

नार : 'भविष्यनिधि'

Grams: 'BHAVISHYANIDHI'

दूरभाष / 0863-2231227

फाक्स / 0863-2255164



कर्मचारी भविष्यनिधि संगठन

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

EMPLOYEES' PROVIDENT FUND ORGANISATION

(Ministry of Labour & Employment, Government of India)

क्षेत्रीय कार्यालय : ३ - गली, कृष्णनगर, गुंटूर - ५२२ ००६ (आ.प्र.)

Regional Office: 3rd Lane, Krishna Nagar, GUNTUR-522 006. A. P.

सं०:आप्र/क्षेका/गुंटूर/प्रशासन-1/सी टी/भाड़े पर वाहन/

दिनांक: 18.04.2018

निविदा सूचना

क्षेत्रीय भविष्य निधि आयुक्त-1, क्षेत्रीय कार्यालय, गुंटूर एक मध्यम आकार की मारुति सियाज/मारुति सिफ्ट डीजैर अथवा अन्य समकक्ष गाड़ी मासिक किराए पर अपर केन्द्रीय भविष्य निधि आयुक्त, आंचलिक कार्यालय, विजयवाड़ा के लिए करार के हस्ताक्षर होने की तिथि से दो वर्ष तक के लिए मोहरबंद कोटेशनस प्रस्तुत करने हेतु निमंत्रण देता है। इच्छुक एजेंसी अपने निविदाओं/बोलियों को (तकनीकी एवं वित्तीय दोनों) मोहरबंद लिफाफों में जिसके ऊपर "भाड़े पर वाहन हेतु निविदा" लिखकर प्रस्तुत करें। बोलियों के जमा करने की अंतिम तिथि दिनांक: 10.05.2018 को दोपहर 3:00 बजे तक है। मोहरबंद निविदा क्षेत्रीय भविष्य निधि आयुक्त-1, क्षेत्रीय कार्यालय, गुंटूर के कार्यालय में दिनांक: 10.05.2018 को दोपहर 4:00 बजे खोली जाएगी। सफल बोलीकर्ता दिनांक: 01.06.2018 से वाहन उपलब्ध करेंगे।

बिड / बोली का विवरण :-

- पेश किए जाने वाले वाहन का निर्माण (मेक) 2017 के बाद का नहीं होना चाहिए। सफेद रंग एवं आंध्रप्रदेश राज्य में पंजीकृत नई कार को प्राथमिकता दी जाएगी।
- निर्धारित मासिक भाड़ा शुल्क की गणना का आधार प्रति माह 2300 किलोमीटर की तय दूरी एवं कम से कम प्रति दिन 10 घंटा होना चाहिए।
- उपर्युक्त से परे अतिरिक्त किलोमीटर की दर तथा ओवर टाइम दर अलग से निर्दिष्ट की जानी चाहिए।
- निविदा में विशेष रूप से अन्यथा के रूप में प्रदान किए जाने के सिवा सभी कर, लेवी, उपकरण इत्यादि अलग से उल्लेखित होना चाहिए।
- सभी कोटेशन क्षेत्रीय भविष्य निधि आयुक्त-1, क्षेत्रीय कार्यालय, गुंटूर के पक्ष में डिमांड ड्राफ्ट के माध्यम से रु 5000/- के जमा बयाना राशि (ई एम डी) एवं रु 100/- (नान रिफंडेबल/अप्रतिदेय) के आवेदन शुल्क के साथ रखी जानी चाहिए।
- बोलीकर्ता को लेटर हैड पर संलग्नक-ए (एनेग्जर - ए) में सभी दस्तावेजों के विवरण जैसे पान नंबर, जीएसटी नंबर, गाड़ी के रजिस्ट्रेशन के विवरण देते हुए उनकी प्रतिलिपियाँ प्रस्तुत करनी होंगी।
- करार का मसौदा तथा विस्तृत रूप में नियम एवं निबंधनों को से डाउनलोड किया जा सकता है एवं साथ ई उन्हें क्षेत्र कार्यालय, गुंटूर में पूर्वाह्न 10:00 से सायं 5:00 बजे के बीच किसी भी कार्यालयी दिवस में प्राप्त किया जा सकता है।
- असफल बोलीकर्ता को अग्रिम धन राशि वापिस कर दी जाएगी। सफल बोलीकर्ता की अग्रिम धन राशि अनुबंध के निष्पादन के उपरांत वापिस की जाएगी।
- सफल बोलीकर्ता को क्षेत्रीय भविष्य निधि आयुक्त-1, क्षेत्रीय कार्यालय, गुंटूर के पक्ष में डे वार्षिक राशि का 10 प्रतिशत बैंक गारंटी के साथ रु 10/- के स्टॉप पेपर पर अनुबंध को निष्पादित करना होगा।
- यदि निविदा प्रक्रिया के दौरान या उसके उपरांत भविष्य मरण किसी समय प्रस्तुत किया गया विवरण गलत पाया जाता है तो ऐसी निविदाओं पर विचार नहीं किया जाएगा और अगर अनुबंध सफल होता है तो बिना किसी नृत्ति के उसे निरस्त करा दिया जाएगा।

प्रतिलिपि 18/04/18

(प्रभुदत्त पृष्टि)

सहायक भ नि आयुक्त एवं प्रभारी अधिकारी

क्षेत्रीय कार्यालय, गुंटूर

दूरभाष/Telephone: 0863-2344100

फैक्स/Fax: 0863-2255164

E-Mail:ro.guntur @epfindia.gov.in



कर्मचारी भविष्य निधि संगठन

EMPLOYEES' PROVIDENT FUND ORGANISATION

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

क्षेत्रीय कार्यालय : गुंटूर-522 006 आन्ध्र प्रदेश



REGIONAL OFFICE : 3RD LANE, KRISHNA NAGAR, GUNTUR-522 006. ANDHRA PRADESH

No: AP/RO/GNT/Admn-I/CT/Hiring of Vehicle/

Dated:18 -04-2018.

TENDER NOTICE


Sub: Inviting of Sealed Quotations for hiring of One Mid size Car of Maruti Ciaz/Maruti Swift D'zire to Zonal Office, Vijayawada, Andhra Pradesh State - Reg.

The Regional Provident Fund Commissioner-I, Regional Office, Guntur invites Sealed Quotations for hiring of One Mid size Car of Maruti Ciaz/Maruti Swift D'zire or similar category car on monthly basis for a period of 02 years from the date of signing the agreement for Additional Central P.F. Commissioner, Zonal Office, Vijayawada. The interested agencies may submit their quotations/bids (Technical as well as Financial) in a sealed envelope superscripted as **"QUOTATION FOR HIRING OF VEHICLE"**. The last date of submission of bid is **10.05.2018 upto 3.00p.m.**, The bids will be opened at **4.00 p.m., on 10.05.2018** in the Office of the Regional Provident Fund Commissioner-I, Regional Office, Guntur. The successful bidder should be able to provide the vehicle with effect from 01.06.2018.

BID DETAILS :-

- The Vehicle offered should be make of not earlier than 2017. Preference will be given to new car with white colour and Andhra Pradesh State Registration.
- The basis for calculation of the fixed monthly hiring charges will be for a run of 2300 Kms., per month and a minimum of 10 hours per day.
- Rate of mileage and overtime charges for extra duty hours beyond the above shall be separately specified by the bidder.
- The rates quoted will be inclusive of taxes, levies, cesses etc. except specifically provided as otherwise.
- All quotations shall be accompanied by an Earnest Money Deposit (EMD of Rs.5,000/- Five thousand only) and application of Rs.100/- (Non refundable by Demand Draft in favour of Regional Provident Fund Commissioner-I, Regional Office, Guntur.

- The bidders has to submit the details in the format (Annexure-A) along with all photocopies of documents i.e., PAN NO., GST NO., Registration copy of the vehicle to be submitted on letter head.
- The detailed terms & conditions along with a copy of the draft agreement can be downloaded from (www.epfindia.gov.in - Miscellaneous - Tenders & Auctions) and also be obtained from RO, Guntur between 10.00 am to 05.00 pm during working days.
- The EMD will be refunded to the unsuccessful bidders. The EMD of the successful bidder will be returned only after execution of the agreement.
- The successful bidder has to execute an agreement on a stamp paper of Rs.10/- alongwith Bank Guarantee of 10% of annual amount in favour of Regional Provident Fund Commissioner-I, Regional Office, Guntur.
- If any details furnished during the tender process or afterwards are found false at any time in future, such tenders shall not be considered and if successful, the contract shall be cancelled forthwith without any notice.


18/4/18

(PRABHU DUTTA PRUSTY)
Assistant P.F. Commissioner/OIC
Regional Office :: Guntur.

ANNEXURE - A

TENDER FOR HIRING OF VEHICLE ON MONTHLY BASIS FOR ZONAL OFFICE,
VIJAYAWADA TO BE SUBMITTED ON LETTER HEAD.

TECHNICAL BID

1	Name, Address and Telephone no. of the Bidder.	
2	Travel Agency Name, Address & Telephone No.	
3	Income Tax Permanent Account No. (PAN - Individual/Agency).	
4	GST /Service Tax Registration No./VAT No./ Shops and Estts. Registration No. etc.,	
5	EPF/ESI Code no.	
6	Year and Make of the Car.	
7	Registration No. of the Vehicle.	
8	Colour of the Vehicle.	
9	Vehicle Clause.	
10	Fuel used	
11	Engine & Chasis No.	
12	Horsepower	

ANNEXURE - B**FINANCIAL BID**

Duration	Over time	Min. hours per day	Min. Kms. Per month	Hire charges per month	Extra charges beyond 27600 kms. in one year.
From _____ To _____	Rs._____-/- per night & no overtime.	10 Hours.	2300 Kms. Adjustable for one Year.	Rs._____	Rs._____ per Km.

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

Name & Signature of Tenderer.

Date :

Seal

ANNEXURE - "A"

1. Registration No. :
2. Vehicle Class :
3. Mfg. Year :
4. Fuel Used :
5. Engine No. :
6. Chasis No. :
7. Horse Power :

ANNEXURE - "B"

Duration	Over time	Min. hours per day	Min. Kms. Per month	Hire charges per month	Extra charges beyond 27600 kms. in __ Year
From _____ To _____	Rs._____-/- per night & no overtime	10 Hours	2300 Km. Adjustable for one Year.	Rs._____	Rs._____ per Km.

AGREEMENT

This Agreement made this day of _____ between the Central Board of Trustees, EPF acting through the Regional P.F. Commissioner-I, Regional Office, Guntur (herein after referred to as the first party) & M/s. _____ (hereinafter referred to as the second party) which expression shall unless excluded by or repugnant to the context, include their heirs, executors, administrators, Legal Representatives & Permitted assignees.

Whereas the first party is desirous that the vehicle _____ should be hired from the second party. And whereas the second party has agreed to provide the vehicle at the terms & conditions enumerated below:-

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS :

1. In this agreement, words and expression shall have the same meaning as are respectively assigned to them in General conditions of contract referred to.
2. The following documents shall be deemed to form part and be read and constructed as part of this agreement viz.
 - Particulars of the vehicle Annexure -"A"
 - Hiring Charges Annexure -"B"
 - The General conditions of the contract Annexure -"C"

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. That 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 an hour. However in case second party fails to do so, or the alternative vehicle/driver is not up to mark, the first party 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 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 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.

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 exclusive 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 8.30 AM to 7.30 PM 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, EPI 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 Delhi 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.

Signed

Name : _____

Address: _____

Witness:

Signed

Name : _____

Address: _____

Witness:



कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
(MINISTRY OF LABOUR & EMPLOYMENT, GOVT. OF INDIA)
मुख्यालय/HEAD OFFICE
भविष्य निधि भवन
BHAVISHYA NIDHI BHAWAN
14, भीकाजी कामा प्लेस, नई दिल्ली-110066
14-BHIKAJI CAMA PLACE, NEW DELHI-110066
Website : www.epfindia.gov.in

HRM -8/6(1)2011/Hiring Vehicles/ / 13411

Dated: .10.2013

24 OCT 2013

To,

All Addl. Central P.F. Commissioner (Zones)/CVO/ Director (NATRSS),
All RPFCs-In-Charge of the RO/SRO/ZTIs/ZVDs,
RPFC (ASD), Head Office

Subject: Hiring/Purchasing of Vehicles -Regarding

Reference: Head Office Circular No. HRM-8/V/6(1)/2011/Hiring Vehicle/4241 dated 21.05.2012

Sir,

The Ministry of Finance, Govt. of India vide its O.M. No. 7(2)/E. Coord/2013 dated 18.09.2013 has allowed purchase of vehicles against condemned vehicles. Accordingly, RPFCs-in-charge of Regions/ZTI/ASD, NATRSS, Zonal Offices are requested to send the proposals for the purchase of new vehicles against condemned vehicles by following guidelines/instructions issued by Govt. of India from time to time.

2. Further, as per the existing facilities of hiring of vehicles as circulated vide Circular No. HRM-8/V/6(1)/2011/Hiring Vehicle/4241 dated 21.05.2012, only those offices, i.e., ROs/SROs were allowed to hire, where none of the vehicles existed. In other words, the facility was neither available to offices where some vehicles exist nor it was available to offices, where the old vehicle were condemned as non-functional/non-serviceable. Thus, there had been a considerable demand for a review of the policy.

3. In view of functional requirements of the vehicle and considering the cost escalations since the date of earlier circular dated 21.05.2012 on the subject, the same is partially modified. The fresh entitlement to hire vehicle for the offices mentioned in column 2 shall be restricted to the limit set in column 3.

Contd...

S.No.	Office	Monthly Monetary ceiling
1	2	3
1.	a) NATRSS b) Head Quarters/ Regional Office/SRO/ ZTIs/ZVDs c) Zonal offices	Rs. 36000/- per vehicle for mid size cars
2.	Head Quarters	Rs. 40000/- per vehicle for mid size vehicle for Officers in the rank of Joint Secretary and above

4. The hiring of vehicles on monthly basis as per above monetary ceiling is further subject to following conditions:

- RPFC-in-Charge of Regions/SROs/ASD/ZTIs, Zonal Vigilance Directorates & NATRSS may hire vehicles on monthly basis against the sanctioned number of staff car, if no staff car is available.
- RPFC-in-Charge of Regions/SROs/ASD/ZTIs, Zonal Vigilance Directorates & NATRSS may hire vehicles on monthly basis against condemnable or condemned vehicles till new vehicle is provided to them.
- RPFC (ASD), Head Quarters may hire vehicles on monthly basis for All Addl. CPFCs & RPFCs-I/ Chief Engineer posted at Head Quarters. However, vehicle may not be hired in respect of the officers, who have already been provided with the staff car.
- For the purpose of hiring of vehicle GFR provisions has to be followed. A copy of model agreement along with the normal terms & conditions to be entered with the travel agency is also attached herewith for necessary action.
- Administrative and Financial powers are delegated for hiring of vehicles to the RPFCs in Charge of Regions/SROs/ /ZTIs/ ASD & NATRSS to incur expenditure on this account head subject to budgetary provisions under the budget head "Conveyance Hire" subject to the monetary limits prescribed in column 4 for the authorities mentioned in corresponding column 3

Sl. No.	Activity	Authorities	Remarks
1	2	3	4
1	Incurring expenditure towards Hiring of vehicles	AC(Admn)/RC(Admn)/ OIC of SRO/ SAO (NATRSS)	Full amount @ 36,000/ per month per vehicle.
		RPFC-I of RO/ ZTI RPFC-I(ASD)	Full amount @ 36,000/ per month per vehicle.
		ACC (Zone)	Full amount @ 36,000/- per month per vehicle.
		ACC (HR)	Full amount @ 40,000/- per month per vehicle.

Sl. No.	Activity	Authorities	Remarks
2	Signing the Annual Contract agreement	RPFC-I of RO/ZTI/ ASD ACC(Zone)/ Director(NATRSS) ACC (HR)	Within their respective monetary limit.
3	Taking penal action as per the term and conditions of the agreement	As per SL. No. 2	

(vi) RPFC-in-charge of Regions may hire the vehicles for the concerned Zonal Vigilance Directorates.

(vii) The monetary limit may however be enhanced @ 15% every three years.

5. Further RPFCs-in-charge of Regions/ZTI & Director (NATRSS) may assess the additional requirement of hired vehicles for functional & operational purpose after taking into consideration the workload, functions & jurisdictional extent of concerned SRO/RO and send the detailed proposal to Head Quarters before 15.11.2013.

(This issues with the approval of Central Provident Fund Commissioner.)

Enclosed: As above.

Yours faithfully,



(UDAY BAXI)

REGIONAL P.F.COMMISSIONER-I (HRM)

Copy to:

- 1) FA & CAO
- 2) All Dy. Dir. (Vig.)/Zonal Audit Parties
- 3) RPFC(NDC) with request to upload on EPFO website
- 4) RPFC (FA), Head office – for earmarking sufficient budget provisions in the relevant budget head
- 5) RPFC (HRD) - for updating the delegation of administrative and Financial powers.
- 6) PS to CPFC for information
- 7) The General Secretary, EPF Officers' Association, Guwahati
- 8) Guard File
- 9) Director (OL) for Hindi version.



(UDAY BAXI)

REGIONAL P.F.COMMISSIONER-I (HRM)