



Tender No. 41.D.27/16/Vol-II/15-Genl (Hire Car)

Dated: 24/04/2017

Sub: Invitation to Limited Tender Enquiry for hiring of AC Car on monthly basis.

From: The REGIONAL DIRECTOR,
 ESI CORPORATION,
 5/1, Grant Lane
 Kolkata: 700 012.

To: _____

Sir(s),

The Regional Director invites "**Limited tender**" for "**hiring of AC Car on monthly basis**" as per specifications and/or quantities detailed in the **Schedule** attached. The "**Tender Documents**" comprising the Terms and Conditions of Contract (Annexure I) and the **specification (Annexure II)**, the Tender Application Form (Annexure III) and specifications of items / proforma for quoting rates (Annexure IV) are enclosed herewith. If you are in a position to quote for the contract in accordance with the requirements stated in the attached schedule, please submit your quotation to this office.

Tenderers are requested that, before quoting their rates or filing tender, the tender form may please be read out thoroughly (line by line), otherwise purchaser will not be held responsible for any error / oversight of his own.

All the payment shall be made by **Demand Draft drawn in favour of ESI Fund A/c No.1, payable at Kolkata. Cheques/cash will not be accepted.**

If any modification of the schedule is considered necessary, you should communicate the same by means of separate letter sent along with the Tender.

The tender document may be obtained from the office of the Regional Director in person by the bonafide applicant or his authorized representative by applying in their letter head at a cost of **Rs.200/-**.

The “tender documents” can also be downloaded from the web site (www.esic.nic.in, www.esicwestbengal.org, www.eprocure.gov.in) and in such case the same may be signed and submitted as per the procedures mentioned hereinafter along with the fee(s) for the “tender documents” @ **Rs.200/-**.

Regional Director, ESI Corporation, Kolkata, does not pledge himself to accept the lowest or any tender and reserve to himself the right of accepting the whole or any part of the tender or portion of the quantity offered and you shall supply the same / execute the work at the rate quoted by you. You are at liberty to tender for the whole or any part.

Acceptance by the tenderers shall be communicated in due course. You are requested that the instructions contained in the said communication should be acted upon immediately / as asked for.

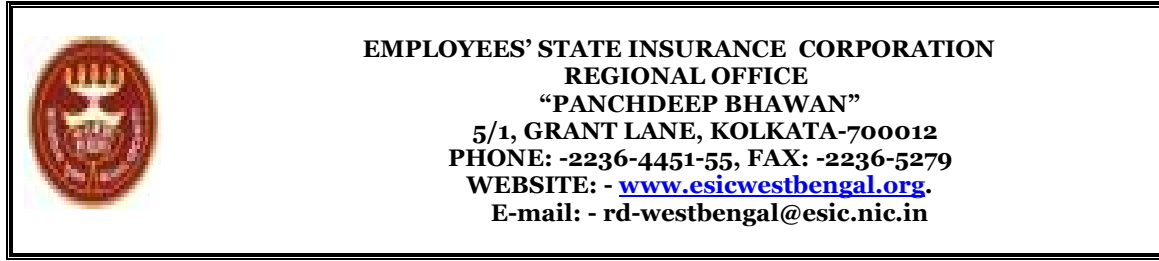
THE FIRM IS REQUESTED TO FOLLOW THE CHECK LIST AT THE TIME OF SUBMISSION OF TENDER DOCUMENT WITHOUT WHICH THE OFFER IS LIABLE TO BE CANCELLED.

CHECK LIST		
1	Tender document fee by demand draft only	Submitted [Yes/No]
2	Earnest Money Deposit by Demand Draft only	Submitted [Yes/No]
3	Valid Trade Licence	Submitted [Yes/No]
4	PAN/TAN other statutory documents	Submitted [Yes/No]
5	At least one contract paper in support of experience in providing vehicles to Govt. Departments/ PSUs in last two years.	Submitted [Yes/No]
6	Commercial Registration Certificate, Road tax payment Certificate, Fitness, Insurance (including the Driver) & pollution certificate in r/o offered car.	Submitted [Yes/No]

Note: If valid trade licence constitutes/consists of more than one certificate/page then all the pages are to be enclosed failing which tender is liable to be cancelled.

Yours faithfully

Asstt. Director (Genl.)
For Regional Director

Annexure-I

Tender No. 41.D.27/16/Vol-II/15-Genl (Hire Car)

Dated: 24/04/2017

TERMS AND CONDITIONS OF CONTRACT

Period for submission of Tender form	From 11/05/2017 to 01/06/2017 Upto 2.00 PM
Pre-Bid meeting	11/05/2017 at 3.00PM
Last Date & Time of submission of tender	01/06/2017 upto 2.00 PM
Date & Time of Opening of Tender	01/06/2017 at 3.00 PM
Earnest Money	Rs.7,500/-
Performance security / Security Deposit Money	A Sum equivalent to 10 % of the bid value
Address and Venue of submission of bids	<p>1. Locked and sealed tender box placed at the General Branch (1st floor) earmarked for the purpose by pasting a note thereon.</p> <p>2. For bulky documents which cannot be inserted into the tender box, tender documents to be submitted to Assistant Director (Genl.)</p>

- 1. The tenderer should have a permanent place of business in kolkata and the complete Postal Address, telephone / Mobile / Fax / E-mail address, etc. while submitting the completed tender form.**
2. The Tenderer should have the PAN and should attach a photocopy of the same.
3. The Tenderer should give an undertaking that he/she or his/her firm has not been blacklisted by the Organization/Government Department as on date of submission of the bid.
4. The Agency shall provide name & address of the driver. The agency shall ensure that the driver deputed should not have any police record/Criminal case against them. The agency should make adequate enquiries about the character and antecedents of the deputed drivers.

5. The Vehicles should be registered in West Bengal.
6. The successful bidder shall be required to deposit a Security Money @ **10%** of total yearly value of contract by way of Demand Draft in favour of “ESI fund A/c no.1”, payable at ‘Kolkata’ within 15 (fifteen) days from the date of issue of letter.
7. All Vehicles should be in excellent running condition and it should be spick and clean both from outside and inside and should preferably be White in colour.
8. Desired Vehicle must be provided as and when indented by this office.
9. Vehicle shall be made available on all days including Sundays & Holidays as per actual requirement.
10. The Vehicle should be equipped with full fuel every day during the period of hiring by this Office.
11. The Vehicle should be properly and comprehensively insured and should carry necessary permits/clearance from the Regional Authority or any other concerned authority including pollution certificates. The loss or damage or legal expenses on this account shall be borne by the Tenderer.
12. The Driver should be well conversant with roads and routes of Kolkata, Howrah in West Bengal, specially Kolkata & highborn districts.
13. Once a Vehicle from a particular operator is engaged by this office, the vehicle and the driver should not be changed unless requested by this Office.
14. Driver should be clean and in proper uniform, should observe etiquette and protocol while on duty.
15. The Drivers employed should carry a mobile no. and should have valid driving License.
16. Parking Charges, Toll Taxes, etc will be paid on actual basis.
17. The calculation of mileage shall be from the reporting point to the relieving point and will not be calculated on garage to garage basis.
18. There should be at least two sets of white covers, the towels and napkins in each vehicle
19. There should be an air spray in each vehicle.
20. The Contract will be initially for a period of one year, which may be extended for further period of one year subject to satisfactory services rendered, at the discretion of the Competent Authority.
21. All expenses relating to salary and allowances of the driver, overtime payment, maintenance of vehicle, changes for fuel oil or any other expenditure related to the vehicle and the driver will be borne by the Service Provider.
22. In case of any breakdown of vehicle on duty, the agency shall make necessary arrangement for providing another vehicle at the earliest. In such a case, mileage from garage to the point of breakdown would not be paid.
23. Proportionate hire charges will be deducted by ESIC if the vehicle is not provided on any working day.

24. The car on contract with the ESIC shall not be changed except emergency repair and maintenance with prior written intimation. The driver of the car will also not be changed frequently.
25. The vehicle shall be maintained in good running condition in good clean interior (with music system installed by the owner) throughout the contract period by the owner.
26. Cost of fuel, oil, repair and maintenance, all Taxes, fines, penalties, insurance, other legal dues and driver's salary are to be borne by the owner.
27. Driver will get the kilometer reading noted by the official of General Branch, ESIC everyday when he brings the car to the office and also while he leaves the office with the car, and the same reading shall also be noted in the car log book.
28. On completion of the respective month, the monthly rent of the car will be paid by the office after submission of the bill within 10 working days of the receipt of the bill and no interest will be payable for any delay, occurred due to any reason.
29. In case of any accident, the entire responsibility will be of the owner of the car. The loss of any damages to the vehicle or any person and other maintenance cost, if any, fines imposed by the authorities will be borne by the owner of the car.
30. In case of any breakdown or accident, it will be responsibility of the owner of the car to provide an appropriate substitute car immediately.
31. The certificate of fitness of the car and permit for its commercial use under relevant rules will be obtained by the owner of the car, from the competent authority and it will be submitted to the ESIC immediately.
32. The driver of the car should have a valid Driving License issued by a Competent Authority. Driver should be well behaved and with proper uniform.
33. The car shall not be put to service of any other person or establishment by the owner, during the period of the agreement. In case of occurrence of any untoward incident due to such use, the whole responsibility will rest on the owner.
34. Toll tax and parking charges will be first paid by the owner on spot and these will be reimbursed by the ESIC, on receipt of the bill/receipts.
35. The successful bidder will come under agreement for one year. The agreement can be terminated by any part by two month's notice. The agreement can be renewed for another one year, one year at a time on mutually agreed terms

and conditions. This contract can also be terminated by ESIC by a lesser notice period in case the owner violates any of the terms and conditions mentioned above.

36. The tenderer shall have to deposit **Rs.7,500/-** as earnest money with their tender, failing which the tender is liable to be rejected. The earnest money is to be paid by **Demand Draft** drawn **in favour of ESI Fund A/c No. 1, payable at Kolkata. NO CHEQUES WILL BE ACCEPTED.** In the event of the withdrawal / revocation of tenders before the date specified for acceptance, the earnest money shall stand forfeited. In the event of acceptance of the tender the earnest money may be adjusted towards the amount of security required to be deposited by the contractor in terms of Clause mentioned below, the earnest money will however, be returned without interest to the tenderer whose tender is not accepted.

37. The payment to the contractor will be made mandatorily by electronic mode such as RTGS/NEFT etc. The contractor is instructed to supply the following information along with the tender.

- (i) Name of the Bank
- (ii) Name of the branch
- (iii) Account Number
- (iv) IFSC Code
- (v) MICR Number

For Regional Director

Annexure-II**SCHEDULE**

Sl. No.	Category	Year of Manufacture of the Vehicles	No. of Vehicle/(s) required	Expected running of the car
1.	AC Vehicles of Maruti Swift Dzire/ Toyota Innova/ Honda City/ Any other Sedan Class Vehicle	Not earlier than 1 Year from the date of submission of quotation ESIC resume the right to reject /accept any vehicle offer depending on the actual condition.	One	Not less than 1800 KM in a month

For Regional Director

Annexure-III**TENDER APPLICATION FORM**

1	Name of the firm:-	
2	a	Full Postal Address:-
	b	Cell Phone No.
	c	Telephone No:-
	d	Fax No.
E	Email Id	
3	Date of Establishment of Firm:-	
4		If your Firm Registered under:-
	a	The Indian Factories Act:-
	b	Any other Act, if not, who are the owners (Please give full address):-
5	Name and Address of your Bankers stating the name in which the Account stands:-	
6	Whether insured against fire, theft, burglary etc. If so, please state the amount and name of company with policy no:-	
7	Total number of Employees:-	
8	Are you in the list of approved contractors of any other organisations / institutions, if any give details:-	
9	Give details of any Government contracts executed during the last twelve months:-	
10	Any other information which you consider necessary to furnish:	

UNDERTAKING

- a) I, the undersigned certify that I have gone through the terms and condition mentioned in the tender document and undertake to comply with them.
- b) The rates quoted by me are valid and binding upon me for the entire period of contract and it is certified that the rates quoted and the lowest quoted for any other institution/hospital in India.
- c) The Earnest Money of Rs. _____ to be deposited by me has been enclosed herewith vide Demand Draft No. _____ dated _____ drawn on bank _____ Branch _____.
- d) I/We give the rights to Regional Director to forfeit the Earnest Money/Security money deposit by me/us if any delay occur on my/agent's part or fail to supply the articles within the appointed firms of desired quality.
- e) There is no vigilance/CBI case or court case pending against the firm.
- f) I hereby undertake to supply the items as per directions given in the tender document/supply order within stipulated period.

Date:-

Signature of the tenderer:-

Place:-

Full Name:-

Designation:-

(Office seal of the tenderer)

ANNEXURE-IV**PLEASE QUOTE RATE****Rate per category of Car :-**

Car make and Model	Monthly rental(including driver, fuel and maintenance)

- **Rate to be quoted in figure and word**

Date

Place:

**Signature & Seal of the Tenderer
Full Name of the Tenderer:**