

## TENDER NOTICE



UNITED INDIA INSURANCE CO. LTD

(A Govt. of India Enterprise)

D-24, E-25, 2<sup>ND</sup> Floor,

Himalaya House, K.G. Marg,

New Delhi-110001.

### TENDER FOR HIRING OF VEHICLE

Sealed tender are invited from reputed transporters/fleet owners for the supply of ONE number of vehicle on hire basis for the use as Office Pool Car by LCB Delhi. The details of the tender can be obtained from above mentioned office during office hours from 14.02.2025 to 19.02.2025 and the same can be downloaded from our official website [www.uiic.co.in](http://www.uiic.co.in)

## निविदा सूचना



यूनाइटेड इंडिया इंश्योरेंस कंपनी लिमिटेड

(भारत सरकार का एक उद्यम)

डी-24, ई-25, दूसरी मंजिल,

हिमालय हाउस, के.जी. मार्ग,

नई दिल्ली-110001.

### वाहन किराये पर लेने हेतु निविदा

एलसीबी दिल्ली द्वारा कार्यालय पूल कार के रूप में उपयोग के लिए किराये के आधार पर वाहन की आपूर्ति के लिए प्रतिष्ठित ट्रांसपोर्टर्स/बेड़े मालिकों से मुहरबंद निविदा आमंत्रित की जाती है। निविदा का विवरण उपर्युक्त कार्यालय से 14.02.2025 से 19.02.2025 तक कार्यालय समय के दौरान प्राप्त किया जा सकता है और इसे हमारी आधिकारिक वेबसाइट [www.uiic.co.in](http://www.uiic.co.in) से डाउनलोड किया जा सकता है।

## **SCOPE OF WORK**

The Contractor shall provide a staff car with driver on monthly rental basis to this office. The Contractor has to ensure that the staff deployed by them is dressed in neat uniform and is punctual in his work. The staff deputed for work should not have any kind of criminal or adverse record and they should be well-behaved. The Company reserves its rights to monitor, make surprise checks & verifications on all aspects of the work and the service provider shall cooperate with the officials so authorized by the Company and furnish to them all records and materials for inspection without demur. The Contractor should arrange for proper cleanliness and hygiene of the vehicle including inter alia the provisioning of car perfume, tissue paper, hand towels etc. in the vehicle engaged on monthly basis.

The model of the vehicles provided shall not be older than 2022 i.e. Year of Manufacture). Further, the agency should provide additional vehicles on case to case basis at quoted rates.

Details of the services needed are as mentioned below.

<b>Particulars of Services required</b>	<b>Models of vehicles</b>
Staff Car with driver on monthly hire basis	Dzire, Etios, Xcent, Amaze, Aura

## **GENERAL CONDITIONS OF CONTRACT**

- 1) The Firm/Contractor applying for the tender must have a minimum fleet of 5 Taxis.
- 2) Staff car service should be provided as prescribed in scope of work of this tender.
- 3) The vehicle Registration book, Insurance copy, Emission Certificate, Road Tax payment certificate, Commercial Vehicle Permit and Driver license along with Yellow badge should be available with the vehicle at all times.
- 4) The Contractor shall provide the services from 09.30AM to 07.30PM on all days except Sunday. The hours of service and kilometers used shall vary from day to day but within the monthly package of 3000 kms per month approximately. Distance from garage to office & vice-versa will not be counted as usage of the office. The distance and time will be measured from pickup place to drop place within Municipal Limits of NCR and no additional time or mileage will be allowed for distance between garage and pickup / drop place.
- 5) The Contractor shall provide the service, beyond office hours and/or on holidays, If needed.
- 6) In case the staff car is not provided on any day, the cost of alternative arrangements made will be recovered from the Contractor by deducting bill/security deposit or otherwise. Notwithstanding the award of contract under this tender, the company reserves the right to hire vehicles from any other agency also during the tenure of contract.

- 7) The Contractor shall bear the costs of fuel, salaries of his driver; repair and maintenance, road tax, insurance, commercial permit MCD Tax etc. of the vehicles provided and shall also maintain the vehicles in good working condition fit for 24 x 7 x 365 days use by the office.
- 8) No extra charges will be paid apart from the charges quoted in the tender document except as needed under
- 9) Payments will be made on monthly basis only after satisfactory completion of service. Bills should be submitted by the Contractor on monthly basis duly supported by Trip Sheet, log book, toll/parking receipts.
- 10) The staff provided by the contractor shall not be entitled to get any amount from this office as allowances, wages, bonus, gratuity or retrenchment compensation etc. Such persons shall purely be engaged by the contractor only and this office shall not undertake any responsibility with regard to their employment, welfare, payment of wages etc
- 11) The Contractor shall furnish complete Bio data with mobile number of the driver.
- 12) The Contractor shall arrange for proper substitute of the driver in case of his leave, absence, sickness etc.
- 13) The Company reserves the right to require the Agency to replace the driver without assigning any reasons for the same and the agency shall do so prompting when required up to do so.
- 14) Trip sheet and Log book shall be maintained and usage details therein shall be certified by an authorized officer on daily basis.
- 15) The contract shall initially be valid for a period of one year and may be extended for a further period on mutual consent subject to satisfactory performance, on the same terms and conditions AT THE SOLE DISCRETION OF THIS OFFICE. The United India Insurance Company Ltd however, reserves the right to terminate the contract at any time with a written notice of one month. The contractor is required to give a notice of three months, in case he wishes to discontinue the service.
- 16) An amount of Rs 10,000/- to be deposited by the vendor as performance security deposit which is refundable at the end of contract. However, in case of breach of any terms and conditions of the contract, the performance security deposit ( Rs. 10,000/-) of the Contractor shall be liable to be forfeited besides annulment of the contract.
- 17) The Contractor should have requisite license from concerned Govt. authorities for providing respective services commercially.
- 18) Income Tax as per rules shall be deducted from the bills wherever applicable.
- 19) Besides proportionate deduction of the monthly charges and recovery of costs of alternate arrangements, penalty of Rs. 100/- per day of failure/delay to provide staff car may also be imposed at the sole discretion of the Office. Decision of company in this regard shall be final and binding.
- 20) Extra Charges for utilization of the vehicle on Sunday, gazette holiday and beyond normal working hours i.e 240 hours monthly and in case of vehicle usage more than 3000 KM monthly will be payable as per the rate quoted by the vendor under financial bid.

- 21) **Outstation Trip** : Trip within the radius of 75 KMs ( which includes U.P., Haryana, NCR), from location of office i.e K.G. Marg, Cannaught Place, New Delhi will be considered as local trip. Beyond that it will be considered as outstation trip and the same will be payable as per the rate quoted by the vendor under financial bid.
- 22) State Tax / Monthly tax TO BE DEPOSITED BY THE VNEDOR AND the same can be CLAIMED IN MONTHLY BILL however state tax for the state in which the vehicle is registered will not be paid and to be borne by the vendor itself.
- 23) Vendor should be registered under GST and have valid GST REGISTRATION certificate.
- 24) The tender may be scrapped at the sole discretion of company without assigning any reason.
- 25) To uphold the tender minimum three bids must be received before the last date of submission as mentioned in technical bid.



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-25, दूसरी मंज़िल, हिमालय हाउस, कस्तूरबा गांधी मार्ग, नई दिल्ली - 110001  
Large Corporate & Broker's Cell- New Delhi

D-24 & E-25, 2nd Floor, Himalaya House, Kasturba Gandhi Marg, New Delhi - 110001

दूरभाष /Telephone: 011 -4352 6859, ईमेल/e-mail: corpcelldel@gmail.com/ corpcelldel@uiic.co.in

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**INSTRUCTION TO BIDDER**

1. Sealed envelopes ( two part ) to be submitted in hard copy at our office.
2. Envelope One – Technical Bid  
This should contain
  - Copy of Scope of Work duly signed and stamped.
  - Annexures A,C,D & E duly filled, signed and stamped.
  - Document required (Copy of PAN & GST)

**No price is to be mentioned in Technical Bid.**

3. Envelope Two – Financial Bid  
This should contain
  - Annexure B – Financial Bid duly filled ( all the sections ) signed & stamped.
4. Both the envelopes to be submitted in hard copy at below mentioned address :

**United India Insurance Co. Ltd**  
**D-24, E-25, 2<sup>nd</sup> Floor, Himalaya House,**  
**23, K.G. Marg**  
**New Delhi – 110001.**

5. Last date of bid submission : 15:00 Hrs of 21.02.2025
6. Bid Opening Date and Time : 15:30 Hrs of 21.02.2025
7. Contact Details : 8142960470, 9911249190.

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Website: [www.uiic.co.in](http://www.uiic.co.in), IRDAI Regn.No.545 / CIN: U93090TN1938GOI000108, Toll Free No. 1-800-425-33333

पंजीकृत कार्यालय : 24, व्हाइट्स रोड, चेन्नई - 600 014 | Regd. Office: 24. Whites Road, Chennai - 600014



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**Annexure "A"**

**DETAILS OF THE FIRM**

<b>Name of the firm</b>	
<b>Address</b>	
<b>GST No.</b>	
<b>Contact person details</b>	
<b>Fleet size</b>	
<b>Registration details of the vehicle.</b>	

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**Annexure – B**

**Quotation for staff car – Financial Bid**

1. Details of vehicle to be deployed as staff car

Manufacturing Company	Model	Year of manufacture

2. Quotations for hiring staff car:

S.No.	Details	Quoted Charges
a)	Charges for Staff car for first 3000 kms/month with driver	Rs _____ (Rupees _____)
b)	Charges per km after completion of 3000 kms a month	Rs _____ (Rupees _____)
c)	Outstation Charges	Rs _____ (Rupees _____)
d)	Charges per hour, if total working hours exceeds 240 hours during the month.	Rs _____ (Rupees _____)

Note : The above charges should be quoted keeping in view that the vehicle may be required to be run on 26 days per month without any additional payment.

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### Annexure "C"

#### DECLARATION

1. I .....Son/Daughter of Shri.....Properietor/Partner/Director /Authorized Signatory of..... is/are competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
3. The information / documents furnished alongwith the above application are true and correct to the best of my knowledge and belief. I/We am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
4. It is certified that the firm has not been blacklisted by any Govt. PSU of Autonomous/Statutory body.
5. It is certified that the rates quoted are the most competitive rates offered by us and the firm is not providing its services below the quoted rates to any other Govt., PSU or Autonomous/Statutory body in NCR area.

Date :

Signature of authorized person :

Place :

Full Name :

Firm's / Company's seal.

Note : The above declaration, duly signed and stamped by the authorized signatory of the tenderer must be enclosed with tender.

Signature of tenderer with seal.

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**Annexure "D"**

**Checklist of Documents to be submitted**

"THE BID DOCUMENTS HAVE TO BE SUBMITTED IN THE FOLLOWING SEQUENCE"

S.No.	Document	Submitted (Yes/No)
1	Copy of PAN card	
2	Copy of GST certificate no.	
3	Annexure A (Brief description of firm)	
4	Annexure B (Quotation for staff car)	
5	Annexure C (Declaration)	
6	Tender documents along with seal and signature of the authorized signatory on all the pages.	

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**Annexure ....E**

**TENDER EVALUATION CRITERIA**

The lowest bid (L-1) shall be evaluated by giving the following weightage to the rates quoted:

Details	Weightage
Charges for Staff car for first 3000 kms / month with driver	90%
Charges per km after completion of 3000 kms in a month/ charges per hour over normal 240 hours monthly service/ charges for Sunday &/or Gazetted Holidays.	5%
Outstation Charges	5%

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