

**TENDER DOCUMENT OF LIC OF INDIA FOR SELECTION OF CALL  
DRIVER SERVICES**



LIC OF INDIA,  
OS/ESTABLISHMENT DEPARTMENT, ZONAL OFFICE,  
10<sup>th</sup> FLOOR, LIC BUILDING  
153 ANNA SALAI, CHENNAI 600 002

**"Bid Submission:** Through GeM portal only.

**All pages must be signed and stamped, scanned and uploaded."**

OS/Estt

The Life Insurance Corporation of India, ZONAL OFFICE, 10<sup>th</sup> FLOOR, LIC BUILDING 153 ANNASALAI, CHENNAI 600 002, invites tenders under a **Single Packet Bid** for providing **Call Driver Service** for one of the official cars at Zonal office

Details	Description
<b>Tender No.</b>	ZO/06/2026-27-1
<b>Name of Work</b>	Call Driver Service at LIC, Zonal office Building, Chennai
<b>Contract Period</b>	One Year from date of award of contract (Tentative commencement date:01.07.2026 ) Upon successful completion of the initial one year-term, this agreement <b>may be renewed</b> on the <b>Same Terms &amp; Conditions</b> and Rates for a further period of <b>one (1) year at a time</b> , with a maximum of <b>two (2) such extensions</b> . Any such extension is contingent upon <b>mutual consent</b> and a thorough <b>review and evaluation of the contractor's performance and services</b> , by the Competent Authority, who must deem them satisfactory.
<b>Target Service</b>	Driver services for office car.
<b>Tender Cost (Non-refundable)</b>	Rs.295/- (Includes GST), to be paid through online transfer to <b>LIC Of India</b> Virtual Account No. <b>1873309SZOESTB</b> IFSC code is <b>UBIN0996335</b> . (Exemptions available for eligible MSMEs/Startups with valid certificates.) <b>OS/Estt</b>
<b>Earnest Money Deposit (EMD)</b>	Rs.10000/- to be paid through online transfer to <b>LIC Of India</b> Virtual Account No. <b>1873309SZOESTB</b> IFSC code is <b>UBIN0996335</b> . (Exemptions available for eligible MSMEs/Startups with valid certificates.)
<b>Security Deposit(SD)</b>	5% of the One Year Contract Value. Total SD to be paid through online transfer to <b>LIC Of India</b> Virtual Account No. <b>1873309SZOESTB</b> IFSC code is <b>UBIN0996335</b> . . EMD will be adjusted for the successful bidder.
<b>Issue Date</b>	<b>09.06.2026</b>
<b>Pre-Bid Meeting &amp; Site Inspection</b>	<b>Date: 15.06.2026 Time:3:00 PM, Location: LIC ZONAL OFFICE, OS Dept, 10<sup>th</sup> Floor, LIC Building, 153 Anna Salai, Chennai-600 002</b>
<b>Submission Deadline</b>	<b>Date: 25.06.2026 Time: 3:00 PM</b>
<b>Contact Authority</b>	C.Sripattu, Asst., Secretary-Mobile:9865313222

## Application Form

Name of the Call Driver Agency	
Name of the contact person with e-mail id and mobile number	
Registration Number(Attested Copy to be enclosed)	
GSTN Number(Attested copy to be enclosed)	
Monthly remuneration for the driver(as per minimum wages act applicable to Central Govt. Act - under skilled category, Inclusive of PF, ESI, Bonus) in Rs.	(Break up to be given -Annexure III)
Service charges for the firm in Rs. (Inclusive of Group Insurance, Accident Insurance, Uniform, ID Card, , etc) (should not be less than 3.85%)	
Overtime charges(Hourly Rate)	
Out of station charges	
List of Holidays for the Firm	Copy to be enclosed
Attested copy of 4 wheeler Driving Licence, Police verification Report	<b>To be produced on appointment</b>
IT Returns of the firm for the last 3 years.	
PAN Card details of the firm	
Bank Account details of the firm	
EPF AND ESI Registration No.	

Date:

Signature with Seal

## Terms and conditions

- Life Insurance Corporation of India, Zonal Office, Chennai invites tender for “ Call Driver ( our requirement as of now is one number, which may/may not increase in due course depending upon need) for LIC Office Car” in Chennai Office from reputed Agencies located in Chennai area ( office at Chennai only) for a period of 1 year ( Twelve months) from the date of awarding Contract, extendable one year at a time maximum of 2 more years depending upon the experience and at the discretion of the Competent authority of LIC of India at the same rates and terms of Conditions.
- LIC of India reserves the right to call for missing/additional requirements or otherwise from the applicant at the time of analysis of the tenders received in response to this notice.
- Decision of the Corporation will be final conclusive and binding on the tenderers
- LIC of India does not bind itself to accept the lowest or any tender and reserves the right to reject all or any bid or cancel the tender without assigning any reason whatsoever.
- The Contractor shall be solely responsible for any claim arising out of employment or termination of his employees and for statutory payments.
- The Contractor shall not assign or sublet the benefits of this contract to any person or entity and in the event of any violation or breach thereof, LIC at its discretion but without prejudice to its other rights and remedies will terminate this contract immediately.
- The contractor will be solely responsible for the following and ensure adherence:
  - A. Timely payment of wages- As per the Code on Wages,2019 wages must be paid without unauthorized deductions ,within 7 days of the following month.
  - B. Issuance of Appointment Letters- under the Occupational Safety, Health and Working Conditions Code, 2020, it is mandatory to issue formal appointment letters to all employees, including contract labour, to formalize employment. A proforma of the appointment letter is enclosed (Annexure I)
  - C. Issuance of Wage Slips- As per the Code on Wages, 2019 employers must issue wage slips to promote financial transparency and allow workers to verify payments and deductions. A proforma of the wage slip is enclosed (Annexure II)
  - D. Grievance Redressal Mechanism- A representative of the contractor to be a member of the committee constituted by LIC for the redressal of grievances if any, of the contract labourer.

Adherence to the remaining provisions of the below mentioned New labour codes shall also to be ensured by the contractor.

1. The Code on Wages, 2019
2. The Industrial Relations Code, 2020
3. The Code on Social Security, 2020
4. The Occupational Safety, Health and Working Conditions Code, 2020

The successful bidder shall give an Affidavit on Notarized Stamp paper of Rs.100/- that they are complying with the provisions of the New Labour codes .

- Service charges as mentioned in application form should not be less than 3.85% of Annual Contract value.
- The Bidders should ensure and confirm that they have the entire mandatory compliance / certificates/ registrations/ license under various applicable laws including labour laws applicable for the state of Tamil Nadu. Minimum wage payable to the personnel to be engaged shall be strictly as per Central Labour Laws only. The bidder should comply with various provisions of contract labour (R&A) Act 1971 and should enclose the copies of the following:
  - License from Labour commissioner to employ contract labour under the Contract Labour Act.
  - Registration certificate under Employees Provident Act, with latest proof (challans to be Attached).
  - Registration under Employees State Insurance Act, with latest proof (Challans to be attached).
  - Latest Income Tax clearance certificate and PAN card of the agency / contractor to be enclosed.
  - GST registration certificate
  - Copies of IT returns for the year 2023-24, 2024-25, 2025-26.
- The Bidder should have his Registered office at Chennai and having good name, professional reputation and having experience of at least 3 years in the business.
- The Successful bidder has to deposit **5% of the One Year contract value** towards Security Deposit.
- The Scanned copy of Bid, signed by a person or persons, so authorized by the Bidder, to be uploaded in the GeM Portal.
- The Bidder shall be responsible for providing all requirements of his staff engaged as Driver

- Payment of wages and all other allowances including bonus as per Minimum wages Act including all revisions / amendments from time to time.
- Collection and payment of all taxes on behalf of his employees and any other statutory requirements such as PF, ESI etc., to any Government authority having jurisdiction.
- Prompt replacement of any personnel whose performance is unsatisfactory or whose presence is considered as detrimental to LIC's interests.
- **Satisfactory service certificates to be produced from any two of their existing major clients with details of contact person, Telephone No. email etc.**
- All insurance and safety aspects pertaining to Driver engaged by the contractor's employee is the contractor's liability.
- The personnel employed as Driver by the contractor shall be healthy in all respects and shall produce medical certificate to substantiate the same.
- The service provider or his supervisor must be available on call anytime.
- In all cases of dispute, the matter will be referred to the Competent Authority, LIC of India and his decision shall be final and legally binding on the contractor.
- The Bidder agrees to abide by the regulations if any notified by IRDAI during the currency of agreement in connection with, "Outsourcing of Services" by LIC of India.
- The successful bidder is required to submit the profile, Police verification report, Id proof copy (KYC documents) in respect of the driver assigned to LIC, well before the deployment of the staff, to the designated LIC Official.
- The Contractor shall ensure that the Driver deployed should wear clean, appropriate uniforms and shoes while on duty.

Date:

Signature with seal

**Financial Bid Annexure III**

S. No.	Particulars	Driver wage
		Per day Rs.
1	Basic	
2	VDA	
3	EPF (As per rules)	
4	ESI (As per rules)	
5	Bonus (As per rules)	
6	TOTAL (S.No.1 to 5)	
7	<b>Total for 26 days ( Sr.no6*26)</b>	
8	Service Charge	
9	<b>Total (Sr. no7+Sr.no 8)</b>	
10	Outstation Charges	
11	Overtime (Per hour charge)	

Date:

OS/Estt

Signature with seal