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Sub Regional Office  
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Employees' State Insurance Corporation  
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(Ministry of Labour & Employment, Govt. of India)  
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Panchdeep Bhavan, Ganeshpeth, Nagpur - 18

fnukad % 11-09-2018

## E-TENDER DOCUMENT FOR HIRING OF STAFF CAR NOTICE INVITING E-TENDER

1. The Joint Director I/c invites online tenders from the interested and eligible tenderers for hiring of Staff Car with Driver on monthly basis in the Sub Regional Office, Nagpur (Maharashtra) for two years which can be extended for a further period of one year if the services are found satisfactory on same terms & conditions.

Sl. No.	Name of Work	Estimated Annual cost (approximately)	Earnest money Deposit (EMD)	Security Deposit(SD)	Last date & Time of online tender bids	Date & Time of Tender opening
1	Hiring of staff car on monthly basis	Rs.2.50 Lacs	Rs.5000/-	Rs. 12,500/-	08/10/2018 upto 03:00 PM	08/10/2018 at 03:30 PM

1. The interested tenderers should submit/upload duly filled and signed tender form and their bids along with scanned copies of all the relevant certificates , documents, etc. in support of their bids (all duly signed), on the esic tender portal i.e. <https://esictenders.eproc.in>. A complete set of hard copy of Tender documents along with EMD must also be submitted latest by 08/10/2018, upto 03:00 pm in the Tender Box kept in ESIC office i.e. S.R.O. Nagpur (Maharashtra). However it is noted that only those tender uploaded on the ESIC tender portal bid will be accepted. Non-submission of EMD will lead to rejection of the tender application. Bidders have to deposit the Earnest Money Deposit (EMD) of Rs. 5,000 /-(Rupees Five Thousand Only) in the form of Demand Draft drawn in favour of "ESI Fund A/c No.I" payable at Nagpur.

1. Tenders/Applications submission/received without Earnest Money Deposit (EMD) will be rejected. The bids will be opened online on 08/10/2018 at 3:30 pm.
2. Tender document is also available on the "tenders" link of the websites/portals of Employee's State Insurance Corporation i.e <https://esictenders.eproc.in>, <http://www.esic.nic.in> and Central Public Procurement portal i.e. [eprocure.gov.in](http://eprocure.gov.in).
3. Any Corrigendum to this tender will be notified through the aforesaid websites/portals only. Selection of the successful bidder will be at the sole discretion of the Joint Director I/c, SRO ESIC, Nagpur (Maharashtra), who reserves the right to accept or reject any or all the proposals without assigning any reasons.
4. Tender application will be accepted only online mode through ESIC centralised tender portal i.e. <https://esictenders.eproc.in>. No other mode of tender submission will be entertained.
5. All documents as per published tender, should be uploaded as per above Point no. 4 & incomplete documents submission/upload will not be accepted.
6. Tenders are requested that, before quoting their rates or filing tender, the tender form may please be read out thoroughly (line by line), otherwise this office will not be held responsible for any error/oversight of his own.
7. Tender Schedule:-

1	Last date of submission of tender	08/10/2018 upto 03:00 PM
2	Date of opening of tender (Technical Bid)	08/10/2018 at 3:30 pm.
3	Earnest Money Deposit	Rs.5000/-
4	Security Deposit	Rs. 12,500/-

Note:

(The envelope containing hardcopy of tender as well as subsequent communications should be addressed and delivered to "The Joint Director I/c,Sub Regional Office, ESI Corporation, Panchdeep Bhavan, Ganeshpeth, Nagpur - 440018. All Communications must be addressed to the officer named above by title only not by name.)

## **Important Instructions for Bidders regarding Online Payment**

**All bidders/contractors are required to procure Class-IIIB Digital Signature Certificate (DSC) with Both DSC Components i.e. Signing & Encryption to participate in the E-Tenders.**

**Bidders should get Registered at <https://esictenders.eproc.in>.**

**Bidders should add the below mentioned sites under Internet Explorer > Tools > Internet Options > Security > Trusted Sites > Sites of Internet Explorer :**

<https://esictenders.eproc.in>

<https://www.tpsl-india.in>

<https://www4.ipg-online.com>

**Also, Bidders need to select “Use TLS 1.1 and Use TLS 1.2” under Internet Explorer > Tools > Internet Options > Advanced Tab > Security.**

**Bidder needs to submit Bid Processing Fee charges of Rs. 2495/- (non-refundable) in favour of M/s. C1 India Pvt. Ltd., payable at New Delhi via Online Payment Modes such as Debit Card, Credit Card or NetBanking for participating in the Tender.**

**Bidders can contact our Helpdesk at <https://esictenders.eproc.in/html/Support.asp>**



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Panchdeep Bhavan, Ganeshpeth, Nagpur - 18

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### GENERAL TERMS AND CONDITIONS FOR TENDER/BID

All tenderers are requested to read the tender document carefully including its terms and conditions, procedures to fill the tender format and tender assessment criteria.

TENDER DOCUMENTS CONSISTs OF THE FOLLOWING: -

1. Eligibility Criteria
2. Instructions to Tenderers
3. Scope of work
4. General conditions of contract
5. Tender Evaluation Criteria
6. Brief description of firm (Annexure – A)
7. Quotation for Staff Car (Annexure – B)
8. Declaration (Annexure- C)
9. Check List (Annexure – D)

#### I. ELIGIBILITY CRITERIA

1. The tenderer should have PAN/GST No.
2. The bidders should have experience of providing such services to Govt./PSUs/Autonomous Body/Reputed Private Companies/Firms and tenderer should not be blacklisted by any Govt./Private Organization/Institution.
3. The vehicle proposed to be provided must have commercial permit and fulfill all the conditions for running in Maharashtra.
4. The vehicle should have comprehensive insurance cover against all type of accident/damage that of driver.
5. The year of manufacture of the vehicle should not be prior to the year 2017.
6. Tenderer should have drivers with valid commercial driving license.

**Sign of the Tenderer with seal**

## **II. INSTRUCTIONS TO TENDERERS**

1. The online bid should be accompanied with a separate Demand Drafts towards cost of Earnest Money Deposit (EMD) of Rs. 5,000/- issued by any nationalized bank payable at Nagpur (Maharashtra). In the absence of the same, the tender shall be summarily rejected. 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.
1. Copies of the PAN/GST Number should be submitted along with the bid.
2. Brief description of the tenderer(Annexure "A"); Quotation for vehicle planned to be deployed at this office(Annexure“B”) & Declaration(Annexure“C”) should be submitted.
3. 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 Joint Director I/c and the decision of the Joint Director I/c regarding suitability will be final and binding.
4. In addition to online submission, the sealed cover containing tender documents along with D.D. for EMD of Rs. 5000/- (Rupees Five Thousand only) should also be dropped in the tender box before the stipulated date and time mentioned elsewhere in the document. The envelope shall be super scribed as “Tender for the Staff Car”.
5. Each and every page of the tender documents along with the documents which will be uploaded by the bidder should be signed by the Proprietor/Director/Partner as the case be along with seal/stamp of the Firm.
6. The financial bid of the tenderers, who qualify in the technical bid, will be opened in the presence of only those successful tenderers, who choose to attend the opening of financial bid.
7. The Joint Director I/c, ESIC SRO Nagpur (Maharashtra) reserves absolute rights to cancel/reject any or all tenders without assigning any reason.
8. The Joint Director I/c, ESIC SRO Nagpur (Maharashtra) reserves absolute rights to strengthen/relax, add/remove any terms and conditions without assigning any reason.

### **III. SCOPE OF WORK**

The Contractor shall provide a car (Air Conditioned) with commercial permit & with driver on monthly rental basis to this office. The Vehicle provided should fulfill all the conditions for running in Maharashtra. The Contractor has to ensure that the staff deployed by them is well-dressed in neat uniform and is punctual in his work and has a mobile phone. 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 checks & verifications on all aspects of the work and the service provider shall co-operate 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 vehicle 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 2017 (i.e. Year of Manufacture).

Details of the services needed are as mentioned below:

Particulars of Services required	Models of vehicles
Staff Car with driver on monthly hire basis	Maruti Swift Dzire/Toyota Etios/Tata Zest.

**Sign of the Tenderer with seal**

#### **IV. GENERAL CONDITIONS OF CONTRACT**

1. Staff car services 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 should be available with the vehicle at all times.
3. The Contractor shall provide the services from 09.00AM to 06.00PM 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 1000 kms per month approximately.  
Distance from garage to office & vice-versa will not be counted as usage of the office.
4. The Contractor shall provide the service, beyond office hours and on holidays, whenever needed.
5. Payments for extra hours will be done on per hour 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 or otherwise. Notwithstanding the award of contract under this tender, The Joint Director I/c, ESIC SRO Nagpur (Maharashtra) reserves the right to hire vehicles from any other agency also during the tenure of contract.
7. The vehicle to be provided as staff car should conform to the Govt. rules/conditions for running commercial vehicle followed in the state of Maharashtra.

**Sign of the Tenderer with seal**

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 condition fit for 24 x 7 x 365 days use by the office.
9. The charges as quoted in the tender document will all be paid. However, Toll/Parking Charges or any separate entry fee claimed by local body will be reimbursed.
10. Payments will be made on monthly basis only after satisfactory completion of service. Bills should be submitted by the Contractor on monthly basis duly supported by Trip Sheet, logbook, toll/parking receipts and proof of payment of salary and other statutory liability, if any.
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 responsibility with regard to their employment, welfare, payment of wages etc.
12. The Contractor shall furnish complete Biodata 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 Joint Director I/c reserves the right to require the Agency to replace the driver without assigning any reasons for the same and the agency shall do so promptly when required up to do so.
15. Log book shall be maintained and usage details therein shall be certified by an authorized officer of this office on daily basis.
16. The contract shall initially be valid for a period of two year and may be extended for a further period of one year on mutual consent subject to satisfactory performance, on the same terms and conditions AT THE SOLE DISCRETION OF THIS OFFICE. The ESI Corporation however, reserves the right to terminate the contract at any time 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.

**Sign of the Tenderer with seal**



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. It shall be the responsibility of the vendor to arrange for adequate insurance cover for the vehicle, driver, passenger and third parties as required by Motor Vehicle Rules etc. Further, penalties, fine and any other damages arising out of non compliance with any Govt. rules and regulations shall be borne solely by the tenderer.

19. The tenderer shall bear all taxes, recoveries, charges etc. as applicable and also comply with all the statutory requirements regarding compliance of all labour laws such as Minimum Wages Act, Payment of Wages Act, Payment of Gratuity Act, Payment of Bonus Act, etc. The tenderer shall indemnify against all liabilities/losses/penalties/fines borne by this office which may arise on account of hiring of the staff car under this contract.

20. TDS or any other tax leviable as per rules shall be deducted from the bills wherever applicable.

21. Besides proportionate deduction of the monthly charges and recovery of costs of alternate arrangements, penalty of Rs. 500/- per day of failure/delay to provide staff car may also be imposed at the sole discretion of the Joint Director I/c. Decision of Joint Director I/c in this regard shall be final and binding.

#### **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 1000 kms / month with driver	90%
B	Charges per km after completion of 1000 kms in a month	5%
C	Charges per hour for extra hours after duty hours(before 09.00AM and after 06.00PM)	5%

**Sign of the Tenderer with seal**

**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./Mobile 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	GST No.	
7	Details of Earnest Money Deposit	
	7(a) Amount	
	7(b) DD No. and date	
	7(c) Drawn on bank	
	7(d) Valid upto	

Signature of tenderer with seal

**Quotation for Staff Car**

## 1. Details of vehicle to be deployed as staff car

Manufacturing Company

Model

Year of Manufacturing

## Quotation for hiring Staff Car

Sl.No.	Details	Quoted Charges
1	Charges for Staff Car for first 1000 kms/month with driver	Rs. _____ (Rupees _____ only)
2	Charges per km after completion of 1000 kms in a month	Rs. _____ (Rupees _____ only)
3	Charges per hour for extra hours after duty hours (09.00 A.M. to 06.00 P.M.)	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 within 1000 kms in a month.

**DECLARATION**

1. I.....Son/DaughterofShri.....

Proprietor / Partner/Director/Authorized Signatory of .....  
am competent to sign this declaration and execute this tender document.

1. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
2. The 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.
3. It is certified that the firm has not been blacklisted by any Govt., PSU or Autonomous / Statutory body/Reputed Private Company.

Signature of authorized person.

Date:

Full Name:

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.**

**Signature of tenderer with seal**

**Annexure “D”**

**Checklist of Documents to be submitted**

**“THE BID DOCUMENTS HAVE TO BE SUBMITTED IN THE FOLLOWING SEQUENCE”**

Sl. No.	Documents	Submitted (Yes/No)
1	EMD Rs.5,000/- in the form of DD of any nationalized bank payable at Nagpur (Maharashtra)	
2	Copy of PAN Card	
3	Copy of GST Registration	
4	Copy of Valid Motor Insurance of Vehicle proposed to be deployed as per eligibility criteria	
5	Copy of RC of vehicle proposed to be deployed	
6	Experience Certificate as per eligibility criteria	
7	Income tax return of last year	
8	Constitution (Proprietorship/partnership/company) related documents	
9	Bank Account details (Required Cancelled cheque)	
10	'Annexure A'(Brief description of firm)	
11	'Annexure B'(Quotation for Staff Car)	
12	'Annexure C'(Declaration)	

Note: Tender document along with seal and signature of the authorized signatory on all the pages. Annexure B to filled separately and uploaded with financial bid.

**Signature of tenderer with seal**