



**SUB REGIONAL OFFICE MAROL**  
**EMPLOYEES' STATE INSURANCE CORPORATION**  
**(An ISO 9001:2008 Certified organization)**  
"PANCHDEEP" BHAVAN: P.9, ROAD No.7  
MIDC, ANDHERI (E), MUMBAI-400 093.

Tel: 2822 5568/9 & 2822 6456 Tele-Fax: 2830 3542 E-mail: dir-marol@esic.nic.in - Website: [www.esic.nic.in](http://www.esic.nic.in)

No.35/D-25/12/Gen/12/Vehicles

Date:- 29.10. 2015

**NOTICE INVITING TENDER**

**Work : Hiring of Vehicles(s)- 1 Staff Car & Cars on need basis for 2015-2017 ( 2 years ) for ESIC SRO Marol.**

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## TENDER DETAILS

**Work : Hiring of Vehicles(s)- 1 Staff Car & Cars on need basis for 2015-2017 ( 2 years ) for ESIC SRO Marol**

<b>S.No.</b>	<b>PARTICULARS</b>	<b>DETAILS</b>
1	Issue of tender document	29 <sup>th</sup> October to 19 <sup>th</sup> Nov 2015.
2	Estimated Cost of Tender	Rs.6 Lac
3	Tender Fee	Nil
4	Earnest Money Deposit (EMD)	Rs 5000/-
5	Due date of tender (two bids) submission	3.00 PM of 19 <sup>th</sup> Nov 2015
6	Technical bid's opening date	11.00 AM of 20 <sup>th</sup> Nov 2015
7	Interest free Performance Security Deposit	Rs 30,000/-
8	Defect Liability period	3 Months

Quotations should be sealed & superscribed in Bold Capital letters “ **Tender for Hiring of Staff Car and Cars on need basis in the ESIC, SRO Marol**” addressed to “**The Director , ESIC, Panchdeep Bhavan Plot No.9, Road No. 7, MIDC, Andheri (E) , Mumbai-93.**”

Quotations shall be **dropped** in the Tender Box kept at General branch 2<sup>nd</sup> floor of the ESIC at **Panchdeep Bhavan , Plot No.9, Road No. 7, MIDC, Andheri (E) , Mumbai-93.**



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## **Notice Inviting Tender**

To,

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

**Subject: Hiring of Vehicles(s)- 1 Staff Car & Cars on need basis for 2015-2017 ( 2 years ) for  
ESIC, SRO Marol**

Sir/Madam,

I am directed to invite sealed tenders in two bid system on behalf of Director SRO ESIC Marol from experienced Contractors to hire Various types of Cars.

### **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 superscribed in bold letters ( 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 envelopes should be enclosed in a single envelope sealed by itself.
3. Technical Bid shall be opened on 20.11.2015 at 11.00AM in ESIC office situated at Panchdeep Bhavan P9, Road No. 07 MIDC, Andheri East, Mumbai-93, in presence of tenderers 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 two years** from the date of award of contract with the option of extending it for a further period at the discretion of the Director ESIC SRO Marol 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 Stamped 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 to rejection. The tenderer shall duly attest all cancellations and insertions.
10. ESIC reserves itself to allot the work partly or wholly to a single or different contractors. ESIC does 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.
11. The offer shall include all taxes and duties levied from time to time. Necessary documentary evidence as and when called for must be furnished.

Your faithfully,

Sd/-

**Vinod Kumar**  
(Asst. Director)



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## TERMS AND CONDITIONS FOR HIRING OF VEHICLES

1. Employees State Insurance Corporation, Sub Regional Office, Marol intends to hire 1 Staff car and cars on need basis as per the terms and conditions mentioned herein below.
2. The vehicles are proposed to be hired for an initial period of two years (on 6 days per week basis) with the option of extending it for a further period at the discretion of the Director ESIC, Sub Regional Office, Marol at mutually agreed upon rate.
3. The vehicles offered should be as under :

<b>(a) One staff car AC on monthly basis</b>	<b>(b) Need basis car AC and Non AC</b>	
Swift Dzire	Innova	Honda City
Toyato Etios (Sedan)	Duster (Renault)	Toyato Etios (Sedan)
Chevrolet Sail	Scorpio (Mahindra)	Tata Indigo eCS
	Xylo (Mahindra)	Swift Dzire
	Chevrolet tavera (Toyota)	Chevrolet Sail
	Maruti- Wagon R	
	Maruti- Eeco	
	Tata Indica	
	Swift (Maruti)	
	Toyato Etios Liva	
	Hyundai i20	
	Chevrolet Uva	

#### 4. Eligibility Criteria:

- i. The Applicant Contractor's Annual Turnover should not be less than Rs. 2 lakhs in at least one of the Financial years in FYs 2013-2014 to 2014-2015.
- ii. **The client list should be submitted with the tender form.**
- iii. The Applicant Contractor should have the experience of running a fleet of vehicles on hiring basis for at least 2 years.
- iv. the contractor should have an independent office of his own in Mumbai.
- v. The contractor should be registered under Shops and Estt. Act.

vi. The above conditions will not apply to Government or Semi government Enterprises.

5. All the vehicles proposed to be hired out to the E.S.I. Corporation by the applicant contractor should have been manufactured in the years 2012 or later.
6. The rate should be specified (Inclusive of all taxes and statutory levies applicable from time to time) for 1500 kms, (reckoned from place of reporting to place of release) and 220 hrs. on monthly basis (reckoned from time of reporting to the time of release) of the vehicles. The charges for additional hours after 220 hours and additional distance after specified kms. per month should also be specified in case any vehicle is required on Sunday.
7. The Contractor shall provide dedicated vehicles and drivers and any change in vehicle drivers should be made only in very exceptional circumstances. Replacement of the vehicle/ Driver should be provided in the event of break down of vehicle/ non availability of drivers. The drivers should be having Transport License / valid permit with minimum experience of 3 years and their antecedents should be duly verified by police authorities, at the instance of the contractor.

#### 8.

- a) No advance payment is payable by this office or the officers travelling 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/ 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 travelling 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) Payment shall be made on monthly basis on the actual usage of the vehicles by the Corporation, over and above the minimum charges agreed upon.
- d) The vehicles shall be deemed to be at the exclusive disposal of E.S.I.

Corporation during the terms of contract and shall bear the mark **“ON DUTY WITH E.S.I.CORPORATION, MINISTRY OF LABOUR AND EMPLOYMENT, GOVT. OF INDIA”**. The billing for kms. and hours shall be made from the reporting place to the relieving place. In certain cases where relieving place is not the ordinary place of reporting, the ordinary place of reporting shall be deemed to be the relieving place.

- 9) The liability on account of fuel, driver and all expenses relating to maintenance, insurance, taxes etc. of the vehicles would, solely and wholly, be the responsibility of the contractor and the Corporation will not bear any liability apart from the hiring charges. However, toll and parking charges shall be borne by ESIC as per actual.
- 10) The Contractor should be registered with the authority concerned of State or Central Government, and should fulfill the conditions prescribed in section 66 of Motor Vehicles Act, 1988 for hiring of vehicles.
- 11) 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.
- 12) The contractor shall comply with all statutory enactments/ provisions in relating to services offered by them.
- 13) The vehicles deputed should carry all relevant papers duly updated and should fulfill the norms prescribed by the appropriate Govt./ Department.
- 14) The contractor must have a fleet of minimum 4 four wheelers (Cars/Jeeps/Vans) and this effect should be enclosed. No private vehicles will be taken by this office from the service provider. The firm should have adequate numbers of telephone/ mobile phones for contact round the clock.
- 15) Bids once submitted shall not be 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 the forfeiture of security deposit levied as the case may be.
- 16) 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 wear the prescribed uniform as mutually agreed upon.
  - iii. Driver should be well versed with the roads and the places in Thane/Mumbai/ Navi Mumbai and should have experience in city driving.

- iv. Once the driver has been allotted to a particular vehicle, he should remain with the same vehicle for a period of at least 1 year. Any change in the designated driver should be intimated to the concerned officer 24 hours before such change is effected.
- v. Driver should be provided with a mobile phone.
- vi. Driver should be decent and well behaved and should not have any criminal cases against him and should not have any past history of accidents. The driver shall be bound to carry out the instructions of the corporation as well as of the officers assigned to each vehicle.
- vii. Car should be kept clean and odour free and suitable for official use.
- viii. Notwithstanding clause (iv), the controlling officer reserves the right to ask for change of driver, if the controlling officer is of the opinion that the driver is not fit/ suitable for driving the vehicle.

17) 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:-

Sr. No	Nature of default	Penalty
1	Late Reporting	25% of proportionate contract charges per day
2	Non-Reporting	100% 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-observation of dress code/ proper etiquettes	Rs. 100/- for first instance and Rs. 200/- for subsequent
6	<b>Change of Driver without justification</b>	Rs.200/- per instance
7	<b>Vehicle kept unclean</b>	25% of proportionate contract charges per day
8	<b>Unsafe/ rash driving</b>	25% of proportionate contract charges per day

18) In case of vehicle breakdown, a substitute vehicle shall be provided by the contractor positively. In case vehicle does not report within the reasonable time or does not report, the E.S.I. Corporation would have the right to hire a vehicle from the market and the additional expenditure incurred by the Corporation will be borne by the Contractor. In case, neither a substitute vehicle is provided nor hired by the Corporation, as stated above, proportionate contract charges is liable to be deducted from the contract



charges payable, in addition to the penalty levied indicated in Para 17.

- 19) The rates quoted for need basis car should be excluding the Service 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.
- 20) Transfer of contract or sub contract is not permissible
- 21) 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.
- 22) The applicant contractor should submit two sealed envelopes separately marked as '**Technical Bid**' and '**Financial Bid**'.
- 23) **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.
- 24) **Financial Bid (Annexure B):** 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. After scrutiny of technical bid, date of opening of financial bid will be intimated thereon.
- 25) Earnest Money Deposit of Rs 5000/- ( Rupees Five Thousand only) by way of Demand Draft/Pay Order favoring ESI Fund A/cNo.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.
- 26) The earnest money may be forfeited in the event of :
  - i) If a tenderer withdraws its tender during the validity period of tender.
  - ii) In case of successful tenderer, if the tenderer fails to commence the work , as required.
- 27) PERFORMANCE SECURITY DEPOSIT Rs 30,000/- ( Rupees Thirty Thousand only) is to be deposited by way of Demand Draft of any Nationalized Bank drawn in favour of **ESI Fund A/c No.1**, payable at **Mumbai** by the successful contractor within 21 days of award of contract . The same will be refunded after the agreement period and on adjustment of dues if any. No interest shall be payable by ESIC on performance security deposit.
- 28) In the event of the award of the tender and prior to execution of the contract.

the contractor shall be required to submit copies of the Registration Certificate and comprehensive insurance policies of the vehicles being offered for hire and particulars with photograph of the drivers dedicated to each vehicles. He shall also be required to produce the vehicles in the Sub Regional Office, ESI Corporation, SRO Marol, Andheri East for the physical verification/ Inspection.

- 29) The successful bidders shall physically produce all vehicles for inspection within 3 days of bid opening date and also present himself for signing the agreement, as and when called for,
- 30) All the contracts shall be for a period of two years with the option to extend for further periods.
- 31) Sealed tenders in the prescribed form in an envelope duly superscribing **“Tender for Hiring of Staff Car in the ESIC, SRO Marol”** addressed to The Director, ESIC, Panchdeep Bhavan Plot No. 9, Road No. 7, MIDC, Andheri(E), Mumbai-93, must be dropped in the tender box, which is placed at the General branch 2<sup>nd</sup> floor of the office by 3.00 P.M on 19.11.2015. Tenders shall be opened on the next day i.e. 20.11.2015. at 11.00 AM. Authorized representatives of the tenderer may, if they so desire, be present at the time of tender opening.
- 32) Late/delayed tender due to any reason whatsoever will not be accepted/ considered at all under any circumstances.
- 33) In case of dispute of any kind and in respect whatsoever, the decision of Director SRO Marol shall be final and binding.
- 34) The Director E.S.I. Corporation, Sub Regional Office, Marol reserves the right to 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.
- 35) **The rate for Airport pick-up and drop will be only half the rate of any Need basis vehicles.**
- 36) There will be no revision of rates in the contract period depending upon increase or decrease in fuel price.

Sd/-  
Director  
ESIC SRO MAROL

## Technical Bid

Annexure "A"

### HIRING OF VEHICLES IN SRO MAROL

01	NAME OF TENDERING AGENCY/FIRM
02	STATUS OF THE FIRM (PROPEITORSHIP/PARTNERSHIP ETC)
03	NAME OF OWNER/PARTNERS/DIRECTORS
04	FULL PARICULARS OF OFFICE A)ADDRESS: B)TELEPHONE/MOBILE NO: C)FAX NO. : D)VALID UPTO:
05	REGISTRATION DETAILS:
06	DETAILS OF EARNEST MONEY A) Demand Draft NO. : B)DEMAND DRAFT DATE: C)DRAWN BANK & BRANCH: D)VALID UPTO:
07	DETAILS OF BANK ACCOUNT A)BANK NAME: B)BRANCH NAME: C)BANK A/c NO. : D)IFSC CODE:
08	DOCUMENTS: <b>A)Proof of Registration/Certification of the firm</b> B)Proof of valid registration with statutory authorities for Service Tax. C)Permanent Account Number allotted by Income Tax Department. D)Copies of annual turn-over details for the last three years balance sheet E)Number of Vehicles (Tavera, Innova, Indica, Indigo, or equivalent vehicles owned along with proof of ownership. F)Undertaking as given in Annexure "C"

09.Details of Satisfactory performance/experience certificate from PSU/Govt. Companies/other companies where the tender has worked during last three years

S.N.	Name of PSU/Govt. Company/Other Company	Period of contract

Date:

Signature of authorized person:

Place:

Full Name:

Company Seal:

( Financial Bid)

Annexure B

**HIRING OF VEHICLES IN ESIC, SRO, MAROL**  
**RATE QUOTATION FOR YEARS 2015-17.**

Rate Charge per vehicle(Exclusive of Service Tax)

1) Rate for Staff Car on monthly basis:

Sr. No	Description	Swift Dzire	Toyato Etios (Sedan)	Chevrolet Sail
1	For 1500 kms and 220 hours per month			
2	For every extra Kilometer beyond 1500 Kms per month			
3	For extra hour beyond 220 hours (Per month)			
4	Extra charges for Sundays on hourly basis			

2) Rate for Need Basis Vehicle:

On Call Basis	Non AC 8hr/ 80km	Extra Km	Extra hr	AC 8hr/80 Km	Extra Km	Extra hr
Innova						
Duster (Renault)						
Scorpio (Mahindra)						
Xylo (Mahindra)						
Chevrolet tavera (Toyota)						
Maruti- Wagon R						
Maruti- Eeco						
Tata Indica						
Swift (Maruti)						

Toyato Etios Liva						
Hyundai i20						
Chevrolet Uva						
Honda City						
Toyato Etios (Sedan)						
Tata Indigo eCS						
Swift Dzire						
Chevrolet Sail						

**Date:**

**Signature of authorized person**

**Place:**

**Full Name:**

**Company Seal :**

( ANNEXURE -C)

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

**UNDERTAKING**

No :

Date:-

To,

The Director

ESIC, Panchdeep Bhawan,

Plot No.9, Road No.-7

MIDC, Andheri (E) Mumbai-93.

**Subject: Hiring of Vehicles(s) – 1 Staff Car & Cars on need basis for 2015-2017 ( 2 years )  
for**

**ESIC SRO Marol**

**Ref:-** No.35/D-25/12/Genl/12/Vehicles

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 tenders 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 ) to Rs 5000/- ( Rupees Five Thousands only ) by demand draft /pay order No\_\_\_\_\_ date\_\_\_\_\_ drawn on\_\_\_\_\_ favoring ESI 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. \_\_\_\_\_

Signature. \_\_\_\_\_

Date \_\_\_\_\_

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

Address \_\_\_\_\_

Seal of contractor