



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-II (Madhapur)

3-4-763, भविष्यनिधि भवन / Bhavishyanidhi Bhawan,

बरकतपुरा चमन, हैदराबाद / Barkatpura Chaman, Hyderabad - 500 027.

संख्या: तेलंगाना/क्षे.का/हैदराबाद/केयरटेकर/भाड़े पर कार/2019/
No.TS/RO/Hyd./CT/Hiring of Car/2019/

दिनांक:09-09-2019

Date:09-09-2019

विषय:मासिक आधार पर भाड़े परकारहेतु निविदा सूचना ।

Sub: Tender Notice for hiring of Car on monthly basis.

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कर्मचारी भविष्य निधि संगठन, क्षेत्रीय कार्यालय, बरकतपुरा, हैदराबाद - 500 027 के लिए कार्यालयीन प्रयोग हेतु मासिक आधार पर भाड़े पर चालक सहित 4कार उपलब्ध कराने के लिए पंजीकृत यात्रा अभिकरणों से मुहरबंद कोटेशन आमंत्रित किए जाते हैं । किसी भीकंपनी केमध्यम आकार के सिडानकार चाहिए । कार का मोडल 2017से पहले का न हो।

Sealed quotations are invited from the registered travel agencies for providing Four cars along with drivers on monthly hire basis for official purpose in the Employees' Provident Fund Organisation, Regional Office-II (Madhapur), Barkatpura, Hyderabad - 500 027. The type of cars required are **mid size car (Sedan)** of any make. The model of the car should not be older than 2017.

बोलीकर्ता कोनिविदा के साथ निम्नलिखित दस्तावेज विधिवत् भरकर हस्ताक्षर करके प्रस्तुत करना चाहिए ।

The following documents should be submitted by the bidders duly filled and signed along with the tender.


- (i) बोलीकर्ताके विवरणDetails of bidder
- (ii) कार के विवरण Particulars of the Carपरिशिष्ट "क" Annexure "A"
- (iii) भाड़ा प्रभार Hire Charges परिशिष्ट "ख" Annexure "B"
- (iv) ठेके की साधारण शर्तेंThe General conditions of the contract

मुहरबंद कोटेशन इस कार्यालय के सहायक भविष्य निधि आयुक्त (केयरटेकर)को भेजने चाहिए और लिफाफे पर "मासिक आधार पर भाड़े परकारपाने वाले से ही खोला जाए" उपरिलेखन होना चाहिए औरदिनांक 30.09.2019 को 11-00 AM बजे या इससे पहले पहुँच जाना चाहिए । नियत तिथि के बाद प्राप्त कोटेशन स्वीकार नहीं किए जाएंगे ।

The sealed quotations should be sent to the Assistant P.F. Commissioner(CT), of this office and the envelope should be superscribed as "Quotation for Hiring of Car on monthly basis - To be opened by the Addressee only," and should reach this office latest by 11.00 A.M. on. 30.09.2019. The quotations received after the due date shall not be considered.

कोटेशन दिनांक 30.09.2019 को 04-00 PM बजे खोले जाएंगे । यदि वे चाहते हैं तो प्रत्येक बोलीकर्ता के एक प्रतिनिधि को बोली खोलने की प्रक्रिया में उपस्थित होने की अनुमति दी जाएगी । सक्षम प्राधिकारी को बोली रद्द करने का या किसी या सभी निविदाओं को कोई भी कारण बताए बिना रद्द करने का संपूर्ण अधिकार है ।

The quotations shall be opened on 30.09.2019 at 04-00 P.M. One representative of each bidder shall be permitted to be present during the bid opening process, if they so desire. The Competent Authority reserves the right to cancel the bid or reject any or all of the tenders without assigning any reason(s) thereof.


(MINHAJ ASGHAR)

सहायक भ.नि. आयुक्त (केयरटेकर) ASST. P.F. COMMISSIONER (CT)

बोलीकर्ताकेविवरणप्रमाणसहित DETAILS OF THE BIDDER ALONG WITH PROOF

1.	बोलीकर्ताकानाम, पतावदूरभाषसंख्या Name, address and Telephone No. of the bidder	
2.	पी.ए.एन./टी.ए.एन. संख्या PAN/TAN No.	
3.	सेवाकरपंजीकरणसंख्या/वी.ए.टी. संख्या/दुकान&स्थापनापंजीकरणसंख्या Service Tax Registration No./ VAT No./Shops & Establishment Registration No. etc.	
4.	पंजीकरणसहितकारकावर्ष/ कंपनी/ मोडल Year/Make/Model of the Car with Registration No.	
5.	क.भ.नि./ क.रा.बी.नि/ श्रमआदिपंजीकरणसंख्या (अद्यतनचालानोंकीप्रतियाँसंलग्नकियाजाए) EPF/ESIC/Labour etc . Registration No. (Copies of latest challans to be enclosed)	

मुहरसहितबोलीकर्ताकानामवहस्ताक्षर
Name & Signature of bidder with seal

वाहनकेविवरणPARTICULARS OF THE VEHICLE

पंजीकरणसंख्याRegistration No. _____

कारक्लासCar Class _____

विनिर्माणवर्ष/मोडलMfg. Year/Model _____

उपयोगकियागयाईंधन Fuel Used _____

इंजिनकीसंख्या Engine No. _____

छासिससंख्याChasis No. _____

हार्सपावरHorse Power _____

मुहरसहितबोलीकर्ताकानामवहस्ताक्षर
Name & Signature of bidder with seal

परिशिष्ट - ख Annexure - B

भाड़ाप्रभारHIRE CHARGES

अवधि Duration	समयोपरि Over time	प्रतिदिन न्यूनतम घंटोंकीसं ख्या Minimum Hours per day	प्रतिमाहन्यून तम किलोमीटरों कीसंख्या Minimum Kms. Per month	प्रतिमाहभाड़ा प्रभारHire Charges per month	अतिरिक्तप्रभार Extra Charges _____ वर्षमें _____ किलोमीटरोंसेअधिक beyond_____Kms. In _____ year
From _____ से To _____ तक	रु.Rs. ___/- रातnight &समयोपरि कीसंख्याNo. of overtime	10 घंटेHours	2300 किलोमीटर Kms.____ _____वर्षोंमें समायोजनीय Adjustable for _____ years	रु. Rs.____	रु.Rs. _____प्रतिकिलो मीटरper KM

मुहरसहितबोलीकर्ताकानामवहस्ताक्षर
Name & Signature of bidder with seal

Annexure "C"

1. All 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 second party.
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. Any driver once removed on instructions of an Officer shall not be employed with any other Officer in the Department.
3. 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.
4. The mileage will be counted from the office of the first party.
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 second party within half-hour. However in case second party fails to do so, or the alternative vehicle/driver is not upto mark, the first party will be entitled to hire another chauffer-driven vehicle and recover the charges for the same along with penalty @ Rs.1500/- per day from the second party.
7. The vehicle hire agreement can be terminated by either party after serving 45 days advance notice on the other party.
8. The vehicle and the driver should eligible/willing to travel outside the territorial jurisdiction of the Region/Zone also.
9. 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.
10. 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 & it has to

get the same verified on day to day basis from party either himself or through an officer designated by him. After the completion of the contract, the Log Book shall be deposited by second party.

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 first party will be entitled to hire another Chauffeur-driven vehicle and recover the charges for the same from the hiring charges payable to the second party, 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 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.
13. All the expenses and legal formalities relating to the vehicle should be borne and performed by the second party.
14. The monthly hire charges will be inclusive of the all taxes levies, cess etc. except Specifically provided as otherwise.
15. The Second party will submit a monthly bill for Rs. _____ being the hire charges for distance of 2300 Kms 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 (after the offset mentioned above) will be made at the rate of Rs. _____ per Km.
16. The duty hours for the drivers and vehicle will be from 8.00 A.M. to 7.00 P.M. on all days. In case of emergency driver can be retained for 24 hours duty and over time shall be allow. 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.
17. The agreement will be effective from _____ to _____.
18. In consideration of payment to be made by the first party to the second party as per the rates given the Annexure "B" the second party hereby covenants with the first Party to provide the vehicle as mentioned in Annexure "A" on hire basis.
19. The first party hereby covenants to pay the second party the higher charges or such other sum as may be come payable under the provision of

the contracts with the first Party to provide the vehicle as mentioned in Annexure "A" on hire basis.

20. The second party 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 the contract.

21. All legal disputes are subject to _____ Jurisdiction.

In witness were of the parties here to have caused this agreement to be executed in duplicate, the day and year first above written.

For and on behalf of

For and on behalf CBT, EPF

Signed

Signed

Name: _____
Address _____

Name _____
Address _____

Witness:

Witness: