

TEL : 0497-2712388
Fax : 0497-2712355

എംപ്ലോയീസ് പ്രോവിഡൻ്റ്
ഫണ്ട് ഓർഗനൈസേഷൻ
(തൊഴിൽ മന്ത്രാലയം, ഭാരത സർക്കാർ)
(പാദശാല, കാര്യവേല, ഡി കെ കോംപ്ലക്സ്
ഫോർട്ട് റോഡ്, കണ്ണൂർ - 670 001



ദൂര भाषा : 0497-2712388
फैक्स : 0497-2712355

कर्मचारी भविष्य निधि संगठन
(श्रम एवं रोज़गार मंत्रालय, भारत सरकार)
क्षेत्रीय कार्यालय, डी. के. कॉम्प्लेक्स
फोर्ट रोड, कन्नूर - 670 001

EMPLOYEES' PROVIDENT FUND ORGANISATION

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

REGIONAL OFFICE

V K COMPLEX, FORT ROAD, KANNUR - 670 001

Email : ro.kannur@epfindia.gov.in, Website : www.epfindia.gov.in

सं. के. आर/के.एन. आर/प्रशा/के.टे/2021/स्टाफ कार/ दिनांक : 19/02/2021

कर्मचारी भविष्य निधि संगठन (श्रम एवं रोज़गार मंत्रालय, भारत सरकार) के क्षेत्रीय कार्यालय, वी . के. कॉम्प्लेक्स, फोर्ट रोड, कण्णूर 670001 के कार्यालयीन प्रयोजनार्थ मासिक किराए आधार पर एक वाहन उपलब्ध कराने के लिए पंजीकृत यात्रा एजेंसियों/व्यक्तियों से कोटेशन आमंत्रित किए जाते हैं ।

अपेक्षित वाहन का प्रकार/टाईप : टाटा इंडिगो (सी. एस/ई. सी. एस) मारुति स्विफ्ट डीसायर/ महींद्रा वेरिटो या सम श्रेणी की कार जो कि 2019 या बाद में बनाई गई हो ।

कोटेशन निर्धारित प्रपत्र में तैयार करके साथ ई.एम.डी स्वरूप रु . 5000/- का डी. डी। जो सहायक भविष्य निधि आयुक्त, कण्णूर के नाम से आहरित हो साथ संलग्न करना अपेक्षित हैं । बिना ई.एम.डी. साथ संलग्न कोटेशन रद्द कर दिया जाएगा । बोली अंतिम रूप से निर्णय किए जाने पर ई. एम. डी. राशि लौटा दी जाएगी ।

मुहर बंद लिफाफे में कोटेशन प्राप्त होने की अंतिम तिथि दिनांक 09/03/2021 अप : 4.00 बजे तक है ।

बोली दिनांक 10/03/2021 को पूर्व : 11.00 बजे सहायक भविष्य निधि आयुक्त (प्रशासन) द्वारा खोली जाएगी । बोली भेजने वालों, यदि इचूक हो, तो, उनके एक - एक प्रतिनिधि को बोली खोलने वक्त उपस्थित होने की अनुमति दी जाएगी ।

बोली संबंधी ब्योरा

क. मासिक किराए आधार पर निश्चित प्राभार की गणन वाहन के 2,300 कि. मी. प्रति माह दौड़ के आधार पर निर्णय किया जाना चाहिए । चालक एवं वाहन की ड्यूटी समय सभी दिनों में पूर्वा : 8.00 बजे से अप : 7.00 बजे तक होगा । यदि आवश्यकता पडने पर वाहन को 24 घंटे ड्यूटी पर रखा जा सकता है । इस अतिरिक्त समय के लिए समयोपरि भत्ता स्वीकार्य है । (क. भ. नि. सं के कार्यालय द्वारा कि. मी। एवं घंटों का निर्णय किये जाएगा)

- ख. उपर्युक्त के अतिरिक्त मेलेज के लिए अलग से दर निर्धारित किया जा सकता है ।
ग. उल्लिखित दर, सेवा कर एवं किसी अन्य कर/लेवि/सरकारी देय, (यदि कोई हो)
वाहन चालक का मासिक वेतन, इंधन का लागत तथा अन्य उपयोगी चीजों के लगत,
अन्यथा विशेष रूप से उपलब्ध न किया गया हो, सम्मिलित होना चाहिए .

इच्छुक एजेंसी अपनी निविदा मुहर बंध लिफाफे में निम्न लिखित पते में भेजी जाए ।

सहायक भविष्य निधि आयुक्त
कर्मचारी भविष्य निधि संगठन
क्षेत्रीय कार्यालय, वी . के. कॉम्प्लेक्स,
फोर्ट रोड, कण्णूर 670001

निविदा के लिफाफे के ऊपर ' किराए पर वाहन के लिए टेके ' ,
अधिलेखित लिखा जाना चाहिए । कर्मचारी भविष्य निधि संगठन, क्षेत्रीय
कार्यालय, कण्णूर किसी टेके को सुवीकारने या किसी भी टेकदार का कोटेशन
निरस्त करने के कारण बताने के लिए भी बाध्य नहीं है ।


(उमेश कुमार)
सहायक भविष्य निधि आयुक्त (प्रशासन)

निविदा का फोरमाट

1	निविदाकार का नाम, पता एवं दूर भाष सं	
2	पान/टान (PAN/TAN) सं :	
3	सेवा कर पंजीकरण सं./वाट ((VAT) सं/ दुकान एवं स्थापना पंजीकरण सं आदि	
4	वाहन का पंजीकरण सं/पंजीकरण वर्ष मेक(Make) मोडल नं	
5	ई.पी.एफ/ई. एस. आई। सी/श्रमिक आदि पंजीकरण नं	
6	मांग ड्राफ्ट (डी.डी) का ब्योरा	

1	2,300 कि.मी दौड के लिए निश्चित मासिक दर	
2	2,300 से ज्यादा कि। मी की दौड के लिए प्रति कि। मी दर	
3	समयावधि पूर्व : 8.00 बजे से सायं : 7.00 के बाद दर प्रति घंटा	
4	प्रति रात समयोपरि भत्ता	

मैं इस निविदा से संबंधित सभी निबंधों और शर्तें पढ लिया एवं समझ गया तथा उक्त के पालन करने के लिए सहमत हूँ ।

निविदाकार का नाम एवं उनके हस्ताक्षर

स्थान :

तिथि :

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ഫണ്ട് ഓർഗനൈസേഷൻ
(മത്സരിച്ച് കരാറിലായ, ഭാരത സർക്കാർ)
(പ്രാദേശിക കാര്യങ്ങൾ, വി. കെ. കോംപ്ലക്സ്
ഫോർട്ട് റോഡ്, കണ്ണൂർ - 670 001



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कर्मचारी भविष्य निधि संगठन
(श्रम एवं रोज़गार मंत्रालय, भारत सरकार)
क्षेत्रीय कार्यालय, वि. के. कॉम्प्लेक्स
फोर्ट रोड, कन्नूर-670 001

EMPLOYEES' PROVIDENT FUND ORGANISATION

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

REGIONAL OFFICE

V K COMPLEX, FORT ROAD, KANNUR - 670 001

Email : ro.kannur@epfindia.gov.in, Website : www.epfindia.gov.in

KR/KNR/Admn./CT/2021/Staff Car/

Dated 19/02/2021

Sealed quotations are invited from the registered travel agencies/persons for providing one(1 No.) vehicle on hire on monthly basis for Official purpose for Employees' Provident fund Organisation(Ministry of Labour & Employment, Govt. of India), Sub-Regional Office, VK Complex, Fort Road, Kannur-670 001.

Type of vehicle required- TATA Indigo (CS/eCS) / Maruthi Swift Dzire/ Mahindra Verita or equivalent to mid segment car, which should be of make 2019 or later.

The quotations as per the format should be accompanied by an EMD of Rs.5,000/- in the form of DD in favour of Assistant PF Commissioner, Kannur. Quotations received without EMD shall be rejected. EMD will be returned on finalization of the bid.

The last date for receipt of sealed quotations is by 4.00PM on 09/03/2021.

The bid shall be opened at 11.00AM on 10/03/2021 by the Assistant Provident Fund Commissioner(Administration). One representative of each bidder shall be permitted to be present, if they so desire.

BID DETAILS

1. The basis for calculation of the fixed monthly hiring charge should be for a run of 2300 KM per month and the duty hours for the Drivers and Vehicle will be from 8.00AM to 7.00PM on all days. However, in case of requirement, vehicle can be retained for 24hours duty and over time shall be allowed.(The Kms/Hrs shall be reckoned from the office of EPFO).
2. Rate for extra mileage beyond the above shall be separately specified.
3. The rates quoted should be inclusive of Service Tax and any other taxes/ levies/ Government dues, monthly wages of the driver, cost of fuel and consumables except specifically provided as otherwise.

Hiring of vehicles will be governed by the following terms and conditions

TERMS AND CONDITIONS

1. The period of contract will be initially for one year from the date of commencement of the contract subject to renewal for one or more year(s) after that, on the sole discretion of EPFO on existing/revised terms and conditions, as the case may be.
2. All the expenses/charges of the driver,oil, petrol/diesel, insurance, taxes, repairs and maintenance etc, of the vehicle by whatever name called will be borne by the successful bidder(hereinafter known as second party).
3. The driver and vehicle must comply with all relevant laws. The driver must wear the uniforms(white shirt/Pants) at all times. His service will be subject to satisfaction of the Controlling Officer. The driver shall not leave the Office without the permission of RPFC. Any driver once removed on instructions of an Officer shall not be employed with any other Officer in the Department.

4. The second party/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 will be counted from the Office of EPFO, Kannur (hereinafter known as First Party).
6. The mileage and time consumed for fuelling repair and maintenance of the vehicle will be excluded.
7. 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 second party within half-hour. However, in case Second Party fails to do so, or the alternative vehicle/driver is not upto mark, the Employees Provident Fund Organisation would have the right to hire another vehicle and recover the charges for the same alongwith penalty @1500/- per day from the Second party.
8. The vehicle hire agreement can be terminated by either party after serving 45 days advance notice on the other party.
9. The vehicle and the driver should be eligible and willing to travel outside the territorial jurisdiction of the Region/Zone also.
10. On the basis of monthly bills raised by the second party, the hire charges will be paid through account payee cheque after deducting Tax at source as per the Provisions of the Income Tax Act as applicable.
11. 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 and it has to get the same verified on day to day basis from first party either himself or through an officer designated by him. After the completion of the contract, the Log Book shall be deposited by the Second party.
12. The time limit for reporting of the driver/vehicle should be followed strictly and in the case of delay for more than half an hour, the first party will be entitled to hire another Chauffer-driver vehicle and recover the charges for the same from the hiring charges payable to the second party alongwith penalty of Rs.1500/- per day of such default.

13. In case timely and proper maintenance and 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 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.
14. All the expenses and legal formalities relating to the vehicle should be borne and performed by the second party.
15. The monthly hire charges will be inclusive of all taxes, levies, cesses except specifically provided as otherwise.
16. The Second party should submit bill for monthly hire charges on or before 15 of the following month and payment will be made by the First party accordingly. However, the total running of vehicle will be reviewed at the end of the agreement. Payment for the remaining mileage in excess of 2300 Kms per month will be made the rates as quoted by the second party.
17. The duty hours for the drivers and vehicle will be from 08.00AM to 07.00PM on all days. In case of requirement, driver can be retained for 24 hours duty and overtime shall be allowed. In case the driver found to be under the influence of liquor or any other intoxication including drugs, penalty of Rs.1500/- shall be deducted from the rent.
18. The successful bidder shall produce the original registration book, insurance paper and Pollution Under Control Certificate and Fitness Certificate of the vehicle at the time of signing of contract and an attested Xerox Copy shall be retained by the Office of the Regional Provident Fund Commissioner. The vehicle shall also be produced for physical inspection before signing of the contract.
19. The vehicle should carry an organization board as designed by the Regional Provident Fund Commissioner, for which no separate payment shall be made. There should not be any names written, symbols painted on the vehicle as vehicle will be used for Official purpose.
20. No request for enhancing the rate/rental amount per KM due to hike in fuel price/insurance/ rise in cost of living index, etc during the contract period will be allowed.

21. The successful bidder 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 second party on satisfied completion of contract.

The interest Agency may send their sealed Tender to the following address

**The Assistant Provident Fund Commissioner
Employees Provident Fund Organisation
Regional Office, VK Complex,
Fort Road, Kannur – 670 001**

The tender should superscribe the envelope with "Quotation for hiring of Vehicle". The Employees' Provident Fund Organisation, ~~Regional~~ Regional Office, Kannur reserves the right to reject any tender without assigning any reason.



(UMESH KUMAR)
ASSISTANT P.F.COMMISSIONER-ADM

FORMAT OF TENDER

1	Name, Address & Telephone No. of the Tenderer	
2	PAN/TAN No.	
3	Service Tax Registration No. VAT No./Shops & Estts. Registration No. etc	
4	Year/Make/Model of the Vehicle with Registration No.	
5	EPF/ESIC/Labouretc Registration No.	
6	Demand Draft details	

1	Fixed monthly charge for the run of 2300 KMS	
2	For every extra kilometer beyond 2300 KMS per month	
3	Rate for every extra hour beyond 8.00 AM to 7.00 PM	
4	Overtime allowance per night	

I have read the general terms and conditions of this tender and have understood and agree to abide by the same.

NAME AND SIGNATURE OF TENDERER

Place :

Date: