



தொழிலாளர் வருங்கால வைப்பு நிதி நிறுவனம்

கর্মचारी भविष्य निधि संगठन

EMPLOYEES' PROVIDENT FUND ORGANISATION

(தொழிலாளர் மற்றும் வேலைவாய்ப்பு அமைச்சகம், இந்திய அரசு ஸ்ரம எவ் ரொஜ்கார மந்திரா, பாரத சர்க்கார்)

Ministry of Labour &amp; Employment, Govt. of India)

வட்டார அலுவலகம், பவிஷ்ய நிதி பவன், அஞ்சல் பெட்டி எண்:3875 க்ஷேத்ரீய கர்யாலய, பவிஷ்ய நிதி பவன், ப். ப். ச். - 3875

Regional Office, Bhavishya Nidhi Bhavan, P.B. No. 3875

டாக்டர் பாலசுந்தரம் ரோடு, கோயம்புத்தூர் ட். பாலசுந்தரம் ரோட், கோயம்புத்தூர் Dr. Balasundaram Road, COIMBATORE- 641 018

TN/RO-CBE/ADM-II/G/Tender/2020

Dated:03.07.2020

**निविदा सूचना TENDER NOTICE**

विषय: आंचलिक कार्यालय, क.भ.नि.सं., कोयंबतूर, को चालक के साथ वाहन की आपूर्ति के लिये निविदा आमंत्रित करने के संबंध में ।

**SUB: CALLING FOR TENDER - SUPPLY OF VEHICLE WITH DRIVER FOR ZONAL OFFICE, EPFO, COIMBATORE**

कभनिसं, क्षेत्रीय कार्यालय, कोयम्बटूर की ओर से पंजीकृत ट्रैवल एजेंसियों से, योग्य ड्राइवर के साथ सफ़ेद रंगवाला सेडान प्रकार की कार जो 2018 के बाद पंजीकृत एवं प्रतिष्ठित ब्रांड का हो, जैसे कि स्विफ्ट प्रिंसाइर, सियाज़, टोयोटा एटियोस, हुंवाई वेर्णा, होंडा सिटी, की आपूर्ति के लिए मोहरबंद निविदाएं आमंत्रित की जाती हैं । इच्छुक एजेंसी निर्धारित प्रारूप में अपनी बोलियां जो अनुलग्नक- I (तकनीकी बोली) और अनुलग्नक- II (वित्तीय बोली) में संलग्न हैं, दो अलग-अलग लिफाफों में प्रस्तुत कर सकते हैं, लिफाफों के ऊपर "आंचलिक कार्यालय के लिए चालक के साथ वाहन की आपूर्ति के लिए तकनीकी बोली" और "आंचलिक कार्यालय के लिए चालक के साथ वाहन की आपूर्ति के लिए वित्तीय बोली" लिखा जाए ।

Sealed tenders are invited by the EPFO, Regional Office, Coimbatore from the registered travel agencies for supplying a white colour sedan type car of reputed brand like Swift dzire, Ciaz, Toyota Etios, Hyundai Verna, Honda City, not older than 2018 model on monthly basis along-with a qualified driver. Interested parties may submit their bids in the prescribed format as enclosed in Annexure-I (Technical bid) and Annexure-II (Financial bid) in two separate envelopes superscribing as "Technical Bid for Supply of Vehicle with Driver for Zonal Office" and "Financial Bid for Supply of Vehicle with Driver for Zonal Office".

निविदा संदर्भ सं Tender Reference No.	01/2020
निविदा दस्तावेज का दाम Price for Tender documents	Free
बयाना राशि EARNEST MONEY DEPOSIT	Rs. 10,000/- as DD in favour of the Regional PF Commissioner, payable at Coimbatore
निविदा दस्तावेज प्रस्तुत करने की अंतिम तिथि Last date for submission of Tender	20.07.2020, 5.30 PM
निविदा दस्तावेज खोलने की तिथि और समय Tender opening date and time	21.07.2020, 11.00 AM
निविदा प्रस्तुति के लिए पता Address for submission of tender	The Regional PF Commissioner (Admin-II), EPFO, Regional Office, Dr. Balasundaram Road, Coimbatore - 641018

नियम एवं शर्तों के साथ निविदा प्रपत्र कभनिसं वैबसाइट [www.epfindia.gov.in](http://www.epfindia.gov.in). से डाउनलोड किया जा सकता है । क्षेत्रीय भविष्य निधि आयुक्त, किसी भी कारण बताए बिना, किसी भी निविदा को या सभी निविदाओं को आंशिक रूप से या पूर्ण रूप से अस्वीकार करने का अधिकार रखता है।

The tender forms along-with terms and conditions can be downloaded from the EPFO website [www.epfindia.gov.in](http://www.epfindia.gov.in). The Regional PF Commissioner reserves the right to reject any or all the tenders fully or partly without assigning any reason thereof.

(This issues with the approval of RPFC-I)

ए.पी. उण्णिकृष्णन A.P.UNNIKRISHNAN

क्षेत्रीय भविष्य निधि आयुक्त-II

Regional PF Commissioner-II



ई-मेल E. mail रू ro.coimbatore@epfindia.gov.in  
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Ministry of Labour & Employment, Govt. of India)

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क्षेत्रीय कार्यालय, भविष्य निधि भवन, पो. बा. सं. 3875 Regional EPFO, Bhavishya Nidhi Bhavan, P.B. No. 3875

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**Tender No: 01/2020**

Annexure -I

**TECHNICAL BID FOR SUPPLY OF VEHICLE WITH DRIVER  
FOR ZONAL OFFICE, EPFO, COIMBATORE**

1	Name of the Agency/ Taxi Operator Licence No. (Attach attested copy)				
2	Address (Attach proof)				
3	Telephone No. Mobile No.				
4	Details of Vehicles available (if required separate sheet may be attached)	Sl. No.	Registration No.	Make/ Brand/ Class	Model/ year
5	PAN/TAN (please attach a copy)				
6	GST No. (please attach a copy)				
7	Present esteemed customers and address with Contact No. (Please attach list if any)				

Signature of Owner/Partner/Authorised Signature  
(With Seal & Date)



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**Tender No: 01/2020**

Annexure –II

**FINANCIAL BID FOR SUPPLY OF VEHICLE WITH DRIVER  
FOR ZONAL OFFICE, EPFO, COIMBATORE**

Registration No.	
Vehicle Class & Name/Brand	
Year of Manufacture	
Engine No.	
Chasis No.	
Horse Power	
Fuel Used	

Duration	Over time	Minimum Hours per day	Minimum KMs per month	Hire Charges per Month (Inclusive of all taxes etc.)	Extra charges beyond 2300 KMs per moth	Night duty/halt charges
From	Rs.		2300	Rs.	Rs.	
To	Per night & over time	10 Hours	KMs/Month		per KM	Rs.

Signature of Owner/Partner/Authorised Signature  
(With seal & Date)



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### **Tender No: 01/2020**

#### **TERMS & CONDITIONS FOR SUPPLY OF VEHICLE WITH DRIVER FOR ZONAL OFFICE, EPFO, COIMBATORE**

1. All expenses/charges of the driver, oil, petrol/diesel, insurance, pollution fee, taxes, repairs and maintenance etc, of the vehicle, by whatever name called will be borne by the Agency.
2. The driver and the vehicle must comply with all the provisions of the Motor Vehicle Act and other relevant laws. The driver must wear the Uniform (White Safari Suit/White shirt-Pants) at all times. His services will be subject to satisfaction of the Controlling Officer of EPFO. Any driver once removed on instruction of an EPF Office shall not be employed with any other Office in the Department.
3. The vehicle should have been registered with the Regional Transport Authority. The vehicle shall also be produced for physical inspection before finalization of the agreement.
4. The Agency/Driver will be wholly and solely responsible for and liable to all legal and financial consequences arising out of rash driving/accident etc.
5. The mileage and the time consumed for fuelling repair and maintenance of the vehicle will be excluded.
6. In case the vehicle breaks down or is under repair or the driver is absent or the driver is found drunken, alternative vehicle and driver will be provided by the Agency within half-hour. However, in case the Agency fails to do so, or the alternative vehicle/driver is not up-to mark, the EPFO will be entitled to hire another chauffeur-driven vehicle and recover the charges for the same along-with penalty @Rs.1500/- per day from the Agency.
7. The vehicle hire agreement can be terminated by either party after serving 30 days advance notice on the other party.
8. The vehicle and the driver should be eligible/ willing to travel outside the territorial jurisdiction of the Region/Zone also.
9. On the basis of monthly bills raised by the Agency, the hire charges will be paid through account payee cheque/NEFT after deducting Tax at source as per the provisions of the Income-tax Act and GST as applicable.
10. For the purpose of calculating hire charges payable, Log Book shall be provided by the Agency. Form of the Log Book will be the same as maintained by the Central Government/EPF Department for their official vehicle. The Log Book shall be maintained by the Agency and it has to get the same verified on day to day basis from the Agency either himself or through an EPFO designated by him. After the completion of the contract, the log Book shall be deposited by the Agency.
11. The time limit for reporting of the driver/vehicle should be followed strictly and in the case of delay or more than half an hour, the EPFO will be entitled to hire another Chauffeur-driven vehicle and recover the charges for the same from the

- hiring charges payable to the Agency along-with penalty of Rs.1000/- per day of such default.
12. In cases timely and proper maintenance & repairs of the vehicle are not carried out by the Agency, the EPFO will be within its right to carry out the repairs and deduct the amount from the hire charges payable. The hire agreement will be terminated if the vehicle is not kept in well-maintained condition by issuance of 15 days notice in advance.
  13. All the expenses and legal formalities relating to the vehicle should be borne and performed by the Agency.
  14. The monthly hire charges will be inclusive of all the taxes, levies, cess etc, except specifically provided as otherwise.
  15. The Agency will submit a monthly bill being the hire charges for distance of 2300 KMs on or before 15 of the following month and payment will be made by the EPFO accordingly. However, the total running of vehicle will be reviewed at the end of the agreement. Payment for the remaining mileage in excess (after the offset mentioned above) will be made at the accepted rate per KM.
  16. The rates can be renegotiated in case of an increase/decrease in the price of fuel beyond 10% over the price prevailing as on the date of executing the agreement.
  17. The vehicle shall have a valid Fastag and Charges towards Toll and parking would be reimbursed as per actual.
  18. The driver should be well mannered, experienced and must carry a mobile phone at the cost of Agency. The driver should possess a valid driving licence for LMV.
  19. The duty hours for the drivers and vehicle will be from 8.00 AM to 7.00 PM on all days. In case of emergency driver can be retained for 24 hours duty and over time shall be allowed. In case the driver found to be under the influence of liquor or any other intoxication including drugs. He shall be removed and replaced and a penalty of Rs.1500/- shall be deducted from the monthly charges.
  20. The Agency shall execute an agreement to the effect of accepting the terms and conditions thereof.
  21. The Agency will be required to furnish Bank Guarantee in the name of CBT, EPF for an amount of 10% of the annual amount within 15 days of award of contract which will be released to the Agency on satisfied completion of the contract.
  22. All legal disputes are subject to Coimbatore jurisdiction.
  23. The period of contract shall be initially for one year from the date of awarding the contract and subsequent renewal for the period of 2<sup>nd</sup> year, on the sole discretion of the EPFO on existing/revised terms and conditions.
  24. The Regional PF Commissioner, Coimbatore reserves the right to extend the date of receipt of bids or to cancel the tender notice without assigning any reasons.
  25. The vehicle should be a white colour sedan type car of reputed brand like Swift dzire, Ciaz, Toyota Etios, Hyundai Verna, Honda City and it should preferably be not older than 2018 model.
  26. The vehicle shall exclusively used by this office and if it is found to be used somewhere else, service of vehicle will be terminated with immediate effect.

REGIONAL PF COMMISSSIONER-II