



ಕಾರ್ಮಿಕರ ರಾಜ್ಯ ವಿಮಾ ನಿಗಮ/ ಕರ್ಮಚಾರಿ ರಾಜ್ಯ ಬಿಮಾ ನಿಗಮ
EMPLOYEES STATE INSURANCE CORPORATION
Ministry of Labour & Employment, Govt. of India
REGIONAL OFFICE, KARNATAKA
NO.10, BINNYFIELDS, TANK BUND ROAD
(NEAR BINNYMILL, NEXT TO ETA MALL)
BINNYPET, BENGALURU-560023
Ph: 080-26742485. Fax: 080-26741307

No.53.D.28.16.2.2017.Genl

Date: 12.06.2019

E-TENDER NOTICE FOR PROVIDING CAR WITH DRIVER

E-tenders through Central Public Procurement portal <https://eprocure.gov.in/eprocure/app> are invited from reputed taxi operators from Bengaluru, for providing One Vehicle of make Toyota Innova A/c or of similar class (SUV) and One vehicle of Swift Dezire A/c or of similar class (Sedan) with driver on contract for a period of 02(Two) years, extendable for a further period of 01(One) year.

The vehicles are to be utilized as a Staff Car for official work of this office on contract basis as per terms and conditions provided in the Tender document.

Name of the Service	Providing A/c staff car services at ESIC, Regional office, Karnataka, No.10, Binnyfields, Tank Bund Road (Near Binnymill, Next to ETA Mall) Binnypet, Bengaluru-560023
Duration of Work	Two Years(Extendable for another one Year)
Type of Vehicle Required	1. One Toyota Innova A/c or of similar class(SUV) with driver (Preferably white/Grey Colour) 2. One Swift Dezire A/c or of similar class(Sedan) with driver (Preferably white/Grey Colour)
Number of Vehicles	02 (Two)
Earnest Money Deposit (EMD)	Rs 5000/- (Rupees Five Thousand only) Payable by DD in favour of ESIC Fund Account No 1 payable at Bengaluru.
Date of publication of E Tender	12.06.2019
Last date & Time for uploading e tender details	03.07.2019, 11.00 am
Date & Time of opening of Technical Bid	04.07.2019, 11.00 am (online)
Date & Time of opening of Financial Bid	04.07.2019, 03.00 pm (online) or will be intimated if it is later
Bid Validity	90 days from the date of opening of Technical bid

Note:

1. In case the said date/s, happen to be a holiday for any reason, the activity will be held on the immediate next working day at the same time & place.
2. The tender should be filled online at <https://eprocure.gov.in/eprocure/app>
3. The tender document can be also viewed at www.esic.nic.in

Sd/-
Additional Commissioner
& Regional Director

Name, Signature & Seal of the Bidder/Authorized Signatory

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Name, Signature & Seal of the Bidder/Authorized Signatory

CHAPTER-1: ELIGIBILITY CRITERIA

1. The bidder/agency should be based and have an office in Bengaluru.
2. Should not have been blacklisted by the Govt/PSUs.
3. Should possess requisite registration/license required by the Transport Dept. of Govt. of Karnataka for running the commercial vehicle.
4. The agency should have minimum of three Taxies registered in their name or in the name of the firm.
5. The vehicle should have Commercial Registration, with up to date insurance, fitness, emission control, state permit as the case may be.
6. Vehicles provided should be of latest model and in good running condition.
7. The firm should have trade/labour license.
8. Should have PAN card and GST Registration certificate (if applicable) in the name of the proprietor or the firm/agency.
9. Should have ESI and EPF registration (if applicable).

Name, Signature & Seal of the Bidder/Authorized Signatory

CHAPTER-2: SPECIAL INSTRUCTIONS TO THE BIDDER FOR ONLINE BIDDING

1. Bidder should do Online Enrolment in CPP Portal (<https://eprocure.gov.in/eprocure/app>) using the option Click Here to Enroll available in the Home Page. Then the Digital Signature enrollment has to be done with the e-token, after logging into the portal. The e-token may be obtained from one of the authorized Certifying Authorities such as eMudhraCA/GNFC/IDRBT/MtnITrustline/SafeScripT/TCS.
2. Bidder should log into the CPP portal giving user id / password chosen during enrollment.
3. The e-token that is registered should be used by the bidder and should not be misused by others.
4. DSC once mapped to an account cannot be remapped to any other account. It can only be inactivated.
5. The Bidders can update well in advance, the documents such as certificates, purchase order details etc., under **My Documents** option and these can be selected as per tender requirements and then attached along with bid documents during bid submission. This will ensure lesser upload of bid documents.
6. After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as per the tender document, otherwise, the bid will be rejected.
7. The BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for that tender. Bidders are allowed to enter the Bidder Name and Values only.
8. If there are any clarifications, this may be obtained online through the eProcurement Portal, or through the contact details given in the tender document. Bidder should take into account of the corrigendum published before submitting the bids online.
9. Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender schedule and they should be in PDF/XLS/RAR/DWF formats. If there is more than one document, they can be clubbed together.
10. Bidder should arrange for the EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission date and time for the tender.
11. The bidder reads the terms and conditions and accepts the same to proceed further to submit the bids
12. The bidder has to submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.

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13. There is no limit on the size of the file uploaded at the server end. However, the upload is decided on the Memory available at the Client System as well as the Network bandwidth available at the client side at that point of time. In order to reduce the file size, bidders are suggested to scan the documents in 75-100 DPI so that the clarity is maintained and also the size of file also gets reduced. This will help in quick uploading even at very low bandwidth speeds.

14. It is important to note that, **the bidder has to Click on the Freeze Bid Button, to ensure that he/she completes the Bid Submission Process. Bids Which are not Frozen are considered as Incomplete/Invalid bids and are not considered for evaluation purposes.**

15. In case of Offline payments, the details of the Earnest Money Deposit (EMD) document submitted physically to the Department and the scanned copies furnished at the time of bid submission online should be the same otherwise the Tender will be summarily rejected

16. The **Tender Inviting Authority (TIA)** will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.

17. The bidder may submit the bid documents online mode only, through this portal. Offline documents will not be handled through this system.

18. At the time of freezing the bid, the e Procurement system will give a successful bid updation message after uploading all the bid documents submitted and then a bid summary will be shown with the bid no, date & time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed using the e-token of the bidder and then submitted.

19. After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening event.

20. Successful bid submission from the system means, the bids as uploaded by the bidder is received and stored in the system. System does not certify for its correctness.

21. The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected

22. The time that is displayed from the server clock at the top of the tender Portal, will be valid for all actions of requesting bid submission, bid opening etc., in the e-Procurement portal. The Time followed in this portal is as per Indian Standard Time (IST) which is GMT+5:30. The bidders should adhere to this time during bid submission.

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23. All the data being entered by the bidders would be encrypted at the client end, and the software uses PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission and not viewable by any one until the time of bid opening. Overall, the submitted bid documents become readable only after the tender opening by the authorized individual.

24. During transmission of bid document, the confidentiality of the bids is maintained since the data is transferred over secured Socket Layer(SSL) with 256 bit encryption technology. Data encryption of sensitive fields is also done.

25. The bidders are requested to submit the bids through online eProcurement system to the TIA well before the bid submission end date and time (**as per Server System Clock**).

Assistance to Bidders

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315. Foreign bidder can get help at +91-79-40007451 to 460

Name, Signature & Seal of the Bidder/Authorized Signatory

CHAPTER-3: GENERAL INSTRUCTIONS TO THE BIDDERS

1. Apart from submitting bids online, the physical copy of Tender document duly filled and signed on each page by the authorized signatory and copy of supporting document as per **Annexure-B, page 20** of the tender document should be submitted to this office in a sealed envelope before the due date & time.

2. **The financial bid should be submitted online only and no physical copy of financial bid should be submitted to this office.**

3. **Bid Security/Earnest Money Deposit (EMD)**

i) An EMD of **Rs.5000/-(Rupees Five Thousand only)** in the form of Demand Draft (of any Scheduled Bank) drawn in favour of “ESI Fund A/c No.1” payable at Bengaluru should be Submitted.

ii) The Scanned copy of the DD should be uploaded online.

iii) The original DD should be put in sealed envelope super scribed “ **EMD and Tender Document for Hiring of Vehicles**” along with the tender document and dropped in the tender box kept in the reception of this office at ESIC Regional office, Karnataka, No.10, Binnyfields, Tank Bund Road (Near Binny Mill, Next to ETA Mall) Binny pet, Bengaluru-560023.

iv) EMD shall remain valid till the final validity of the bids (90 days).

v) The EMD shall be refunded to the unsuccessful bidders after finalization of the Tender process.

vi) It shall be refunded to the successful bidder on receipt of Security deposit or shall be allowed to be adjusted towards Security Deposit.

vii) No interest is payable on the EMD.

viii) The bid security (EMD) may be forfeited:

a) If a bidder withdraws his bid during the specified period of bid validity specified in the bid document.

b) If the successful bidder fails to accept the offer of contract, submit the surety bond after awarding of the contract or fails to furnish the performance security amount within the time specified in the bid document.

Name, Signature & Seal of the Bidder/Authorized Signatory

4. **Submission of Bids:** All bidders are to upload their bids online at <https://eprocure.gov.in/eprocure/app>. The documents to be uploaded online and instructions in this regard are as below:

- (a) **Technical Bid:** Details should be filled in the online form as per the specification of **Chapter-5, page No.17**
- (b) Signed and scanned copy of the **declaration form as per Annexure-A**
- (c) Scanned copy of the supporting documents as mentioned at **Annexure-B** on **page No 20** of the tender document should be uploaded online.
- (d) **Financial Bid:** Details should be filled in the online form as per the specification of **Chapter-6, page No. 18**

Offline:

- (a) The physical copy of the tender document duly filled and signed on all pages along with the copy of documents mentioned at **Annexure-B on page No 20** of the tender document and the original Demand Draft of EMD should be put in sealed envelope super scribed “ **EMD and Tender Document for Hiring of Vehicles**” and dropped in the tender box kept in the reception of this office at ESIC Regional office, Karnataka, No.10, Binnyfields, Tank Bund Road (Near Binny mill, Next to ETA Mall) Binny pet, Bengaluru-560023
- (b) The Technical Bid should be accompanied by the **declaration form as per Annexure-A** duly filled and signed
- (c) Each page of the Tender document should be signed and stamped by authorized representative of the bidder in acceptance of the terms and conditions laid down by ESIC.
- (d) All the entries/documents submitted in the bid must be legible and filled clearly and self attested along with the seal of the firm. Any overwriting which is unavoidable shall be attested by the Authorized Signatory failing which the bid will to be liable to be rejected.

Note: The financial bid should be submitted online only and no physical copy of financial bid should be submitted to this office

5. Last date & time for submission of bids:

- (a) The last date for physical copy (with EMD) and online submission of tender is **03.07.2019, 11.00 am**

Name, Signature & Seal of the Bidder/Authorized Signatory

(b) The Additional Commissioner & Regional Director, ESIC, Regional office, Karnataka, may, at his discretion, extend the deadline for submission of bids or call for re-tender in case sufficient bids are not received.

6. Bid Opening and Evaluation

(a) The bid shall be opened online by the Officers authorized by the Additional Commissioner & Regional Director at **11.00 am on 04-07-2019** in the Conference Hall of Regional office and in the presence of the bidders or their representatives duly authorized by the bidder who wish to be present.

(b) All the bids will be scrutinized, relevant documents will be checked for their eligibility.

(c) The bidders whose technical bids are accepted will be informed about the date of the opening of financial bids.

7. No bidder will be allowed to withdraw after submission of the tenders within the bid validity period otherwise the EMD submitted by the bidder would stand forfeited.

8. Bids received and found deficient on account of registrations, documents or any required information is liable to be summarily rejected.

9. The Tenders from Individual/Firm/Organization including its Partners/ Shareholders/ Directors who have been blacklisted/prosecuted by any departments/statutory bodies in any State or by any Court of Law, shall not be entertained.

10. Each bidder shall submit only one tender either by himself or as a partner in joint venture or as a member of consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, their bids are liable to be rejected.

11. The bidder shall submit full details of his Agency / firm or, if the bidder is proprietor / partnership or a Private Limited Company, full details of ownership and name of the Directors. If the bidder is a Registered Company / partnership of two or more persons, all such persons shall be jointly and severally liable for the fulfillment of the terms of the contract. Such persons shall designate one of them to act as authorized signatory with authority to sign.

12. The bidder is expected to examine all instructions, Forms, Terms and conditions in the tender document. Failure to furnish all information required or submission of a tender not substantially responsive to the tender document in every respect will be at the bidder's risk and may result in rejection of his bid.

13. All the information as required in the tender document should be filled up in the relevant part and no column should be left unfilled. An incomplete tender document or tender document submitted without earnest money deposit (EMD) will be summarily rejected.

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14. The Signatory of the tender must clearly specify whether he is signing as sole proprietor, partner, under power of attorney or as Director/Manager/Secretary etc., as the case may be.

15. This tender is non transferable

16. Any conditional acceptance of the tender is liable for rejection of the bid.

17. The Additional Commissioner & Regional Director, ESIC, Regional office, Karnataka reserves the right to accept or reject any bid including the lowest and to annul the bidding process and reject all bids, at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the said action.

18. The successful evaluated bidder whose bid is found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document and whose bid is accepted by the Additional Commissioner & Regional Director, ESIC, Regional office, Karnataka, shall be the successful bidder and will be awarded the contract.

19. The fixed monthly charges for each vehicle is **Rs 36000/- (Rupees Thirty Six Thousand only)**.

20. The Kms quoted for each vehicle by the bidder in the financial bid shall be firm for the entire period of contract and during the extended period of contract.

21. GST will be reimbursed separately on submission of proof of payment.

22. In case more than one bid quoting the same kms are received, the award of the contract will be decided on the basis of evaluation by committee constituted by the Additional Commissioner & Regional Director, ESIC, Regional office, Karnataka.

23. The successful bidder will be informed by Registered post/e-Mail that his bid has been accepted.

24. The successful bidder will be required to execute an agreement within a period of five days from the date of issue of Letter of acceptance of the bid in a non-judicial stamp paper of appropriate value and all the expenditure in this regard should be borne by the bidder.

25. All the terms and conditions, the financial bid and other instructions will form part of the contract agreement.

26. The successful bidder shall be required to furnish a Performance Security within five days of receipt of "Letter of acceptance of the bid" for an amount of **Rs. 20,000 (Rupees. Twenty thousand only)** in the form of Demand Draft from a S c h e d u l e d / commercial bank drawn in favour of "**ESIC Fund A/c No -1**", payable at Bengaluru or in the form of an unconditional Bank Guarantee from a Scheduled bank in the format approved by ESIC.

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27. The successful bidder can also apportion the Earnest Money towards the security deposit subject to payment of the balance amount. The Performance Security / Security Deposit shall be returned within two months after the expiry of contract and completion of all contractual obligations. In case the contract period is extended further, the validity of Performance Security shall stand automatically extended.

28. This Performance Security deposit will not bear any interest whatsoever.

29. The Additional Commissioner & Regional Director, ESIC, Regional office, Karnataka does not bind himself to accept the lowest or any tender and reserves the right to accept or reject any or all the tenders, either in whole or in part, without assigning any reasons for doing so.

30. The Additional Commissioner & Regional Director, ESIC, Regional office, Karnataka may at his discretion, amend/modify the tender and/or extends the deadline for submission of tenders at any time prior to the last date for submission of Tenders and information thereof will be uploaded on Corporation's website and CPP portal only and shall be binding on all concerned.

31. All disputes relating to this tender can be legally resolved through Courts in Bangalore only.

Name, Signature & Seal of the Bidder/Authorized Signatory

CHAPTER-4: GENERAL TERMS AND CONDITIONS OF CONTRACT

1. Definitions and Interpretation: In the Contract (as hereinafter defined) the following words and expressions shall have the meanings hereby assigned to them except where the context otherwise requires.

(a) "ESIC/Employer/Purchaser/ESIC Regional Office, Karnataka" means the ESIC Regional Office, Karnataka represented and headed by the Additional Commissioner & Regional Director and the legal successors in the title.

(b) "Contractor/Bidder/Firm/Agency/Tenderer" means an individual or firm (proprietary or partnership) whether incorporated or not, that has entered into contract with ESIC and shall include his/its heirs, legal representatives, successors and assigns. Changes in the constitution of the firm, if any shall be immediately notified to the ESIC, in writing and approval obtained for continued performance of the contract.

(c) "Contract" means these conditions, the Specification, the Bill of Quantities, the Tender, the Letter of acceptance, the Contract Agreement (if completed) and such further documents as may be expressly incorporated in the letter of Acceptance or Contract Agreement(if completed).

(d) "Tender" means the Contractor's price offer to the ESIC for the execution and completion of the works and the remedying of any defects therein in accordance with the provisions of the Contract, as accepted by the Letter of Acceptance. The word Tender is synonymous with "Bid" and the words "Tender Documents" with "Bidding Documents".

(e) "Letter of Acceptance" means the formal acceptance of the tender by ESIC.

(f) "Contract Agreement" means the contract agreement (if any) referred.

(g) "Commencement Date" means the date upon which the Contractor has entered into the agreement to commence the works.

(h) "Competent Authority" means the head of Office of ESIC Regional Office, Karnataka.

(i) "Worker/employee" means a person deployed by the Contractor for the purpose of providing services under this Contract.

(j) "Month" means the calendar month as per the English calendar.

2. ESIC, Regional office, Karnataka requires Two staff cars with driver (one SUV A/c and one Sedan-class A/c being latest model and in good running condition and preferably White/Grey Colour).

3. The vehicles to be provided for hiring should be Air conditioned, in excellent condition, neat and clean, mechanically fit, good upholstery, regular polished exterior and without any damages or dent on the exterior of the cars.

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4. The road worthiness of the vehicles provided is to be ensured at all times by the contractor/agency, including timely payment of applicable taxes and compliance to all regulations prescribed from time to time by the competent authority.
5. The agency should produce the vehicles with driver which is offered for service in the ESIC office for physical inspection of the vehicles and interview of the drivers before signing the contract.
6. The agency will be required to furnish to the ESIC, certified copies of the RC books, Insurance Policy, latest tax paid challan of the vehicles, photograph of the driver along with his permanent and present address proof, copy of driving license, Police verification of driver antecedent, before the date of the formal signing of the contract.
7. It shall be the responsibility of the agency to ensure that the driver is qualified and experienced, possessing valid driving license, the driver of the vehicles provided must follow all traffic rules/regulations and any consequences of the failure to do so shall be of the agency alone. The ESIC shall have no direct or indirect liability arising out of negligent/rash driving and any loss caused to the ESIC will have to be suitably compensated for by the agency.
8. The vehicles will be hired on calendar month basis. **The fixed rate is Rs 36000/- (Rupees Thirty Six Thousand only) per month per vehicle.** The mileage will be reckoned from ESIC Regional office premises and back to the office premises only. The vehicle must be available at any time on any day as directed by ESIC.
9. A daily record indicating mileage for each vehicle on duty shall be maintained in a trip sheet as per the proforma approved by the ESIC. The trip sheet shall be made available for periodic inspection of the ESIC from time to time.
10. The agency will provide the services normally on all working days from 9.00 AM to 6.00 PM. However, if required the services shall have to be provided even for odd hour's i.e, before and after the office hours or on holidays without any extra charges.
11. The staff cars are required to travel occasionally outside Bengaluru as per the requirement of this office without any extra charges and within the monthly ceiling of Rs 36000/-. No additional charges for performing outstation duties to the driver will be paid.
12. ESIC will pay only fixed monthly hire charges as per the contract and its liability shall be limited to this value alone, subject to provisions of the clause (13) below.
13. If the condition of the vehicle is not found satisfactory , or in case of a breakdown, or in case vehicles not reporting for duty for whatever reason, the contractor shall be obliged to send replacement vehicle of equivalent or better make immediately. If no replacement is provided in time, ESIC shall have the right to hire a vehicle elsewhere and whatever be the cost that is incurred towards such hire charges will be deducted from the bill of the contractor in the succeeding month. In the circumstances mentioned above, even if no vehicle is hired by the ESIC, the ESIC shall deduct proportionate hire charges from the bill

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of the contractor for the succeeding month. Even a part of the day will be reckoned as one full day for the purpose of this deduction.

14. No separate payment will be made for the driver's salary or any other incidental expenditure such as fuel, repair, maintenance, taxes, registration charges, periodic servicing, etc. All such payments / expenditure will be borne entirely by the contractor

15. **Separate bills needs to be submitted for each vehicle.**

16. The billing will be on a monthly basis and the bills in triplicate shall be submitted on a working day to ESIC latest by the 5th of the succeeding month. The billing shall be based on the trip sheet entries. Deduction of TDS as per applicable rates prescribed under the Income-tax Act, 1961, shall be made by the ESIC from every payment made under this contract.

17. ESIC will reimburse GST on hiring charges on the actual basis. The successful bidder will be required to provide proof of payment of GST in the succeeding month.

18. The contractor has to pay the parking fee, toll fee; if any and to claim the same along with bills supported by paid receipts.

20. The Kms quoted for hiring charges per month for each vehicle shall remain valid for two years and the extended period irrespective of revision of fuel prices or other incidental expenses.

21. Any change in the tax rates or other levies by the Government during the period or the extended period of the contract will be reimbursed as per the actual.

22. All payments shall be made through NEFT/RTGS only.

23. The vehicles provided for service shall bear a name board with text "**Employees' State Insurance Corporation, Ministry of Labour & Employment, Govt of India**" during the period and extended period of the contract. The vehicle provided will not be used for any other purpose.

24. The agency should be registered with the authority concerned of a State or Central Government and should fulfill the conditions prescribed in section 66 of Motor Vehicle Act, 1958.

25. In case of any mishap/accident, all the claims and liabilities arising out of it shall be met by the contractor, including any damage to the vehicle. ESIC will not entertain any claim in this regard including any liability under the Motor Vehicles Act or the Indian Penal code or under any other applicable law for the time being in force.

26. The engagement/employment of drivers and payment of remuneration to them as per the existing provisions of various applicable labour laws/regulations will be the sole responsibility of the contractor.

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27. The persons provided by the contractor shall be the employee of the contractor only and there is no master and servant or employer and employee relationship between the persons provided by the contractor and ESIC and further the said persons of the contractor shall not claim any employment, engagement or absorption in ESIC in future.

28. The driver shall keep documents such as RC, Pollution Check Certificate, etc of the vehicle with him all the time. In case of any penalty for any violation of rules / law, the agency / driver shall be solely responsible for the same

29. The driver employed along with the vehicle by the contractor should satisfy the following conditions:

- a) Driver should have minimum educational qualification and vehicle transport license for driving commercial vehicles on hire.
- b) No person below the age of 18 years is to be engaged for driving/maintenance of the vehicle
- c) Driver should wear the prescribed uniform.
- d) Driver should be well versed with the roads and places in Bengaluru City and should have experience in city driving.
- e) Once the driver has been allotted to the particular vehicle, he should remain with the same vehicle for the entire period of contract. Any change in the designated driver should be intimated to the ESIC within 24 hours before such change is effect.
- f) Driver should be in possession of mobile phone and the number must be shared with ESIC.
- g) Driver should speak decent language, well behaved and should not have any past history of accidents. The antecedents should be duly verified by the police authorities.
- h) Besides the local language, the driver should have basic working knowledge of English.
- i) Car should be kept clean and odour free and suitable for official use.
- j) The driver shall be interviewed by appropriate authority of this office before finalizing the contract.

30. Save in exceptional circumstances, with the approval of ESIC or unless specifically requested by the ESIC, once the hiring of vehicles commences, the contractor shall not change the dedicated vehicles or the drivers.

31. The driver shall be duty bound to carry out the instructions of the ESIC or officers to whom the vehicles are assigned by the ESIC.

32. The hiring shall be initially for a period of 02 (Two) years from the date of commencement of the contract and would be extendable for another 01 (One) year at the discretion of the ESIC.

33. ESIC has the option to cancel the contract by giving notice of 30 days in writing without any compensation to the successful bidder and without assigning any reasons

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thereof. However, in case on non-adherence of the terms and conditions of the contract, ESIC will have the right to terminate the contract without giving any notice to the service provider. The contractor can also opt out of the contract prematurely by giving notice of 60 days in writing.

34. ESIC shall not be responsible for the theft of vehicles/parts or accessories while the vehicle is on or off duty. The safe custody of the vehicles and accessories shall be the sole responsibility of the contractor.

35. The agency shall not assign or sublet the work or any part of it to any other person or party

36. The contractor shall be required to sign the contract on non judicial stamp paper of appropriate value within five working days from the receipt of the letter for acceptance of the bid.

37. All the above conditions will be enforced, unless written order of the ESIC is obtained relaxing any specific condition.

Name, Signature & Seal of the Bidder/Authorized Signatory

CHAPTER-5: TECHNICAL BID**E-TENDER FOR PROVIDING STAFF CARS AT ESIC, REGIONAL OFFICE,
KARNATAKA**

Particulars of the Contractor/Agency		
1	Name of the Contractor/Agency	
2	Ownership Status (Proprietorship / Partnership / Pvt Ltd Company, etc)	
3.	Name of the Proprietor/ Managing Partner/ Managing Director	
4	Address	
	a. Office address / Address of Garage with contact No and email ID.	
	b. Residential address of Proprietor / Managing Partner / Managing Director with contact No and email ID.	
5	Details of Vehicles	
	Vehicle -1	
	a. Type: SUV	b. Colour
	d. Make: Innova/similar class.....	e. Month & year of Make/Model.....
	Vehicle -2	
	a. Type: Sedan	b. Colour
	d. Make: Swift Dzire/Etios.....	e. Month & year of Make/Model.....
6	Registration Details of Contractor	
	PAN Number	
	Labour/Trade License No	
	ESI Registration No if Applicable	
	EPF Registration No if Applicable	
	GST Registration No if Applicable	
7	Details of EMD	
	Amount (Rs)	Name of Bank & Branch
		DD No and Date

Note:

- 1. The Technical Bid form should be duly filled and uploaded online and also to be submitted in hard copy.**
- 2. Scanned copies of supporting documents to be uploaded separately as per Annexure B of the Tender document.**

Name, Signature & Seal of the Bidder/Authorized Signatory

CHAPTER-6 FINANCIAL BID**E-TENDER FOR PROVIDING STAFF CARS AT ESIC, REGIONAL OFFICE,
KARNATAKA****Vehicle-1**

Type of Vehicle (SUV) : Toyota Innova/Similar class		
SI No	Particulars	No of Kms offered per month
1	Fixed Monthly Charges Rs 36000/-Kms

Vehicle-2

Type of Vehicle (Sedan) : Toyota Etios/Swift Dzire/Ford Fiesta/similar class		
SI No	Particulars	No of Kms offered per month
1	Fixed Monthly Charges Rs 36000/-Kms

NOTE:

1. The fixed monthly charges are exclusive of GST
2. The Kms quoted by the firm should remain valid for entire period of the contract.
3. The fixed rates are inclusive of salary of the driver and any other maintenance expenditure in respect of the vehicle provided. No other extra charges will be paid by this office.
4. Toll fee/Parking Charges will be reimbursed on actual, to the agency on submission bill/payment receipts.
5. Primarily the Successful Bidder will be finalized on the basis of No. of Kms quoted per vehicle.

Name, Signature & Seal of the Bidder/Authorized Signatory

DECLARATION

1. I/we undertake that I/we have carefully studied all the terms and conditions and understood the proposed work of the Additional Commissioner & Regional Director, ESIC, Regional office, Karnataka and shall abide by them.
2. I/we undertake that I/we have understood scope of the work of this tender and shall conduct the work strictly as per these specifications of the work.
3. I/we hereby certify that none of my relative(s) are employed in the ESIC, Regional office, Karnataka.
4. I/we undertake that the information given in this tender are true and correct in all respect and I/we hold the responsibility for the same.

Signature of Bidder
(with stamp of the firm)

Date:
Place:

NOTE: The above declaration in hard copy, duly signed and sealed by the authorized signatory of the company, should be enclosed with offline Technical Bid.

Name, Signature & Seal of the Bidder/Authorized Signatory

LIST OF DOCUMENTS TO BE UPLOADED AND SUBMITTED IN HARDCOPY

Self attested copies of the following documents are required to be uploaded online and to be submitted in hard copy to this office.

SI No.	Description of the documents	Yes/No
1.	Registration Certificate of the firm/company with ROF/ROC (or) Registration Certificate under the Karnataka Shops & Commercial Establishment Act, 1961	
2.	Labour/Trade Certificate issued by appropriate authority	
3.	Vehicle Registration Certificate (RC Book) of each vehicle issued by the Transport Department, Govt. of Karnataka	
4.	Office address proof (Bengaluru office)	
5.	State permit certificate of the vehicles	
6.	Insurance policy of the vehicles to be offered	
7.	Fitness certificate of the vehicles to be offered	
8.	Emission control certificate of the vehicles to be offered	
9.	Driving License of the drivers to be deployed	
10.	GST Registration Certificate (if applicable)	
11.	PAN Card of the firm /Proprietor	
12.	ESI Registration Certificate (if applicable)	
13.	EPF Registration Certificate (if applicable)	
14.	Scanned copy of Demand Draft of EMD (to be uploaded online) Original DD to be submitted to this office.	
15.	Declaration duly signed and sealed by the bidder (Annexure-A)	

Name, Signature & Seal of the Bidder/Authorized Signatory