

Detail of Premises

No of Attendants and Housekeeping staff (Unskilled) Required under mentioned locations

Sr.No	Location	Address	Attendant (Full Time)	Housekeep ing staff (Full time)	Housekeepin g staff(Half time)	Total Staff Required
1	Divisional Office, Rohtak	LIC of India, Divisional Office, SCO – 3,4,5 Sector-1, Rohtak- 124001	2	3	0	5
2	B O Hansi	Opposite Civil Hospital Hisar Road, Hansi-125033 Distt. Hisar	2	1	0	3
3	BO Bahadurgarh	Shyam Ji Complex Delhi Rohtak Road, Bahadurgarh-124507	2	1	0	3
4	BO Gohana	Plot No 1, Sector 7, Gohana-131301 Distt Sonapat	2	1	1	4
5	BO Tohana	Prabhaker Colony, Chandigarh Road, Tohana – 126120 Distt Fatehabad-	2	1	0	3
6	BO Hisar-1	Urban Estate No-2 Near Vishwas School Hissar-125005	2	1	0	3
7	BO Bhiwani	Jeevan Jyoti Bldg. Near City Centre Bhiwani-125021	2	1	1	4

8	BO Hisar-II	Urban Estate No-2 Near Vishwas School Hissar-125005	2	1	0	3
9	BO Sonapat	Jeevan Jyoti Bldg. Sector-15 Sonapat- 131001	2	1	0	3
10	BO Narnaul	Opp. Mini sect. Mohindergarh Road Narnaul- 125001	2	1	0	3
11	BO Sirsa	Jeevan Jyoti Bldg. Old Hospital Road Sirsa- 125055	2	1	0	3
12	BO Fatehabad	Sector-3, Part-II , HUDA Fatehabad- 125050	2	1	1	4
13	EDMS Rohtak of DO Rohtak	Sadhu Complex, Subhash Road, Near Old Palace Cinema, Rohtak-124001	1	1	0	2
14	Rohtak Main	Jeevan Jyoti Bldg., Subhash Road, Opposite Aakashwani Bhawan, Rohtak- 124001	2	1	0	3
15	Charkhi Dadri	M.C. Colony, Opp Lakra Hospital, Main Loharu Road, Charkhi Dadri- 127306	2	0	0	2
16	Mandi	Chautala Road, Mandi Dabwali-125104	1	1	0	2

	Dabwali					
17	S.O. Adampur of Hisar-2 Branch	Shiv Colony, Mandi Adampur- 125052 Distt. Hisar	1	0	1	2
18	S.O. Barwala of Hansi Branch	Hansi Road, Barwala Distt. Hissar 125121	1	0	1	2
19	S.O. Jhajjar of Bahadurgarh Branch	Kosli Mor, Near Corporation Bank Jhajjar- 124103	1	0	1	2
20	S.O. Kharkhoda of Sonapat Branch	Opposite Tehsil office, Sonapat Road, Kharkhoda- 124402 Distt. Sonapat	1	0	1	2
21	S.O. Mahendergarh of Narnaul Branch	Narnaul Road, Opp. HUDA Park, Near Bus Stand Mehendragarh- 123029	1	0	1	2
22	S.O. Ratia of Fatehabad Branch	SCF-21, Mandi Township, Ratia- 125051 Distt. Fatehabad.	1	0	1	2
23	S.O. CLIA Bahadurgarh of Bahadurgarh Branch	SCF 10 MIE Part-A Bahadurgarh, Distt Jhajjar 124507	1	0	1	2
24	S.O. Ellanabad of Sirsa Branch	Nohar Road, Near Under Bridge, Ellenabad- 125102 Distt Sirsa	1	0	1	2

25	S.O. Kosli of Bahadurgarh Branch	Opposite Tehsil, Railway Road, Kosli-122302 Distt. Rewari	1	0	1	2
26	SO CLIA Bhiwani of Bhiwani Branch	Meenu Complex ,Near Rohtak Gate, Naya Bazar Road Bhiwani-127021	1	0	1	2
27	S.O. Gannaur of Gohana Branch	Tehsil Road , Gannaur-Distt Sonapat 131101	1	0	1	2
28	S.O. Meham	OPP. PNB, Hissar Road, MEHAM, Distt. ROHTAK	0	0	1	1
29	S.O.CLIA Rohtak	SHEETAL MALL, Rohtak- 124001	0	0	1	1
		No of Housekeeping staff	41	17	16	74

List of Offices with address under D.O. Rohtak where Supervisor (Semi Skilled) required

Sr.No.	Name of the office	Required no of Supervisor	Address
1.	Divisional Office, Rohtak	1	LIC of India, Divisional Office, SCO – 3,4,5 Sector-1, Rohtak- 124001

NOTE: Vendors are requested to visit the above mentioned premises/ locations before quoting their rates between 11 am to 4 pm during working Days.

MANPOWER REQUIRED

Manpower Profile	No.	Skill Category
Supervisor	1	Semi-Skilled
Attendant	41	Unskilled
House Keeper (Full Timer)	17	Unskilled
House Keeper (half Timer)	16	Unskilled

SCOPE OF WORK OF HOUSEKEEPING SERVICES:

1(i) Scope of Work of Housekeeping persons at Divisional Office, Rohtak Building.

<p>Housekeeping work Divisional Office, SCO – 3,4,5 Sector-1, Rohtak- 124001</p> <ol style="list-style-type: none"> 1. SCO-2 1st & 2nd floor(Area 2000 sq.ft) 2. SCO- 3 Basement, Ground ,1st & 2nd Floor(Area 2900 sq ft) 3. SCO-4 Basement Ground ,1st & 2nd Floor(Area 3700 sq ft) 4. SCO-5 Basement, Ground ,1st & 2nd Floor(Area 3900 sq ft) 	<ul style="list-style-type: none"> • Sweeping and mopping of passage. • Sweeping and wet mopping of reception area, General office Area and Cabins etc with deodorant disinfectants. • Clearing and wet cleaning of waste paper baskets. • Dusting of partitions, doors, walls and Venetian Blinds. • Cleaning of window glasses from inside. • Cleaning of main entrance glass doors/wooden doors. • Cleaning of all ceramic/wooden walls. • Cleaning of wash basin, urinals and mirrors etc. in all the toilets. • Scrubbing and Cleaning of all toilets flooring. • Mopping of the entire toilet floors with deodorant disinfectant and cleaning of wash basins at regular intervals(at least twice a day) throughout the day • Cleaning of Chambers, cubicles, reception area, service area common area, passages, lift area, pantry etc. • Wet cleaning of staircase of all floors with the help good quality soap. • Sweeping and mopping of open terraces. • Sweeping and mopping of fire exit staircase. • Cleaning Office Equipments etc. • Cleaning (Dry) of Car parking area, entire premises within the boundary walls of the building and the basement with the help of suitable brooms & other equipment. Cleaning with water to be done on a periodical basis as stipulated. • All the waste, garbage collected, malwa etc should be removed from every floor and the premises to the dumping area earmarked by municipal authority of the area. Disposal of the waste material /garbage will be the sole responsibility of the agency. • Removal of cobwebs from office premises. • Hourly inspection of Toilets and undertaking necessary cleaning and mopping of the same. <p>(All equipments/materials required for cleaning as described above will be provided by the Contractor</p>
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NOTE: Vendors are requested to visit the above mentioned premises/ locations before quoting their rates between 11 am to 4 pm from Monday to Friday.

**1. (ii) Scope of Work of Housekeeping persons at all the Branches/Satellite offices /EDMS
Center offices under the jurisdiction of Rohtak DO**

Housekeeping work	Work to be done
<p>i) Branches/S.O.'s & EDMS Centre located at various places as per annexure at page no 1 -5.</p>	<ul style="list-style-type: none"> • Sweeping and mopping of passage. • Sweeping and wet mopping of reception area, General office Area and Cabins etc with deodorant disinfectants. • Clearing and wet cleaning of waste paper baskets. • Dusting of partitions, doors, walls and Venetian Blinds. • Cleaning of window glasses from inside. • Cleaning of main entrance glass doors/wooden doors. • Cleaning of all ceramic/wooden walls. • Cleaning of wash basin, urinals and mirrors etc. in all the toilets. • Scrubbing and Cleaning of all toilets flooring. • Mopping of the entire toilet floors with deodorant disinfectant and cleaning of wash basins at regular intervals (at least twice a day) throughout the day. • Cleaning of Chambers, cubicles, reception area, service area common area, passages, lift area, pantry etc. • Wet cleaning of staircase of all floors with the help good quality soap. • Cleaning, sweeping and mopping of open terraces. • Sweeping and mopping of fire exit staircase. • Cleaning Office Equipments etc. • Cleaning (Dry) of Car parking area, entire premises within the boundary walls of the building and the basement with the help of suitable brooms & other equipment. Cleaning with water to be done on a periodical basis as stipulated. • All the waste, garbage collected, malwa etc should be removed from every floor and the premises. • Removal of cobwebs from office premises. • Hourly inspection of Toilets and undertaking necessary cleaning and mopping of the same. <p>(All equipments/materials required for cleaning as described above will be provided by the Contractor).</p>

2. (a) DAILY SCHEDULE:

Daily Schedule under all the mentioned locations for Cleaning/Sweeping shall be as under:

1. Sweeping and mopping of all cabins & area- twice in a day with Phenyle.
2. Dusting of all furniture, walls, ceiling, curtains, venation blinds early in the morning before 9.30 a.m.
3. Cleaning, Washing & replacing the dustbins after removing the waste material from the dustbins.
4. Dusting and cleaning of doors, windows, glass panes, partition walls, AC machines, water cooler, fridge etc.
5. Cleaning toilets, removing stains on floors & walls, keeping air fresheners, filling liquid soap of approved quality in the morning & keeping urinal cubes etc.
6. Cleaning and drying all the toilets at least twice a day.
7. Pantries- removing muck, cleaning and washing of platform drains, sink etc. twice a day.
8. Cleaning of Buckets/Mugs by liquid soap /cleaner on daily basis.
9. Cleaning (Dry) of Car parking area and entire premises within the boundary walls of the building and the basement with the help of suitable brooms & other equipment. Cleaning with water to be done on a periodical basis as stipulated
10. The waste and the eatables in dustbins and waste papers baskets should be removed daily at regular intervals during office Hours without fail
11. The entire building area housing the offices (including the basement, and open area) corridors, staircases
12. Cleaning of carpets, curtains & sofa manually with brush.
13. Cleaning of window panes, frames and grills etc.
14. Provision of branded Air freshener spray for the chambers of all managers.
15. Providing good quality (approved list) soaps/liquid soap in good soap dispenser wherever needed, in sufficient quantity, based on consumption/need at all times—to be checked twice in a day.

2. (b) WEEKLY SCHEDULE:

Weekly Schedule under all the mentioned locations for Cleaning/Sweeping shall be as under:

1. Washing of floors with soap/stain cleaner, removing of webs/insects from walls, ceiling, under tables/chairs/cup boards etc. with vacuum cleaner.
2. Cleaning of taps, wash basins, flushing system, sinks etc. with help of soap, stain cleaner.
3. Polishing of floors.
4. Vacuum cleaning of carpets, curtains and sofa.
5. Brass polishing preferably on Saturday.
6. Wet Cleaning of all dustbins and waste paper baskets.
7. Cleaning, sweeping & mopping of all open terraces.
8. Cleaning of ceramic/wooden walls.
9. Wet cleaning of staircase of all floors with the help good quality soap.
10. Sweeping and mopping of fire exit staircase.
11. Cleaning, Sweeping and mopping of all open terraces/roofs in the premises.
12. Removal of all the waste, broken furniture or malwa if any.
13. Cleaning of blockage in Toilets /drainage as and when required.
14. Cleaning of window panes from inside as well as outside (wherever accessible).

- 2.(c) Cleaning of the Over Head water Tanks/under Ground water Tanks at least once in Three months.

Scope of work of Attendants Services

S.N.	
1	Daily Cleaning of Tables, Chairs, Almirahs, Storage in the Chambers and Departments
2	Attending of Officers and staff members
3	Serving water, Tea, Snacks etc., washing utensils related to these services.

Scope of work of Supervisor

1	Supervisor is required to be present at Divisional Headquarter and will supervise and keep liaison with the housekeeping staff and attendants provided at different locations as provided in the mention locations and will attend to any complaints regarding them.
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LIST OF MACHINERY AND SUGGESTIVE CONSUMABLES

1. The material shall be used of reputed make as specified or approved by LIC.
2. One month material should always be in stock of the contractor.

S.No.	Description of Material/machine required	Manufacturing and Brand Names
1	Facade Cleaning and vaccume cleaning machine	Facade Cleaning and vaccume cleaning machine
2.	Flush Cleaner, Phenyle, lizol	Harpik, Bengal Chemicals/ similar brands
3.	Air freshener installation/ refilling	Odonil ,Dabur (India)/Ambipure / similar brands
4.	Stain/Glass cleaner	Colin/ similar brands
5.	Toilet paper roll	Sandal, Lavender/ similar brands
6.	Liquid Soap	Dettol, Lifebuoy/ similar brands
7.	Utensil Cleaner	Scorch Brite scrubbers/Vim bar/ similar brands
8.	Disposal Bags for Garbage collection	Standard (Biodegradable)
9.	Any other material required for house keeping	Reputed brands material

However, the scope of work may be varied by the LIC with prior notice to the contractor.

If material/equipments as mentioned in the table above is/are not used, appropriate penalty as decided by the Buyer will be imposed and recovered. Before use of any other Brand of material approval from LIC is required.

General points about materials for housekeeping

- The description /Brand of materials/to be used for various housekeeping shall be as specified above.
- All cleaning material such as phenyl, disinfectant, Air freshener, hand wash, liquid soap, sani cubes , squeeze, detergent powders, naphthalene balls etc. shall be provided and arrange by the contractor at its own cost. All the material should be of Good quality and eco friendly.
- The contractor shall arrange for all cleaning , equipments such as Hard Brush/soft brush, Soft/hard/Duster, mops, multi wash, dry mops kit, Glass Cleaner, WC Cleaner, vaccume cleaner, jet pump etc.
- Dustbin (with biodegradable, disposal garbage bags),mugs,small buckets in all offices area, toilets (Common and attached) shall be provided by the contractor and are to be replaced as and when informed by the vendor to the contractor.

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LETTER OF OEM

NOT REQUIRED

Additional Terms and Conditions

The bid includes Four Bunches

1. SUPERVISOR (SEMI SKILLED) (No of Workmen : 1)

ESTIMATED BID VALUE Including GST (RS. 8,29,771.01) INCLUDES (MINIMUM WAGES +VDA+ESI+PF) AS NOTIFIED BY THE GOVERNMENT FROM TIME TO TIME + 3.85% SERVICE CHARGES (Incl. Of GST) ON MINIMUM WAGES.

2. ATTENDANT SERVICES (UN SKILLED) (No of Workmen : 41)

ESTIMATED BID VALUE Including GST (RS. 2,94,08,675.52) INCLUDES (MINIMUM WAGES +VDA+ESI+PF) AS NOTIFIED BY THE GOVERNMENT FROM TIME TO TIME + 3.85% SERVICE CHARGES (Incl. Of GST) ON MINIMUM WAGES.

3. HOUSEKEEPING SERVICES (UNSKILLED) (No of Workmen : 17)

ESTIMATED BID VALUE (Including GST) Rs. 1,21,93,841.07 INCLUDES (MINIMUM WAGES +VDA+ESI+PF) AS NOTIFIED BY THE GOVERNMENT FROM TIME TO TIME + 3.85% SERVICE CHARGES (Incl. Of GST) ON MINIMUM WAGES.

4. HOUSEKEEPING SERVICES (UNSKILLED) (Half Time) (No of Workmen : 16)

ESTIMATED BID VALUE Including GST (Rs. 57,38,278.15) INCLUDES (MINIMUM WAGES +VDA+ESI+PF) AS NOTIFIED BY THE GOVERNMENT FROM TIME TO TIME + 3.85% SERVICE CHARGES (Incl. Of GST) ON MINIMUM WAGES.

THE ABOVE (3 & 4) MENTIONED SERVICE CHARGES INCLUDE THE COST OF CONSUMABLES REQUIRED.

THE SUCCESSFUL BIDDER AFTER AWARD OF CONTRACT IS REQUIRED TO RAISE THE BILL GIVING BIFURCATION OF MINIMUM WAGES PAID + VDA +ESI + PF AND SERVICE CHARGES THEREON.

NO SEPARATE AMOUNT WILL BE PAID FOR CONSUMABLES USED

THE SUCCESSFUL BIDDER AFTER AWARD OF CONTRACT IS REQUIRED TO RAISE THE BILL GIVING BIFURCATION OF MINIMUM WAGES PAID + VDA +ESI + PF + RELIEVING CHARGES AND SERVICE CHARGES THEREON.



ANY VENDOR QUOTING BELOW THE ESTIMATED BID PRICE AS MENTIONED IN THE BID DOCUMENT IN THE FINANCIAL BID IN EITHER OF THE SERVICES WILL BE OUTRIGHTLY DISQUALIFIED.

THE VENDOR HAS TO SUBMIT A DECLARATION IN THIS REGARD AT THE TIME OF SUBMISSION OF TECHNICAL BID THAT THE AMOUNT QUOTED IN THE FINANCIAL BID IS NOT LESS THAN THE ESTIMATED BID VALUE.

Buyer Added Bid Specific Terms and Conditions

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Forms of EMD and PBG

Bidders can also submit the EMD with Account Payee Demand Draft in favour of LIC OF INDIA payable at ROHTAK

Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

3. Generic

Actual delivery (and Installation & Commissioning (if covered in scope of supply)) is to be done at following address
AS PER LIST ATTACHED

4. Generic

Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

5. Generic

Bidders shall quote only those products (Part of Service delivery) in the bid which are not obsolete in the market and has at least 5 years residual market life i.e. the offered product shall not be declared end-oflife by the OEM before this period.

6. Generic

Buyer Organization specific Integrity Pact shall have to be complied by all bidders. Bidders shall have to upload scanned copy of signed integrity pact as per Buyer organizations policy along with bid.

7. Service & Support

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.



8. Service & Support

Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

9. Service & Support

The Service Provider is required to have at least 40 % of the required manpower on service provider's payroll for at least one year. Necessary documents relating to such manpower will be uploaded by the bidder for verification of the buyer. Such manpower will be part of total manpower to be provided by the Service Provider in case he gets the contract against this bid.

10. PAYMENT OF SALARIES AND WAGES: Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

11. Buyer Added Bid Specific ATC

DURATION OF THE SERVICES MAY BE EXTENDED UPTO 6 MONTHS BEYOND THE INITIAL CONTRACT DURATION (SUBJECT TO SATISFACTORY PERFORMANCE AND MUTUAL CONSENT).

THERE WILL BE NO CHANGE IN TERMS AND CONDITION IN CASE OF CHANGE IN LOCATIONS OF OFFICE PREMISE (IF ANY) WITHIN MUNICIPAL LIMIT.

BIDDER TO PROVIDE BREAKUP OF TENDER VALUE (MINIMUM WAGE+PF+ESI+SERVICE CHARGES (IN %)

Additional Terms and Conditions

The bid includes Four Bunches

1. SUPERVISOR (SEMI SKILLED) (No of Workmen : 1)

ESTIMATED BID VALUE Including GST (RS. 8,29,771.01) INCLUDES (MINIMUM WAGES +VDA+ESI+PF) AS NOTIFIED BY THE GOVERNMENT FROM TIME TO TIME + 3.85% SERVICE CHARGES (Incl. Of GST) ON MINIMUM WAGES.

2. ATTENDANT SERVICES (UN SKILLED) (No of Workmen : 41)

ESTIMATED BID VALUE Including GST (RS. 2,94,08,675.52) INCLUDES (MINIMUM WAGES +VDA+ESI+PF) AS NOTIFIED BY THE GOVERNMENT FROM TIME TO TIME + 3.85% SERVICE CHARGES (Incl. Of GST) ON MINIMUM WAGES.

3. HOUSEKEEPING SERVICES (UNSKILLED) (No of Workmen : 17)

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4. HOUSEKEEPING SERVICES (UNSKILLED) (Half Time) (No of Workmen : 16)

ESTIMATED BID VALUE Including GST (Rs. 57,38,278.15) INCLUDES (MINIMUM WAGES +VDA+ESI+PF) AS NOTIFIED BY THE GOVERNMENT FROM TIME TO TIME + 3.85% SERVICE CHARGES (Incl. Of GST) ON MINIMUM WAGES.

THE ABOVE (3 & 4) MENTIONED SERVICE CHARGES INCLUDE THE COST OF CONSUMABLES REQUIRED.

NO SEPARATE AMOUNT WILL BE PAID FOR CONSUMABLES USED.

THE SUCCESSFUL BIDDER AFTER AWARD OF CONTRACT IS REQUIRED TO RAISE THE BILL GIVING BIFURCATION OF MINIMUM WAGES PAID + VDA +ESI + PF AND SERVICE CHARGES THEREON.

12. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

13. Past Project Experience

Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a.Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed. b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.

14. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of LIC OF INDIA payable at ROHTAK

After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.