



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**

**For providing services of Security Guards and Liftman**

**At various premises of the 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 tenders are invited under Two Bid System i.e. Technical Bid and Financial Bid from Registered, Reputed, Experienced and Financially sound Manpower Company / Partnership / Proprietorship for **SECURITY GUARD AND LIFTMAN**.

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 Document scan be downloaded from the website of UIIC [www.uiic.co.in](http://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.10.000/- (Rupees Ten 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.20,000/- (Rupees Twenty 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  <b>Place: Stadium House, 5<sup>th</sup>. Floor United India Insurance Co. Ltd, Churchgate, Mumbai</b>
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	<b>Regional Manager General Administrative Dept. United India Insurance Co. Ltd Mumbai Regional Office No.1, United India Insurance co. Ltd. Situated at 5<sup>th</sup> floor, Stadium House, Veer Nariman Road, Churchgate, Mumbai-400020</b>
9	Date of Opening of Technical bid	10/02/2025 at 4.30 PM <b>Place: United India Insurance Co. Ltd, Mumbai Regional Office No.1, United India Insurance co. Ltd. Situated at 5<sup>th</sup> floor, Stadium House, Veer Nariman Road, Churchgate, Mumbai-400020</b>
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 - <a href="mailto:sjmohite@uiic.co.in">sjmohite@uiic.co.in</a> , Contact no - 9987511902 Mr. Amit Shankar Nakhare, Regional Manager, email id: <a href="mailto:amitnakhare@uiic.co.in">amitnakhare@uiic.co.in</a> Contact no. - 7824055457

## SECTION-III

### INSTRUCTIONS TO THE BIDDERS

**1. Scope of Services:** The Scope of Services is given in Section IV.

**2. Pre-bid Meeting and Clarifications:**

a) A pre-bid meeting shall be held in the office of the UNITED INDIA INSURANCE CO.LTD. (UIIC),, Regional Office I, Mumbai 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 in Section – II above.

b) Prospective bidders may send their queries, if any to [sjmohite@uiic.co.in](mailto:sjmohite@uiic.co.in) latest by 5 days prior to pre-bid meeting. The same shall be clarified in the meeting and by issuance of corrigendum. Queries if any, received after the due date and time shall not be entertained and no clarification shall be provided for the same.

**3. Eligibility Criteria for Security Guard and Liftman:**

Sr No.	Criteria	Documents required in support of eligibility criteria and the same should submitted along with Technical Bid
a.	The bidder should be located in Mumbai for the past 3 years at least 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 doing similar nature of works as on 31.12.2024.	Self-attested copies of work order
d.	Must have achieved minimum annual turnover of Rs.20 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 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 31.12.2024 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.

#### 4. 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.20,000/- (Rupees Twenty thousand only) in the form of a Demand draft from a scheduled bank in favour of “United India Insurance Company Limited” 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.

## 5. 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 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 also contain all the documents required and EMD as specified.
- f. Financial Bid should only contain the Price Schedule duly filled 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 the wages fixed by UIIC. The bids which do not comply with this condition shall be rejected.
- h. 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 super scribed as **“Tender for SECURITY GUARD AND LIFTMAN SERVICES”** at UNITED INDIA INSURANCE COMPANY LIMITED (UIIC), Mumbai.
- i. Sealed Tenders with requisite documents should be addressed to Regional Manager, UNITED INDIA INSURANCE CO.LTD, and should be dropped in tender box kept at the above address.
- j. 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.

## **6. Late Bids:**

Tender submitted or received after the closing date and time will not be considered and shall be returned to the Bidder unopened. The bidders shall ensure that timelines are adhered to and any bids received later than the specified time and date shall not be entertained.

## **7. Opening of Tenders:**

- a. The Tenders shall be opened at the scheduled date, time and venue as mentioned in Tender data by the committee constituted by the UNITED INDIA INSURANCE CO.LTD. (UIIC). The Bidders' representative may attend the Tender opening.
- b. The bids shall be opened on the scheduled time and date as mentioned in Section-II at UNITED INDIA INSURANCE CO.LTD. (UIIC)'s Mumbai Regional Office No. 1, 5th Floor, Stadium House, Veer Nariman Road, Churchgate, Mumbai 400020 in the presence of the representative of the Service Providers (restricted to one person from the side of each bidder), if any, who wish to be present on the spot at that time.
- c. During the tender opening as above, the envelopes containing Technical Bid shall be opened first. The envelopes containing financial bids shall be signed by all committee members and kept unopened for opening at a later date.
- d. The date and time of opening of financial bids shall be informed to all such bidders who qualify in the technical evaluation. The bidder's representative may choose to attend the opening of financial bids.

## **8. Evaluation of Tenders:**

- a. The committee constituted by the UNITED INDIA INSURANCE CO.LTD. (UIIC) shall evaluate the Technical Bids with reference to technical requirements and various other criteria given in the Tender Document. All eligibility conditions have to be satisfied on the date of submission of bid and not later.
- b. The bid of the bidders who submit their bid in the proper format and with the required EMD will be evaluated. The bids of the non-conforming bidders shall be rejected without further evaluation.
- c. Any conditional bids received shall not be considered and will be summarily rejected in the very first instance without any recourse to the bidder and shall not be evaluated.
- d. UNITED INDIA INUSRNACE CO. LTD. (UIIC) may seek such clarification/ document either by E-mail or letter as may be required for it is to satisfy the eligibility of the bidders. Failure on the part of the bidder to submit such information within the stipulated time may result in disqualification of the bid of such bidder.



- e. The technically qualified bids shall be further considered for opening and evaluation of financial bids.
- f. From among the technically qualified bidders, the Bidder quoting the lowest bid amount for the services defined in the Scope of Work shall be considered for award of contract.
- g. Administrative charges quoted by the Service Provider would be fixed for the period of Contract.

**9. Award of Contract:-**

- a. UNITED INDIA INSURANCE CO.LTD. (UIIC) may award the contract to the successful bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document.
- b. UNITED INDIA INSURANCE CO.LTD. (UIIC) will communicate to the successful bidder that its proposal has been accepted.
- c. The successful bidder will be required to execute an agreement with UNITED INDIA INSURANCE CO.LTD (UIIC).
- d. Failure of the successful bidder to comply with the requirements of the above clauses shall constitute sufficient grounds for the annulment of the award and forfeiture of EMD.

**10. Security Deposit and Award of Contract:**

- a. 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.
- b. The successful bidder shall execute an agreement on a non-judicial stamp paper of value Rs.100/- (stamp duty to be paid by the bidder) within 15 days from the date of the intimation from Tender Inviting Authority.
- c. If the successful bidder fails to execute the agreement within the specified time or withdraw his tender, after the intimation of acceptance of his tender has been sent to him or owing to any other reasons, he is unable to undertake the contract, his contract will be cancelled and the EMD deposited by him along with the tender shall stand forfeited.
- d. 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.20,000/- as security deposit failing which work order will not be released by UIIC.

## **SECTION IV**

### **SCOPE OF WORK FOR SECURITY GUARD (WITHOUT ARMS) AND LIFTMAN AT UIICL PREMISES, MUMBAI.**

1. Security services need to be provided for 24 hours a day during the period of contract wherein the security personnel would be working in shifts. Day shift would start from 9 AM to 8 PM and two security guards each at one premise would be working at a time. The Second shift would start from 8 PM to 9 AM and one security personnel would be working during this shift. The personnel employed as Liftman would be required to work from 9 AM to 8 PM on all days of the contract period. The charges would be as per the minimum wages rate of Govt of India, Ministry of Labour and Employment, office of the Chief Labour Commission (C), File No 1/16(6)/2022-LS-II.
2. The security guard shall come to office premises for office opening at 9:00 a.m. every working day and shall hold a key to the entrance of the office.
3. The security guard shall maintain a visitor list and shall not allow any unauthorized entry into the office premises during work hours.
4. The security guard shall close the office at the close of office hours.
5. The security guard shall be highly vigilant and report any untoward incident like theft, suspicious personnel movement, sabotage etc. promptly.
6. Security guard and Liftman will not misuse the building or create any nuisance, whatsoever.
7. Security guard will not allow any unauthorized entry inside the site.
8. Security guard will allow entry for only that worker, who is holding valid identity proof.
9. The Liftman will be operating the building lift, maintain cleanliness of lifts on a daily basis and report any faults in the working of lifts.
10. Security agency will liaise with police and local authorities as and when required.
11. Security agency will protect interest of the client under all circumstances.
12. The agency for Security and Liftman will maintain full strength every day and will make stand by arrangements for any absentee.
13. The security staff shall be trained personally only and will be bonafide employees of your company.

14. The agency for Security and Liftman will adhere to all statutory rules and regulations as per Govt. rules.
15. 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.
16. The agency shall provide ID card, uniform to the security staff and liftman including helmet, torch and safety shoes as required. The cost to this effect shall be charged on account of Administrative Charges in Financial Bid.
17. The Security guard and Liftman shall be adult and not more than 55 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).
18. The Security guard shall be responsible for overall security of the property and shall prevent theft/ sabotage/robbery/assault etc. He shall deal with all the concerned authorities like police etc. in case of any untoward incident such as accident, theft, robbery, sabotage, assault etc. He shall immediately bring such incident to our notice.
19. All the workers shall be strictly under the agency's supervision and control and it shall be responsible for their conduct and character.
20. Smoking, consumption of any intoxicating substances etc. during duty is strictly prohibited.
21. The agency shall protect interest of client under all circumstances and no excuses will be accepted in this regard.
22. Suitable penalties will be imposed and recovered from bills for negligence/short comings noted during the month. In case of any theft of material brought to our notice due to negligence of duty, the amount will be recovered from the security agency on the basis of cost of materials arrived at site.
23. The bills should be submitted by 5<sup>th</sup> day of every month.
24. Timely payment of the employees shall be the responsibility of the agency concerned and they should ensure that their employees do not absent themselves/strike work due to non-payment of wages.
25. Under no circumstances, absenteeism/of manpower will be accepted. Should there be any such instances; suitable deductions will be made in the bills. As per clause 23 of Maharashtra Private Security Guards (Regulation of Employment and welfare Scheme 2003) following are the paid holidays given to the registered security guards at the Board.  
  
a) 26<sup>th</sup> January b) 1<sup>st</sup> May c) 15<sup>th</sup> August d) 1<sup>st</sup> day of Diwali.

However the security Guards are required to work as per requirement of the establishment on the day of said Paid Holidays and their wages against paid holidays are reimbursed by paying them @1% on total annual Minimum wages which is to be collected through levy from the Principal Employers.

26. Submission of statutory documents. The following documents should be submitted along with the monthly bills.

- Copies of Salary slips, EPF/ESI and service tax challans should be attached with their monthly bills.



## SECTION V

### TERMS AND CONDITIONS FOR SECURITY GUARD AND LIFTMAN.

1. **Period of Contract:** The initial contract period will be for two years and may be extended for an additional one year, subject to satisfactory performance and mutual consent, under the same terms and conditions as the prevailing contract. However, UNITED INDIA INSURANCE CO. LTD (UIIC) reserves the right to curtail or terminate the contract due to deficiencies in service, substandard quality of Security Guard and Liftman personnel deployed, breach of contract, non-compliance with relevant labor laws, changes in UIIC's requirements, or for any other reasons as outlined in the contract with the successful bidder.
2. The vendor should have adequate number of trained/experienced workforce in their establishment.
3. All welfare measures of the personnel employed will have to be borne by the contractor only.
4. The contractor shall obtain all the required clearances from the concerned authorities before entering into contract with this organization.
5. The agency shall be responsible for compliance with the provisions of the applicable labor legislations/Acts for the time being in force and Rules made there under and such other laws, rules and regulations as may be made from time to time.
6. Employees deployed by contractor shall not be paid less than the rate fixed by the company during currency of the contract by the contractor.
7. Any replacement of the personnel deployed shall be made with the consent of UNITED INDIA INSURANCE CO. Ltd. only. In case of absence of the deployed personnel on any day during the month, alternate arrangement for deploying another personnel shall be ensured by the contractor immediately.
8. UNITED INDIA INSURANCE CO. LTD. Reserves the right to issue the quotations and to accept or reject any part or full quotations without assigning any reasons thereof.
9. The contractor should provide the Bio-Data with photographs of the deployed personnel.

10. During the currency of Contract including extension period, if any, the contractor has to pay the fixed wages as well as other payments which would be made applicable to the contractor by various laws, to the labourers as applicable & notified by the Government from time to time.
11. In the event of any dispute in this regard the decision of the UNITED INDIA INSURANCE CO. LTD. or any other officer appointed by him on his behalf from time to time shall be final and binding on the contractor.
12. Commencement of Services: The Service Provider should commence the service **within 5 days** of signing of contract or any other date mutually agreed by both the parties. However the same can be further extended with the mutual consent of both the parties.
13. The Competent Authority of the UNITED INDIA INSURANCE CO.LTD. (UIIC) reserves the right to annul all bids or discontinue this tender process, without assigning any reason at any time prior to signing of agreement with the successful bidder.
15. The bidder will be bound by the details furnished to UNITED INDIA INSURANCE CO.LTD. (UIIC) while submitting the tender or at subsequent stage. In case, any of such documents furnished is found to be false at any stage, it would be deemed to be a breach of terms of contract making the bidder for legal action, besides termination of contract.
16. This document does not constitute nor should it be interpreted as an offer or invitation for the appointment of the Service Provider described herein.
17. This document is meant to provide information only and upon the express understanding that recipients will use it only for the purposes set out above. It does not purport to be all inclusive or contain all the information about the Service Provider or be the sole basis of any contract. No representation or warranty, expressed or implied, is or will be made as to the reliability, accuracy or the completeness of any of the information contained herein. It shall not be assumed that there shall be no deviation or change in any of the herein mentioned information on the Service Provider. While this document has been prepared in good faith, neither UNITED INDIA INSURANCE CO.LTD. (UIIC), nor any of their officers or subscribers make any representation or warranty or shall have any responsibility or liability whatsoever in

respect of any statements or omissions here from. Any liability is accordingly and expressly disclaimed by UNITED INDIA INSURANCE CO.LTD. (UIIC) and any of their officers or subscribers even if any loss or damage is caused by any act or omission on the part of UNITED INDIA INSURANCE CO.LTD. (UIIC) or any of their officers or subscribers, whether negligent or otherwise.

18. By acceptance of this document, the bidder agrees that any information herewith will be superseded by any subsequent written information on the same subject made available to the recipient by or on behalf of UNITED INDIA INSURANCE CO.LTD. (UIIC). UNITED INDIA INSURANCE CO.LTD. (UIIC) and any of their respective officers or subscribers undertake no obligation, among others, to provide the recipient with access to any additional information or to update this document or to correct any inaccuracies therein which may become apparent, and they reserve the right, at any time and without advance notice, to change the procedure for the selection of or any part of the interest or terminate negotiations or the due diligence process prior to the signing of any binding agreement.
19. Accordingly, interested bidders should carry out an independent assessment and analysis of the requirements and of the information, facts and observations contained herein.
20. This document has not been filed, registered or approved in any jurisdiction. Recipients of this document should inform themselves of and observe any applicable legal requirements.
21. This document constitutes no form of commitment on the part of the UNITED INDIA INSURANCE CO.LTD (UIIC). Furthermore, this document confers neither the right nor an expectation on any party to participate in the proposed selection process of deploying Security Guard and Liftman at UIIC.
22. When any proposal is submitted pursuant to this tender, it shall be presumed by UNITED INDIA INSURANCE CO.LTD(UIIC) that the bidder has fully ascertained and ensured about its eligibility to render Services, in the event of the same being selected ultimately to act as such, under the respective governing laws and regulatory regime and that there is no statutory or regulatory prohibition or impediment to acting as such service provider and it has the necessary approvals and permissions and further suffers no disability in law or otherwise to act as such.



23. UNITED INDIA INSURANCE CO.LTD. (UIIC) reserves the right to vary/alter/amend the eligibility criteria or other terms and conditions for the service provider at any time, at its discretion, before the last date of submission of proposals.
24. The Service providers shall comply with and abide by such directions that UNITED INDIA INSURANCE CO.LTD., (UIIC) may issue from time to time.
25. The proposal and all correspondence and documents shall be written in English. All proposals and accompanying documents received within the stipulated times shall become the property of UNITED INDIA INSURANCE CO.LTD (UIIC) and will not be returned.
26. Any matter relating to the appointment of service provider or the procedure for the appointment of service provider shall be governed by the Laws of Union of India. Disputes, if any arising under the said process shall be subject to the exclusive jurisdiction of courts at Mumbai.

#### **SELECTION CRITERIA:**

UNITED INDIA INSURANCE CO. LTD. reserves the right to obtain feedback from the previous/present clients of the Bidder and may depute its team(s) to inspect the site(s) at present contract(s) for on-the-spot first-hand information regarding the quality of services provided by the Bidder.

#### **MISBEHAVIOUR OF EMPLOYEES**

The employees of the contractor shall maintain strict discipline and not use any violent, abusive or offensive languages while inside the premises. The agency shall ensure that the persons deployed are disciplined and shall refrain from consumption of alcoholic drinks, pan, gutkha, smoking, loitering and shall not engage in gambling, or any immoral act. In case, the person employed by the successful bidder commits any act of omission / commission that amounts to misconduct /indiscipline/ incompetence / security risks, the successful bidder will be liable to take appropriate disciplinary action against such persons, including their removal from work, immediately after being brought to notice, failing which it would be assumed as breach of contract which may lead to cancellation of contract.



### **TERMINATION OF THE CONTRACT:**

1. UNITED INDIAI INSURANCE CO. LTD. Reserves the right to terminate the contract giving one month notice without giving any reason there off/ non satisfactory performance of the contract.
2. By the contractor: The contract or may with draw the contract prematurely by giving minimum three months' notice, however, in that case 100% of the security deposit will be forfeited.
3. On termination/expiry of the contract, the contractor will hand over all the equipment's/ furniture/ articles etc. supplied by UNITEDINDIAINSURANCE CO. LTD.in good working condition to UNITEDINDIAINSURANCE CO. LTD. failing which the items will have to be replaced to UNITEDINDIAINSURANCE CO. LTD.

### **PAYMENTCONDITIONS:**

1. The contractor will be paid for the due amount for fulfilling the obligations as per contract terms and conditions within 10 days of submission of original (in duplicate) bill along with wage disbursement acquaintance roll of the billed month to the deployed personnel at UNITEDINDIAINSURANCE CO. LTD. The monthly bill should be submitted within 5 days of succeeding month.
2. The payment will be made after deducting applicable TDS to the contractor.

### **PENALTY CLAUSE:**

Failure to perform to the services mentioned in scope of work would attract penalty:

- If the Contractor fails to deploy any defined manpower as **stated** in section IV during the calendar billed month, then 20% of the monthly billed amount will be deducted from that month bill.

## SECTION VI

### **Bidder Details and Technical Bid Form**

#### **For Security Guard and Liftman at UIIC Premises, Mumbai.**

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.20,000/- drawn on Bank
3	Name of Director/ Partner	1. 2.
4	Full Address of Registered Office:  Telephone No. :  FAX No. :	
5	Full address of Operating  Branch/Office Telephone No. :  FAX 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.20 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 VII

### Price-Bid-Form

#### TO BE FURNISHED ON THE BIDDER LETTER HEAD

\* Requirement of personnel

Security Guard – 6 nos.

Liftman – 1 nos.

For any additional requirements, the rates quoted below would be applicable.

Component	Security Guard	Liftman
	Rate per person	Rate per person
Basic Wages		
DA/Spl Allowance		
HRA		
Conveyance allow		
LTA		
Washing Allowance		
Total Wages & Allowances		
Levies as per Govt Rule, if any		
Administrative Charges, if any		
Total		

We confirm that the above payments are in accordance with the wages fixed by UIIC. L1 will be determined based on the gross total of all the services quoted in the table of Financial Bid. Please note that the wages should be as per Minimum wages Act of Government.

Date:

Signature and Seal

Place:

## SECTION VIII

### Self-Declaration–No Black Listing

(TO BE FURNISHED ON THE BIDDER LETTERHEAD)

Date:

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

Dear Sir/Madam,

**Ref: TENDER DOCUMENT FOR PROVIDING, SECURITY GUARD AND LIFTMAN 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 other than corrupt & fraudulent practices Submission including violation of relevant labour laws by any State/Central FRESH TENDER FOR SECURITYGUARD AND WATCHMAN\_01.01.25 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