



क्षेत्रीय कार्यालय
कर्मचारी राज्य बीमा निगम
श्रम एवं रोजगार मंत्रालय
पंचदीप भवन सर्वोदय नगर
कानपुर-208005
(भारत सरकार)

EMPLOYEES' STATE INSURANCE CORPORATION
MINISTRY OF LABOUR & EMPLOYMENT
(GOVT. OF INDIA)
Regional Office, Kanpur
Panchdeep Bhawan
Sarvodaya Nagar,
Kanpur(208005)

BID DOCUMENT

TENDER DOCUMENT

FOR HIRING OF VEHICLE.

	<p style="text-align: center;">कर्मचारी राज्य बीमा निगम (श्रम एवं रोजगार मंत्रालय) EMPLOYEES' STATE INSURANCE CORPORATION (MINISTRY OF LABOUR & EMPLOYMENT)</p> <p style="text-align: center;">क्षेत्रीय कार्यालय, पंचदीप भवन, सर्वोदयनगर, कानपुर-208005 (ISO 9001-2008 CERTIFIED/आई.एस.ओ.9001-2008 प्रमाणित) REGIONAL OFFICE : PANCHDEEP BHAVAN : Sarvodaya Nagar : Kanpur- 208005 U.P Tel.-0512-2219171-72-73, Fax.-0512-2224061, Email- rd-up@esic.nic.in</p>	
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NOTICE INVITING E-TENDER

Additional Commissioner Cum Regional Director, RO, Kanpur, invites e-tender under two bid system from the interested and eligible tenderers for providing staff car with driver on monthly basis in Regional Office, Kanpur for the period of 02 (Two) years, which can be extended for a further period of one year if the services are found satisfactory.

Nature of work	Estimated annual cost	Earnest money deposit (EMD)	Security Deposit (SD)	Last Date of receiving of sealed tender bids	Date of tender opening (Technical)
Hiring of Staff Car for RO, Kanpur	Rs. 8,64,000	Rs. 17,280	Rs. 43,200	28/01/2019 upto 01:00 pm	28/01/2019

The interested tenderers should submit EMD along with required document detailed at point no.3 of instructions to tenderers of this tender document in the tender box kept at the Room no. 108 of ESIC, RO, Kanpur. Non-submission of EMD will lead to rejection of the tender application. Bidders have to deposit the Earnest Money Deposit (EMD) of Rs. 17,280 (Seventeen thousand two hundred eighty only) in the form of Demand Draft drawn in favor of "ESI Fund A/c o. I" payable at Kanpur.

The complete details are available on <https://esic.uttarpradesh.org> <https://esictenders.eproc.in>.

Tender document can also be downloaded from "Tenders' link of the ESIC Headquarters website www.esic.nic.in .

The interested parties/bidder should upload technical and financial bids along with scanned copies of all relevant certificate, documents etc., duly signed on the e-tender portal i.e., <https://esictenders.eproc.in>.

Any Corrigendum to this tender will be notified through the aforesaid websites only , Selection of the successful bidder will be at the sole discretion of the Additional Commissioner Cum Regional Director RO, Kanpur, who reserves the right to accept or reject any or all the proposals without assigning any reasons.

Additional Commissioner cum Regional Director

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**](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://esictenders.eproc.in)

[**https://www.tpsl-india.in**](https://www.tpsl-india.in)

[**https://www4.ipg-online.com**](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 favor of M/s. C1 India Pvt. Ltd., payable at New Delhi via Online Payment Modes such as Debit Card, Credit Card or Net Banking for participating in the Tender.

Bidders can contact our Helpdesk at

[**https://esictenders.eproc.in/html/Support.asp**](https://esictenders.eproc.in/html/Support.asp)

Bidders can contact our Helpdesk at

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E-Tender Schedule

Date & Time of Issue/Publishing of Bid Document : 03.01.2019

Last Date& time for receipt of Tender -28.01.2019 upto 1:00 pm

Date &Time for opening of Technical Bids : 28.01.2019 at 03:00 pm

Date & Time for opening of financial Bids will be intimated by the department later on.

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. General Conditions of Contract**
- V. Brief description of firm (Annexure-A)**
- VI. Quotation for Staff Car (Annexure-B)**
- VII. Declaration (Annexure-C)**
- VIII. Check List (Annexure -D)**

ELIGIBILITY CRITERIA

1. The tenderer should have 1. Valid CGST & SGST No. 2. PAN Number.
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 UP Region.
4. The vehicle should have comprehensive insurance cover against all type of accident/damage including driver.
5. The year of manufacture of the vehicle should not be prior to the year 2016.

II. INSTRUCTIONS TO TENDERERS

1. The Bid should be accompanied with separate Demand Drafts towards cost of Earnest Money Deposit (EMD) of Rs. 17,280 (Seventeen thousand two hundred eighty only) for a car issued by any nationalized bank. 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.
2. 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 Additional Commissioner Cum Regional Director, ESIC, Regional Office, Kanpur, and the decision of the Additional Commissioner Cum Regional Director regarding suitability will be final and binding.
3. The following 03 sealed envelopes are needed to be submitted.

A. Envelope-1 :- It will contain technical bid duly filled by the tenderer along with Demand Draft of Rs. 17,280 (Seventeen thousand two hundred eighty only) drawn in favor of ESI Fund A/c No. 1 of any nationalized bank payable at Kanpur and duly signed copies of General conditions of Contract, Annexure-‘A’, ‘C’ and ‘D’. The envelope should be sealed and super scribed as “Technical Bid”.

B. Envelope-2:- This envelope shall contain Financial Bid i.e., Annexure- ‘B’. The envelope should be sealed and super scribed as “Financial Bid”.

C. Envelope-3:- Both envelope 1 and 2 shall be put in this 3rd envelope. It should be properly sealed and super scribed as “Technical & Financial Bid for Hiring of Vehicle”.

The last date for submission of tender is 01:00 PM on 28.01.2019, for depositing of tenders in Tender Box, which is kept at Room No. 108 of ESI Corporation, Regional Office, PanchdeepBhawan ,Sarvodaya Nagar, Kanpur.

4. Each and every page of the tender documents along with enclosed documents should be signed by the Proprietor/Director/Partner along with seal/stamp of the firm.

5. The Competent Authority of this office reserves absolute rights to cancel / reject any or all tenders without assigning any reason.

6. The Additional Commissioner Cum Regional Director, ESIC, Regional Office, Kanpur reserves absolute rights to strengthen/relax, add/remove any terms and conditions without assigning any reason.

7. The interested bidder has to also submit tender online at <https://esictenders.eproc.in>

III. SCOPE OF WORK

The Contractor shall provide two staff car (Air Conditioned) with commercial permit & with driver on monthly rental basis to this office. 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 it's rights to monitor, make surprise checks & 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 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 2016 (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	Sedan Type

IV. GENERAL CONDITIONS OF CONTRACT

1. The contract shall normally be for two years and one year will be extended on mutual understanding.
2. All the pages of tender document should be signed by the tenderer at the right bottom of each page along with seal of the company.
3. Staff car service should be provided as prescribed in scope of work of this tender.
4. 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.
5. The vehicle to be provided as staff car should conform to the Govt. policy followed in NCR (i.e. CNG or other fuel as per Govt. policy.)
6. The successful tender shall also have to deposit performance guarantee money amounting to Rs. 43,200 (Forty Three Thousand Two Hundred only) with this office to ensure satisfactory services by the tenderer. However the EMD will be refunded to him.
7. The tenderer party should have minimum 04 duly registered vehicles having valid permits and they should be registered in the name of the Tenderer/Firm.
8. The tenderer/firm should have their proper office in Kanpur, having all the facilities required for running an office such as telephone number, internet facilities, Fax Mobile & valid email Id etc.
9. The driver to be provided by the firm shall be a qualified driver. He should have a valid commercial 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 be from 9:00 AM to 5:30 PM. However, if required the agency shall also provide the requisite services beyond this duty hours & on Saturdays and Sundays also.
10. Vehicle will be provided for 26 days in a month with assumed mileage of 5400 KMs per quarter vehicle. Rates may be quoted accordingly.
11. Payment shall be made on a monthly basis for the usage up to 1800 KMs every month. However adjustment of mileage up to 5400 KMs per quarter shall be done at the end of the quarter.
12. Mileage will be reckoned from ESIC, Regional Office, Kanpur, and back to office premises only.
13. 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.
14. 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.

15. 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.

16. This office shall be not liable for any damage to the vehicle during the course of use.

17. The firm shall have to bear all the expenses pertaining to the driver including his wages.

18. In case of break-down or non-supply of vehicle, the actual loss whatever incurred by this office will be recovered from the supplier.

19. 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 along with a penalty of Rs. 1000/- per day default.

20. The agreement may be extended by another one year with mutual consent.

21. 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.

22. 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.

23. Penalty as the case arises may be levied from the contract as mentioned below for non compliance of the conditions as stated therein.

Sl. No	Type of Default	Payment 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 contact 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 insufficient of fuel	Rs. 200/- per instance.
9.	Break-down of vehicle more than once a month	Rs. 200/- per instance.

Technical Bid

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	
	(a)Address	
	(b) Telephone No.	
	© Fax No.	
	(d)E-mail address	
5.	Full particulars of the bankers of the firm	
	(a)Name of the Bank	
	(b)Account type.	
	©Account No.	
6.	PAN No. (Attested Copy to be attached)	
7.	CGST/SGST No. (Attested Copy to be attached)	
8.	Details of Earnest Money Deposit	
	(a)Amount	
	(b)DD/BC No and Date	
	(c) Drawn on bank	
	(d)Valid Up to	
9.	Details of 04 (Four) registered vehicles (Attested Copies of RC's to be attached)	

Signature of tenderer with seal.

(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. No	Details	Quoted Charges
1.	Monthly charges for Staff car for first 1800 Km/Month with driver	Rs. _____ (Rupees _____ only.)
2.	Charges per km after completion of 5400 KMs in a quarter	Rs. _____ (Rupees _____ only.)
3.	Charges per hour for extra hours after duty hours (09:00 AM to 5:30 PM)	Rs. _____ (Rupees _____ only.)
4.	Charges for Night Stay & commencing time of night stay (10:00 pm to 06:00 am)	

Note: - The above charges should be quoted keeping in view that the vehicle may be required to be run on 26 days per month.

3. For Daily Hiring (Rates to be quoted separately in r/o AC's and non AC's vehicle).

Manufacturing Company	Model	Year of Manufacture	Charge per day (In Rs.)

Signature of tenderer with seal.

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. 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.

4. It is certified that the firm has not been blacklisted by any Govt., PSU
Or Autonomous / Statutory body.

5. It is certified 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 other Govt., PSU or Autonomous / Statutory body in NCR area.

Signature of authorized person.

Date:
Place:

Full Name:
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.

Checklist of Documents to be submitted**“THE BID DOCUMENTS HAVE TO BE SUBMITTED IN THE FOLLOWING SEQUENCE”**

Sl. No.	Document	Submitted(Yes/No)
1.	EMD Rs. 17,280 (Seventeen thousand two hundred eighty only)/- in the form of DD of any nationalized bank in favour of “ESI Fund A/c No. 1” payable at Kanpur	
2.	Attested Copy of PAN Card	
3.	Attested Copy of RC’s	
4.	Attested Copy of CGST & SGST Registration Certificate	
5.	'Annexure A'(Brief description of firm)	
6.	'Annexure B'(Quotation for Staff Car)	
7.	'Annexure C'(Declaration)	
8.	General conditions of Contract	
9.		

Signature of tenderer with seal.

