

भारतीय जीवन बीमा निगम

Life Insurance Corporation of India, Central Zonal Office ,Jeevan Shikha,60-B Hoshangabad Road ,BHOPAL (M.P.) -462011

Email- cz_os@licindia.com Tel. No- 0755-2676206, 2517404

PART-A – NOTICE INVITING TENDER (THROUGH GeM PORTAL)

Life Insurance Corporation of India, Zonal Office BHOPAL (hereinafter referred to as “The Corporation”) invites tenders under two-bid system from reputed, licensed organizations/agencies who are providing Garden Maintenance & Horticulture Services in offices in any organization/government/public sector undertaking/private organizations of repute etc for its “Gardens located under jurisdiction of LIC of India Central Zonal Office BHOPAL,” (List enclosed as **ANNEXURE - III**). **Reputed agencies with at-least last three years’ experience can only apply.**

Earnest Money Deposit (EMD) of Rs. **13,400/- (Rupees Thirteen Thousands Four Hundred Only)** should be deposited in our bank account number “**913020035032578**” with IFS code “**UTIB0000044**” & Bank name as “**AXIS BANK, PLOT No.165 A & 166,STAR ARCADE, ZONE-1 M.P. NAGAR,BHOPAL (M.P.)**”

The EMD shall not carry any interest and shall be refunded within three months after the tendering process is over, to the unsuccessful Bidder, in his bank account, as per the details provided in Annexure -II. Please note that the EMD amount of the successful Bidder shall be adjusted towards security deposit (See point 18 of Part B for exemptions).

The tenders received after the last date and time of submission as mentioned in “**BID DETAILS**” shall out rightly be rejected.

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

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

Decision of “The Corporation” will be final, conclusive and binding on the Bidders/ Tenderers, and “The Corporation” takes no responsibility for any delay whatsoever for submission of tender after the last date and time given in the “**BID DETAILS**”.

Any future clarification and/or corrigendum(s) shall be communicated by L.I.C. of India, Central Zonal Office BHOPAL through GeM Portal.

ZONAL MANAGER

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PART B – GENERAL RULES AND INSTRUCTIONS TO BIDDERS

Life Insurance Corporation of India, Central Zonal Office BHOPAL,(hereinafter referred to as “The Corporation”) invites tenders from reputed, licensed organizations / agencies for providing Garden Maintenance & Horticulture Services for its “Gardens located under jurisdiction of LIC of India Central Zonal Office BHOPAL,” (List enclosed as **ANNEXURE - III**), for a period of 1 year (twelve months) extendable by one year on two occasions, depending upon the experience and on the same rates, terms and conditions, at the discretion of Competent Authority.

1. Bidder should note that their tenders/bids will remain valid for consideration for a minimum period of 06 (six) months from the date of opening of Technical Bid.
2. The tender shall be submitted in two parts i.e. Technical Bid (**Part-D**) and Financial Bid as available on GeM (Please refer Part- E Components of Financial Bid for ready reference).
3. Those technical bids which are found to be in order i.e. satisfying all the stipulated conditions for Garden Maintenance & Horticulture Service contract shall be short-listed and financial bids of only such short-listed bidders will be opened.
4. “The Corporation” reserves the right to call for missing / additional requirement / clarification or otherwise from the bidder at the time of analysis of the bids received in response to this notice.
5. Any conditional offer / tender shall not be considered.
6. Any modification in the tender after submission date shall not be considered.
7. The bidders should read and understand all the terms and conditions of the Tender before applying as the submission of the tender shall be deemed to signify the acceptance of the terms and conditions of this tender along with Annexure(s) and the successful Bidder shall sign and execute a contract subsequently which shall be inclusive of the terms and conditions as set forth in **PART-D** (TECHNICAL BID) of this Tender.
8. The successful bidder shall provide Name and contact No. of his local resident representative with proof of his BHOPAL residence before executing the contract.
9. The Bidder should be a registered body for providing Garden Maintenance & Horticulture Services having valid requisite license.
10. The bidder should have at least last three years (FY 2021-22, 2022-23 & 2023-24) experience for providing Garden Maintenance & Horticulture Services in any organization/government/public sector undertaking/private organizations of repute etc with at least one existing work order as on date of submission of tender in the said organizations providing Garden Maintenance & Horticulture Services.
11. Contract will be awarded to a bidder quoting lowest rate (L1) in the **financial bid** (as available on GeM) after fulfilling statutory requirements. In case of identical financial bid resulting in tie for L1 quote, selection will be on the basis of lottery by GeM, failing which it will be on the basis of **highest average annual turnover** in last three financial years 2021-22, 2022-23 & 2023-24. The stamp duty and cost of execution of the Contract shall be borne by the Bidder/Contractor. Failure to execute the agreement may result in forfeiture of EMD.
12. The Audited **average annual turnover** of the company during last 3 financial years 2021-22, 2022-23 & 2023-24 should not be less than **Rs 15.00 LAC** per annum.
13. **Certificate of Satisfactory services** (completion or running) should be enclosed by the bidder from any of the major existing client with details of contact person, address, contact no. email etc.

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14. The bidders should confirm that they have valid mandatory compliance certificates/registrations/license under various applicable laws including labour laws applicable for State of Madhya Pradesh. Further, the bidder will ensure that the above said certificates/registrations/licences are valid and renewed in time throughout the contract period. The contractor shall ensure that none of Garden Maintenance /Horticulture worker/labourer/Man Power is paid wages which are less than the prescribed amount under the Minimum Wages Act 1948 by the Government of India or by the State Government of Madhya Pradesh or any other Authority constituted by or under any law, whichever is higher, for the category of workers deployed by him from time to time. The bidder should comply with various provisions of Contract Labour (Regulation & Abolition) Act, 1970 and Central Rules 1971 and should upload the copies of the following:
- Valid Licence from Labour Commissioner to employ contract labour under the Contract Labour Act.
 - Valid Registration certificate under Employees Provident Fund Act.
 - Valid Registration under Employees State Insurance Act.
 - Valid GST registration Certificate.
 - Copies of Audited Balance Sheets for the last 3 financial years (2021-22, 2022-23 & 2023-24).
 - Proof of address of his office/establishment.
15. The bidder should not be black-listed/debarred by any office of LIC of India or any other establishment on date of submission of tender. The bidders should have adequate resources for providing Garden Maintenance & Horticulture service for Gardens located under jurisdiction of LIC of India Central Zonal Office BHOPAL (List enclosed as ANNEXURE - III).
16. The bid shall be uploaded by a person or persons so authorized by the bidder. In case, the Bidder is a Company, the officer so authorized by the Company shall sign the Bid and affix the seal of the company.
17. While discharging the duties, the bidder shall be responsible for any injuries to persons/loss of life; damage done by workers/labourers/ Manpower deployed by him and shall rectify it at his own cost. Bidder has to submit copy of All Risk(CAR) Policy and Workmen Compensation Policy before execution of formal contract with the corporation.
18. Exemption of Earnest Money will be given only to the MSME/NSIC registered bidders. Exemption of EMD will only be given to the holder of certificate of Registration under Micro Small and Medium Enterprises Development Act. 2006. Also bidders claiming exemption from EMD need to mention Entrepreneur Memorandum number & produce copy of Acknowledgement of Entrepreneur Memorandum or single point registration certificate. In case MSME is owned by SC/ST Entrepreneurs, attested true copies of SC/ST certificate issue by District Authority needs to be submitted.
19. **INSPECTION OF SITES:** The Bidder shall visit and examine the site (as mentioned in Annexure –III) and satisfy themselves as to the nature and correct dimensions of the work, the nature of jobs to be done, etc. They shall also obtain their own information on all matters like Water Points and any other such related information affecting the execution of the work. No extra charges made in consequence of any misunderstanding or incorrect information on any of these points on the ground of insufficient description shall be allowed. All expenses incurred by the Bidder in connection with obtaining information for submitting the application, including visits to the site and efforts in compiling the application, shall be borne by the Bidder, and no claim for reimbursement thereof shall be entertained. The Bidder should inspect the site in person and ensure the smooth conduct of garden maintenance activities. For any queries, they may contact the Assistant Secretary/Administrative Officers of the LIC on telephone number(s) 0755-2517404 for guidance and necessary information.

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PART C – GENERAL CONDITIONS OF CONTRACT & SCOPE OF WORK

1. The Contractor will be required to submit list of workers/labourers/ Manpower deployed, to the Corporation with photo ID, address proof (preferably with local address) and police verification certificate before deputing them. All the workers/labourers/ Manpower deployed must be literate.
2. None of the personnel deployed by the Contractor shall indulge in any act other than that provided under the contract.
3. The Contractor shall follow all prevailing rules / regulations / laws and should possess licence for providing Garden Maintenance & Horticulture Services and shall take all safety measures for the personnel deployed by him. The Contractor shall follow all the provisions of labour law and shall alone be responsible for any lapse in this regard.
4. The Contractor shall carry out the entire work having full regard to the safety of his own personnel as well as Corporation's staff and officers in the complex. All safe practices shall be strictly adhered to by the Contractor. Despite observing safe practices if any unfortunate incident occurs, the Contractor shall bear all expense or claims towards treatment or compensation.
5. The Corporation shall not be responsible financially or otherwise for any injury or death caused to any of the persons deployed by the Contractor during the performance of duties in the Garden/premises of the Corporation. The Contractor shall be solely responsible for providing compensation, if any and / or providing for expenses towards treatment for any injury or loss of life during performance of duties by the personnel deployed by him.
6. The Contractor shall not cause or allow any of his person to act in any manner, which may cause unnecessary disturbance or inconvenience to the Corporation, employees of the Corporation, owners / tenants / occupants of nearby properties or to the general public.
7. Nothing in this tender shall by implication or expression be taken to mean or imply that any of the persons deployed by the Contractor for rendering Garden Maintenance and horticulture Services are employees of the Corporation or deployed by the Corporation. The Contractor, shall deploy workers who shall be in his sole employment and he shall be solely and wholly responsible for their acts, wages, remunerations or any other statutory liabilities or other payments. Under no circumstances shall the "Corporation" be liable for any payment or claim or compensation (including but not limited to compensation on account of injury, death or termination). In case any liability falls on the Corporation for any reason, the Contractor shall keep the Corporation indemnified against the same. In order to give effect to this, the Contractor shall incorporate suitable clause in the appointment letters to be issued to his workers mentioning that the workers are employees of the Contractor. The Contractor shall ensure medical check-up of all the personnel deployed by him, periodically as well as whenever necessary, at his own cost.
8. The Contractor will be responsible for all members i.e. workers/labourers/manpower deployed by him and shall obtain their police verification certificates. A certificate to this effect shall be furnished by the Contractor to the Corporation before deployment of the staff. Further, in respect of the workers deployed at the Corporation's Garden/ premises, the Contractor shall submit details such as Names, appointment letters issued by the Contractor, age proof, address proofs & certificate of police verification in respect of all his staff deployed at Corporation's Garden/premises. The Contractor shall ensure that the character and antecedents of the personnel deployed by him are duly verified before such deployment.
9. The Contractor shall be responsible for any loss due to theft / pilferage / damage caused in the course of performance of duties to the Corporation's property including fittings, furniture, fixtures or any other equipment(s). The Corporation shall assess the amount payable by the Contractor towards damages / loss /

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theft / pilferage and the same shall be **recovered by the Corporation from the monthly payment to be made to the Contractor and/or from security deposit/ bank guarantee.**

10. The Workers/labourers/Manpower deployed by the Contractor should be healthy, neat and clean. They should display good conduct & courteous behaviour. They should be in proper uniform and should be provided photo identity cards by the Contractor, at his own cost.
11. In case of any complaint against any of the Workers/labourers/Manpower deployed by the Contractor, he shall remove such personnel immediately and arrange for replacement of removed person within 24 hours. The person(s) so removed should not be deployed again or allowed to work in the premises of LIC of India.
12. If the personnel deployed by the Contractor are found to be indulging in any undesirable activities in the premises of the Corporation, the Contractor will be solely responsible for all the consequences. Besides, the Corporation shall be at liberty to lodge complaints before appropriate authorities.
13. No residential accommodation shall be provided by the Corporation to Contractor and / or to the Workers/labourers/Manpower deployed by him.
14. The contract shall be for a period of one year initially. However, the same may be extended by one year on two occasions on the same terms & conditions, subject to satisfactory performance and approval of Competent Authority.
15. The Contractor shall make payment to Workers/labourers/Manpower deployed, as per Minimum Wages Act only by electronic mode. Monthly payments to the Contractor will be made only after submission of certificate mentioning names of Workers/labourers/Manpower, amount paid, name of the bank and bank account number. The names mentioned should only be of those who were actually deployed by the contractor to provide Garden Maintenance/Horticulture Services to the Corporation. Any violation of the Minimum Wages Act will entail forthwith termination of the contract in addition to such penal consequences as may be deemed fit by the Corporation.
16. All work must be carried out to the entire satisfaction of the Corporation. If the standard of services is not maintained to the satisfaction of the Corporation, appropriate penalty will be imposed and the same will be deducted from the monthly bill and / or Security Deposit/Bank Guarantee.

17. Deployment of Manpower:

- i. As per the existing arrangement, two labourer/manpower & to supervise the required garden maintenance and horticulture services, one semiskilled (Supervisor) are required, 7.5 hours in a day (x) 5 days in a week to render at an adequate level sufficient and impeccable services to manage the Garden Maintenance & required Horticulture work for Gardens located under jurisdiction of LIC of India Central Zonal Office BHOPAL (**List enclosed as ANNEXURE - III**).
- ii. The Manpower shall be deployed in such a way that should be sufficient to manage the activities of maintenance of Gardens and required horticulture job. The service provider has to prepare the work/job schedule in consultation with the E & OS department of Zonal Office Bhopal of the corporation, for smooth execution of aforementioned work/job to be carried out.
- iii. The Bidder shall be responsible for the selection, hiring, assigning and supervising of the personnel engaged by him.
- iv. Corporation has the right to increase or decrease the requirement of Manpower at any point of time and also may decide whether Garden Maintenance and Horticulture services are required or not at any location. The Manpower so deployed by the contractor are expected to carry out Garden

Maintenance and Horticulture services job and other related miscellaneous work as deemed fit by the Corporation.

- v. Assessment of Manpower requirement is only to provide an equal footing to all the bidders so that they have equal weightage on this factor.
- vi. The Manpower so deployed by Contractor for required jobs should be of sound mind & major with age not more than **55 years**.
- vii. Complete details of the Manpower deployed daily by the Contractor shall be maintained by Contractor and made available for verification as and when demanded by the Corporation.
- viii. The Service Provider shall be solely responsible for the redressal of grievances/ resolution of disputes relating to Manpower deployed. The corporation shall, in no way be responsible for settlement of such issues whatsoever.
- ix. The Service Provider shall make his own arrangements for transportation of deployed Manpower, if required

18. Scope of work and services to be provided :- The Garden maintenance and horticulture services/work involves :-

- a. The Service Provider shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods.
- b. Maintenance of Lawn/trees, shrubs, hedges, Flower beds etc., of the gardens as mentioned in **Annexure –III**.
 - i. The maintenance of lawn shall include weeding, trimming and pruning of grass by mowing with grass cutting machines, top dressing, using of manure, fertilizers, spraying of insecticides, pesticides etc., sweeping and watering etc. and patch work by planting the dob grass where dead.
 - ii. The maintenance of trees, shrubs and creepers shall include: the maintenance of all trees, shrubs and creepers by their manuring, watering hoeing, pruning and trimming, replacement of old dead one by one and to ensure enough supply of air and water. Circular diaries around the tree trunk are to be prepared. The creepers across wall are to be provided support by rope and other trees and shrubs by bamboo sticks as required.
 - iii. The maintenance of hedges shall include: their watering, hoeing of channels, pruning and trimming and replacing old and dead plants by planting the new saplings/cuttings dead/uprooted plants etc.
- c. Keeping plants alive and healthy.
- d. Watering of plants, shrubs, saplings daily once or more as required;
- e. Provide manure/fertilizers, spraying of insecticides, pesticides etc. to all the plants, as and when required however after obtaining proper approval from the Competent Authority of the corporation, the cost of the manure will be reimbursed accordingly.
- f. Uprooting all the weeds;
- g. Pruning, cutting and dressing bushes and plants;
- h. Removal of unwanted bushes from the area within the campus other than the one where landscaping has been done;

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- i. Removing the dead leaves, cleaning the area including disposal (in accordance to the prevailing guidelines/rules/regulations etc. of BHOPAL Municipal Corporation) of waste and dead leaves, twigs, garbage on day to day basis to outside LIC of India premises, making bunds to the plants wherever required without any extra charges.
- i. Keeping the lawn area, garden and the surroundings in clean and neat condition;
- j. Replacement of dead plants;
- k. Planting of seasonal flowering plants, as and when instructed by the Competent Authority of the corporation. The cost of plants will be reimbursed accordingly.
- l. Disposal of waste, dead leaves, moved grass, and sweeping of walking track etc. everyday.
- m. Apply Insecticides / Pesticides to control pests and cure the insect infections. Organic pesticides like Neem oil can be sprayed periodically to prevent & cure contamination, as and when required however after obtaining proper approval from the Competent Authority of the corporation . The cost will be reimbursed accordingly.
- n. Erosion of soil on any part of the garden due to rain or for whatsoever reason will have to be filled up appropriately.
- o. The contractor shall arrange for thorough cleaning of the dust and dirt, debris etc., and remove all the scaffoldings and other materials used for the works away from the site and keep the site free from all the above.
- p. Watering and maintaining indoor plants. The potted Plants are to be maintained at least at the present level of maintenance in the CZO building , both inside the Corridors on all floors and around the building.
- q. The Service Provider shall mow the grass at regular intervals and should not be allowed to over grow under any circumstances.
- r. In case, the consumables are procured by Service Provider, it shall be of highest quality available in market and same must be approved by the competent authority of the corporation also.
- s. The Service provider must ensure that all workers /Manpower/Labourer must equipped with personal protection equipment during the course of spraying Pesticides etc.
- t. The service provider shall provide and maintain following tools to his deployed Manpower/ Labourer/Workers for maintaining garden and Horticulture work at their own cost (with out charging extra).
 - i. Mechanical, Power, Petrol Lawn Mover as per requirement.
 - ii. If required ISI Electrical Cable with a suitable length to cover all garden area from the nearby PLUG point, provided by the Corporation.
 - iii. Thread Pipe Rolls for watering with a suitable length to cover all garden area from the nearby Water point, provided by the Corporation.
 - iv. Spades, Various types of KHURPIES.
 - v. Hedge cutter
 - vi. Garden Roller of appropriate tonnage.
 - vii. Kudali and other necessary equipments.

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EXEMPLARY PERIODICITY/ SCHEDULE OF WORK FOR MAINTENANCE OF GARDEN AND PLANTATIONS*

Particulars of Service	Daily	Weekly	Monthly/Quarterly
1	2	3	4
Maintenance of gardens, Plants including normal cleaning/ watering, weeding, trimming, etc.	1) Watering the plants And soil treatment and weeding. 2) Trimming the Plants 3) Cleaning the dry leaves etc and other garbage generated by plants. 4) Cleaning the pathways and lawn etc. 5) Sweeping of walking track around the garden.	1) Soil treatment Through manures and fertilizers. 2) Changes of Plants from the lobbies 3) Pruning of plants 4) Maintenance of health of plants in permanent planters and pots both indoor and outdoor.	1) Providing new plants/ seed as required and directed by the LIC 2) Spraying of pesticides wherever/whenever required. 3) Coloring of the permanent planters and all the pots with geru colour paints of good quality. 4) Mowing the lawn and maintaining the health of lawn plants including grass tress, creepers, etc. 5) Any other work as instructed by the LIC. 6) Washing of Decorable pots

*As per requirement this schedule may be changed accordingly.

19. Responsibilities , Safety, security and Compliance of the Contractor would be as under:-

- i. To provide disciplined, courteous, manpower ready ever to attend to their work efficiently.
- ii. The Contractor shall ensure excellent standards of service.
- iii. A mandatory, detailed contingency plan(s)/evacuation plan during the period chemical spraying and in the event of overdose of chemical spraying shall be provided by the Service Provider.
- iv. Smoking and chewing tobacco etc. are strictly prohibited during working hours. Any of the deployed staff for horticulture services found smoking/chewing in the buyer's premises shall be removed immediately and shall not be deployed again over the contract duration.
- v. The Service Provider shall be responsible for ensuring compliance with the provisions related to Labor Law [Central/State] and specially Minimum Wages Act, Payment of Wages Act, PF, ESI Act, Payment of Bonus Act, Contract Labor Act, Workmen Compensation Act etc. and any other relevant acts as applicable at present or in future during the tenure of the contract and as may be enforced from time to time. Onus of compliance of all the applicable Laws/Acts/Rules rest with the contractor.
- vi. The Service Provider shall not sublet any part of the Contract and will be responsible and liable to deliver the services as per the contract.
- vii. Only authorized staff of the Service Provider will be allowed entry at the premises of the buyer on production of identity badge.
- viii. The garden/ premises are the property of the corporation and Service Provider is only permitted to enter and manage the premises as long the Contract remains valid.
- ix. Guarding/maintaining the Service Provider's machinery within the corporation premises will be responsibility of Service Provider only.

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- x. The Contractor shall ensure that GST collected from the Corporation is deposited with the GST authorities and proper GST return is filed within the specified time limit.
- xi. It shall be the responsibility of the Contractor to provide all benefits, remuneration & amenities prescribed under any applicable law to the Manpower deployed by him.
- xii. The Contractor shall be responsible to maintain all Registers, Records and Accounts required for the compliance of any and all statutory provisions / obligations.
- xiii. The Contractor should ensure that Manpower deployed by him do not smoke while working in the premises of the Corporation. They will also not indulge in drinking alcohol or any other intoxicants. They will not consume drugs and eat pan / khaini / tobacco etc. They will not play cards or indulge in gambling or any illegal activity in the office premises.
- xiv. The Contractor shall comply with the feed-backs, if any, given to it by Official of Corporation.
- xv. All complaints received during normal working hours should be attended to as early as possible.
No complaints should be left unattended / postponed.
- xvi. The punctuality & quality in rendering of the said services are the essence of the contract and the Contractor shall undertake to abide by them at all times.
- xvii. The Contractor through his office/ representative will ensure attendance of the entire workforce on all days at stipulated time for the stipulated duration at all locations through the maintenance of a suitable register and also ensure the quality of the work. The Contractor has to ensure that none of his/her worker leaves the premises before expiry of the stipulated hours. If any worker is on leave, has fallen sick, or has not reported for duty on time and no alternate arrangement is made by the Contractor, the said worker will be considered absent for the full day and no payment will be given for that day for such worker and that amount will be deducted from the amount due to the Contractor at the time of finalization of his / her bills for the said month.
20. Further if Contractor fails to make alternate arrangement within 24 hours, in such cases of leave/absence of any worker an additional amount Rs. 100/- (+GST as applicable) will be deducted as fine for each day from the beginning of very first day of absence of such worker and no wages for such days will be paid. Needless to mention that if deployed personnel found with poor/improper turned out uniform & without identity card he will be treated as absent.
21. In addition to above Para No. 20, "the Corporation" may impose fine/penalty for non fulfilment of contractual obligations in accordance to following table:-

1.	Delay/Non performance in providing services as per the specified time schedule	Rs. 100/- (+Applicable GST) per item for each delay of delay
2	Misuse (consumption of alcohol ,tobacco etc....) in any space /room/premises	Rs. 1000/- (+Applicable GST) per day per event
3	Non attending the daily allocated job	Rs. 100/- (+Applicable GST) per complaint
4	Non wearing of ID Card/Uniform	Rs. 100/- (+Applicable GST) per day per event
5.	Salaries to the deployed Manpower/Labourer/ Worker, if not paid by the contractor by the 7 th of following month	Rs. 5000- (+Applicable GST) per month
6.	On detection of difference in attendance sheet and physical presence of deployed Manpower/Labourer/ Worker.	Rs. 1000/- (+Applicable GST) per day per event
7	Non uploading of GSTRs /other statements on relevant websites	Rs. 1000/- (+Applicable GST) per event

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22. The Contractor shall:

- i. Provide proper, well turned out, neat and clean uniform with identity card to all the Manpower deployed by him for providing services and ensure that the same is worn by them during the course of their duties in the premises.
 - ii. Ensure immediate corrective action on receipt of any complaint against the services provided or against any individual deployed by him in the premises of the Corporation.
 - iii. Be obliged to continue providing the services on the same terms and conditions as provided in the contract, till such time as Corporation, is able to make any alternative arrangement or Corporation has agreed in writing to allow the Contractor to discontinue earlier.
 - iv. Comply with the instructions issued by the authorities of the Corporation from time to time relating to the performance of the services, duties and obligations. The services rendered by the Contractor shall be subject to regular review by the Corporation and its decision as to the quality thereof shall be final and absolute.
23. Nothing in this tender shall be deemed to create any partnership, joint venture, agency between Corporation and the Contractor or their representatives and employees and nothing herein shall deem to confer on any party, any authority to incur any obligation or any liability on behalf of the other party. The Contractor is an independent entity and not an employee, agent, associate or authorized representative of Corporation. The Contractor is not authorized to undertake any obligation or liability in the name of or on behalf of Corporation whatsoever.
24. The bidder is required to upload Copies of the following valid, and inforce documents duly self attested along with the Technical Bids failing which their bids shall be summarily rejected.
- a. Valid Registration certificate with Labour Department
 - b. Copy of Valid PAN/GIR card
 - c. Copy of Income Tax Returns filed along with computation of income for last three financial years
 - d. Copies of Valid EPF Registration certificate
 - e. Copy of Valid ESI Registration certificate
 - f. Copy of Valid GST Registration
 - g. Copy of necessary Valid licence under Shops and Establishment Act
 - h. CA certificate for turnover of last three years 2021-22, 2022-23 & 2023-24.
25. The bidder shall give an Affidavit on stamp paper of Rs. 100/- that they are complying with the provisions pertaining to various Acts as amended from time to time as mentioned below. It will be the sole responsibility of the Contractor to abide by the provisions of the following Acts as to the workers deployed by him for performance of the service.
- a] Child Labour Abolition & Rehabilitation Act, 2006
 - b] Workmen Compensation Act 1923
 - c] Labour & Employment Act 1972
 - d] Industrial Employment (Standing Orders) Act 1946
 - e] Contract Labour (Regulation & Abolition) Act 1970
 - f] The Minimum Wages Act 1948
 - g] Employees' Provident Fund Act 1952

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- h] The Employees' State Insurance Act 1948.
- i] The Insurance Laws (Amendment) Act 2015.
- J] Provisions of IRDA circular ref:- IRDA/Life/CIR/GLD/013/02/2011 dated 01.02.2011
- K] Requisite permission/license, duly renewed, for providing garden maintenance services and horticulture from concern department of Central/State/Municipal /Local authority.
- l] Any other Act or Legislation/ Local Laws which may govern the nature of Contract.

26. The bidder will discharge all legal obligations in respect of wages of his personnel and their service conditions & shall comply with all the rules & regulations & provisions of Law in force that may be applicable to them from time to time viz. statutory obligations under Contract Labour (Regulation & Abolition) Act 1970, Minimum Wages Act, Workmen Compensation Act, EPF & MP Act, Industrial Dispute etc. The Contractor will indemnify & keep indemnified the Corporation from any claim, loss or damage that may be caused to the Corporation on account of the failure of the Contractor to comply with his obligations under the various laws towards the Manpower deployed by him for any loss or damage to the Corporation due to the acts / omissions of Contractor.
27. The bidder should neither be a sub-contractor to any other entity / person, nor should, at any time, sublet to any other person, the contract awarded to him. He should not be a party to any cartel at any time for processing any contract including the present tender.

28. PAYMENT TERMS:

- i. **The billing and payment will depend on the actual number of persons deployed by Contractor and actual number of days of working of each person as per stipulated minimum wages for Semiskilled/ unskilled worker category.**
- ii. The Contractor will be paid on monthly basis by NEFT / RTGS only for the services rendered during the **particular month (Wages Month)** for which he shall submit the bill for the agreed amount not later than 22nd of the following month along with proof of remittance (copy of challan) of EPF, ESIC of the particular month (Wages Month) and GST remittance (Against GST collected from the Corporation) of the previous calendar month/quarter(which ever applicable), along with list of employees for whom the amount stands remitted. The list shall mention all the particulars like name of Manpower/Worker/Labourer, amount credited (with bifurcation like BASIC+VDA+ EPF + ESIC + STATUTORY payment), Bank name, Bank Branch and bank account number. Monthly/Quarterly (Which ever applicable) statement of GST should be timely submitted to the Corporation.
- iii. The Corporation reserves the right to withhold bills if the contractor fails to produce the proof for having remitted the GST/ Wages/ ESI/PF Statutory dues. ESI/PF should be deposited in stipulated time to the Statutory Authority.
- iv. **The Contractor shall disburse the minimum wages (in vogue as on date of payment of wages) to the deployed Manpower/Labourer/worker by electronic mode only on or before 7th of the succeeding month.** The contractor shall bear all expenses regarding uniforms, preparation of their Identity card, compensations, wages and allowances (VDA, ESI and EPF etc as applicable relating to **Manpower/Labourer/worker** engaged by him and abide by the provisions of various labour legislations. The Contractor shall pay the wages to the **Manpower/Labourer/worker** on or before the 7th day of every succeeding month. Wages payable shall not be less than the minimum wages payable

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as declared by the Central Govt/State Government, whichever is higher. **The Corporation will reimburse wages paid to the Manpower/Labourer/worker deployed by the contractor only on submitting the proof of payments to the Manpower/Labourer/worker and confirmation of the same by the offices concerned.**

- v. TDS at the prevailing rates will be deducted.
- vi. The Contractor shall alone bear all taxes, rates, charges and levies or claims whatsoever as may be imposed or levied by the State/Central Government(s) or any local body or authority for and in connection with rendering services except Goods and Services Tax (GST). The GST will be raised by Contractor in the monthly bill,(if comes under Forward chain mechanism) & same will be paid by Corporation along with the other agreed charges for the Garden maintenance and horticulture services.
- vii. The Contractor is liable to remit/deposit to the concerned government authority/department all the dues payable by it under the law within the stipulated time period, failing which the dues are liable to be deducted from the bills payable to the Contractor.
- viii. **e-invoicing will be mandatory in case of annual aggregate turnover of the contractor is over Rs.5 crore**

29. Administrative/Service Charges: -

- i. On awarding the contract, service charges quoted in the financial bid, will be converted into percentage (%) of the wage bill , per **Manpower/Labourer/worker**, per day basis . This percentage of Administrative/service charge will remain be fixed on future increase/decrease, in minimum wage rate during the period of contract, respectively.
- ii. **Bidder must provide bifurcation of** the components of quoted value (i.e. rates per **Manpower/Labourer/worker** per day , statutory payments, Service charges, GST and other liabilities) while quoting the same over GeM portal . If bidder fails to provide aforementioned bifurcation the corporation reserve the right to call statement of such bifurcation.
- iii. **Administrative/ service charges quoted by the contractor should not be less than 3.85 % . If a firm quotes 'less than 3.85 % charges the bid shall be treated as unresponsive and will not be considered.**

30. TERMINATION:

Corporation reserves the right to cancel or terminate this contract / agreement by giving one month's notice in writing without giving or assigning any reasons whatsoever for doing so. In the event of the Contractor wishing to terminate this Contract, the Contractor shall give at least three months notice to Corporation in writing.

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

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

- i. The Contractor abandons the work or
- ii. The Contractor assigns or sublets the work in whole or in part thereof or
- iii. The Contractor makes default in proceedings of the work under the contract, at any time during the contract period, with due diligence and continues to do so even after a notice is issued by the Corporation or

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- iv. The Contractor becomes bankrupt or insolvent or goes into liquidation or is ordered to wind up or has a receiver appointed on its assets or
- v. The Contractor persistently disregards the instructions issued by the Corporation or
- vi. The Contractor fails to adhere to the agreed schedule of the work or
- vii. The information submitted by the Contractor in the Tender is found to be incorrect or
- viii. The Contractor fails to perform its obligations as per terms and conditions of the contract or
- ix. The Contractor fails to maintain records / registers as required under the terms of the contract.

31. **Punitive Provisions:** Without prejudice to and in addition to the rights of “ **The Corporation** ” to other penal provisions as per the bid documents or contract, if the “ **The Corporation** ” comes to a conclusion that a (prospective) bidder/contractor/service provider, directly or through an agent, has violated any Code of Integrity in competing for the contract or in executing a contract, “ **The Corporation** ” may take appropriate measures including one or more of the following:

i) If his bids are under consideration,

- a) Forfeiture or encashment of bid security;
- b) Calling off of any pre-contract negotiations; and
- c) Rejection and exclusion of the bidder from the procurement process.

ii) If a contract has already been awarded,

- a) Cancellation of the relevant contract and recovery of compensation for loss incurred by “ **The Corporation** ” ;
- b) Forfeiture or encashment of any other security or bond relating to the procurement;
- c) Recovery of payments made by the “ **The Corporation** ” along with interest thereon at the prevailing rate;

iii) Provisions in addition to above,

- a) Removal from the list of registered suppliers and banning/debarment of the bidder from participation in future procurements of “ **The Corporation** ” for a period not less than one year;
- b) Initiation of suitable disciplinary or criminal proceedings against any individual or staff found responsible

32. **DISPUTES & DIFFERENCES:**

- i. In case of any dispute between the Agency and the Corporation, then the Corporation shall have the right to decide the same.
- ii. The matter will be referred to the Zonal Manager, L.I.C. of India, Zonal Office Bhopal and his decision shall be final and legally binding on the contractor.
- iii. All disputes shall be settled within the territorial jurisdiction of city of BHOPAL (MP) only.

33. **SECURITY DEPOSIT**

The selected Contractor will have to remit security deposit of Rs **33,500/- (tentative)** which will be **5%** of estimated value of the contract (approx. Rs 6.70 lakhs) through NEFT or RTGS. The amount will be kept interest free with the Corporation for the entire period of the contract. The Security Deposit shall be refunded within a period of two months from the date of expiry or termination of contract (whichever is earlier) provided there are no defects or loss or damage caused to the Corporation. In case of defects or loss or damage caused to the Corporation, the same shall be recovered from the Security Deposit and balance, if any, shall be refunded without interest to the Contractor.

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34. Special clauses regarding force majeure condition will be applicable.
35. The Contractor shall remit GST, ESI and EPF contributions of all his deputed Manpower/labourer/Worker regularly to ESI Corporation and GST & P.F. Authorities respectively and furnish the proof of the same every month to the Corporation. If it is found at any time that ESI & EPF contributions in respect of his employees are not being deposited, L.I.C. of India reserves the right to utilize the amount of Security Deposit for the same or from the amount payable to the said contractor.
36. The Contractor agrees to abide by the regulations if any notified by IRDAI during the currency of Contract in connection with, "Outsourcing Policy" of LIC of India.
37. PROVISIONS OF SECTION 33(3) and 33(4) OF THE INSURANCE ACT, 1938 AS AMENDED BY THE INSURANCE LAWS (AMENDMENTS) ACT, 2015:
In terms of provisions of Section 33(3) of The Insurance Laws (Amendment) Act, 2015, the Insurance Regulatory and Development Authority of India (IRDAI), is authorized to verify such books of account, registers, other documents and the data base in the custody of the Contractor in respect of services outsourced by the LIC of India. It shall be the duty of the Contractor to provide such documents / statements / information as may be required by IRDAI within such time as may be specified by IRDAI.
In terms of provisions of Section 33(4) of The Insurance Laws (Amendment) Act, 2015, the Insurance Regulatory and Development Authority of India (IRDAI), if it considers expedient to do so, may direct any person hereinafter referred to as "Investigating Officer", to make an investigation as specified under Sec.33(1) or carry out an inspection as specified under Section 33(2) of The Insurance Laws (Amendment) Act, 2015, who may examine on oath any Manager, Managing Director or Other Officer of the Contractor or agency where the services are outsourced by LIC of India.
38. The Corporation reserves the right to call for any record or requirements from the Contractor at any time in response to any query from the Appropriate Authorities.

We accept all the above terms and conditions as set forth in all the Parts from A to C.

AUTHORISED SIGNATORY

NAME / DESIGNATIONS & SEAL OF THE FIRM/ CONTRACTOR/COMPANY

DATE:

PLACE:

Authorized signature of bidder with date & seal of Company/firm/ Agency

PART D – TECHNICAL BID (To be uploaded on GeM Portal)
--

1. Name of the Firm / Contractor / Company :
(Attach certificate of Registration)
2. Date of establishment :
3. Name of the Proprietor/ Director of the Firm / Contractor / Company :
4. Full Address of Registered Office :
 - a. Telephone number/s :
 - b. Mobile Number :
 - c. E-mail Address :
5. Full Address of Operating Office /Branch :
 - a. Telephone number/s :
 - b. Mobile Number :
 - c. E-mail Address :
6. *Banker of the Company Firm /Contractor/ Company :-
Telephone Number of Banker :
7. *Registration no. with Labour Department :
8. *Registration no. under Shops & Establishment Act:
9. *PAN NUMBER (Attach certified copy) :
10. *EPF Registration No. :
11. *ESI Registration No. :
12. *GST Registration No. :

GST (Vendor details)	
Name	
State (complete State Name)	
State Code	
PAN Number	
GSTIN Number	
Contact Person	
Phone Number	
Mobile Number	
E mail ID	

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13. Details of EMD @ 2% of approx contract value

NEFT/RTGS Details	EMD of Rs. 13,400.00
Name of Bank	
Account Number	
UTR/RTGS Number	

14. *Audited Turnover of the Company /Partnership Firm/ Proprietorship for the Financial Year 2021-22, 2022-23 & 2023-24 (Please upload a copy of CA certificate showing turnover for last three years and copy of audited Balance Sheet and Profit & Loss Account for all the three years) :

Sr. No.	Financial Year	Turnover
1	2021-22	
2	2022-23	
3	2023-24	

15. A. Work experience of Bidder in the field of Garden Maintenance and Horticulture Services: (Attach Proof)
(Please see point no. 10 of Part B)

Sr. No.	Name of the Client	Specify whether Financial organization, Government /Public Sector undertaking /Private organizations	Since when Service is provided		Annual contractual amount of Garden Maintenance and Horticulture Services with number of Manpower/Labourer/Workers (in lacs)	
			From (mention date)	To	Number	Amount

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15. B. DETAILS OF EXISTING CLIENTS (Attach Proof)

Name and Address of the Company	Contact Person				Date of award of Contract		Number of Manpower/Labourer/Workers deployed	Total Annual Contract Value (In lacs)
	Name	Designation	Phone No.	e-mail ID	From	To		

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

Separate sheets may be used for uploading the information sought in above points 15. A. & 15. B.

* Attach self attested photocopies of certificates/statements.

DECLARATION

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

I have carefully read and understood all the terms and conditions of the Tender and undertake to abide by these terms and conditions.

The information / documents furnished along with the application are true and authentic to the best of my knowledge and belief. I am/ we 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.

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

I/we possess all valid licences/certificates issued by concerned Deptt. of Central Government/ Government of Madhya Pradesh for providing Garden Maintenance and Horticulture Services. I/we will ensure to timely renew the same throughout the contract period. I/we would provide Garden Maintenance and Horticulture Services on contractual basis as mentioned in tender documents (PART A to PART E).

Signature of Authorized person

Date: -

Full Name: -

Place: -

Seal:-

Authorized signature of bidder with date & seal of Company/firm/ Agency

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

1. Attested copy of Firm/ Contractor /Company Registration
2. Attested copy of Certification of Registration with Labour Deptt.
3. Attested copy of Valid Certification of Registration under Shops & Establishment Act
4. Attested copy of Valid PAN/ GIR Number
5. Attested copy of Valid EPF Registration letter / Certificate
6. Attested copy of Valid ESI Registration letter / Certificate
7. Attested copy Valid GST Registration
8. Certified copy of Balance Sheet and Profit & Loss Accounts for last 03 years as mentioned
9. Attested Copy of last 3 years IT Returns filed by Firm /Company (FY 2021-22, 2022-23 & 2023-24) along with copy of computation of income
10. Separate sheet in reply to question no. 15 A & 15 B of Technical Bid in the given format with additional details about contact person/s
11. Certified Document in support of entries in column no 15 A & 15 B of Technical Bid
12. Copy of the terms and conditions in tender document with each page duly signed (with seal) by the Authorized signatory of the Firm / Contractor/ Company in token of their acceptance.
13. Notarized affidavit as per Annexure I, (please see page 19) on non judicial stamp paper of Rs. 100, notarised.
14. Satisfactory certificate of at least one firm.
15. Additional documents if any to be annexed thereafter.
16. Valid MSME certificate ,if applicable.

NOTE: All the documents are to be arranged in serial order as above. Index of all the documents submitted by the bidder mentioning page number should also be done on front page. In addition to signature on bottom of all the pages of tender documents, signature of bidder with name / designation with seal of the agency/firm (& witness wherever required) is required on technical bid & financial bid along with all Annexure.

Authorized signature of bidder with date & seal of Company/firm/ Agency

Annexure I**AFFIDAVIT**

(To be given by the bidder on non judicial stamp paper of 100/- Notarised, along with the technical bid)
I/We, authorized representative of _____ being Indian Company / Sole Trading Company / Partnership Firm, registered under _____ bearing registration no. _____ having office at _____ do hereby solemnly affirm and state as under:-

Whereas Life Insurance Corporation of India, Zonal Office ,BHOPAL, has floated a tender for Garden Maintenance and Horticulture Services and in respect of the same, I/we being one of the Bidders, confirm that -

I /we strictly follow all laws as mentioned in General Conditions of contract and other pages of this tender.

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

I /we shall at all time indemnify and keep indemnified the Corporation against any/all claims of/by persons deployed for providing Garden Maintenance & Horticulture services including but not restricted to the claims under the Workmen's Compensation Act,1923; Payment of Wages Act ; Payment of Bonus Act; Employees' Provident Funds & Miscellaneous Provisions Act; Payment of Gratuity Act, Minimum Wages Act, Employees' State Insurance Act, Child Labour Act, Industrial Employment Act, Contract Labour Act, Labour & Employment Act 1972,The Insurance Laws (Amendment) Act 2015, Provisions of IRDA circular ref:- IRDA/Life/CIR/GLD/013/02/2011 dated 01.02.2011, Requisite permission/license, duly renewed, for providing garden maintenance services and horticulture from concern department of Central/State/Municipal /Local authority ,Any other Act or Legislation/ Local Laws which may govern the nature of Contract or any other Act(s)or statutory modifications thereof or otherwise for or in respect of any claim for damage or compensation payable in consequence of any accident or injury sustained by any worker or personnel of our firm or in respect of any claim, damage or compensation under Labour Laws or any other laws or rules made there under, by any person whether in the employment of our firm.

I /we further state that we shall indemnify Life Insurance Corporation of India against all claims, which may be made upon the Life Insurance Corporation of India being the buyer under the contract and it shall be at liberty and is hereby empowered to deduct the amount of any damages, compensation costs, charges and expenses arising or occurring of any claim of damages, from any sum or sums due or to become due to me/us. I /w state that Life Insurance Corporation of India has considered my / our bid on the basis of the statement made by me /us in this Affidavit. I / We further state that non- compliance of any provisions, being a statutory requirement, any mis-statement made shall be sufficient reason for Life Insurance Corporation of India to terminate the contract, besides taking recourse to other legal remedies available in the contract.

Further I undersigned hereby declare:-

- a. I /We have visited and inspected the Gardens/Premises as mentioned in **Annexure –C**.
- b. Manpower is available for immediate deployment with me/us.
- c. Garden Equipments and tools are available for immediate us with me.

Signature of the Bidder

NAME / DESIGNATION AND SEAL OF THE FIRM / COMPANY

Date

Authorized signature of bidder with date & seal of Company/firm/ Agency

Annexure II

NEFT MANDATE

APPLICATION FOR PAYMENT THROUGH NEFT FROM AGENCY

Name of the Agency:
(As per Bank A/c)

PAN NO. :
(Compulsory)

Address of Agency :
.....
.....

Phone / Mobile no. :
(FOR SMS Alert)

Email ID :
Agency's Bank name :

Bank Branch Name :

Address of the Bank :

*Agency Bank Account No. :
(Full Digit 11-16)

Type of A/c (Saving A/c Current A/c OD A/c CC A/c):.....
Bank IFSC Code No. :
(11 DIGIT IFS CODE)

I have checked the above details with my banker and confirm that they are correct. Please transfer the amount payable to me as per details stated above.

.....

Signature of the Authorized Signatory of Agency

Date:

With seal

* Please attach copy of cancelled cheque and copy of PAN Card with this form .

Authorized signature of bidder with date & seal of Company/firm/ Agency

PART E –Components of Financial Bid

The tenderer has to go through details of terms/conditions & scope of work and nature of services to be provided. Accordingly, he has to submit the financial bid having regard to the General Terms and Conditions, number of Manpower/workers/labours to be deployed, scope of work & locations as available on GeM portal itself.

(a) The components of rates Manpower/workers/labours to be deployed per day shall comprise such statutory payments and liabilities as applicable on date and revised from time to time as under:

S. No.	Particulars	Components of Rates
1	Minimum wages per person (per day) for unskilled category	Minimum Wages per day per person, including VDA as on date as per Government of India, Ministry of Labour & Employment , F No-1/6(3)/2025-LS-II Dated 28.03.2025
2	Minimum wages per person (per day) for Semiskilled category	Minimum Wages per day per person, including VDA as on date as per Government of India, Ministry of Labour & Employment , F No-1/6(3)/2025-LS-II Dated 28.03.2025
3	E.S.I. Charges	Employees State Insurance as applicable
4	E.P.F. Charges	Employees State Provident Fund as applicable
5	Service Charges	Minimum 3.85% of the monthly wage bill (which includes minimum wages, ESI & EPF)
6	GST	As applicable

**** It shall be presumed that each of the tenderer shall be liable to make above payments as per the statutory liabilities and claim the same from the Department.**

(b) Administrative/Service Charges: - On awarding the contract service charges quoted in the financial bid will be converted into percentage (%) of the wage bill , per **Manpower/Labourer/worker**, per day basis . This percentage of Administrative/service charge will remain be fixed on future increase/decrease, in minimum wage rate during the period of contract, respectively.

(c) **Bidder must provide bifurcation of** the components of quoted value (i.e. rates per **Manpower/Labourer/worker** per day , statutory payments, Service charges, GST and other liabilities) while quoting the same over GeM portal . If bidder fails to provide aforementioned bifurcation the corporation reserve the right to call statement of such bifurcation.

Note

1. It shall be presumed that each of the tenderer shall be liable to make payments of minimum wages and other statutory liabilities and will claim the same. Thus the administrative/service charges shall be the deciding parameter for the award of the contract and the bidder shall be required to quote only total administrative / service charges.
2. **Administrative/ service charges quoted by the contractor should not be less than 3.85 %.** If a firm quotes 'less than 3.85 % charges the bid shall be treated as unresponsive and will not be considered.

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3. **Billing and payment will depend on actual number of persons deployed & actual number of days of working of each Manpower/Labourer/Worker.**

Signature of Bidder with seal

Name of the Agency Name of signatory:

Designation:

Address of Office:

Date:

Place:

Authorized signature of bidder with date & seal of Company/firm/ Agency

ANNEXURE-III

Gardens located under jurisdiction of LIC of India Central Zonal Office BHOPAL

S. NO.	NAME OF THE LOCATION
1	Garden opposite to the Main Building of Central Zonal Office Situated at 60-B Hoshangabad Road ,BHOPAL (M.P.)& potted Plants aforementioned building , both inside the Corridors on all floors and around the building.
2	Garden/Lawn and pots at Zonal Manager Residence ,H.I.G. 490,E-7 Arera Colony Bhopal (M.P.)
3	Garden/Pots at V.I.P. Guest House ,H.I.G. 445,E-7 Arera Colony Bhopal (M.P.)
4	Green Belt of Jeevan Anand Officers Residence ,Gautam Nagar,Bhopal (M.P.)
5	Green Belt opposite to the LIC officer Quarters (Quarter No. 6,7,10 & 11) situated in Shalimar Enclave,E-3 Arera Colony Bhopal (M.P.)
6	“Jeevan Kunj” Mehta Complex,Nehru Nagar Bhopal.
7	Green Belt at Guest House , D-22, Shivaji Nagar Machna Colony Bhopal

Authorized signature of bidder with date & seal of Company/firm/ Agency