



कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
(Ministry of Labour & Employment, Govt. of India)



क्षेत्रीय कार्यालय, 165.ए, सुरवसे टॉवर्स, रेलवे लाइन्स, सोलापूर - 413001
Regional Office, 165-A, Surwase Towers, Railway Lines, Solapur - 413001
Telephone-(0217) 2313226, 2313266, 2310052, 2316730,
Fax-2319140, E-mail : ro.solapur@epfindia.gov.in

क्र.महा./पी.एफ./क्षे.का./सोला./प्रशा./2018-19/११६

दिनांक-26.12.2018

भाड़े पर वाहन लेने के लिए निविदा सूचना

1. कर्मचारी भविष्य निधि संगठन, क्षेत्रीय कार्यालय, सोलापूर, महाराष्ट्र मासिक भाड़े तत्व पर एक (1) वाहन उपलब्ध कराने के लिए पंजीकृत ट्रेवल एजेंसीज से कर्मचारी भविष्य निधि संगठन (श्रम एवं रोजगार मंत्रालय) क्षेत्रीय कार्यालय, 165-अ, रेलवे लाईन, सुरवसे टॉवर, सोलापूर, महाराष्ट्र के कार्यालयीन उपयोग के लिए मुहरबंद निविदा आमंत्रित करता है।
2. अपेक्षित वाहन का प्रकार : मध्यम आकार के कार के समतुल्य मारुती स्विफ्ट डिजायर/टाटा इंडिगो/टाटा मानजा/जायलो/महेंद्रा स्कॉर्पियो/इनोवा/होंडा अमज़े या समकक्ष वाहन का मॉडल एक साल से ज्यादा पुराना नहीं होना चाहिए। प्राधान्य सफेद रंग को दिया जाएगा।
3. आमतौर पर वाहन को सभी कार्य दिवसों(सोमवार से शुक्रवार) पर सुबह 09.00 से शाम 07.00 बजे तक की आवश्यकता होगी। हालांकि, इसे कार्यालयीन उद्देश्य के लिए कामकाजी घंटों से परे तथा शनिवार और रविवार/ राजपत्रित छुट्टियों पर भी जरूरी पड़ने पर बुलाया जा सकता है।
4. वाहन को आम तौर पर सोलापूर जिले के भीतर यात्रा करने की आवश्यकता होगी, हालांकि आवश्यकता के आधार पर कार्यालयीन उद्देश्यों पर सोलापूर के बाहर यात्रा करना भी पड़ सकता है।
5. निश्चित मासिक शुल्क की गणना प्रति माह 2300 कि.मी. और प्रति माह 260 घंटे की उपलब्धता के आधार पर की जाएगी - प्रति सप्ताह 06 दिन (सोमवार से शनिवार)। (कि.मी./घंटे ई.पी.एफ.ओ. के कार्यालय से गिना जाएगा)
6. निर्धारित पैरामीटर के ऊपर और उसके बाद प्रत्येक किलोमीटर और घंटे के लिए जिस दर से शुल्क मांगा जाएगा, उसे अलग से दर्शाया जाना चाहिए।
7. निविदा प्रस्तुत करने की अंतिम देय तिथि : 04.01.2019 सांय 04.00 बजे तक
निविदा खोलने की तिथि : 08.01.2019 सांय 02.00 बजे

नियम एवं शर्तें अनुलग्नक - I, II, III, ए, बी एवं सी में दी गई हैं।

8. यदि अनुलग्नक I, II, III, ए एवं बी में उल्लिखित सभी दस्तावेज/जानकारी निविदा आवेदन के साथ प्रदान/संलग्न नहीं करते हैं और यदि अनुलग्नक I, II, III, ए एवं बी में पूछे गए सभी तथ्यों को साफ, स्वच्छ और पठनीय रूप में नहीं भरते हैं तो संबंधित निविदा आवेदन को रद्द कर दिया जाएगा।

9. इच्छुक एजेंसी उपरोक्त दिए गए देय तिथि को अथवा उससे पहले निम्नलिखित पते पर अपना निविदा भेज सकते हैं :

सहायक भ. नि. आयुक्त(प्रशा.)
कर्मचारी भविष्य निधि संगठन
(श्रम एवं रोगगार मंत्रालय, भारत सरकार)
क्षेत्रीय कार्यालय,
165-अ, रेलवे लाईन, सुरवसे टॉवर,
सोलापुर-413001(महाराष्ट्र)

10. निविदा दस्तावेज/कोटेशन वाले लिफाफे के ऊपर "भाड़े पर वाहन लेने के लिए कोटेशन" लिखा जाना चाहिए। कर्मचारी भविष्य निधि संगठन, क्षेत्रीय कार्यालय, 165-अ, रेलवे लाईन, सुरवसे टॉवर, सोलापुर बिना कोई कारण बताए निविदा को रद्द करने का अधिकार सुरक्षित रखता है।

11. कोटेशन दस्तावेज 08.01.2019 को 02.00 बजे अपराह्न पर कर्मचारी भविष्य निधि संगठन, क्षेत्रीय कार्यालय, सोलापुर कार्यालय में खोले जाएंगे। सभी निविदा धारकों को निविदा खोलने के समय उनके विधिवत अधिकृत प्रतिनिधियों को भेजने की अनुमति है।

(डॉ. हेमन्त मधुकर तिरपुडे)

क्षेत्रीय भविष्य निधि आयुक्त-1/प्र.अधि.
क्षेत्रीय कार्यालय, सोलापुर, महाराष्ट्र.



कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
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No.MH/PF/RO/SLP/ADM/2018-19/१२६

Date:26.12.2018

TENDER NOTICE

1. Sealed quotations are invited from registered travel agencies for providing one vehicle on hire on monthly basis for official purposes for Employees' Provident Fund Organization (Ministry of Labour & Employment, Govt. of India) to Regional Office, Solapur, Maharashtra.
2. Type of vehicle required: MARUTI SWIFT DZIRE/TATA INDIGO/TATA MANAZA/XYLO/MAHINDRA SCORPIO/INNOVA/HONDA AMAZE OR equivalent mid-sized vehicle. The model of vehicle should not be older than one year. Colour preferable white.
3. The vehicle will generally be required on all working days i.e.(Monday to Friday) from 09.00 A.M to 07.00 P.M. However, it can be summoned for official purpose beyond working hours and also on Saturday & Sunday/Gazetted Holidays on need basis.
4. The vehicle will generally be required to travel within Solapur district, however it may also be required to travel outside these places on official purposes on need basis.
5. The basis for calculation of the fixed monthly hiring charge should be for a run of 2300 km per month & availability of 260 hours per month - 6 days per week (Monday to Saturday). (The KMs/Hours shall be reckoned from the office of EPFO)
06. The rate that will be charged for every kilometre and hour over and above the stipulated parameters should also be given separately.
7. The last date for submission of quotations is 04.01.2019(04.00P.M.)
Tender opening date - 08.01.2019 (02.00 P.M.)

Terms and Conditions are given in Annexure-I, II, III, A, B and C.

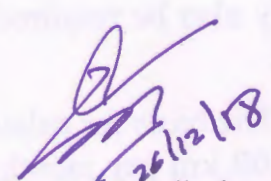
8. If all the documents/information mentioned in Annexure- I, II, III, A and B is not provided/attached with the tender application and if all the facts asked in Annexure- I, II, III, A and B are not filled in neat, clean & readable manner then the relevant tender application will be cancelled.

9. The interested Agency may send their Tender in the enclosed format to the following address:

Assistant P.F.Commissioner(Adm.)
Employees' P.F.Organisation,
(Ministry of Labour & Employment, Govt. of India)
Regional Office,
165-A, Railway Line, Surwase Tower,
Solapur-413001(Maharashtra).

10. The envelope containing the Tender documents/quotation should be super scribed as with "Quotation for Hiring of Vehicle". The Employees' P.F. Organization, Regional office, Solapur reserves the right to reject any tender without assigning any reasons thereof.

11. The Quotations documents will be opened on 08.01.2019 at 02.00 P.M at the office of the Employees' P.F. Organisation, Regional office, Solapur. All bidders are allowed to have their duly authorized representatives present at the time of opening of the bids.


(Dr. Hemant Madhukar Tirpude)
Regional P.F. Commissioner-I/OIC
Regional Office, Solapur, Maharashtra.

Annexure "A"

Registration No. & Make/Model	
Vehicle Class	
Mfg. Year	
Fuel Used	
Engine No.	
Chesis No.	
Horse Power	

Annexure "B"

Duration	Over Time	Min. Hours per day	Min.Kms. Per Month	Hire Charges per Month	Extra Charges beyond 2300 Kms. In..... year
Form _____ To _____	Rs. _____ /- Per night & no overtime	10 Hours	2300 Km. Adjustable forYears	Rs. _____ /-	Rs. _____ /- per Km.

I have read the General Terms and conditions of this Tender and have understood and agree to abide by the same.

Name & Signature of Tenderer
with Rubber Stamp.

Terms & Conditions are as follows:

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 successful bidder.
2. The driver and the vehicle must comply with all the provisions of the Motors 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.
3. 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.
4. The mileage will be counted from the office of the EPFO, Solapur.
5. The mileage and the time consumed for fuelling repair and maintenance of the vehicle will be excluded.
6. 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 alternative vehicle/driver is not upto mark, the EPFO, Solapur will be entitled to hire another chauffer-driven vehicle and recover the charges for the same along with penalty @ Rs. 1500/- per day from the successful bidder.
7. The vehicle hire agreement can be terminated by either party after serving 45 days advance notice on the other party.
8. The vehicle and the driver should be eligible/willing to travel outside the territorial jurisdictions of the Region/Zone also.
9. 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.

10. 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.
11. 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 EPFO, Solapur 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.
12. 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 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.
13. All the expenses and legal formalities relating to the vehicle should be borne and performed by the successful bidder.
14. The monthly hire charges will be inclusive of the all taxes levies, cess etc. except Specifically provided as otherwise.
15. The duty hours for the drivers and vehicle will be from 9.00 A.M. to 7.00 P.M. on all days. In case of emergency driver can be retained from 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.
16. In consideration of payment to be made by the EPFO, Solapur to the successful bidder as per the rates given the Annexure "B" the successful bidder hereby covenants with the EPFO, Solapur to provide the vehicle as mentioned in Annexure "A" on hire basis.

17. The EPFO, Solapur hereby covenants to pay the successful bidder the charges or such other sum as may be come payable under the provision of the contracts with the EPFO, Solapur to provide the vehicle as mentioned in Annexure "A" on hire basis.
18. The successful bidder 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.
19. All legal disputes are subject to **Solapur** Jurisdiction.
20. The driver shall also maintain neatly and accurately a log book of usage of the vehicle, in the format as prescribed by the Regional Provident Fund Commissioner, Solapur to be submitted daily.
21. The vehicle shall not be used for any other purpose by the Successful Bidder after signing of the Contract and the Regional Provident Fund Commissioner, EPFO, Solapur shall have exclusive rights over usage of the vehicle during the period of contract.
22. The Employees Provident Fund Organisation will not make any payment over and above the rates agreed in the Contract.
23. The Travel Agency should be registered with the appropriate government department/authorities. The copies of registration documents should be provided along with the quotations.
24. 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 EPFO on existing/revised terms & conditions as the case may be.
25. The successful bidder on commencement of contract shall submit after the close of every month, the monthly bill (in duplicate) and the bill shall be paid after verification, by the office of the EPFO within 15 days. Any adjustments or recoveries made from the amount claimed in the bill shall be informed to the successful bidder.
26. Cost of annual comprehensive insurance of the vehicle and all repairs, major or minor shall be met by the successful bidder only.

27. The fixed monthly charge shall include the monthly wages of the driver and the cost of all fuel and consumables.
28. The rates quoted should be inclusive of Service Tax and any other taxes or levies.
29. Charges towards Toll and parking would be reimbursed as per actual subject to production of tickets.
30. In case of any accident/fine due to violation of traffic rules, all the claims arising shall be met by the successful bidders only.
31. The agency will abide by all the rules of the Central minimum wages, EPF, ESIC, payment of wages, contract labour (regulation & abolition) Act etc.
32. No request for enhancing the rate/rental amount per KM due to hike in fuel price, insurance payment, rise in cost of living index etc, during the contract period will be allowed..
33. The agency will be responsible for any loss of material/life caused due to any accident etc. And will indemnify EPFO, Solapur from the same.
34. The vehicle should have Third Party insurance as well.
35. The Vehicle shall be in good condition along with good and clean seat covers and curtains. Vehicle so hired may be inspected by a pre-designated committee of EPFO officers with reference to good/properly maintained vehicle.
36. No Vehicle should be supplied having registration in the name of Employee of EPFO or their near relations.
37. The Successful bidder shall send the vehicle for periodical servicing at their own cost. EPFO will not pay any mileage run for such servicing.
38. If the vehicle goes out of order, the successful bidder shall provide a substitute vehicle immediately. In case of failure to do so, the Employees' Provident Fund Organisation would have the right to hire a vehicle on daily basis from the market and the additional cost incurred will have to be borne by the successful bidder.

39. The driver should not be changed by the successful bidder without permission of the Regional P.F. Commissioner-I. However, in case a driver's performance/conduct is unsatisfactory, the successful bidder shall ensure that he is substituted immediately on receiving of a formal complaint from the office of the Regional P.F. Commissioner.
40. In case of absence of driver, the agency should be in a position to provide alternative driver.
41. The successful bidder shall produce the original registration book. Insurance papers and Pollution Control certificate of the vehicle at the time of signing of contract and an attested Xerox copy shall be retained by the office of the Regional P.F. Commissioner-I, EPFO, Solapur. The vehicle shall also be produced for physical inspection before signing of contract.
42. The successful bidder shall not be permitted to change/replace the approved vehicle during the period of contract without prior approval of the Regional P.F. Commissioner-I, EPFO, Solapur.
43. Quotations will be received only up to the time and date mentioned in the Notice calling for Tender.
44. The Regional P.F. Commissioner-I, EPFO reserves the right to extend the date for receipt of quotations or to cancel the Notice calling for tenders without assigning any reasons thereof.
45. All the rates quoted must be written both in figures and words. Corrections, if any shall be authenticated.

Annexure-I

SUB: HIRING OF VEHICLE FOR Employees Provident Fund Organization, Solapur.

Tender Ref:..... Date:.....

To be filled in by the Bidder (enclose copy of documents to support your statement)

1.

i) Name and Postal Address of the Bidder:

Phone:

Mobile:

Fax:

E-Mail:

ii) Office & business establishment of bidder

In the city of (give name of the city with full address with documentary proof)

.....

2.

Is your concern Recognized/Registered
(Attach Photocopy as a proof)

Yes

No

a. Tick as applicable

b. Recognized by Govt. of India as Tourist Transport operator

c. Registered under Companies Act

d. Registered under Shops and Establishment Act.

e. Registered as firm

f. Proprietorship/Any other category (please specify)

g. Sister Concern of(please specify name)

3.

a. Income Tax Permanent Account Number(PAN): PAN No.

(It should be allotted to the bidder) (attach Proof)

b. GST Registration Number:

(It should be allotted to the bidder) (attach Proof)

c. Registration/Allotment Number of

ESI (Attach Proof) (It should be allotted to the bidder) Code No.

EPF(Attach Proof) (It should be allotted to the bidder) Code No.

Any other social security scheme for workders:

(Like group insurance/personal accident insurance/pension etc for Drivers)

(Give details)

4. Experience (attach performance Certificate from the Govt./PSU Companies/ Public Agencies /Firms: _____ Years

5. Detailed Statement of Registered commercial vehicles of One year old or less as per format at Annexure-II.

NAME, SIGNATURE, DATE & SEAL OF TENDERER

Annexure-II

Statement of Vehicles owned by the Bidder

BIDDER'S NAME: _____

COMPANY'S NAME: _____

Details of "OWNED" Vehicle of one Year old or less in our fleet of operation as on date:

Sl.No.	Regn. Number	Model (Year)	Date of Regn	Vehicle Owner's/ Name	Vehicle Type(Swift DZire/ Indigo/ (CS/ECS)/ Innova/etc. Please specify)	Validity Details (Please write Yes/No)			
						Permit	Fitness	Road Tax	Insurance
1									
2									
3									
4									
5									
6									
7									
8									
9									

Declaration:

The details as above furnished are correct and true. I undertake to produce original Documents of the above said vehicles for verification as and when called for.

NAME, SIGNATURE, DATE & SEAL OF TENDERER

Annexure-III

SCHEDULE OF REQUIREMENT AND QUOTATION OF HIRE CHARGES

SN	Basic Unit	Hire Charges Per Veh. (Rs.) basic Unit Price per month slab rate inclusive of Veh Mtce, fuel, Driver Salary, I.Tax, Road Tax permit etc.								
		Qty of Veh (Q-1)	Indigo (CS/ECS) Diesel/Petrol		Swift Dezire Diesel/Petrol		Honda Amaze Diesel/Petrol		Tata Manza Diesel/Petrol	
Monthly Km.hire Slab			(in Fig.)	(in words)	(in Fig.)	(in words)	(in Fig.)	(in words)	(in Fig.)	(in words)
1.	2300 KMs/ 260Hrs	01								

For Extra Km (Rs/Km) beyond 2300 Kms.

In figures.....In words.....

Night Halt charges will be Rs.100/- Per Night(fixed) limited to 03 days in a month.

Signature & stamp of bidder

Full Address.....

.....
Mobile No.....

