



**ESIC**  
Chinta Se Mukti

उप क्षेत्रीय कार्यालय (मंगलोर) / SUB REGIONAL OFFICE (MANGALURU)  
कर्मचारी राज्य बीमा निगम / **EMPLOYEES' STATE INSURANCE CORPORATION**  
(Ministry of Labour & Employment, Government of India)  
डोर न.5/7/708/11, पहल फ्लोर, सिटी पॉइंट / Door No. 5/7/708/11, 1<sup>st</sup> Floor, City Point  
नवभारत सर्किल कोडियलबेल, मंगलोर / Navabharath Circle, Kodialbail, Mangaluru-575003  
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Dated:02.07.2018.

### NOTICE INVITING TENDER FOR PROVIDING STAFF CAR

Sub-Regional Office, ESI Corporation, Mangaluru invites sealed tender in two bid system from interested/ reputed agencies/ parties for hiring of Staff Car on monthly rental basis for its office for initially for a period of one year which may be extendable on satisfactory service.

1	Nature of work	Hiring of Staff Car on monthly chargeable basis.
2	Tender Application Fee	Rs.105/- (Rupees One hundred and five only) Demand Draft/ Pay Order in favour of "ESI A/c. No.1" payable at Mangaluru.
3	Amount of EMD	Rs.10000/- (Rupees Ten thousand only) DD/ Pay Order in favour of "ESI A/c. No.1" payable at Mangaluru, returnable without any interest to the unsuccessful bidder.
4	Amount of Security Deposit	The successful bidder should furnish security deposit for an amount equivalent to one month's rent of the successful bid amount by way of DD/Pay Order in favour of "ESI A/c. No.1" payable at Mangaluru, refundable on successful execution of contract.
5	Issue of Tender Application	Can be obtained from Sub Regional Office, ESI Corporation, Kodialbail, Mangaluru during office hours on any working day.
6	Last date for receipt of completely filled tender application	16.07.2018 till 01.00 p.m.
7	Date & Time of opening of Tender	16.07.2018 at 03.00 p.m.

Selection of agency/ party will be at the sole discretion of the competent authority of the ESIC who reserves its right to accept or reject any or all the proposals, without assigning any reasons.

The following documents will form part of tender document:

- General Instructions to the bidders – Annexure 'A'
- Eligibility and other terms and conditions – Annexure 'B'
- Technical Bid – Annexure "C"
- Finance Bid – Annexure - D

DEPUTY DIRECTOR IN-CHARGE

[Instructions read and complied with/  
Terms and conditions read and accepted]

[Sign and Seal of Bidder]

## Annexure-A

### General Instruction to Bidders.

1. Sealed tenders [two bid system] in the prescribed format (will be available from ESIC, Sub-Regional Office, Mangaluru) are invited from reputed agencies/ parties for engaging staff car on monthly rental basis detailed in Annexure 'A', 'B', 'C' & 'D'.
2. The cost of Tender Documents (non-refundable) of Rs.105/- (Rupees One hundred and five only) should be paid in the form of DD/ Pay Order drawn in favour of "ESIC A/c. No.1" payable at Mangaluru.
3. The amount of Earnest Money Deposit (EMD) is Rs.10000/- (Rupees Ten thousand only) and should be paid in the form of DD/ Pay Order drawn in favour of "ESIC A/c. No.1" payable at Mangaluru.
4. Tender form shall be duly filled up and completed in all respects. Incomplete tenders or tenders without EMD shall be treated as invalid. In case of exemption from payment of EMD, copy of relevant orders to be enclosed.
5. Duly filled Tender will be submitted in the following three sealed envelopes;  
**Envelope 1.** It will contain duly signed/ stamped and filled in Annexure'A', Annexure'B', Annexure'C' by the tenderer, EMD of Rs.10000/- in the form of DD/ Pay Order drawn in favour of "ESIC A/c. No.1" payable at Mangaluru. The Envelope shall be sealed and marked as "Technical Bid"  
**Envelope 2** – This envelope shall contain Financial Bid [Annexure'D'] and shall be sealed and marked as "Financial Bid"  
**Envelope -3** Both above envelopes shall be put in this third envelope. It should be properly sealed and carry the superscription "Technical and Financial Bids for engaging Staff Car for SRO Mangaluru".
6. The tenderer must ensure submission of carefully and correctly filled in, signed/ stamped Technical Bid form [Annexure'A', Annexure'B' & Annexure 'C'] along with all the requisite enclosures failing which their offer/ tender shall be rejected without opening Financial Bid.
7. The tenderer should furnish copy of his PAN No. , Registration Number as Taxi/Cab/Transport operator in Mangaluru as required in Technical Bid Form. Copies of taxi permit authorization certificates as issued by RTO in respect of vehicles, RCs, Insurance, latest pollution check certificate should also be furnished in respect of all the vehicles listed in the technical bid form. Originals in respect of all the documents mentioned above may also be produced at this office for verification.
8. Financial Bid Proforma – Annexure 'D'. The rates shall be quoted in figure and words. In case of any discrepancy in rate, the rates written in words shall prevail.
9. EMD shall be refunded to the unsuccessful bidders within one month of opening the bid. No interest shall be payable on the EMD/SD to either the successful tenderers or unsuccessful tenderers.
10. The successful bidder shall have to deposit Security Deposit an amount equal to the amount of one month's rent. EMD will be refunded to successful bidder only after deposition of Security Deposit.
11. The last date for submission of tender is 16.07.2018 till 01.00 p.m. Delay/ late bids, for whatever reason, will summarily be rejected.
12. Tender Documents should reach in person/ by Registered Post/ Speed Post/ Courier and deposited in the Tender Box kept in the Sub Regional Office, ESIC, Kodialbail, Mangaluru. The responsibility for ensuring that the tenders are delivered in time would rest with the bidder.
13. (i) The envelope shall indicate the name and address of the bidder.  
(ii)The sealed envelope shall be addressed to the Deputy Director (General Branch), Sub-Regional Office, ESI Corporation, Kodialbail, Mangaluru – 575 003.

[Instructions read and complied with/  
Terms & Conditions read and accepted]

[Sign and Seal of Bidder]

14. Technical Bid will be opened on 16.07.2018 at 03.00 p.m. Financial Bid of those who qualify in Technical Bid will be opened in the presence of tenderers who choose to attend the opening of Financial Bid. The qualified tenderers will be informed about the date and time of opening of Financial Bids. The bids shall be valid for 60 days from the date of opening.
15. The bidders must carefully go through the instruction to bidders and eligibility and terms and conditions. Tenders not satisfying the eligibility and terms and conditions mentioned therein will be rejected forthwith.
16. Incomplete tenders and tenders received through e-mail/ fax will summarily be rejected.

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[Sign and Seal of Bidder]

## Annexure – B

### II. Eligibility and Other Terms and Conditions

1. The term Corporation means “Employees’ State Insurance Corporation.
2. The term Deputy Director In-charge means “Deputy Director In-charge, Sub-Regional Office, ESIC, Kodialbail, Mangaluru.
3. The Staff Car Service Contract shall initially be valid for a period of one year. However, the contract may be renewed every year on satisfactory performance on the same terms and conditions with mutual agreement up to a further period of two years only.
4. The bidder should have PAN Registration.
5. The applicant contractor should have at least 2 years experience of running a fleet of vehicles on hiring basis. Certificate for experience providing services in any organization should be attached.
6. The vehicle proposed to be provided must have commercial permit for operation in Karnataka State.
7. The bidder should not be under declaration of ineligibility for corrupt and fraudulent practices or any other reason whatsoever, or have not been black listed by Govt. of India or any of its agencies including Public Enterprises and / or by any State Govt. or any of its agencies.
8. The services of the bidder should not have been terminated on account of deficiency in services / non fulfillment of Tender conditions by this office or any office of ESIC during any time in the last five years from date of publication of tender.
9. Vehicle proposed to be provided should be of latest model sedan type, with A/C, preferably TATA Indigo/ Maruti Swift Dezire/ Ford Fiesta/ Toyota Etios/ Mahindra Verito or similar or equivalent models) not prior to 2016 make i.e. registered in 2016 or later.
- 10. The ceiling limit (Maximum Limit) of monthly expenses in respect of hiring of staff car shall be 34000/- per month & GST shall be payable in addition to above.**
- 11. The GST shall be paid in addition to the monthly charges at the rate applicable from time to time. Hence the rate quoted in this tender should be excluding GST.**
12. The duty hours will normally be from 9.00 AM to 6.00 PM. However, if so required the duty hours may be extended.
13. Saturday and Sunday are weekly offs and normally vehicle may not be required on these days. However, if so required, the contractor shall have to provide the vehicle and driver on Saturday and Sunday or other holiday without any extra charges.
14. Payment shall be made on monthly basis for the usage up to 1200 km for the vehicle.
15. Rates quoted by bidder shall be inclusive of cost of manpower, other levies, duties, repair and maintenance charges, insurance and other statutory liabilities related to labour laws etc.
16. Rates should also be specified in Annexure – D in case vehicle is used beyond monthly ceiling of Distance. (Kilometer on Saturday and Sunday or other Holiday will be included in the monthly limit of specified kms without giving extra charges).
17. The vehicle Registration Book, Insurance Copy, Emission Certificate, Road Tax payment certificate, commercial Vehicle permit and Driver license should be available with the vehicle at all times.
18. In case the staff car is not provided on any day, the cost of alternative arrangements made will be recovered from the contractor by deducting bill / security deposit or otherwise.
19. Notwithstanding the award of contract under this tender, the Deputy Director In-charge reserves the right to hire vehicles from any other agency also during the tenure of contract.
20. The contractor shall bear the costs of fuel, salaries of his driver, repair and maintenance, road tax, insurance, commercial permit etc. of the vehicle provided and shall also maintain the vehicle in good working condition for 24 x 7 x 365 days use by office. The driver to be deployed by the contractor should be paid as per prevailing Minimum Wages Act. The ESIC, SRO, Mangaluru shall not be a party in any disputes whatsoever regarding wages and allowances of drivers.
21. The staff provided by the contractor shall not be entitled to get any amount from this office as allowance, wages bonus, gratuity or retrenchment compensation, etc. such persons shall purely be engaged by the contractor only and this office will not undertake any responsibilities with regard to their employment, welfare, payment of wages, etc.

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[Sign and Seal of Bidder]

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22. The drivers / staff to be provided by the firm shall be a qualified driver. He shall have a valid commercial driving license. The driver should have sufficient driving experience. He should always be well dressed while on duty. He should be polite and well behaved and should not have any kind of criminal or adverse record.
23. The driver shall keep documents such as RC, Pollution Check certificate, etc of the vehicle with him all the time. In case of any penalty for any violation of rules / law, only the firm / driver shall be solely responsible for the same.
24. The vehicle shall bear the name plate of ESI Corporation, Sub Regional Office, Mangaluru. The name plate would be supplied by the ESIC Office. The name plate should be displayed only during the office working hours and during rest of the time, it must either be covered or removed.
25. The contractor shall furnish complete bio-data with mobile number of the driver. The character and antecedents of drivers to be deployed should be properly verified and details (name, address, telephone no, photograph, copy of driving license etc) will have to be provided to this office. Frequent change of driver without any justification shall not be allowed.
26. The contractor shall arrange for proper substitute of the driver in case of his leave, absence, sickness etc.
27. The Deputy Director In-charge reserves the right to require the Agency/ party to replace the driver without assigning any reason for the same and agency/ party shall do so promptly when required to do so.
28. Log book shall be maintained and usage details therein shall be certified by an authorized officer / official on daily basis.
29. The contractor shall bear all taxes (read with sl.no.11 above), recoveries, charges etc, as applicable and also comply with all statutory requirements regarding compliance of all labour law such as Minimum Wages Act, ESI, EPF & Misc. Prov. Act etc. The contractor shall indemnify against all liabilities / losses / penalties borne by this office which may arise on account of hiring of the staff car under this contract.
30. Income Tax as per rules shall be deducted from the bill wherever applicable.
31. The Deputy Director In-charge reserves its right to monitor, make surprises check and verification on all aspects of the work and the services provider shall cooperate with the officials so authorized by him and furnish to them all record and materials for inspection without demur.
32. The contractor should arrange for proper cleanliness and hygiene of the vehicle including inter alia the provisioning of car perfume, tissue paper, hand towels, etc, in the vehicle.
33. The Deputy Director In-charge reserves absolute rights to cancel / reject any or all tender without assigning any reason. The Deputy Director In-charge has absolute right to strengthen / relax / add / remove any terms and conditions or can award the contract to any bidder without assigning any reason.
34. Physical checking and test drive of staff car to be deployed will be done before entering into the contract.
35. The condition of the vehicle / staff car will be reviewed after it runs 50,000 kms. Thereafter, if the vehicle is found not be in proper running condition, the contractor shall have to replace it.
36. The vehicle hired shall normally be used for travelling throughout Karnataka. However, it can also be used for travelling to neighboring state as per requirement.
37. The firm/ Contractor shall have to bear all the expenses relating to food, etc., of the driver. For stay / overnight stay outside Mangaluru also expenses will be borne by the firm/ Contractor only.
38. The vehicle provided by the firm should always be in top class condition. In case of any break down of the vehicle, the firm/ Contractor shall immediately provide another vehicle as replacement. Otherwise this office may hire a vehicle from some other source and recover the expenses from the firm/ Contractor along with penalty of Rs. 1000/-.

[Instructions read and complied with/  
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39. Log book shall be maintained for the vehicle hired. These will be signed by the user / officer authorized by this office. Log book shall remain in custody of this office.
40. Monthly Bill shall be produced in the first week of following month along with duly signed log book. Mode of payment will be ECS / RTGS on monthly basis subject of satisfactory services.
41. The charges shall be fixed for entire period of contract and no interim hike will be accepted / allowed for whatever the reasons thereof.
42. Mileage / Distance will be measured from ESIC, Sub Regional Office, Mangaluru.
43. Vehicle will be parked in Sub-Regional Office premises only.
44. The agency shall not sublet or subcontract this service to any other party in any circumstances, after agreement of contract. If it comes into the notice of Sub-Regional Office, Mangaluru, the contract will be terminated and Performance Guarantee Money will be forfeited.
45. All the disputes will be subject to the jurisdiction of Mangaluru only.
46. The successful bidder shall be required to sign an Agreement on a non-judicial stamp paper worth Rs. 200/- to be purchased by bidder.
47. The Deputy Director in-charge, Sub-Regional Office, Mangaluru shall have the right to terminate the agreement in case the services are found not to be satisfactory with immediate effect.
48. The contractor is required to give a notice of three months in case he wants to discontinue the services.
49. In case of breach of any terms and conditions of the contract, the performance security deposit of the contractor shall be liable to forfeited besides annulment of the contract.
50. The short listed tenderer will have to produce the vehicle for inspection within 7 days of issuing of provisional letter of award. The final selection will be subject to inspection of the vehicle.
51. In case of non compliance of the above terms and conditions of contract, a penalty may be levied. The penalty for some of the defaults is as under:

SL. No.	Nature of Default	Penalty in Rupees
1	Late Reporting	Rs. 250/- per day
2	Non-Reporting	Rs. 250/- per day
3	Poor Maintenance of vehicle	Rs. 500/-per month
4	Refusal of duties	Rs. 1000/- per day
5	Non observations of dress code/proper etiquette	Rs. 100/- first instance & Rs 200/- for subsequent instances.
6	Change of drivers without justification	Rs. 200/- per instance
7	Unhygienic / Untidy vehicle	Rs. 200/- per day
8	Unsafe / Rash driving	Rs. 250/- per day
9	Stoppage of vehicle due to insufficiency of fuel	Rs. 200/- per instance
10	Breakdown of vehicle more than once in a month	Rs. 500/- per instance

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**ANNEXURE – C**

**III. Technical Bid**

1. Name of the firm / Contractor :
2. Date of Establishment of firm (if applicable) :
3. Constitution of the firm (if applicable) :  
(Whether Ltd., Co/ Partnership/  
Sole Proprietor)
4. Name of the Proprietor(s) / Partner(s)/  
Director(s) (if applicable) :
5. Local Address :  
(Attach supporting document)  
  
Landline Phone Nos. :  
Fax No. :  
Mobile Nos. :  
E-mail ID :
6. Full particulars of the bankers of the firm/ Contractor
  - a. Name of the bank :
  - b. Account type :
  - c. Account No :
  - d. IFSC Code :
  - e. Full Address of the branch :
7. Application Cost details
  - a. DD Number :
  - b. Amount :
  - c. Date :
  - d. Name of the Bank :
  - e. Branch :
8. EMD details
  - a. DD Number :
  - b. Amount :
  - c. Date :
  - d. Name of the Bank :
  - e. Branch :
9. Registration Certificates number with :  
  
Central / State Govt. / Organization /  
  
Authorized by Central / State Govt.,  
  
As taxi operator (if applicable)

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10. PAN No. (Copy to be attached) :

11. Service Tax No./GST No. (Copy to be attached) (if applicable) :

12. Details of experience :

(Certificate to be enclosed)

13. Details of vehicles (Model not earlier than 2016) owned by the Tenderer / Firm in its own name only.  
(copies of Taxi Permit & Authorization Certification issue by the RTO, Current Comprehensive Insurance,  
Pollution Check to be attached).

SL. No.	Name /Make/ Model/Year	Registration Number	No. of Kms traveled	Details of documents attached
1				
2				
3				

14. I / We certify that I / We have carefully gone through all the Instruction to Bidders, eligibility and terms and conditions and satisfy them to the best of my / our knowledge and belief. I / we understand that in case I / we do not satisfy those conditions our tender is liable to be rejected.

Date:

Signature:

Name:

Stamp / Seal:

Instructions read and complied with/  
Terms & Conditions read and accepted]

[Sign and Seal of Bidder]

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**ANNEXURE – D**

**IV. Financial Bid**

Hiring of Staff Car for ESIC Sub Regional Office, Mangaluru on monthly chargeable basis.

Class of Vehicle (with AC) (strike out which ever is not applicable)	<b>PART-(A)</b> Rate per month per 1200 kms **	<b>PART-(B)</b> Rate per km for additional Km beyond 1200 kms (per kms charged)**
Tata Indigo / Maruti Swift Dezire /Toyota Etios / Ford Fiesta/ Mahindra Verito/ Others (please specify the model) -----       	Rs. .... /-  (Rupees ..... ..... ..... ..... ..... ..... .....	Rs. .... /-  (Rupees ..... ..... .....

\*\* (Exclusive of GST)

For arriving at the lowest bidder the following formulas shall be applied:

- (I) Weightage of 95% for **PART-(A)** & 5% for **PART-(B)**.
- (II) In case of tie up of two or more bids as per above formulas priority will be given as per-
  - (a) rate as per **PART-(A)**
  - (b) Date of registration/first purchase date of vehicle
  - (c) Experience of Parties.

Date: Tenderer's Signature :

Tenderer's Name :

Stamp / Seal: