



कर्मचारी भविष्य निधि संगठन
Employees Provident Fund Organisation,
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
(Ministry of Labour & Employment, Govt. of India)

क्षेत्रीय कार्यालय Regional Office,
प्लॉट नं.-43, सेक्टर-44, गुडगाँव

Plot No.43, Sector -44, Gurgaon - 122003 (Haryana)

Ref: HR/GGN/CT Cell./Hiring of Car/ File # 58/197

Date 02/08/2016

निविदा सूचना

विषय :- कार किराए पर लेने हेतु निविदा।

कर्मचारी भविष्य निधि संगठन, क्षेत्रीय कार्यालय, गुडगाँव (हरियाणा) द्वारा संविदा एवार्ड करने की तिथि से एक वर्ष के लिए मासिक आधार पर किराए पर 01 (एक) सफेद रंग मिड साइज ए.सी. कार (मारुति डिजायर, होन्डा अमेज अथवा समान प्रकार की अच्छी अवस्था की कार जिसका मॉडल वर्ष विशेषकर सन् 2015 से पुराना ना हो) हेतु पंजीकृत ट्रैवल एजेंसी से मुहरबंद कोटेशन आमंत्रित किए जाते हैं। वाहन सामान्यतः गुडगाँव एवं राष्ट्रीय राजधानी क्षेत्र में यात्रा करने हेतु आवश्यक है, परन्तु जरूरत के आधार पर बाहर भी आवश्यकता हो सकती है। गाडी की कोटेशन 11 घंटे प्रतिदिन एवम् 2300 किमी के मासिक औसत के लिए उपलब्ध करानी होगी। अनुबंधित पैरामीटर से उपर और ज्यादा हर किमी एवं घंटे के लिए चार्ज किए जाने वाली दर को अलग से कोटेशन में दर्शानी होगी। पंजीकृत यात्रा एजेंसियों को चाहिए कि वे अपनी एजेंसी/ड्राइवर/वाहन से संबंधित सभी संगत दस्तावेज जैसे - नाम एवं पता, पैन कार्ड, वाहन पंजीकरण प्रमाण-पत्र (जैसा कि मोटर व्हीकल एक्ट के अनुसार आवश्यक हो) आदि निविदा सूचना के साथ अवश्य संलग्न करें। मुहरबंद कोटेशनों की प्राप्ति की अंतिम तारीख दिनांक 22.08.2016 को अपरान्ह 03:00 बजे तक होगी। मुहरबंद लिफाफों में प्राप्त निविदा कोटेशन उसी दिन दिनांक 22.08.2016 अपरान्ह 03:30 बजे बिडरों के समक्ष (जो भी उपस्थित हों) खोली जाएँगी। सभी इच्छुक पंजीकृत ट्रैवल एजेंसियों से अनुरोध है कि वे निविदाएँ निम्नलिखित प्रारूप में भरकर जमा कराएँ।

NOTICE INVITING TENDER

Sub :-Tender for hiring of Car –Reg.

Sealed quotations are invited by Employees' Provident Fund Organization, Regional Office, Gurgaon from recognized Travel Agencies for hiring of 01 (One) White Colour Mid Size (Model Maruti Dzire, Honda Amaze or similar Car in very good condition (Model not older than 2015 preferably) on monthly hire basis for a period of one year from the date of contract. The vehicle shall generally be required for travel within Gurgaon, Delhi NCR but can also be required to travel outside. The quotation should be provided for a minimum monthly average of 11 hours per day and 2300 Kilometers per month. The rate that will be charged for every kilometer and hour over and above the stipulated parameters also be given separately. The Registered Travel Agency/Driver/ Vehicle, Viz. Name & Address, PAN Card, Vehicle Registration Certificates (As required according to Motor Vehicle Act) etc. must be enclosed with the tender quotation.

The last date for receipt of sealed quotations is by **03:00 PM** on **22.08.2016**. The tender quotations received in sealed covers will be opened in the presence of the bidders (who will present) on **22.08.2016** at **03:30 PM**.

All interested Registered Travel Agencies are requested to submit their quotations in the following format :-

निविदा का प्रारूप / FORMAT OF TENDER

संलग्नक 'ए' / Annexure "A"

1.	पंजीकरण सं. / Registration No.	
2.	वाहन प्रकार / Vehicle Type	
3.	विनिर्माण वर्ष / Manufacturing Year	
4.	उपयोगी ईंधन / Fuel Used (Any Diesel/Petrol/CNG Car considerable)	
5.	इंजन संख्या / Engine No.	
6.	चेसिस संख्या / Chassi No.	
7.	हॉर्स पावर / Horse Power	
8.	Fixed monthly charges for 2300 Kms. per month adjustable for 01 Year (Including Driver Salary, Maintenance, Taxes, Insurance, Accessories, Road Taxes etc)	
9.	Rate per Km. including taxes beyond 27600 KM in year	
10.	Per day rate for night halt & no overtime	

रेट चार्ट प्रति वाहन / RATE CHART PER VEHICLE
संलग्नक 'बी' / Annexure "B"

अवधि Duration	अतिरिक्त समय Over Time	न्यूनतम घंटे प्रति दिन Min. Hours per day	न्यूनतम कि.मी. प्रति माह Min. Kms. Per month	किराया प्रभार प्रति माह Hire Charges Per month	एक वर्ष में 27600 कि.मी. से अधिक प्रभार Extra Charges beyond 27600 Kms in one year
सविदा एवार्ड करने की तिथि से एक वर्ष के लिए For the period of one year from the date of awarding the contract	रु. प्रति रात एवं कोई अतिरिक्त समय चार्ज नहीं Rs./- per night & no overtime	11 घंटे 11 Hours	एक वर्ष के लिए 2300 कि.मी. समायोज्य 2300 Kms Adjustable for one year	रु. प्रति माह Rs./- per month	रु. प्रति कि.मी. Rs./- per Kilometer

मैंने निविदा संबंधी सामान्य निबंधन एवं शर्तें पढ़ी हैं और समझ ली हैं और उनके अनुपालन के लिए सहमत हूँ।

I have read the General Terms & Conditions of this Tender and have understood and agree to abide by the same.

निविदाकार का नाम व हस्ताक्षर
रबड मोहर सहित
Name & Signature of Tenderer
With Rubber Stamp

Terms and Conditions are as follows :-

01. Tender fee of Rs. 500/- (Non Refundable) through Demand Draft in Favour of Regional Provident Fund Commissioner, Regional Office, Gurgaon.
02. The period of contract will be for one year from the date of awarding of contract subject for one more year on the sole discretion of EPFO on existing/revised terms and conditions as the case may be.
03. The general timing would be 09:00 AM to 08 :00 PM & night charge shall be payable only after 11 PM.
04. The car would be at the disposal of EPFO for the entire month including Saturday & Sunday through the normal Office days are Monday to Friday. Holidays as per existing rule only will be applicable.
05. Agency should have obtained requisite registration/permission/license from concerned authority to run the business.
06. The driver should possess valid driving license of Light Motor Vehicle (LMV) with minimum 03 year experience and must possess a mobile phone at his own cost.
07. The driver & vehicle must comply with all the provisions of the Motor Vehicle Act and other relevant laws. The driver should be well mannered, experienced and wear uniform (White Safari Suit/Shirt-Pant) at all times. His services will be subject of satisfaction of the Controlling Officer. Any Driver once removed on instructions of an Officer shall not be employed with any other officer in the Department.
08. The opening and closing Kms. and time would be reckoned from the Office of EPFO at Gurgaon.

09. The agency must provide its own car parking on all holidays and all nights when car is not being used by EPFO.
10. EPFO reserves the right to ask & require the agency to remove the driver deployed by the agency without assigning any reasons or notice.
11. In case of emergency the driver can retained for 24 hours duty and over time/night charges shall be allowed.
12. All Expensed/Charges of the driver, Oil, Petrol/Deisel/CNG, Insurance, Taxes, Repairs and maintenance, legal formalities etc of the vehicle, by whatever name called will be borne by the agency.
13. The agency would be wholly and solely responsible for and liable to all legal & financial consequences arising out of rash driving/accident etc.
14. 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 provide by the agency within half-hour. However, in case Second Party fails to do so, or the alternative vehicle/driver is not up to mar, the EPFO will be entitled to hire another chauffer-driver vehicle and recover the charges for the same along with penalty @ Rs. 1500/- per day from the agency.
15. In case timely and properly maintenance & repairs of the Vehicle are not carried out by the Second Party, the first party will be within its right to carry out the repairs and deduct the amount from hire charges payable. The hire agreement will be terminated, if the vehicle is not kept in well-maintained conditions by issuance of 15 days notice in advance.
16. The vehicle hire agreement can be terminated by either parties after serving 45 days advance notice.

17. The applicable taxes including income tax & other would be deducted as per rule.
18. For the purpose of calculating hire charges payable, Log Book shall be provided by the Second Party. 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 Second Party. After completion of the contract, the Log Book shall be deposited by Second Party.
19. The car would generally used in Haryana State & area of NCR. At occasions it may be used at other stations.
20. The registration of documents in support of Registered Travel Agency and other documents should also be submitted along with quotation.
21. EPFO will deduct Income tax at source under section 194-C of the Income tax Act, 1961 from bills of the contractor.
22. Decision of RPFC-I/OIC shall be final to accept/reject any or all quotations with/without an assigning any reasons.
23. Corrections, if any, in the tender must be duly attested by the Party .
24. An agreement will be signed by the agency in the prescribed format within 15 days of the receipt of the letter awarding the contract.
25. The Second Party will be required to furnish Bank Guarantee in the name CBT, EPF for an amount of 10% of the annual amount within 15 days of award of contract, which will be released to the Second Party on satisfactory completion of the contract.
26. Agencies submitting tender will be deemed to have read & accepted all terms & conditions. No enquires verbal or written shall be entertained in respect of acceptance or rejection of the tender.

27. The contractor shall submit duly signed undertaking enclosed with the tender document.
28. Tenders submitted late will not be considered.
29. All legal dispute are subject to Gurgaon jurisdiction.

The interested Travel Agencies may send their quotations in sealed cover scribing "**Quotation For Car Hire**" and send the same to below mentioned address.

**Regional PF Commissioner
Employees' Provident Fund Organization
Regional Office, Plot No-43, Sector-44,
Gurgaon (Haryana).**

The EPFO reserves the right to reject any tender without assigning any reason. The tender documents will be opened on **22.08.2016** at **03:30 PM.**



(Raju)

Assistant P.F. Commissioner

राजु / RAJU
सहायक आयुक्त / Assistant Commissioner
कर्मचारी भविष्य की योजना / E.P.F.O.
क्षेत्रीय कार्यालय, गुर्गाँव / R.O, Gurgaon
भवन संजालय, भागा हाउस, प्लॉट नं. 43, सेक्टर-44,
M/o Labour, Govt. of India, Plot No. 43, Sector-44,
गुर्गाँव - 122002

CERTIFICATE

I, **Shri** _____ **R/o** _____
_____ hereby solemnly agree
to abide by the Terms and Conditions enumerated above. Any
break of the Clause/Clauses will render my contract null and
void.

Dated _____

Witness No. 1

.....
.....

Signature of the Contractor

Witness No. 2

.....
.....

(Name and full postal address)
address)

(Name and full postal
address)