

# कर्मचारी भविष्य निधि संगठन

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

## Employees' Provident Fund Organisation

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

क्षेत्रीय कार्यालय, उत्तराखण्ड, Regional Office, Uttarakhand

भविष्य निधि भवन, व्योमप्रस्थ, जी०एम०एस० रोड, देहरादून-248001

Bhavishya Nidhi Bhawan, Vyomprastha, GMS Road, DEHRADUN – 248001

दूरभाष / Phone : 0135-2620101, 2720201, 2720203, फैक्स / Fax - 0135-2620105; e-mail : ro.dehradun@epfindia.;



संख्या क.भ.नि./क्षे.का./उत्तराखण्ड/देहरादून/ प्रशासन-III /भाड़े पर कार/2523

दिनांक 06 अक्टूबर, 2020

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

उपरोक्त पते पर कार्यरत कर्मचारी भविष्य निधि संगठन के क्षेत्रीय कार्यालय, देहरादून (श्रम एवं रोजगार मंत्रालय, भारत सरकार) के कार्यालयीन कार्यों के निमित्त एक व्यावसायिक रूप से पंजीकृत वाहन भाड़े पर रखने हेतु इच्छुक एजेंसियों से मुहरबंद निविदा आमंत्रित करता है। इस क्रम में पाँच सीटर वाहनों की तुलना में सात सीटर वाहनों यथा टोयोटा, इनोवा इत्यादि को प्राथमिकता दी जाती है। कार का मॉडल जनवरी 2017 से पहले का नहीं होना चाहिए तथा यह सफेद रंग का होना वांछनीय है। यह निविदा मासिक आधार पर औसतन 2300 कि.मी. की दूरी तय करने हेतु आमंत्रित है।

इच्छुक एजेंसियों से यह अनुरोध है कि वे अपना कोटेशन दिनांक 26.10.2020 अपराह्न 02:30 बजे तक कार्यालय में अवश्य जमा करा दें। जिन्हे उसी दिन दिनांक 26.10.2020 संध्या 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 जायेगा। कोटेशन हेतु निर्धारित प्रारूप तथा आवश्यक नियम व शर्तें अनुलग्नक-ए, बी तथा सी में विस्तार पूर्वक दिये गये हैं।

सभी इच्छुक एजेंसियाँ अपने कोटेशन/बोली (जो कि सभी आवश्यक अनुलग्नों तथा बयाना जमा निविदा शुल्क रु 10,000/- के साथ) को मुहरबंद लिफाफे में क्षेत्रीय भविष्य निधि आयुक्त के कार्यालय के भूतल में "भाड़े के लिए वाहन हेतु बोली" नाम से रखे बाक्स में निर्धारित तिथि तक डाल दें। क्षेत्रीय भविष्य निधि आयुक्त के कार्यालय का पता निम्न है:

कर्मचारी भविष्य निधि संगठन, क्षेत्रीय कार्यालय

भविष्य निधि भवन, व्योमप्रस्थ

काँवली, जी.एम.एस.रोड, देहरादून-248001

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

(पंकज कुमार)

क्षेत्रीय भविष्य निधि आयुक्त,  
क्षेत्रीय कार्यालय, देहरादून।





# कर्मचारी भविष्य निधि संगठन

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

## Employees' Provident Fund Organisation

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

क्षेत्रीय कार्यालय, उत्तराखण्ड, Regional Office, Uttarakhand

भविष्य निधि भवन, व्योमप्रस्थ, जी०एम०एस० रोड, देहरादून-248001

Bhavishya Nidhi Bhawan, Vyomprastha, GMS Road, DEHRADUN – 248001

दूरभाष / Phone : 0135-2620101, 2720201, 2720203, फैक्स / Fax - 0135-2620105: e-mail : ro.dehradun@epfindia.gov.in

No. EPF/RO/UK/ADM-III/Car Hire/ 2523

Dated 06 Oct, 2020

### Notice inviting Tender for hiring of vehicle

Employees' Provident Fund Organization Regional Office, Dehradun functioning at the above given address invites sealed tenders from the interested agencies of providing one commercially registered vehicle on monthly hire basis for official purposes of EPFO, RO, Dehradun (Ministry of Labour & Employment, Govt. of India). Seven seater vehicle such as Toyota Innova etc. may be preferred over other five seater ones. The model of the car should not be older than January, 2017 and desirable colour is White. The tender should be provided for monthly running average of 2300 Kms.

The interested agencies are requested to submit their quotations on or before 26/10/2020 by 02.30 PM and the quotations/bids will be opened on the same day (i.e. 26/10/2020 at 03.00 PM in presence of the authorized representative/s of the bidding agencies. 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 (alongwith all requisite enclosures & tender fee of Rs. 10,000/-) in a sealed envelope in the drop box earmarked for "Quotation for Hiring of Vehicle" and kept in the ground floor of the office of the Regional PF Commissioner at the below mentioned address:

**Employees' PF Organisation, Regional Office,  
Bhavishya Nidhi Bhawan, Vyomprasth,  
Kanwali, GMS Road, Dehradun -248001**

The tender envelope should be super scribed "Quotation of Hiring of Vehicle" at the top. The Employees' PF Organization, Regional Office, Dehradun reserves the right to reject any tender without assigning any reason and the decision of the Regional PF Commissioner, Dehradun shall be final and binding on all the parties. 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.

(Pankaj Kumar)

Regional PF Commissioner (Adm)  
Regional Office, Dehradun



**Annexure-A**

<b>1</b>	<b>Name, Address &amp; Telephone No. of the Bidder.</b>	
<b>2</b>	<b>PAN/TAN No.</b>	
<b>3</b>	<b>Service Tax Registration No./VAT No./Shops &amp; Establishment Registration No. etc</b>	
<b>4</b>	<b>EPF/ESIC/labour etc. Registration No.</b>	
<b>5</b>	<b>DD details</b>	
<b>6</b>	<b>Registration No.</b>	
<b>7</b>	<b>Vehicle Class/Make/Model</b>	
<b>8</b>	<b>Mfg. Year</b>	
<b>9</b>	<b>Fuel Used</b>	
<b>10</b>	<b>Engine No.</b>	
<b>11</b>	<b>Chasis No.</b>	

**Name & Signature of Bidder with seal**

**Annexure-B**

Rental Charges	Extra Charges beyond 2300 Kms in the same year	Night Charges	Duty Hours per day	Min. Kms per Month
Rs. _____ Per month	Rs. _____ per Km.	Rs. _____ per night	10 Hours (including overtime)	2300 Km. adjustable for one year

Name & Signature of Bidder with seal



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

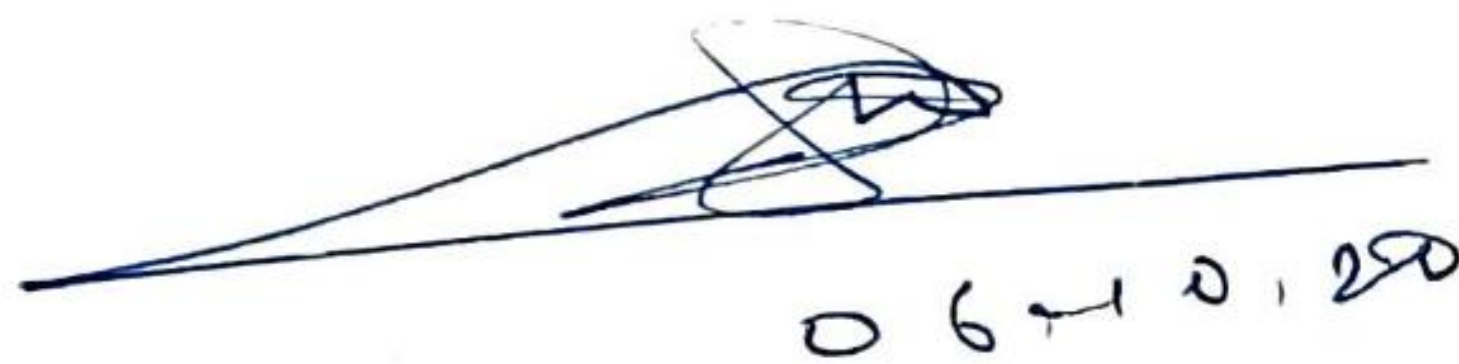
1. The required vehicle should be registered as Taxi (commercial vehicle) with the appropriate government authority and its model be of 2017 & onwards.
2. Seven seater vehicle (of White colour) such as Toyota Innova etc. will be preferred over other five seater ones. The successful bidder will get its vehicle physically inspected by the appropriate committee formed by the Regional Office, Dehradun before signing of 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 Dehradun at the time of submission of tender otherwise it will be treated as 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/agency/firm, 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 Papers, Fitness Certificate etc. will be deposited by the successful bidder with the Regional Office, Dehradun before signing of the agreement.
7. The driver must wear the Uniform (White Safari-Suit or Shirt-Pant) at all times on duty and his services will be subject to satisfaction of the Controlling Officer of Regional Office, Dehradun. Any driver once removed on instructions of the 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 Regional Office, Dehradun. The mileage and the time consumed for fueling, repair & maintenance of the vehicle will be excluded. The vehicle will be required for monthly average running of 2300 KMs beyond which the successful bidder will be paid for per extra kilometer as per agreed terms & conditions. Any agency failing to comply with the terms and conditions as prescribed by the Regional PF Commissioner, Dehradun or intending/proposing to impose its own conditions or deviating from above said conditions will be disqualified from the tendering process.
10. 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 successful bidder within half-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 initially be effective 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, Dehradun 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 of the following month and payment will be made by the Regional Office, Dehradun 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, Dehradun. 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 get the same verified on day to day basis by the controlling officer either himself or through an officer designated by him. After the completion of the contract, the Log-Book shall be deposited by 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 an hour, the Regional Office, Dehradun 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. 100/- per day for such default.
15. In case timely and proper maintenance & repairs of the vehicle are not carried out by the successful bidder, the Regional Office, Dehradun 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 10 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 be from 09:00 A.M. to 05:30 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 Dehradun jurisdiction only.



06-10-2020