

# Tender Document निविदा दस्तावेज

No. RO/DLS/ADM-II/Tender/2018/001

Dated :- 01-03-2018

NAME OF THE WORK :- HIRING OF VEHICLE FOR OFFICE USE



**EMPLOYEES PROVIDENT FUND ORGANISATION**  
(MINISTRY OF LABOUR, GOVT. OF INDIA)  
REGIONAL OFFICE :- DELHI (SOUTH)  
PLOT NO. 23, SECTOR-23, DWARKA,  
NEW DELHI-110075

## निविदा सूचना

विषय :- कर्मचारी भविष्य निधि संगठन, क्षेत्रीय कार्यालय, दिल्ली (दक्षिण) के लिए भाड़े पर दो (02) मध्यम आकार के सेडान कार मुहैया कराने हेतु मुहरबंद कोटेशन का आमंत्रण के संबंध में

क्षेत्रीय भविष्य निधि आयुक्त, क्षेत्रीय कार्यालय, दिल्ली (दक्षिण) एवम दिल्ली ( पश्चिम) के द्वारा मासिक किराया के आधार पर अथवा करार के हस्ताक्षर की तिथि से दो वर्ष तक के लिए भाड़े पर दो मध्यम आकार की मारुती सिआज़ कार मुहैया कराने हेतु मुहरबंद कोटेशन आमंत्रित किये जाते हैं। इच्छुक एजेंसिया अपने कोटेशन/ बोलियाँ एक मुहरबंद लिफाफे जिसके ऊपर " वाहन को भाड़े पर लेने हेतु कोटेशन" लिखा हो, में रख कर जमा कर सकते हैं। बोलियाँ के जमा करने की अंतिम तिथि 23-03-2018 को अपराह्न 3.00 बजे तक है।

बोली की शुरुआत 26.03.2018 को अपराह्न 3.00 से क्षेत्रीय भविष्य निधि आयुक्त, क्षेत्रीय कार्यालय, दिल्ली (दक्षिण) के दफ्तर में होगी। सफल बोलीदाता वाहन को 01-04-2018 से प्रदान करने में सक्षम होना चाहिए।

### बोलियों का विवरण

- क) पेश किये जाने वाले वाहन का निर्माण (मेक) 2017 के बाद का नहीं होना चाहिए। श्वेत रंग एवं दिल्ली में पंजीकृत नई कार को तरजीह ( प्राथमिकता) दी जाएगी।
- ख) 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।
- ग) उपर्युक्त से परे अतिरिक्त किलोमीटर की दर अलग से निर्दिष्ट की जानी चाहिए।
- घ) में विशेष रूप से अन्यथा के रूप में प्रदान किए जाने के सिवा सभी कर, लेवी, उपकर इत्यादि अलग से उल्लेखित होना चाहिए।
- ङ) सभी कोटेशन क्षेत्रीय भविष्य निधि आयुक्त, दिल्ली (दक्षिण) के पक्ष में डिमांड – ड्राफ्ट के माध्यम से रु 5000/- के जमा बयाना राशी (ई एम डी ) एवं रु 100/- (अप्रतिदेय ) के आवेदन शुल्क के साथ रखी जानी चाहिए।

- च) बोलीकर्ता को लैटर हेड पर सभी दस्तावेजों जैसे पै न., जी. एस. टी. न. , गाडी के रजिस्ट्रेशन की प्रतिलिपि सहित फॉर्मेट ( अनेक्स्चर – ए ) में विवरण प्रस्तुत करना होगा ।
- छ) ड्राफ्ट अनुबंध भी अनेक्स्चर-बी के रूप में सलंगन है ।
- ज) असफल बोलीकर्ताओं को अग्रिम धन राशी वापिस कर दी जाएगी । सफल बोलीकर्ता की अग्रिम धन राशी अनुबंध के निष्पादन के उपरांत वापिस की जाएगी ।
- झ) सफल बोलीकर्ता को क्षेत्रीय भविष्य निधि आयुक्त, दिल्ली (दक्षिण) के पक्ष में देय फिक्स्ड डिपॉजिट के रूप में वार्षिक राशी का 10 % प्रतिशत बैंक गारंटी के साथ रु 10 /- के स्टैम्प पेपर पर अनुबंध को निष्पादित करना होगा ।
- ञ) यदि निविदा प्रक्रिया के दौरान या उसके उपरांत भविष्य में किसी समय प्रस्तुत किया गया विवरण गलत पाया जाता है तो ऐसी निविदाओं पर विचार नहीं किया जायेगा और अगर अनुबंध सफल होता है तो बिना किसी नोटिस के उसे निरस्त कर दिया जायेगा ।

[शशांक दिनकर]  
क्षेत्रीय भविष्य निधि आयुक्त  
दिल्ली (दक्षिण)

### **TENDER NOTICE**

SUB :- Inviting of Sealed Quotations for hiring of Two Mid size Cars to EPFO, Regional Office, Delhi (South) and Delhi (West)

The Regional Provident Fund Commissioner, Regional Office, Delhi (South) invites Sealed Quotations for hiring of 02 Mid size cars of Maruti Ciaz on monthly basis for a period of 02 years from the date of signing the agreement for Regional Office, Delhi (South) and Delhi (West). The interested agencies may submit their quotations/bids in a sealed envelope superscripted as **“QUOTATION FOR HIRING OF VEHICLE”**. The last date of submission bids is 23-03-2018 upto 3.00 pm. The bids will be opened at 2.30 pm on 26-03-2018 in the office of the Regional Provident Fund Commissioner, Regional Office, Delhi (South). The successful bidder should be able to provide the vehicle w.e.f. 01-04-2018.

#### **BID DETAILS :-**

- a) The vehicle offered should be make of not earlier than 2017. Preference will be given to new car with white colour and Delhi Registration.
- b) The basis for calculation of the fixed monthly hiring charge should for a run of 2300 km per month and a minimum of 10 hours per day.
- c) Rate of extra km beyond the above shall be separately specified.
- d) The rates quoted will be exclusive of taxes, levies, cesses etc. except specifically provided as otherwise.

- e) All quotations shall be accompanied by and 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, Delhi (South).
- f) 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.
- g) The draft agreement is also attached as (Annexure-B)
- h) The EMD will be refunded to the unsuccessful bidders. The EMD of the successful bidder will be returned only after execution of the agreement.
- i) The successful bidder has to execute an agreement on a stamp paper of Rs. 10/- along with Bank Guarantee of 10% of annual amount in shape of Fixed deposit in favour of Regional Provident Fund Commissioner, Delhi (South).
- j) 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.

[Shashank Dinker]  
Regional Provident Fund Commissioner  
Delhi (South)

## **ANNEXURE –A**

**TENDER FOR HIRING OF VEHICLE ON MONTHLY BASIS FOR REGIONAL OFFICE, DELHI (SOUTH) TO BE SUBMITTED ON LETTER HEAD.**

### **TECHNICAL BID**

<b>S.NO.</b>	<b>DETAILS</b>	<b>DETAILS</b>
1	Name, address & Telephone no. of the Tenderer	
2	Income Tax Permanent Account No. (PAN)	
3	GST no.	
4	Year and Make of the Car	
5	Registration No. of the Vehicle	
6	Colour of the Vehicle	

### **FINANCIAL BID**

<b>S.NO.</b>	<b>Description</b>	<b>Rate (In rupees)</b>
1	Fixed monthly charge for run of 2300 Kms and availability of 250 hours.	
2	For every extra km beyond 2300 kms per month	
3	For every extra hour beyond 250 hrs. per month	

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.

Date:-

Name & Signature of Tender

Seal

**ANNEXURE-B**

**DRAFT AGREEMENT**

This Agreement made this day of ..... between the Central Board of Trustees, EPF acting through the Regional P.F. Commissioner-I, DL(S) (hereinafter 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 and 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.



**ANNEXURE 'A'**

Registration No.

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 km in 01 month

**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 officer 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 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 & 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 8.00 AM to 7.00 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 .....

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 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: