



August 23, 2018

NIBM Post Office, Kondhwe Khurd, Pune 411 048 (India)
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E-mail : nibmweb@nibmindia.org ☐ Website : www.nibmindia.org

Soni P Philip
Chief Administrative Officer

Dear Sir

National Institute of Bank Management (NIBM) is an apex level institute for Education, Training, Consultancy and Research in the Banking industry. NIBM is autonomous institute established by Reserve Bank of India and Public Sector Bank.

NIBM would like to invite quotation for engaging driver on contract basis. Kindly send your quotation in the prescribed form along with the detailed information of the agency (Form (A)) addressed to **The Director, National Institute of Bank Management, Kondhwe Khurd, NIBM Post Office, Pune 411 048** in a sealed envelope on or before August 31, 2018.

Terms for tendering quotations are as follows:


1. Quotations received after the due date i.e. August 31, 2018 will NOT be considered.
2. The quotation should be signed by the person authorized to do so, and should be stamped with the seal of the Company.
3. Quotation should contain authorized person's complete contact details.
4. The Agency shall provide a driver minimum of 21 years and maximum upto 45 years of age on monthly payment/salary basis to NIBM on contract.
5. The driver should be minimum H.Sc. He should have a valid motor vehicle driving license and well conversant to drive within/between places in Pune-Mumbai.
6. The candidate should have minimum three years of work experience preferably in employment in the similar type of Institute/offices.
7. The Agency has to ensure that the staff deployed by them is dressed in neat uniform and is punctual in his work. : Uniforms and washing allowance should be provided to the driver by the agency at his own cost.
8. The driver deputed for work should not have any kind of criminal or adverse record and he should be well-behaved.
9. The working days would be Monday to Saturday in two shifts i.e. 6.00 a.m. to 10.00 a.m. and 5.00 p.m. to 9.00 p.m. He may be required to attend office on Sunday/beyond office hours as the case may be or whenever asked by higher authorities. Only one weekly off

per week shall be admissible irrespective of actual working days. Depending on contingencies, working hours may be modified / altered from time to time.

10. No extra charges will be paid apart from the charges quoted in the quotation form.
11. Payments will be made on monthly basis only after satisfactory completion of service. Bills should be submitted by the Agency on monthly basis duly supported by proof of salary, ESI and EPF Contribution paid in respect of the driver engaged by the Institute through the agency.
12. The driver provided by the Agency 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 agency only and this office shall not undertake any responsibility with regard to their employment, welfare, payment of wages etc.
13. The Agency shall furnish complete Biodata with mobile no. of the driver.
14. The contract shall initially be for a period of one year and may be extended for further period subject to satisfactory performance, on the same terms and conditions.
15. However, Institute reserves the right to terminate the contract at any time with a written notice from either side.
16. The Agency should have requisite license from concerned Govt. authorities for providing this type of services.
17. The Agency will take up police verification and driving skill test of the candidate.
18. The Agency should comply with all the statutory requirements regarding compliance of all labour laws such as Minimum Wages Act, Payment of Wages Act, Payment of Gratuity Act, Payment of Bonus Act, ESI Act, EPF & Misc. Prov. Act etc.
19. Income Tax as per rules shall be deducted from the bills wherever applicable.

Thanking you

Yours faithfully



Soni P Philip
Chief Administrative Officer

Encl: A/a

NATIONAL INSTITUTE OF BANK MANAGEMENT, PUNE

Statement of Salary Details

Sr. No.	Particulars	Amount (Rs.)
	A	
A1	Basic Wages (Attach documentary evidence)	
A2	Sp. Allowance / Variable DA (Attach documentary evidence)	
	Total A	
	B	
B1	HRA (___ % of A)	
B2	P.F. (___ % of A)	
B3	E.S.I. (___ % of A)	
B4	Maharashtra Labour Welfare Fund	
B5	Other Statutory Payments, if any (Amount _____ and its % (_____) (Attach Govt. order/rule copy, in support) – enter details below:	
B5.1	Any other allowances	
B5.2		
B5.3		
B5.4		
	Total B	
C	Total A + B	
D	Service Charges (in lumpsum)	
E	Grand Total (C + D)	

GST as per rules

Other Benefits to be paid Annually

1	Bonus at _____ % on A above
2	Leave at _____ % on A above
3	Gratuity at _____ % on A above
4	Paid Holiday at _____ % on A above

FORM (A)

FORM (A)

DETAILED INFORMATION ABOUT THE AGENCY

NOTE : IF THE INFORMATION ASKED FOR IS NOT COMPLETELY GIVEN BY THE FIRM, THEN THE TENDER SHALL BE DISQUALIFIED.

- 1) Name of the Agency : _____

- 2) Registered Address of the Agency : _____

- 3) Telephone / Mobile No.: _____

- 4) Established on : _____

- 5) Name of the Partners and their addresses (if it is in partnership firm)
 - a) _____

 - b) _____

- 6) Name & Address of the Proprietor: _____
(if Proprietary Firm)

- 7) Registration Nos. of the firm
 - a) Shop & Establishment* : _____
 - b) Provident Fund* : _____
 - c) Employees State Insurance*: _____
 - d) Contract Labour Act* _____
 - e) Labour Welfare Act* _____

f) PAN No. * _____

g) GST Registration No.* _____

8) Name of Bankers and Branch: a) _____
address

b) _____

***Attach Photocopies of all the Certificate/Document for Sr. No.7**

9) Names and references of the Establishment where similar services were provided by the Contractor :