

**UNITED INDIA INSURANCE CO. LTD (UIICL)
REGIONAL OFFICE, 7A WEST VELI STREET,
MADURAI**

TENDER DOCUMENT- POOL CAR DRIVER

For providing services of Car Driver to United India Insurance co. Ltd.,

**UNITED INDIA INSURANCE CO. LTD
REGIONAL OFFICE, 7A WEST VELI STREET, MADURAI**

SECTION -I

INVITATION FOR THE BIDS

1. Sealed tenders are invited under Two Bid System i.e. Technical Bid and Financial Bid from Registered, Reputed, Experienced and Financially sound Manpower Companies / Firms for providing **one car driver** in UIICL.
- 2 Complete Tender Documents can be downloaded from the website of UIIC- www.uiic.co.in
- 3-Interested Companies/Firms can submit the tender documents complete in all respects along with Earnest Money Deposit (EMD) of Rs.5000/- (Rupees Five Thousand only)
- 4 UIIC reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of UIIC in this regard shall be final and binding.

**UNITED INDIA INSURANCE CO. LTD
REGIONAL OFFICE, 7A WEST VELI STREET, MADURAI**

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**UNITED INDIA INSURANCE CO. LTD
REGIONAL OFFICE, 7A WEST VELI STREET,
MADURAI**

SECTION II

IMPORTANT INFORMATION RELATED TO TENDER

1	Date of issue	24.01.2019
2	Earnest Money Deposit	Rs.5000/- (Rupees Five Thousand only)
3	Last Date for Submission of bids	11.02.2018 – 12 00 Noon
4	Bid Validity	90 days
5	Address for Submission of bids	Regional Manager General Administration Department United India Insurance Co. Ltd Regional Office, 7A West veli street Madurai-1
6	Date of Opening of Technical bid	11.02.2019 2.00 PM
7	Date of Opening of Financial bid	To be notified at a later date after the Technical evaluation is completed.
8	Contact for any queries	kannadurai@uiic.co.in

SECTION-III**INSTRUCTIONS TO THE BIDDERS**

Sealed tenders are invited from Registered, Experienced and Reputed Manpower Companies / Firms for providing Car Driver at **UNITED INDIA INSURANCE CO.LTD**

- I. Driver should essentially have:-
 - (i) A Driving license for motor cars.
 - (ii) Knowledge of motor mechanism (The driver should be able to repair minor defects in vehicles)
 - (iii) Experience of driving a motor car for at least 2 years.

The drivers deployed should have passed minimum 8th Standard.

2. The period of contract would be for two years i.e. from 1.02.2019 to 31.01.2021 and can be extended for another 12 months by mutual consent on the same terms and conditions as per the prevailing contract. Administration charges quoted by the Service provider would be fixed for the period of contract and any statutory increase in Minimum Central Wages Act as prescribed under the notified minimum wages as per Central Government Guidelines for Skilled and Semi-skilled and variable DA as notified by Ministry of labour & Employment from time to time will be borne by UIIC
3. The manpower will have to be deployed by the Service Provider within 7 days of award of contract.

4. Eligibility Criteria:

Criteria	Documents required in support of eligibility criteria and the same should submitted along with Technical Bid
<p>A</p> <ol style="list-style-type: none"> 1- Company Registered under the relevant provisions of the companies Act 2013 or 2- Limited Liability Partnerships registered under the relevant provisions of the Limited Liability Partnership Act 2008 or 3- Registered co-operative societies registered under the co-operative societies Act 1912 or 4- Partnership Firms registered under the Indian Partnership Act 1932 or 5- Entities formed under the Public Private Partnership such are E-Seva, E-mitra, CSC or 6- Any other entity as may be approved by the authority to act as Outsourcing service provider 	<p>Self attested copy of certification of incorporation in respect of the applicant organization issued by Registered of companies or partnership deed duly registered under partnership Act, Co-operative societies Act</p>
<p>B. Bank account should be in the name of the Bidding company / Firm</p>	<p>Extracts of the Bank Account, containing transactions during the last three months.</p>
<p>C. Should have valid PAN and GST registration no</p>	<ol style="list-style-type: none"> I. Attested copy of PAN card II. Attested copy of GST registration certificate.
<p>D. They should be registered with appropriate authorities under Employees Provident Fund, Employees State Insurance Act and the Contract Labour (Regulation and Abolition Act)</p>	<ol style="list-style-type: none"> i. Attested copy of the Employee Provident Fund registration letter/ certificate. ii. Attested copy of the Employee State Insurance registration letter/ certificate iii. Attested copy of the Labour Licence under the Contract Labour (Regulation & Abolition) Act.

E .Should not have been blacklisted	Declaration for not having been blacklisted by any State Government or by Government of India as per the format in Section VII of this tender Document.
F. Should have two Running Contracts of PSU/Government undertaking	Copies of the work order specifying value and period of contract

5. An earnest money deposit of **Rs.5000/-** (Rupees five thousand only), refundable (without interest in the form of demand draft, drawn in the favour of **“United India Insurance Company Limited” payable at MADURAI** should be submitted along with the technical bid, failing which the bid shall not be considered valid.

6. Preparation and Submission of Bids:

- a. Tenders are to be submitted as per two bid system i.e.- Technical Bid and Financial Bid.
- b. All entries in the tender form should be legible and filled clearly.
- c. The tender should be typed 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.
- d. All documents/papers should be numbered, signed and sealed by the Bidder on each page.
- e. Technical Bid should contain all the documents required and EMD as specified.
- f. Financial Bid should only contain the Price Schedule which is to be quoted on monthly basis for normal duty of 9 hours per day for six days a week i.e Monday to Saturday with half an hour lunch break 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.
- g. The rates should be quoted for the services to be provided as per instructions given in the tender document and should not be less than Minimum Central Wages Act as prescribed under the notified Minimum Wages as per Central Government Guidelines applicable . The bids which do not comply with this condition shall be rejected.
- h. Both the bids (Technical and Financial) separately sealed in envelopes super-scribing as Technical Bid and Financial Bid, respectively, should be put in a third sealed envelope and should be super scribed as “Tender for Services of Car Driver at United India Insurance Co. Ltd., MADURAI ”

- i. Sealed Tenders with requisite documents should be addressed to Regional Manager, General Admin Deptt. , UNITED INDIA INSURANCE CO.LTD, Regional Office, 7A West Veli Street Madurai -625001
 - j. And should be dropped in tender box kept in the above address latest by the scheduled time and date as given in Section II.
7. The competent authority of UIIC reserves the right to annual any or, all bids without assigning any reason.
 8. 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.
 9. 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.
 10. 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.

SECTION - IV

TERMS & CONDITIONS

(1) The person 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 person whom they are recommending. The character and antecedents of the personnel provided by the service provider will be got verified by the service provider before their deployment after investigation by the local police, collecting proofs of identity like driving licence, 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 & 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 badges), failing which a penalty of Rs.500/- on each such occasion shall name be levied on the Service Provider and habitual offenders in this regard shall not be allowed to be deployed.
- (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 18 years and above the age of 50 years and shall not interfere with the duties of the employees of UIIC.
- (8) 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.
- (9) The tenderer shall furnish the following documents in respect of Car Driver who will be deployed by it in UIIC before the commencement of the contract:
- a. Bio-data of the person
 - b. Attested copy of the Driving Licence
 - c. Attested copy of experience certificate
 - d. Character certificate from Gazetted officers of the Central/State Government
 - e. Certificate of verification of antecedents of persons by local police authority
 - f. Attested copy of certificate showing age

(10) 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 person.

(11) The renderer shall be solely responsible for the redressal of grievances/resolution of disputes relating to person deployed. UIIC shall, in no way, be responsible for settlement of such issues whatsoever.

(12) 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.

(13) 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.

(14) 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.

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

(16) Working hours would be normally from 9.30 AM to 6.30 PM from Monday to Saturday including half an 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 gazette holidays, if required. **The drivers will be paid overtime charges for such extended hours of work/days of work.**

(17) The service provider will be wholly and exclusively responsible for payment of wages **by 7th 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 Minimum Central Wages Act as prescribed under the notified Minimum Wages as per Central Government Guidelines for 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.

(18) 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

(19) 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.

(20) 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.

(21) 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.

(22) 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 by the third week of the following month after deduction of taxes deductible at source under the laws in force.

(23) 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.

(24) 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.

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

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

(27) 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.500/- per day on the Service Provider which shall be deducted from the monthly bills of the Service Provider in the following month.

(28) 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.

(29) 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

(30) 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.

(31) 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.

(32) 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.

(33) The EMD of successful tenderer will be converted as 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 besides any action taken against the contractor or for breach of conditions of contract. The Security Deposit will not carry any interest..

(34) 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 service charges/rates 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.

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

(36) However, 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.

(37) On the expiry of the agreement as mentioned above, the Service Provider will withdraw its personnel and clear its accounts by paying all its 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.

(38) Conditional bids shall not be considered and will be outrightly rejected in the very first instance.

(39) 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.

(40) 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.

SPECIMEN
TO BE FURNISHED ON THE BIDDER LETTER HEAD
SECTION-V

APPLICATION - 'TECHNICAL BID' FOR CAR DRIVER

S.No.	Particulars	To be filled in by the renderer
1.	Name of the Service Provider	
2.	Details of EMD	
	(i) Amount	
	(ii) Draft No.	
	(iii) Date	
	(iv) Issuing Bank	
3	Detailed office address of the Service Provider with Office Telephone Number, Fax Number and Mobile Number and name of the contact person	
4	Should be either registered as a Company under Companies Act 1956/ 2013 or as a Partnership(including Limited Liability Partnership) under Partnership Act, 1932, Registered Co-operative Societies under the Co-operative Societies Act 1912 or Entities formed under Public Private Partnership such as E-Mitra, E-Seva, CSC as the case may be. Bids of sole proprietorship firms shall not be considered at all.	Refer to Eligibility criteria and attach the required documents
5	Must have a valid license for deploying drivers as on date.	Refer to Eligibility criteria and attach the required documents

6	Bank account should be in the name of Bidding company / Firm	TheRefer to Eligibility criteria and attach the required documents
7	Should have valid PAN and GST registration no.	Refer to Eligibility criteria and attach the required documents
8	Should be registered <i>with appropriate</i> authorities under Employees Provident Fund, Employees State Insurance Acts and the Contract Labour (Regulation and Abolition Act) .	Refer to Eligibility criteria and attach the required documents
9	Should not have been blacklisted.	Refer to Eligibility criteria and attach the required documents
10	Should have two Running Contracts PSU/Government undertaking.	OfRefer to Eligibility criteria and attach the required documents

Date:

Signature of authorized person

Place:

Full Name:

Seal:

SPECIMEN
TO BE FURNISHED ON THE BIDDER LETTER HEAD
PRICE BID FORMAT
(TO BE ATTACHED WITH FINANCIAL BID)

(Date)

Regional Manager
General Administration Department
United India Insurance co. Ltd
Regional Office, 7A West Veli Street
Madurai -1

Dear Sir/Madam,

Ref: Tender for providing Driver at
UNITED INDIA INSURANCE CO.LTD. (UIIC)

Having examined the tender documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the services as required and outlined in the Tender for Selection of Services Provider for Driver.

To meet such requirements and to provide services as set out in the tender document, we attach hereto our response as required by the tender document, which constitutes our proposal.

We undertake, if our proposal is accepted, to adhere to the terms and conditions put forward in the tender and the agreement to be entered with UNITED INDIA INSURANCE CO.LTD. (UIIC).

If our proposal is accepted we agree for converting the EMD as Performance Security Deposit and the same can be returned after the completion of the contract period. The Performance Security Deposit will not carry any interest.

We agree for unconditional acceptance of all the terms and conditions set out in the tender document as also in the contract to be signed with UNITED INDIA INSURANCE CO.LTD. (UIIC) for Services Driver.

We confirm that the information contained in this proposal or any part thereof, including its exhibits, schedules and other documents and instruments delivered or to be delivered to UNITED INDIA INSURANCE CO.LTD. (UIIC) are true, accurate and complete. This bid includes all information necessary to ensure that the statements therein do not in whole or in part mislead UNITED INDIA INSURANCE CO.LTD. (UIIC) as to any material fact. We understand that if at any point of time it is noticed / discovered by UNITED INDIA INSURANCE CO.LTD. (UIIC) that any information given by us is false or incorrect or misleading, UNITED INDIA INSURANCE CO.LTD. (UIIC) shall have the right to take such necessary action as it may deem fit including cancellation of contract.

It is hereby confirmed that I/we are entitled to act on behalf of our company/ firm and empowered to sign this document as well as such other documents, which may be required in this connection.

Dated this Day 2018
 of

(Signature) (In the capacity of)

Duly authorized to sign the bid response for and on behalf of:

(Name and Address of Company/ Firm)

(Seal/Stamp of bidder) Witness Signature:

Witness

Name: Witness

Address:

SPECIMEN
TO BE FURNISHED ON THE BIDDER LETTER HEAD

FINANCIAL BID

For Providing Driver in United India Insurance Co. Ltd.

1..

Applicable taxes extra

S. No.	Component of Rate	Driver
1.	Basic	
2.	VDA	
3	Employees Provident Fund @ -- % of 1 above	
4.	Employees State Insurance @-- % of 1 above	
5	Any other liability (Pl. Indicate)	
6.	Overtime Allowance (per hour) after normal duty hours. (9.30 AM to 6.30 PM)	
7	Outstation charges per day	
8	Contractors :: Administrative Charge	
9	Total (Column 1 to 9)	

We confirm that the above charges are in accordance with Minimum Central Wages Act as prescribed under the notified Minimum Wages as per Central Government Guidelines and Labour Laws & Statutory laws.

Signature of authorized person

Date :

Name :

Place:

Seal :

SPECIMEN**TO BE FURNISHED ON THE BIDDER LETTER HEAD****SECTION VII****SELF-DECLARATION-NO BLACKLISTING**

Date

Regional Manager
 General Administration Department
 UNITED INDIA INSURANCE CO LTD
 Regional Office,
 7A West Veli Street
 Madurai -625001

Dear Sir/ Madam,

Ref:Tender for selection of service provider for provision of Driver
AT UNITED INDIA INSURANCE COMPANY LTD (UIIC)

In response to the above Tender document, I/ We hereby declare that presently our
 Company/ firm_____

Is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/ Autonomous body.

I/We further declare that presently our Company/ firm_____is not blacklisted or debarred and not declared ineligible for reasons other than corrupt & fraudulent practices Submission including violation of relevant labour laws by any State/ Central Government/ PSU/ Autonomous body on the day of bid submission.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, our security may be forfeited in full and the bid, if any to the extent accepted may be cancelled at any stage and the contract may be terminated and we shall be barred from bidding in future against any other tender issued by UIIC.

Thanking you,

Yours
faithfully,

Signature

Name
Seal of the Organization