



कर्मचारी भविष्यनिधि संगठन
Employees' Provident Fund Organisation
(श्रम मंत्रालय, भारत सरकार) / (Ministry of Labour, Govt. of India)
क्षेत्रीय कार्यालय / SRO-Keonjhar
पवित्रदीहा, एन.एच.6, कंदुझर - 758001
Pabitradiha, N.H-6, Keonjhar- 758001 (ओड़ीशा)



पत्र संख्या : क्षे का /क्यौझर/प्रशा /07-08/स्टाफ कार /109/ 293/

दिनांक : 17-09-2018

निविदा सूचना

कर्मचारी भविष्य निधि संगठन, श्रम एवं रोजगार मंत्रालय, भारत सरकार, क्षेत्रीय कार्यालय, पवित्रदीहा, एन.एच-49, क्यौझर- 758001 (ओड़ीशा) अपने कार्यालयीन कार्यों के निमित्त मासिक भाड़ा के आधार पर एक वाहन किराये पर उपलब्ध कराने के लिए रजिस्टर्ड टैवल एजेंसीयों की ओर से सीलबंद कोटेशन (quotation) आमंत्रित करती है।

वाहन जो आवश्यक है वे हैं - जैसे - टाटा इंडिगो ECS/CS, स्विफ्ट डीजायर, फोर्ड (फिगो/एजपायर) अथवा माध्यम साइज का समकक्ष वाहन। वाहन का मॉडल एक वर्ष से अधिक पुराने नहीं होने चाहिए। सफेद रंग के वाहन को अधिक प्राथमिकता दी जाएगी।

वाहन की आवश्यकता सामान्यतः सभी कार्य दिवसों जैसे - सोमवार से शुक्रवार तक प्रातः 9 बजे से 7 बजे तक रहेगी। फिर भी इसे कार्यालयीन कार्य हेतु कार्यालय समय के उपरांत एवं शनिवार एवं रविवार / राजपत्रित अवकाश पर भी आवश्यक होने पर बुलाया जा सकता है।

वाहन की आवश्यकता सामान्यतः क्यौझर एवं मयूरभंज जिले के लिए होगी परंतु यह कार्यालयीन कार्यों के लिए जरूरत पड़ने पर इन जगहों से बाहर जाने के लिए भी आवश्यक हो सकती है।

कोटेशन में न्यूनतम मासिक औसत 250 घंटे / 2300 किलोमीटर का उल्लेख होने चाहिए।

निर्धारित पैरामीटर से अधिक के लिए प्रति किलोमीटर एवं घंटे की जो दर प्रभारित (चार्ज) किए जाएंगे उसे भी अलग से दर्शाया जाये।

कोटेशन जमा करने की अंतिम तिथि 05.10.2018 (अपराहन 4 बजे) है एवं कोटेशन खोलने की तिथि दिनांक 08.10.2018 को पूर्वाह्न 11 बजे है।

इच्छुक एजेंसी उपर्युक्त अंतिम तिथि अथवा इससे पहले उपर्युक्त पते पर अपने निविदा कोटेशन भेज सकते हैं। नियम एवं शर्तें इस पत्र के साथ संलग्न हैं।

(क्षेत्रीय भविष्य निधि आयुक्त व प्रभारी अधिकारी के अनुमोदन से जारी)

संलग्न : यथोक्त (अनुलग्नक (Annexure)- I, II, III एवं ए एवं बी)

(प्रम प्रकाश)

सहायक भविष्य निधि आयुक्त (प्रशासन)



E-mail: sro.keonjhar@epfindia.gov.in
Ph. : 06766-258067, FAX: 06766-258162

कर्मचारी भविष्यनिधि संगठन

Employees' Provident Fund Organisation

(श्रम एवं रोजगार मंत्रालय, भारत सरकार) / (Ministry of Labour & Employment, Govt. of India)

क्षेत्रीय कार्यालय- /Regional Office

पबित्रादिहा, एन.एच. 49, केन्दुझर - 758001 (ओडिशा)

Pabitradiha, NH-49, Keonjhar-758001 (Odisha)

L.No.SRO/KJR/Admn/07-08/Staff Car/109/

2932

Date: 17-09-2018

TENDER NOTICE

Sealed Quotations are invited from registered travel agencies for providing one (1) vehicle on hire on monthly basis for official purposes for Employees' Provident Fund Organisation (Ministry of Labour & Employment, Govt of India), Regional Office, Pabitradiha, NH-49, Keonjhar-758001.

Type of vehicle required **TATA INDIGO ECS/CS, Swift Dezire, and Ford (Figo- aspire)** or equivalent mid-sized vehicle. The model of vehicle should not be older than one year. Colour preferable white.

The vehicle will generally be required on all working days i.e. (Monday to Friday) from 09.00am to 07.00 pm. However, it can be summoned for official purposes beyond working hours and also on Saturday and Sunday/Gazetted Holidays on need basis.

The vehicle shall generally require for travel within districts of **Konjhar** and **Mayurbhanj** but can also be required for travel outside these places on official purposes on need basis.

The quotation should provide for a minimum monthly average of 250 hours/2300 K.M.

The rate that will be charged for every Kilo Meter and hour over & above the stipulated parameters should also be given separately.

The last date for submission of quotations is 05.10.2018 (04.00P.M.)

Terms & Conditions are as follows:-

1. The Travel Agency should be registered with appropriate government department/authorities. The copies of registration documents should be provided along with the quotations.
2. The period of contract will be initially for one year from the date of awarding the contract subject to renewal for one year after that, on the sole discretion of EPFO on existing/revised terms & conditions as the case may be.
3. The successful bidder on commencement of contract shall submit after the close of every month, the monthly bill (in duplicate) and the bill shall be paid after verification, by the office of the Regional P.F. Commissioner, Keonjhar within 15 days. Any adjustments or recoveries made from the amount claimed in the bill shall be informed to the successful bidder.
4. Cost of annual comprehensive insurance of the vehicle and all repairs, major or minor shall be met by the successful bidder only.
5. The fixed monthly charge shall include the monthly wages of the driver and the cost of all fuel and consumables.
6. The rates quoted should be inclusive of Service Tax and any other taxes or levies.
7. Applicable taxes would be deducted at source.
8. Charges towards Toll and parking would be reimbursed as per actual.
9. In case of any accident/fine due to violation traffic rules, all the claims arising shall be met by the successful bidders only.
10. The agency will abide by all the rules of the Central minimum wages, EPF, ESIC, payment of wages, contract labour (regulation & abolition) Act etc.
11. The driver should be well mannered experienced, well uniformed and must carry a mobile phone (at the cost of the successful bidder). The driver should possess a valid Driving Licence for Motor Car.
12. The opening and closing KMs. Time would be reckoned from the starting point of the user and closing at the point wherever user completes his/her travel. The distance covered in each way between user delivery address and garage/normal parking place will be allowed on actual basis or 5 Kms Whichever is less.

- 13.No request for enhancing the rate/rental amount per KM due to hike in fuel price, insurance payment, rise in cost of living index etc. during the contract period will be allowed.
- 14.The contract may be terminated with written intimation by serving 30 days notice or in lieu one month vehicle rental from both the parties.
- 15.The agency will be responsible for any loss of material/life caused due to any accident etc and will indemnify the same.
- 16.The vehicle should have Third Party Insurance as well.
- 17.The vehicle shall be in good condition along with good and clean seat covers and curtains. Vehicle so hired may be inspected by a pre – designated committee of EPFO officers with reference to good/properly maintained vehicle.
- 18.No vehicle should be supplied having registration in the name of Employee of EPFO or their near relations.
- 19.Successful bidder shall not engage any person below 18 years of age.
- 20.The successful bidder shall send the vehicle for periodical servicing at their own cost. EPFO will not pay any mileage run for such servicing.
- 21.If the vehicle goes out of order, the successful bidder shall provide a substitute vehicle immediately. In case of failure to do so, the Employees' Provident Fund Organisation would have the right to hire a vehicle on daily basis from the market and the additional cost incurred will have to be borne by the successful bidder.
- 22.The driver should not be changed by the successful bidder without permission of the Regional P.F. Commissioner. However, in case a driver's performance/conduct is unsatisfactory, the successful bidder shall ensure that he is substituted immediately on receiving of a formal complaint from the office of the Regional P.F. Commissioner.
- 23.In case of absence of driver, the agency should be in a position to provide alternative driver.
- 24.The successful bidder shall produce the original registration book Insurance papers and pollution control 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 P.F. Commissioner, EPFO, Keonjhar. The vehicle shall also be produced for physical inspection before signing of contract.

25. The successful bidder shall not be permitted to change/replace the approved vehicle during the period of contract without prior approval of the Regional P.F. Commissioner, EPFO, Keonjhar.
26. Quotations will be received only up to the time and date mentioned in the Notice calling for Tenders.
27. The Regional P.F. Commissioner, EPFO, Keonjhar reserves the right to extend the date for receipt of quotations or to cancel the Notice calling for tenders without assigning any reasons thereof.
28. All the rates quoted must be written both in figures and words. Corrections, if any shall be authenticated.

The Interested Agency may send their Tender in the enclosed format to the following address.

The Regional P.F. Commissioner
Employees' P.F. Organisation
(Ministry of Labour & Employment, (Govt. of India)
Regional Office, Pabitradiha, NH-49
Keonjhar-758001 (Odisha)
e-mail-ro.keonjhar@epfindia.gov.in

The envelope containing the Tender documents/quotation should be super scribed as with "**Quotation for Hiring of Vehicle**". The Employees' P.F. Organisation, Regional Office, Keonjhar reserves the right to reject any tender without assigning any reasons thereof.

The Bids/quotations documents will be opened on **08.10.2018 at 11.00 AM** at the office of the Employees' P.F. Organisation, Regional Office, Keonjhar. All bidders are allowed to have their duly authorised representative present at the time of opening of the bids.

This issue with the approval of RC/OIC.


(Prem Prakash)
Asst. P.F. Commissioner (Adm)
RO, Keonjhar

SUB: HIRING OF VEHICLE FOR Employees Provident Fund Organization, Ranchi

Tender Ref: _____

Date: _____

To be filled in by the Bidder (enclose copy of documents to support your statement)

1. i) Name and Postal Address of the Bidder: _____

 Phone: _____
 Mobile: _____
 Fax: _____
 E-Mail: _____
- ii) Office & business establishment of bidder
 In the city of (give name of the city with full address with documentary proof)

2. Is your concern Recognized / Registered ☐ Yes ☐ No
 (Attach Photocopy as a proof)
- a. Tick as applicable
 b. Recognized by Govt. of India as Tourist Transport operator
 c. Registered under Companies Act
 d. Registered under Shops and Establishment Act
 e. Registered as firm
 f. Proprietorship / Any other category (please specify)
 g. Sister concern of _____ (please specify name)
3. i) Income Tax Permanent account Number (PAN) : PAN no.
 a. (It should be allotted to the bidder) (attach Proof)
 3. GST Registration Number
 b. (attach Proof) It should be allotted to the Bidder.
 3. c. Registration/Allotment Number of
 ESI (Attach proof) (It should be allotted to the bidder) Code no:
 EPF (Attach Proof) (It should be allotted to the bidder) code no:
 Any other social security scheme for workers :
 (Like group insurance/personal accident insurance/pension etc for Drivers)
 (Give details) : _____
4. Experience (attach performance Certificate from the Govt. / PSU Companies /
 Public Agencies / Firms _____ Years
5. Detailed Statement of Registered commercial vehicles of one year old or less
 as per format at Annexure-II.

DATE, SIGNATURE & SEAL

Statement of Vehicles owned by the Bidder

BIDDER'S NAME: _____

COMPANY'S NAME: _____

Details of "OWNED" Vehicles of one Year old or less in our fleet of operation as on date:

S. No	Regn. Number	Model (Year)	Date of Regn	Vehicle Owner's / Name	Vehicle Type (Swift DZire/ Indica/ Indigo (CS/ECS) / Innova/etc. Please specify)	Validity Details (Please write Yes/No)			
						Permit	Fitness	Road Tax	Insurance
1									
2									
3									
4									
5									
6									
7									
8									
9									

Declaration:

The details as above furnished are correct and true. I undertake to produce original Documents of the above said vehicles for verification as and when called for.

DATE

BIDDER'S SIGNATURE

OFFICE SEAL

**SCHEDULE OF REQUIREMENT AND
QUOTATION OF HIRE CHARGES**

SN	Basic Unit	Hire Charges Per Veh. (Rs.) basic Unit Price per month slab rate inclusive of Veh Mtce, fuel, Driver Salary, I Tax Road Tax permit etc.							
	Monthly Km. hire Slab	Qty of Ven (Q:1)	Indigo (CS/ECS) Diesel/Petrol		Swift Dezire Diesel/Petrol		Innova Diesel/Petrol		Manza/ Accent Diesel/Petrol
			(in Fig)	(in words)	(in fig)	(Rs. in words)	(in fig)	(Rs. in words)	(in fig) (Rs. in word)
1	250 Hrs/2300 KMs	01							

For Extra Km (Rs/Km) beyond 2300 Kms.

In figures..... In words.....

Night Halt charges will be Rs. 100/- Per Night (fixed) limited to 3 days in a month.

Signature & stamp of bidder

Full Address.....

Mobile No.....

ANNEXURE "A"

Registration no. & Make/Model	
Vehicle Class:	
Mfg. Year:	
Fuel Used:	
Engine No:	
Chasis No:	
Horse Power:	

ANNEXURE "B"

Duration	Over Time	Min. Hours per day	Min.Kms. Per Month	Hire Charges per month	Extra Charges beyond 2300 Kms. in ____ Year
From _____ To _____	₹ _____ per night & No over time;	11.00 Hours	2300 Km. Adjustable for _____ Years.	₹ _____	₹ _____ Per Km.

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

Name & Signature of Tenderer
with Rubber Stamp