



युनाइटेड इंडिया इन्श्योरेन्स कंपनी लिमिटेड
UNITED INDIA INSURANCE CO. LTD.

(भारत सरकार का उपक्रम Govt. of India Undertaking)

मुंबई क्षेत्रीय कार्यालय-1 MUMBAI REGIONAL OFFICE-1

STADIUM HOUSE, 5th FLOOR, VEER NARIMAN ROAD, CHURCHGATE, MUMBAI-400020

TENDER DOCUMENT FOR PROVIDING SKILLED CAR DRIVERS AT

United India Insurance Co. Ltd.

Mumbai Regional Office No. 1

**5th Floor, Stadium House, Veer Nariman Road, Churchgate,
Mumbai 400020**

Date of Issue: 22/01/2025

Last Date of submission – 10/02/2025 BY 2.00 P.M.

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SECTION I

INVITATION FOR THE BIDS

Separate Sealed tender is invited under Two Bid System i.e. Technical Bid and Financial Bid from Registered, Reputed, Experienced and Financially sound Manpower Company / Partnership / Proprietorship for providing **Skilled Car driver to Pool cars.**

1. Tender bid for each type of service is to be submitted in a separate envelope. The bid envelope should be super-scribed with the title of Service on the envelope. No bid would be accepted without the title.
2. A single company may bid for providing more than one service. However, tender bid for each service should be enclosed in a separate envelope.
3. Complete Tender Documents can be downloaded from the website of UIIC- www.uiic.co.in.
4. Interested Company / Partnership /Proprietorship can submit the tender documents complete in all respects along with Earnest Money Deposit (EMD) of Rs.20.000/- (Rupees Twenty Thousand only) for each service bid.
5. 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.

SECTION-II

IMPORTANT INFORMATION RELATED TO TENDER

S No.	Description	Details
1	Date of issue	22/01/2025
2	Tender Document Fee	NIL
3	Earnest Money Deposit	Rs.10,000/- (Rupees Ten Thousand only)
4	Last date for submission of Pre-bid queries by E- mail	29/01/2025
5	Date of Pre-bid Meeting Physically/Virtually	31/01/2025 at 4:00 PM Place: Stadium House, 5th. Floor United India Insurance Co. Ltd, Churchgate, Mumbai
6	Last Date for Submission of bids	10/02/2025 by 2:00 PM
7	Bid Validity	90 days
8	Address for Submission of bids	Regional Manager General Administrative Dept. United India Insurance Co. Ltd Mumbai Regional Office No.1, United India Insurance co. Ltd. Situated at 5th floor, Stadium House, Veer Nariman Road, Churchgate, Mumbai-400020
9	Date of Opening of Technical bid	10/02/2025 at 4.30 PM Place: United India Insurance Co. Ltd, Mumbai Regional Office No.1, United India Insurance co. Ltd. Situated at 5th floor, Stadium House, Veer Nariman Road, Churchgate, Mumbai-400020
10	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.
11	Contact for any queries	Mr. Santosh Mohite, Dy. Manager, mail id - sjmohite@uiic.co.in , Contact no - 9987511902 Mr. Amit Shankar Nakhare, Regional Manager, email id: amitnakhare@uiic.co.in Contact no. - 7824055457

SECTION-III

INSTRUCTIONS TO THE BIDDERS

Car Drivers - Sealed tender is invited from Registered, Experienced and Reputed Manpower Company / Firm /Partnership Firm/Proprietor ship firm for providing Skilled Car Drivers at

**UNITED INDIA INSURANCE CO.LTD.
Mumbai Regional Office No. 1
5th Floor, Stadium House, Veer Nariman Road,
Churchgate, Mumbai 400020.**

1. Drivers should essentially have:-

- A valid Driving license for motorcars
- Knowledge of motor car mechanism (The drivers should be able to repair minor defects in vehicles/ replace flat tyre)
- Experience of driving motorcar for at least 3years in Mumbai City.

The drivers deployed should have passed minimum 8th Standard.

2. The initial period of contract would be for **TWO** years and can be extended for one more term, subject to satisfactory performance and by mutual consent on the same terms and conditions as per the prevailing contract.
3. **Administrative charges quoted by the Service Provider would be fixed for the period of Contract and the wages shall not be paid less than the rate fixed by the company during currency of the contract by the contractor.**
4. The manpower will have to be deployed by the Service Provider will w.e.f. the date of award of contract.

5. Eligibility Criteria for Driver:

Sr.	Criteria	Documents required in support of eligibility criteria and the same should be submitted along with Technical Bid
a	The bidder should be located in Mumbai and its sub-urban at least for the past 3 years as on 31.12.2024.	Self-attested copy of Telephone bill/Electricity Bill/Registered Lease Deed indicating the address at Mumbai evidencing its location in the last 3 years as on 31.12.2024.
b	Should be registered as a Company / Partnership /Proprietorship	Self-attested copy of Registration Certificate.
c	The Bidder should have minimum three years' experience in the field of providing Drivers on Monthly Basis as on date of tender advertisement.	Self-attested copies of work order.

d	Must have achieved minimum annual turnover of Rs.10 lakh each during the last three completed financial years 2021-22, 2022-23, 2023-24 and should be a profit making entity.	Statement of annual turnover and profit details of the last three years from a registered practicing Chartered Accountant of the Service provider.
e	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. October 2024 to December 2024.
f	Should have valid PAN and GST registration no.	Attested copy of PAN card Attested copy of GST registration certificate.
g	The Bidder should be possessing / holding a valid License issued by Central or State Government or by concerned Department of Government for providing Contract Labour under the Contract Labour (Regulation and Abolition) Act.	Attach photo-copy of License.
h	Should be registered with appropriate authorities under Employees Provident Fund, Employees State Insurance Acts.	Attested copy of the Employee Provident Fund registration letter/ certificate. Attested copy of the Employee State Insurance registration letter/ certificate.
i	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.
j	Should have two Running Contracts as on 31.3.2024 of Public Sector Insurance Company/ Public Sector Bank / Central or State Government Undertaking/ Autonomous Institute/ Corporate Institute of repute in Mumbai.	Copies of Work Order specifying value and period of Contract.

6. Bid Security/Earnest Money Deposit(EMD)

- a) The interested bidders may submit the tender document complete in all respects along with Earnest Money Deposit (EMD) of Rs.10,000/-(Rupees Ten thousand only) in the form of a Demand draft from a scheduled bank in favour of **“United India Insurance Company Limited”** and payable at Mumbai.
- b) The bidder holding MSMEs / NSIC certificate would be entitled for exemption from earnest money deposit (EMD). In case of any issue on the subject matter, the MSMEs /NSICs may approach the tender inviting authority to resolve their grievances.

- c) Any Tender not accompanied by EMD unless exempted as stated in the point (b) above, shall be summarily rejected and not considered at all.
- d) EMD amount of the unsuccessful bidders will be returned to them without interest on completion of the bid process.
- e) The EMD of successful bidder 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.
- f) EMD amount submitted shall be forfeited if the bidder withdraws his bid during the validity period of Tender.
- g) 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.
- h) 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 Security Deposit of Rs.10,000/- failing which work order will not be released by UIIC.

7. 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 typewritten/printed and every correction and inter lineation's 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 for Driver which is to be quoted on monthly basis per person for six days a week as per format given in Section VI. The drivers are eligible for 12 days leave per annum, subject to adjustment against Gazette /National Holidays. The Service Provider/Contractor needs to provide replacement against such leave absence at their own cost, to be adjusted against Administrative Charges.
- g) No overwriting, corrections, interlineations etc. are permitted in the Financial Bid. If found, bid shall liable to be rejected.L1 will be determined based on the amount mentioned in the Financial Bid.
- h) 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. the minimum wages for scheduled employment, as fixed by the appropriate Government, whichever is higher.
- i) 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 and should comply with State Regulations for minimum wages. The bids which do not comply with this condition shall be rejected.

- j) 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 superscribed as "Tender for Services of United India Insurance Co. Ltd., Mumbai"
- k) Sealed Tenders with requisite documents should be addressed to Regional Manager, General Administration Department, Mumbai Regional Office No. 1, 5th Floor, Stadium House, Veer Nariman Road, Churchgate, Mumbai 400020 and should be dropped in tender box kept in the above address latest by the scheduled time and date as given in Section II.
- l) The competent authority of UIIC reserves the right to annul any or, all bids without assigning any reason.
- m) The Technical bids will be opened on the scheduled time and date in the presence of maximum TWO representatives of each bidders, if any, who wish to be present on the spot, subject to production of their ID card and authorization letter.
- n) The technically qualified bids shall be further considered for opening and evaluation of financial bids.
- o) 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.

SECTION-IV

TERMS & CONDITIONS

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 & 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 and badges), failing which a penalty of **Rs.500/-per person** 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 at his own cost, which can be added in the head of "Administrative Charges".
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 58 years who are in duties of the contractor provided to 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 License 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 License 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 contract 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 renderer 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 renderer is found to be false at any stage, it would be deemed to be a breach of the terms of contract, making the renderer liable for legal action besides termination of contract.
13. The renderer shall furnish the following documents in respect of the Car Drivers who will be deployed by it in UIIC before the commencement of the contract:
 - i) List of persons deployed
 - ii) Bio-data of the persons
 - iii) Attested copy of the Driving License
 - iv) Attested copy of experience certificate
 - v) Character certificate from Gazette officers of the Central/State Government
 - vi) 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 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 always 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, chewing of tobacco, 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. The cost towards these expenses can be added in "Administrative Charges".

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 variable depending upon the requirement. However, it starts normally from 9.00 AM with Lunch and 2 Tea Breaks in between duty hours. In exigencies, the drivers may be required to work late and the personnel may be called on gazette holidays. The drivers will be paid overtime charges for such extended hours of work/days of work. (As per financial Bid.)
22. 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 from time to time. Wages paid shall not be less than the rate fixed by the Company during currency of the contract. Contractor is responsible for payments under 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 and give the statements and monthly bill. 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 Labor 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 upto 5th day of the next month. The payment will be released latest by the 10th day 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 deduction of appropriate wages and additionally 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 over and above daily deductions from the salary.
33. The service provider shall be approachable at all times and message sent by phone/e-mail/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. If the change is authorized by relevant authority, a copy of revised wages to be shared before it is implemented.

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 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.
42. Conditional bids shall not be considered and will be out rightly be 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 UIIC and UIICL shall mean United India Insurance Company Limited. The terms renderer, 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 renderer to provide the same.
48. The agency will bear all statutory liabilities like ESI, EPF, workmen Compensation / Personal Accident claims related to accident/death for their staff, leave, they will submit proof of all records concerning statutory issues on regular basis.
49. The agency shall provide ID card, uniform to the Drivers and shoes as required. The cost to this effect shall be charged on account of Administrative Charges in Financial Bid.
50. The Drivers shall be adult and not more than 58 years of age, trained and with good physique and health as per applicable standards and should have good knowledge of languages (Marathi/English and Hindi).

SECTION-V

APPLICATION-TECHNICAL BID FOR CAR DRIVER

(TO BE FURNISHED ON THE BIDDER LETTER HEAD)

S. No.	Description	Information
1	Name of Service Provider	
2	Details of Earnest Money Deposit	DD No. _____ date _____ _____ of Rs.10,000/- drawn on Bank.
3	Name of Director/ Partner.	
4	Full Address of Registered Office: Telephone No.	
5	Full address of Operating Branch/Office Telephone No. : E-Mail Address :	

Criteria	To be filled in by Tenderer	Annexure No.	Page No.
a. The bidder should be located in Mumbai for the past 3 years at least as on 31.12.2024.			
b. Should be registered as a Company / Partnership /Proprietorship			
c. The Bidder should have minimum three years' experience in doing similar nature of works as on 31.12.2024.			
d. Must have achieved minimum annual turnover of Rs.10 lakh each during the last three completed financial years 2021-22, 2022-23, 2023-24 and should be a profit making entity.			
e. Bank account should be in the name of the Bidding Company / Partnership/Proprietorship.			
f. Should have valid PAN and GST registration no.			
g. The Bidder should be possessing / holding a valid License issued by Central or State Government or by concerned Department of Government for providing Contract Labour under the Contract Labour (Regulation and Abolition) Act.			
h.Should be registered with appropriate authorities under Employees Provident Fund, Employees State Insurance Acts.			
i. Should not have been blacklisted.			
j. Should have two Running Contracts as on 31.12.2024 of Public Sector Insurance Company / Public Sector Bank / Central or State Government Undertaking/ Autonomous Institute/ Corporate Institute of repute in Mumbai.			

* Note: Refer to Eligibility criteria and attach the required documents

Additional information, if any. (Attach separate sheet, if required)

Date:

Signature and Seal

Place:

SECTION-VI

APPLICATION - PRICE BID FOR CAR DRIVER (TO BE FURNISHED ON THE BIDDER LETTER HEAD)

S.No.	Component of Rate	Drivers (Skilled)
1	Wages (Basic + DA) (a)	
2	Other Allowances (b)	
3	Salary $c = (a + b)$	
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 (i)	
10	Any other liability (Please Indicate) (j)	
11	Overtime Allowance (per hour) after normal duty hours (9AM 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: Refer to Eligibility criteria and attach the required documents and fill the above blank columns

Date:

Signature of authorized person

Place:

Full Name:

Seal

SECTION-VI

SELF-DECLARATION-NO BLACK LISTING

(TO BE FURNISHED ON THE BIDDER LETTER HEAD)

Date:

To,
The Regional Manager,
General Administration Department
UNITED INDIA INSURANCE CO LTD
Mumbai Regional Office No. 1
5th Floor, Stadium House, Veer Nariman Road,
Churchgate, Mumbai 400020

Dear Sir/Madam,

**Ref: Tender for selection of service provider for provision of
Skilled Drivers at UNITED INDIA INSURANCE COMPANY LTD (UIIC)**

In response to the above Tender document, I/We hereby declare that presently our Company/Partnership/Proprietorship_____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/Partnership/Proprietorship is not blacklisted or debarred and not declared ineligible for reasons of 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