

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, विशाखपट्टणम - VISAKHAPATNAM

वुडा लेआउट, मरीपालेम - VUDA LAYOUT, MARRIPALEM

एन.ए.डी.पोस्ट / NAD Post -530 009

[Telephone: 0891-2558929; Fax: 2558734; E-mail: sro.vizag@epfindia.gov.in]

क्र. आं.प्र/वीपी/मासं.प्र/एम.3/ फ. 8/किराया वाहन. 2018/

दि. 07.09.2018

टेंडर नोटिस

कर्मचारी भविष्य निधि संगठन (श्रम एवं रोजगार मंत्रालय), विशाखपट्टणम कार्यालय द्वारा अपने कार्यालयीन उपयोग हेतु वाहन - स्टाफ कार एक वर्ष की अवधि के लिए जिसे बढ़ाया जा सकता है मासिक किराए के आधार एक (1) वाहन उपलब्ध कराने हेतु पंजीकृत ट्रेवल एजेंसियों से मुहर बंद कोटेशन आमंत्रित किए जाते हैं।

अपेक्षित वाहन का प्रकार:- मारुति सीआज़ /स्विफ्ट डिजायर / होंडा सिटी/टोयोटा एटियोस या इसी तरह के कोई भी वाहन और वाहन टैक्सी के रूप में पंजीकृत होना चाहिए। वाहन का माडल एक साल से ज्यादा पुराना नहीं होना चाहिए। वाहन का रंग सफेद होना चाहिए।

वाहन चालक और गाड़ी की ड्यूटी हर दिन सुबह 08.00 बजे से शाम 07.00 बजे तक होगी। आवश्यकता होने पर काम के घंटे से अधिक बुलाया जा सकता है।

न्यूनतम मासिक औसत 300 घंटे / 2300 किलोमीटर के लिए कोटेशन प्रदान करना चाहिए। निर्धारित पैरामीटर के ऊपर और उसके बाद प्रत्येक किलोमीटर और घंटे के लिए लगाई जाने वाली दर का अलग से भी दिया जाएगा।

कोटेशन प्रस्तुत करने हेतु टेंडर दस्तावेज, नियम एवं शर्तें (अनुलग्नक -ए) टेंडर फॉर्मेट (अनुलग्नक -बी) वेबसाइट www.epfindia.gov.in/Tenders से डाउनलोड कर सकते हैं। इच्छुक एजेंसियां जो टेंडर में बताए गए नियम एवं शर्तों के लिए सहमत हैं, उनके कोटेशन को निर्धारित प्रारूप में जैसा कि अनुलग्नक -बी में दिया गया है - बोली लगाने वाले के मुहर और हस्ताक्षर के साथ विधिवत भरा हुआ है, और कवर के ऊपर यह उल्लिखित करके " वाहन किराया हेतु कोटेशन " क्षेत्रीय भविष्य निधि आयुक्त, क्षेत्रीय कार्यालय, विशाखपट्टणम के उपरोक्त पते पर भेज सकते हैं।

कोटेशन प्रस्तुत करने की अंतिम तिथि: 24.09.2018 (अप. 4.00 बजे)। नियत दिनांक एवं समय के बाद प्राप्त कोटेशन रद्द किया जाएगा। कर्मचारी भविष्य निधि संगठन, क्षेत्रीय कार्यालय, विशाखपट्टणम बिना कोई कारण बताए किसी भी टेंडर को रद्द कर सकते हैं।

भवदीय,
५६/२१
०७.०९.१८
(पी.एन. सिंह)

सहायक भविष्य निधि आयुक्त(मासं.प्र)
क्षेत्रीय कार्यालय, विशाखपट्टणम



कर्मचारी भविष्यनिधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION
(श्रम एवं रोजगार मंत्रालय, भारतसर्वकार)
(Ministry of Labour & Employment, Govt. of India)
क्षेत्रीय कार्यालय / REGIONAL OFFICE
मरिपालेम, एन.ए.डी. डाक, विशाखपट्टणम - ५३०००९.
Marripalem, N.A.D. Post, Visakhapatnam - 530 009.

No.AP/VP/HRM/S.3/F.8/Hiring of Vech.2018/

Dated: 07.09.2018.

TENDER NOTICE

Sealed quotations are invited from registered travel agencies for providing one (1) vehicle on hire on monthly basis for a period of ONE year which can be extended further for one year for official purpose for Employees' Provident Fund Organisation (Ministry of Labour, Govt. of India), Regional Office, Visakhapatnam.

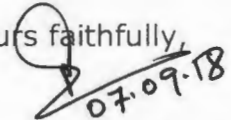
Type of vehicle required: Maruti Ciaz/Swift dzire/Honda city/Toyota Etios or any similar type of vehicle and the vehicle should be registered as Taxi. The model of the vehicle should not be more than one year old. Preferred colour of the vehicle is white.

The duty hours for the drivers and vehicle will be from 08:00 AM to 07:00 PM on all days. However, it can be summoned for official purpose beyond working hours on need basis.

The quotation should provide for a minimum monthly average of 300 hours /2300 kilometers. The rate that will be charged for every kilometer and hour over & above the stipulated parameters will also be given separately.

The Tender document, terms & conditions for submitting Quotation (Annexure-A) & Format for Tender (Annexure-B) can downloaded from the WEBSITE www.epfindia.com/Tenders. The interested Agencies who are agreeable to the terms and conditions as stated in the Tender may send their quotations in the prescribed format as given in Annexure-B duly filled in alongwith seal and signature of the bidder in a sealed cover duly superscribed on the cover "Quotation for hiring of vehicle" to the above address of Regional P.F.Commissioner, Regional Office, Visakhapatnam.

The last date of submission of quotations is 24-09-2018 (4:00 PM). Quotations received after due date and time will be rejected. The Employees' Provident Fund Organisation, Regional Office, Visakhapatnam reserved the right to reject any tender without assigning any reason.

Yours faithfully,

07.09.18

(P.N.SINGH)
ASST. P.F. COMMISSIONER(HRM)
RO: VISAKHAPATNAM.

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 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/registered terms & conditions as the case may be.
- c) The successful bidder on commencement of contract shall 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, Visakhapatnam 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 and all repairs, major or minor shall be met by the 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 possess a valid driving license for LMV.
- l) The opening and closing KMs, time would be reckoned from the office of EPFO, RO, Visakhapatnam.
- m) 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.
- n) The contract may be terminated with written intimation by serving 30 days notice or in lieu of one month vehicle rental from both parties.
- o) The agency will be responsible for any loss of material/life caused due to any accident etc, and will indemnify the same.

- p) The Vehicle should have the third party insurance as well.
- q) 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.
- r) 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.
- s) In case of absence of driver, the agency should be in a position to provide alternative driver.
- t) 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 PF Commissioner, Visakhapatnam. The Vehicle shall also be produced for physical inspection before signing of contract.
- u) 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, Visakhapatnam.
- v) Quotations will be received only up to the time and date mentioned in the Notice calling for Tenders.
- w) The Regional PF Commissioner, RO, Visakhapatnam reserves the right to extend the date for receipt of quotations or to cancel the Notice calling for tenders without assigning any reason.
- x) All the rates quoted must be written both in figures and words, Corrections, if any, shall be authenticated.

FORMAT OF TENDER

1.	Name, address & Telephone No. of the Tender	
2.	Income Tax PAN No.	
3.	Service Tax Registration No. / VAT No. / Shops and Estts. 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	

	Description	Rate (in Rs.)
1.	Fixed monthly charge for run of 2300 km and availability of 300 hours	
2.	For every extra KM. beyond 2300 km per month	
3.	For every extra hour beyond 300 hours per month	

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