



कर्मचारी भविष्य निधि संगठन

Employees' Provident Fund Organisation

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

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

क्षेत्रीय कार्यालय, भागलपुर, Regional Office, Bhagalpur

टेलिफोनभवन, एम.जी.पथ, प्रधान डाकघर के पास भागलपुर-812001

सत्यमेव जयते

Telephone Bhawan, M.G.Path, Near Head Post Office, Bhagalpur- 812001

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No. BR/RO/BGP/Adm/Vehicles hire/part-II

3922

Dated:26/09/2022



Tender for Staff Car Hiring

Regional Office, Bhagalpur, Employees provident fund organisation, Ministry of Labour & Employment, Government of India invites tenders for Taxi Hiring for Regional office, Bhagalpur from reputed and reliable service agencies, through GeM portal vide No. GEM/2022/B/2572723.

Interested agency may take part in bidding through Government E- Market (GeM) for tender process.

Schedule of Tender

Date of publication on GeM	23.09.2022
Date & Time of Tender Closing	03.10.2022 20:30 Hrs.

The interested and eligible Company/Firm/Agency may upload online their tender documents on Government E- Market place (GeM) complete in all respect.

This Office reserves the right to amend/withdraw any of the terms and condition in the Tender Document (as well as GeM tender) to reject any or all tenders without giving any notice or assigning the reason. The decision of the Regional Provident Fund Commissioner-II, Regional Office, Bhagalpur in this regard shall be final and binding on all.

Yours faithfully,

(Vicky Sharan)

Regional P.F.Commissioner-II
RO,Bhagalpur.

Bid Document

Bid Details

Bid End Date/Time	03-10-2022 20:00:00
Bid Opening Date/Time	03-10-2022 20:30:00
Bid Offer Validity (From End Date)	30 (Days)
Ministry/State Name	Ministry Of Labour And Employment
Department Name	Na
Organisation Name	Employees Provident Fund Organisation (epfo)
Office Name	Regional Office Bhagalpur
Item Category	Monthly Basis Cab & Taxi Hiring Services - Premium Sedan; 2500 km x 320 hours; Local
Contract Period	1 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)	5 Lakh (s)
Years of Past Experience Required for same/similar service	1 Year (s)
Past Experience of Similar Services required	Yes
MSE Exemption for Years Of Experience and Turnover	Yes
Startup Exemption for Years Of Experience and Turnover	Yes
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
Bid to RA enabled	No
Time allowed for Technical Clarifications during technical evaluation	2 Days
Evaluation Method	Total value wise evaluation

EMD Detail

Required	No
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ePBG Detail

Required	No
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Splitting

Bid splitting not applied.

MSE Purchase Preference

MSE Purchase Preference	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. 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.
4. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid data sheet (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
5. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.
6. Past Experience of Similar Services: The Bidder must have successfully executed / completed at least one single order of 80 % of the Estimated Bid Value or 2 orders each of 50 % of the Estimated Bid Value or 3 orders each of 40 % of the Estimated Bid Value for similar service(s) in last three years to any Central / State Govt Organization / PSU / Public Listed Company. Copies of contracts / work orders and documentary evidence of successful execution / completion in support of Past Experience of Similar Services along with names, address and contact details of clients shall be uploaded with the bid for verification by the Buyer.

Additional Qualification/Data Required

Fleet of owned vehicles with service provider, (Please limit the number to up to 100% of the vehicles demanded or 30 whichever is lesser):1

Drivers on Payroll (in Numbers) (Please limit the number to up to 100% of the vehicles demanded or 30 whichever is lesser):2

Minimum years (up to 5 years) of experience in related field:1

Number (upto 100%) of vehicles demanded should have been provided in a single contract to a

Government agency in the past three years:1

Number (up to 100%) of vehicles demanded should have been provided in the past year to government agencies:1

Geographic Presence in States:Bihar

Annual Turnover and Profit Requirement:Yes

Rate Per Km for Extra Usage in excess of chosen package as per the Vehicle Type selected. In case of bunch bid buyer must indicate extra KM rate for every Vehicle Type that is bunched::18

Scope of Work:1663937286.pdf

Monthly Basis Cab & Taxi Hiring Services - Premium Sedan; 2500 Km X 320 Hours; Local (1)

Technical Specifications

Specification	Values
Core	
Vehicle Type	Premium Sedan
Type of car (Please select at least 3 options)	Maruti Suzuki Ciaz , Honda City , Hyundai Verna , Toyota Corolla
Usage Variant	2500 km x 320 hours
Type of Service	Local
Year of Vehicle Model	2022 , 2021
Km Travelled	Upto 25,000 Kms
Air Conditioning Requirement	A/C
Area of Operation	Plains
Fuel Type	Any
Addon(s)	
Outstation night charges applicable	No

Additional Specification Documents

Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Number of Vehicle(s)	Additional Requirement
1	Akshay Kumar Singh	812001,EPFO REGIONAL OFFICE, HEAD POST OFFICE, M G ROAD, BHAGALPUR	1	<ul style="list-style-type: none">Duration in Months : 12

Buyer Added Bid Specific Terms and Conditions

1. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

2. Certificates

To be eligible for award of contract, Bidder / OEM must possess following Certificates / Test Reports on the date of bid opening (to be uploaded with bid): VEHICLE REGISTRATION, POLLUTION CERTIFICATE, INSURANCE CERTIFICATE, DRIVING LICENSE AND ANY OTHER DOCUMENT MENTIONED IN BUYER ADDED SPECIFIC ATC.

3. 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.

4. Past Project Experience

For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:

- a. Purchase Order copy along with Invoice(s) with self-certification by the bidder that supplies against the invoices have been executed.
- b. Execution certificate by client with order value.
- c. Any other document in support of order execution like Third Party Inspection release note, etc.

5. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

1. The Travel Agency should be registered with the appropriate government department/authorities. The copies of registration document should be provided along with the quotation.
2. The bid shall be accepted only for the premium sedan class vehicle (for example - Honda City, Maruti Ciaz, Hyundai Verna, etc.)
3. 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 Employees Provident Fund Organisation, Regional Office, Bhagalpur on existing/revised terms & conditions as the case may be.
4. The successful bidder on commencement of contract shall submit after close of every month, the monthly bill (generated through GeM Portal) before 15th of following month and the bill shall be paid , after verification by the office, any adjustments or recoveries made from the amount claimed in the bill shall be informed to the successful bidder. 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 as per the Provisions of the Income Tax Act as applicable.
5. For the purpose of calculating hire charges payable, Log Book shall be provided by the successful bidder. 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 from party either himself or through an officer designated by him. After the completion of the contract, the Log Book shall be deposited by successful bidder.

6. All expenses/charges of the driver, oil, petrol/diesel, insurance, taxes, repairs (major or minor) and maintenance etc, of the vehicle, by whatever name called will be borne by the successful bidder.
7. The mileage and the time consumed for fuelling repair and maintenance of the vehicle will be excluded.
8. The monthly hire charges will be inclusive of the all taxes levies, cess etc. except specifically provided as otherwise.
9. The opening and closing Kilometers and time would be reckoned from the Employees' Provident Fund Organisation, Regional Office, Bhagalpur.
10. No request for enhancing the rate/ rental amount per Kilometer due to hike in fuel price, insurance payment, rise in cost of living index etc. during the contract period will be allowed.
11. All the expenses and legal formalities relating to the vehicle should be borne and performed by the successful bidder.
12. The vehicle and the driver should eligible/willing to travel outside the territorial jurisdiction of the Regional Office, Bhagalpur.
13. The vehicle hire agreement can be terminated by either party after serving 45 days advance notice on the other party.
14. The agency will abide by all the rules of Central minimum wages, EPF, ESIC, and Payment of wages contract Labour (Regulation & Abolition) Act etc.
15. 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 and must carry a mobile phone (at the cost of the successful bidder). His services will be subject to satisfaction of the Controlling Officer. Any driver once removed on instructions of an Officer shall not be employed again. The driver should possess a valid driving license for LMV.

16. 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 Chauffer-driven vehicle and recover the charges for the same from the hiring charges payable to the successful bidder, along with penalty of Rs.1000/- per day of such default.
17. 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 allowed. 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 and he shall be handed over to the local police administration for further necessary action.
18. The driver should not be changed by the successful bidder without permission of the Regional P F Commissioner-II. However, in case driver's performance/conduct is unsatisfactory, the successful bidder should ensure that he is substituted immediately on receiving of a formal complaint from the office of Regional P F Commissioner II.
19. In case of absence of driver the agency should be in a position to provide alternative driver.
20. 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 etc. and will indemnify the same.
21. The vehicle should have third party insurance as well.
22. 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 first party will be entitled to hire another chauffer-driven vehicle and recover the charges for the same along with penalty A Rs.1500/- per day from the successful bidder.
23. In cases timely and proper maintenance & repairs of the vehicle are not carried out by the successful bidder, 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.
24. The successful bidder shall produce the original registration book, Insurance papers and pollution control Certificate of the vehicle while bidding. The vehicle shall also be produced for physical inspection before signing of contact.

25. The successful bidder shall not be permitted to change / replace the approved vehicle during the period of contract without the prior approval of the Regional P F Commissioner II, Employees Provident Fund Organisation, Regional Office, Bhagalpur.

26. All legal disputes are subject to Bhagalpur Jurisdiction only.

6. Buyer Added Bid Specific ATC

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

7. Buyer Added Bid Specific SLA

Text Clause(s)

1. The Travel Agency should be registered with the appropriate government department/authorities. The copies of registration document should be provided along with the quotation.
2. The bid shall be accepted only for the premium sedan class vehicle (for example - Honda City, Maruti Ciaz, Hyundai Verna, etc.)
3. 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 Employees Provident Fund Organisation, Regional Office, Bhagalpur on existing/revised terms & conditions as the case may be.
4. The successful bidder on commencement of contract shall submit after close of every month, the monthly bill (generated through GeM Portal) before 15th of following month and the bill shall be paid , after verification by the office, any adjustments or recoveries made from the amount claimed in the bill shall be informed to the successful bidder. 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 as per the Provisions of the Income Tax Act as applicable.
5. For the purpose of calculating hire charges payable, Log Book shall be provided by the successful bidder. 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 from party either himself or through an officer designated by him. After the completion of the contract, the Log Book shall be deposited by successful bidder.
6. All expenses/charges of the driver, oil, petrol/diesel, insurance, taxes, repairs (major or minor) and maintenance etc, of the vehicle, by whatever name called will be borne by the successful bidder.

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9. The opening and closing Kilometers and time would be reckoned from the Employees' Provident Fund Organisation, Regional Office, Bhagalpur.
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shall be handed over to the local police administration for further necessary action.

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20. 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 etc. and will indemnify the same.
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22. 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 first party will be entitled to hire another chauffer-driven vehicle and recover the charges for the same along with penalty A Rs.1500/- per day from the successful bidder.
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26. All legal disputes are subject to Bhagalpur Jurisdiction only.

8. Buyer Added Bid Specific SLA

File Attachment [Click here to view the file.](#)

9. **Buyer Added Bid Specific Scope Of Work(SOW)**

Text Clause(s)

Scope of Work: The Staff Car shall be used for official purpose within the jurisdiction of EPFO, Regional Office, Bhagalpur. The same shall be used occasionally for visiting EPFO Zonal Office, Patna too.

Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization. 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. Any clause incorporated by the Buyer such as demanding Tender Sample, incorporating any clause against the MSME policy and Preference to make in India Policy, mandating any Brand names or Foreign Certification, changing the default time period for Acceptance of material or payment timeline governed by OM of Department of Expenditure shall be null and void and would not be considered part of bid. Further any reference of conditions published on any external site or reference to external documents/clauses shall also be null and void. 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. Also, GeM does not permit collection of Tender fee / Auction fee in case of Bids / Forward Auction as the case may be. Any stipulation by the Buyer seeking payment of Tender Fee / Auction fee through ATC clauses would be treated as null and void.

This Bid is governed by the 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 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.

In terms of GeM 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.

---Thank You---