

CORRIGENDUM – II (Replaces the Corrigendum – I Published on 29.04.2026)

“Tender for Office Upkeep (Semi skilled) and House Keeping (Unskilled) services at LIC, Thanjavur Division”
Date of Tender : 23.04.2026

The above Tender document was published on LIC website on 23.04.2026 , the following changes are to be incorporated in tender document :

- In Tender Page No.1, Point No. 11, it has been mentioned that The sealed Tender of Technical Bid will be opened on 14.05.2026 at 11.00 AM . The concerned Agency / Service Provider may send their representative at the time of opening the Tender. The Representative should carry the Authorization letter in the format given below :

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

The Manager (OS),
LIC of India,
Divisional office,
Thanjavur – 613 001.

Sub : Authorization for attending for BID opening on 14.05.2026

Following person is hereby authorized to attend the Bid opening for Office upkeep and House keeping services Tender on behalf of : _____

Name of the Person :

Specimen Signature :

Signature of Bidder or
Officer authorized to sign
the bid document on behalf
of the bidder alongwith the
seal of the firm.

Date :

Note : Only one representative for any bidder shall be authorized and permitted to attend the bid opening. Such person shall carry this authorization letter and ID Card alongwith him to participate in BID opening.

- The following corrections are to be noted in the Tender document :

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- In Page No.28, in Annexure “C”, Part D – “Scope of Work” in Part (A) HOUSE KEEPING SERVICE (cleaning/sanitation/Sweeping) should include the point that **the Agency while executing the house keeping jobs provide all necessary tools, equipments & branded cleaning materials necessary for carrying out the house keeping jobs, as detailed below :**

DESCRIPTION OF MATERIALS REQUIRED ALONGWITH BRAND NAMES

1. Flush Cleaner, Phenyl / Acid : Lizol, Harpic / Similar standard Brand
2. Odonil /Air Freshner installation/Refilling: Ambipure / Similar standard brand
3. Stain / Glass cleaner : Colin / Similar standard brand
4. Napthalene cube : Sandal / Lavender / Standard brand
5. Liquid Soap / Hand wash : Dettol, Lifebuoy / Similar standard brand
6. Broom / Mop / Wiper / Duster
Buff / Cobweb stick : Available Standard Brand
7. Dustbin / Scrubber / Waste disposal Poly bags : Available Standard brand
8. Duster : Good quality
9. Any other items which are used in cleaning / Sweeping etc : Standard Brand

Sl.no.	Page No.	Written as in the Tender	To be read as
1	Page No.3 Pre-bid meeting	Time & Date 11.00 am on 04.05.2026	Time & Date 11.00 am on 05.05.2026
2	Page No. 4 Part A Point No.3	Minimum of 15 personnel	Minimum of 50 personnel

Sl.no.	Page No.	As per the Tender	To be Replaced with
3	Page No.57 to 61	Financial Bid & Notes (Pages 57 to 61)	Revised Financial Bid & Notes as under (Pages 3 - 7)



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PART - L ENVELOPE-II

ANNEXURE "B"

FINANCIAL BID

Tender No-001 / 2026 -27 / 23.04.2026

Tender for Office Upkeep (Semi skilled) and
Housekeeping (Unskilled) services

LIC OF INDIA, THANJAVUR DIVISION

The consideration for Tender for Office Upkeep (Semi skilled) and House keeping (Unskilled) services.

(PER SHIFT CHARGES)

SI No.	PARTICULARS	Office upkeep(Semi skilled) services Shift of 8 Hrs.Rs. B REGION (Col 1)	
1	Basic.		
2	VDA.		
3	*EPF.(As per rules)		
4	**ESI.(as per rules)		
5	Agency's Service Charge (inclusive of all charges & cost of cleaning materials) in Rupees & %	₹	In Percentage (%)
6	Total per shift in Rupees.		

SI No.	PARTICULARS	Office upkeep (Semi skilled) services Shift of 8 Hrs. Rs. C REGION (Col 2)	
1	Basic.		
2	VDA.		
3	*EPF.(As per rules)		
4	**ESI.(as per rules)		
5	Agency's Service Charge (inclusive of all charges & cost of cleaning materials) in Rupees & %	₹	In Percentage (%)
6	Total per shift in Rupees.		

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SI No.	PARTICULARS	Housekeeping (Unskilled) services Shift of 8 Hrs .Rs. B REGION (Col 3)	
1	Basic.		
2	VDA.		
3	*EPF.(As per rules)		
4	**ESI.(as per rules)		
5	Agency's Service Charge (inclusive of all charges & cost of cleaning materials) in Rupees & %	₹	In Percentage (%)
6	Total per shift in Rupees.		

SI No.	PARTICULARS	Housekeeping (Unskilled) services Shift of 8 Hrs. Rs. C REGION (Col 4)	
1	Basic.		
2	VDA.		
3	*EPF.(As per rules)		
4	**ESI.(as per rules)		
5	Agency's Service Charge (inclusive of all charges & cost of cleaning materials) in Rupees & %	₹	In Percentage (%)
6	Total per shift in Rupees.		

* EPF-> 13% - Salary ceiling Rs.15, 000/- per month (for 26 days)

**ESI ->3.25% - Salary ceiling for eligibility up to Rs.21, 000/- per month

***Bonus : Eligibility salary upto Rs.21,000/- per month and calculated at 8.33% on Rs.7,000/- per month / 26 days (per month).

* The rates quoted shall be inclusive of all these including cost of uniform, training, other overheads, gratuity, profits etc., and taxes what so ever payable and given in service charges(S.NO:5)

MONTHLY CHARGES

Sl. No.	Category	Total amount quoted per shift, as per total of respective columns from 1 to 4, above.	No. of personnel required	Total per day in Rs.	Total for a month in Rs.
		(a)	(b)	(c)	(d)
				(a) * (b)	(c) * 26
1	Office Upkeep (Semi skilled) - Zone B		21		
2	Office Upkeep (Semi skilled) - Zone C		104		
3	House Keeping (Unskilled) - Zone B - 8 Hrs.		8		
4	House Keeping (Unskilled) - Zone C - 8 Hrs.		52		
5	TOTAL PER MONTH (1 to 4)				₹

Please note that S.No.1 to 4 (as quoted the Basic & VDA is as per Govt.of India ,Ministry of labour & Employment ,Minimum Wages Act with effect from 01/04/2026 vide order dated 30/03/2026 issued by Office of Chief Labour Commissioner(C), New Delhi.

Wages are strictly as per Government rules.

Please go through the notes given in page below carefully before filling financial bid.

* Minimum Wages shall be based on the prevailing Central Act. However the companies are free to pay more but not less.

* EPF,ESI,BONUS contribution to be paid for personnel employed by the tenderer shall be the responsibility of tenderer.

NOTES

1) Wages indicated above to be based on Govt of India, Ministry of Labour notification with effective from **01.04.2026** applicable to respective category (Skilled/Semi skilled/unskilled) and would be revised as and when revised by Ministry of Labour & Employment, Govt. of India. The service charges quoted above will be same throughout the contract period including extended period of contract.

2) Service Charges quoted above should be inclusive of expenses likely to be incurred by service provider for providing Office upkeep and House Keeping services including conveyance to supervisors, visits, Holiday salary , Uniforms, Identity cards, insurance (Group Insurance of Rs.2 lakhs per employee and Accident Insurance) and any other item/s required for rendering the House Keeping services for LIC as per terms and conditions of contract and any other statutory and other benefits that the Contractor intends to provide to his/her workers. Lowest bidder will be arrived by the total monthly cost.

3) **Contractor's service charges for rendering House Keeping services cannot be zero or less than 3.85% of Financial Bid (Total monthly charges) mentioned above.**

4) The billing and payment will depend on actual number of personnel deployed by contractor and their stipulated minimum wages according to their respective agency.

5) Payment of applicable minimum wages for actual manpower deployed & 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.

6) The Financial bid should strictly be as per the given format given in the tender. Tenderers should quote **PER SHIFT CHARGES AS REQUIRED ABOVE**. The Service charges of Financial Bid should be in integer and quoted per SHIFT.

7) Merely quoting the lowest rate alone will not confer any right to such tenderer seeking acceptance. **Tenderers quoting less than the Central Minimum Wages or less percentage of PF / ESI/ Bonus and Service charges less than 3.85% will not be considered.**

Separate list should be provided for monthly EPF & ESIC deductions / payment made for deployed personnel by the Agency of Thanjavur Division.



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8) Per shift charges quoted above will be paid for each category personnel.

9) If there is any discrepancy in rates quoted in figures and words, rates quoted in **words** only will be taken for consideration.

10) Adherence to statutory requirements is sole responsibility of the Tenderer.

11) LIC shall reimburse the Bonus at the rates as per the statutory provisions to the vendor only after production of statement of Bonus(if any payable). Bonus shall be paid alongwith monthly salary for the eligible Personnel. The Bonus paid statement should be submitted in the following month after making payment to the workers.

12) The Contractor shall ensure that none of his employees are paid salary/wages which are less than the prescribed amount under the Minimum Wages Act, 1948 by the Government of India or by the State Government or any other Authority constituted by or under any law, for the category of workers employed by them from time to time.

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

Date:

Name:

Designation:

Address:

Signature of the Tenderer with seal



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Except above CORRIGENDUM- II, all the terms & conditions mentioned in the above Tender shall remain unchanged.

Corrigendum- II for the above work shall form part of the Original Tender document dated –23.04.2026.

Tenderers are requested to submit Original tender document along with Corrigendum – II , duly signed failing which the tender may be considered as non – bonafied.

The tenders already submitted up to 05.05.2026, will have to submit this form only duly signed in separate sealed envelope.

Declaration :

I/We have gone through the Tender documents & Corrigendum-1 & have understood the same thoroughly & hereby agree to abide by the terms and conditions enumerated in said annexure as a part of the referred tender dated 23.04.2026.

The Corporation reserves the right to accept or reject any tender without assigning any reason whatsoever.

Date : 05.05.2026

Senior Divisional Manager

Signature of Vendor & Seal