



REGIONAL OFFICE (MAHARASHTRA)  
EMPLOYEES' STATE INSURANCE CORPORATION  
(An ISO 9001:2008 Certified Organization)  
108, Panchdeep Bhavan, N.M. Joshi Marg, Lower  
Parel, Mumbai-400 013.

Tel No.: 022-612 097 00/773 Fax: 022-249 21 701/612 09741

31-D-25/HOV/2016/Genl/Vol I

Date: 30-08-2016

**NOTICE INVITING TENDER**

**Work : Hiring of 02 vehicles ( 01 Indica AC/ Swift Dezire AC / Toyoto Etios AC or equivalent and 01 Indica Non AC or equivalent ) on Monthly Basis for the year 2016-2017 ( 1 year ) for ESIC RO Mumbai**

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## TENDER DETAILS

**Work : Hiring of 02 vehicles ( 01 Indica AC/ Swift Dezire AC / Toyoto Etios AC or equivalent and 01 Indica Non AC or equivalent ) on Monthly Basis for the year 2016-2017 ( 1 year ) for ESIC RO Mumbai**

S.N.	PARTICULARS	DETAILS
1	Issue of tender document	30-08-2016
2	Estimated Cost of Tender	Rs. 6 to 8 lakhs
3	Tender Fee	Nil
4	Earnest Money Deposit (EMD )	Rs.10000/-
5	Due date of tender (two bids) submission	20-09-2016
6	<b>Tentative</b> Date of opening of Technical bid	20-09-2016
8	Interest free Performance Security deposit	Rs.25000/-

Quotations should be sealed & super scribed in Bold Capital letters

**“ Tender for Hiring of Vehicle on Monthly Basis for the year 2016-2017 for the ESIC, RO Mumbai”**

**and Addressed to**

**“The Regional Director, ESIC, 108, Panchdeep Bhavan,N.M.Joshi Marg,Lower Parel,Mumbai-400 013”.**

Quotations shall be send through **Register post or dropped** in the Tender Box kept at Reception of the ESIC at

**ESIC,108, Panchdeep Bhavan,N.M.Joshi Marg,Lower Parel,Mumbai-400 013.**



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Parel, Mumbai-400 013.  
Tel No.: 022-612 097 00/9 Fax: 022-249 21 701/612 09741**

**NOTICE INVITING TENDER**

To,

\_\_\_\_\_  
\_\_\_\_\_

**Subject : Hiring of 02 vehicles (01 Indica AC/ Swift Dezire AC / Toyota Etios AC or equivalent and 01 Indica Non AC or equivalent ) on Monthly Basis for the year 2016-2017 ( 01 year ) for ESIC RO Mumbai**

Sir/Madam,

I am directed to invite sealed tenders in two bid system on behalf of Regional Director, ESIC R.O. Mumbai from Mumbai based experienced Contractors to hire **Two vehicles ( 02 )** on Monthly basis .

**1. ELIGIBILITY:**

- a) **The Applicant Contractor should have the experience of running a fleet of vehicles on hiring basis for at least 02 years,**
- b) **The contractor should be registered under Appropriate Government Authority.**

2. The tender should be submitted in two separate inner covers. First envelope will cover Technical Bid in the format given in Annexure A with EMD & undertaking in Annexure C & second envelope will cover Financial Bid as per format given in Annexure B. Each envelope should be sealed and superscripted in bold letters as (i) Technical Bid (ii) Financial Bid & should be in prescribed format duly filled in and signed by the bidders in both bids and these two envelope should be contained in a single envelope sealed by itself.
3. Technical Bid shall be opened **20-09-2016 (tentatively)** in ESIC Office in presence of tenderer who wish to be present. The Financial bid (Annexure 'B') will be opened, only if, the Applicant Contractor fulfills the stipulated conditions for technical bid. After scrutiny of technical bid, date of opening of financial bid will be intimated later

4. The vehicles are proposed to be hired for an initial period of **one year** from the date of award of contract with the option of extending it for a further period at the discretion of the Regional Director ESIC, Regional Office, Mumbai at same rate or mutually agreed upon rate.

**5. The Tender should remain valid for a period of 60 (sixty) days from the date of opening of the FINANCIAL BID.**

6. All pages of the offer must be signed and sealed by the tenderers.

7 Tenders with any additional conditions/ deviations by the tenderers, whatsoever shall be rejected.

8. The tenderer shall quote the rates in English Language and International numerals. These rates shall be entered in figures as well as in words. In case of difference in rates between words and figures, Rates mentioned in words shall be treated as valid and final

9. All entries in the tender shall be typed/written in ink. Erasers and over writing are not permitted and may render such tenders liable for rejection. The tenderer shall duly attest all cancellations and insertions.

Yours faithfully,

Dy. Director ( General )

-----Sd-----

## TERMS AND CONDITIONS FOR HIRING OF VEHICLES

1) The monthly vehicle will have following minimum monthly criteria :

<b>01 Indica AC/ Swift Dezire AC / Toyoto Etios AC or equivalent</b>	1200km/ month	200 hrs/Month	Fixed Monthly charges for 1200kms /200 Hrs
<b>01 Tata Indica or equivalent Non AC Vehicle</b>	1200km/ month	200 hrs/Month	Fixed Monthly charges for 1200kms /200 Hrs

2) Vehicle proposed of be hired out to the E.S.I. Corporation by the applicant contractor should have been **manufactured in or after 2014**.

3) The rate should be specified for **1200 kms** (reckoned from place of reporting to the place of release) and **200 hrs.** (reckoned from time of reporting to the time of release) on monthly basis including Sunday & holidays if called . The charges for additional hours after 200 hours and additional distance after specified kms / per month should also be specified.

4) Payment:

a) No advance payment is payable by this office or the officers traveling in hired vehicles. The billing will be done on monthly basis and it should be submitted by the contractor/ firm by the first week of the following month.

b) **The payment will be made only for those log book entries which have been signed by the officer/s official using the vehicles. It will be the responsibility of the agency to get the log book entries indicating start kilometer, end kilometer, distance covered, time form office, places visited etc. For each occasion of journey signed by the officer/ official traveling on a day to day basis in prescribed format.**

c) Payment will be made through ECS/NEFT . The contractor should furnish the bank details to effect payment through ECS/NEFT

5) The vehicles deputed should carry all relevant papers duly updated and should fulfill the norms prescribed by the appropriate Govt. / Department.

6) Bids once submitted shall not allowed to be withdrawn and any default after acceptance of bid shall be deemed to be non-compliance of terms of contract and would be liable to forfeiture of security deposit levied as the case may be.

7) The contractor will indemnify for loss/ damage of property or life of passenger or third party because of negligence of driver or poor maintenance of vehicle or due to an accident.

8) The Drivers deployed for the vehicle should satisfy the following conditions:

- i. Drivers should have minimum 3 years of experience of driving. They should have vehicle Transport Licenses for driving passenger vehicles on hire.
- ii. Driver should be well versed with the roads and the places in Mumbai/ Thane /Navi-Mumbai and should have experience in city driving
- iii. Driver shall be in uniform and courteous.
- iv. Driver shall be able to speak in Marathi & Hindi.
- v. The Driver/ 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.

9) The Contractor must furnish copies of **Documents of ownership/ Registration of vehicle** to be provided for this office along with technical bid .

10) In case of non compliance of the above terms and conditions of contract, a penalty may be levied. The penalty for some of the defaults is as under:

<b>Sr. No</b>	<b>Nature of default</b>	<b>Penalty Rs.</b>
1	Late Reporting	25% of proportionate contract charges per day
2	Non-Reporting	25% of proportionate contract charges per day
3	Poor Maintenance of Vehicles	Rs. 500/- per month
4	Refusal of duties	50% of proportionate contract charges per day.
5	Non- observations of dress code/ proper etiquette	Rs. 100/- for first instance and Rs. 200/- for subsequent instances.
6	Change of drivers without justifications	Rs.200/- per instance.
7	Vehicle kept unclean	25% of proportionate contract charges per day
8	Unsafe/ rash driving	25% of proportionate contract charges per day

11) In case of vehicle breakdown, a substitute vehicle shall be provided by the contractor. In case vehicle does not report within the reasonable time or does not report at scheduled place, E.S.I. Corporation would have the right to hire a vehicle from the market and the additional cost incurred by the Corporation will be borne by the Contractor. In case, neither a substitute is provided nor a hired by the Corporation, proportionate contract charges liable to be deducted from the contract charges payable, in addition to the penalty levied indicated in above Para .

12) **The rates quoted should be excluding the Services Tax. The Service Tax be paid additionally only after receiving the photocopy of the Service Tax Registration Certificate.** No Service tax will be paid if the contractor/ operator fails to provide proof of valid service tax Registration.

13) The contract between the Corporation and the contractor can be cancelled with a notice period of one month from either side, without assigning any reason.

14) The applicant contractor should submit two sealed envelopes separately marked as '**Technical Bid**' and '**Financial Bid**'.

**Technical Bid:** The Technical Bid should be as per Annexure 'A'. It should be supported by the documents indicated in Annexure 'A'. The demand draft in respect of 'Earnest Money Deposit' should be submitted with the Technical Bid.

**Financial Bid:** Initially only the technical bid will be opened. The Financial bid ( Annexure 'B') will be opened, only if, the Applicant Contractor fulfills the stipulated conditions for technical bid.

#### **15 ) Earnest Money Deposit:**

Earnest Money Deposit of Rs. **10000/- (Rupees Ten Thousand Only)** by way of Demand Draft/Pay Order favoring **SBI ESI Fund A/c No. 1**, payable at Mumbai for participation in tender is to be enclosed with the Technical Bid. **The EMD of successful tenderer shall be adjusted against Performance Security Deposit on award of work. Tenders will be rejected/ not considered if it is not accompanied by Earnest money deposit.**

16) The Earnest money may be forfeited in the event of:

- i) If a tenderer withdraws its tender during the period of tender's validity.
- ii) In case of successful tenderer, if the tenderer fails to commence the work, as required.

17) The Earnest money of unsuccessful tenderers shall be returned within reasonable \time without any interest. The EMD of successful Tenderer shall be retained and converted as part of interest free Performance Security deposit, to be refunded after successful completion of Contract period

18) **PERFROMENCE SECURITY DEPOSIT: Rs. 25,000** (Rupees Twenty five thousand only) is to be deposited by way of Demand draft of any Nationalised bank **SBI ESI Fund A/c No.1** (payable at Mumbai) by the successful contractor **within twenty one** days of the award of contract for due and satisfactory performance of the contract and shall be refunded only after completion of agreement period and on adjustment of dues, if any. **No interest shall be payable by ESIC on the security deposit.**

19) ESIC reserves itself to allot the work partly or wholly to a single or different contractors. ESIC do not bind itself to accept the lowest or any Tender and reserves the right to reject any or all the Tenders in full or part, without assigning any reasons thereof

20) There will be **no revision** of rates in contract period depending upon the decrease/ increase in fuel price.

21)The Regional Director E.S.I. Corporation,Regional Office, Mumbai reserves the right of reject all or any of the offers or accept more than one offer without assigning any reason. Any conditional offer(s) will also be rejected.

22)**Regional Director, ESIC reserves the right to relax any condition(s) in deserving cases.**

23) Contract may be extended /renew for further period of 01 year on same rate or mutual rate agreed upon.

24) In case of dispute of any kind and in respect whatsoever, the decision of Regional Director RO Mumbai shall be final and binding.

**Hindi version** will follow

Yours faithfully ,

-----Sd-----

Encl: Annexure A,B &C

**Dy. Director (General)**



**Technical Bid**

**Annexure "A"**

**HIRING OF VEHICLES IN RO Mumbai**

<b>01</b>	NAME OF TENDERING AGENCY/FIRM
<b>02</b>	STATUS OF THE FIRM (PROPEITORSHIP/PARTNERSHIP ETC)
<b>03</b>	NAME OF OWNER/PARTERNS/DIRECTORS
<b>04</b>	FULL PARTICULARS OF OFFICE: A) ADDRESS  B) TELEPHONE/MOBILE NO: C) FAX N D) E-MAIL ADDRES
<b>05</b>	REGISTRATION DETAILS:  (A) PAN/GIR NO: (B) SERVICE TAX REGISTRATION NO : (C) Registration No firm :
<b>06</b>	DETAILS OF EARNEST MONEY DEPOSIT : A) Demand Draft No: B) DemandDraft Date C) Drawn Bank & Branch D) Valid Upto
<b>07</b>	DETAILS OF BANK ACCOUNT A) BANK Name : B) B ranch Name: C) Bank A/c No : D) IFSC Code :
<b>08</b>	Documents :
	A) Proof of Registration /Certificate of the firm
	B) Proof of valid registration with statutory authorities for Service Tax, if any
	C) Permanent Account Number allotted by Income Tax Department, if any
	D) Copies of Documents of Ownership/ Registration of vehicle to be provided

09. Details of Satisfactory Performance /Experience Certificate from PSU/Govt. Companies/Other Companies where the Tenderer has worked during last three years.

S.N.	Name of PSU / Govt. Company/	Period of Contract

Date :  
Place

Signature of authorized person:  
Full Name

Company Seal:

**(Financial Bid)**

**Annexure “B”**

**HIRING OF VEHICLES IN RO Mumbai**  
**RATE QUOTATION FOR THE YEAR 2016-2017**

1) Rate for Monthly Vehicle :

<b>Name of the vehicle &amp; Type :</b>	<b>01 Indica AC/ Swift Dezire AC / Toyoto Etios AC or equivalent AC Vehicle</b>  Year of Manufacturing  _____	<b>01 Tata Indica (Non AC) or other Equivalent Non AC Vehicle</b>  Year of Manufacturing  _____
<b>a)Rate for One Jeep/Vehicle (1200km/ 200 hrs)Per month</b>		
Extra Km		
Extra Hr		

**Note : The above charges should be quoted keeping in view that the vehicle may be required to be run on 22 days (tentatively) without any additional payment.**

Date :  
Place

Signature of authorized person:  
Full Name

Company Seal:

**(Letter for submission with tender on tenderer's own letterhead)**

**UNDERTAKING**

No : 31-D-25/HOV/2016/Genl/Vol-I

Dated:

**To,**  
**The Regional Director,**  
ESIC, Panchdeep Bhawan,  
108, N.M. Joshi Marg,  
Lower Parel,  
Mumbai 400013

**Sub: Hiring of vehicle/s on Monthly Basis for the year 2016-2017( 01year )for ESIC RO Mumbai**

Ref: No.

Dated :

Dear Sir,

1. I/We undersigned certify that I/we have carefully gone through and clearly understood the site conditions, terms and conditions of the tender documents, the work requirements and undertake to comply with them.
2. I/We further undertake to execute and complete the work as per tender's terms and conditions and the bids submitted by us. We have signed every page of the tender documents as token of our acceptance of all terms and conditions of the tender.

I/We enclose herewith the Earnest Money deposit (EMD) of Rs.10,000/- (Rupees Ten Thousand only) by demand draft/pay order No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_ favoring **SBI ESI Fund A/c No.1 and payable at Mumbai .**

3. My/our offer shall be valid for a period of 60 days from the date of opening of the price bid.

Thanking you,

Yours faithfully,

For M/s. \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Seal of contractor

Address \_\_\_\_\_