



ESIC MODEL HOSPITAL cum O.D.C. & PGIMSR
 (An ISO 9001:2008 Certified Hospital)
 CENTRAL ROAD, MIDC, ANDHERI (E), MUMBAI 400093.
 Tel. 022-28367204 Telefax 022 28203266
 E-mail : ms-andheri@esic.nic.in
www.esicmh-andheri.org



CATEGORY – III

Form No:...

TENDER NOTICE FOR CAR RENTAL SERVICES

M/s.....

Date:-

Sir,

Tender are invited from competent, resourceful and experienced Car Hiring Agencies, who are having sound technical and financial capabilities for providing Ex-Show Room Sedan AC Motor Cars on hiring basis for usage of ESI-PGIMSR Andheri.

Interested vendors are requested to submit their offers in line with the Terms and Conditions as specified in the various Annexures. [i.e. Annexure – “A” pertaining to Technical Bid and Annexure – “B” pertaining to Price Bid], enclosed.

Tenders should be submitted in tender form, available along with terms & conditions in the office of the Medical Superintendent at a price of a non refundable cost of Rs. 500/- (Rs. Five Hundred Only) to be paid by demand draft drawn in favor of “ESI Fund Account No.1, ESIC Model Hospital Andheri” payable at Mumbai. The tender details/tender document may also be downloaded from ESIC's Website: www.esic.nic.in & www.esicmh-andheri.org. In that case a demand draft/pay order may be enclosed along with tender documents submitted to this office failing, which the tender document will be summarily rejected.

Tender forms (Non Transferable) would be available on all working days from Monday to Friday between 10:00 AM to 3:00 PM and on Saturday from 10:00 AM to 12:00 Noon and last date for receipt of completed tenders is 18/01/2012 till 1:00 PM. The Tenders will be opened on the same day at 4:00 PM in the Conference hall, 4th Floor, ESIC Model Hospital cum ODC, Andheri (E), Mumbai - 93. The tenderers may remain present at the opening of the tender if they so desire. In case it happens to be a holiday then tenders shall be opened on the next working day at the same time & same venue. Tenders not conforming to the above will be liable to be rejected. The selected Tenderer should deposit an amount Rs.30,000/- (Rs. Thirty Thousand Only) as security deposit within 15 Days. Top envelope containing complete tender document should be super-scribed as “Category- III: Tender for Car Rental Services”.

Medical Superintendent reserves the right to reject any or all tenders at any time without assigning any reason thereof.

Tenders received late / not satisfying tender procedure and / or received without Earnest Money Deposit and / or received without signed copy of general terms & conditions shall be treated invalid and rejected summarily. The earnest money of unsuccessful Tenderers will be refunded, without accrual of any interest, in due course of time, as per official convenience.

List of Terms & Conditions is enclosed.

**Dy. Director
 For Medical Superintendent**



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INSTRUCTIONS FOR SUBMISSION OF TENDER DOCUMENT

1. Earnest Money Deposit: Rs. 5,000/-. Earnest Money must be deposited along with the tender form through Demand Draft drawn in favour of “ESI Fund Account No.1, ESIC Model Hospital Andheri”, Payable at State Bank Of India, Mumbai. It should remain valid for a period of 6 months from the last date for submission of the tender. In the absence of EMD, the tender shall be rejected summarily.
2. The EMD will be refunded to the unsuccessful tenderers after finalization of the contract. No interest is payable on the EMD.
3. Rate should be quoted for Petrol/Diesel/CNG operated sedan AC vehicle. Subject to maximum monthly Ceiling of Rs. 25,000.00. There will be no revision of rates depending upon the decrease or increase in fuel prices.
4. Vehicles provided should not be more than three years old.
5. The validity of rates quoted will be for a period of “**Two Years**” from the date of finalizing of tender by committee appointed by Medical Superintendent. However, Medical Superintendent is at discretion to extend the validity for further period on same terms, conditions and rates.
6. No extra charges will be allowed for the distance between the supplier’s/operator’s garage to ESIC office/place of destination and vice-versa. Hire charges will be paid for the distance (Km) actually used by ESIC-PGIMSR.
7. Medical Superintendent reserves the right to de-panel any of the selected operators, if they are found not providing good services, any time during the period of contract.
8. Rates quoted shall be excluding Service Tax for uniformity and comparison. However, rate of service tax and application of service tax as additional should be clearly mentioned in your quotation.
9. Tenders from hired car owners / operators only will be entertained. Brokers and agents are prohibited to participate in the tender.
10. The Tenderer should have minimum turn over of Rs.20,00,000/- (Rs. Twenty Lakhs Only) per annum during the last two financial years ie 2009-2010 & 2010 -2011.
11. Tenders must be sent in Sealed Envelopes and with bold letter heading on it “**Category- III: Tender for Car Rental Services**”.
12. Interested agencies may visit/inspect the site on any working day between 10:00 AM to 1:00 PM and 2:00 PM to 3:00 PM to collect all information that will be necessary for preparing the tender and entering into a Contract for the services to be rendered by contacting Social Security Officer (General Branch) ESIC Model Hospital Andheri (E), Mumbai – 93.
13. The tender shall be submitted in 2 parts, viz:-
 - I) Technical Bid.
 - II) Price Bid. - Each bid is to be submitted in separate wax sealed envelope marked as “Technical Bid” and “Price Bid”. These two envelopes should be kept in a third bigger size envelope and wax sealed

addressed to Medical Superintendent, ESIC Model Hospital cum ODC, Central Road, MIDC, Andheri (E), Mumbai – 400093.

14. The Tender may be sent by post to the above mentioned address or dropped in the tender box captioned “Tender for Car Rental Services” placed at Office of The Medical Superintendent, ESIC Model Hospital at above address by the stipulated date and time. Tender if dropped in any box other than the specific tender box will not be considered for selection.
15. The sealed tenders complete in all respect, numbered, signed with stamp of the firm on each page, should be dropped in the tender box placed in the office of Medical Superintendent, 2nd Floor, ESIC Model Hospital Cum ODC on or before 18/01/2012 by 1:00 PM. In case date of receipt of tenders happens to be declared a public holiday, the tender will be accepted on next working day till 1:00 PM. Late bids i.e. Bids received after the specified date and time of receipt, will not be considered. For Postal/Courier delays and loss of tender documents in transit, The Medical Superintendent is not responsible. Fax/E-Mail/Conditional/Incomplete tenders are not entertained and shall be rejected.
16. No tenderer will be allowed to withdraw after submission of the tenders, otherwise the EMD will be forfeited.
17. In case, the successful tenderer declines the offer of contract for whatsoever reason's, his EMD will be forfeited.
18. Tenders received late / not satisfying tender procedure and / or received without Earnest Money Deposit and / or received without signed copy of tender documents shall be treated invalid and rejected summarily.
19. The technical bids shall be opened at 2:00 PM on 19/01/2012 in Lecture Hall, 4th Floor, ESIC Model Hospital cum ODC, Central Road, MIDC, Andheri (E), Mumbai – 400093. In case 19/01/2012 is declared holiday, tenders will be opened on next working day at the same time and same venue.
20. The tenderers who's technical bids are accepted/selected will be informed about the date of the opening of Price bids.
21. The offer of Tender should contain the following documents with Technical Bid:
 - a) Original Tender Document, duly signed.
 - b) EMD.
 - c) Bidders profile giving complete details about the firm, including the period for which it is in this business.
 - d) Names of proprietor / partners / directors of the bidders firm with their residential address & Office Address and Mobile/Telephone numbers.
 - e) Name, designation and specimen signature of the person authorized by the competent authority of the firm to sign / deal with the tender documents must be enclosed along with the tender.
 - f) Photocopy of Audited annual accounts for the last 2 years duly certified.
 - g) Attested copy of deed of partnership, if the firm is a partnership concern of Memorandum and Articles of Association duly certified in case of Company.
 - h) Attested copy of latest Income Tax Clearance
 - i) Photocopy of PAN No. of the Firm/Proprietor/Director.
 - j) Photocopy of TIN No., if any.

- k) Photocopy of Sales Tax Clearance Certificate / Sales Tax No.
- l) Photocopy of Shop & Establishment License / Maharashtra Pollution Certificate.
- m) Photocopy of RC Book/ Tax book/Insurance copy/Road Permit.
- n) Copy of registration under Contract Labour Act as well as certificate of registration of firm if so, with registrar of firms.
- o) Code numbers showing coverage under ESI and EPF Acts to be quoted if applicable. If the exempted under ESI/PF Act attach the concerned dept's certificate.
- p) Declaration on letter head of the Bidding firm that it has never been involved in any illegal activity of financial frauds.
- q) Copy of the terms & conditions duly signed by authorized person. Each page of the tender must be signed with seal of the agency.
- r) Any additional documents as asked for.

DECLARATION

I / We hereby undertake that the statements made herein and the information given in the Annexures referred to above are true in all respects and that in the event of any such statement or information being found; to be incorrect in any particular, the same be construed to be a misrepresentation entitling Medical Superintendent to avoid any resultant contract.

I / We further undertake as and when called upon by Medical Superintendent to produce for its inspection, original[s] of the document[s] of which copies have been annexed hereto.

I / We confirm having Deposited interest free Earnest Money of Rs.5,000.00 [Rupees five thousand only] in the form of Bank Guarantee No. _____ from Bank _____
 Dated _____ OR in the form of Pay Order / Demand Draft No. _____
 From Bank _____ Dated _____.

The Pay Order / Demand Draft is payable at Mumbai.

Yours faithfully,

 Signature[s] of the Tenderer[s] with Date and Official Seal

Witness

Signature with date :

Name [in block letters] :

Occupation :

Address :

Name and Designation of Authorized person:

Signing the tender on behalf of the tenderer[s] :

Full Name and Address of the Tenderer[s] :



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GENERAL TERMS AND CONDITIONS

Annexure – “A”

1. The term Corporation means the ESI Corporation.
2. The term Medical Superintendent means Medical Superintendent, ESIC Model Hospital Cum ODC, Andheri (E), Mumbai-400 093, and any other officer in authority for the time being in administration of ESI Corporation.
3. The contract shall initially be valid for a period of two years and may be extended further for a period of one year subject to renewal every year on satisfactory performance on the same terms and conditions. The rates quoted should remain unchanged during the period of contract.
4. Medical Superintendent reserves the right to terminate the contract at any time during currency of the contract period without assigning any reason thereof..
5. Every tender would remain open for acceptance for 60 days from the date of opening of Tender or till the date of the finalization of the Tender, whichever is earlier.
6. The offer of contract issued to the successful contracting firm would need to be accepted within 15 days from the date of issue of the offer. Failure to accept the offer within this period will result in forfeiture of the EMD.
7. Successful contracting firm will have to deposit a Performance Security of Rs. 30,000/- (Rs. Thirty Thousand Only) within 15 Days of acceptance of contract, otherwise the contract will be canceled and EMD will be forfeited.
8. The successful tenderer's EMD will be converted into performance security deposit and unsuccessful tenderers EMD will be released after the finalization of the contract.
9. On award of contract, the contracting firm will be required to enter into an agreement / contract on stamp paper of appropriate value in the form approved by the Hospital Administration.
10. The Contractor should comply with all labour laws and other statutory provisions governing employment of persons, working hours, payment of minimum wages bonus and similar benefits.
11. The tenderer will get the vehicle registered as an registered as an registered vehicle by appropriate authority and it should be air-conditioned.
12. The vehicle should have proper Registration Certificate, Road tax payment certificate, Fitness, Insurance (Including the Driver), valid taxi permit and the model should be latest (2009/2010/2011 model). Priority will be given to latest model vehicle - Make/Specification of vehicle should be Sedan AC.
13. The vehicle offered should conform to the Emission norms laid down by Pollution Control Board and should possess the certificate “Pollution Under Control” issued from the concerned authority.

14. The vehicle offered for hire should be free from litigation as regards ownership is concerned and should possess not tainted history as rash driving, negligence of traffic rule etc.
15. The driver employed by the bidder should be under insurance cover of "Accident Policy" for loss of life/injury etc. and compensation if any in this regard, if awarded will be the responsibility of the bidder.
16. The driver should not have any past history of criminal records or Alcoholism or Drug Addiction.
17. Any loss of property caused by the Driver would be recovered from the monthly bill of the tenderer/bidder.
18. The tenderer/contractor would manage shifts of drivers in such a manner that the service should not be interrupted.
19. In case of staff car the month will exclude Sundays for the purposes of retention.
- 20. Driver should have mobile phone with him and he should be available on phone round the clock. Refusal/non-attendance of call outside retention period will tantamount to termination of contract.**
21. The vehicle is normally required for ESI-PGIMSR, Andheri, retention period per day shall be 10 hours, i.e., from 8.00 AM to 6.00 PM on every working day (about 25 days). However vehicle can be required, before and after office hours as per actual need.
22. Quote- Monthly retaining charges for the vehicle inclusive of charges such as vehicle rent driver's wages /bhatta and all incidental charges. Hospital will not pay any extra amount except the monthly charges quoted.
23. The wages of the driver will be borne by the contractor along with other allowance applicable. The driver so deployed by the contractor shall not be the employee of the ESI Corporation. He will not be entitled to get any amount from the Corporation as allowances, wages, bonus, gratuity or retrenchment compensation etc.
24. ESIC shall not be liable for any damage of vehicle during the course of use.
25. In case of break down or non supply of vehicle, the ESI-PGIMSR would arrange any other vehicle and the loss suffered or expenditure incurred in this way would be recovered form the monthly bill of the contractor, including initiating proper action.
26. The vehicle should be serviced regularly and timely at the sole cost of the tenderer/contractor.
27. The driver will wear neat and ironed white and white uniform and cap, identity card etc.
- 28. Mileage will be reckoned from residential premises (Flaming Plaza, Sewri, Mumbai) to ESIC Model Hospital Andheri (E) and back to the residential premises only. The same is subject to change with prior intimation as per discretion of Medical Superintendent.**
29. Drivers provided to the vehicle should possess valid driving license and also should posses the certificates required by RTO staff. (License, Insurance, Pollution, R.C., Road Tax, Taxi

License, Copy of RC Book , Copy of PAN/TAN etc.).

30. No mileage charge will be paid for the first 1000 km/ month. Mileage charges upto the first 1000 km each month is to be included in the retainer fee.
31. Interested contractors may also quote differently, purely on mileage basis, i.e. without the monthly rent. The contractors of this category will have to make available the Staff Car on call.
32. The Quotation/Rate List should preferably be typed on Letter Head of the firm in given proforma.
33. In case more than one firm quotes the same rates, the preference shall be given to the contractor having latest model vehicle. The decision of the Tender finalizing committee & Medical Superintendent shall be final & binding on all the concerned parties.
34. Applicable taxes will be deducted at source at the time of settlement of bills. TDS certificate will be issued.
35. In case of breach of any terms and conditions attached to the contract, the performance security deposit of the contractor will be liable to be forfeited by ESIC Model Hospital Andheri besides annulment of the contract.
36. The contractor will comply with all legal requirements and for obtaining license under contract labour if required. Hospital shall not be responsible in any way for any breach by the contractor of the rules and regulations governing the running of such establishment.
37. The contractor will at all times duly observe the provisions of Employment of Children Act. XXVI, 1938.
38. Tender forms are not transferable.
39. The agency shall not engage any sub-contractor or transfer the contract to any other person in any manner.
40. In the event of any breach / violation or contravention of any terms and condition contained therein by the contractor, the said security deposit will be forfeited.
41. The Tenderer submitting a tender would be presumed to have considered and accepted all the terms and conditions. No inquiry verbal or written shall be entertained in r/o acceptance / rejection of the tender.
42. The Medical Superintendent, ESIC Model Hospital Andheri reserves the right to withdraw/relax any of the terms and conditions mentioned above in such a situation the tenderer shall be given sufficient time to take the changes into account.
43. The Medical Superintendent, ESIC Model Hospital Andheri reserves the right to reject all or any tender in whole or in part without assigning any reason therefore.
44. Performance Security Deposit of the firm shall be forfeited in case firm stop the work for any reason.
45. For finalization of contract, the technically qualified tenderer, whose rate as given in Annexure "B" are the lowest in comparison to other tenderer will be considered as the lowest tenderer.
46. In case of any dispute or difference, Medical Superintendent is the Final Authority.

47. The bidder shall maintain a logbook keeping records of the movement and such records will be certified by the authorized officer.

Dy. Director(Genl)

Annexure – “B”

APPLICATION – FINANCIAL TENDER

For Car Rental Services in Dean, ESI-PGIMSR & Model Hospital Andheri.

Name of Agency/firm	
Name of Owner/Proprietor	
Address for Communication with Contact No.	
PAN/TAN No.	
Permanent Address with contact No.	
Make of vehicle	
Model of vehicle with Reg No.	
Rate for retention per month. (inclusive of salary of driver + other incidental expenses + mileage charges for first 1000 km)	
Mileage charges per KM for running over and above 1000 km	

**Signature of contractor with
office seal**