

 चिंता से मुक्ति	दोत्रीय कार्यालय / REGIONAL OFFICE कर्मचारी राज्य बीमा निगम EMPLOYEES' STATE INSURANCE CORPORATION श्रम एवं रोजगार मंत्रालय, भारत सरकार MINISTRY OF LABOUR & EMPLOYMENT, GOVT. OF INDIA पंचदीप भवन, विंग नं० 4, शिवपुरी प्रेमनगर, देहरादून, उत्तराखण्ड PANCHDEEP BHAWAN, WING NO. 4, SHIVPURI, PREMNAGAR, DEHRADUN, UTTARAKHAND PIN Code : 248007	दूरवाच / phone 0135 - 2774762 / 88
		Fax 0135.2771542
		फैक्स 0135-2771542

No. 61-D/35/19/Staff Car/2013

Date : 10.03.2016

NOTICE INVITING TENDERS FOR STAFF CARS

The Regional Director, Regional Office E.S.I. Corporation, Panchdeep Bhawan, Wing No-4 Shivpuri Prem Nagar, Dehradun invites sealed tenders from registered Cab Operators/Transport Agencies/Firms for hiring **Two Air Conditioner car Maruti Suzuki-Ertiga/Mahindra-Tavera/ Mahindra-Scrapio/Mahindra-Xylo/Toyota-Innova/Mahindra-XUV-500/Hundai-Creta**, 01 for Regional Office and other for State Medical Commissioner, for a period of 03 years on a monthly chargeable basis.

This NIT General Instructions to Bidders (Annexure -A), Technical Bid(Annexure -B), Financial Bid (Annexure -C) can be obtained personally from General Branch, Regional Office, ESIC, Prem Nagar, Dehradun, or these can be downloaded from our website www.esicuttrakhand.in.

Tenderer will submit the following 03 sealed envelopes.

Envelope-1:- It will contain **Technical Bid** duly filled by the Tenderer alongwith Demand Draft of Rs. 30,000/- (Rs. Thirty Thousand only) drawn in favour of **"ESIC Fund A/C No. 1"** of any nationalized bank payable at Dehradun. The envelope should be sealed and super scribed "Technical Bid"

Envelope-2:- This envelope shall contain **Financial Bid**. The envelope should be sealed and super scribed "Financial Bid"

Envelope-3:- Both envelope 1 and 2 shall be put in this 3rd envelope. It should be properly sealed and super scribed **"Technical & Financial Bid for Staff Cars in ESIC Dehradun."**

The **last date** for submission of Tenders is **03.00 PM on 01.04.2016**. For depositing of tenders a Tender Box shall be placed in Regional Office E.S.I. Corporation, Panchdeep Bhawan, Wing No-4 Shivpuri Prem Nagar, Dehradun.

Technical Bid will be opened at **3.30 PM on 01.04.2016** and Financial Bid will be opened thereafter at **4.30 PM** on the same day at ESIC Regional Office Dehradun. All bidders or their representatives are invited on the said date and time at Regional Office.

The Tenderers shall have to deposit EMD amount Rs. 30,000/- in the form of a demand Draft favoring "ESIC Fund A/C No. 1" alongwith the tender failing which the tender will summarily be rejected.

The bidders must carefully go through the instruction to be Bidders. Tenders not satisfying the conditions mentioned therein will be rejected forthwith.

Open Tenders or Tenders received though Email/Fax will summarily be rejected.

(Amarjit Singh)
Regional Director



चिंता से मुक्ति

क्षेत्रीय कार्यालय / REGIONAL OFFICE
कर्मचारी राज्य बीमा निगम
EMPLOYEES' STATE INSURANCE CORPORATION
श्रम एवं रोजगार मंत्रालय, भारत सरकार
MINISTRY OF LABOUR & EMPLOYMENT, GOVT. OF INDIA
पंचदीप भवन, विंग नं० 4, शिवपुरी प्रेमनगर, देहरादून, उत्तराखण्ड
PANCHDEEP BHAWAN, WING NO. 4, SHIVPURI,
PREMNAGAR, DEHRADUN, UTTARAKHAND
PIN Code : 248007

दूरभाष / phone

0135 - 2774702 / 63

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No. 61-D/35/19/Staff Car/2013

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स्टाफ कार हेतु निविदा आमंत्रण सूचना

क्षेत्रीय निदेशक, क्षेत्रीय कार्यालय, कर्मचारी राज्य बीमा निगम, पंचदीप भवन, विंग नम्बर-4, शिवपुरी, प्रेमनगर, देहरादून-248007 द्वारा क्षेत्रीय निदेशक तथा राज्य चिकित्सा आयुक्त हेतु 03 वर्ष के लिए 02 एयर कंडीशनर कार मारुति-आर्टिका **Maruti Suzuki-Ertiga** / महिन्दा - टवेरा **Mahindra-Tavera** / महिन्दा -स्कार्पियो **Mahindra-Scrapio** / महिन्दा -जायिलो **Mahindra-Xylo** / टयोटा-इनोवा **Toyota-Innova** / महिन्दा एक्सयूवी:500 **Mahindra-XUV-500** / हुण्डई-क्रेटा **Hundai-Creta** कारों मासिक किराए पर लेने हेतु पंजीकृत कैंब संचालकों/परिवहन एजेंसी/व्यवसाय-प्रतिष्ठानों से सीलबंद निविदाएं आमंत्रित की जाती हैं।

बोलीदाताओं के लिए सामान्य अनुदेश (परिशिष्ट-क), तकनीकी बोली (Technical Bid) (परिशिष्ट-ख), तथा वित्तीय बोली(Financial Bid) (परिशिष्ट-ग), व्यक्तिगत रूप से सामान्य शाखा, क्षेत्रीय कार्यालय, कर्मचारी राज्य बीमा निगम, पंचदीप भवन, विंग नम्बर-4, शिवपुरी, प्रेमनगर, देहरादून-248007 से प्राप्त की जा सकती है अथवा हमारी क्षेत्रीय वेबसाइट www.esicuttarakhand.in से डाउनलोड की जा सकती है।

निविदाकारों को निम्नलिखित सीलबंद लिफाफे जमा करने होंगे।

लिफाफा नं० 1- इस लिफाफे में निवादाकार द्वारा ई०एस०आई० फंड खाता संख्या 1 (ESI Fund Account no.1) पक्ष में देहरादून में देय किसी भी राष्ट्रीयकृत बैंक द्वारा जारी रूपये 30,000/- (रुपये तीस हजार) के डिमांड ड्राफ्ट सहित तकनीकी बोली (Technical Bid) विधिवत रूप से भरी जाए। लिफाफा सीलबंद हो और उस पर 'तकनीकी बोली(Technical Bid)' लिखा जाए।

लिफाफा नं० 2- इस लिफाफे में वित्तीय बोली(Financial Bid) रखी जाए। लिफाफा सीलबंद हो तथा उस पर 'वित्तीय बोली(Financial Bid)' लिखा जाए।

लिफाफा नं० 3- उपरोक्त दोनों लिफाफे इस तीसरे लिफाफे में रखे जाएं और उस पर 'क०रा०बी० निगम, देहरादून में स्टाफ कार हेतु तकनीकी एवं वित्तीय बोली' लिखा जाए। यह लिफाफा सीलबंद होने चाहिए।

निविदा जमा करने की अन्तिम तिथि दिनांक 01.04.2016 (अपराह्न 03:00 बजे) है। निविदा व्यक्तिगत रूप से जमा कराने हेतु क्षेत्रीय कार्यालय, कर्मचारी राज्य बीमा निगम, पंचदीप भवन, विंग नम्बर-4, शिवपुरी, प्रेमनगर, देहरादून-248007 में निविदा बक्सा रखा गया है।

तकनीकी बोली (Technical Bid) दिनांक 01.04.2016 को अपराह्न 03:30 बजे तथा वित्तीय बोली (Financial Bid) दिनांक 01.04.2016 को अपराह्न 04:30 बजे क्षेत्रीय कार्यालय, कर्मचारी राज्य बीमा निगम, देहरादून, में खोली जाएगी। उल्लेखित दिनांक एवं समय पर सभी बोलीदाता या उनके प्रतिनिधि सादर आमंत्रित हैं।

बोलीदाताओं से रूपये 30,000/- (रुपये तीस हजार) का बयाना जो कि ई०एस०आई० फंड खाता संख्या 1 (ESI Fund Account no.1) पक्ष में देहरादून में देय डिमांड ड्राफ्ट के रूप में हो की अप्राप्ति पर निविदा तत्काल निरस्त कर दी जाएगी।

बोलीदाताओं, बोलीदाताओं के लिए दिए गए अनुदेशों को ध्यानपूर्वक देखें। दी गई शर्तों के अनुसार निविदाओं के संतोषजनक न पाई जाने पर निविदाओं को तत्काल निरस्त कर दिया जाएगा।

खुली निविदाएं/ई-मेल से प्राप्त निविदाएं/फैक्स से प्राप्त निविदाएं मान्य नहीं मानी जाएंगी।

(अमरजीत सिंह)
क्षेत्रीय निदेशक

General Instruction

1. The contract shall normally be for three years.
2. All the pages of the tender document should be signed by the tenderer at the left bottom of each page along with seal of the agency.
3. The Tenderer firm shall deposit Rs, 30,000/- (Rs Thirty Thousand only) as EMD for 02 cars tendered by this office. This will be refunded to the unsuccessful bidders. The Demand Draft should be in favour of **"ESIC Fund Account No-1"** payable at **Dehradun**.
4. The successful tender shall also have to deposit performance guarantee money amounting to Rs 1,00,000/- (Rs. One Lakh only) with this office to ensure satisfactory services by the tenderer. However the EMD will be refunded to him.
5. The tenderer firm should be based at Dehradun. It will however be desirable that the firm has network/Branch offices in major cities of Uttarakhand.
6. The tenderer party should have minimum 05 duly registered vehicles having valid permits and they should be registered in the name of the Tenderer/Firm.
7. The tenderer/firm should have their proper office in Dehradun having all the facilities required for running an office such as telephone number, internet facilities, Fax Mobile & valid email ID etc.
8. The tenderer must furnish their (I) Valid Service tax No (II) PAN number
9. Copies of Taxi permit, Authorization certificate as issued by RTO in respect of vehicles, RCs., comprehensive insurance, pollution check should also be furnished in respect of all vehicles and listed in the Technical Bid form.
10. Originals in respect of all the documents mentioned above may be called to this office for checking and verification.
11. Quotation in Financial Bid can be made for any or all vehicle mentioned therein.
12. The driver to be provided by the firm shall be a qualified driver. He should have a valid Commercial Driving Licence & Hill Driving License. He should have a Medical Fitness Certificate especially with respect to eye sight and problems related to eyes. The driver should also have sufficient driving experience. The duty hours will normally be 10 hours per day from 8.30 AM to 6.30 PM. However if so required, the duty hours can be extended beyond 10 hours per day.
13. Vehicle will be provided for 26 days in a month with assumed mileage of 4500 KMs per quarter per vehicle. Rates may be quoted accordingly.
14. Payment shall be made on a monthly basis for the usage up to 1500 KMs every month. However adjustment of mileage up to 4500 KMs per quarter shall be done at the end of the quarter.
15. Mileage will be reckoned from ESIC, Regional Office, Premnagar, Dehradun, and back to office premises only.
16. The colour of the vehicle offered should be white only.
17. The condition of vehicle /staff car will be reviewed after it has run 75000 KMs . Thereafter, if the vehicle is found not to be in proper running condition, the tenderer shall have to replace it.
18. The driver should have mobile phone with him and he should be available on phone round the clock. The driver shall keep all the required document of the vehicle with him all the time. In case of any Challan for any violations, only the firm/driver shall be solely responsible for the same.
19. The vehicle hired shall be used for travelling throughout Uttarakhand. It can also be used for travelling to neighboring State & ESIC Hqrs at New Delhi.
20. The firm shall have to bear all the expenses relation to Parking, Toll Tax etc., these will be reimbursed to the firm subsequently along with the main bill.

21. This office shall not be liable for any damage to the vehicle during the course of use.
22. The firm shall have to bear all the expenses relation to food etc. of the driver. For stay/overnight stay outside Dehradun expenses will be also borne by firm.
23. In case of break-down or non-supply of vehicle, the actual loss whatever incurred by this Office will be recovered from the supplier.
24. In case of any break-down of the vehicle, the firm shall immediately provide another vehicle as replacement; otherwise this office may hire a vehicle from open market and recover/adjust the expenses from the payments to be made to the tenderer alongwith a penalty of Rs. 1000/- per day of default.
25. Regional Director, ESIC shall be have the right to terminate the agreement in case the services are not found to be satisfactory with a notice of 01 month.
26. All disputes will be subject to the jurisdiction of Dehradun Court only.
27. The agreement maybe extended by another one year with mutual agreement.
28. In case of breach of any terms and conditions attached to the contract, the performance security deposit of the travel agency will be forfeited to ESIC besides annulment of the contract.
29. Log Books shall be maintained for the vehicles hired. These will be signed by the user/officer authorized by this office. Log Books shall remain in custody of this office.
30. Penalty as the case arise may be levied from the contract as mentioned below for non-compliance of the conditions as stated therein.

Sl. No.	Type of Default	Penalty amount
1.	Late Reporting	25% of proportionate contract charges per day.
2.	Non-Reporting	100% of proportionate contract charges per day + Actual charges for hiring other vehicle
3.	Poor Maintenance of Vehicles	Rs 500/- per month.
4.	Refusal of duties	50% of proportionate contract charges per day + actual Charges for other vehicle.
5.	Non-observation of dress codes/ proper etiquette	Rs 100/- for first instance and Rs 200/- for subsequent instances.
6.	Change of drivers without justification	Rs 200/- per instance.
7.	Vehicle kept unclean	25% of proportionate contract charges per day.
8.	Stoppage of vehicle due to insufficiency of fuel	Rs 200/- per instance.
9.	Break-down of vehicle more than once a month	Rs 200/- per instance.

Technical Bid

<u>Sr. No.</u>	<u>Particulars</u>	<u>Details</u>
01.	Name of Tenderer/ Owner/ Firm	
02.	Constitution (Proprietor/Partnership/Company etc.)	
03.	Name of Owner/Partners/Directors	
04.	Full particulars of office (a) Address (b)Telephone No. (c) Fax No. (d) E-mail address	
05.	Full particulars of the bankers of the firm Name of the Bank Account type. Account No.	
06.	Service Tax No. (Copy to be attached)	
07.	PAN/GIR No. (Copy to be attached)	
08.	Details of Earnest Money Deposit (a) Amount (b) DD No and Date (c)Drawn on bank (d) Valid Upto	
09.	Details of experience (copies to be enclosed)	

Place:

Signature of authorized person

Date:

Full Name/Designation:

Owner's/Firm's/Company's Seal

Financial Bid**I. Details of vehicle to be deployed as staff car****A. For monthly hiring in r/o air conditioner model only.**

<i>Manufacturing Company</i>	<i>Model</i>	<i>Year of manufacture</i>	<i>Charges for Staff Car for first 1500KM/ Month with driver (In Rs.)</i>	<i>Charges per Km after completion of 4500 Km in a quarter(In Rs).</i>

B. For Daily Hiring (rates to be quoted separately in r/o AC's and Non AC's vehicles).

<i>Manufacturing Company</i>	<i>Model</i>	<i>Year of manufacture</i>	<i>Charge per day (In Rs.)</i>

Note-The make/year of manufacture should not be older than 2015, for "A" above

Place:

Signature of authorized person

Date:

Full Name/Designation:

Owner's/Firm's/Company's Seal