



EMPLOYEES' STATE INSURANCE CORPORATION

(Ministry of Labour & Employment, Govt. of India)

"Panchdeep Bhawan" ,Jawahar Lal Nehru Marg , Patna -800001

(ISO-9001-2008 Certified Office)

E-mail : rd-bihar@esic.in Website: www.esicbihar.in & www.esic.nic.in

No.42-D-27/22/Car Hiring/2011/2013/General/part-III

Date: 25/05/2018

Notice inviting E-Tender for Hiring of Vehicles

The Regional Director, ESIC, RO, Patna invites online bids under two bid system from the interested and eligible Individuals/Agencies/ Entrepreneurs for providing two staff car with driver on monthly basis for the period of one year from the date of award of contract. And which can be extended for a further period of two years on mutual consent at the same terms & conditions, if the services are found satisfactory.

Tender Schedule-

Date of Floating of e-Tender: -	25.05.2018 (11.00AM)
Last Date and time of submission of online Bid:	14.06.2018 (2.30 PM)
Last Date and Time of submission of Bid (Hard Copy): -	14.06.2018 (3.30 PM)
Date and Time of opening of Bid: -	14.06.2018 (4.00 PM)

Nature of Work & particulars of services required	Year Of Manufacture	Earnest Money Deposit (EMD)
Hiring of two staff cars with driver; (i) One vehicle should be Innova/Safari/Scorpio or similar type i.e. SUV and (ii) One vehicle should be Honda Amaze/Indigo ECS/Dezire or similar type i.e. Car.	2017 or latest	Rs.8500/-

The interested tenderers should upload duly filled 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 <https://esictenders.eproc.in>. The online bid should be uploaded on the aforesaid site and bid with EMD must be submitted latest by 14/06/2018, upto 3:30 pm in the Tender Box kept in the office of Regional Director, ESIC RO, Patna. Bidders have to deposit the Earnest Money Deposit (EMD) of Rs.8500- (Rupees Eight Thousand Five Hundred Only) in the form of Demand Draft drawn in favour of "ESIC Fund A/c No.2" payable at Patna. Application received without Earnest Money Deposit (EMD) will be rejected. The technical bids will be opened online on 14/06/2018 at 4.00 pm.

Tender documents is also available for viewing on the "tenders" link of the website of Employee's State Insurance Corporation i.e. <https://esictenders.eproc.in>, www.esic.nic.in and www.esicbihar.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, ESIC, RO, Patna who reserves the right to accept or reject any or all the proposals without assigning any reasons thereof.

Regional Director, ESIC, RO, Patna

Important Instructions for Bidders regarding online Payment

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

Bidder 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 TLS1.1 and Use TLS1.2" 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 Net Banking for participating in the Tender.

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

A. Scope of Work: - Hiring of two staff car.

- (i) Vehicle should be Innova/Safari/Scorpio or similar type i.e. SUV.
- (ii) Vehicle should be Honda Amaze/Indigo ECS/ Dezire or similar type i.e. Car.

Note: - The hiring will be on the monthly basis.

B. Tenure of Work: - The contract will initially be valid for the period of one year, which is extendable for the further period of two years on year-to-year basis on mutual consent and same terms & conditions subject to satisfactory work performance.

C. EMD: - the cost of EMD is Rs.8500/- (rupees eight thousand five hundred only), which is payable in the form of DD / banker's cheque in favour of "ESIC Fund A/c No.2" payable at Patna.

D. Security Deposit: - The security deposit will be equal to 5 % of the Quoted sum value. The successful bidder will have the option either to adjust EMD value besides payment of difference value or payment in installment of 10% from each monthly bill for first ten month. The security deposit will be refunded in case of satisfactory performance of works after sixty days from expiry contract period. In case of non-performance or non-satisfactory performance or performance with deviation from the terms & conditions, the Regional Director reserves the right to forfeit all or part of security-deposit.

E. Tender Schedule-

1	Date of Floating of e-Tender: -	25.05.2018 (11.00AM)
2	Last Date and time of submission of online Bid: -	14.06.2018 (2.30PM)
3	Last Date and Time of submission of Bid (Hard Copy): -	14.06.2018 (3.30 PM)
4	Date and Time of opening of Bid: -	14.06.2018.00 PM)

F. ELIGIBILITY CRITERIA: -

1. The bidder should have Registered Office/Branch Office in Patna having all the facility required for running an office such as Landline Telephone No, Mobile No, Valid e-mail.id etc.
2. The bidder should have the experience of the running a fleet of vehicles on hiring basis for at least three years. Relevant work-orders / certificates fulfilling the conditions shall be attached
3. The vehicle proposed to be provided must have commercial permit for operation in Bihar. List of vehicles with attested photocopies of their RC/Fitness be attached.
4. The bidder shall not be blacklisted by any govt. agencies /PSUs/ Autonomous bodies. For such purpose an undertaking in this regard must be given as in Annexure-C.
5. Vehicle proposed to be provided should be of latest model, not prior to 2017 and shall meet the pollution norms.

G. General / Special Terms & Conditions: -

1. The contractor shall not employ any driver without driving license & below the age of 18 years.
2. TDS as per rules shall be deducted from the bill wherever applicable
3. The contractor shall furnish complete bio-data with mobile no of the driver. Frequent change of driver without any justification shall not be allowed. The driver shall keep documents such as RC / Driving License, Pollution check certificate etc. of the vehicle with him all the time. In case of any penalty / challan for any violation of rules, only the service provider/driver shall be solely responsible for the same. Copies of pollution certificate, insurance and Road Tax shall be submitted to the office periodically.

4. The vehicle Registration Book, Insurance Copy, Emission Certificate, Road Tax payment certificate, Commercial vehicle permit and Driver's license shall always be available with driver in the vehicle.
5. 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 for 24x7x365 days use by office.
6. The contractor shall provide names, addresses, mobile numbers of the drivers along with their driving license number & copies within one week of the award of contract. Driver (s) must be in proper uniform (Dress) and well-mannered while on duty. Driver must have good health and in support medical report may submit along with details of Driver Documents. Any misbehavior of Driver with the ESIC official / guests may attract penal provisions & such misbehaving driver (s) shall immediately be withdrawn from the duty by the contractor.
7. **Saturday and Sunday are closed holiday and normally vehicle may not be used on these days. However, if required, services on Saturday, Sunday, Public Holidays shall be provided without any extra-cost.**
8. Normal office hours are 9.00AM to 6.00 PM, but in case of any stay beyond the office hour normally night stay (during tour out of Patna) extra Rs.250/- only (Two Fifty only) per day will be paid by ESIC as daily night allowance.
9. The Regional Director, ESIC Regional office Patna reserves the right to monitor, make surprise check and verifications on all aspects of the work and the service provider shall cooperate with the officials so authorized by him and furnish to them all record and materials for inspection without demur.
10. Log book shall be maintained and usage details therein shall be certified by an authorized officer/official/touring officers on daily basis & their copies required to be attached alongwith the monthly bills.
11. The contractor should arrange for proper cleanliness and hygiene of the vehicle including inter alia the provisioning of firefighting equipment, car perfume, tissue paper, hand towels etc.
12. The Regional Director reserves the right to require the Agency to replace the driver without assigning any reason for the same and agency shall do so promptly when required to do so.
13. The Regional Director reserves absolute rights to cancel/reject any or all tenders without assigning any reason thereof and also has absolute rights to strengthen add/remove any terms and conditions without assigning any reason.
14. Physical checking and test drive of the staff car to be deployed will be done before entering into contract.
15. The vehicle hired shall normally be used for travelling throughout Bihar. However, it can also, be used for travelling to neighborhood state as per requirement. The contractor should possess interstate permit for travelling to neighborhood state as per requirement.
16. Notwithstanding the award of contract under this tender, the Regional Director has the right to hire vehicles from any other agency also during the tenure of contract.
17. The vehicle provided by the service provider should always be in top class condition. In case of any break-down of the vehicle, the service provider shall immediately provide another vehicle as replacement within one hour, failing which this office may hire a vehicle from other source and recover the expenses from the service provider along with penalty of Rs.1000/-per day.

18. The agency shall not sublet or subcontract this service to any other party in in any circumstances, after Agreement of contract. If it comes into the notice of the Regional director, the contract will be terminated and Performance Guarantee money will be forfeited. Operation and Function of vehicles and drivers shall be governed by Motor Vehicles Act/Rules.
19. In case of successful tenderer does not come forward to accept and sign to contract of Vehicles within 15 days of the offer of the award of tender will be terminated along with forfeiture of EMD and the Regional Director may award the contract to the next lowest-bidder, if their bid otherwise found reasonable.
20. The contract of services will be discontinued by either side on one month's prior notice.
21. 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.
22. The successful bidder shall be required to sign an agreement on a non-judicial stamp paper worth Rs.1000/- to be purchased by the bidder.
23. Driver of the Tenderer will have to strictly follow discipline as per rule of Regional Office, E.S.I.C., RO, Patna and to maintain integrity all the times. The driver will have to wear clean & ironed white, khaki or blue uniform / safari & cap and he must hold ESIC e-pehchan card. There should not be any criminal case lodged against him & must be free from any criminal charges.
24. Rates quoted by bidder shall be inclusive of cost of man power, taxes and other levies, duties, repair and maintenance charges, insurance and other statutory liabilities related to labour laws.
25. The contractor shall provide 1200 KMs run as part of monthly hiring charges without any extra cost under the quoted amount usage. If the vehicle runs more than 1200 km of monthly limit in a month, Rs.16/- per km only for the distance after 1200 km will be paid for that month.
26. The Service provider / Bidder shall have to bear all the expenses relating to food etc. of the driver.
27. The service provider should ensure that the driver is well aware about the route map of important places of Patna and its peripheral area and also familiar with navigation **system**/apps like Goggle Maps etc.
28. Toll Taxes/ Parking charges, at the first instance will be paid by the contractor and will be reimbursed with monthly bill by the ESIC.
29. The ESIC Regional Office, Patna shall not liable for any damage to vehicle during the course of use or any loss on account of any other person to vehicle or driver or in case of theft during the period of contract.
30. Trip Sheet and Log Book shall be maintained and usage details therein shall be certified by an authorized Officer or Touring Officer on daily basis.
31. The Regional Director, ESIC, RO, Pantana will not be responsible for any debt, loans for the vehicle supplied and the contractor should ensure to keep update paid taxes, permits to ply on routes require by the corporation.
32. The vehicle owner shall be solely responsible for compensation for loss/damage of property or life because of negligence of driver or poor maintenance of vehicle or due to an accident. Claims arising out of any accident /clash shall be met by the vehicle provider (Contractor) and the ESIC Regional Office, Patna will not entertain any claims in this regard.
33. ESIC Regional Office, Patna is not liable for loss of life of Driver whether on duty/off duty/in office premises.

34. ESIC Regional Office, Patna will be under no legal obligation to provide employment to any of the personnel of the contractor after expiry of agreement.
35. The bills on triplicate should be made date wise by the contractor and should be submitted on a monthly basis.
36. ESIC Regional Office, Patna will deduct TDS from the bills submitted as per the Income tax act.
37. The contractor should ensure alternative arrangement in case car goes for servicing/repair etc.
38. Any damage caused to ESI Corporation due to non-disposal of contract, error in disposal due to lack in quality, delay in timely disposal or any such errors, will be recovered from the contractor and it will be liable to Closure of Contract / Cessation of Security Deposit.
39. All the disputes will be settled in the courts of Patna Jurisdiction only.

Regional Director, ESIC, RO, Patna

GENERAL INSTRUCTIONS TO BIDDER

1. **Each and every page of tender documents along with enclosed documents should be signed by the Proprietor/Director/Partner etc. along with seal stamp of the service provider.**
2. Duly filled tender will be submitted in the following three sealed envelope.
3. Envelope-1- it will contain duly signed stamped and filled in Annexure-A by the Tenderer along with Earnest Money as mentioned above in the form of DD drawn in favour of ESIC A/c No-2 payable at Patna from any nationalized Bank. The envelope shall be sealed and marked as “Technical Bid”.
4. Envelope-2 – This envelope shall contain “Financial Bid” (Annexure-B). The envelope also sealed and marked as “financial Bid”.
5. Envelope -3- Both the above envelope -1 and envelope-2 shall be put in this third envelope. It should be properly sealed and carry superscription “Technical and Financial Bid for staff vehicle for ESIC Regional Office –Patna.
6. Tenderers can supply any of the models mentioned in the tender document under above mentioned plan of make-2017. However, allotment of tender under above mentioned plan will be made on the criteria of lowest quoted rates.
7. The tenderer must ensure carefully and correctly filled in, signed and stamped Technical Bid Form along with all the requisite enclosures failing which their offer/tender shall be rejected without opening Financial Bid.
8. **The tenderers should furnish copies of their: – (i) EPF Code Number and ESI Code Number, (ii) GST No, (iii) PAN No, (iv) Registration Numbers and License numbers, (v) Valid Commercial Registration as Taxi/Cab/Transport Operator in Bihar are required.**
9. The tenderer shall have to deposit EMD in the form of Demand Draft in favour of “ESIC A/c No-2” payable at Patna along with the tender documents, failing which the tender will summarily be rejected without opening of Financial Bid.
10. Financial Bid proforma (Annexure-B) contains the details of each Plan should be filled in accordingly.
11. Earnest Money Deposit shall be refunded to the unsuccessful bidder with one month of opening of Bid. No interest shall be payable on EMD either to the successful tenderer or to the unsuccessful tenderers.
12. The successful bidder shall have to deposit Security Deposit amounting as mentioned for the plan separately to ensure satisfactory services by the contractor. EMD will be refunded to successful Bidder only after deposition of Security Deposit.
13. After submitting online tender, the tender documents (Hard Copy) may be sent by Registered Post/Speed Post or delivered in person in the tender box kept at reception counter ESIC Regional office, Panchdeep Bhawan, J.L. Nehru Marg, Patna. The responsibility for ensuring that the tenders are delivered in time would rest with the bidder. The envelope shall be addressed to “the Regional Director, Employees’ State Insurance orporation, Regional Office, Panchdeep Bhawan, J L Nehru Marg, Patna-800001”.
14. Technical Bid will be opened on the date and time mentioned in the Notice Inviting Tender and financial Bid will be opened after evaluation of technical bids.
15. The bidder must carefully go through the instructions to bidders and eligibility and Terms and conditions. Tenders not satisfying the eligibility and terms and conditions mentioned therein will be rejected forthwith.

Sign. & Name with Seal of Bidder

CHECKLIST FOR DOCUMENTS OF TECHNICAL BID

*(TO BE FILLED BY THE TENDERER AND SUBMITTED ALONGWITH THE TECHNICAL BID)

1. Income Tax Returns, Balance Sheet & Profit & Loss A/c for the last three financial years.
2. Scanned copy of EMD.
3. Copy of PAN card.
4. Authority Letter to sign tender documents if signed by the person other than Owner, Partner, Managing Director.
5. Copy of GST Registration.
6. Copy of Registration under shop and commercial establishment act/ Labour License etc.
7. Copy of ESI & EPF Registration.
8. Copy of registered office/Branch Office in Patna.
9. Copy of minimum three years' experience providing services in any organization.
10. Copy of commercial permit for operation in Bihar.
11. Copy of vehicles with photocopies of their RC/Fitness be submitted/attached.
12. Copy of tender documents (signed).

TECHNICAL BID**Annexure-A**

sl.no.	Particulars	To be filled by tenderer
1	Name of the Firm Constitution of the firm (Whether Ltd. Co./Partnership/Sole Proprietorship)	
2	Name of the Proprietor(s)/Partner(s)/Director(s)	
3	Local Address (Attach Supporting Documents).	
4	Landline phone nos.	
5	Fax nos.	
6	Mobile nos.	
7	E-mail id	
8	DD No./Amount/Date/Name of the Bank/Branch	
9	Bank Details (A/c no./IFSC code, Bank name)	
10	Pan no.(copy to be attached	
11	GST Registration(copy to be attached)	
12	Details of experience during past three (03) years.	
13	No. of vehicles available and exclusively owned by the tenderer in own/firm name.	
14	Declaration regarding non-blacklisting(to be attached)	
15	ITR of last three years.	
16	ESI Registration no.	
17	EPF registration no.	
18	Commercial license/registration certificate for running of vehicles	

I/We certify that I/We have carefully gone through all the instructions to the Bidders, eligibility criteria, terms & conditions and satisfied them to the best of my/our knowledge and belief. I/We understand that in case I/We do not satisfy those conditions our tender is liable to be rejected.

Date:

Sign:

Name:

Stamp/Seal:

Annexure-B

FINANCIAL BID

Please Quote Your Rate & Vehicle type

Hiring of Staff Car on Monthly rental basis:

Sl	Class of Vehicle(with AC)	Type of your vehicle. (Please write details)	Quantity	Hiring charges on Monthly basis of running upto 1200KM. QUOTE YOUR RATE	Remarks
1	Innova/Safari/Scorpio or similar type i.e. SUV		01		Monthly basis with driver
2	Honda Amaze/Indigo ECS/Dezire or similar type i.e. Car.		01		Monthly basis with driver

The above charges should be quoted keeping in view that the vehicle may be required to be run in all working days per month without any additional payment within 1200 kms in a month.

Above rates are inclusive of salary of driver, all taxes & liabilities, duties and other statutory compliance like ESI, EPF, Bonus etc., as applicable.

Place:

Date:

(Sign. Name and seal of the bidder)

DECLARATION

1. I.....Son/DaughterofShri.....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 /Autonomous / Statutory body / any other organisations for the last three years.
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 / Autonomous / Statutory body / any other organisations in Patna (Bihar).
6. It is certified that none of my dependent family members work in ESI Corporation.

Date: Signature of authorized person/Tenderer
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 uploaded with tender.

Signature of tenderer with seal.