



Employees State Insurance Corporation Hospital

(Ministry of labour & Employment, Govt.of India)

SAROJINI NAGAR LUCKNOW-226023

Tel-0522 – 2473814 E-mail: ms-lucknow.up@esic.in

No.T/302/S.C.-ESICH/Lko/

Dt. 29.08.2017

NOTICE INVITING TENDER

- 1) The M.S.E S I C Hospital Lucknow invites sealed tenders from the interested and eligible renderer for hiring of staff car with driver on monthly basis for E.S.I.C. Hospital Lucknow 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 M.S.office	Rs 100/-	Rs 3.00 Lacs per annum	Rs 6,000/-	Rs.15000/-	26-09-2017 04.00PM	28-09-2017 11:00 AM

- 2) A set of tender document can be purchased from ESIC Hospital Sarojini Nagar, Lucknow. on any working day from 29-08-2017 to 26-09-2017, between 10.00AM to 03.00 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 Lucknow.
- 3) Tender Document can also be downloaded from 'Tenders' link of the ESIC Headquarters website www.esic.nic.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 M .S. E S I C Hospital Lucknow, who reserves the right to accept or reject any or all the proposals without assigning any reasons.

Sd/-

Medical Superintendent
E.S.I.C. Hospital Sarojini Nagar
Lucknow



उत्तर प्रदेश सरकार; चेक फुजे एफडीआरकी; लकनऊ उखी य[कुआ

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(जे, एवा जकसखी एवा=की;] हककी लकनऊ)
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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 UTTAR PRADESH.
- 4 Any other Government Registration required as per prevailing norms.

Signature of Tenderer with seal



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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 nonrefundable 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 M.S. E.S.I.C. Hospital Lucknow and the decision of M.S. E.S.I.C. Hospital Lucknow 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 M.S. E.S.I.C. Hospital Lucknow 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



उपरोक्त कार्य; चक्रवर्ती राज्य सुरक्षा निगम अस्पताल

Employees State Insurance Corporation Hospital
(जम्मू राज्य सरकार, भारत सरकार)
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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	vista/indigo/bolt/zest Maruti /Swift/ Dzire or Toyota Etios / Liva (Not older than 2015)

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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 09-00 AM to 05.00PM 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. 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 M S E.S.I.C.H. Lucknow 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 of 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.
- 9 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.
- 10 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.



ESIC Hospital Lucknow; chek fuxe fpfdRlky; ljkstuh uxj y[kuÅ

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- 11 The contractor shall furnish complete bio data with mobile no. of the driver.
- 12 The Contractor shall arrange for proper substitute of the driver in case of his leave, absence, sickness etc.
- 13 The M.S.E.S.I.C.Hospital Lucknow 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.
- 14 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 M.S. Office E.S.I.C Hospital Lucknow. Driver is required to verify the opening and closing reading on daily basis to authorize staff of M.S. Office.
- 15 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 C Hospital Lucknow 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.
- 16 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.
- 17 The contractor should have requisite license from concerned Govt. authorities for providing respective services commercially.
- 18 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.
- 19 Income Tax as per rules shall be deducted from the bill wherever applicable.
- 20 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 M.S. E.S.I.C. Hospital Lucknow Decision of M.S. E.S.I.C. Hospital Lucknow in this regard shall be final and binding.

Sign of Tenderer with seal



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V. Tender Evaluation Criteria

Sl.	Detail	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 08.30 A.M. and after 06.30 PM)	10%
D	Two years experience	10%

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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	

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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.

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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 Uttar Pradesh.

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.



भारत सरकार; कर्मचारी राज्य बीमा निगम; लखनऊ

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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.	2 EMD Rs.6,000/- in the form of DD of any nationalized bank payable at Lucknow.	
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