



**REGIONAL OFFICE MAHARASHTRA  
EMPLOYEES' STATE INSURANCE CORPORATION  
(An ISO 9001:2008 Certified Organization)**

Panchdeep Bhavan, 108, N M Joshi Marg, Lower Parel, Mumbai – 400 013.  
Telephone No. : 022 6120 9700, Fax : 022 2492 1701 / 6120 9741  
Email : [rd-maharashtra@esic.in](mailto:rd-maharashtra@esic.in)

**No. 31-D-25/HOV/2016/Genl./Vol. II**

**dated : 29.09.2017**

**NOTICE INVITING TENDER FOR HIRING OF VEHICLE(S) ON CALL  
BASIS FOR 2017-19 (2 YEARS) FOR ESIC RO MUMBAI**

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## **TENDER DETAILS**

**Work : Hiring of Vehicle(s) on Call Basis for the Year 2017-19 (2 Years)  
for ESIC RO Mumbai**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Details</b>
1	Tentative Period of Contract for Vehicle on Call Basis	11.11.2017 to 10.11.2019
2	Tender Fee	Free
3	Earnest Money Deposit (EMD)	Rs. 10,000.00
4	Starting Date of Tender	03.10.2017
5	Due Date of Tender Submission (Two Bids)	30.10.2017, 5.00 PM
6	Tentatively Tender Opening Date	<b>31.10.2017, 11.00 AM</b>
7	Interest Free Performance Security Deposit	Rs. 10,000.00

Quotation should be sealed & super scribed in Bold Capital Letters

**“Tender for Hiring of Vehicle(s) on Call Basis for the Year 2017- 19 for  
ESIC RO Mumbai”**

**and Address to**

**Additional Commissioner  
ESI Corporation  
Panchadeep Bhavan  
108, N. M. Joshi Marg,  
Lower Parel, Mumbai – 400 013.**

Quotation shall be send through **“Register Post”** so as to reach this office within the stipulated time period or dropped in the **“Tender Box”** kept at Reception of the ESI Corporation at Panchdeep Bhavan, 108, N. M. Joshi Marg, Lower Parel, Mumbai – 400 013.



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**No. 31-D-25/HOV/2016/Genl./Vol. II**

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**NOTICE INVITING TENDER**

To,

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

**Subject : Hiring of Vehicle on Call Basis for the year 2017-19 for ESIC RO  
Mumbai.**

Sir/Madam,

I am directed to invite sealed tenders on behalf of Additional Commissioner, Regional Office, ESIC, Mumbai from Mumbai based experienced contractors to hire various types of vehicles on Call Basis for year 2017-19.

**1. ELIGIBILITY :**

- a. The applicant contractor should have the experience of running a fleet of vehicles on hiring basis for at least 03 (Three years).
- b. The contractor should be registered under Appropriate Government Authority.
2. The tender should be submitted in the format given in Annexure A & B with EMD and undertaking in Annexure C.
3. Tender shall be opened on 31.10.2017 at 11.00 AM in ESIC RO Lower Parel Office in presence of tenderer who wish to be present.
4. The vehicles are proposed to be hired for an initial period of 02 (Two) years from the date of award of contract with the option of extending it for a further period at the discretion of the Additional Commissioner, ESIC, Regional Office Mumbai at 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 duty attest all cancellations and insetions.
10. ESIC reserves itself to allot the work partly or wholly to 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.

**Yours faithfully,**

**Sd/-**

**Pravat Kumar Barik  
Assistant Director  
General Branch**

## **TERMS AND CONDITIONS FOR HIRING OF VEHICLES**

1. The vehicles offered should be as under :

<b>S.N.</b>	<b>Type of Vehicle</b>
01	Tata Indica
02	Tata Indigo
03	Swift Dezire
04	Honda City/ Toyoto Etios
05	Toyoto Innova
06	Toyota Corolla

2. All the vehicles proposed to be hired out to the E.S.I. Corporation by the applicant contractor should have been **manufactured in or after 2015**.
3. Rate should be reckoned from place of reporting / Place of release which may be ( At Call Basis)

- \* RO Lower Parel
- \* ESIC Nagar, Andheri
- \* Any other Places / ESIC Premises

Contractor will be eligible for **maximum 10 km (Including Both Way)** in addition to total km actually travelled by ESIC Officers/ Staff.

4. **TIMINGS :**

The vehicles are needed to be made available at the desired location on 24x7 call basis **within 2 hrs** from the time of intimation and if informed in advance, the vehicles need to report **30 min before** the agreed time.

5. **DOCUMENTS :**

The following documents needs to be submitted along with quotation in sealed envelope.

- (a) Proof of Registration / Certificate of firm
- (b) Proof of Valid registration with statutory authorities for GST
- (c) Permanent Account Number (PAN) allotted by Income Tax Department
- (d) Proof of Experience Certificates
- (e) Proof of Vehicle Registration/Ownership

6. **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**. 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

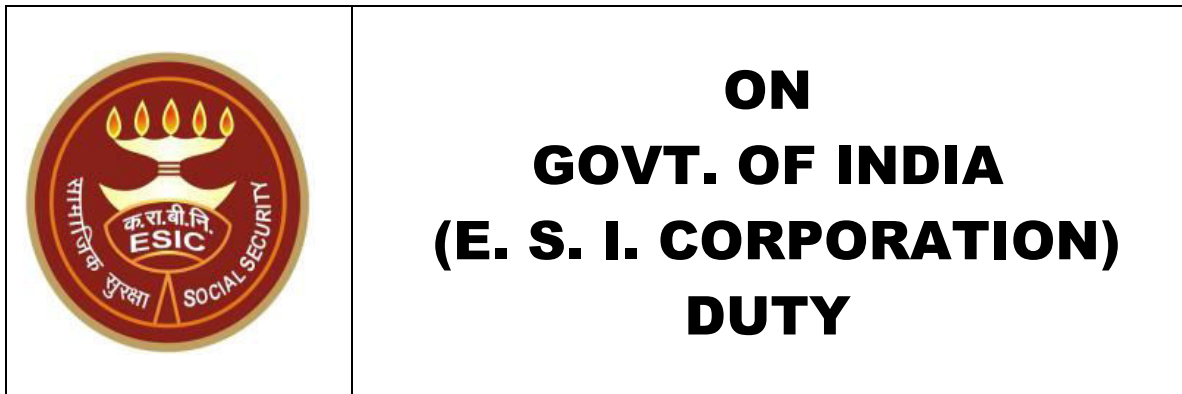
responsibility of the vehicle driver to get the log book entries indicating start kilometer, end kilometer, distance covered, time from office, places visited etc. For each occasion of journey signed by the officer/ official traveling on a day to day basis.

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

c) TDS will be deducted from the payment due to the vendor as per the Income-tax Act.

7. **DISPLAY PLATE :**

While on duty of the company a small board of A4 paper size should be put at the front glass of the car. The format should be as shown below:



8. **INSPECTION OF VEHICLE :**

Vehicles on duty of any VIP may be required to be produced for inspection and trial before placement of the same. Owner reserves the right not to accept any or all the vehicles provided by the contractor in case they are not found to be in good running condition and not as per the specification agreed to.

9. **TAXES/ INSURANCE/ PERMIT/ PUC CERTIFICATES:**

a) Contractor shall have valid permit(s), fitness certificate, Pollution Under Control Certificate from Pollution Control Board, and any other certificates required in respect of the motor vehicle with comprehensive insurance.

b) The contractor shall comply with all relevant rules and regulations of Motor Vehicles Act. Etc .The vehicles deputed should carry all relevant papers duly updated and should fulfill the norms prescribed by the appropriate Govt. / Department.

**ALL VEHICLES SHOULD HAVE VALID PUBLIC SERVICE REGISTRATION AND TAXI PERMITS.**

10. 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.
11. All legal obligations in respect of the vehicles i.e. Road Tax, RTO registration and permissions etc. and in respect of the driver i.e. minimum wages as per Govt. Regulation, social security etc. will be the responsibility of the Contractor.
12. The **Drivers deployed** for the vehicle should satisfy the **following conditions**:
  - a) Drivers should have **minimum 3 years of experience** of driving. They should have vehicle Transport Licenses for driving passenger vehicles on hire.
  - b) Driver should be well versed with the roads and the places in **Thane/Mumbai/ Navi Mumbai** and should have experience in city driving
  - c) All expenses relating to salary and allowances of the driver, over time payment, maintenance of vehicles, insurance, petrol/diesel, oil or and other expenditure related to the vehicle and the driver will be borne by the Contractor.
  - d) The drivers of the vehicles should be provided with a **mobile phone with valid SIM card** by the contractor and all expenses towards the same shall be borne by the contractor. However, the driver **should not use his mobile phone while driving.**
13. **OUTSTATION & TOLL/PARKING CHARGES :**
  - a) The contractor shall be responsible for boarding and lodging of the driver. No responsibility for these shall be to the Corporation/ in charge officer. However, outstation charge will be paid to the contractor for the nos. of nights stayed at out of station as per the rate quoted by the contractor. Any denial by the contractor/its appointed driver for the vehicle under duty whatsoever to stay overnight will be considered as default and necessary penalty will be levied on the contractor as per clause 15. Driver shall not claim any hotel rent or food charge.
  - b) Parking & Toll charge shall be paid at actual in Bill & shall not be asked from the Guest/ in charge officer. Same has to be signed by the Officer using the vehicle.
14. The rates quoted should be **Excluding the GST**. The GST to be paid additionally only after receiving the photocopy of the GST Registration Certificate. No GST will be paid if the contractor/ operator fails to provide proof of valid GST Registration.

15. **PENALTY :**

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	Rs.1000/- per instance & will be recovered from Bills or Security Deposit
3	Poor Maintenance of Vehicles	Rs. 200/-
4	Refusal of duties	50%-100 % 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	Vehicle kept unclean	25% of proportionate contract charges per day
7	Unsafe/ rash driving	25% of proportionate contract charges per day

**For levying any penalty, the decision of the Officer-in-charge will be final and binding.**

16. The Corporation/Officer-in-charge shall be at liberty to withhold any payment of bill or security deposit or EMD to realize any amount due from the successful bidder(s) either by way of penalty as per applicable clause or any other manner whatsoever.

17. In case of vehicle breakdown, a substitute vehicle shall be provided by the contractor namely. In case vehicle does not report within the reasonable time or does not report at E.S.I. Corporation would have the right to hire a vehicle from the market and the additional incurred by the Corporation will be borne by the Contractor. In case, neither a substitute he is provided nor a hired by the Corporation, proportionate contract charge liable to be deducted from the contract charges payable, in addition to the penalty levied indicated in Para 15.

18. 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.

19. **EARNEST MONEY DEPOSIT:**

Earnest Money Deposit of **Rs. 10,000/- (Rupees Ten Thousand Only)** by way of Demand Draft/Pay Order favoring **SBI ESIC 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.**

20. **The Earnest money may be forfeited in the event of:**

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

21. 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

22. **PERFROMANCE SECURITY DEPOSIT :**

Rs. 10,000 (Rupees Ten Thousand only) is to be deposited by way of Demand draft of any Nationalize bank **SBI ESIC Fund A/c No.1** (payable ay 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.**

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

24. White towel (at own cost) & Water bottle (at actual cost) in the vehicle shall be provided whenever required .

25. The contractor shall observe all labour and other statutory rules and regulation of State/Central Govt. in force including the Safety rules & regulations. In case of any violations of such laws, rules & regulations, the cost involvement thereof shall exclusively be borne by the contractor

26. The rate for Airport pick-up and drop will be only half the rate of any Need basis vehicles.

27. The Additional Commissioner 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.

28. In case of dispute of any kind and in respect whatsoever, the decision of Additional Commissioner RO Mumbai shall be final and binding.

**Hindi version will follow**

**Sd/-  
Pravat Kumar Barik  
Assistant Director  
General Branch**

**ANNEXURE "A"**

01	NAME OF TENDERING AGENCY / FIRM : _____
02	STATUS OF THE FIRM : PROPRIETORSHIP <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> OTHERS <input type="checkbox"/> IF OTHERS, _____
03	NAME OF OWNER / PARTNERS / DIRECTORS : 1. _____, 3. _____, 2. _____, 4. _____.
04	FULL PARTICULAR OF OFFICE : ADDRESS : _____ _____ _____ TELEPHONE NO. : _____, MOBILE NO. : _____, FAX NO. : _____, EMAIL : _____
05	REGISTRATION DETAILS : PAN/GIR NO : _____ GST REGISTRATION : _____ REGISTRATION NO. OF FIRM : _____
06	DETAILS OF EARNEST MONEY DEPOSIT : DEMAND DRAFT NO. : _____, DATE : _____, DRAWN BANK & BRANCH : _____, VALID UPTO : _____.

CONTD.../-

07	<p>DETAILS OF BANK ACCOUNT :</p> <p>a. BANK NAME : _____.</p> <p>b. BRANCH NAME : _____.</p> <p>c. ACCOUNT NO. : _____.</p> <p>d. IFSC CODE : _____.</p>
08	<p>DOCUMENTS ATTACHED :</p> <p>a. PROOF OF REGISTRATION / CERTIFICATE OF THE FIRM <input type="checkbox"/></p> <p>b. PROOF OF VALID REGISTRATION WITH STATUTORY AUTHORITIES FOR GST <input type="checkbox"/></p> <p>c. PERMANENT ACCOUNT NUMBER ALLOTTED BY INCOME TAX DEPARTMENT <input type="checkbox"/></p> <p>d. TYPE OF VEHICLES (INNOVA, INDICA, INDIGO, DEZIRE, COROLLA, VERNA, HONDA CITY, ETIOS OR EQUIVALENT VEHICLES) OWNED ALONG WITH PROOF OF OWNERSHIP <input type="checkbox"/></p> <p>e. UNDERTAKING AS GIVEN IN ANNEXURE "C" <input type="checkbox"/></p>

**(FINANCIAL BID)**

**ANNEXURE "B"**

**HIRING OF VEHICLES ON CALL BASIS IN RO MUMBAI**

**RATE QUOTATION FOR 2017-2019**

1. Rate for on Call Basis :

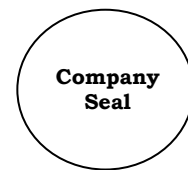
Type of AC Vehicle	Rates		Extra Km	Extra Hr	Outstation Charges per Day	Airport / Railway Station Pick up / Drop
	08 hrs / 80 Kms	04 hrs / 40 Kms.				
Tata Indica						
Tata Indigo						
Swift Dezire						
Hyundai Verna						
Honda City						
Toyota Etios						
Toyota Innova						
Toyota Corolla						

Signature of Authorized Person :

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

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

Place : \_\_\_\_\_



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

**UNDERTAKING**

No :

Dated :

To,  
The Additional Commissioner,  
E. S. I. Corporation,  
Panchdeep Bhawan,  
108, N.M. Joshi Marg,  
Lower Parel,  
Mumbai 400013

**Subject : Hiring of vehicle(s) On Call Basis for 2017-19 (2 yrs ) at RO Mumbai**

**Ref: No31-D-27-22/1/08/Genl/Staff Car/Vol. I, 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.
3. 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 ESIC Fund A/c No. 1** and payable at Mumbai.
4. 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. \_\_\_\_\_

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

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

Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

