document is required to be signed along with the seal by the authorized person/ persons** submitting the tender in token of his/ their having acquainted themselves with the Tender Notice, Scope of work / Duties of Security service persons, Tender Schedule, Instructions to Bidders, General Terms and conditions, Eligibility Conditions, Technical Bid, Financial bid, and all other clauses of this tender document. Any tender document not so signed may be liable for rejection.

6. The LIC of India reserves the right to reject an offer if it is incomplete /not accompanied by all stipulated documents as required /if any of the terms and conditions stipulated in this document are not accepted and in case of incorrect and invalid data submitted.

7. The offers are to be submitted **in two Bid systems i.e. Technical Bid and Financial Bid**. Both Bids must be submitted at the same time giving full particulars in the prescribed formats but in separate sealed covers. Three envelopes duly sealed should be used for submission of Tender as under:

ENVELOPE NO – 1 (should contain)

(a) Technical Bid (as per Annexure A) submitted with all related documents.

(b)Tender Fee of Rs 500/- + GST 18% Rs 90/- (Total Rs 590/- non Refundable) by Demand Draft/Bankers Cheque favouring Life Insurance Corporation of India payable at KOTTAYAM, if not paid earlier at our cash counter at KOTTAYAM Divisional Office
OR
Miscellaneous receipt for payment of Rs.590/- issued by LIC of India KOTTAYAM Divisional Office in payment of tender fee+GST.

(c) Earnest Money Deposit of Rs. 45000/- in the form of Demand Draft in favour of Life Insurance Corporation of India, payable at Kottayam . Bidders have to submit duly signed "Bid Security Declaration" as per Annexure G.

(d) Other documents like Instructions to Bidders, Terms and Conditions, Eligibility Condition, Annexure – A, Annexure – C and Annexure – D, Annexure – E (on stamp paper of Rs.100/- duly notarized) duly signed and sealed on all pages.

This envelope should be sealed properly and super scribed as "Technical Bid- Tender for Watch & Ward Services- L I C of India, Kottayam Division".

ENVELOPE NO – 2 (should contain)

Financial Bid (as per Annexure B): Rate of daily wages per person for 8 hours duty, Agency Commission/administrative charges etc duly completed, sealed and signed. This envelope should be sealed properly and super scribed as "Financial Bid- Tender for Watch & Ward Services – L I C of India, Kottayam Division."

Rates of wages to be quoted in Financial Bid (Annexure-B) should not be less than the minimum wages rates Under Central / state wage Act (whichever is higher) failing which the tender will be rejected.

In case the service charges quoted by the Service Provider are found to be less than 3.85% of the wages (Basic+VDA+ESI+EPF+Bonus) quoted, tender is liable to be rejected.

In case of identical lowest bid by more than one bidder, the selection will be made by giving priority to the Service Provider having more turn over for the F. Y. 2024-25 . The decision of the Senior Divisional Manager in this regard will be final.

ENVELOPE NO – 3 (should contain)

Both the above envelopes (Envelope 1 & 2) are to be placed in Envelope no 3 super scribed as "Tender for Watch and Ward Services at Various Locations in L I C of India KOTTAYAM Division

8. The duly filled in and completed tender should be submitted to

THE SENIOR DIVISIONAL MANAGER
L I C OF INDIA, DIVISIONAL OFFICE
"JEEVAN PRAKASH", Kurien Uthup Road
Nagampadom, Kottayam -686001.

9. The Technical Bid will be opened on 10.03.2026 at 11.45 AM in the presence of Bidders or their authorized representatives who may like to remain present. All Bidders are advised to remain present (self or representative) in their own interest. The authorized representative must bring an authority letter from the bidder. Only properly sealed tenders will be opened. Unsealed or improperly sealed tenders are liable to be rejected. Conditional bids will also be summarily rejected.

After scrutiny of the technical bids, in order to satisfy itself about the nature and quality of services rendered by the tenderer, LIC of India may depute its Officer (s) or authorized representative to visit the Establishments mentioned by the bidder. Besides, LIC of India may also arrange for verification of any document/ testimonial submitted by bidder in support & compliance of technical criteria as laid down in the tender document. It will be mandatory for the bidder to extend full cooperation to LIC of India so that necessary verification is completed without any delay. In case the bidder fails to co- operate or where after verification it is revealed that bidder does not meet with the criteria as laid down in the Tender Document, then his bid would be considered as non- responsive/unqualified bids and the same will not be processed further.

10.The financial bids of only those bidders, whose Technical Bid offer are found suitable to the Corporation, will be opened at a later date. The date of opening of financial bids will be intimated to those bidders only.

11. EMD : Earnest Money Deposit of Rs. 45000/- in the form of Demand Draft in favour of Life Insurance Corporation of India, payable at Kottayam . Bidders have to submit duly signed" Bid Security Declaration" as per Annexure G. .

12. Security Deposit: Successful Tenderer must deposit Security Deposit for Rs.18,00,000/- Rupees Eighteen Lakhs Only), Rs. 500,000/- (Five lakhs only) in favour of LIC of India, by demand draft payable at Kottayam and balance of Rs. Thirteen lakhs by Bank guarantee in favour of LIC of India , KOTTAYAM within 15 days of receipt of the communication about its selection as successful Tenderer /Bidder and the same amount will be refunded without interest after expiry of the Tender Term on satisfactory performance of the Agreement.
13. The Successful bidder shall execute and submit Integrity Pact on stamp paper of Rs 500/- as per Annexure F in this tender document and submit along with contract before taking over.

14.The following documents should be enclosed with the Technical Bid:

a. Certificate of Registration under Companies Act, 1956/2013/Partnership deed with proof of registration of firm/Individual Firm.

b. Copy of the PAN. as allotted by the Income Tax Department.

c. Certificate of the Labour License/Statutory Licenses as required by any Central or State Government Act.

d. License Issued under Private Security (Regulation) Act, 2005 to operate as Watch and ward Service Provider

e. Copy of the Goods and Service Tax Registration

f. Copy of the E.P.F. registration

g. Copy of the E.S.I. registration

h. An affidavit as per Annexure-E on stamp paper of Rs 50/-stating that the applicant is not facing any blacklisting from any establishment of Central Government or State Government or PSU for breach of agreement

i. Income Tax Returns for last 3 years

j. Audited Accounts, Balance Sheets, and Profit and Loss Accounts for last 3Years.

k. Work orders of existing major Agreements with large Institutions/PSUs/Govt. Organisations.

l. Work orders confirming no. of persons employed by the Bidder as on 31/3/2025.

m. Permission from Police Authorities for operating as Security Service Provider.

n. Particulars of bank account(Copy of Passbook/copy of cancelled cheque leaf)to be enclosed.

15. Non submission of documents referred to in Technical Bid/ Non-disclosure of relevant information or furnishing of incorrect information, documents will disqualify the bid.

16.All the pages of the tender form are to be signed by the bidder. In case of joint ownership, all owners have to sign on all the pages of the bids (Technical and Financial bids). Incomplete bids and bids lacking in details and without signatures are liable to be rejected.

17.Bidder should note that their tenders will remain open for consideration **for a minimum period of 06 (Six) months** from the date of opening of Technical Bid.

18.The financial bids will be opened only if at least two Technical Bids are found suitable. In any case single Financial Bid will not be opened.

19.**It may be noted that no negotiations will be carried out, and therefore most competitive rates should be offered.**

20 . In case of identical lowest bid by more than one bidder, the selection will be made by giving priority to the Service Provider having more turn over for the F. Y. 2024-25 . The decision of the Senior Divisional Manager in this regard will be final.

21.The Service Provider may preferably be in the profession for at least 3 years and should have clients who are PSU/Banks/Government Bodies/reputed private firm.

22. The Service Provider may preferably be on the approved panel of at least one reputed organization at **KOTTAYAM.**

23.The Service Provider should have an establishment having good infrastructure at **KOTTAYAM.**

24.The Service Provider is required to provide its NEFT details along with the tender documents.

25.Canvassing in any form will disqualify the tenderer.

26.The short-listed Service Providers will be informed in writing or telephonically by the Corporation for arranging their office inspection if required.

27.The Service Provider is advised to inspect the premises where the services are required to be rendered and assess for requirements themselves before submission of the tender. The prospective Bidders may interact with the LIC Officials of Estate Dept Divisional Office, KOTTAYAM, at the above mentioned address during office hours only to understand the existing infrastructure and facilities, existing deployment pattern of workers, expected requirements of the various locations and the desired level of services which the Service Provider is expected to render during the contractual period etc.

28.Any modification/corrigendum to the Tender or extension of tender submission period shall be uploaded on the web site of LIC of India and shall not be published in NEWS PAPER.

29.LIC of India, reserves the right to accept any tender or to reject any or all tenders at its sole discretion without assigning any reasons thereof and shall not be bound to accept the lowest tender.

Annexure -A

TECHNICAL BID

(To be submitted in a sealed cover super scribed as

"Technical Bid for Watch and Ward Services,LIC of India, KOTTAYAM Division)

1	Name of the Service Provider	
2	Name of the Proprietor/Director of the Firm/Contractor/Company	
	Status of the Service Provider (Individual/Sole proprietor/Partnership/Pvt. Ltd./Public Ltd. etc.)	
3	Full Address of the Service Provider At KOTTAYAM.	
	Telephone Number/s	
	E-mail Address	
4	If the Head Office is other than the one in 3 above, Give Full Address of the same.	
	Telephone Number/s	
	E-mail Address	
5	**Bank Details of the Service provider**	
	Name of Beneficiary/ Account Holder	
	Account Number	
	Name of the Bank	
	Branch & Address of the Bank	
	IFSC code of the Bank	
	Nature/Type of Bank A/C (SB/Current,etc)	

	MICR Code of the Bank		
6	**Statutory Requirements** : Mention Registration Number/License Number ***(Certified/Attested copy of each document should be attached)***		
a)	LabourLicence Nos. and validity under various provisions of Labour Laws (Central/State)		
b)	PAN Number		
c)	**GST Registration Number** (Attach certified copy)	Name	
		Complete State	
		Name	
		State Code	
		PAN Number	
		GSTIN Number	
		Contact Person	
		Phone Number	
		Mobile Number	
d)	ESI Registration Certificate		
e)	Registration under Employee Provident Fund Act.		
f)	License issued under Private Security Agencies (Regulations) Act.by Police Authorities		
g)	Profession Tax Registration No.		
h)	Details of Registration under Shops and Establishment Acts (if applicable)		
i)	Details of ISO-9001:2015 certificate with its validity period if any		
7	**Income Tax paid for the last 3 FYs** (Copies of returns to be enclosed)	**2024-25**	
		2023-24	
		2022-23	
8	Since when and how long the firm has been dealing in Security Services		
9	No. of Watch and Ward service persons on Roll as on 31.03.2025 *(Please enclose copies of work order/wage bills)*		
10	MSME/NSIC Registration details		

11. Details of Application Fee

Details of demand Draft	Tender Application Fee (590/-)
Demand Draft/Pay Order No.	
Date of DD/Pay Order	
Name of Issuing Bank	
Branch of Issuing Bank	
Address of Issuing Bank	

12. Details of existing Clients (Large institutions/PSUs/Govt. Organisations/LIC etc.) (Attach copies of work order for each client)

Sl No	Name of the Company & Address	Details of Service Provided	Period : From -- To	No. of Persons Deployed
1				
2				
3				

13. Turnover of the Company/Partnership Firm/Proprietorship for the Financial years as per details given below (Please attach a copy of audited Balance Sheet and Profit & Loss Account for all the three years) :-

Sl No.	**Financial Year**	**Turn Over (In Lakhs)**
1	**2024-25**	
2	**2023-24**	
3	**2022-23**	

Note: Please type this form or fill it up legibly in ink. If space provided is insufficient please type or write the replies on a separate sheet giving appropriate question numbers duly authenticating the same with seal & signature and attach it to the form. All original documents & certificates should be submitted for verification when required by LIC of India.

DECLARATION

1. I ....., Son/Daughter/Wife of Shri ....., Proprietor/Director/Authorized Signatory of the Firm/Contractor/Company mentioned above is competent to sign the declaration to execute this Tender Document.

2. I/We have carefully read and under stood all the points including terms and conditions of the Tender and undertake to abide by these terms and conditions.

3. I/We agree that the decision of the Corporation in selection of Service Providers will be final and binding upon us.

4. The information/Documents furnished along with the application are true and authentic to the best of my knowledge and belief. I/We am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate Law.

5. I/We agree that I/We have no objection if enquiries are made about the work performance with our clients mentioned under item 11 above.

Place:
Date:

Signature of Tenderer with Seal
Name:

Designation:
Address:

Annexure - B

FINANCIAL BID

(To be submitted in a separate sealed envelope marked as "Financial Bid Tender for Watch & Ward Services)

Sl.No	Particulars		Watch and Ward Services (Without
			In Rupees.
1	Basic+ VDA wages for 8hrs duty as per latest Central /State Mini. Wages Act (C-Class)(whichever is higher)		**Basic VDA Total**
2	EPF @_____%		
3	ESI@_____%		
4	Bonus as per rules		
5	Total for one day ((1)+(2)+(3)+(4)) - **(A)**		
6	**Agency Commission/ Administrative Charges:**	**% of (A) above**	
		Amount (B)	
6	TOTAL in (5)and (6) (A+B)		

NOTES:

- **Agency Commission/ Administration charges will remain fixed as percentage of (A) above irrespective of any increase/ decrease in the rates of wages throughout the tenure of the agreement. The competitive rate (%) of service charge quoted in (6) above will be the base for the final acceptance of the Financial Bid.**

- Month will be defined as 26 days including public holidays for all statutory purposes
- **Payments will be made for the actual number of days each personnel worked in a month. No payment will be made in case of their absence.**
- The definition of month as above may be changed from time to time as per order / notification of Government of India / Life Insurance Corporation of India.
- No person should be given more than one shift per day.
- Adherence to Statutory requirements is the sole responsibility of the Security agency/company.

- Service Charge should include contractor's cost towards any OTHER STATUTORY BENEFITS TO WATCH & WARD PERSONNEL not explicitly mentioned in Financial Bid as well as all other expenses likely to be incurred by him FOR PROVIDING the service including costs to be incurred for any equipment, uniforms, identity cards and any other items required for rendering the security services as per the terms and conditions of the contract. Payment for weekly off and all other statutory payments including payment for public holidays to be paid for personnel employed by the Tenderer shall be the responsibility of the tenderer as per statutory provisions and applicable laws & rules.

- The rate of service charge quoted in (6) above should include all the above aspects.
- **"NIL" Agency Commission or amount lesser than 3.85% will not be accepted.**

- All locations shown under Annexure D falls under under Category "C" and hence the rates quoted should be that applicable to Category " C" locations
- TDS at applicable rates will be recovered from the amounts payable.

- The minimum wages as per Central / State Govt. . Copies of both Central Governments and State notifications to be enclosed.
- Goods &Service Tax (GST) payable as per existing rules / laws.

- Payment of bill based on actual manpower deployed and applicable minimum wages & service charges will be made on production of documentary evidence of payments of wages and other statutory payments to the workers deployed by the contractor including PF, ESIC etc.

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions of the contract and undertake myself/ourselves to abide by them.

Authorized Signatory,
Name:
Designation:
Address:

Date:

Seal of the Firm/ Company.

Annexure-C

General Terms and Conditions & Penalties for Watch & Ward Services:

1. The Terms and Conditions along with the Tender Notice, Scope of work / Duties of Watch and Ward persons, Tender Schedule and Instructions to bidders, Eligibility Conditions, Technical bid, Financial bid, Integrity Pact, all other clauses and enclosures will form part of the tender to be submitted by the Bidder to LIC of India, herein after termed as "Corporation".

2. Tenders should be filled with neat, legible and correct entries. Indistinct figures should be avoided. The amount/ rates should be filled in figures as well as words. Correction/ Omission/ Overwriting/ Cutting should be dated and initialed. If there is difference in words and figures, the rates written in words shall be taken for calculation. In case the space in the tender document is found insufficient, the Service Provider may attach separate sheets.

3. The tender should be signed at all places provided therein. Also all pages and corrections/ alterations should be initialed. Each sheet of the tender document is required to be signed along with the seal by the authorized person/ persons submitting the tender in token of his/ their having acquainted themselves with the Tender Notice, Scope of work / Duties of Watch & Ward service persons, Tender Schedule / Instructions to Bidders, General Terms and conditions, Eligibility Conditions, Technical Bid, Financial bid, and all other clauses of this tender document. Any tender document not so signed may be liable for rejection.

4. LIC of India reserves the right to reject an offer if it is incomplete /not accompanied by all stipulated documents as required /if any of the terms and conditions stipulated in this document are not accepted and in case of incorrect and invalid data submitted.

5. EMD: Earnest Money Deposit of Rs. 45000/- in the form of Demand Draft in favour of Life Insurance Corporation of India, payable at Kottayam . Bidders have to submit duly signed "Bid Security Declaration "as per Annexure G.

6. Security Deposit: Successful Tenderer must deposit Security Deposit for Rs.18,00,000/- Rupees Eighteen Lakhs Only), Rs. 500,000/- (Five lakhs only) in favour of LIC of India, by demand draft payable at Kottayam and balance of Rs. Thirteen lakhs by Bank guarantee in favour of LIC of India , KOTTAYAM within 15 days of receipt of the communication about its selection as successful Tenderer /Bidder and the amount of Rs. 500000/- paid by Demand Draft will be refunded without interest after expiry of the Tender Term on satisfactory performance of the Agreement.

7. i) Rates of wages to be quoted in Financial Bid (Annexure-B) should not be less than the minimum wages rates under Central / State wage Act failing which the tender will be rejected.

ii) In case the service charges quoted by the Service Provider are found to be less than 3.85% of the wages quoted, tender is liable to be rejected.

iii) In case of identical lowest bid by more than one bidder, the selection will be made by giving priority to the Service Provider having more turn over for the F. Y. 2024-25 . The decision of the Senior Divisional Manager in this regard will be final.

8. There should not be any deviation in Terms and Conditions as have been stipulated in the tender documents.

9. The Service Provider shall provide the above said services at such times and in such manner as communicated by the CORPORATION from time to time.

10.The "Service Provider" undertakes to provide service through its own enrolled persons at its own costs, expenses and the "Corporation" shall not make any payment what so ever by way of emoluments to such persons directly.

11.(1) Duty hours of Watch and Ward persons will be on 8 hours basis and time slot will be decided by CORPORATION and communicated to the Service Provider for providing Watch & Ward services. Under no circumstances will the Watch and Ward persons be forced to do two consecutive shifts.

(2) The Watch & Ward services are required in 2 types of shifts – General & 3 Shifts. In respect of "3 shifts", Watch & Ward Personnel are required round the clock on all days. For "General shift" guards are to be deployed only during office hours on working days. They need not be deployed on Sundays & Saturdays of every month and days on which Holiday is declared under Negotiable Instruments Act by State/ Central Governments. The list of such holidays can be obtained from OS Department of the Concerned L I C Offices.

12.The punctuality & quality in rendering of the said services are the essence of the Agreement and the Service Provider undertakes to abide by them at all times.

(a) The Service provider should ensure that Supervisors are available to supervise the work of the Persons deployed by them. The Service Provider will keep check of their workers in respect of the attendance /duties/vigilances regularly and will maintain complete records in this regard which shall be made available for inspection by authorized official of the Corporation at all times in the respective buildings/offices.

(b) Night checks: The Service Provider must check the Watch and Ward persons during nights wherever 3 shifts duties are assigned. Minimum 4 night checks at all sites in a month must be carried out and report to be submitted to the Divisional Office.

(c) The Service Provider shall give the duty allocation chart mentioning the names of the workers deployed at various locations to the department daily. Rotation of the guards will be done every fortnight.

(d) The Service Provider will provide proper uniform, shoes, whistle, torch, batteries, rain coat etc. to the Watch and Ward persons. The Maintenance/replacement cost shall be borne by the service provider and not to be charged from the guards.

(e) **The Service Provider should provide photo identity cards to all the Watch & Ward Guards at their own cost.**

13.The Service Provider of Watch & Ward Services shall ensure that all Watch & Ward service persons deployed by it shall be well mannered, disciplined, alert, skilled, healthy, honest, conversant with their nature of job do not suffer from any infectious disease and should not have history of any criminal nature.

14.(1) No relationship of employer and employee shall be created between the CORPORATION and the workers engaged by the Service Provider.

(2) Nothing in this tender shall be deemed to create any partnership, joint venture, between LIC of India and the Service Provider or their Representatives and workers 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 Service Provider is an independent Service Provider and not an employee, agent, associate or authorized representative of LIC of India and the Service Provider undertakes that it shall not undertake any obligation or liability in the name of or on behalf of LIC of India, whatsoever.

15. Uniform is mandatory and should be provided after commencement of the Agreement, uniform will have to be provided immediately to subsequently engaged Watch & Ward persons by the Service Provider.

16.The Service Provider alone shall have the right to take disciplinary action against any person(s) engaged by him; while no right whatsoever shall vest in any such person(s) to raise any dispute and/or claim whatsoever against the CORPORATION. The CORPORATION shall, under no circumstances be deemed or treated as the employer in respect of any person(s) engaged by the Service Provider for any purpose whatsoever nor would the CORPORATION be liable for any claim(s) whatsoever of any person(s) of the Service Provider.

17.In case Corporation is required to meet any liability in respect of any person(s) engaged by the Service Provider by virtue of their working at the premises of the CORPORATION, it would be open and lawful for CORPORATION to deduct the amount(s) of any such liability from and out of dues payable to the Service Provider.

18.The Service Provider shall be responsible for all injuries and accidents to persons, engaged/deployed by him.

19.The Service Provider shall be responsible for the conduct and behavior of his workers. If any worker of the Service Provider is found misbehaving with the CORPORATION staff, the Service Provider shall take necessary and appropriate action immediately. Non- Disclosure of Confidential Information will also be the sole responsibility of the Service Provider. For this the Service Provider shall depute persons of good integrity and honesty who will not divulge information in his possession by virtue of his working in the premises of the Corporation. Service Provider shall be liable for any loss caused to the Corporation due to any such wrongful disclosures.

20.In the event of any loss/damage being occurred to the CORPORATION on account of the negligence of the Service Provider's workers, the Service Provider shall make good the loss sustained by the CORPORATION either by replacement of the material/equipment or payment as compensation.

21.The Service Provider shall not appoint any sub-Service Provider to carry out any obligations under the Agreement.

22.The Service Provider shall take proper instructions from the CORPORATION for the execution of the Agreement at the different places and will faithfully comply with the same during the currency of the Agreement.

23.The Service Provider Providing Watch & Ward Services shall provide the names, local and permanent addresses, and mobile no, ID Proof and bank details of all the Watch & Ward persons deployed to the Corporation Offices.

24. If the Service Provider commits any breach of any of the terms and conditions hereof and/or fail/neglect to carry out any instructions issued to him by the CORPORATION from time to time, it shall be open and lawful for the CORPORATION to terminate this Agreement forthwith without assigning any reason and can get the work done by any person(s) or through any other Service Provider at the risk and cost of the Service Provider and the Service Provider shall have no right to claim any compensation whatsoever on this account.

25.No advance payment shall be made against the work order. All payments to the Service Provider shall be made by National Electronic Fund Transfer only after Tax Deduction at Source (T.D.S.) as per the provisions of Income Tax Act and GST Act 2017 as amended from time to time and a certificate to this effect shall be provided to the Service Provider. The Service Provider shall raise the invoice / bill and the CORPORATION agrees to pay such invoices/bills within 15 working days of receipt and acceptance of the invoice/bill, as per terms and conditions of the tender/agreement. All payments to the Service Provider shall be made by NEFT subject to deductions, withholding of all applicable taxes, penalties and charges from time to time in force.

26.The Service Provider will provide Watch and Ward persons in locations as per "Annexure D" under the Agreement. Initially the service will be provided at selected locations under Annexure D and **Corporation reserves the right to increase or decrease number of Watch and Ward persons as against the present requirement enumerated in Annexure-D**. Corporation may also decide whether Watch and Ward services are required or not at any office/ location. In case the corporation needs services of additional workers at other offices of the Corporation, the Service Provider will have to provide them on the same terms and conditions of the Agreement inclusive of rate.

27.All the services under the Agreement and any other work of similar nature, which will be entrusted to the Service Provider from time to time by the Corporation, are to be rendered without causing any hindrance or disturbance to any staff member of the Corporation working during the normal working hours. The work shall be carried out efficiently in consonance and in conformity with the standards of highly alert, efficient and effective Watch & Ward service.

28.The Corporation shall always have the right to conduct a search of the Service Provider's workers/representatives and/or any of their vehicles used for transportation of materials while entering/going out of the Corporation's premises or inside the premises.

29.If the Corporation notices that the workers of the Service Provider has/have been found negligent/careless in rendering the said services, the same shall be communicated immediately to the Service Provider who will take corrective steps immediately to avoid recurrence of such incidents and report to the designated officer of the Corporation with its action plan.

30.If any of the workers of the Service Provider indulges in theft or any illegal/irregular activities, misconduct, the Service Provider will take appropriate actions against its erring workers and intimate accordingly to the Corporation.

31.The Service Provider shall at all-time indemnify and keep indemnified the CORPORATION against any/all claims of/by its workers including but not restricted to the claims under the

Workmen's Compensation Act,1923; payment of Wages Act,1936; Payment of Bonus Act, 1965; Employees' Provident Funds & Miscellaneous Provisions Act, 2015; Payment of Gratuity Act, 1972, Minimum Wages Act, 1948, Employees' State Insurance Act, 1948 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 other representative of the Service Provider 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 engagement of the Service Provider or not, who provided or provides the said services under this Agreement.

32. The Successful bidder shall execute and submit Integrity Pact on stamp paper of Rs 500/- as per Annexure F in this tender document and to be submitted along with contract before taking over.

33.The workers/representatives of the Service Provider shall never be considered to enjoy any right to enter the premises of the Corporation by virtue of this agreement or otherwise at any time except with the prior permission of the Corporation.

34.In the event of failure of the Service Provider to provide the services or part thereof, as mentioned in the agreement for any reasons whatsoever, the Corporation shall be entitled to procure services from other sources and the Service Provider shall be liable to pay forthwith to the Corporation, the difference of payments made to such other sources, besides damages at double the rate of payment for the period of failure in providing the services or part thereof. Further no payment shall be made for worker who remains absent or where services rendered not found satisfactory.

35.If, at any time, during the operation of the Agreement or thereafter the Corporation is made liable in any manner whatsoever by any order, direction or otherwise of any Court, Government Authority or Tribunal, to pay any amounts whatsoever in respect of or to any of the present or ex-workers of the Service Provider or to any third party, the Service Provider shall immediately pay to the Corporation all such amounts and costs also and in all such cases/events the opinion of the Corporation shall be final and binding upon the Service Provider. The Corporation shall be entitled to deduct any such amounts as aforesaid, from the security deposit and/or from any pending bills of the Service Provider and if such amount is not fully recovered, the Corporation shall be entitled to recover the balance amount through legal recourse.

36.The Service Provider further agrees to absolve the Corporation from all the liabilities in regard to any statutory enactments to the extent applicable to the service provided by the Service Provider. It is clearly understood that if the Corporation be called upon to make any payment to any government authority, the Service Provider shall reimburse such amounts to the Corporation whether such liability arises during the currency of this agreement or after expiry of the period of the agreement. If there would be any claim on the Corporation for any default of the Service Provider or its workers committed during the operation of the Agreement, the Service Provider shall pay the Corporation such amount on demand without protest.

37. **The persons engaged by the Service Provider for providing Watch and Ward services as mentioned herein, shall be the employees of the Service Provider and not of the Corporation. The Service Provider shall be liable to make payments to its said workers towards their monthly wages/salaries and other statutory dues like EPF, ESI, minimum wages, bonus, etc.**

38.The parties hereto have considered, agreed to and have a clear understanding on the following aspects:
a) The Agreement is for providing Watch and Ward services and is not an Agreement for supply of contract Labour.

b) The Corporation shall not be liable for any obligations/responsibilities, Contractual, legal or otherwise, towards Service Provider's workers/representatives or to the said workers/representatives directly and/or indirectly, in any manner whatsoever.
c) That the workers/representatives of Service Provider rendering the services under the Agreement, shall never be deemed to be the workers of the Corporation in any manner whatsoever and shall not be entitled for employment, salary/wages, damages, compensation or anything arising from their deployment by Service Provider for rendering the said services.

39.During the period of Agreement, if the rate of minimum wages payable to the workers deployed by "the Service Provider" increases by central / State govt. 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. No other increase in the amount quoted by the selected Service Provider shall be entertained on any account during the period of the Agreement. In case of any statutory increase in the wages of labour in accordance with the minimum wages notification issued by the appropriate authorities under the Minimum Wages Act from time to time after submission of the tender, the increase in rates of wages mentioned in financial bid shall be set off by the Corporation by giving proportionate increase.

40.The Service Provider, being the employer in relation to persons engaged by him for providing the services under the agreement, shall alone be responsible and liable to pay wages/salaries to such persons which in any case will not be less than the minimum wage as fixed or prescribed for the category of workers engaged by him from time to time by the Central Government and/or any authority constituted by or under any law. Wages shall be paid directly to worker's Bank account, and no unauthorized deductions shall be made from worker's wages. The bidder shall provide monthly bank transfer statement as proof of compliance.

41.The Service Provider shall adhere to and comply with all the laws that may be applicable to him and will extend all the benefits/privileges as applicable to persons engaged by him including that of Provident Fund, ESI, Workmen's Compensation Act, Bonus, Gratuity, Minimum Wages Act etc. In case of any breach of any law, rules, notifications applicable to the workers of the Service Provider, the Service Provider alone shall be responsible and liable for any act(s) of omission and/or commission committed by any workers, agent, representative, attorney, person(s) engaged by him for discharging the obligations under the agreement.

42.The Service Provider shall obtain appropriate license under the Agreement labour (Regulation and Abolition)Act,1970 and the Rules as amended up to date and shall comply with all terms and conditions thereof strictly, and shall keep such license duly validated and/or renewed from time to time throughout the currency of the Agreement.

43.The Service Provider shall pay the wages to Watch & Ward Personnel on or before7th of the following month and make all the statutory remittances like PF, ESI etc well within the stipulated timelines.

44.(A) The Service Provider shall maintain all registers required under various Acts, which may be inspected by the Corporation as well as the appropriate authorities at any time. The monthly bill payment will be made subject to the Service Provider submitting the attested photocopies of the following documents:

(i)Muster Roll/Attendance sheet of the workers signed by the Service provider for the month on the format prescribed in the Agreement Labour (Regulation and Abolition Act, 1970) along with Agreement Labour (Regulation and Abolition) Rules, 1971.

(ii) Salary sheet for the month showing receipt of the wages on the format prescribed in the Agreement Labour (Regulation and Abolition Act, 1970) along with Agreement Labour (Regulation and Abolition) Rules.

(iii) Deposit Challan showing the individual amount of deposit of contribution of provident fund of employees' and employer's share, with the appropriate authority.

(iv) Deposit Challan showing the individual amount of deposit of contribution of ESI of employees' and employer's share, with the appropriate authority.

(v) Receipt and Statement of Bonus (if any payable) paid to the workers (To be submitted in the following Month after making payment)

(vi) Deposit of remittance of contribution of provident fund, ESIC, Goods and service Tax if paid any, should be submitted with a challan separately for LIC of India. It should not contain the contribution of PF and ESI as well as GST in respect of workers of other organizations being serviced by the Service Provider.

(vii) Payment is to be made through NEFT, and a copy of the statement sent to the Bank duly acknowledged by the Bank should be submitted.

(B) All payments to the Service Provider shall be made by National Electronic Fund Transfer only after Tax Deduction at Source (T.D.S.) as per the provisions of Income Tax Act and GST Act 2017 as amended from time to time and a certificate to this effect shall be provided to the Service Provider.

(C) Payment of Monthly wages will be based on actual attendance of the workers deployed at LIC Offices and bills of the Service Provider will be settled accordingly. No advance payment shall be made under any circumstances. The timely payment of wages and statutory dues shall be the responsibility of the Service Provider.

(D) The Service Provider shall remit the GST amounts reimbursed for providing the Watch & Ward services to respective Government authorities for prompt claiming of Input Tax Credit by the Corporation.

45. The Service Provider must ensure that the wages to the Workers are paid within the stipulated time limit as provided under relevant Rules &Regulations/Law/Statute in force. The Service Provider will not link the payment of wages to the workers with settlement of his bills by the Corporation. Payment of bills will be made on monthly basis through NEFT only, provided that the Watch & Ward Services provided were/are satisfactory during the month and subject to deduction of Penalty imposed if any as per terms and conditions of the Agreement. The Service Provider will have to produce the Register of Wages or the Register of Wages-cum-Muster Roll of the preceding month along with the bill to be submitted on or before 7th of every calendar month for verification, to the nominated official of the Corporation. The Service Provider shall raise the invoice/bill and LIC of India agrees to pay

such invoices/bills within 15 working days of receipt and acceptance of the invoice/bill, as per terms and conditions of the Agreement.

46.The Service Provider shall give an undertaking in favour of the Corporation by the 25th of the following month that he has complied with all his statutory obligations and copies of such challans /receipts/list also need to be submitted.

47.The Corporation reserves the right to Remove/ Black list the Service Provider for a period of five to ten years for any deviation from the agreed Terms and Conditions or for any activity observed which is detrimental to the interest of the Corporation. However any order of blacklisting or removal shall be passed after offering a reasonable opportunity of hearing/show cause notice to the Service Provider concerned.

48. (i) The Watch & Ward workers engaged by the Service Provider for deployment at LIC sites should be a major not exceeding 60 years of age, with a minimum qualification of 9th standard and they should have been trained in operating fire fighting equipments and all related security equipments. The Watch & Ward personnel should have Good health &Physique with good eye sight and hearing. They should have dexterity, strength to perform search, handle objects and use force for restraining individuals in case of need. The guards should be medically examined every year for fitness. Any expenditure against medical treatment of the Watch & Ward personnel, if required, shall be borne by the Service Provider and Corporation shall not be held responsible for any expenditure/claim on account of any medical need or exigency.
.The service provider should strictly abide by the provisions of Private Security Agencies Central Model Rules, 2020 regarding the Standard of physical fitness , character and antecedents of persons deployed, , Security training and provision of Supervisor .

(ii) Corporation will not provide any accommodation or food for outsourced personnel nor any payment towards it .The Service Provider shall be responsible for accommodation/food of their manpower if required.

(iii) The personnel deployed must be a citizen of India.

49. Termination of Agreement / Contract:

(1) The Corporation can terminate the Agreement by giving one month's written notice to the service provider without assigning any reason and without payment of any compensation. In the event of the Service Provider wishes to terminate the Agreement, the Service Provider shall have to give at least three months' notice to LIC of India in writing and in either event the Service Provider will move out of the premises of the Corporation with his men and material immediately.

(2) In the event of earlier termination by either parties to the Agreement or expiry of the Agreement, the service provider shall be obliged to continue providing services at the same terms and conditions as provided in the Agreement till such time as LIC of India is able to make any alternative arrangement or LIC of India has agreed in writing to allow the Service Provider to discontinue earlier.

(3) The Corporation also possesses right to terminate the Agreement by giving only a 24 hours' notice to the Service Provider when there is a major default in compliance of the terms and conditions of the Agreement or the Service Provider has failed to comply with its statutory obligations and the security deposit shall also be forfeited, other action such as blacklisting may follow. In that eventuality the Service

Provider will move out of the premises of the Corporation with his men and material immediately. This discretion of termination of the Agreement by the Corporation will be exercised judiciously since the Service Provider is rendering the essential and public utility services.

50.If the Service Provider commits breach of any covenant or any clause of the agreement, the Corporation may send a written notice to the Service Provider to rectify such breach within the time limit specified in such notice. In the event, the Service Provider fails to rectify such breach within the stipulated time, the Agreement shall forthwith stand terminated and the Service Provider shall be liable to the Corporation for losses or damages on account of such breach.

51.If any complaint received orally or in writing against the Service Provider about less payment of wages or demand of any amount for engagement of the duty, etc. it will be viewed seriously and if the complaint is found truthful, then the Agreement may be terminated immediately.

52.PERIOD OF THE AGREEMENT: Shall be initially for a period of one year which may be extended on yearly basis for a further period of maximum two years at the discretion of LIC of India and on consent of the Service Provider at the same terms and conditions if the performance of the Service Provided is found satisfactory to LIC of India.

53. (1) Awardee Service Provider should submit the deed of Agreement with LIC Of India, Divisional Office, KOTTAYAM duly executed on a non-judicial stamp paper of Rs 500/-,as per the draft conditions provided by LIC of India, within 15 days (maximum) of receipt of intimation as above. Failure to sign and non-submission of deed of agreement and Security Deposit by way of DD within 15 days of intimation as above may result in cancellation of selection as successful Service Provider. However CORPORATION at its discretion may cancel the tender and the decision will be final and binding. On signing of the agreement, the Corporation will issue work order and the Service Provider shall start its work within three days from the date of receipt of work order.

(2) If at any stage, it is revealed that documents/certificates/testimonials submitted by the Service Provider are forged or have been manipulated, the work order issued to the Service Provider shall be cancelled and Security amount deposited with LIC of India shall be forfeited without any claim whatsoever on LIC OF INDIA and the Service Provider shall be liable for action as appropriate under the relevant laws.

(3) Without prejudice to any of the rights or remedies under the Agreement, if the Service Provider dies, LIC of India shall have the option of terminating the Agreement without compensation to the legal or other heirs of the Service Provider.

54.In the event of the Service Provider not fulfilling the conditions of the Agreement and the work order, LIC of India reserves the right to forfeit the Security deposit placed with the Corporation, in part or in full and to take such other decision as may be required in the interest of the Corporation. The decision of LIC of India shall be final and binding upon the Service Provider in the matter.

55.The Corporation reserves the right to change, add or delete any conditions described above without consent of Service Provider.

56.Non fulfillment of conditions of the agreement by the Service Provider during the period of agreement will attract the penalties as specified below:

a. Penalty at the rate of Rs.2000/- per day will be levied if the Salaries to the Watch & Ward Personnel are not paid on or before 7th of every month.
b. The workers must be in uniform on all working days, failing which Rs.25/- at applicable rate per person per day of the lapse will be deducted as penalty.
c. No replacement provided for absentees by service provider – Rs.500/- per day per person.
d. Guards missing from duty post / site – Rs.500/- per person.

57.In the event of any dispute or difference arising out of operation of the agreement, the same shall be referred to the sole arbitrator and the sole arbitrator will be appointed by the Sr. Divisional Manager, LIC of India, Divisional Office, KOTTAYAM, whose decision shall be final and binding on both the parties. The venue of arbitration shall be at KOTTAYAM. The provisions of the Arbitration and Conciliation Act, 1996 shall apply to the arbitration.

58.In terms of provision of Section 33(3) of the Insurance Act, 1938, Insurance Regulatory Authority of India (IRDAI) is authorized to verify all such books of account, register, other documents and the data base in the custody of the Service Provider in respect of service outsourced by the Corporation. It shall be the duty of the Service Provider to provide such Documents / statements / information as may be required by IRDAI within such time as may be specified by the IRDAI.

59.In terms of provisions of Section 33(4) of The Insurance Laws (Amendment) Ordinance,2014, Insurance Regulatory and Development Authority of India (IRDAI) if it considers expedient to do so, may direct any person hereinafter referred to as the 'Investigating Officer', to make an investigation as specified under Sec.33(1) or carry out an inspection as specified under Sec 33(2) of The Insurance Laws (Amendment) Ordinance, 2014, who may examine under oath any Manager, Managing Director or other Officer of the Service Provider or the Service Provider where the services are outsourced by the Corporation.

60. Any dispute arising out of or relating to the Agreement shall be deemed to have arisen in KOTTAYAM and shall be under adjudications of a competent Court in KOTTAYAM only.

DECLARATION

I/We hereby agree to all the Terms & Conditions mentioned above without any condition whatsoever.

I/We also further agree that all the deficiencies will attract penalty and the recovery will be affected without any notice to me/us.

Date: Signature

Place: Name & Designation

Seal of the Service Provider

Annexure D

LOCATIONS where Watch & Ward Services may be required

The successful Contractor will be required to provide Watch & Ward services at all the following office premises of the Corporation. Our Branches, Satellite Offices located in Kottayam, Idukki, Alappuzha and Pathanamthitta Districts are

Branches	**Satellite Offices**
Changanacherry	**Karukachal**
Kottayam Branch 1	**CLIA Kottayam, Ettumanoor**
Kottayam,Branch-2	**Pampady**
Kottayam Branch 3	
Pala	**Erattupetta, Kuruvilangad**
Vaikom	**Kaduthuruthy**
Mundakayam	**Kanjirapally**
Divisional Office, Kottayam, Guest House, Kottaym	
RMF Centres at Chingavanam & Nattakom	
Nedumkandam	**Kattappana**
Vandiperiyar	
Thodupuzha	**Cheruthoni**
Adimali	
Kayamkulam	**Harippad, Kayamkulam SO**
Chengannur	**Mannar, Chengannur**
Mavelikkara	**Pandalam, Charumoodu**
Adoor	**Kadambanadu**
Thiruvalla	**Mallapally, Thiruvalla SO**
Pathanamthitta	**Konni, Kozhencherry**
Ranni	**Chittar**

However, before submitting the tender, the bidder may visit the site where intended services are to be provided and satisfy him as to the area requiring Watch & Ward services at the site. No claim on this account shall be entertained by the Corporation under any circumstances subsequently.

Annexure –E

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

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

Whereas Life Insurance Corporation of India, Divisional Office, Kottayam has floated a tender for Watch and Ward 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 the tender.
I / We understand that LIC of India, reserves the right to accept any tender or to reject any or all tenders at its sole discretion without assigning any reasons thereof and shall not be bound to accept the lowest tender.
I / We confirm that we are neither black listed nor facing any blacklisting from any offices of LIC/ establishment of Central Govt./ State Govt or PSU for breach of agreement.

I / We shall at all time indemnify and keep indemnified the LIC of India against any/all claims of/by its workers including but not restricted to the claims under the Workmen's Compensation Act,1923; payment of Wages Act, 1936; Payment of Bonus Act;1965, Employees' Provident Funds & Miscellaneous Provisions Act;2015, Payment of Gratuity Act,1972, Minimum Wages Act,1948, Employees' State Insurance Act,1948 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 other workers 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 or not.

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 Service receiver and it shall be at liberty and is hereby empowered to deduct the amount of any damages, compensation, costs, charges and expenses arising or occurring of any claim of damages, from any sum or sums due or to become due to us. I / We state that Life Insurance Corporation of India has considered my / our bid on the basis of the statement made by me /us in this Affidavit.
I / We further state that non- compliance of any provisions, being a statutory requirement, any misstatement made shall be sufficient reason for Life Insurance Corporation of India to terminate the Agreement and forfeiture of Security Deposit paid by us, besides taking recourse to other legal remedies available in the Agreement.

Signature, Name, Designation and Seal of the service provider

Signed before me
Signature & Seal of Notary

Annexure-F

PRE CONTRACT INTEGRITY PACT

General:

This pre-bid pre-contract Contract (hereinafter called the Integrity Pact) is made on..... day of the month of .....2026 , between, on one hand, the Life Insurance Corporation of India (hereinafter referred to as "LIC") a statutory Corporation established under section 3 of Life Insurance Corporation Act 1956 (XXXI of 1956) and having its Divisional office at "Jeevan Prakash", Kurien Uthup Road, Nagampadam,Kottayam-686001 (hereinafter called the "BUYER" which expression shall mean and include, unless the context otherwise requires, his successors in office assigns) of the First part. And M/s
represented by Shri..... . (hereinafter called the
"BIDDER /SELLER" which expression shall mean and include , unless the context otherwise requires, his successors and permitted assigns) of the Second part.

WHEREAS the BUYER proposes to procure Watch & Ward services for its Offices in Kottayam, Idukki, Pathanamthitta & Alappuzha Districts and the BIDDER/Seller is willing to offer/has offered the Watch & Ward services for its offices at Kottayam, Idukki, Pathanamthitta & Alappuzha Districts and WHEREAS the BIDDER is a private company/public company/Government undertaking/ partnership/ registered export Contractor, constituted in accordance with the relevant law in the matter and the BUYER is performing its function under the LIC Act 1956.

NOW, THEREFORE,

To avoid all forms of corruption by following a system that is fair, transparent and free from any influence/prejudiced dealings prior to, during and subsequent to the currency of the contract to be entered into with a view to:-

Enabling the BUYER to obtain the desired said services at a competition price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement, and

Enabling BIDDERs to abstain from bribing or indulging in any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and the BUYER will commit to prevent corruption, in any form, by its officials by following transparent procedures.

The parties hereto hereby agree to enter into this Integrity Pact and agree as follows:-
Commitments of the BUYER

1.1. The BUYER undertakes that no official of the BUYER, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour or any material or immaterial benefit or any other advantage from the BIDDER, either themselves or for any person, organisation or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting on implementation process related to the contract.

1.2. The BUYER will, during the pre-contract stage, treat all BIDDERs alike and will provide to all BIDDERs the same information and will not provide any such information to any particular

BIDDER which could afford an advantage to that particular BIDDER in comparison to other BIDDERs.

1.3. All the officials of the BUYER will report to the appropriate "CVO" any attempted or completed breaches of the above commitments as well as any substantial suspicion of such a breach.

2. In case any such preceding misconduct on the part of such official(s) is reported by the BIDDER to the BUYER with full and verifiable facts and the same is prima facie found to be correct by the BUYER, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by the BUYER and such a person shall be debarred from further dealings related to the contract process. In such a case while an enquiry is being conducted by the BUYER the proceedings under the contract would not be stalled.

Commitments of BIDDERs

3. The BIDDER commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following:-

3.1. The BIDDER will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER, connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.

3.2. The BIDDER further undertakes that it has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER or otherwise in procuring the Contract or forbearing to do or having done any act in relation to the obtaining or execution of the contract of any other contract with the government for showing or forbearing to show favour or disfavor to any person in relation to the contract of any other contract with the Government.

3.3. Foreign BIDDERs shall disclose the name and address of their Indian agents and representatives in India, and Indian BIDDERs shall disclose their foreign BUYERs or associates.

3.4. BIDDERs shall disclose the payments to be made by them to their Foreign BIDDERs shall disclose the name and address of their Indian agents and representatives in India and Indian BIDDERs shall disclose their foreign BUYERs or associates. agents /brokersor anyother intermediary, in connection with this bid/contract.

3.5. The BIDDER further confirms and declares to the BUYER that the BIDDER is the original owner of the Contractor/ firm /company providing Security Services and has not deployed any individual or firm or company whether Indian or foreign to intercede, facilitate or in any way to recommend to the BUYER or any of its functionaries, whether officially or unofficially to the award of the contract to the BIDDER, nor has any amount been paid, promised or intended to be paid to any such individual, firm or company in respect of any such intercession, facilitation or recommendation.

3.6. The BIDDER, either while presenting the bid or during pre- contract negotiations or before signing the contract, shall disclose any payments he has made, is committed to or intends to make to officials of the BUYER or their family members, agents, brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.

3.7. The BIDDER will not collude with other parties interested in the contract to impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.

3.8. The BIDDER will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.

3.9. The BIDDER/Contractor will not commit any offence under the relevant India penal code (IPC) /Provision of corruption (PC) act .Further improperly, for purposes of competition or personal gain, pass on to others, any information provided by the BUYER as part of the business relationship, regarding plans, technical proposals and business details, including information contained in any electronic data carrier. The BIDDER also undertakes to exercise due and adequate care lest any such information is divulged.

3.10. The BIDDER commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.

3.11. The BIDDER shall not instigate or cause to instigate any third person to commit any of the actions mentioned above.

3.12. If the BIDDER or any employee of the BIDDER or any person acting on behalf of the BIDDER, either directly or indirectly, is a relative of any of the officers of the BUYER, or alternatively, if any relative of an officer of the BUYER has financial interest/stake in the BIDDER's firm, the same shall be disclosed by the BIDDER at the time of filing of tender. The term 'relative' for this purpose would be as defined in section6 of the Companies Act 1956.

3.13. The BIDDER shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee or the BUYER.

4. Previous Transgression

4.1. The BIDDER declares that no previous transgression occurred in the last three years immediately before signing of this Integrity Pact, with any other company in any country in respect of any corrupt practices envisaged hereunder or with any Public Sector Enterprise in India or any Government Department in India that could justify; BIDDER's exclusion from the tender process. The BIDDER agrees that if it makes incorrect statement on this subject, BIDDER can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.

5. Earnest Money Deposit/ Security Deposit

5.1 EMD of Rs. 45000/- payable by Demand Draft in favour of Life Insurance Corporation of India, Kottayam . Bidders have to submit duly signed " Bid Security Declaration" as per Annexure "G". Successful bidder shall deposit Rs. 18,00,000/- as Security deposit (Rupees Five Lakhs in

favour of LIC of India, by demand draft payable at Kottayam and balance of Rs. Thirteen lakhs by Bank guarantee in favour of LIC of India)

5.2 The Security Deposit shall be valid up to the complete conclusion of the contractual obligations to the complete satisfaction of both the BIDDER and the BUYER, including warranty period, whichever is later.

5.3 In case of the successful BIDDER a clause would also be incorporated in the Article pertaining to Performance Bond in the Purchase Contract that the provisions of sanctions for Violation shall be applicable for forfeiture of Performance Bond in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.

5.4 No interest shall be payable by the BUYER to the BIDDER on Security Deposit for the period of its currency.

6. Sanctions for Violations:

6.1 Any breach of the aforesaid provisions by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER) shall entitle the BUYER to take all or any one of the following actions, wherever required:-

(i) To immediately call off the pre contract negotiations without assigning any reason or giving any; compensation to the BIDDER. However, the proceedings with theother BIDDER(s) would continue.

(ii) The Earnest Money Deposit (in pre-contract stage) and/or Security Deposit/ Performance Bond (after the contract is signed) shall stand forfeited either fully or partially, as decided by the BUYER and the BUYER shall not be required to assign any reason therefore.

(iii) To immediately cancel the contract, if already signed, without giving any compensation to the BIDDER.

(iv) To recover all sums already paid by the BUYER, and in the case of an Indian BIDDER with interest thereon at 2% above the prevailing Prime Lending Rate of State Bank of India, while in case of a BIDDER from a country other than India with interest thereon at 2% above the LIBOUR (London Inter Bank Offer Rate). If any outstanding payment is due to the BIDDER from the BUYER in connection with any other contract for any other stores, such outstanding payment could also be utilized to recover the aforesaid sum and interest.

(v) To encash the advance bank guarantee and performance bond/warranty bond, if furnished by the BIDDER, in order to recover the payments, already made by the BUYER, along with interest.

(vi) To cancel all or any other contracts with the BIDDER. The BIDDER shall be liable to pay compensation for any loss or damage to the BUYER resulting from such cancellation/recession and the BUYER shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER.

(vii) To debar the BIDDER from participating in the future bidding processes of LIC for a minimum period of five years which any be further extended at the discretion of the BUYER.

(viii) To recover all sums paid in violation of this Pact by BIDDER(s) to any middleman or agent or broker with a view to securing the contract.

(ix) In cases where irrevocable Letters of Credit have been received in respect of any contract signed by the BUYER with the BIDDER, the same shall not be opened.

(x) Forfeiture of Performance Bond in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this pact.

6.2 The BUYER will be entitled to take all or any of the actions mentioned at para 6.1(i) to (x) of this pact also on the Commission by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER), of an offence as defined in chapter IX of the Indian Penal code, 1860 or Prevention of Corruption Act, 1988 or any other statute enacted for prevention of corruption.

6.3 The decision of the BUYER to the effect that a breach of the provisions of this pact hasbeen committed by the BIDDER shall be final and convulsive on the BIDDER. However, the BIDDER can approach the Independent Monitor(s) appointed for the purposes this Pact.

7. Fall Clause:

7.1 The BIDDER undertakes that it has not supplied/is not supplying similar product/systems/items or subsystems at a price lower than that offered in the present bid in respect of any other Ministry/Department of the Government of India or PSU and if it is found at any stage that similar product/systems or sub systems/items was supplied by the BIDDER to any other Ministry/Department of the Government of India or PSU at a lower price, then that very price, with due allowance for elapsed time, will be applicable to the present case and the difference in the cost would be refunded by the BIDDER to the BUYER, if the contract has already been concluded.

8. Independent Monitors:

8.1 The BUYER has appointed (hereinafter referred to as Monitors) for this Pact in consultation with the Central Vigilance Commission.

Name address of the Monitor(s):

1 Shri. Jose T. Mathew, IFS (Retd.)
House No.37/930,Ebrahim Pillai Lane,
Via Kakkanad, Thrikkakara- 682021
Dt.Ernakulam,Kerela
Email : jtmat507@gmail.com

2 Shri. Sanjay Kumar Srivastava, IAS (Retd)
C-II 2475, Vasant Kunj,
New Delhi-110070
Email: srivastava.sk001@gmail.com

8.2 The task of the Monitors shall be to review independently and objectively, whether and to what extend the parties comply with the obligations under this Pact.

8.3 The Monitors shall not be subject to instructions by the representatives of the parties and perform their functions neutrally and independently. It will be obligatory for him to treat the information & documents of the Bidder /Contractor as confidential.

8.4 Both the parties accept that the Monitors have the right to access all the documents relating to the project/procurement, including minutes of meetings.

8.5 As soon as the Monitor notices, or has reason to believe, a violation of this pact, he will so inform the Authority designated** by the BUYER.

8.6 The BIDDER(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the BUYER including that provided by the BIDDER. The BIDDER will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontractors. The Monitor shall be under contractual obligation to treat the information and documents of the BIDDER/Subcontractor(s) with confidentiality.

8.7 The BUYER will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the parties. The parties will offer to the Monitor the option to participate in such meetings.

8.8 The Monitor will submit a written report to the designated authority** of BUYER/Secretary in the Department/ within 8 to 10 weeks from the date of reference or intimation to him by the BUYER /BIDDER and, should the occasion arise, submit proposals for correcting problematic situations.

9. **Facilitation of Investigation**: In case of any allegation of violation of any provisions of this pact or payment of commission, the BUYER or its agencies shall be entitled to examine all the documents including the Books of Accounts of the BIDDER. The BIDDER shall provide necessary information and documents in English and shall extend all possible help of the purpose of such examination/inspection.

10. **Law and Place of Jurisdiction:**

This Pact is subject to Indian Law. The place of performance and jurisdiction is the seat of the BUYER.

11. **Other Legal Actions:**

The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extent law in force relating to any civil or criminal proceedings.

12 Validity:

12.1 The validity of this Integrity Pact shall be from date of its signing and extend up to 5 years or the complete execution of the contract to the satisfaction of both the BUYER and the BIDDER/Seller, including warranty period, whichever is later. In case BIDDER is unsuccessful, this Integrity Pact shall expire after six months from the date of the signing of the contract.

12.2 Should one or several provisions of this Pact turn out to be invalid; the remainder of this pact shall remain valid. In this case, the parties will strive to come to an Contract to their original intentions.

. The parties hereby sign this Integrity Pact at.....on.....

BUYER BIDDER

Name of the Officer: CEO Designation
Deptt./MINISTRY/PSU
Witness

1.....
1.....

2.....
2.....

(* Provisions of these clauses would need to be amended/deleted in line with the policy of the BUYER in regard to involvement of Indian agents of foreign suppliers.)
** Please specify the "Name of Authority" in place of "Authority Designated" wherever mentioned in the Contract)

Annexure G

"BID SECURITY DECLARATION" By Vendor to L.I.C. OF INDIA
(To be typed in the Letter Head of the Firm/ Agency)

To,
The Sr. Divisional Manager,
Life Insurance Corporation of India,
"Jeevan Prakash", PB No.609,
Nagampadom, Kottayam - – 686001

Dear Sir,

Sub: **"BID SECURITY DECLARATION" - on Tender for Contract for WATCH & WARD SERVICES at Offices of Life Insurance Corporation of India under Kottayam Division**

With reference to the captioned tender, I/We hereby declare that I/We will not withdraw or modify our Bid during the period of validity etc., Further, I/we hereby accept that in case of violation of the above from my/ our part my/our Firm/ Agency will be liable to suspended as specified in the Tender Document.

Dated at ..... this ..... Day of 2026

Authorized Signatories
(Name and Designation, Seal of the Firm/ Company)

MSME Questionnaire

ANNEXURE H

S.No.	Question	
a)	Whether your firm belong to the category of Micro, Small & Medium Enterprises as defined in the Micro, Small & Medium Enterprises Development Act, 2006 " If yes ,specify the category of Micro ,Small or medium Enterprises and whether the enterprise is in manufacturing or service industry.	
b)	Whether registration by filing entrepreneur's memorandum part –II, with the respective District Industries Centre has been done OR is registered under Single Point Registration Scheme of NSIC? If yes then the Entrepreneur memorandum Number is to be mentioned and copy of Acknowledgement of Entrepreneurs memorandum –II and /or Single point registration certificate to be submitted.	
c)	Whether the MSME is owned by SC/ST entrepreneurs and if so, attested true copies of SC/ST Certificate issued by the District Authority to be submitted.	

Dated at ..... this ..... Day of 2026

Authorized Signatories

(Name and Designation, Seal of the Firm/ Company)

Checklist of Self attested copies of documents to be enclosed Along with the Technical Bids:

1	Application for Technical bid and declaration (with all Annexures)
2	Service Provider Registration/Incorporation-certificate
3	Certificate under Shops &Establishment Act, duly renewed
4	License under Agreement Labour (Regulation &Abolition) Act,
5	Agreement (Regulation &Abolition) Central Rules,1971.
6	License Issued under Private Security Agencies (Regulations) Act 2005./Permission of Police Authorities for operating
7	Copies of documents related to status of the Firm(Individual/Sole Proprietor/Partnership/Company).
8	Proof for PF/EPF Registration number
9	Proof for ESI Registration number
10	TAN Copy
11	PAN Copy
12	Copy of Registration Certificate of Goods and Service Tax
13	Income Tax Returns for the last 3 financial years
14	Audited Final Accounts, Balance sheets, Profit and Loss Statements for the last three financial years.
15	Work orders confirming no. of persons employed by the Bidder as on 31/03/2025
16	Affidavit as per Annexure E on stamp paper of value Rs 100/-
17	Bank Account Details for NEFT with a Cancelled cheque leaf or copy of Passbook
18	Signed copy of latest minimum wages notifications by Central /State government along with undertaking to abide by the Labour
19	One copy of tender document (all pages) with all annexures , each page duly signed and sealed by the firm.
20	Declaration on the firm's letter head that bidder has understood all the points in the tender documents and undertake to abide by these terms and conditions.
21	Bid Security Declaration as per Annexure "G" on the firm's letter head
22	Proof of MSME