



का. से. वि. केंद्रिय कार्यालय, चौथी मंज़िल, पश्चिम स्कन्ध, योगक्षेम जीवन बिमा मार्ग, मुबई ४०० ०२१, फोन नं: 022-66598428/66598426/ 66598427 ईमैल : co_carbooking@licindia.com;
OS Department, Central Office, 4th Floor, West Wing, 'Yogakshema', J.B.Marg, Mumbai-400021 , Tel: 022-66598428/66598426/66598427.
E mail : co_carbooking@licindia.com

TENDER : LIC/CO/OS/11/2023 dated 2nd Sept 2023

EMPANELMENT OF CONTRACTORS FOR PROVIDING DRIVERS FOR STAFF CARS OF LIFE INSURANCE CORPORATION OF INDIA, CENTRAL OFFICE, MUMBAI.

**LIFE INSURANCE CORPORATION OF INDIA
OFFICE SERVICES DEPARTMENT, CENTRAL OFFICE, YOGAKSHEMA
4TH FLOOR, WEST WING, JEEVAN BIMA MARG
NARIMAN POINT, MUMBAI- 400021**



I. NOTICE FOR TENDER NO: LIC/CO/OS/11/2023

Life Insurance Corporation Of India , Mumbai (hereinafter referred to as “LIC” “Corporation”) having its Central Office at Yogakshema, Jeevan Bima Marg, Nariman Point Mumbai- 400021 invites Tenders / Applications for empanelment from experienced and reputed Service Provider engaged in providing Drivers (LMV), having minimum of three years experience in the field. A panel of **Three or more** agencies will be prepared on the basis of qualifying conditions of Technical Bid which will be valid for **3(Three) years**. This validity period may be further extended by two years based on satisfactory performance and mutual consent with approval of the Competent Authority.

The purpose of this EOI / Tender is to short list and empanels Service Provider / Contractor based on specific parameters. It is planned to create panel of Service Provider who can provide Drivers (LMV) outsource on tight schedules as and when required.

Schedule for the tender process is as given below:-

Tender Notification Number and Date	LIC/CO/OS/11/2023 2 nd Sept 2023
Date of Publication of Tender	2 nd Sept 2023
Time , Date and Place for receipt of Tender Documents(LAST DATE)	Time - Upto 12.30 pm Date - 25th Sept 2023 Place - LIC Of India, LIC OF INDIA, Central Office, OS Dept , 4 th Floor, West Wing, Yogakshema , JB Marg , Mumbai- 400 021
Pre- Bid meeting with Tenderers	Time Time - 11.30 am Date - 12th Sept 2023 Place - LIC Of India, LIC OF INDIA, Central Office, OS Dept , 4 th Floor, West Wing, Yogakshema, JB Marg , Mumbai- 400 021
Time , Date and Place of Opening of Tender Document	Time - 12.45 PM ONWARDS Date - 25th Sept 2023 Place : LIC Of India, LIC OF INDIA, Central Office, OS Dept , 4 th Floor, West Wing, Yogakshema , JB Marg , Mumbai- 400 021

II. Guidelines for Submission of Application

- a. The EOI / Tender Application forms can be downloaded from **LIC website www.licindia.in**.
- b. Interested vendors who can comply the Eligibility Criteria / requirements may submit the downloaded tender form / application (Annexure - I) duly filled in and signed, supplemented with Tender documents duly signed by authorized person and all relevant documents be dropped in the tender box placed at the above mentioned address strictly within the date and time mentioned as above for further processing as per laid down procedures.
- c. Incomplete Applications in any respect are liable to be rejected summarily.
- d. Applicants should ensure that copy of all relevant documents (as per Technical Bid Annexure I) are enclosed with the EOI / Tender document. Applicants are required to preserve the originals of documents ready for verification by the LIC at any point of time
- e. Any addendum / Corrigendum to the EOI / Tender would be published on the **LIC website www.licindia.in**.
- f. Prospective Applicants must keep track of any corrigendum and/ or addendum or any change in the schedule or any other relevant information issued in respect of the subject EOI by LIC, on our Website.
- g. Any conditional offer / tender shall not be considered.
- h. 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.
- i. LIC of India does not bind itself to accept any tender and reserves the right to reject all or any bid or cancel the tender without assigning any reason whatsoever.

Chief (OS)

III. Terms and conditions

The Terms and conditions of empanelment of the Contractor / Service Provider

1. LIC shall empanel at least **3 (Three)** Service Providers (Contractors) who will provide Drivers (LMV) for our Staff Cars on monthly basis or as and when required.
2. Those Agencies which fulfill eligibility criteria and submit all the relevant documents mentioned in the Technical Bid will qualify for empanelment on our Panel. **Date for inviting Financial Bid will be intimated separately.**
3. The empanelment of selected Service Provider's shall be for a period of **03 (three) years** and further extension of **2 years** on same terms and conditions subject to satisfactory performance of the Service Provider
4. The empanelled contractor who becomes successful in Financial Bid / Commercial Bid will have to pay Security Deposit of 10% of the contract value in the form of demand draft favouring LIC of India drawn on Nationalized Bank /Scheduled Bank. The Security Deposit paid by the Contractor shall be liable to be forfeited if after submitting the Financial Bid, the contractor withdraws and/or modifies his/her bid.
5. LIC reserves right to increase / decrease the number of empanelled Service Provider's based on requirement.
6. LIC will have right to remove any Service Provider from the empanelled list without assigning any reason whatsoever, such decision shall be final and binding on empanelled Service Provider / Contractor.
7. LIC reserves its right to annul the empanelment at any time without assigning any reason and call for a fresh empanelment.
8. LIC will periodically review the performance of the empanelled Service Provider / Contractor and will act as deemed fit in case of underperformance.
9. To ensure that there is adequate response to the Financial / Commercial Bid called by LIC of India, from time to time, LIC of India reserves the right to de-empanel the Service Provider(s) who abstain from submitting their Bids regularly.
10. The Contractor, after the award of the Contract, shall not sublet the contract either fully or partially.

11. The Contractor shall be solely responsible for any misconduct on the part of the employees (Drivers) provided by the Contractor as per the requirement of LIC.
12. The Contractor shall be responsible for any nuisance caused directly / indirectly or damages loss or injury whatsoever that may be caused at any time to the property of the Corporation or to any person or persons including any third party while providing driving services to the Corporation and all such damages, injury or loss to life or property shall be made good and / or as the case may be shall be paid immediately by the Contractor to the satisfaction in all respects of the Corporation.
13. The Contractor shall comply with all operational rules and regulations, including security & disciplinary rules framed by the LIC and made applicable to the whole or part of the premises, wherein the Contractor or his employees happen to be operating/working. In the event of any of the Contractor's employee violating the said rules and regulations or in any way becoming objectionable to the LIC, the Contractor shall remove forthwith such employees from the LIC's premises and indemnify LIC for any loss on such violation of rules and regulations.

Signature

Authorised Signatory

(Name/ Designation and Seal of the Agency)

IV. Eligibility Criteria for Empanelment of Contractor / Service Provider

1. The Bidder should be a registered body for providing services of Drivers, manpower having requisite license.
2. The applicant shall be registered under ESIC and EPF Act. The applicant shall comply with the provisions of the Contract Labour (regulation and abolition) Act 1970, Workmen's Compensation Act 1923, Employees State Insurance Act Employees Provident Fund and Miscellaneous Provisions Act 1952, Minimum Wages Act 1948, Payment of Bonus Act 1965 and any other Laws and Rules as may be applicable with latest amendments/versions to the contract workmen from time to time
3. The applicant shall have office in Mumbai, or Navi Mumbai, or Thane.
4. **Average Turnover** : The average Turnover from providing drivers during last 3 years (ie 2019 - 20; 2020 – 21 and 2021 -22) should be at least ₹ 10 lakhs
5. **Minimum Experience** : The Bidder should have experience of providing drivers in any Financial Organization/Government /Public Sector Undertaking / Private Organizations of repute with at least One(1) existing work order in the said organizations in the last 3 financial year (i.e. 01.04.2020 to 31.03.2023).
6. **MSME Exemption** : The Applicant / Bidder registered under MSME / NSIC is exempted from minimum experience and minimum turnover.
7. **Past Performance** : The Bidder shall have provided at least 5 drivers in any Financial Organization/Government /Public Sector Undertaking / Private Organizations of repute in the last 3 financial years (i.e. 01.04.2020 to 31.03.2023).
8. **Financial Standing** : The Bidders shall have good name, standing and professional reputation for performing similar job/ assignment. In addition they should not have defaulted in providing similar services or should not have been black listed by any office of the LIC or any other establishments.

Signature

Authorised Signatory

(Name/ Designation and Seal of the Agency)

V. Procedure for Empanelment of Service Provider for Outsourcing Drivers

1. An initial screening of all the bids/ applications will be done. The Service Provider will be evaluated based on the minimum eligibility criteria as indicated in the Tender.
2. After evaluation of all the applications based on will shortlist minimum 3 and maximum five Service provider for Outsourcing Drivers and will issue a letter of award. The LIC of India may increase/decrease shortlisting number based on the applications received.
3. LIC of India shall notify the successful applicant about empanelment in writing by registered letter or by e-mail.
4. The applicant shall acknowledge in writing, receipt of the notification of empanelment and shall send his acceptance within 7 days of receiving the notification. Failure to abide by this may lead to termination of the empanelment.

VI. Awarding of Works to Empanelled Service Provider

1. LIC shall invite the service provider for by floating a limited RFP / Quotations, as per the organizational requirements, as and when required, as per given date and time schedule.
2. LIC shall carry out detailed evaluation of such received proposal on technical aspect to arrive at best selected Service Provider for that work.
3. LIC shall select and enter specific contract with identified Service providers on basis of scope, terms and conditions. The selected Service Provider shall be responsible and bound by that contract for successful execution of the work.
4. The Service provider shall be solely responsible for compliance with the provisions of all statutory central and state laws, various taxes (GST, Income tax, sales tax, service tax, etc.), labour and industrial laws, such as minimum wages, compensation, EPF, Bonus, Gratuity, etc. relating to persons deployed for providing services to LIC.
5. Whenever fresh manpower is required, following process for outsourcing, in addition to others as notified from time to time, but not limited to following shall be followed:
 - Requisition for Drivers containing details such as education qualification, skill, experience, etc. will be forwarded to the all the empanelled Service Provider.
 - The empanelled agencies will provide commercial bid for the manpower to LIC within 5 days.
 - On selection of the Service Provider, LIC will send letter for providing manpower resource within 10 days.
 - Performance Bank Guarantee: Performance Bank Guarantee will be required to be deposited with LIC by the selected Service provider / agency on the estimated Bill of the contract, the percentage of PBG will be based upon the prevailing LIC rates and will cover the strategic dues of the outsourced manpower.
 - Complete Joining formalities of Drivers including verification of valid Driving license, police verification, medical fitness, I Card, Uniform etc. are to be completed by the service provider before joining.

- The service provider is to complete the process within 5 days from the date of intimation to agency. The joining time shall not be more than 5 days.
- The successful bidder(s) shall execute a “Service Level Agreement” with LIC on non-judicial stamp paper of Rs.100/-.
- Service Provider shall obtain all necessary registrations, licenses, approvals and sanctions under the laws as are applicable in India.
- Service Provider shall maintain the records of statutory deductions like Provident Fund, ESI and Leave records etc. in respect of the resources deployed and shall provide the reports to them from time to time.
- The Drivers deputed by the Service Provider shall not be deemed to be employees of LIC in any case and they shall have no claim or right whatever against LIC of India.
- Prompt replacement of any Drivers whose performance is unsatisfactory or whose presence is considered as detrimental to LIC's interests.
- All insurance and safety aspects pertaining to Contractor's employees are the contractor's liability.
- Police verification is mandatory on successful Bidder before deployment of Drivers. The verification report shall be submitted to designated LIC official.
- Service Provider shall be responsible for disbursing the salary of the Drivers deployed by 5th day of succeeding month and raise the invoice on LIC, with all supporting documents for reimbursement. The attendance, leave record etc. duly verified.

VII. Payments of Bills

The monthly invoices are invariably to be accompanied by:

- a. Copy of attendance records duly authenticated by the Officer in LIC.
 - b. Wages bill/Salary register, mentioning name, Basic salary, ESI, EPF, PF-Account No, Total deduction and Net Pay and any other relevant details.
 - c. A Compliance certificate for discharging all statutory liabilities related to ESI, EPF & GST and under the provision of Labour/Statutory Laws.
 - d. Challan as proof of deposit of PF, ESI and GST for the relevant month and along with a copy of schedule of the remittance of PF dues in respect of each staff deployed at LIC sites (specifically mentioning the names/PF account) submitted (along with the PF challan) to EPF authorities for the entire period of contract till date, from time to time . The Service Provider should submit a copy of the ‘contribution card’ (Form 3A) and copy of annual returns (Form 3A and 6A) furnished to EPF authorities. The documents are to be certified / signed by authorised signatory of the Service Provider. If it is found that the Service Provider has not discharged the statutory obligations, LIC shall be at liberty to deduct such sums/dues from the bills and pay to the respective authorities.
 - e. The Service Provider shall submit Computation Sheet for calculation of wages, allowances as specified in the Tender, overtime, statutory deductions, taxes etc. for each driver at the end of the month
- TDS as applicable shall be deducted from the bills of the Service Provider.

- In case outsource Drivers is to proceed on outstation tour, The service provider shall disburse the tour expenses based on entitlements and local/outstation tour/travel form duly verified by LIC as and when required and claim reimbursement by submitting original tour claim form along with the monthly salary bill.
- The Service Provider and all their employees shall always during the continuance of the empanelment, obey and observe all the directions and instructions which may be given by LIC.
- The Service Provider will be required to make payment to the Driver deployed by 5th day of the following month through E-payment only (any other form of payment will not be allowed).
- The service provider will be paid on monthly basis by NEFT for the reimbursement of wages as per minimum wages Act 1948, Overtime, statutory charges and other charges as mentioned in Tender Document paid by them to drivers and to statutory authorities and Service Charges as per rates quoted by them on submission of the proof of payment of wages to the drivers by NEFT and remittance of EPF, ESIC to statutory authorities.
- The monthly bill to be submitted for agreed amount latest by 7th of the following month. The payment of bills will be made by LIC within 15 days from receipt of all the documents mentioned above.

Signature

Authorised Signatory

(Name/ Designation and Seal of the Agency)

Technical Bid

**APPLICATION FORM TO BE COMPLETED BY THE APPLICANT FOR GETTING
EMPANELLED FOR PROVIDING DRIVERS FOR STAFF CARS OF LIC AT CENTRAL
OFFICE, YOGAKSHEMA.**

(Application to be typed on Agency's letterhead)

To,

The Chief (OS),
LIC of India, Central Office,
4th Floor, Yogakshema, West Wing,
Jeevan Bima Marg,
Mumbai 400 021.

Dear Sir

Re: Empanelment of Contractor for providing Drivers for LIC's Staff Cars at Central Office, Yogakshema, Mumbai.

Pursuant to the Notice for Empanelment of Contractors / Service Providers Tender No. LIC/CO/OS/11/2023 dated 2nd Sept 2023 for providing Drivers for Staff Cars, Central Office, Yogakshema, Mumbai, I / We whose names and signature is / are given appended herein below representing the Entrepreneurial Establishment whose Stamp / Seal is also affixed herein below hereby submit my / our Application for being empanelled as a member on the Panel of Contractors.

General Information

S No	Name of the Establishment -----	<u>Remarks</u> <u>(To be filled by Applicant)</u>
1	Status: Whether the firm is Proprietary / Partnership Firm / Private Ltd. Co. /Public Ltd. CO. (Copy of Partnership Deed / Memorandum of Association , as the case may be, to be submitted)	
2	Date of Establishment / Incorporation (Copy of Certificate to be enclosed)	

3	Address, Telephone No., E mail ID, Fax No of Registered Office.	
4	Address, Telephone No., E mail ID, Fax No of Local Office.	
5	Names of Proprietor /Director /Partners (as the case may be)	
6	Name ,Designation and Phone no. of persons authorized to sign the documents on behalf of the Company/Firm /Proprietary Concern (Authorization Certificate to be enclosed)	
7	Whether Firm / Agency is registered under MSME (If Yes, MSME certificate to be enclosed).	<u>Yes / NO</u>
8	PAN NO & GST NO. (Copy of PAN Card & GST Certificate to be enclosed)	
9	Name of Clients along with number of persons to whom Drivers are being provided by you at present	Separate sheet to be enclosed as per Annexure IV for each client

Signature

Authorised Signatory

(Name/ Designation and Seal of the Agency)

10	Work orders in last five years of providing Drivers to any organization including PSU/ Banks/ Government Offices/ Reputed private companies (Copy of the Work Order / Contract to be enclosed)	
11	Whether Co./ Partnership Firm / Proprietary Concern is Registered under following (Copy of Registration /License to be enclosed)	
a	Shop and Establishment Act,1948	
B	Contract Labour (Regulation & Abolition) Act,1970 (if applicable)	
C	Employees State Insurance Corporation Act,1948	
d	Employees Provident Fund Act,1952	
16	Whether all the Statutory Registration / requirement as directed by Govt. Authorities to run such kind of business have been obtained/fulfilled	<u>Yes / No</u>
17	IT Returns of last three financial years ie 2019-20, 2020 -21 and 2021 - 22 (Copies of IT returns to be enclosed)	
18	Average Turnover of Rs 10 lacs each in the last three financial years ie FY. 2019-20, FY. 2020 -21 FY. 2021 - 22 (Copy of CA certificate, P&L and Balance Sheets for 3 years to be enclosed)	
20	Have your Company /Firm been under litigation or any other action has been initiated by any authority for violation of any provisions of Law or have you been black listed by any Organization (Undertaking as per Annexure II. to be submitted)	<u>Yes / No</u>

21	Do you agree with all Terms and Conditions and enclose the same with Application form duly executed (Declaration as per Annexure II to be submitted)	
22	Have you submitted Details of existing clients as per Annexure IV	

The Tender / Application shall be signed by a person or person so authorized by the Bidder / Applicant. In case, the Applicant is a Company, the officer so authorized by the Company with its seal duly affixed shall sign the Tender / RFP.

Each page of the Tender /RFP shall bear the signature, name and title of the person signing the offer with rubber stamp of the Tendering agency.

Signature

Authorised Signatory

(Name/ Designation and Seal of the Agency)

Annexure II

DECLARATION

I have read the Application Notice thoroughly and I /We understand that if any false information is detected at a later date, any future contract made between ourselves and LIC, on the basis of information given by me / us can be treated as invalid by the LIC and I /We will be solely responsible for consequences.

I / We unconditionally accept the Terms and Conditions mentioned in the Application Document and attach the same duly executed by me/us.

I /We agree that the decision of the LIC in empanelment and selection of the Agency will be final and binding on me / us.

All the Information furnished by me hereunder is correct to the best of my / our knowledge and belief.

I /We agree that I /We have no objection if enquiries are made about the work performance with clients mentioned in Annexure

Signature

Authorised Signatory

(Name/ Designation and Seal of the Agency)

Undertaking

I/We, authorized representative of _____, being Indian Company / Proprietary Concern/ Partnership Firm, registered under _____, bearing registration number _____ do hereby solemnly affirm and state as under:

I / We being one of the Applicants, confirm that I / We are not black listed / debarred from Trade by Central /State Government Department /PSUs. I / We further affirm that no advisory /directives /warnings have been issued by Government Authority or any Organisation during last five Financial Years and no litigation is pending, against the Agency, in any of the Court of Law.

I / We unconditionally accept the General Terms and Conditions and confirm that Annexure I to IV are duly executed by us. I / We state that Life Insurance Corporation of India will consider my / our application on the basis of the statement made by me /us in this Undertaking.

I / We hereby state that my / our Application be evaluated for considering its responsiveness only if I / We have submitted my / our Application in consonance and in compliance of the terms relating to the submission of the Application as enumerated in the Application Notice Document.

I / We hereby state and confirm that I/We have complied with the provisions of the Contract Labour (regulation and abolition) Act 1970, Workmen's Compensation Act 1923, Employees State Insurance Act Employees Provident Fund and Miscellaneous Provisions Act 1952, Minimum Wages Act 1948, Payment of Bonus Act 1965 and any other Laws and Rules as may be applicable with latest amendments/versions to the contract workmen from time to time.

I / We _____ do, hereby state and declare that I / We whose name and signature/s is / are given / appended herein below representing the Entrepreneurial Establishment whose Stamp / Seal is also affixed herein below have not filled in this Application under any other name or under the name of any other Entrepreneurial Establishment otherwise nor I / We are in any way related or concerned with the Entrepreneurial Establishment or any other Entrepreneurs who have filled in the Application.

I / We _____ have filled in the Application and submitted my / our Application with the full knowledge of the liabilities and therefore I / We shall not raise any objection or dispute in any manner relating to any action taken, Blacklisting, for giving any information, which is found to be incorrect and against the instructions given in the Application Document in the matter of providing catering services as per the terms and conditions

I / We further state that the information sought by Life Insurance Corporation of India in these documents are true and correct and any information if found to be incorrect, shall make the contract liable to be repudiated. Further, I / We accept that in such cases, Security Deposit will be forfeited.

I / We hereby state, declare and undertake that on being declared as Successful, I / We shall provide Drivers in consonance and in compliance with the Terms and Conditions and commence services as per the Terms and Conditions, as accepted above, within 5(Five) days from the date of receipt of your award of work order.

Solemnly affirmed at _____ this _____ day of _____ 2023.

Signature

Authorised Signatory

(Name/ Designation and Seal of the Agency)

DETAILS OF EXISTING CLIENTS

Details of existing clients:

(Separate page must be submitted for each client)

Name of the Client	
Address of the Client	
Name, designation of contact person with telephone no. and e-mail ID	Name: Designation: Landline No.: Cell No. : Email ID:
Number of Drivers deputed by the Contractor for the said client	

Signature

Authorised Signatory

(Name/ Designation and Seal of the Agency)

