भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

Eastern Zone, Kolkata

Ref: EZ/OS/Driver/2025-26 **Date: 11.02.2026**

TENDER THROUGH GeM
FOR
HIRING DRIVER SERVICES
AT EZO, KOLKATA

EASTERN ZONAL OFFICE
HINDUSTAN BUILDING
4, C.R.AVENUE, KOLKATA-700072

E-mail: ez_os@licindia.com

Date of Issue : 13.02.2026

Last Date of Submission **: 27.02.2026**

भारतीयजीवनबीमानिगम

LIC of India, Eastern Zonal Office, Kolkata,

भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

NOTICE INVITING TENDER

MANPOWER TENDER THROUGH GeM FOR DRIVER SERVICES AT EZO, KOLKATA

Life Insurance Corporation of India, (hereinafter referred to as "The Corporation") Eastern Zonal Office at Hindustan Building, 4.C.R.Avenue, Kolkata-700072 intends to invite BIDs through GeM portal from reputed licensed organizations/Agencies/Firms having their office within Municipal jurisdiction of Kolkata/ Bidhan Nagar (Salt lake) /Rajarhat/ Newtown/ Howrah and who are providing Driver Services (LMV) in any organization/Government/Public Sector undertaking/Reputed Private organization etc. They should have at least three years experience of providing these services to any Government/Public Sector undertaking/Reputed Private organization etc.

Schedule for the Tender process is as given below

Date of Floating the Tender through GeM portal	**Date: 13.02.2026**
Pre Bid Meeting	**On 20.02.2026 at 15:00 hours the Venue shall be conference Hall, Hindustan Building, 4, C. R. Avenue, 2nd floor.**
Earnest Money Deposit	**₹15,214.00 (Rs. Fifteen thousand two hundred and fourteen only)**

- The tenderers having valid NSIC/MSME certificate are exempted from EMD. The certificate should remain valid on the date of opening of Financial Bid & exemptions of EMD have to be clearly mentioned in the certificate. Relevant documents to be uploaded in GEM Portal.

All Pages of BID/Tender Document should be signed & Sealed before uploading, otherwise the Tender will be rejected .The Bid must be completed in all respect and submitted strictly within the stipulated date & time mentioned as above along with other Tender Documents. Earnest Money deposit (EMD) to be submitted as per GeM portal specification in the BID.

The Corporation 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.

The Corporation 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 anytime during the tendering process without assigning any reason whatsoever. Decision of the Corporation will be final, conclusive and binding on the tenderers and the Corporation takes no responsibility for any delay whatsoever for submission of tender after the last date and time given in the schedule

The Detailed terms and conditions are enclosed in the Annexures.

Zonal Manager
LIC of India, EZO

Additional Details Required:

Minimum daily wage (INR) exclusive of GST: ₹**981.00** (Basic-₹637 + VDA-₹344)

A. Per day extra amount per person or going to out of station: Allowances 1 (INR per day) **: ₹800.00**

B. Over time per hour at local station after duty hours or for local duty on holidays and Sundays : Allowance etc. & excluding GST (INR per hour) **: ₹150.00**

C. ESI @ 3.25%(Maximum of ₹21,000): ESI (INR per day) : **₹31.00**

D. EPF@ 13% or maximum of ₹15,000 : **₹88.64**

E. Bonus @ 8.33% : **₹81.73**

F. No. of working days in a Month: **22 days**.

BID (Tender) specific ATC (Additional Terms and Conditions)

Buyer Added text based ATC clauses

The following self attested documents must be uploaded:

1.Duly filled and signed Technical Information Format.

2.Duly filled and signed Affidavit on Rs. 100/- Stamp Paper.

3.Duly filled and signed Financial Bid.

4.PAN Card.

5.Audited Profit and loss account of last 3 financial years. i.e. (2022-23, 2023-24 and 2024-25).

6.Income Tax return of last 3 financial years i.e. (2022-23, 2023-24 and 2024-25).

7. Annual Turnover Certificate from Chartered Accountant for last 3 financial years i.e. (2022-23, 2023-24 and 2024-25).

Sl. No.	Financial Year	Turnover (please give in figures in Lakhs)
01.	2022-23	
02.	2023-24	
03.	2024-25	

8. GST registration copy.

9.Copy of Valid Trade license under shops and establishment act.

10. ESI and EPF registration copy.

11. Registration Certificate with Labour Department.

12. MSME Certificate copy (if applicable).

13. Bid Security Declaration.

14. Undertaking of the company / firm in letterhead / pad with specified wordings:

Forms of EMD and PBG

Bidders can also submit the EMD with Account Payee Demand Draft in favour of

LIC OF INDIA payable at **Kolkata**

Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

The detailed proposal schedule and terms and conditions are as appended below:

DETAILED SCHEDULE

Life Insurance Corporation of India, Eastern Zonal Office, C.R. Avenue, Kolkata invites TENDER through GeM Portal for Providing Driver services on contract basis, from skilled man power. For details, please log on to www.licindia.co.in and go to "Tenders" and click on the link, "**TENDER FOR Providing Driver Services at L.I.C. of India, Eastern Zonal Office, C.R. Avenue, Kolkata".**

Eligibility Criteria, Requirements and Terms & Conditions

1) **The Applicant (Company/Firm) must be a Registered/Licensed Organization/Partnership firm/Sole Proprietorship having Office at Kolkata, within the municipal limits of Kolkata / Howrah / Bidhannagar (Salt Lake) / Rajarhat / New Town and GST registered with West Bengal State**.
2) The Applicant (Company/Firm) must have a proven track record of minimum 3 years with reputed client in rendering Manpower supply Services.
3) The applicant (Company/Firm) must have sound financial capacity/credit worthiness acceptable to LIC of India and must have average annual turnover of not less than Rs. 10 lakhs during the last three Financial Years. The applicant (Company/Firm) shall comply with all the requirements of labour laws, obtain all license/ Approvals/Permissions to carry on the business of above Services.
4) The applicant (Company/Firm) must not have been prosecuted or suffered any penalty for violation of any labour laws by any Authority.
5) The applicant (Company/Firm) should not have rescinded/abandoned any above Services contract awarded by any of its clients before the expiry of prescribed period of contract.
6) The applicant (Company/Firm) should not be a sub-contractor to any other entity/person.
7) The applicant (Company/Firm) should not have suffered any disqualification to render the Services that he provides at any time in respect of matters not enumerated herein.
8) The contractors should not be a party to any cartel at any time for processing any contract including the present tender.
9) The tenderers are advised to inspect the premises where the services are required to be offered and assess for requirements themselves before submission of the tender.
10) Quoted rates are in Financial Bid as per Minimum Wages applicable rates as on the date of publication of the tender advertisement (Central or State whichever is higher inclusive DA). Administrative/ Service Charges will be quoted by the tenderer as per Government of India, Ministry of Finance, Department of Expenditure, Government e-Marketplace (GeM)OM No.9/JS&ACEO/22 dated. 22.12.2022, issue dated. 06.01.2023.
11) **Service/administrative charges quoted should include all administrative and other expenses including expenses like uniform, name badge, shoes, gloves, ID Card, Insurance premium, etc**.
12) No other increase in the amount quoted by the selected tenderer shall be entertained on any account during the period of the contract and renewal period, if any except for changes in minimum wages and Taxes as directed by Government which would be reimbursable after receiving an application from the service provider along with the relevant documents.
13) The contribution towards PF, ESI will be paid upon the production of proof (copy of challan with list) of payment made to the relevant authority.
14) The monthly reimbursement will be made through NEFT upon the production of proof of payment made directly to the worker concerned.
15) The Agency is required to provide its NEFT details with PAN No. Along with the tender documents.
16) The Service Provider/contractor will be required to keep an **EMD of 2% of the estimated value of contract i.e., ₹15,214/-**. MSME registered Service Provider/contractor are exempted from payment of EMD subject to submission/uploading of relevant document.
17) The Successful tenderer /bidder will be required to furnish a **'Security Deposit' of 5% of the value of contract** within seven days of receipt of the 'Letter of Intent' by the way of a Crossed A/C payee D**emand Draft** favoring LIC of India, drawn upon any Nationalized Bank payable at

Kolkata. EMD may be adjusted in case of successful bidder after receiving of written consent. This security deposit will be refunded only on successful completion of the agreement period/extended period without any interest. During the process and till finalization and acceptance of tender of the successful bidder, if the successful bidder/tenderer does not pay the security deposit for the proposed tender, EMD will be forfeited without assigning any reason thereof.

18) The successful bidder has to submit Integrity Pact in the format supplied by the Corporation.
19) If the successful tenderer fails, in course of agreement period, to comply with the Terms and Conditions of the agreement, the security deposit will be forfeited in full or in part as decided by the Competent Authority along with black listing action.
20) The Competent Authority reserves the right to accept or cancel all tenders without assigning any reasons whatsoever.
21) Any dispute arising out of or relating to this tender shall be deemed to have arisen in Kolkata and shall be subject to jurisdiction of a Competent Court at Kolkata.
22) The applicant (Company/Firm) must not have been at any time declared as insolvent or convicted for any offence.
23) The Bidders should read and understand all the terms and conditions of the Tender before applying as the submission of the tender shall be deemed to signify the acceptance of the terms and conditions of this tender and the successful Bidder shall sign and execute a Contract subsequently which shall be inclusive of the terms and conditions of this Tender.
24) The Rate of Service/Administrative charges will remain fixed for entire period of contract including extended period.
25) The Bidder should not be black-listed by any office of LIC of India or any other establish mention the date of submission of tender.
26) Exemption for Earnest Money Deposit will be given only to the MSME/NSIC registered bidders. Exemption of EMD will only be given to the holder of certificate of Registration under Micro Small and Medium Enterprises Development Act, 2006. In case of Exemption, copy of certificate of Registration must be enclosed.
27) **The contract for providing Driver Services shall be valid for one year from the date of start of services. Which if found satisfactory, after further review and evaluation, can be renewed further for ONE more year (maximum two such occasions) and entire contract period not exceeding 3 years on the same terms and conditions subject to one month advance consent of both of the parties prior to the termination of the contract.**
28) **However, in case of non-performance or bad performance, the agreement may be terminated by the Competent Authority at any time before completion of above period by giving one month notice to the Agency.**
29) **The LIC reserves the right to reject an offer if it is incomplete/not accompanied by all stipulated documents as required /if any of the terms and conditions stipulated in this document are not accepted and in case of incorrect and invalid data submitted.**
30) **The "Service Provider" undertakes to provide service through its own enrolled persons at its own costs, expenses and the "Life Insurance Corporation of India" hereafter will be referred as "Corporation" shall not make any payment whatsoever by way of emoluments to such persons directly.**
31) **No relationship of employer and employee shall be created between the LIC and the employees engaged by the Contractor.**
32) The contractor shall provide uniforms, ID Card and Name Badges to his employees the pattern of which will be different than that of the LIC as followed for its employees and they shall wear them at all times while at work and maintain such uniforms. The Contractor shall also provide all safety items such as safety shoes, gloves, masks, etc. to its employees, if necessary.
33) The contractor shall ensure that all persons employed by him have valid Driving Licence, are efficient, skilled, honest and conversant with the nature of work.
34) The contractor alone shall have the right to take disciplinary action against any person(s) engaged/employed by him while no right whatsoever shall vest in any such person(s) to raise any dispute and/or claim whatsoever against the Corporation. The Corporation shall under no circumstances be deemed or treated as the employer in respect of any person(s) engaged/employed by the contractor for any purpose whatsoever nor would the Corporation be

liable for any claim(s) whatsoever of any person(s) of the contractor.

35) The contractor shall be responsible for all injuries and accidents to persons, engaged/employed by him/her.

36) The contractor shall be responsible for the conduct and behavior of his employees. If any employee of the Contractor is found misbehaving with the LIC staff or family members the contractor shall take necessary and appropriate action immediately.

37) In the event of any loss/damage being occasioned to Corporation on account of the negligence of the contractor's person(s)engaged/employed, the contractor shall make good the loss sustained by Corporation either by replacement of the material/equipment or payment of compensation.

38) The contractor shall not appoint any sub-contract or to carry out any obligations under the contract.

39) In the event of failure of the contractor to provide the services or part thereof, as mentioned in this agreement for any reasons whatsoever, the Corporation shall be entitled to procure services from other sources and the contractor shall be liable to pay forthwith to the Corporation, the difference of payments made to such other sources, besides damages at double the rate of payment for the period of failure in providing the services or part thereof.

40) The Contractor shall obtain appropriate license under the Contract Labour (Regulation and Abolition) Act 1970 and the Rules as amended up to date and shall comply with all terms and conditions thereof strictly, and shall keep such license duly validated and/or renewed from time to time throughout the currency of this agreement.

41) The Contractor shall maintain all registers required under various Acts, which may be inspected by the Corporation as well as the appropriate authorities at any time.

42) The Contractor will have to produce the Register of Wages or the Register of Wages-cum-Muster Roll of the preceding month along with the bill to be submitted on the 10th day of every calendar month for verification, to the nominated official of the Corporation.

43) The Agency shall provide the recent photograph, photo identity proof, address/residence proof with their contact number and police verification for the persons deployed.

44) Any person deployed by the agency, if found unsuitable by the Competent Authority, will have to be removed by the Agency forthwith.

45) The Agency shall provide substitute in place of absentees.

46) The person deployed by the Agency shall wear the uniform with name badges and ID Card while ' On Duty'.

47) All payments shall be made by NEFT only after Tax Deduction at Source (T.D.S.) as per the provisions of Income Tax Department as amended from time to time and a certificate to this effect shall be provided to the agency.

48) The Competent Authority reserves the right to deduct appropriate amount of Rs.500/- for every unauthorized absentees of the manpower supplied by the agency as penalty per day.

49) The Competent Authority reserves the right to terminate the contract any time, if the services are found to be unsatisfactory or in violation of any terms and conditions.

50) The Agency shall obtain at its own expenses all licenses, permissions etc. as may be required by law and shall bear all taxes imposed by Governmental /Municipal Authority/Agency.

51) The Agency shall not assign or transfer the right and responsibilities assigned to him/her to any other person or entity.

52) The Agency shall be personally responsible for implementing all the provisions of the labour law sand/or any other law as may be in force from time and as may be required in respect of the Persons engaged/employed by him in this behalf. Corporation shall not be responsible for violation of any of the laws/rules/regulations to be followed by the Agency in this regard.

53) The Agency shall ensure the compliance of all provisions of Contract Labour Act (Regulation and abolition Act 1970), Minimum Wages Act 1948, Payment of Wages Act 1935, ESI Act, Employees Provident Fund and Misc. Provisions Act, The payment of Bonus Act 1965, The Child Labour (Prohibition and Regulation) Act 1986 and such other statutory enactments, amended from time to time. Any Rules and Regulations promulgated by the Government and Local Bodies, coming into force that may apply to this agreement shall be the Agency's responsibility including any liability on account of non compliance or violation thereof. The Agency shall also comply with all the requirements of laws with regard to provision of labour and ensure that an appropriate license from State Labour Commissioner is obtained. In the event

of any liability of any nature whether relating to statutory compliances or payment of wages or otherwise, is saddled on " the Corporation" with regard to persons engaged and deployed for the services mentioned , " the Corporation" shall be entitled to recover the same from the EMD/Security/running bill held with the Corporation. The Agency would undertake to indemnify and to make good the loss to the full extent to "the Corporation," failing which "the Corporation" shall be within its right to take appropriate action in law for recovery of the said amount. It will be the responsibility of the Agency to pay the wages and all statutory amounts and then claim the bill from the Corporation.

54) The Agency will be responsible for the supervision of the workers engaged and deployed by him/her and it would provide the name of supervisor with his contact number to the Corporation for supervision purpose. However in case the Corporation is not satisfied with the work of any person deployed by the agency, the Corporation may ask the agency to replace him.

55) The Agency will pay wages through NEFT to the workers within 7th of the following month according to the prevailing rates which shall not be less than the minimum wages approved by Central Government/State Government whichever is higher.

56) **If the wages to the workers are not paid by 7th of the following month, Penalty of Rs. 100/- per day, per manpower, will be imposed to the Agency.**

57) During the CONTRACT PERIOD, if the rate of minimum wages payable to the personnel deployed by the Agency/Service provider increases and if the increase extends beyond the above agreed rate, then the Corporation shall increase the above accepted rate to the extent of the difference amount only and the above agreed rate shall be deemed to have been modified accordingly. No other increase in the amount quoted by the selected tenderer shall be entertained on any account during the period of the contract.

58) Payment Register containing the signature of representative should be produced at the time of disbursement of wages amount. The payment register is to be produced for verification along with the Bills. Agency will submit copy of challan as proof of payment made to the workers with statement of the workmen showing deposit of PF and ESI contribution every month with bill without fail. In case of disbursement of wages through e-payment/NEFT, a signed statement must be produced for verification along with bills. Also the Agency shall produce forth with documents in proof of other statutory compliances.

59) At any time during the contractual period it will be obligatory on the part of the service provider to render **addition/reduction in Manpower supply** as per requirement, if added or changed subsequently, the terms and conditions shall remain the same.

60) It is particularly agreed that the corporation shall in no way be held responsible for any bodily injuries sustained or death of any employee(s) of "the Agency". "The Agency "shall alone be liable to pay all statutory compensations which may be awarded or payable to such employee or his/her dependent. If under any circumstances "the Corporation" is made liable to pay any such compensation, "the Agency" will indemnify/reimburse "the Corporation" to full extent.

61) The Selected Vendor is required to file the GST Returns as per Govt. Rules/Provisions in GST Act and the same should be furnished to the Corporation without fail.

62) The Agency quoting the "Service Charges" as "NIL" shall be treated as invalid and will not be considered. Service Charges should be minimum 3.85%. **BIDs with service charge component less than 3.85% shall not be considered.**

63) LIC reserves the right to accept or reject any tender, and to annual the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to Agencies or assigning any reasons thereof. Further any conditional bids shall be rejected out rightly.

64) The requirement of Drivers to be provided on monthly Contract Basis may increase/ decrease as per requirement of the Corporation. In case there is a reduction in requirement of Drivers, the Agency will agree to such reduction in requirement within fifteen days from the date of receipt of notice in writing from LIC.

65) **The Driver should have a valid Driving License for driving four-wheeler for at least 3 years. The driver should be physically fit, age not more than 50 years and minimum educational qualification of High school passed.**

66) 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 and Pollution Certificate of the vehicle by Driver or for violating the traffic rules, the penalty imposed will be borne by the Agency.

67) **The driver should wear well stitched and ironed uniform during duty hours as approved by LIC and provided by the Agency treating it as a mandatory requirement and the cost of providing uniforms will be borne in full by the Agency. The Agency will provide two sets of Uniforms with a pair of shoes after obtaining approval from LIC. A penalty of Rs.50/- per occasion will be imposed, if the driver is found not wearing approved uniform during duty hours.**

68) The drivers deployed should have good moral character and reasonable experience of driving and be able to converse in English and Hindi. They should have adequate knowledge of car machinery systems so that they can to attend to minor repairs of vehicles en-route, in case of need.

69) The behaviour of the driver should be polite, cordial and obedient. He should not have been convicted in any Civil or Criminal Court/ Law. The Agency, on award of contract, shall have to give Undertaking in this regard to LIC. In case of any mis-behaviour, in addition to taking legal action, the Agency will be penalized for the same and the decision of the competent authority of LIC in this regard shall be final and binding on the Agency.

70) The drivers will comply the orders given by the authorized officers of the Corporation and will also observe the rules and regulations of the Corporation regarding safety and security.

71) The drivers engaged by the Agency shall abide by the instructions provided by the security officers/guards of the Corporation and vehicles/persons will have to undergo security check as and when required.

72) The driver, in addition to safe driving of the car, would receive the occupants in a very respectful manner and would obey the instructions of the occupants.

73) 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.

74) The Driver is required to maintain/ up-date Log Book on daily basis for use of the Vehicle provided by LIC on the basis of duties given to him and produce the same to LIC officials whenever demanded/ required for record and other purposes. The calculations of overtime payable will be made on the basis of entry in the Log Book duly signed/ certified by the User Officer.

75) The Driver should maintain a proper record of mileage on daily basis and get the same authenticated by the authorized officer. The driver should maintain a Log book with complete details of kilometers travelled / time of releasing etc. duly authenticated by the officer using the services.

76) The driver will carry-out daily cleaning of the car provided to him for driving and maintain the same in a good presentable condition. The cleaning material will be provided by LIC.

77) The Agency will issue Name Badges to each driver deputed for LIC and the driver will have to wear it during duty hours as a mandatory requirement.

78) The driver must carry a placard depicting particulars of the arriving guest / officer of the Corporation at the Airport/ Railway Station, etc. The Agency should ensure that there is no deficiency of service on the part of drivers.

79) The Driver has to report at the Hindusthan Building or designated location at the time as informed by the authorized official of LIC. The reporting time will be fixed on weekly basis and will be informed one day in advance. The duty hour of driver will start from the actual time of reporting for duty intimated to him by authorised official of the Corporation and will end at the actual time of relieving from duty. However, if need be, the driver can be called for duty at any hour and can be used beyond the daily limit of 9 (8 + 1) hours and on Holidays/Sundays, for which "Per Hour Rate" as Overtime Charges will be reimbursed to the Agency. The driver, without fail must park the vehicle at office garage every day before leaving office.

80) In case of absence/ non-availability of the driver deputed for a particular day or period on account of leave or otherwise, the Agency is required to arrange for alternative driver so as to ensure continuance of the services of driver treating it as a mandatory requirement. In case the Agency fails to provide driver/ alternate driver on any day or period during the currency of the Contract, a penalty of Rs. 1,000/- per day (Rupees One Thousand Only per day) shall be imposed on the Agency, which will be adjusted from the monthly bill submitted for reimbursement. Please note that the Agency will not deduct/ recover this penalty from the amount payable to the deputed driver and the Agency will have to bear the penalty amount, if any imposed.

81) The drivers deployed, engaged by the Agency are employees of the Agency and Agency shall be solely and fully responsible for their acts, salaries, wages, remunerations and/ or any other statutory or other payments. Under no circumstances the Corporation shall be liable for any payment or claim or compensation and in case any liability falls on the Corporation for any reason, the Agency shall keep the Corporation indemnified against the same. In order to give effect to this, the Agency shall incorporate suitable clause in the appointment letters to be issued to its employees that they are employees of Agency, a copy of which should be given to LIC for perusal and record.

82) The Agency shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authorised official of the company or to any other Statutory Authority under the Law.

83) The Agency is advised to keep in view all the administrative and financial expenses/ arrangements to be made and borne by him for providing Driver on Monthly Contract Basis including alternate driver in case regular driver is on leave and to make payment of minimum wages, statutory and other payments as per Terms and Conditions. Please note that all payments will be made by the Agency in time to the driver and to statutory authorities first from his own financial sources and then claim reimbursement of monthly charges along with mandatory/ statutory documents/ requirements.

23. It is mandatory for the Agency to:-

a. Deposit ESI, if any, and EPF Contribution in respect of drivers deputed for LIC every month and submit a copy of the same duly certified, stamped and signed by authorised signatory as proof of payment to statutory authorities along with complete details of contribution deposited in respect of each driver on their letter head duly stamped and signed by authorised signatory treating it as a mandatory requirement.

b. Pay the total amount of Monthly Wages, Overtime and other charges mentioned in the Tender Document to the drivers deputed for LIC as per the Computation Sheet for each Driver.

c. Arrange for Police Verification of each driver deputed for our Corporation at its own expenses and submit Police Clearance Certificate obtained from the Police Authorities in respect of each driver before deputing him to LIC treating it as a Mandatory requirement as it involves handing-over of a "Government of India" four-wheeler to the driver, some of which are having passes for entry in high security areas, deputed for performance of the duty of a driver.

d. Provide alternate drivers, whenever the regular out-sourced drivers deputed by them is/ are not reporting for duty and/ or is/ are on leave treating it as Mandatory Requirement as LIC is making payment of Reliever/ Leave Cost to the Agency. In case of failure to provide alternate driver, the Agency should be ready and have to bear the penalty of Rs. 1,000/- per day as per the terms and conditions of the Tender Document and the Corporation will not allow the Agency to recover/ deduct the penalty from the amount payable to the outsourced driver. In such an event, apart from non-payment of wages for such occasions / period (the amount of which will be adjusted/ deducted from Leave Cost payable to Agency), a penalty @ Rs. 1,000/- per day will be imposed on Agency.

84) The Agency shall ensure compliance of the provisions of Contract Labour (Regulation & Abolition) Act 1970, New Labour Codes (following four consolidated laws: 1. Code on Wages, 2019 2. Industrial Relations Code, 2020 3. Code on Social Security, 2020 4. Occupational Safety, Health and Working conditions code, 2020) and other labour laws wherever applicable, while engaging labourers for the aforesaid work and give assurance every year in this regard.

85) The persons engaged by the Agency will be the employees of the Agency and neither the Agency nor the employees shall have any right to claim any employment in the Corporation.

86) The Security Deposit of 5% of the Bid Value shall be forfeited if the Agency fails to comply with the rules and regulations set forth by Government such as EPF, ESI, Minimum Wages and other statutory requirements.

87) **Over Time Per Hour, Per Person at Local station after Duty Hours (i.e. from 9.30 am to 6.30 pm, including 1 hour lunch from 1.30 pm to 2.30 pm) and on Holidays & Sundays @ Rs 150 only (all inclusive)**

88) **Per Day Extra Amount, Per Person on going to Out of Station Rs 800 (all inclusive)**

The following self attested documents must be uploaded:

1. Duly filled and signed Technical Information Format.
2. Duly filled and signed Affidavit on Rs.100/- Stamp Paper.
3. Duly filled and signed Financial Bid.
4. PAN Card.
5. Audited Profit and loss account of last 3 financial years .i.e. (2022-23, 2023-24 and 2024-25).
6. Income Tax return of last 3 financial years i.e. (2022-23, 2023-24 and 2024-25).
7. Annual Turnover Certificate from Chartered Accountant for last 3 financial years i.e. (2022-23, 2023-24 and 2024-25).

Sl. No.	Financial Year	Turnover(please give in figures in Lakhs)
01.	2022-23	
02.	2023-24	
03.	2024-25	

8. GST registration copy.
9. Copy of Valid Trade license under shops and establishment act.
10. ESI and EPF registration copy.
11. Registration Certificate with Labour Department.
12. MSME Certificate copy (if applicable).
13. Bid Security Declaration.
14. Undertaking of the company / firm in letterhead / pad with the following wordings :

In the absence of above documents, I agree to treat the tender application as incomplete and cancel our tender bid without any notice.

I hereby agree to all the Terms & Conditions mentioned above without any condition whatsoever. I also further agree that all the deficiencies will attract penalty and the recovery will be affected without any notice to me.

We hereby undertake that our Agency _____ shall provide KYC (Aadhar Card), Driving License and copy of Application for Police Verification Report of the Driver to be deployed for LIC at the time of giving consent within 7 days from the date of award of contract.

The Police clearance certificate will be submitted immediately on receipt of the same.

The Driver deployed for LIC shall be on our Agency's Employee Roll at the time of award of Contract.

Date:

Signature of Authorized Person of the Agency
With stamp of the company

BID SECURITY DECLARATION

I/We hereby declare that if I /We withdraw or modify our bid during period of validity, the Corporation has the right to suspend/removal from list/blacklisted for 1 year to participate in bids.

Date:

Signature of Authorized Person of the Agency
With stamp of the company

RESPONSIBILITIES OF THE CONTRACTROR

1. To provide disciplined, courteous, trained and quality personnel 24 x 7 days ever-ready to attend to their work politely.
2. The Contractor shall ensure excellent standards of service.
3. To provide proper uniform, ID Card and Name Badge to the staff deployed by him for providing services and ensure that the same is worn by them during the course of their duties in the premises.
4. It shall be the responsibility of the Contractor to provide all benefits, remuneration & amenities prescribed under any applicable law to the Drivers staff deployed by him.
5. The Contractor shall be responsible to maintain all Registers, Records and Accounts required for the compliance of any and all statutory provisions / obligations.
6. The Contractor should ensure that his employees do not smoke while working in the premises of the Corporation. They will also not indulge in drinking alcohol or any other intoxicants, not consume drugs and eat pan/khaini/tobacco etc. They will not play cards or indulge in gambling in the complex.
7. The Contractor shall comply with the feed-backs, if any, given to it by Official of Corporation.
8. Ensure immediate corrective action on receipt of any complaint against the services provided or against any individual deployed by him in the premises of the Corporation.
9. Obtain Insurance Policy of adequate value in respect of Driver staff deployed by him for providing services, towards meeting the liability of compensation arising out of death, injury, disablement of work etc. and shall pay premiums regularly as and when the same shall become due during the currency of the Contract.
10. Comply with the instructions issued by the authorities of the Corporation from time to time relating to the performance of the services, duties and obligations. The services rendered by the Contractor shall be subject to regular review by the Corporation and its decision as to the quality thereof shall be final and absolute.
11. The Firm undertakes to verify the antecedents of the Driver they provide to the Corporation and shall take all necessary precautions for the same.
12. In case the Driver provided by the Firm is not satisfactory, the Firm undertakes to provide a replacement to the Corporation within 5 days.
13. The Driver reporting to the Corporation shall give a copy of their Driving license and Address proof attested by the Firm.
14. The contract is valid for One year.
15. The Corporation or the Firm may terminate agreement at anytime by giving 30 days prior written notice.
16. The Firm should submit payment bills for every month. Payment will be made by the Corporation after receipt of payment bills from the Firm. No advance payment will be given.
17. Payment will be made to the Firm's account on monthly basis by NEFT. The Firm shall provide NEFT details to the Corporation including Bank details, A/c number, IFSC Code.
18. The Quoted rates shall be inclusive of all statutory/mandatory charges as per the prevailing Govt. rules and regulations.
19. Above charges is as on date and the same is subject to change proportionately if there is a change in minimum wages prescribed by both Central/State Governments and pay the higher of the two at all times and the same will be reimbursed.
20. All other statutory benefits other than those specified in the document should be included in the Administrative Charges which should be inclusive of charges for providing Identity cards, uniform, name badge and other item/s required for rendering Manpower of Drivers as per terms and conditions of the contract.

21. Payment of applicable minimum wages for actual Drivers deployed & administrative charges will be made on production of documentary evidence of payments to the Drivers deployed by the contractor including PF/ESIC/BONUS etc.,
22. **Administrative charges will remain fixed for entire period of the contract including extended period, if any.** Billing and payment will depend on actual number of persons deployed & actual number of days of working of Drivers.
23. Bonus paid as per rules basing on the number of days worked during the year paid by the contractor or Vendor, will be reimbursed to the contractor/Vendor on production of payment bills/ particulars.
24. In case of any revision of minimum wages by Statutory Authority, corresponding revision in the minimum wages will be applicable.

Duties and Timings of Driver–Other Terms and conditions:

Driver will be required for driving duty of our Staff Car for local and outstation tours during working hours & beyond, as and when required on all working days and holidays if needed and maintain/keep the vehicle clean daily inside and outside and follow the instructions given from time to time. The Driver should wear uniform, identity card and name badge while he is on duty in a neat way.

Duration of duty hours : 8hrs

Duty timings 9.30 A.M.to 6.30 P.M. [1.30 P.M. to 2.30 P.M (Lunch Hour)] .

Signature of the Vendor with Seal

AFFIDAVIT

(To be given by the bidder on stamp paper of Rs.100/-along with the financial bid)

I/We, authorized representative of being Indian Company/Sole Trading Company / Partnership Firm, registered under bearing registration no. ----------
Having office at Kolkata, (Address of Office_____do hereby solemnly affirm and state as under:-

Whereas Life Insurance Corporation of India, Eastern Zonal Office, Kolkata has floated a tender for Driver Services and in respect of the same, I/we being one of the Bidders, confirm that

I /We strictly follow various laws as mentioned in General Conditions of contract and other pages of this tender.

I /We confirm that we are neither black listed nor facing any penal action from any establishment of Central Govt. or the State Govt. or the PSU for breach of agreement.

I /We shall at all time indemnify and keep indemnified the Corporation against any/all claims of/by its employees including but not restricted to the claims under the Workmen's Compensation Act,1923; payment of Wages Act ; Payment of Bonus Act; Employees' Provident Funds & Miscellaneous Provisions Act; Payment of Gratuity Act, Minimum Wages Act, Employees' State Insurance Act or any other Act(s)or statutory modifications thereof or otherwise for or in respect of any claim for damage or compensation payable in consequence of any accident or injury sustained by any worker or personnel of our firm or in respect of any claim, damage or compensation under Labour Laws or any other laws or rules made there under, by any person whether in the employment of our firm.

I /We further state that I/we shall indemnify Life Insurance Corporation of India against all claims, which may be made upon the Life Insurance Corporation of India being principal employer and it shall be at liberty and is hereby empowered to deduct the amount of any damages, compensation costs, charges and expenses arising or occurring of any claim of damages, from any sum or sums due or to become due to me/us.

I /We state that Life Insurance Corporation of India has considered my / our bid on the basis of the statement made by me /us in this Affidavit. I / We further state that non- compliance of any provisions, being a statutory requirement, any miss-statement made shall be sufficient reason for Life Insurance Corporation of India to terminate the contract, besides taking recourse to other legal remedies available in the contract.

Signature of the Bidder
NAME/DESIGNATION AND SEAL OF THE FIRM/COMPANY

Date: