



कर्मचारी भविष्य निधि संगठन

EMPLOYEES' PROVIDENT FUND ORGANISATION

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

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

क्षेत्रीय कार्यालय पुणे II / Regional Office Pune II

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क्र०/भनि०/क्षेका०/पुणे 2/आकुर्डी/कनवेयन्स हायर/

दिनांक:- 14.09.2018

किराये पर वाहन प्राप्त करने हेतु निविदा आमंत्रित करने के लिए सूचना

पंजीकृत ट्रैवल एजेंसियों से कार्यालय के उपयोग के लिए वाहन-स्टाफ कार मासिक किराए के आधार पर एक (1) वाहन उपलब्ध कराने के लिये पंजीकृत ट्रैवल एजेंसियों से मोहर बन्द निविदा आमंत्रित की जाती है। वाहन का प्रकार मारुति सीआज/स्विफ्ट डिजायर/होंडा सिटी/टोयोटा एटियोस/हुंडई एक्सेंट या अन्य कोई भी समकक्ष मध्यम आकार का वाहन हो और आपेक्षित वाहन टैक्सी के रूप में पंजीकृत होनी चाहिए। वाहन का मॉडल एक साल से अधिक पुराना नहीं होना चाहिए और सफेद रंग की होनी चाहिए।

वाहन चालक और गाडी की ड्यूटी प्रत्येक दिन प्रातः 09:00 बजे से शाम 07:00 बजे तक होगी। आवश्यकता के आधार पर काम के घंटे से अधिक बुलाया जा सकता है।

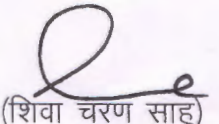
निविदा कम से कम 2300 किलोमीटर(पुणे एवं पुणे जिला से बाहर यात्रा हेतु)के मासिक के लिए प्रस्तुत किये जाए जो सभी प्रकार के कर, ईंधन लागत, वाहन चालक की मजदूरी एवं वर्दी सहित होगा। निबंधन एवं शर्तें एजेंसी द्वारा निविदा प्रस्तुत किए जाने के समय करार के अनुरूप होगा एवं उस पर हस्ताक्षर के लिए सहमत होना होगा। अधोहस्ताक्षरी के कार्यालय में करार की प्रतिलिपि उपलब्ध है और इसे www.epfindia.gov.in नामक वेबसाइट से डाउनलोड की जा सकती है। करार के अनुलग्नक 'ए' में निर्धारित प्रारूप में ही निविदा प्रस्तुत की जानी है। करार पर हस्ताक्षर करने को तत्पर की घोषणा की बंधन पत्र एवं पैन कार्ड, केन्द्रीय न्यूनतम मजदूरी, ईपीएफ, ईएसआईसी, मजदूरी का भुगतान, अनुबंध श्रम(विनियमन और उन्मूलन) अधिनियम आदि के सभी नियमों का पालन करने के हेतु बंधन पत्र एवं दूर एवं ट्रैवल एजेंसी संचालन करने हेतु एजेंसी को प्राप्त सरकारी आदेश की प्रतिलिपि भी प्रस्तुत करनी होगी। वांछित दस्तावेजों के बिना जमा कराये गए किसी भी निविदा को निरस्त कर दिया जायेगा।

निविदा पर "कार किराए पर लेने के लिए निविदा" अंकित करना होगा एवं दिनांक 10/10/2018 को अप्राह्न 1 बजे तक या उससे पहले जमा करना होगा और उसे दिनांक 10/10/2018 को अप्राह्न 3 बजे अध्यक्ष निविदा खोलने की समिति, क्षेत्रीय कार्यालय, पुणे 2 के कक्ष में खोली जाएगी। बोली खुलने के समय सभी बोली लगाने वालों को प्राधिकृत प्रतिनिधि रखने की अनुमति प्रदान की जाती है। अधोहस्ताक्षरी के पास बिना कोई कारण बताए कोई भी निविदा निरस्त करने का अधिकार सुरक्षित है।

संलग्न:- उपरोक्तानुसार।

(क्षेत्रीय भविष्य निधि आयुक्त के अनुमोदन से जारी)

भवदीय


(शिवा चरण साहू)

सहायक भविष्य निधि आयुक्त (प्रशा0)



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No. MH/PF/RO/PN-II/AKR /Conv.Hire/

Date:- 14.09.2018



NOTICE INVITING TENDERS FOR HIRING VEHICLE

Sealed Quotation is invited from Registered Travel Agencies (i.e. Travel Agents/Travel Agencies approved by Government) and having its office at Pune for providing 01(One) Vehicle alongwith Driver and fuel on hire on monthly basis for official purpose of EPFO, Regional Office Pune II, Akurdi . Type of the vehicle required is Maruti Ciaz/ Swift Dzire/ Honda City/ Toyoto Etios/ Hundai xcent or any similar type of vehicle and the vehicle should be registered as Taxi. The model of the vehicle should not be more than one year old and preferred colour of the vehicle is white.

The duty hours for the drivers and vehicle will be from 09:00 AM to 07:00 PM on all days. However, it can be summoned for official purposes beyond working hours on need basis.

The quotation should be provided for a minimum monthly running of 2300 km (for travel within Pune District and Outside also) and should included all taxes, cost of fuel and wages and cost of Uniform of the Driver. The terms and conditions are as per the agreement which the agency submitting tender should agree to sign. Copy of the agreement is available in the office of the undersigned or can be downloaded from the website www.epfindia.gov.in. The quotation should be submitted in the format prescribed in Annexure "A" of the agreement. The agency should submit an undertaking declaring willingness to sign the agreement and copy of PAN card, undertaking to the effect of abide by all the rules of the Central minimum Wages, EPF, ESIC, payment of wages, Contract Labour (regulation & abolition) Act etc. and Government order for operating Tour and Travel agency should be submitted. Any quotation without the required documents shall be rejected.

The tender in scribed with "QUOTATION FOR HIRING CAR" should be submitted on or before 01:00 PM of 10/10/2018 and shall be opened at 03:00 PM of 10/10/2018 in the Chamber of Chairman, Tender Opening Committee, Regional Office, Pune 2. All bidders are allowed to have their authorized representative present at the time of opening the bids. The undersigned reserves the right to reject any tender without assigning any reason.

Yours Faithfully

(Siba Charan Sahoo)

Assistant Provident Fund Commissioner (Adm.)

FORMAT OF TENDER

1	Name, address & Telephone No. of the bidder	
2	Income Tax PAN No.	
3	Service Tax Registration No./Shops and Estt. Registration No. etc	
4	Registration No. & Make/Model of Vehicle	
5	Vehicle Class	
6	Mfg. Year	
7	Fuel Used	
8	Engine No.	
9	Chasis No.	
10	Horse Power	

Duration	Over Time	Min. Hours per day	Min. Kms. per month	Hire Charges per month	Extra Charges beyond 2300 Kms in a month
From _____ To _____	Rs. _____ per night & no over time	10 Hours	2300 km Adjustable for month	Rs. _____	Rs. _____ per km`

Annexure-B

Terms & Conditions are as follows:-

- (a) The Travel Agency should be registered with the appropriate government department/authorities. The copies of registration documents should be provided along with quotations. The vehicle should be registered as TAXI with the appropriate department authorities.
- (b) The period of contact 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.
- (c) 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 PF Commissioner, Pune-II within 15 days. Any adjustments or recoveries made from the amount claimed in the bill shall be informed to the successful bidder.
- (d) The fixed Monthly charge shall include the monthly wages of the driver and the cost of all fuel and consumables.
- (e) Cost of annual comprehensive insurance of the vehicle all repair, major or minor shall be met by successful bidder only.
- (f) The rates quoted should be inclusive of Service Tax and any other taxes or levies.
- (g) Applicable taxes would be deducted at source.
- (h) Charges towards Toll and Parking would be reimbursed as per actual.
- (i) In case of any accident fine due to violation of traffic rules, all the claims arising shall be met by the successful bidder only.
- (j) The agency will be abide by all the rules of the Central minimum Wages, EPF, ESIC, payment of wages, Contract Labour(regulation & abolition Act, etc.
- (k) 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 posses a valid driving license for LMV
- (l) 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.
- (m) The contract may be terminated with written intimation by serving 30 days notice or in lieu of one month vehicle rental from both parties.
- (n) The agency will be responsible for any loss of material/life caused due to any accident etc, and will indemnify the same
- (o) The vehicle should have the third party insurance as well.
- (p) 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 & the additional cost incurred will have to be borne by the successful bidder
- (q) The driver should not be changed by the successful bidder without permission of the Regional PF 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 PF Commissioner.
- (r) In case of absence of driver , the agency should be in a position to provide alternative driver.
- (s) The successful bidder shall produce the original registration book, Insurance Papers and Pollution Control certificate of the vehicle at the time signing of contract and an attested Xerox copy shall be retained by the office of the Regional PF Commissioner, Pune-II . The Vehicle shall also be produced for physical inspection before signing of contract.

- (t) The successful bidder shall not be permitted to change/replace the approved vehicle during the period of contract without prior approval of the Regional PF Commissioner, Pune-II.
- (u) Quotations will be received only up to the time and date mentioned in the Notice calling for Tenders.
- (v) The Regional PF Commissioner, RO Pune-II reserves the right to extend the date for receipt of quotations or to cancel the Notice calling for tenders without assigning any reason.
- (w) All the rates quoted must be written both in figures and words. Corrections, if any shall be authenticated.