



कर्मचारी राज्य बीमा निगम, उप क्षेत्रीय कार्यालय, नासिक
E.S.I Corporation, Sub Regional Office, Nasik
पंचदीप भवन, एम. आई. डी. सी. एरिया, प्लॉट नं. पी/4,
Panchdeep Bhawan, MIDC Area, Plot No. P-4,
त्रिंबक रोड, सातपुर, नाशिक-422007.
Trimbak Road, Satpur Nasik-422007.



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TENDER DOCUMENT FOR HIRING OF STAFF CAR

Cost of the Tender Document: Rs. 100/-

	<p>कर्मचारी राज्य बीमा निगम, उप क्षेत्रीय कार्यालय, नासिक E.S.I Corporation, Sub Regional Office, Nasik पंचदीप भवन, एम. आई. डी. सी. एरिया, प्लॉट नं. पी/4, Panchdeep Bhawan, MIDC Area, Plot No. P-4, त्रिंबक रोड, सातपुर, नाशिक-422007. Trimbak Road, Satpur Nasik-422007.</p>	 <p>Tele-Fax : 0253-2351043 E-mail: jd-nasik@esic.in</p>
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NOTICE INVITING TENDER

1) The Sub-Regional Office invites sealed tenders from the interested and eligible renderer for hiring of staff car with driver on monthly basis for Sub-Regional Office, Nasik for a period of two year which can be extended for a further period of one year if the services are found satisfactory.

Name of work	Tender Document fee	Estimated Annual cost	Earnest money Deposit (EMD)	Security Deposit (SD)	Last date of receiving of sealed tender bids	Date of Tender Opening
Hiring of Staff Car for Sub-Regional Office, Nasik	Rs.100/-	Rs.3.00 Lacs per annum	6000/-	Rs.15000/-	02-01-2017 03.00PM	02-01-2017 03:30 PM

2) A set of tender document can be purchased from ESIC Sub-Regional Office, P-4,Panchdeep Bhawan, Triambak Road, MIDC Satpur, Nasik on any working day from 12-12-2016 to 01-01-2017, between 10.00AM to 04.30 PM at a non-refundable tender fee of Rs.100/-(Rupees One hundred only) payable through demand draft/Banker Cheque of any nationalized bank drawn in favor of "ESI Fund Account NO.1" Payable at Nasik.

3) Tender Document can also be downloaded from 'Tenders' link of the ESIC Headquarters website www.esic.nic.in or ESIC RO Maharashtra website esicmaharashtra.gov.in and may be submitted along with above prescribed tender form fee by stipulated date & time. In cases documents are downloaded from website cost of tender document i.e. Rs.100/-shall be deposited along with EMD.

4) Any corrigendum to this tender will be notified through the aforesaid websites only. Selection of the agency will be at the sole discretion of the Deputy Director (I/c) Sub-Regional Office, Nasik who reserves the right to accept or reject any or all the proposals without assigning any reasons.

Sd/-
Dy Director (I/c)

	<p>श्रम एवं रोजगार मंत्रालय, भारत सरकार Ministry of Labour & Employment, Government Of India कर्मचारी राज्य बीमा निगम, उप क्षेत्रीय कार्यालय, नासिक E.S.I Corporation, Sub Regional Office, Nasik पंचदीप भवन, एम. आई. डी. सी. एरिया, प्लॉट नं. पी/4, Panchdeep Bhawan, MIDC Area, Plot No. P-4, त्रिंबक रोड, सातपुर, नाशिक-422007. Trimbak Road, Satpur Nasik-422007.</p>	 <p>Tele-Fax : 0253-2351043 E-mail: jd-nasik@esic.in</p>
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All tenderers are requested to read the tender document carefully including its terms and conditions, procedures to fill the tender form and tender assessment criteria.

TENDER DOCUMENTS CONSIST OF THE FOLLOWING :

- I. Eligibility criteria
- ii. Instructions to Tenderers
- iii. Scope of work
- iv Genral Conditions of contract
- v Tender Evaluation Criteria
- vi Brief description of form (Annexure-A)
- vii Quotation for Staff car (Annexure-B)
- viii Declaration (Annexure-C)
- ix Check list (Annexure-D)

I) ELIGIBILITY CRITERIA

- 1 The tenderer should have PAN Registration
- 2 The tenderer should not be blacklisted by any Govt.Organization/Institution.
- 3 The vehicle proposed to be provided must have commercial permit for operation in Maharashtra.
- 4 Any other Government Registration required as per prevailing norms.

Signature of Tenderer with seal

II INSTRUCTIONS TO TENDERERS

- 1 The Bid should be accompanied with two separate Demand Drafts towards cost of tender documents of Rs.100 and Earnest Money Deposit (EMD) of Rs.6000/- issued by any nationalized bank. In the absence of the same, the tender shall be summarily rejected. Cost of tender documents is non-refundable and the EMD shall be refunded to all unsuccessful bidders after finalization of the contract and the same shall be refunded to the successful bidder on receipt of performance security deposit. No interest is payable on the EMD/SD to either the successful Tenderer or unsuccessful Tenderers.
- 2 A copy the PAN Card should be submitted along with the tender.
- 3 Brief description of the tenderer (Annexure-A") Quotation for vehicle planned to be deployed at this office (Annexure-B") and Declaration (Annexure-C") should be submitted.
- 4 Physical Checking and test drive of the staff car to be deployed will be done on the date communicated to the successful bidder before entering into the contract. The tenderer shall bring the vehicle along with driver on the day of checking. Physical checking and Test Drive will be evaluated by the officer(s) nominated by the Sub-Regional Incharge and the decision of Sub-Regional Incharge regarding suitability will be final and binding.
- 5 The sealed covers of completely filled tender document should be dropped in the tender box before the stipulated date and time mentioned elsewhere in the document. The envelope containing the tender document shall be super scribed as "**Quotation for Staff Car**".
6. The Competent Authority of this office reserves absolute rights to cancel/reject any or all tender without assigning any reason.
7. The Incharge ESIC, Sub-Regional Office, Nasik reserves absolute right to strengthen/relax, add/remove any terms and conditions without assigning any reason.
8. Certificate for two year experience providing or attachment in any organization should be attached.

Signature of Tenderer with seal

III SCOPE OF WORK

The contractor shall provide a Staff car with driver on monthly rental basis to this office. Only one weekly off per week shall be admissible irrespective of actual working days. 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 Corporation reserves its rights to monitor, make surprise check & verifications on all aspects of the work and the service provider shall cooperate with the officials so authorized by the Corporation and furnish to them all records and materials for inspection without demur. The Contractor should arrange for proper cleanliness and hygiene of the vehicles 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 **2015 (i.e. year of Purchase)**. Further, the agency should provide additional vehicles on call basis at quoted rates.

Details of the services needed are as mentioned below :

Particulars of Services required	Models of vehicles
Staff car with driver on monthly hire basis	Tata Indica /vista/indigo/bolt/zest Maruti /Swift/ Dzire or Toyota Etjios /Liva(Not older than 2015)

Signature of Tenderer with seal

iv. **GENERAL CONDITIONS OF CONTRACT**

- 1 Staff car service should be provided as prescribed in scope of work of this tender.
- 2 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.
3. The Contractor shall provide the services from 08-30 AM to 06.30PM on all days except weekly offs. The hours of service and kilometers used shall vary from day to day but within the monthly package of **1800 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 Nasik and no additional time or mileage will be allowed for distance between garage and pickup/ drop place.
4. The Contractor shall provide the service, beyond office hours and/or on holiday, if needed.
5. Payment of extra hours will be done on per hours basis as per the rates quoted for the same. Part of the hour exceeding 30 minutes to be treated as full hours and the same up to 30 minutes is to be ignored for billing purpose.
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 of otherwise. Notwithstanding the award of contract under this tender the Sub-Regional Office Incharge reserves the right to hire vehicles from any other agency also during the tenure of contract.
7. The ceiling limit (maximum limit) of monthly expenditure on account of hiring or staff car on monthly basis shall be **Rs.32500/- (Rupees Thirty Two Thousand Five Hundred only) per month**. Service tax shall be payable in addition subject to furnishing of service tax registration number and the proof payment of service tax to Central Excise Department.
- 8 The Contractor shall bear the costs of fuel, salaries of his driver; repair and maintenance, road tax, Insurance, commercial permit etc. of the vehicles provided and shall also maintain the vehicles in good working conditions for 24 x 7x 365 days use by office.
- 10 Payment will be made on monthly basis only after satisfactory completion of service, Bill should be submitted by the contractor on monthly basis duly supported by Trip Sheet, logbook, toll/parking receipts etc.
- 11 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 responsibilities with regard to their employment, welfare, payment of wages etc.
12. The contractor shall furnish complete bio data with mobile no. of the driver.
- 13 The Contractor shall arrange for proper substitute of the driver in case of his leave, absence, sickness etc.
- 14 The Sub-Regional Dy. Director (I/c) reserves the right to require the Agency to replace the driver without assigning any reasons for the same and agency shall do so promptly when required to do so.
15. Trip sheet and Log book shall be maintained and usage details therein shall be certified by an authorized officer on daily basis and shall be kept and maintained at General Branch of SRO Nasik. Driver is required to verify the opening and closing reading on daily basis to authorize staff of General Branch.
16. The contract shall initially be valid for a period of two years 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 ESI Corporation however, reserve the right to terminate the contract at any month 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.

17. In case of breach of any terms and conditions of the contract, the performance security deposit of the Contractor shall be liable to be forfeited besides annulment of the contract.
18. The contractor should have requisite license from concerned Govt. authorities for providing respective services commercially.
19. The contractor shall bear all taxes, recoveries, charges etc. as applicable and also comply with all statutory requirements regarding compliance of all labour law such as Minimum Wages Act, Payment of Wages Act, Payment of Gratuity Act, Payment of Bonus Act, EPF & Misc. Prov. Act and ESI Act etc. The contractor shall indemnify against all liabilities/losses/penalties borne by this office which may arise on account of hiring of the staff car under this contract.
20. Income Tax as per rules shall be deducted from the bill wherever applicable.
21. 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 Sub-Regional Office, Nasik, Incharge. Decision of Sub-Regional Office Nasik, Incharge in this regard shall be final and binding.

Sign of Tenderer with seal

V .Tender Evaluation Criteria

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

Sl,	Details	Weightage
A	Charges for Staff car for first 1800 kms /month with driver	70%
B	Charges per km after completion of 1800 km in a month	10%
C	Charges per hour for extra hours after duty hours (before 08.30Am and after 06.30 PM)	10%
D	Two years experience	10%

Sign of Tenderer with seal

Annexure "A"

Brief Description of the firm

Sl.No.	Particulars	Details
1.	Name of the tenderer	
2	Constitution (Proprietorship/Partnership/company etc.)	
3	Name of Owner/Partners/Directors	
4	Full Particulars of office	
4 (a)	Address	
4 (b)	Telephone no.	
4 (c)	Fax No.	
4 (d)	E-mail address	
5	Full particulars of the bankers of the firm	
5 (a)	Name of the Bank	
5 (b)	Account type	
5 (c)	Account No.	
5 (d)	PAN No.	
6	Details of Earnest money Deposit	
6 (a)	Amount	
6 (b)	DD/BC No and Date	
6 (c)	Drawn on bank	
6 (d)	Valid up to	

Sign of Tenderer with seal

Annexure "B"

Quotation for Staff Car

1 Details of vehicle to be deployed as staff car

Manufacturing Company	Model	Year of manufacture

2 Quotations for hiring Staff Car

Sl.	Details	Quoted Charges
A	Charges for Staff Car for first 1800 kms/ month with driver	Rs. (Rupees only)
B	Charges per km after completion of 1800 kms in a month	Rs. (Rupees only)
C	Charges per hour for extra hours after duty hours (before 08.30AM and after 06.30PM)	RS. (Rupees only)

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.

Sign of Tenderer with seal

Annexure "C"

DECLARATION

1. I..... Son/Daughter of Shri..... Proprietor/Partner/Director/Authorized Signatory of am 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. This information/document furnished along with 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 certificated that the firm has not been blacklisted by any Govt.,PSU or Autonomous/Statutory body.
5. It is certificated 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 Govt., PSU or Autonomous/Statutory body in Maharashtra area.

Signature of authorized person.

Date: Full Name /Designation

Place: 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.

Sign of Tenderer with seal

Annexure "D"

Checklist of Document to be submitting

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

S.No.	Document	Submitted (Yes/No)
1.	Applicable Fee (Rs.100/-)	
2	EMD Rs.6,000/- in the form of DD of any nationalized bank payable at Nasik.	
3	Copy of PAN Card	
4	'Annexure A' (brief description of firm)	
5	'Annexure B' (Quotation for Staff car)	
6	'Annexure C'(Declaration)	
7	Tender document along with seal and signature of the authorized signatory on all the pages	

Sign of Tenderer with seal