



UNITED INDIA INSURANCE CO. LTD

CIN NO. U93090TN1938GOI000108

**5th FLOOR, SURAJ PLAZA-II,
SAYAJIGUNJ, VADODARA-390005
Phone: 0265-2361022,2363215, 2361014**

GST NO :: 24AAACU5552C3ZN

TENDER DOCUMENT

**For providing services of Car Drivers to United India
Insurance Co. Ltd.**

**UNITED INDIA INSURANCE CO. LTD CIN
NO:U93090TN1938GOI000108
5th FLOOR, SURAJ PLAZA-II,
SAYAJIGUNJ,VADODARA 390020**

IMPORTANT INFORMATION RELATED TO TENDER

1	Date of issue	7 th December, 2024
2	Earnest Money Deposit	Rs.30,000/- (Rupees Thirty Thousand only)
3	Last date for submission of Pre-bid queries by E-mail	10 th December, 2024
4	Date of Pre-bid Meeting	12 th December, 2024, Time: 03:00 P.M. United India Insurance Co. Ltd., Regional Office, Vadodara
5	Last Date for Submission of bids	23 rd December, 2024 before 03:00 P.M.
6	Bid Validity	90 days
7	Address for Submission of bids	Regional Manager Administration Department United India Insurance Co. Ltd Regional Office 5 th Floor, Suraj Plaza II, Sayajigunj, Vadodara
8	Date of Opening of Technical bid	23 rd December, 2024. Time; 04:00 P.M.
9	Date of Opening of Financial bid	To be notified at a later date after the Technical evaluation is completed. Shortlisted Service Providers shall be notified through E-mail.
10	Contact for any queries	Shri Sanjay Kar, Admn. Officer , Administration Department sanjaysk@uiic.co.in Contact No.: 98981 36594

BID DOCUMENT- FOR HIRING DRIVER (LMV)

FOR OFFICE CAR ON CONTRACT BASIS

A. ELIGIBILITY CRITERIA FOR BIDDERS:

1. The Bidder should preferably be based in Vadodara and operating their business in the state of Gujarat for the last 3 years: **Attach self- attested photo-copy of proof.**
2. The Bidder should have a minimum experience of **three** years as on 31/03/2024 in the field of providing Drivers on Monthly Contract Basis.: **Attach self-attested photo-copy of proof**
3. The Bidder should be possessing/holding a **valid License** issued by Central/State Government/concerned Department of Government of Gujarat for providing Contract Labour under the Contract Labour (Regulation and Abolition) Act. In case any other permission or Certificate is required for providing Contract, the Bidder will be required to submit the same within 7 days of award of the work. The successful Bidder would be required to deploy Manpower / Contract Labour as per norms prescribed under the said Act.: **Attach self attested photo-copy of Licence.**
4. The Bidder should be registered with **EPF/ESI/ GST. As a mandatory requirement, the last six months paid challans with an undertaking that ESI & EPF compliance has been made for all coverable staff for the last six months in (Annexure V) is to be enclosed.**
5. The Bidder should have rendered similar satisfactory services of providing Drivers on Contract Basis to Public Sector Undertakings / Central or State Government Depts., during the last three years i.e. 2021-22, 2022-23 & 2023-24.: **Attach Certificate of Experience and Satisfactory Completion of work awarded from concerned Establishments / Companies.**
6. The Bidder should have minimum Annual Turn-over of **Rs.50 Lakhs** during the last three financial years i.e. 2021-22, 2022-23 & 2023-24. **Attach original statement duly certified by the appropriate Chartered Accountant.**
7. The Bidder should be ready to and will arrange Police Verification of each driver deputed and submit a **Police Verification Report obtained from the Police Authorities** in respect of each driver before deputing to our company **treating it as a Mandatory requirement as it involves handing-over of a**

“Government of India Enterprise” Four-wheeler to the driver deputed for performance of the duty of a driver.

8. The Bidder should be ready to provide alternative driver, whenever the regular driver deputed by them is not reporting for duty and/or is on leave treating it as a Mandatory Requirement so as to ensure continuity of services of driver. In case of failure to provide alternate driver the Bidder should be ready to bear the penalty imposed as per the terms and conditions of the Bid Document. **Please note the penalty of Rs. 300/- per day for not providing alternate driver in the absence of regular driver by the Bidder is to be borne by the Bidder. The Bidder will not be allowed to pass on the penalty amount to the driver deputed by them.**
9. The Bidder are required to submit **“Letter of Acceptance”** in this regard as per specimen enclosed as **Annexure III** and non-compliance of the above requirement or any requirement given in this Bid Document and any deviation in compliance of the requirement mentioned in the Bid Document will be treated as a default in providing satisfactory services. In such an event, the Company/buyer reserves the right to cancel the Work Order given to Bidder and the Security Deposit deposited with the Company/buyer by such Bidder will be forfeited.
10. The Bids from Individual / Firm / Organization including its Partners / Shareholders / Directors who have been blacklisted / prosecuted by any departments / statutory bodies in any State or by any Court of Law, shall not be entertained. **An Undertaking on the Letter Head of the Company as per the specimen given in Annexure IV in required to be submitted along with Technical Bid.**
11. Bidder should be a Registered Company/Proprietorship/Partnership: **Attach Self-Attested Certificate.**
12. Bank account should be in the name of the Bidding Company / Partnership/Proprietorship: **Extracts of the Bank Account duly certified by the bank containing transactions for three months i.e August 2024 to October 2024.**
13. Bidder should have valid PAN and GST registration no.: **Self-Attested copy of PAN card and GST registration certificate.**
14. The Bidder / Tenderer should have minimum 25 drivers in Vadodara on its rolls as on 31/08/2024.

B. GENERAL TERMS & CONDITIONS FOR BIDDERS:

1. The Tenders/Bids should be valid for a period of at **least 90 days from the date of opening of Technical Bid of tender.**
2. **Type of Bid- Two packet (Technical & Financial Bids)**

All entries in the tender form should be legible and filled clearly. The tender should be typewritten and every correction and interlineations in the bid should be attested with full signature by the bidder, failing which the bid will be treated as ineligible. Corrections done with correction fluid should also be duly attested. Entire Tender copy, all documents/papers should be numbered, signed and sealed by the Bidder on each page. Technical Bid should contain all the documents required and EMD as specified.

Financial Bid should only contain the Price Schedule which is to be quoted on monthly basis for normal duty of 10 hours per day per person for a six days a week i.e Monday to Saturday as per format given in Section VI. No overwriting, corrections, interlineations etc. are permitted in the Financial Bid. If found, bid shall liable to be rejected. Employee break up in Financial Bid (Part II) is for information purposes. L1 will be determined based on the amount mentioned in the column No.10 in part I of the Financial Bid.
3. The duration of the Contract will be for an initial period of **two year** from the date of commencement of work after award of contract **on the rate of "Service Charges" quoted by Bidder in their Financial Bid.** The rate of "Service Charges" quoted by the Bidder/Tenderer in their Financial Bid shall remain **fixed** during the period of two year except change in minimum wages as per the notification of Government and corresponding changes in ESI, PF contribution and bonus if any and no revision in rates will be permitted during the extension period also. UIIC, however, reserves the right to terminate the contract at any time without assigning any reason thereof by serving one months' notice.
4. **The Bidder/Tenderer quoting beyond the last date of submission shall be treated as "Unresponsive" and will not be considered.**
5. **Earnest Money Deposit : EMD of requisite amount of Rs. 30000/- (Rupees Thirty Thousand only)** as per bid details to be deposited or in form of DD favoring "**United India Insurance Co. Ltd.**" payable at **VADODARA** latest by closing date & time of the bidding at United India Insurance Co. Ltd., Regional Office, Vadodara. The EMD must be submitted before last date of submission of tender. Any Tender not accompanied by EMD shall be summarily rejected and not considered at all. However, **firms registered with MSME, Central Purchase Organization / National Small Industries Corporation (NSIC) are exempted from depositing of EMD.** Such firms are mandatorily required to submit the relevant copy of exemption certificate issued by the competent authority.
 - EMD amount of the unsuccessful bidders will be returned to them without interest on completion of the bid process.
 - The EMD of successful bidder will be converted as Performance Security

Deposit and will be returned after the completion of the contract period. The security deposit will be forfeited if any of the conditions of the contract are contravened or any action is taken against the contractor or for breach of conditions of contract. The Security Deposit will not carry any interest.

- If at any stage, it is found that the documents, certificates, bills and documents pertaining to mandatory proof of payment of minimum wages, statutory payments and other payments submitted by the Bidder are forged or have been manipulated, the work order issued to the Bidder shall be cancelled and the Security Deposit of the Bidder shall be forfeited without any claim whatsoever on UIIC and the Bidder is liable for action as deemed fit by UIIC.
 - EMD amount submitted shall be forfeited if the bidder withdraws his bid during the validity period of Tender.
 - Bid security of the successful bidder shall be forfeited if the successful bidder refuses or neglects to execute the Contract within the time frame specified by the Department.
 - If the successful bidder is exempted from EMD at the initial tender submission stage, upon receipt of intimation of his selection, shall submit a Demand Draft for an amount of Rs.30, 000/- as security deposit failing which work order will not be released by UIIC.
6. All the copies of the documents mentioned in the Eligibility Criteria, **Annexure I to VI** and other necessary documents are required to be attached with the "Technical Bid" to be eligible for opening of "Financial Bid" as these documents will help in evaluating the Technical Bid of the Bidder.
 7. The Bidder, on award of contract, has to sign an Agreement with the Company on a non/judicial Stamp Paper of Rs.300/- containing all the terms and conditions mentioned in the Tender Document.
 8. EPF and ESIC to be remitted to the statutory body as per laws in force. Bonus paid to deployed employees shall be as per applicable Act. i.e. Rs.13,000 or the minimum wages for scheduled employment, as fixed by the appropriate State/Union Government, whichever is higher.
 9. Drivers deployed by contractor at UNITED INDIA INSURANCE CO.LTD(UIIC) shall not be paid less than the rate fixed by the company during currency of the contract by the contractor. The bids which do not comply with this condition shall be rejected.
 10. Both the bids (Technical and Financial) separately sealed in envelopes superscribing as Technical Bid and Financial Bid, respectively, should be put in a third sealed envelope and should be superscribed as "Tender for Services of Car Drivers at United India Insurance Co. Ltd. ,Vadodara".
 11. Sealed Tenders with requisite documents should be addressed to Regional Manager, General Administration Department , UNITED INDIA INSURANCE CO.LTD, Regional office, 5th floor, Suraj plaza-II, Sayajigunj, VADODARA-390020 and should be dropped in tender box kept in the above address latest by the scheduled time and date as given in Section II.

12. The Technical bids will be opened on the scheduled time and date in the presence of the representatives of bidders, if any, who wish to be present on the spot at that time.
13. The technically qualified bids shall ONLY be further considered for opening and evaluation of financial bids.
14. From among the technically qualified bidders, the Bidder quoting the lowest bid amount for the services defined in the tender document shall be considered for award of contract.
15. UIICL, Regional Office-Vadodara, reserves the right to reject/cancel any or all the bids without assigning any reason, whatsoever.

C. PRE-BID MEETING DETAILS : A pre-bid meeting shall be held in the office of the UNITED INDIA INSURANCE CO.LTD(UIIC), Vadodara on the date mentioned in Section II, to clarify any query of bidders regarding terms and conditions and scope of work. The time, date and venue is mentioned above.

Prospective bidders may send their queries, if any to Administration department, RO Vadodara latest by 5 days prior to the pre-bid meeting. The same shall be clarified in the meeting and/ or by issuance of corrigendum. The queries received after the above mentioned time limits will not be entertained.

D. RISK CLAUSE:

1. The Bidder shall at all times have standby arrangements for carrying out the work under the Contract in case of any failure of the existing arrangement, UIIC reserve the right for termination of the contract at any time by giving two month written notice, if the services are found unsatisfactory and also has the right to award the contract to any other contractor at the cost, risk and responsibilities of Contractor and excess expenditure incurred during the notice period on account of this will be recovered by UIIC from the Contractor's Security Deposit or pending bill or by raising a separate claim.
2. In the event of any loss/damage of UIIC assets due to negligence/carelessness of Contractor staff, then the Contractor shall compensate the loss to UIIC.
3. Contractors will be solely responsible for any accidents to the personnel engaged by them and take provide appropriate insurance cover to them.
4. The delay by the contractor in providing a substitute shall attract liquidated damages of Rs.300/- per day per such cases on the contractor besides deduction in payment on pro-rata basis.

E. DISPUTE SETTLEMENT

It is mutually agreed that all differences and disputes arising out of or in connection with this Agreement shall be settled by mutual discussions and Negotiations, if such disputes and differences cannot be settled and resolved by discussions and negotiations then the same shall be referred to the Sole Arbitrator appointed by The Chief Regional Manager, UIICL, Regional Office, Vadodara whose decision shall be final and binding on both the parties.

F. TERMINATION CLAUSE

During the period of agreement if it is found that the agency is not providing proper services or charging by fraudulent manner or otherwise, the whole security deposit of deposited with UIIC or part thereof shall be forfeited in favor of UIIC and agreement will be terminated after giving 2 months' notice.

G. VARIATIONS

The Authorized officer of UIIC may order variations in the scope or quantum of work through a written order. The payment for the variation shall be worked out on the basis of contract rates for manpower.

H. TERMS AND CONDITIONS, SCOPE OF WORK & PAYMENT PROCEDERES:

- (1) The persons supplied by the Service Provider should not have any Police records/criminal cases against them. The Service Provider should make adequate enquiries about the character and antecedents of the persons whom they are recommending. The character and antecedents of the personnel provided by the service provider are to be verified by the service provider before their deployment after investigation by the local police, collecting proofs of identity like driving license, bank account details, previous work experience, proof of residence and recent photograph and a certification to this effect submitted to UIIC. The service provider will also ensure that the personnel deployed is medically fit and will keep in record a certificate of his medical fitness. The Service Provider shall withdraw such employee who is not found suitable by UIIC for any reasons immediately on receipt of such a request.
- (2) The service provider shall engage necessary persons as required by UIIC from time to time. The said persons engaged by the service provider shall be the employees of the service provider within the meaning of applicable laws and it shall be the duty of the service provider to pay his salary every month. There is no Master and Servant relationship between the employees of the service provider and UIIC and the said persons of the service provider shall not claim any absorption in UIIC.
- (3) The service providers' persons shall not claim any benefit/compensation/absorption/regularization of services from/in UIIC under any law. Undertaking from the persons to this effect shall be required to be submitted by the service provider to UIIC.
- (4) The drivers engaged by the Service Provider shall be dressed in neat and clean uniform (including proper name badges), failing which a penalty of Rs.500/-on each such occasion shall be levied on the Service Provider and habitual offenders in this regard shall not be allowed to be deployed. Uniform including name badges are to be provided by the service provider.
- (5) The service providers' personnel shall not divulge or disclose to any person, any

details of office, operation process technical know-how, security arrangements, administrative/ organizational matters as all such information are confidential in nature.

- (6) The service providers' personnel should be polite, cordial, positive and efficient, while handling the assigned work and his actions shall promote goodwill and enhance the image of UIIC. The service provider shall be responsible for any act of indiscipline on the part of persons deployed at UIIC.
- (7) The persons deployed shall not be below the age of 21 years and above the age of 50 years and shall not interfere with the duties of the employees of UIIC.
- (8) The driver deputed should not be suffering from any chronic illness and should not be suffering from poor vision or hearing problem.
- (9) The Driver should always carry original valid Driving Licence with him whilst on duty and follow all the traffic rules strictly. In case any penalty is imposed by Police and Other Authorities for not carrying original valid Driving Licence by Driver or for violating the traffic rules, the penalty imposed will be borne by the Bidder.
- (10) The driving license of the driver deputed should be valid throughout the period of contact and the bidder should ensure that the license is renewed in time if it is expiring during the period of contract.
- (11) The deputed driver will carry out daily cleaning of the car provided to him for driving and maintain the same in good presentable condition.
- (12) The tenderer will be bound by the details furnished to UIIC, while submitting the tender or at subsequent stage. In case, any of such documents furnished by the tenderer is found to be false at any stage, it would be deemed to be a breach of the terms of contract, making the tenderer liable to legal action besides termination of contract.
- (13) The tenderer shall furnish the following documents in respect of the Supervisor and Car Drivers who will be deployed by it in UIIC before the commencement of the contract:
 - a. List of persons deployed
 - b. Bio-data of the persons
 - c. Attested copy of the Driving License
 - d. Attested copy of experience certificate
 - e. Character certificate from Gazetted officers of the Central/State Government
 - f. Certificate of verification of antecedents of persons by local police authority
- (14) The person deployed shall be required to report for work/leave office in time. In case, persons deployed is absent on a particular day or comes late/ leaves early on three occasions, one day wage shall be deducted in respect of such persons.
- (15) The tenderer shall be solely responsible for the redressal of grievances/resolution of disputes relating to persons deployed. UIIC shall, in no way, be responsible for settlement of such issues whatsoever.
- (16) UIIC may require the service provider to dismiss or remove from the site of work, any person or persons, employed by the service provider, who may be incompetent or for their misconduct and the service provider shall forthwith comply with such requirements. The Service provider shall replace immediately any of its personnel, if he is unacceptable to UIIC because of security risk, incompetence, conflict of interest and

breach of confidentiality or improper conduct, upon receiving written notice from UIIC.

(17)The service provider has to provide Photo Identity Cards to the person deployed for carrying out the work. These cards are to be constantly displayed.

(18)The service provider shall ensure proper conduct of persons deployed in office premises, and ensure such person refrain from smoking, loitering without work consumption of alcoholic drinks, pan, etc.

(19)The transportation, food, medical, Workmen Compensation Insurance, Personal Accident cover and other statutory requirements in respect of personnel of the service provider shall be the responsibility of the service provider.

(20)The driver would necessarily keep mobile phone with connection with him for 24 hours, even on roaming, and would attend and make calls at the directions of occupants. The service provider shall ensure to provide mobile handset and reimburse reasonable monthly mobile charges to the drivers at the cost of Agency.

(21)Working hours would be normally from 9 AM to 7.00 PM from Monday to Saturday including one-hour lunch break in between. However, in exigencies of work, the drivers may be required to work late and the personnel may be called on Sundays and other Gazetted holidays, if required. The drivers will be paid overtime charges for such extended hours of work/days of work.

(22)The service provider will be wholly and exclusively responsible for payment of wages by 7th day of each month through NEFT/RTGS to the persons engaged by it in compliance of all the statutory obligations under all related legislations as applicable to it from time to time including wages paid shall not be paid less than the rate fixed by the company during currency of the contract by the contractor for Skilled and Semi-skilled. Employees Provident Fund, ESI Act etc. and UIIC shall not incur any liability for any expenditure whatsoever on the person employed by the Service Provider on account of any such obligation. The Service Provider will be required to provide particulars of PF and ESI contributions of its employees engaged at UIIC. In case any other permission or Certificate is required for providing Contract Labour to the Company, the Bidder will be required to submit the same within one month of award of the work. The Successful Bidder would be required to deploy Manpower / Contract Labour as per norms prescribed under the said Act.

(23) The service provider shall also be liable for depositing all taxes, levies, Cess etc. on account of services rendered by it to UIIC, to concerned tax collection authorities from time to time as per the applicable rules and regulations on the matter

(24) The service provider shall maintain all statutory registers under the applicable law. The Service Provider shall produce the same, on demand, to the concerned authority of UIIC or any other authority under law.

(25) Tax Deduction at Source (TDS) shall be deducted as per the provisions of Income Tax Department, as amended from time to time and a certificate to this effect shall be provided by UIIC to the service provider.

(26) In case, the service provider fails to comply with any statutory/taxation liability under appropriate law, and as a result thereof UIIC is put to any loss/obligation, monetary or otherwise, UIIC will be entitled to get itself reimbursed out of the outstanding bills or the Security Deposit of the Service Provider, to the extent of the loss

or obligation in monetary terms.

(27) The service provider will submit the bill in duplicate in respect of a particular month in the first week of the next month. The payment will be released latest by the third week of the following month after deduction of taxes deductible at source under the laws in force.

(28) The claims in bills regarding Employees State Insurance, Provident Fund and GST etc. should necessarily be accompanied with documentary proof pertaining to the concerned month's bill. A requisite portion of the bill/whole of the bill amount shall be held up till such proof is furnished, at the discretion of UIIC.

(29) Payment to the service provider would be as per the bill preferred by the service provider, duly supported by attendance register of personnel deployed at UIIC.

(30) No wage/remuneration will be paid to any staff of the service provider for the days of absence from duty.

(31) The service provider will provide the required personnel for a shorter period also, in case of any exigencies as per the requirement of UIIC.

(32) The service provider shall provide a substitute well in advance if there is any probability of the any person leaving the job due to his own personal reason. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider. The delay by the Service Provider in providing a substitute beyond two working days shall attract a penalty @Rs.100/- per day on the Service Provider which shall be deducted from the monthly bills of the Service Provider in the following month.

(33) The service provider shall be contactable at all times and message sent by phone/e-mail/Fax./Special Messenger from UIIC to the service provider shall be acknowledged immediately on receipt on the same day. The Service Provider shall strictly observe the instructions issued by UIIC in fulfillment of the contract from time to time.

(34) UIIC shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the service provider. UIIC shall also not be liable for any claims, financial or other injury to any persons deployed by the service provider in the course of their performing the duties, or for payment towards any compensation.

(35) The persons deployed by the Service Provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to casual, ad-hoc, regular/confirmed employees of UIIC during the contract period or, after expiry of the contract.

(36) The Service Provider on its part and through its own resources shall ensure that the goods, materials and equipment of UIIC, are not damaged in the process of carrying out the services undertaken by it and shall be responsible for acts of commission and omission on the part of its staff and its employees. If UIIC suffers any loss or damage on account of negligence, default or theft on the part of the employee/agents of the Service Provider then the Service Provider shall be liable to reimburse to UIIC for the same. The Service Provider shall keep UIIC fully indemnified against any such loss or damage.

(37) The Service Provider will maintain an attendance register in respect of the staff deployed by the Service Provider on the basis of which wages will be paid in respect of

the staff at the approved rates.

(38)The successful bidder will enter into an agreement with UIIC for provision of suitable and qualified/skilled manpower as per requirement of UIIC on these terms and conditions. The Administrative charges/rates, Overtime allowance and outstation charges, quoted by the Service Provider shall be fixed for the period of the contract and no request for any change/ modification shall be entertained before expiry of the period of contract. Any changes in the fixed wages, Bonus Act, etc. however will be given effect.

(39)The service provider shall not assign, transfer, pledge or sub contract the performance or services without the prior written consent of UIIC.

(40)The agreement can be terminated by either party by giving one month's notice in advance. If the Service Provider fails to give one month's notice in writing for termination of the Agreement then one month's wages etc, and any amount due to the Service Provider from UIIC shall not be paid by UIIC.

(41)On the expiry of the agreement as mentioned above, the Service Provider will withdraw its personnel and clear its accounts by paying all it's legal dues. In case of any dispute on account of the termination of employment or non- employment by the personnel of the Service Provider, it shall be the entire responsibility of the Service Provider to pay and settle the same.

(42)Conditional bids shall not be considered and will be out rightly rejected in the very first instance.

(43)If any dispute arises with regard to any of the clauses of the agreement, the matter will be referred to UIIC, whose decision shall be binding on both the parties.

(44)UIIC reserves right to withdraw/relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.

(45)In the event of any litigation on the status of the deployed persons, UNITED INDIA INSURANCE CO.LTD (UIIC) shall not be a party to such proceeding. However, if UNITED INDIA INSURANCE CO.LTD., (UIIC) is made a party to such dispute, the agency shall take all steps to protect the interest of UNITED INDIA INSURANCE CO.LTD., (UIIC) and the agency shall reimburse the expenditure that would have been borne by UNITED INDIA INSURANCE CO.LTD., (UIIC) to defend itself, if so required.

(46) In this document

- a) UIIC and UIICL shall mean United India Insurance Company Limited.
- b) The terms tenderer, bidder, agency and Service provider have been used to denote the entity who has responded to this tender document issued by UIIC.

(47)During the course of the tender process, UIIC may seek clarifications or additional documents and it is the duty of the tenderer to provide the same.

(48)Signature to be affixed by the bidder on each page of terms and conditions of the contract.

(1) (49)The duty hour of driver will start from the actual time of reporting for duty intimated to him by authorized official of UIIC and will end from the actual time of relieving from duty. However, if need be, the driver can be called

for duty at any hour and can be used beyond the daily limit of 10 hours (**The drivers will be paid overtime charges for such extended hours of work/days of work.**) and on Holidays/Sundays, for which wages as applicable will be paid. The driver has to report at the place of duty at any location within Gujarat state intimated to him as per need by the UIIC authorized officer.

(50)The Bidder is required to make payment of Minimum Wages, Statutory Payments like EPF, UII etc., if payable, and other payments as per the Bid Document to the Driver by the **7th day of following month** and to Statutory Authorities in time by themselves and then claim reimbursement of such expenses along with "Service Charges" from UIIC by submitting Monthly bills along with proof of Payment of Minimum Wages and other Statutory Charges. Please note that payment will be made to the Bidder, only if the bills are accompanied by documentary proof of all these payments to driver and other statutory authorities **along with attendance details** for the month and other documents mentioned in the Bid Document treating it as a mandatory requirement.

(51) UIIC shall have the right to deduct from the money/amount due to the Bidder/Tenderer, any sum required or estimated to be required, for making good the loss suffered by a worker/driver deputed, by reason of non-fulfillment of the conditions of the contract of the benefit of the workers/drivers, non-payment of wages or of deduction made from their wages which are not justified by their terms of the contract or non observance of the Regulations.

(52) The Bidders are advised to keep in view all the administrative and financial Expenses/arrangements to be made and borne by him/them for providing Driver on Monthly Contract Basis including alternate driver in case regular driver is on leave and to make payment of minimum wages, statutory and other payments as per Terms and Conditions and Scope of Services given in the Bid Document. **Please note that all payments will be made by the Bidder in time to the driver and to statutory authorities first from his own financial sources and then claim reimbursement of Monthly Contract charges along with mandatory/statutory documents/requirements as per procedure given in the Bid Document. Also UIIC is not responsible for any statutory non-compliance as per labour laws.**

(53) The Driver provided by the Bidder can be deputed for Outstation Duty also, whenever required but in exceptional circumstances only. **Fixed night halt charges of Rs. 500/- per day will be paid.**

(54) **Basic duties of the driver:**

- a. The behavior of the driver should be polite, cordial, obedient and not convicted in any Civil or Criminal Court/Law Agencies.
- b. The driver, in addition to safe driving of the car, would receive the occupants in a very respectful manner and his/her baggage and would obey the instructions of the occupants.
- c. The Driver is required to **maintain/up-date Log Book on daily basis** for use of the Vehicle provided by the Company on the basis of duties given to him and produce the same to the company officials whenever demanded/required for record and other purposes. The calculations of overtime payable will be made on the basis of entry in the Log Book duly signed/certified by the User Officer.
- d. The driver will carry-out daily cleaning of the car provided to him for driving and maintain the same in a good presentable condition. The cleaning material will be provided by UIIC.
- e. Contractor must provide the driver a working mobile phone and contact number with roaming facility. In an event that for any reasons the driver changes his contact number during the tenure of the contract then service provider will immediately notify to UIIC of the above changes.
- f. The driver shall be reachable at all times during duty hours.
- g. The driver shall not report for duty in an inebriated state. In such an event UIIC shall have full rights to terminate the contract with immediate effect.
- h. The driver should be well conversant with local language.

REGIONAL MANAGER

ANNEXURE -I

TECHNICAL BID FORM- (To be filled up, signed and submitted on letter head)

NAME OF WORK: SUPPLY OF DRIVER-LMV FOR OFFICE CAR TO UIICL,
REGIONAL OFFICE, VADODARA

1. Name of the Prop. Concern / Firm / Company _____
2. Name of the Authorized person submitting the Bid : Shri/Smt/Ms _____
3. Designation of the authorized person submitting the bid : _____
4. Address of the Prop. Concern / Firm / Company: _____
5. Contact Details :
 - i. Tel No with STD Code: (O) _____ (R) _____
 - ii. Mobile No: (Off) _____ (Pers) _____
 - iii. E-Mail ID: (Off) _____ (Pers) _____
6. Registration & incorporation particulars of the Prop. Concern / Firm / Company:
 - i. Private Limited
 - ii. Public Limited
 - iii. Any Other – Please specify
7. Name of the Prop / Managing Partner(s) / Managing Director (s) : _____

8. Mobile Number & Email ID of the Prop / Managing Partner(s) / Managing Director (s) : _____

9. Bidder's Bank, its Address, IFSC and Current Acct Number
:Address: _____
IFSC Code: _____
Current Account Number: _____
10. Permanent Income Tax Number : _____
11. GST No with last 6 months challans : _____
12. EPF Registration No with last 6 months challans: _____
13. ESIC Registration No with last 6 months challans: _____
14. EMD exemption required : YES / NO
 - i. If Yes, Category of Exemption : _____
 - ii. If No, Particulars of EMD :

Demand Draft No : _____

Date: _____

Name of the Bank: _____

Address of the Bank: _____

Validity of DD and Payable at: _____

15. Description of Similar work in providing driver services during the last three financial years in Govt. Dept / PSU :

Description of Work Order executed	Actual value of Work Order executed	Name of the Govt Dept / PSU	Start Date	End Date	Document evidence upload (Y/N)

16. Details of Annual turnover & Net profit for last 3 years: (to be certified by CA)

Financial Year	Annual Turn Over	Net Profit
2021 - 2022		
2022 - 2023		
2023 - 2024		

17. Whether Police / Legal proceeding in Court pending against Proprietor / Firm / Company / Contract labour engaged by the Agency : YES / NO

18. Whether Agency is Black listed by any Central/ State Govt. / PSU during the last three years, if not attach self-certificate : YES / NO

DECLARATION

I hereby certify that the information furnished above is full and correct to the best of my knowledge. I understand that in case any deviation is found in the

above statement at any stage, the Company/ Firm shall be blacklisted and shall not have any dealing with the UIIC in future besides forfeiture of EMD. Also, I undertake to abide by the stipulations/conditions of the Tender in full.

Date:

Place:

Signature of Authorized Person

Full Name:

Owner /Company / Firm's Seal:

ANNEXURE - II
FINANCIAL BID - PART A
(SPECIMEN ; TO BE FURNISHED ON THE BIDDER LETTER HEAD)

For Providing Skilled Drivers in United India Insurance Co. Ltd.

- 1.** Rate per person / per month (10 hours per day including 1 hr. Lunch) are as follows: Applicable taxes extra

S.No.	Component of Rate	Drivers (Skilled)
1.	Wages (Basic+DA) (a)	0000
2.	Other Allowances (b)	0000
3	Salary c = (a + b)	0000
4.	Employee contribution to EPF (d)	
5.	Employee contribution to ESIC (e)	
6.	Net Salary f = (c - (d + e)	
7.	Employer contribution to Employee Provident Fund(EPF) (g)	
8.	Employer contribution to Employee State Insurance(ESI) (h)	
9.	Bonus (Refer to 5 (g) of Section III (I)	
10	Any other liability (Pl. Indicate) (j)	
11	Overtime Allowance (per hour) after normal duty hours. (9 AM to 7PM) (k)	
12	Outstation charges per day (l)	
13	Total (Column 6 to 12) (m)	
14	Contractors ::Administrative Charge (n)	
15	Total Billing Value per person o = (m + n)	

Note: The Administrative Charges quoted by the Bidder shall remain unchanged for the entire period of contract irrespective of the change in Minimum Wages.

DECLARATION

We/I hereby certify that the information furnished above is full and correct to the best of my knowledge. We/I understand that in case any deviation is found in the above statement at any stage, the Company/Firm shall be blacklisted and shall not have any dealing with the UIIC in future.

Signature of Owner/ Managing Partner/
Director

Date:

Name:

Place:

Owner /Company / Firm's Seal:

ANNEXURE -III

BID SUBMISSION FORM

(To be printed on Bidder's letterhead, signed, stamped and submitted)

Date

LETTER OF BID

To

Regional Manager,
UIICL – RO,
5th Floor, Suraj Plaza-II,
Sayajiguj, Vadodara,
Gujarat – 390 020.

Ref: Invitation for Bid document No _____ dated _____

I / We, the undersigned, declare that:

1. I / We have gone through and read the entire terms and conditions, scope of services, penalty clause, procedure for submission of monthly bills along with statutory and mandatory requirements/documents for the release of payments to Bidder of the Tender Document of ESI Corporation, Sub Regional Office, Coimbatore.
2. I / We have examined and have no reservations to the Bidding Documents.
3. I / We undertake to provide the Supply of Driver (LMV) to your office in conformity with the Bidding Document.
4. Our bid shall be valid for a period of 90 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. I / We also declare that Government of India or any other Government body has not declared us ineligible or black listed us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any other failure/lapses of serious nature.
6. I / We undertake, to enter into agreement as per the terms and conditions of the bidding document and bear all expenses including charges for stamps etc and agreement will be binding on us.
7. I / We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that you are not bound to accept highest ranked bid/ lowest bid or any other bid that you may receive.
8. In case any provision of the tender is found violated, I / We agree that the bid shall be liable to be rejected and UII Corporation, Sub Regional Office Coimbatore shall without prejudice to any other right or remedy will be at liberty for forfeit the Earnest Money absolutely deposited by me / us along with the bid document and Security Deposit absolutely deposited by me / us upon award of contract to me / us.

Yours sincerely, Authorized Signatory

Full Name and Designation

ANNEXURE IV

UNDERTAKING REGARDING NON-BACKLISTING/PROSECUTION OF THE FIRM

(To be submitted on the Letter Head of the Bidder/Tenderer)

Date: _____

TO WHOMSOEVER IT MAY CONCERN

I / We / Our organization, M/s _____ hereby undertake and declare that neither me nor our Organization including our Partners / Shareholders / Directors were ever blacklisted / prosecuted by any government department / statutory body(ies) / Public Sector Undertakings in any State or by any Court of Law. I, the undersigned declare that my firm has not been convicted of an offence under the Prevention of Corruption Act, 1988.

I, the undersigned also declare that no case is pending with the police / legal proceedings in court of law against the Proprietor / firm /partners or against the company / Agency and contract labour engaged by the contractor.

Signature of Authorized Person

Date:

Full Name:

Place:

Owner /Company / Firm's Seal:

ANNEXURE V

DECLARATION REGARDING SUPPLY OF REQUISTE MANPOWER

(To be submitted on the Letter Head of the Bidder/Tenderer)

Date: _____

TO WHOMSOEVER IT MAY CONCERN

I / We, the undersigned HEREBY DECLARE that my / our agency M/s _____ has its own trained manpower on our rolls to provide requisite services in accordance with the Bid Document No: _____ dated _____.

I / We also undertake that the workers employed would be paid at least minimum wages as per orders of Govt. of India and oblige all statutory requirements with respect to ESI, EPF and other labour compliances etc., with reference to those workers in accordance with the conditions of the contract.

I / We also hereby declare that my/our agency have not defaulted any payments /monthly compliance with respect GST, ESI & EPF. I / We also hereby declare that ESI and EPF compliance has been made for all coverable staff for the last six months with no default in any payments.

Signature of Authorized Person

Date:

Full Name:

Place:

Owner /Company /
Firm's Seal:

ANNEXURE - VI

Checklist of documents (Signed stamped and scanned copies)

S.No	Document	Yes/No
1	Bid Document signed and stamped all pages	
2	Copies of Audited Balance Sheets, P&L Statements (2021-2,2022-23 & 2023-24)	
3	Registration/Incorporation Certificate	
4	EMD (If exempted, provide the copies of exemption certificates)	
5	GST Registration with last 6 months challans	
6	ESIC Registration with last 6 months challans	
7	EPFO Registration with last 6 months challans	
8	Contract Labour (Reg & Abolition) Act Registration certificate	
9	Copy of PAN	
10	Copies of Experience certificates, Work Orders, Satisfactory completion certificate	
11	Details of Annual turnover & Net profit for last 3 years (to be certified by CA)	
12	Technical Bid Form - Annexure I	
13	Financial Bid - Annexure II (Part A & Part B)	
14	Bid Submission Form - Annexure III	
15	Undertaking - Annexure IV	
16	Declaration - Annexure V	
17	Checklist - Annexure VI	

Date:

Place:

Signature of Authorized Person

Full Name:

Owner /Company / Firm's Seal: