



कर्मचारी भविष्य निधि संगठन

EMPLOYEES' PROVIDENT FUND ORGANIZATION

(श्रम एवं रोजगार मन्त्रालय, भारत सरकार)

(Ministry of Labour & Employment, Government of India)

क्षेत्रीय कार्यालय, हल्द्वानी Regional Office, Haldwani

द्वितीय तल, खुरानाकॉम्प्लैक्स, जजीकोर्ट के सामने, नैनीतालरोड, हल्द्वानी-263139, उत्तराखण्ड

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

पत्रांक:- क.भ.नि./क्षे.का./हल्द्वानी/प्रशा./CT/21

दिनांक: 23/01/26

निविदा आमंत्रण सूचना

कर्मचारी भविष्य निधि संगठन, क्षेत्रीय कार्यालय, हल्द्वानी मासिक वेतन मासिक किराये के आधार पर कार्यालय उपयोग हेतु government e market Place (GeM) में पंजीकृत सरकारी / अर्धसरकारी निजी संस्थाओं से GeM द्वारा अनुमोदित निवंधन एवं शर्तों के अधीन मासिक किराये पर बाहन कार) की सेवाएं लेने हेतु निविदा (Bid No - Bid Number: GEM/2026/B/7143108 /Dated: 23-01-2026) आमंत्रित करता है। इच्छुक निविदाकर्ता, विस्तृत जानकारी हेतु कर्मचारी भविष्य निधि संगठन (EPFO) की आधिकारिक वेबसाइट www.epfindia.gov.in या वेबसाइट www.gem.gov.in पर जानकारी प्राप्त कर सकते हैं। GeM पोर्टल के माध्यम से निविदा जमा करने की अंतिम तिथि दिनांक 07-02-2026 समय 01:00 PM तक है।

Notice Inviting Tender

Employees' Provident Fund Organization, Regional Office, Haldwani invites bids for providing vehicle (car) services on a monthly rental basis for office use from government/semi-government/private institutions registered on the Government e-Marketplace (GeM), subject to GeM-approved registration and terms & conditions. Bid Details: Bid No.: GEM/2026/B/7143108 Date: 23-01-2026 interested bidders may obtain detailed information from the official website of the Employees' Provident Fund Organization (EPFO) at www.epfindia.gov.in or from www.gem.gov.in. Last Date for Submission of Tender: 07-02-2026 Time: Up to 01:00 PM

Mode of Submission Online only through the GeM portal .

23/01/2026 (विशाल)
सहायक भविष्य निधि आयुक्त

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	07-02-2026 13:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	07-02-2026 13:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	30 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Labour And Employment
विभाग का नाम/Department Name	Na
संगठन का नाम/Organisation Name	Employees Provident Fund Organisation (epfo)
कार्यालय का नाम/Office Name	Haldwani
वस्तु/श्रेणी /Item Category	Monthly Basis Cab & Taxi Hiring Services - Premium SUV: 2500 km x 320 hours; Outstation 24*7
अनुबंध अवधि /Contract Period	2 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	5 Lakh (s)
उन्नी/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	2 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Relaxation for Years Of Experience and Turnover	Yes Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years Of Experience and Turnover	Yes Complete
प्रीक्रिया से जुँगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

बिड विवरण/Bid Details

बिड लगाने की समय सीमा स्वतः नहीं बढ़ने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	No
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	1
ऑटो एक्स्टेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	3
बिड से रिवर्स नीलामी सकिय किया/Bid to RA enabled	No
लागू आरसीएम/RCM Applicable	Yes
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित बिड मूल्य /Estimated Bid Value	1470000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	30

(a). ईएमडी और संपादन जमानत दर्शि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

लाभार्थी /Beneficiary :
RPFC I

बोली विभाजन लागू नहीं किया गया/Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover, shall upload the supporting documents to prove his eligibility for Relaxation.
3. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
4. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover shall upload the supporting documents to prove his eligibility for Relaxation.
5. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
6. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
7. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
8. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -
 1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
 2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
 3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

जीएसटी की घरा 9(3)।/Section 9(3) Of GST

Where ever RCM is applicable, sellers (Regular GST registered seller who opted out of FCM , unregistered seller, seller registered under composition scheme)will be forced to put Zero GST and GST cess in their bids. Buyer will have liability of paying the GST and GST cess to the government on the specified rate mentioned by them in this Bid.

जीएसटी की घरा 9(3)। / Section 9(3) Of GST

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If the buyer has mentioned MSE purchase preference in ATC then service provider is required to upload necessary documents for MSE purchase preference for verification by the buyer during evaluation.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Scope of Work:1769151313.pdf

Monthly Basis Cab & Taxi Hiring Services - Premium SUV; 2500 Km X 320 Hours; Outstation 24*7 (1)

तकनीकी विविहियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Vehicle Type	Premium SUV
Type of car (Please select at least 3 options)	Toyota Innova , Tata Harrier , Toyota Innova Crysta
Usage Variant	2500 km x 320 hours
Type of Service	Outstation 24*7
Year of Vehicle Model	2020
Km Travelled	Upto 25,000 Kms
Air Conditioning Requirement	A/C
Area of Operation	Hilly + Plain Area
Fuel Type	Any
एडजॉन /Addon(s)	

केता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

केता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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इनपुट कर केडिट(आईटीसी) तथा रिवर्स चार्ज (आरसीएम)/Input Tax Credit(ITC) and Reverse Charge(RCM) Details

जीएसटी पर इनपुट कर केडिट /ITC on GST	जीएसटी उपकर कर केडिट /ITC on GST Cess	लागू आरसीएम/RC M Applicable	रिवर्स प्रभार के अनुसार जीएसटी/GST as per RCM	रिवर्स प्रभार के अनुसार जीएसटी उपकर 1 /GST Cess 1 as per RCM	वैकल्पिक रिवर्स प्रभार /Optional RCM
NA	NA	Yes	5%	00%	No

अतिरिक्त विशेष दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की जात / Number of Vehicles Required	अतिरिक्त आवश्यकता /Additional Requirement
1	Gurdev Singh	263139,EMPLOYEES' PROVIDENT FUND ORGANISATION, 2ND FLOOR, KHURANA COMPLEX, OPPOSITE JUDGES COURT, NAINITAL ROAD, HALDWANI	1	<ul style="list-style-type: none"> Duration in Months for which service is required : 24

क्रेता द्वारा जोड़ी गई बिंद की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

2. Payment

PAYMENT OF SALARIES AND WAGES: Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.

4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for attached categories, trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xlii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and
- All operative provisions of the erstwhile Labour Laws until their complete substitution.

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the सामान्य नियम और शर्तें/General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in

service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सम्मान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस नियिदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाले सकाम प्राधिकरण के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने वाले इसका अनुपालन न करने पर अनुबंध को लत्पल समाप्त करने और कानून के अनुसार आगे की कानूनी क्रियाएँ वाले आधार होगा।
In terms of G&M GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---

Annexure "A"

(Bidder must be duly filled in it and uploaded along with the signed copy of terms and conditions)

Sr. No.	Description Details	Details
1	Vehicle Model	
2	Registration Number	
3	Date of Registration	
4	Fuel Used (Petrol/Diesel/Other)	
5	Engine No.	
6	Chassis No.	

Annexure "B"

Duration	Over Time	Min. Hours Per day	Min Kms. Per Month	Hire Charges per Month	Extra Charges beyond..... Kms. in
From..... To	Rs...../ Per Night & No overtime	10 Hours	2300 Km. Adjustable For----- year	Rs-----	Rs-----per Km.

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 vehicle to be hired will 7-seater MPV like Toyota Innova Crysta or similar models (minimum 2.0 L engine). white colour vehicle on monthly basis for the duration of the contract. The vehicle should have valid registration Documents, Taxi permit and should comply with all statutory laws applicable thereupon. Vehicle is needed generally for Kumaon division, but may be required outside Kumaon division for office on the basis of need. Quotation to be provided for minimum monthly average of 2300 km. above stipulated parameters and agencies should submit all documents related to their agency/vehicle like registered documents/certificates etc. must be attached with tender notice.
3. Driver's EPF and ESIC contribution will be borne by second party.
4. Maximum monthly rent of vehicle is given according to EPFO's circular no. HRM8/6(1)2011/hiring vehicles/13411 dated 24 Oct 2013 (circular attached).
5. 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.
6. 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. The mileage will be counted from the office of the first party.
7. The mileage and the time consumed for fuelling repair and maintenance of the vehicle will be excluded.
8. 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 and recover the charges for the same along with penalty @ Rs.1500/- per day from the second party.
9. The vehicle hire agreement can be terminated by either party after serving 45 days advance notice on the other party.
10. The vehicle and the driver should eligible/willing to travel outside the territorial jurisdiction of the Region/Zone also.
11. 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 Provisions of the Income Tax Act as applicable.

12. For the purpose of calculating hire charges payable, Log Book shall be provided by the second party. Form of the Log Book will be 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.

13. 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.

14. 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 charge 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.

15. All the expenses and legal formalities relating to the vehicle should be borne and performed by the second party.

16. The monthly hire charges will be inclusive of all the taxes levies, cess etc. except specifically provided by the second party.

17. 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.

18. The duty hours for the drivers and vehicle will be from 8.00 A.M to 7.00 P.M 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.

19. The agreement will be effective from ----- to ----- . (Subject to the satisfactory performance of the contractor, as determined by the Employees' Provident Fund Organisation (EPFO), the contract may be extended for an additional term on the same terms and conditions.)

20. 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.

21. 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.

22. 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.

23. "All legal disputes arising out of or in connection with this agreement shall be subject to the exclusive jurisdiction of the courts at Haldwani."

24. The tenderer have at least Two year experience in hiring the above mentioned vehicle in any government office, the same will be exempted as per the rules.

25. EPFO reserves all right to reject all or any tender without assigning any information to the tenderer.

In witness were of the parties here to have caused this agreement to be executed in duplicate, the day and year first above written.

For and on behalf of

for and on behalf CBT, EPF,

Signed:

Name:

Address:

Witness:

Signed:

Name:

Address:

Witness:



कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organisation
 राम एवं सरजगढ़ मञ्चालय, मारती रस्कार
 Ministry of Labour & Employment, Government of India
 भविष्य निधि भवन, Bhavishya Nidhi Bhawan
 14, अंतर्राष्ट्रीय ट्रायल एवं न्यू इंडिया 110066
 Bhikaji Cama Place, New Delhi 110066
www.epfindia.gov.in



No.HRM-8/6(1)2011/Hiring Vehicles/

To,

Dated: 18.07.2017
 18 JUL 2017

1. All Addl. Central P. F. Commissioner (Zones)/Director (PDUNASS),
2. All RPFCs-in-Charge of RO/SRO/ZTIs

Sub: Hiring of Vehicles for official use – Reg.

Ref: (1) H.O. Circular No. HRM-8/V6(1)2011/Hiring Vehicle/4241 dated 21.05.2012.
 (2) H.O. Circular No. HRM-8/V/6(1)2011/hiring vehicles/917 dated 24.10.2013

Sir,

Headquarters has received several references for providing vehicles for official use in newly opened Offices and District offices. The instructions for hiring / purchase of vehicles are already in force vide HO Circulars cited above.

2. The matter has been examined and the following guidelines / clarifications are issued for hiring vehicles for New Zonal ACC Offices, New Regional Offices and District Offices:

- (i) All newly formed Zonal ACC Offices and Regional Offices where there is no existing official vehicle may hire one vehicle for use as staff car as in the case of existing Zonal ACC office and Regional Offices. However individual officers in Regional Offices, Zonal Offices, etc. are not entitled for dedicated vehicles.
- (ii) In respect of District Offices no staff car is allowed. However, vehicles may be hired on need basis strictly for official purposes only.
- (iii) The hiring of the vehicles will be governed by the terms and conditions and financial limits as mentioned in Head Office Circular dated 24.10.2013(cited 2nd above).

3. Whenever vehicles are hired on need basis, the expenditure shall be regulated on pro-rata basis taking the monetary ceiling for hiring as given in Circular cited 2nd above as base. In respect of District Offices the sanction for the expenditure towards hiring of vehicles will be done by the respective controlling offices.

[This issues with the approval of CPFC]

Yours faithfully,

(K. V. SARVESWARAN)
 Addl.CPFC, (HQ) (HR)

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 _____ jurisdiction.

In witness where of the parties here to have caused this agreement to be executed in duplicate, the day and year first above written.

For and on behalf of

For and on behalf CBT, EPF

Signed

Signed

Name _____
Address _____

Name _____
Address _____

Witness:

Witness:

S.No.	Office	Monthly Monetary ceiling
1	2	3
1.	a) NATRSS b) Head Quarters/ Regional Office/SRO/ ZTIs/ZVDs c) Zonal offices	Rs. 36000/- per vehicle for mid size cars
2.	Head Quarters	Rs. 40000/- per vehicle for mid size vehicle for Officers in the rank of Joint Secretary and above

4. The hiring of vehicles on monthly basis as per above monetary ceiling is further subject to following conditions:

- RPFC-in-Charge of Regions/SROs/ASD/ZTIs, Zonal Vigilance Directorates & NATRSS may hire vehicles on monthly basis against the sanctioned number of staff car, if no staff car is available.
- RPFC-in-Charge of Regions/SROs/ASD/ZTIs, Zonal Vigilance Directorates & NATRSS may hire vehicles on monthly basis against condemnable or condemned vehicles till new vehicle is provided to them.
- RPFC (ASD), Head Quarters may hire vehicles on monthly basis for All Addl. CPFCs & RPFCs-I/ Chief Engineer posted at Head Quarters. However, vehicle may not be hired in respect of the officers, who have already been provided with the staff car.
- For the purpose of hiring of vehicle GFR provisions has to be followed. A copy of model agreement along with the normal terms & conditions to be entered with the travel agency is also attached herewith for necessary action.
- Administrative and Financial powers are delegated for hiring of vehicles to the RPFCs in Charge of Regions/SROs/ ZTIs/ ASD & NATRSS to incur expenditure on this account head subject to budgetary provisions under the budget head "Conveyance Hire" subject to the monetary limits prescribed in column 4 for the authorities mentioned in corresponding column 3

Sl. No.	Activity	Authorities	Remarks
1	2	3	4
1	Incurring expenditure towards Hiring of vehicles	AC(Admn)/RC(Admn)/ OIC of SRO/ SAO (NATRSS)	Full amount @ 36,000/- per month per vehicle.
		RPFC-I of RO/ ZTI RPFC-I(ASD)	Full amount @ 36,000/- per month per vehicle.
		ACC (Zone)	Full amount @ 36,000/- per month per vehicle.
		ACC (HR)	Full amount @ 40,000/- per month per vehicle.

Sl. No.	Activity	Authorities	Remarks
2	Signing the Annual Contract agreement	RPPC-I of ROZTF/ASD ACC(Zone) Director(NATRSS) ACC (HR)	Within their respective monetary limit.
3	Taking penal action as per the term and conditions of the agreement	As per Sl. No. 2	

(v) RPPC-in-charge of Regions may hire the vehicles for the concerned Zonal Vigilance Directorates.

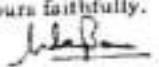
(vi) The monetary limit may however be enhanced @ 15% every three years.

5. Further RPPCs-in-charge of Regions/ZTIs & Director (NATRSS) may assess the additional requirement of hired vehicles for functional & operational purpose after taking into consideration the workload, functions & jurisdictional extent of concerned SRO/RO and send the detailed proposal to Head Quarters before 15.11.2013.

(This issues with the approval of Central Provident Fund Commissioner.)

Yours faithfully,

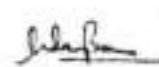
Enclosed: As above.


(UDAY BAXI)

REGIONAL P.F.COMMISSIONER-I (HRM)

Copy to:

- 1) FA & CAO
- 2) All Dy. Dir. (Vig.)/Zonal Audit Parties
- 3) RPPC(NDC) with request to upload on EPFO website
- 4) RPPC (FA), Head office – for earmarking sufficient budget provisions in the relevant budget head
- 5) RPPC (HRD) – for updating the delegation of administrative and Financial powers.
- 6) PS to CPFC for information
- 7) The General Secretary, EPF Officers' Association, Guwahati
- 8) Guard File
- 9) Director (OL) for Hindi version.


(UDAY BAXI)

REGIONAL P.F.COMMISSIONER-I (HRM)