



# कर्मचारी भविष्य निधि संगठन

## EMPLOYEES' PROVIDENT FUND ORGANIZATION

(श्रम एवं रोजगार मन्त्रालय, भारत सरकार)

(Ministry of Labour & Employment, Government of India)

क्षेत्रीय कार्यालय, Regional Office,

द्वितीय तल, खुराना कॉम्प्लेक्स, जजीकोर्ट के सामने, नैनीताल रोड, हल्द्वानी-263139, उत्तराखण्ड

2nd Floor, Khurana Complex, Opposite Judges' Court, Nainital Road, Haldwani- 263139, Uttarakhand.



संख्या -:क.भ.नि./क्षे.का./हल्द्वानी/केयर टेकर/भाड़े पर वाहन/

दिनांक:-07/02/2019

### कार्यालय प्रयोग हेतु भाड़े पर वाहन रखने हेतु निविदा का आमंत्रण

उपरोक्त पते पर कार्यरत कर्मचारी भविष्य निधि संगठन के क्षेत्रीय कार्यालय, हल्द्वानी के कार्यात्मक एवं परिचालक उद्देश्यों के निमित्त एक व्यावसायिक रूप से पंजीकृत वाहन भाड़े पर रखने हेतु पंजीकृत ट्रेवल एजेंसियों से मुहरबंद निविदाएँ आमंत्रित की जाती हैं। इस क्रम में पाँच सीटर वाहनों की तुलना में सात सीटर वाहनों यथा टोयोटा इनोवा, महिंद्रा स्कार्पियो इत्यादि को प्राथमिकता दी जा सकती है। कार का मॉडल जनवरी 2017 से पहले का नहीं होना चाहिए तथा यह सफ़ेद रंग का होना वांछनीय है। यह निविदा मासिक आधार पर औसतन 2300 कि. मी. की दूरी तय करने हेतु आमंत्रित है। इच्छुक एजेंसियों से अनुरोध है कि वे अपना कोटेशन दिनांक 25/02/2019 अपरान्ह 02.30 बजे तक कार्यालय में अवश्य जमा करा दें जिन्हें उसी दिन अपरान्ह 03.00 बजे निविदाकार या उनके प्राधिकृत प्रतिनिधियों की उपस्थिति में खोला जाएगा। उपरोक्त तय समय-सीमा की समाप्ति के उपरांत प्राप्त कोटेशनों पर विचार न करते हुए उन्हें अस्वीकृत कर दिया जाएगा। कोटेशन हेतु निर्धारित प्रारूप तथा आवश्यक नियम व शर्तें अनुलग्नक - ए, बी तथा सी में विस्तार पूर्वक दिये गए हैं। सभी इच्छुक एजेंसियाँ अपने कोटेशन/बोली (सभी आवश्यक अनुलग्नकों तथा ई. एम. डी. रु. 10,000/- के डी.डी. के साथ) को मुहरबंद लिफाफे में क्षेत्रीय भविष्य निधि आयुक्त के कार्यालय में "भाड़े के वाहन हेतु निविदा" नाम से रखे बक्से में निर्धारित तिथि तक डाल दें। कार्यालय का पता निम्नानुसार है:

कर्मचारी भविष्य निधि संगठन, क्षेत्रीय कार्यालय,

द्वितीय तल, खुराना कॉम्प्लेक्स, जजी कोर्ट के सामने, नैनीताल रोड, हल्द्वानी 263139

निविदा लिफाफे का शीर्षक मोटे अक्षरों में "भाड़े के वाहन हेतु निविदा" लिखा होना चाहिए। कर्मचारी भविष्य निधि संगठन, क्षेत्रीय कार्यालय हल्द्वानी प्राप्त निविदाओं को निरस्त करने संबंधी सभी अधिकार बिना कारण बताए सुरक्षित रखता है। इस हेतु बोली/निविदा लगाने वाले सभी पार्टियों के संबंध में क्षेत्रीय भविष्य निधि आयुक्त, हल्द्वानी का निर्णय अंतिम होगा। कृपया यह संज्ञान में रखें कि यदि निर्धारित नियमों व शर्तों के अनुरूप आमंत्रित निविदा संलग्नकों / मुहरबंद लिफाफे के बिना या इसका शीर्षक मोटे अक्षरों में लिखे बिना जमा किया जाता है तो उस पर विचार नहीं किया जाएगा। इच्छुक व्यक्ति इस संबंध में विस्तृत विवरण हेतु ईपीएफओ की वैबसाइट [www.epfindia.gov.in](http://www.epfindia.gov.in) या केन्द्रीय सरकार की वैबसाइट [www.eprocure.gov.in](http://www.eprocure.gov.in) पर लॉगिन कर इस ठेके से संबन्धित सभी आवश्यक सूचना, नियम व शर्तें जान सकते हैं।

  
(मुकेश गुप्ता)

सहायक भविष्य निधि आयुक्त (प्रशा.)



## कर्मचारी भविष्य निधि संगठन EMPLOYEES' PROVIDENT FUND ORGANIZATION

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

(Ministry of Labour & Employment, Government of India)

क्षेत्रीय कार्यालय, Regional Office,

द्वितीय तल, खुराना कॉम्प्लेक्स, जज्जीकोर्ट के सामने, नैनीताल रोड़, हल्द्वानी-263139, उत्तराखण्ड

2nd Floor, Khurana Complex, Opposite Judges' Court, Nainital Road, Haldwani- 263139 Uttarakhand



No. EPF/RO/HLD/CT/Hiring of Vehicle/

Date:-07/02/2019

### Notice Inviting Tender for hiring of vehicle

Employees' Provident Fund Organization, Regional Office, Haldwani functioning at the above given address invites sealed tenders from the **registered travel agencies** for providing one **commercially** registered vehicle on monthly hire basis for functional & operational purposes of EPFO, Regional Office, Haldwani. Seven seater vehicle such as Toyota Innova, Mahindra Scorpio etc. may be preferred over other five seater ones. The model of the car should not be older than **January, 2017** and the desirable colour is white. The tender should be provided for average monthly running of **2300 Kms**.

The interested agencies are requested to submit their quotations on or before **25/02/2019** by **02.30 pm** and the quotations/bids will be opened on the same day at **03.00 pm** in presence of the bidders or their authorized representative/s, if any. The quotation received after the above said due date shall not be accepted in any case. The detailed formats and terms & conditions are furnished in Annexure A, B & C. The interested agencies may submit their quotations/bids (along with all requisite enclosures & **Earnest Money Deposit of Rs. 10,000/-** in form of Demand Draft) in a sealed envelope to be dropped in the drop-box earmarked for "**Quotation for Hiring of Vehicle**" and kept in the office of the Regional PF Commissioner at the below mentioned address:

Employees' Provident Fund Organization, Regional Office,  
2<sup>nd</sup> Floor, Khurana Complex, Opposite Judges' Court, Nainital Road, Haldwani-263139

The tender envelope should be super scribed "**Quotation for Hiring of Vehicle**" at the top. The Employees' PF Organization, Regional Office, Haldwani reserves the right to reject any tender without assigning any reason and the decision of the Regional PF Commissioner, Haldwani shall be final and binding on all the bidders. It may please be noted that quotation/bid will not be accepted/entertained, if the same is not received in a sealed condition or sealed cover does not contain the above superscription. The interested bidders/agencies may visit the official website of EPFO [www.epfindia.gov.in](http://www.epfindia.gov.in) or Central Govt.'s procurement website [www.eprocure.gov.in](http://www.eprocure.gov.in) to examine the terms & conditions of the contract.

  
(Mukesh Gupta)

Assistant PF Commissioner(Adm.)

Annexure-A

1	Name, Address & Telephone No. of the bidder.	
2	PAN/TAN No.	
3	Service Tax Registration No./GST No./Shops & Establishment Registration No. etc	
4	EPF/ESIC/Labour Registration No.	
5	DD details	
6	Registration No.	
7	Vehicle Class/Make/Model	
8	Mfg. Year	
9	Fuel used	
10	Engine No.	
11	Chassis No.	

Name & Signature of Bidder with seal

Annexure- B

Rental Charges	Extra Charges beyond 2300 Kms. in the same year	Night/Overtime Charges	Minimum Hours per day	Minimum Kms. per month
Rs. _____ per month	Rs. _____ per Km.	Rs. _____ per night/Rs. _____ per overtime hour	08 Hours	2300 Km. adjustable for one year

Name & Signature of Bidder with seal

**General Terms and Condition of the Notice Inviting Tender (Annexure-C)**

1. The proposed vehicle should be registered as Taxi (commercial vehicle) with the appropriate government authority and its model be of 2017 & onwards.
2. Seven seater vehicle (of White colour) such as Toyota Innova, Mahindra Scorpio etc. will be preferred over other five seater ones. The successful bidder will get its vehicle physically inspected by the appropriate committee formed by the Regional Provident Fund Commissioner, Haldwani (i.e. the controlling authority) before signing the agreement.
3. All the participating bidders will have to deposit a sum of Rs 10,000/- as Earnest Money Deposit in the form of Demand Draft in favour of Regional Provident Fund Commissioner payable at Haldwani at the time of submission of tender otherwise it will be treated invalid. If the successful bidder fails to turn up within 15 days after winning the contract, this EMD amount will be forfeited without any further communication/notice.
4. The successful bidder will be required to furnish Bank Guarantee in the name of Central Board of Trustees (CBT), EPF for an amount of 10% of the annual amount within 15 days of award of contract, which will be released to the successful bidder within one month of satisfactory completion or termination of the contract after deduction of penalty/other dues, if any.
5. 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 successful bidder. Other expenses like Toll, Parking etc. will be borne by the EPFO.
6. The successful bidder, its vehicle and the driver must comply with all the provisions of the Motor Vehicle Act and other relevant laws including Labour Laws, if applicable. A copy of all the relevant documents in respect of the successful agency as well as its vehicle such as Registration Documents of the Agency/Firm, RC book, Insurance Paper, Fitness Certificate etc. of the proposed vehicle will be deposited by the successful bidder with the Regional Office, Haldwani before signing of the agreement.
7. The driver must wear the Uniform (white Safari Suit or white Shirt Pant) at all times on duty and his services will be subject to satisfaction of the Controlling Officer of the Regional Office, Haldwani. Any driver once removed on instructions of controlling officer shall not be employed in future with the Department. The vehicle and the driver should be eligible/willing to travel outside the territorial jurisdiction of the Region/Zone also.
8. The successful bidder/driver will be wholly and solely responsible for and liable to all legal and financial consequences arising out of rash driving/accident/any other offence etc.
9. The mileage will be counted from the office of the Regional Provident Fund Commissioner, Haldwani. The mileage and the time consumed for fueling, repair and maintenance of the vehicle will be excluded. The vehicle will be required for monthly average running of 2300 KMs (to be carried over to one year) beyond which the successful bidder will be paid for per extra kilometer as per agreed terms and conditions.
10. In case, the vehicle breaks down or is under repair or the driver is absent, or the driver is found drunken, alternative chauffeur-driven vehicle will be provided by the successful bidder within

one hour. However in case successful bidder fails to do so, or the alternative vehicle/driver is not upto mark, the Controlling Authority 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 successful bidder.

11. The agreement will be effective initially for 01 (ONE) year from the date of agreement which may be extended for one more year on the sole discretion of EPFO, Regional Office, Haldwani on the same terms & conditions. The vehicle hire agreement can be terminated by either party after serving 45 days advance notice on the other party.
12. The monthly hire charges will be inclusive of the all taxes, levies, cess etc. except specifically provided as otherwise. The successful bidder will submit its monthly bill for 2300 kms. on or before 15<sup>th</sup> of the following month and the payment will be made by the Regional Office, Haldwani accordingly as per the agreed terms & conditions. On the basis of monthly bills raised by the successful bidder, the hire charges will be paid through account payee cheque after deducting tax at source (TDS) as per the provisions of Income Tax Act as applicable.
13. For the purpose of calculating hire charges payable, a Log-Book shall be provided by the Regional Office, Haldwani. 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 successful bidder & it has to be verified by the controlling authority either himself or through an officer designated by him. After the completion of the contract, the Log-Book shall be deposited by the successful bidder.
14. The time limit for reporting of the driver with the hired vehicle should be followed strictly and in case of delay of more than one hour, the Regional Provident Fund Commissioner, Haldwani will be entitled to hire another chauffeur-driven vehicle and recover the charges for the same from the monthly hiring charges payable to the successful bidder, along with penalty of Rs. 1000/- per day for such default.
15. In case timely and proper maintenance & repair of the vehicle are not carried out by the successful bidder, the Regional Office, Haldwani 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.
16. All the expenses and legal formalities relating to the vehicle should be borne and performed by the successful bidder.
17. The duty hours for the driver and vehicle will generally be from 09.30 A.M. to 06:00 P.M. on all days. In case of emergency, the driver can be retained for 24 hours duty and over time shall be allowed. In case the driver is found to be under the influence of liquor or any other intoxication including drugs, a penalty of Rs. 1500/- shall be imposed on the successful bidder.
18. All legal disputes will be subject to Haldwani jurisdiction only.