



EMPLOYEE'S STATE INSURANCE CORPORATION
ESIC MEDICAL COLLEGE & Hospital
NH-3, NIT, FARIDABAD, Haryana-121001
(Under Ministry of Labour, Govt. of India)
(dean-faridabad@esic.in)
Phone no: 0129- 4156471

Tender No.134/D/27/12/2016-Genl

Dated: 01/11/2017.

RE-E-TENDER **FOR INVITATION OF BIDS FOR HIRING OF VEHICLES**

Invitation of Bids from the interested and eligible individuals/Firms for hiring of vehicles with driver on monthly and as and when required basis for ESIC Medical College and Hospital for the period of One year from the date of award of contract, which is further extendable for two more years on annual basis subject to satisfactory performance and on mutual consent at same terms and conditions.

Annexure X

Nature of Work	Earnest Money Deposit (Rs.)	Security Deposit (Rs.)	last Date of receiving of sealed tender bids	Date of opening of Technical Bids
Hiring of Staff Car for ESIC Medical College & Hospital Faridabad	For proposal A-35000 for S.no-1 and for S.no-2 Rs-25000/- (Mentioned in annexure-B)	70000/- 60000/-	21/11/2017 Upto 11:00am	21/11/2017 At 12:00 noon
Hiring of other vehicle(s) on requirement/ call basis on quoted rates	For Proposal B- Rs-40,000/-, Rs-30,000/- and Rs-25000/- for S.no-1,2 & 3 respectively. (Mentioned in annexure-B)	80000/- 75000/- 60000/-	21/11/2017 Upto 11:00am	21/11/2017 At 12:00 noon

Details of Make / Model Year:

S.No	Particulars of Services required	Models of vehicles	Year of Manufacture
1	Car with driver on monthly hire basis	Maruti Swift Dezire/Toyota Etios	2016-17
2	Hiring of other vehicle(s) requirement/call basis or: quoted rates	Swift Dezire/ Toyota Etios/ Innova/ XUV-500, Bus and other equivalent class of vehicles as per annexure-B enclosed	-

Important Instructions for Bidders

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.

Bidder should get Registered at <https://esictenders.eproc.in>

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

Bidder needs to submit Bid Processing Fee charges of Rs. 2495/- (non-refundable) in the form of Demand Draft from any scheduled bank in favour of M/s. C1 India Pvt. Ltd., payable at New Delhi (or in any other form as acceptable by C1 India Pvt. Ltd.) for participating in the Tender.

Along with the Demand Draft, Bidder needs to send a covering Letter mentioning about the Payment Details, Company Name, Address, User ID and Payment towards ESIC Bid Processing Fees (Mention the Tender ID and Tender Title). The payment should reach at the below mentioned address, at least one day before the due date and time of Bid Submission:

Kind Attn: Mr. Mohit Chauhan

C1 India Pvt. Ltd.

301, Gulf Petro Chem Building, 1st Floor,

Udyog Vihar, Phase – 2,

Gurgaon, Haryana - 122015

Note: Bid Processing Fee will be Approved only after the receipt of payment.

GENERAL INSTRUCTION TO BIDDER

1. Duly filled tender will be submitted in the following three sealed envelopes.
2. 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 D.D drawn in favour of ESIC Fund A/c No.1 payable at Faridabad on any Nationalized Bank. The envelope shall be sealed and marked as "Technical Bid".
3. Envelope -2 - This envelope shall contain Financial Bid (Annexure-B). The Envelope shall be sealed and marked as "Financial Bid."
4. Envelope3 - Both above envelope-I and envelope-II shall be put in this third envelop. It should be properly sealed and carry the superscription "Technical and Financial Bids for staff and other vehicle for ESIC Medical college and Faridabad"
5. 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.
6. 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.
7. The tenderer should furnish copy of his (i) Service Tax No. (ii) PAN No. (iii) Registration No and (iv) Valid PF No. & ESI No. as Taxi/Cab/Transport operator in Haryana and Delhi NCR are Required.
8. The tenderer shall have to deposit EMD mentioned in Annexure X for the Plan in the form of D.D favoring ESIC Fund A/c No.1" payable at Faridabad along with the tender documents, failing which the tender will summarily be rejected without opening Financial Bid.
9. Financial Bid Performa (Annexure-B) contains the details of each plan should be filled in accordingly.
10. Since, the Plan can be allotted to separate parties also, hence the bidder have option to fill any of the Plan/proposal from Annexure-B..
11. Earnest Money Deposit shall be refunded to the unsuccessful bidders within one month of opening the bid. No interest shall be payable on the EMD/ SD 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. Tender documents may be sent by Registered Post/ Speed Post or delivered in person in the tender box kept at ESIC medical college and Hospital Faridabad-121001. The responsibility for ensuring that the tenders are delivered in time would rest with the bidder. The envelope shall indicate the name and address of the bidder. The sealed envelope shall be addressed to the Dean ESIC Medical College and Hospital, Faridabad at the following address.
ESIC MEDICAL COLLEGE AND HOSPITAL
NH-3 NIT FARIDABAD(HARYANA)-121001
14. Technical Bid will be opened on the date and time mentioned in Notice Inviting Tender and financial bid will be opened after evaluation of technical bids.
15. The bidders 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.
16. Open tenders/ incomplete tenders, tenders received through E-mail, Fax will summarily be rejected.

ELIGIBILITY AND OTHER TERMS & CONDITIONS

1. The term corporation means "Employees' state Insurance corporation"
2. The bidder should have PAN Registration and GST Registration.
3. 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 Service Provider.
4. The bidder should have Registered Office/ Branch Office in Delhi NCR having all the facility required for running an office such as Landline Telephone No., Fax, Mobile and valid e-mail id.
5. The contractor should have the experience of the running a fleet of vehicles on hiring basis for at least three years. Certificate for three-year experience providing services in any organization should be attached.
6. The vehicle proposed to be provided must have commercial permit for operation in Delhi NCR. List of vehicles with photocopies of their RC/ Fitness be submitted/ attached.
7. The services of the bidder should not have been terminated on account of deficiency in service/non-Fulfillment of Tender conditions by this Office or any Office of ESIC during in the last five years from date of publication of tender.
8. The duty hours will normally be from 8.00 A.M to 5.00 P.M, however duty hour may be extended in case of emergency or requirements.
9. The contractor shall not employ any person who has not completed 18 years of age.
10. Sundays are closed holidays and normally vehicle may not be used on these days. However, the vehicle should be parked in the Office premises. if required, the driver has to attend on Sundays also if required.
11. Vehicle proposed to be provided should be of latest model, not prior to 2016. Bidders who are willing to offer new vehicle may also bid, he shall provide new vehicle Within 21days from the date of award, failing which his EMD shall be forfeited and tender will also stands cancelled.
12. Notwithstanding the award of contract under this tender, the Dean reserves the right to hire vehicles from any other agency also during the tenure of contract.
13. The contractor shall provide 2000 KMs run as part of monthly hiring charges without any extra cost under the quoted amount usage.
14. 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 etc.
15. Rates should also be specified in Annexure-B in case vehicle is used beyond monthly ceiling of distance of 2000 KMs.
16. The vehicle Registration Book, Insurance copy, Emission Certificate, Road Tax payment certificate, Commercial vehicle permit and Driver's license together with, should be available with the Driver in the vehicle at all times.
17. 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 24X7 X365 days use by Office.
18. TDS as per rules shall be deducted from the bill wherever applicable.
19. vehicle will be in possession of ESIC medical college and Hospital Faridabad premises for the entire contract period for the plan/proposal A.
20. The Contractor shall furnish complete bio-data with mobile no. of the driver. Frequent change of driver without any justification shall not be allowed.
- 21- 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/ challan for any violation of rules/law, only the service provider/driver shall be solely responsible for the same. Copies of pollution certificate, insurance and Road Tax should invariably have attached to the monthly bills.

22. The contractor shall provide names, addresses, mobile No's of the drivers along with their license No. and copies within one week of the award of contract. Drivers must be in proper uniform (Dress Code) while on duty from 8-00 AM to 5-00 PM.
23. Dean reserves the right to monitor, make surprise check & 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. The Dead in any case should not be more than 05 KMs one way.
24. Dean reserves the right to require the Agency to replace the driver without assigning any reasons for the same and agency shall do so promptly when required to do so.
25. Log book shall be maintained and usage details therein shall be certified by an authorized, Officer/ Official on daily basis.
26. The Contractor shall arrange for proper substitute of the driver in case of his leave, absence, sickness etc.
27. 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. in the vehicle.
28. The DEAN reserves absolute rights to cancel/ reject any or all tenders without assigning any reason' and also has absolute rights to strengthen add/ remove any terms and conditions without assigning any reason.
29. Physical checking and test drive of the staff car to be deployed will be done before entering into the contract.
30. The condition of the vehicle/ staff car will be reviewed after it runs 50,000 KMs. Thereafter, if the vehicle is found not to be in proper running condition, the contractor shall have to replace it.
31. The vehicle hired shall normally be used for travelling throughout Delhi NCR. However, it can also, be used for-travelling to neighboring state as per requirement. The contractor should possess interstate permit for travelling to neighborhood state as per requirement.
32. The service provider shall have to bear all the expenses relating to food etc. of the driver.
33. 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. Otherwise this Office may hire a vehicle from other source and recover the expenses from the service provider along with penalty of Rs.1000/-
- 34- Log book shall be maintained for the vehicle hired and the same will be signed by the user / officer authorized by this office. Log book shall remain in custody of this office.
35. Monthly Bill shall be produced in the first week of following month along with duly signed Logbook. Mode of payment will be ECS/RTGS on monthly basis subject of satisfactory services.
36. The charges shall be fixed for entire period of contract and no interim hike will be accepted/ allowed for whatever the reasons thereof.
37. The agency shall not sublet or subcontract this service to any other party in any circumstances, after Agreement of contract. If it comes into the notice of the Dean ESIC Medical College & Hospital Faridabad, the contract will be terminated and Performance Guarantee money will be forfeited. Operation & function of vehicles and drivers shall be governed by Motor Vehicles Act/ Rules.
38. In case the successful tenderer does not come forward to accept & sign to contract of Vehicles or withdraws within three months without valid/ genuine grounds, the EMD/SD amount furnished by the bidder will be forfeited. In this regard the decision of DEAN will be final.
39. The successful bidder shall be required to sign an agreement on a non-judicial stamp paper worth Rs.100/- to be purchased by the bidder.
40. ESIC reserves the right to terminate the contract without assigning any reasons by giving the notice of one month to the contractor

41. The Contractor is required to give a notice of 03(three) months in case he wants to discontinue the services.
42. 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.
43. The service provider should ensure that the driver is well aware about the route map of important places of Delhi NCR and familiar with navigation systems/ apps like Google Maps etc.
44. The Driver's night halt charges at prevailing rates in case of journeys outside Faridabad will be reimbursed with monthly bill by the corporation.
45. Toll taxes/ Parking charges, at the first instances will be paid by the contractor and will be Reimbursed with monthly bill by the corporation.
46. The ESIC Medical College & Hospital Faridabad shall not be liable for any damage to vehicle during the course of use or any loss on account of any other reason to vehicle or driver during the period of contract.
47. All the disputes will be settled in the courts of Faridabad jurisdiction only.
48. Trip sheet and Log book shall be maintained and usage details therein shall be certified by an Authorized officer on daily basis.
49. Dean will not be responsible for any loans, debts for the vehicle supplied and the contractor should ensure to keep update paid taxes, permits to ply on routes require by the corporation.
50. 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 Medical College & Hospital Faridabad will not entertain any claims in this regard.
51. ESIC Medical College & Hospital Faridabad is not liable for loss of life of Driver whether on duty/ off duty/ in office premises.
52. ESIC Medical College & Hospital Faridabad will be under no legal obligation to provide employment to any of the personnel of the contractor after expiry of the agreement.
53. The bills on triplicate should be made date wise by the contractor and should be submitted on monthly basis. Contractor while raising bills should clearly mention that the rates quoted are for petrol /diesel separately.
54. ESIC Medical College & Hospital Faridabad will deduct Income Tax at source.
55. The contractor should ensure alternative arrangement in case car goes for servicing /repair etc.
56. ITR for last 03(Three) Years.

CHECKLIST FOR DOCUMENTS OF TECHNICAL BID

- **(TO BE FILLED BY THE TENDERER AND SUBMITTED ALONGWITH THE TECHNICAL BID).**
 - i. Income Tax Returns, Balance Sheet & Profit & Loss A/c for last three financial years.
 - ii. Scanned copy of EMD
 - iii. Copy of pan card.
 - iv. Authority Letter to sign tender documents if signed by person other than Owner, Partner, Managing Director.
 - v. Copy of GST Registration.
 - vi. Copy of Registration under shop and commercial establishment act/Labour License.
 - vii. Copy of ESI and EPF Registration.
 - viii. Copy of Registered Office/ Branch Office in Delhi NCR.
 - ix. Copy of minimum three years' experience providing services in any organization.
 - x. Copy of commercial permit for operation in Delhi NCR.
 - xi. Copy of vehicles with photocopies of their RC/ Fitness be submitted/ attached
 - xii. Copy of Tender Documents.

TECHNICAL BID

Annexure-A

1. Name of the firm
Constitution of the firm
(Whether Ltd. Co./ Partnership/ Sole Proprietorship)
- 2 Name of the Proprietors(s)/ Partner(s)/ Director(s)
3. Local Address (Attach Supporting document)
4. Landline Phone Nos.
5. Fax Nos.
6. Mobile Nos.
7. E-mail:
8. DD No./ Amount/ Date/ Name of the Bank/ Branch
9. PAN No. (Copy to be attached)
- 10.GSTN (Copy to be attached)
- 11.Details of experience during past 03 years
(Certificate to be enclosed)
12. No. of vehicles available and exclusively owned by the tenderer in own/ firm name
- 13..Declaration regarding non-blacklisting
(to be attached)
- 14.ITR for last three years.
15. ESI Registration.
16. PF Registration, if applicable.
- 17.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:

FINANCIAL BID
Please Quote Your Rate

Annexure-B

Proposal-A

Hiring of staff Car on monthly basis:-

S.No	Class of Vehicle (with AC)	Quantity	Hiring charges on Monthly basis of running of 2000 KMs or 250 hour per unit.	Rate per KM beyond 2000 KMs run (per KM charge)	Remarks
1	Car	02			Monthly basis
2	Innova/Ertiga	01			Monthly Basis

Proposal-B

Hiring of vehicles (Bus, Car & Van) for ESIC Medical college & Hospital Faridabad on as & when required basis.

S.No	Type of Vehicle	Specification	(From Hospital to Destination & back to Hospital) Quote your rate (in Rs.) per K.M	Remarks
1	Bus	35 to 50 Capacity		As & when required
2	Bus/Vehicle	15 to 20 Capacity		As & when required
3	Jan Suraksha Van	6 to 7 along with stretcher and racks of medicines.		As & when required

Above rates are inclusive of salary of driver, all taxes & liabilities, duties and other statutory compliances

like ESI, EPF, Bonus etc., as applicable.

Station:

Date:

(Sign and Seal of the Bidder)