



क.रा.बी.नि.
E.S.I.C.

कर्मचारी राज्य बीमा निगम
(श्रम एवं रोजगार मंत्रालय, भारत
सरकार)
**EMPLOYEES' STATE INSURANCE
CORPORATION**
(Ministry of Labour &
Employment, Govt. of India)



पंचदीप भवन, 108 , ना. म. जोशी मार्ग,
लोअर परेल, मुंबई -400013.
PANCHDEEP BHAVAN, 108, N.M. JOSHI MARG,
LOWER PAREL, MUMBAI-400013
Phone: 022 – 61209700
Email : general-mh@esic.nic.in
Website : www.esic.nic.in / www.esic.in

E-TENDER

INVITATION OF E-TENDER FOR HIRING OF VEHICLES ON CALL BASIS FOR TWO (02) YEARS FOR ESIC RO MUMBAI

Additional Commissioner, ESI Corporation, Regional Office Mumbai invites e-tender under Two Bid systems from eligible, reputed and bonafide agencies capable of providing vehicles on call basis for Regional Office Mumbai for the period of 02 (Two) Years. Details are as under:

Availability of e-tender online on e-procurement portal : https://esictenders.eproc.in & ESIC website i.e. www.esic.nic.in & www.esicmaharashtra.gov.in	From 10.09.2024 To 20.09.2024 up to 05.00 PM
Last date and time for online submission of bid	20.09.2024 up to 05.00 PM
Last date and time for manual submission of original Earned Money Deposit	20.09.2024 up to 05.00 PM
Pre-Bid Conference	13.09.2024 at 03.00 PM At 5th Floor, General Branch, ESI Corporation, Panchdeep Bhavan, 108, N M Joshi Marg, Lower Parel, Mumbai – 13
Online Technical Bid opening date & time	23.09.2024 at 11.30 am
Online Financial Bid opening date & time	26.09.2024 at 11.00 am
Earnest Money Deposit	Rs. 5,000.00 (Rupees Five Thousand only) in the form of Demand Draft / Pay Order in favour of “ESI Fund Account No. 1” payable at Mumbai

If the date of opening of tender is declared a public holiday, the tender shall be opened on the next working day at the same time and venue.

Further notifications / updates / corrigendum / addendum if any shall be uploaded on ESIC Websites i.e. www.esicmaharashtra.gov.in, www.esic.nic.in & e-procurement portal <https://esictenders.eproc.in>

ESIC reserves the right to call upon bidder to submit physical copies of bid documents, if required.

Additional Commissioner
E.S.I. Corporation. Mumbai

Place : Mumbai

Date : 09.09.2024

INDEX

Sr. No.	Description	Page No.
1.	Notice	3
2.	Important Instructions for Bidder	5
3.	General Terms & Conditions of Contract	6
4.	Special Terms & Conditions for Contract / Scope of work for Hiring of Vehicles	11
5.	Documents Details “Annexure – A”	15
6.	Experience “Annexure – B”	17
7.	Financial Bid “Annexure – C”	18
8.	Undertaking “Annexure – D”	19
9.	Declaration “Annexure – E”	20



क.रा.बी.नि.
E.S.I.C.

कर्मचारी राज्य बीमा निगम
(श्रम एवं रोजगार मंत्रालय, भारत
सरकार)
**EMPLOYEES' STATE INSURANCE
CORPORATION**
(Ministry of Labour &
Employment, Govt. of India)



पंचदीप भवन, 108, ना. म. जोशी मार्ग,
लोअर परेल, मुंबई -400013.
PANCHDEEP BHAVAN, 108, N.M. JOSHI MARG,
LOWER PAREL, MUMBAI-400013
Phone: 022 – 61209700
Email : general-mh@esic.nic.in
Website : www.esic.nic.in / www.esic.in

NOTICE

Subject : Hiring of Vehicles on Call Basis for the 02 (Two) Years for ESIC RO Mumbai

Employees' State Insurance Corporation is a statutory / Autonomous Body under the Ministry of Labour & Employment, Govt. of India which caters to the needs of the Insured Persons covered under the ESI Act, 1948

Additional Commissioner, ESI Corporation, Regional Office Mumbai invites e-tender under Two Bid systems from eligible, reputed and bonafide agencies capable of providing vehicles on call basis for Regional Office Mumbai for the period of 02 Years.

1. The tender documents can be downloaded from www.esic.nic.in, www.esicmaharashtra.gov.in, <http://esictenders.eproc.in> from **10/09/2024** to **20/09/2024** up to **05.00 PM**.
2. Interested bidders may upload tender documents online through e-portal only i.e. <http://esictenders.eproc.in> in the prescribed proforma. No physical documents required to be submitted except EMD alongwith Annexure "D".
3. Bidders are requested to submit all inclusive rates (inclusive of all taxes) in **Financial Bid** as per **Annexure "C"**.
4. For all practical purposes, the e-tender shall be considered for evaluation, however, if required, physical documents should be kept ready for verification / scrutiny.
6. **Online Technical bids** of bidders shall be opened in the Conference Hall, 3rd Floor, ESI Corporation, Panchdeep Bhavan, 108, N.M.Joshi Marg, Lower Parel, Mumbai -400 013 **at 11.30 am on 23/09/2024**
7. **Online Financial bids** in respect of Technically qualified bidders will be opened in the Conference Hall, 3rd Floor, ESI Corporation, Panchdeep Bhavan, 108, N.M.Joshi Marg, Lower Parel, Mumbai - 400 013 **at 11.00 am on 26/09/2024**
8. There will be a **Pre Bid conference** with bidders in Conference Hall, 3rd Floor, ESI Corporation, Panchdeep Bhavan, 108, N.M.Joshi Marg, Lower Parel, Mumbai - 400 013 **at 03.00 pm on 13/09/2024**. Interested bidders may attend the conference.
9. If any information furnished by the bidders is found to be false at any stage, the bid shall be cancelled and bidders shall be liable to be debarred from tender.

10. ESIC reserves the right to reject any or all bids or cancel tender without assigning any reasons.
11. Bids complete in all respects only will be considered for evaluation.
12. The vehicles are proposed to be hired for on call basis for an initial period of 02 (Two) years from the date of award of contract with the option of extending it for a further period at the discretion of the Additional Commissioner, ESIC, Regional Office Mumbai at mutually agreed upon rate.
13. **ELIGIBILITY :**
 - a. The applicant contractor should have the experience of running a fleet of vehicles on hiring basis for at least 03 (Three years).
 - b. The contractor should be registered under Appropriate Government Authority.

Yours faithfully,

**Sd/-
Gopesh Upadhyaya
Assistant Director
General Branch**

IMPORTANT INSTRUCTIONS FOR BIDDERS

All bidders/contractors are required to procure **Class-III B Digital Signature Certificate (DSC)** with Both DSC Components i.e. Signing & Encryption to participate in the E-Tenders.

Bidders should get registered at <https://eprocure.gov.in>

Bidders should add the below mentioned sites under **Open Control Panel → Internet Options → Security → Trusted Sites → Sites :**

<https://eprocure.gov.in>

<https://www.tpsl-india.in>

<https://www4.ipg-online.com>

Also, Bidders need to select “**Use TLS 1.1 and Use TLS 1.2**” under **Open Control Panel → Internet Options → Advanced Tab → Security.**

Help desk Support.

Helpdesk No. are open between 09.30 HRS to 18.00 HRS IST (Monday to Friday)

Contact No. and Email ids of help desk officers :

For any technical related queries please call at 24 x 7 Help Desk Number

0120-4711 508

0120-4001 002

0120-4001 005

0120-6277 787

International Bidders are requested to prefix +91 as country code

E Mail Support:

For any Issues or Clarifications relating to the published tenders, bidders are requested to contact the respective Tender Inviting Authority

Technical - support-eproc@nic.in

Policy Related - cppp-doe@nic.in

GENERAL TERMS AND CONDITIONS OF CONTRACT

1. REGISTRATION OF E-PORTAL:

The Bidders are advised to register themselves with e-procurement Portal at <http://esictenders.eproc.in> as described in “**Important Instructions for bidders**” to participate in the e-Tender.

2. PROCEDURE TO BE FOLLOWED FOR SUBMISSION OF TENDER :

Bidder firms which fulfill the below eligibility conditions may upload the technical bid and Financial bid along with the scanned copy of requisite documents as detailed under failing which bids will be rejected.

TECHNICAL BID:

Sl	Documents	Procedure to be followed
1	EMD	<ul style="list-style-type: none">Scanned Copy of the EMD should be uploaded on e-portal under Technical BIDOriginal Earnest Money Deposit in the form of Demand Draft/ Pay order for Rs.5,000/- (Rupees Five Thousand Only) in favour of “ESI Fund Account No.1” payable at Mumbai as mentioned in this Tender Notice should be placed in a sealed envelope super scribed “EMD for Hiring of Vehicles on Call Basis for the Year Two (02) Years for ESIC RO Mumbai” along with bidders’ name, address and contact details and should be submit General Branch, 5th floor Floor, E.S.I.Corporation, Regional Office, Panchdeep Bhavan, 108, N. M. Joshi Marg, Lower Parel, Mumbai- 400 013 within the time limit notified in this Tender Notice.
2	Details of Firm	Name and Address of Firm/Company (on Firm’s letter head) may uploaded as per proforma given in ANNEXURE “A”
3	Experience & Running Contracts	Firms should have experience for executing similar contract of comparable magnitude at least for three (3) years in Govt. / Semi-Govt. / Public Sector Organizations / Banks / Pvt. Sector Organizations. Details may be uploaded as per proforma given in ANNEXURE “B” .
4	Declaration	Scanned copy of declaration form as per ANNEXURE “E” on bidders firm letter head may be uploaded
7	Mandatory Registration	Copy of following mandatory Registration should be uploaded. (a) Proof of Registration / Certificate of firm (b) Proof of Valid registration with statutory authorities for GST (c) Permanent Account Number (PAN) allotted by Income Tax Department (d) Proof of Experience Certificates (e) Proof of Vehicle Registration/Ownership

FINANCIAL BID:

Bidders have to submit online Financial Bid on e-portal as per proforma given in **ANNEXURE “C”**

NOTE:

All the documents uploaded on e-portal should be self-attested & must be readable, legible, signed & stamped by authorized signatory.

3. LAST DATE AND TIME FOR SUBMISSION OF TENDER

Online Bids must be submitted within the time notified in the Tender Notice and EMD should reach this office within the time notified in the Tender Notice. In the event of the said date of online opening of the tender being declared a closed holiday for Govt. Office, the date of receipt and opening of the tenders(s) will be the next working day at the same time & place.

4. PRE- BID CONFERENCE:

There will be a pre-bid conference as per the time and venue notified in this tender notice. Interested bidder may attend the conference.

5. OPENING OF ONLINE TENDER:

All bidder or their representatives, if they so desire may remain present at the time and place of opening of bids as notified in this tender notice.

1. The Bidder / Bidder's representatives present shall sign the register evidencing their attendance.
2. A person not signing as above shall be deemed to have chosen not to have attended the meeting and shall be dealt with accordingly.
3. If any delay arises from any cause, such as strikes, lockouts, fire accidents, riots etc, which the ESIC may admit as reasonable ground for further time, it may allow such additional time required by circumstances of the case only for extending the opening.
4. ESIC reserves the right for accepting the whole or any part or reject all bids, change or extend the date and time of opening of the tender without assigning any reason to the bidder.

6. SPECIAL INSTRUCTIONS:

- I. Bidders are requested to submit their bids in the **e-procurement portal only.**
- II. **Bidders have to quote the Rate for all Items in Annexure -III.** Rates quoted should be in **Indian Currency** and should be **inclusive of all taxes/charges/duties etc. as applicable and cost of Residential Engineers.**
- III. Any ambiguous quote on these accounts shall render the tender liable to be rejected.
- IV. Tenders not complete in all respects are liable to be summarily rejected.
- V. The bidder shall, wherever called upon to do so, give full information with reference to the services in hand and shall permit **the Additional Commissioner** or any other officer nominated by him to inspect the premises of the bidder / client at all reasonable times and shall give full assistance and information as may be required in connection with the contract.
- VI. The bidder should satisfy all Government regulation/ Labour laws including Minimum Wages, ESI, EPF Act etc.

7. SIGNING OF TENDER

1. The tender will be liable to be rejected in case complete information is not given therein, individual signing tender or other documents connected with the contract must specify as to whether he is signing as:
 - a. 'Sole Proprietor' of the firm or his Attorney.
 - b. 'Registered Active Partner' of the firm or his Attorney.
 - c. For the firm 'Par Procuration'
2. In case of company registered under the Companies Act (new as well as old) and firms registered under the Indian Partnership Act, the person signing must clearly indicate his capacity in which he is signing (e.g. Secretary, Manager, Director, Partner etc.). In case it is being signed by an attorney or representative the signatory shall produce a copy of the documents empowering him to sign, if called upon to do so.

8. LIABILITY OF PERSON SIGNING THE DOCUMENTS :

A person signing the tender form or any documents forming part of the contract on behalf of another shall be deemed to warranty that he has the authority to bind such other and if, on enquiry, it emerges that the person so signing has no authority to do so, the ESIC may, without prejudice to other civil and criminal remedies, cancel the contract and hold the signatory liable for all costs and damages.

9. PERIOD OF VALIDITY OF BIDS

1. Bids shall remain valid for **120 days** after the date of opening of **online Financial Bid** by the ESIC (Customer); a bid valid for a shorter period would be liable to be rejected by the ESIC (Customer) as non-responsive.
2. In exceptional circumstances, the ESIC (Customer) may solicit the bidder consent to an extension of the period of validity. The request to the response thereto shall be made in writing. The EMD provided shall also be suitably extended.
3. A bidder may refuse the request without forfeiting his EMD. A bidder accepting the request for granting extension will not be permitted to modify his bid.

10. AWARD OF CONTRACT:

- I. The tender will be evaluated on overall basis and contract will be awarded to the lowest evaluated bidder whose **consolidated total** is found to be lowest.
- II. **It is mandatory to quote rate for all items in FINANCIAL BID.**
- III. However, ESIC **reserves the right** not to accept the lowest bid or to accept any bid or to divide the whole or a part of the contract among a number of bidders without assigning any reasons thereof & no correspondence will be entertained in this regard and decision of ESIC in this regard will be final and binding.

11. VALIDITY OF CONTRACT:

- I. The contract shall be valid for **Two (02) years** from date of award which may be extended for a further period of upto **One (01) year** on the same terms and conditions on mutual consent at the discretion of ESIC.
- II. ESIC will have exclusive right to terminate the contract by giving **one month's** notice to the Contractor.
- III. The Contractor has to give **three months' notice** to ESIC before cancellation of the contract. Contravention of the same would lead to forfeiture of performance security money along with all outstanding dues.

12. RESPONSIBILITY FOR EXECUTING CONTRACT:

- I.** The Contractor shall entirely responsible for the execution of the contract in all respects in accordance with the terms and conditions as specified in the acceptance of tender.
- II.** The Contractor shall not sublet, transfer or assign the contract or any part thereof without the written permission of the Additional Commissioner, ESIC, Maharashtra.
- III.** The Additional Commissioner, ESIC, Maharashtra may substitute any further terms and conditions as it may deem necessary and shall be bound to comply with such further condition as may be imposed.

13. EARNEST MONEY DEPOSIT:

Earnest Money Deposit of **Rs. 5,000/- (Rupees Five Thousand Only)** by way of Demand Draft/Pay Order favoring **ESI Fund A/c No. 1**, payable at Mumbai for participation in tender is to be enclosed with the Technical Bid. **The EMD of successful tenderer shall be adjusted against Performance Security Deposit on award of work. Tenders will be rejected/ not considered if it is not accompanied by Earnest money deposit**

14. BID SECURITY / EARNEST MONEY DEPOSIT (EMD):

1. Bidder shall have to submit EMD of as mentioned in this tender notice.
2. Bid received **without EMD** will not be entertained/ considered at all and will be rejected summarily.
3. **No interest** would be paid on the Earnest Money Deposit.

15. FORFEITURE OF EMD:

1. The earnest money deposited (EMD) will be forfeited if the bidder withdraws or modify their bids in any respect within the period of validity of tender.
2. In case the successful bidder declines/fails to sign the contract, for whatsoever reason(s)
3. Fails to furnish the Performance Security Deposit as mentioned in this Tender Notice.
4. Bids once submitted shall not allowed to be withdrawn and any default after acceptance of bid shall be deemed to be non-compliance of terms of contract and would be liable to forfeiture of security deposit levied as the case may be

16. REFUND OF EMD :

1. EMD will be refunded to the **unsuccessful** bidder within **thirty days** after the award of the contract to successful bidder and no interest would be paid thereon.
2. EMD will be refunded to the **successful** bidder on receipt of Performance Security or shall be adjusted towards Performance Security Deposit and no interest would be paid thereon.

17. PERFORMANCE SECURITY DEPOSIT:

1. **Rs. 15,000 (Rupees Fifteen Thousand only)** is to be deposited by way of Demand draft of any Nationalize bank in favor **SBI ESI Fund A/c No.1** (payable ay Mumbai) by the successful contractor within twenty-one days of the award of contract for due and satisfactory performance of the contract and shall be refunded only after completion of agreement period and on adjustment of dues, if any. **No interest shall be payable by ESIC on the security deposit.**
2. If the contractor is called upon by ESIC to deposit Security and the contractor fails to provide the security deposit within the period specified/ granted such failure will constitute a breach of the contract and the office shall be entitled to make other arrangements at the risk and expense of the contractor whereby the contract shall be awarded to the next eligible bidder in order and forfeiture of the EMD shall be affected.

18. FORFEITURE OF PERFORMANCE SECURITY DEPOSIT:

In case of breach of any terms and conditions attached to the contract, the Performance Security Deposit of the contractor/Service Provider will be liable to be forfeited besides annulment of the contract.

19. REFUND OF PERFORMANCE SECURITY DEPOSIT :

On due performance and completion of the contract in all respects, the Performance Security Deposit will be refunded without any interest after deducting downtime and other charges, having remained unrealized, if the same cannot be realized from the contractor's pending bills.

20. RECOVERY OF SUM DUE:

1. Whenever any claim for the payment of a sum of money arises out of or under this contract against the contractor, ESIC shall be entitled to recover such sum by appropriating, in part or whole from the security money deposited by the contractor and/or by deduction from the pending bills of the contractor.
2. When there remains a balance of the total sum to be recovered, it shall be deducted from any sum due to them or which at any time thereafter may become due under this or any other contract with the ESIC. If sum not be sufficient to cover the full amount recoverable, the contractor shall pay to ESIC on demand the remaining balance due **along with interest at the rate of 24% PA from the date when the first demand is made till the date of actual payment for each day of delay.**

21. INSOLVENCY AND BREACH OF CONTRACT:

ESIC may at any time, by notice in writing, summarily terminate the contract without compensation to the contractor in any of the following events, that is to say :-

1. If the contractor being an individual or firm, such individual or any partner in the contractor's firm as the case may be, is at any time adjudged insolvent or has a receiving order or orders for administration of his estate being made or any proceedings for liquidation or composition under any law of insolvency being or not for the time being in force or has made conveyance or assignment of his effects or enter into any arrangements or compromise with his creditors for suspend payment or if the firm be dissolved under any law which governs it or which is otherwise for the time being in force; or

2. If the contractor being a company registered under any law for the time being in force, passes a resolution for winding up or the court passes any order for the liquidation of the affairs of the company or that any Liquidator, Receiver or Manager is appointed for the management of the affairs of the company; or
3. If the contractor commits any breach of this contract or any other direction of the customer issued from time to time not otherwise specifically provided in this contract, the customer can terminate the contract without compensation to the contractor which shall be without prejudice of its right to claim the damages which it may have suffered due to such breach of contract or of the direction issued by the customer.

SPECIAL TERMS & CONDITIONS FOR CONTRACT / SCOPE OF WORK
FOR HIRING OF VEHICLES ON CALL BASIS

1. The vehicles offered should be as under :

S.N.	Type of Vehicle
01	Maruti Swift or equivalent
02	Tata Manza or equivalent
03	Swift Dezire or equivalent
04	Honda City/ Toyoto Etios or equivalent
05	Toyoto Innova Crysta or equivalent
06	Toyota Corolla or equivalent

2. All the vehicles proposed to be hired out to the E.S.I. Corporation by the applicant contractor should have been **manufactured in or after 2021**.
3. Rate should be reckoned from place of reporting / Place of release which may be (at Call Basis)
 - * RO Lower Parel
 - * ESIC Nagar, Andheri
 - * Any other Places / ESIC Premises

Contractor will be eligible for **maximum 10 km (Including Both Way)** in addition to total km actually travelled by ESIC Officers/ Staff.

4. **TIMINGS :**

The vehicles are needed to be made available at the desired location on 24x7 call basis **within 2 hrs** from the time of intimation and if informed in advance, the vehicles need to report **30 min before** the agreed time.

5. **PAYMENT:**

a) No advance payment is payable by this office or the officers traveling in hired vehicles. The billing will be done on monthly basis and it should be submitted by the contractor/ firm by the **first week of the following month**. The payment will be made only for those log book entries which have been signed by the officer/s official using the vehicles. It will be the responsibility of the vehicle driver to get the log book entries indicating start kilometer, end kilometer, distance covered, time from office, places visited etc. For each occasion of journey signed by the officer/ official traveling on a day to day basis.

b) Payment will be made through ECS. The contractor should furnish the bank details to effect payment through ECS

c) TDS will be deducted from the payment due to the vendor as per the Income-tax Act.

6. **DISPLAY PLATE :**

While on duty of the company a small board of A4 paper size should be put at the front glass of the car. The format should be as shown below:



7. **INSPECTION OF VEHICLE :**

Vehicles on duty of any VIP may be required to be produced for inspection and trial before placement of the same. Owner reserves the right not to accept any or all the vehicles provided by the contractor in case they are not found to be in good running condition and not as per the specification agreed to.

8. **TAXES/ INSURANCE/ PERMIT/ PUC CERTIFICATES:**

a) Contractor shall have valid permit(s), fitness certificate, Pollution Under Control Certificate from Pollution Control Board, and any other certificates required in respect of the motor vehicle with comprehensive insurance.

b) The contractor shall comply with all relevant rules and regulations of Motor Vehicles Act. Etc. The vehicles deputed should carry all relevant papers duly updated and should fulfill the norms prescribed by the appropriate Govt. / Department.

ALL VEHICLES SHOULD HAVE VALID PUBLIC SERVICE REGISTRATION AND TAXI PERMITS.

9. The contractor will indemnify for loss/ damage of property or life of passenger or third party because of negligence of driver or poor maintenance of vehicle or due to an accident.

10. All legal obligations in respect of the vehicles i.e. Road Tax, RTO registration and permissions etc. and in respect of the driver i.e. minimum wages as per Govt. Regulation, social security etc. will be the responsibility of the Contractor.

11. The **Drivers deployed** for the vehicle should satisfy the **following conditions:**

a) Drivers should have **minimum 3 years of experience** of driving. They should have vehicle Transport Licenses for driving passenger vehicles on hire.

b) Driver should be well versed with the roads and the places in **Thane/Mumbai/ Navi Mumbai** and should have experience in city driving

c) All expenses relating to salary and allowances of the driver, over time payment, maintenance of vehicles, insurance, petrol/diesel, oil or and other expenditure related to the vehicle and the driver will be borne by the Contractor.

d) The drivers of the vehicles should be provided with a **mobile phone** with **valid SIM card** by the contractor and all expenses towards the same shall be borne by the contractor. However, the driver **should not use his mobile phone while driving.**

12. **OUTSTATION & TOLL/PARKING CHARGES :**

a) The contractor shall be responsible for boarding and lodging of the driver. No responsibility for these shall be to the Corporation/ in charge officer. However, outstation charge will be paid to the contractor for the nos. of nights stayed at out of station as per the rate quoted by the contractor. Any denial by the contractor/its appointed driver for the vehicle under duty whatsoever to stay overnight will be considered as default and necessary penalty will be levied on the contractor as per clause 15. Driver shall not claim any hotel rent or food charge.

b) Parking & Toll charge shall be paid at actual in Bill & shall not be asked from the Guest/ in charge officer. Same has to be signed by the Officer using the vehicle.

13. The rates quoted should be **Excluding the GST**. The GST to be paid additionally only after receiving the photocopy of the GST Registration Certificate. No GST will be paid if the contractor/ operator fails to provide proof of valid GST Registration.

14. **PENALTY :**

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:

Sr. No	Nature of default	Penalty Rs.
1	Late Reporting	25% of proportionate contract charges per day
2	Non-Reporting	Rs.1000/- per instance & will be recovered from Bills or Security Deposit
3	Poor Maintenance of Vehicles	Rs. 200/-
4	Refusal of duties	50%-100 % of proportionate contract charges per day.
5	Non- observations of dress code/ proper etiquette	Rs. 100/- for first instance and Rs. 200/- for subsequent instances.
6	Vehicle kept unclean	25% of proportionate contract charges per day
7	Unsafe/ rash driving	25% of proportionate contract charges per day

For levying any penalty, the decision of the Officer-in-charge will be final and binding.

15. The Corporation/Officer-in-charge shall be at liberty to withhold any payment of bill or security deposit or EMD to realize any amount due from the successful bidder(s) either by way of penalty as per applicable clause or any other manner whatsoever.

16. In case of vehicle breakdown, a substitute vehicle shall be provided by the contractor namely. In case vehicle does not report within the reasonable time or does not report at E.S.I. Corporation would have the right to hire a vehicle from the market and the additional incurred by the Corporation will be borne by the Contractor. In case, neither a substitute he is provided nor a hired by the Corporation, proportionate contract charge liable to be deducted from the contract charges payable, in addition to the penalty levied indicated in Para 15.

17. There will be no revision of rates in contract period depending upon the decrease/ increase in fuel price.
18. If contractor fail to provide the desired class of vehicle to the corporation then it would be treated as deficiency in service. In that event, this office may put you in the black list and also will be free to hire desired class of vehicle from any other agencies and expenses so incurred for hiring the substitute vehicle and/or suitable penalty will be deducted from your subsequent bill
19. White towel (at own cost) & Water bottle (at actual cost) in the vehicle shall be provided whenever required.
20. The contractor shall observe all labour and other statutory rules and regulation of State/Central Govt. in force including the Safety rules & regulations. In case of any violations of such laws, rules & regulations, the cost involvement thereof shall exclusively be borne by the contractor
21. The rate for Airport pick-up and drop will be only half the rate of any Need basis vehicles.
22. The Additional Commissioner E.S.I. Corporation, Regional Office, Mumbai reserves the right of reject all or any of the offers or accept more than one offer without assigning any reason. Any conditional offer(s) will also be rejected.
23. In case of dispute of any kind and in respect whatsoever, the decision of Additional Commissioner RO Mumbai shall be final and binding.

Hindi version will follow

Sd/-
Gppesh Upadhyaya
Assistant Director
General Branch

ANNEXURE “A”

01	NAME OF TENDERING AGENCY / FIRM : _____
02	STATUS OF THE FIRM : PROPRIETORSHIP <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> OTHERS <input type="checkbox"/> IF OTHERS, _____
03	NAME OF OWNER / PARTNERS / DIRECTORS : 1. _____, 3. _____, 2. _____, 4. _____.
04	FULL PARTICULAR OF OFFICE : ADDRESS : _____ _____ _____ TELEPHONE NO. : _____, MOBILE NO. : _____, FAX NO. : _____, EMAIL : _____
05	REGISTRATION DETAILS : PAN/GIR NO : _____ GST REGISTRATION : _____ REGISTRATION NO. OF FIRM : _____
06	DETAILS OF EARNEST MONEY DEPOSIT : DEMAND DRAFT NO. : _____, DATE : _____, DRAWN BANK & BRANCH : _____, VALID UPTO : _____.
07	DETAILS OF BANK ACCOUNT : a. BANK NAME : _____. b. BRANCH NAME : _____. c. ACCOUNT NO. : _____. d. IFSC CODE : _____.

08	DOCUMENTS ATTACHED :	
	a. PROOF OF REGISTRATION / CERTIFICATE OF THE FIRM	<input type="checkbox"/>
	b. PROOF OF VALID REGISTRATION WITH STATUTORY AUTHORITIES FOR GST	<input type="checkbox"/>
	c. PERMANENT ACCOUNT NUMBER ALLOTTED BY INCOME TAX DEPARTMENT	<input type="checkbox"/>
	d. TYPE OF VEHICLES (INNOVA, SWIFT, MANZA, DEZIRE, COROLLA, VERNA, HONDA CITY, ETIOS OR EQUIVALENT VEHICLES) OWNED ALONG WITH PROOF OF OWNERSHIP	<input type="checkbox"/>
	e. UNDERTAKING AS GIVEN IN ANNEXURE "C"	<input type="checkbox"/>

I. Experience & Running Contracts

DETAILS OF SATISFACTORY PERFORMANCE / EXPERIENCE CERTIFICATE FROM PSU / GOVT. COMPANIES / OTHER COMPANIES WHERE THE TENDERER HAS WORKED DURING LAST THREE YEARS				
SR. NO.	NAME OF PSU / GOVT. COMPANIES / OTHER COMPANIES	PERIOD OF CONTRACT		NO OF VEHICLES PROVIDED

Signature of the bidder or his authorized representative
Seal of the Company

(FINANCIAL BID)

ANNEXURE “C”

HIRING OF VEHICLES ON CALL BASIS IN RO MUMBAI
RATE QUOTATION FOR 2024-2026

1. Rate for on Call Basis :

Type of AC Vehicle	Rates		Extra Km	Extra Hr	Outstation Charges per Day	Airport / Railway Station Pick up / Drop
	08 hrs / 80 Kms	04 hrs / 40 Kms.				
Maruti Swift or Equivalent						
Tata Manza or Equivalent						
Swift Dezire or Equivalent						
Hyundai Verna or Equivalent						
Honda City or Equivalent						
Toyota Etios or Equivalent						
Toyota Innova or Equivalent						
Toyota Corolla or Equivalent						

Signature of Authorized Person :

Full Name : _____

Date : _____

Place : _____



(Letter for submission with tender on tenderer’s own letterhead)

UNDERTAKING

No : _____ Dated : _____

To,
The Additional Commissioner,
E. S. I. Corporation,
Panchdeep Bhawan,
108, N.M. Joshi Marg,
Lower Parel,
Mumbai 400013

Subject : Hiring of vehicle(s) On Call Basis for 2024-26 (2 yrs) at RO Mumbai

Ref: No _____ **Dated:** _____

Dear Sir,

- 1. I/We undersigned certify that I/we have carefully gone through and clearly understood the site conditions, terms and conditions of the tender documents, the work requirements and undertake to comply with them.
- 2. I/We further undertake to execute and complete the work as per tender’s terms and conditions and the bids submitted by us. We have signed every page of the tender documents as token of our acceptance of all terms and conditions of the tender.
- 3. I/We enclose herewith the Earnest Money deposit (EMD) of Rs. 5,000/- (Rupees Five Thousand only) by demand draft /pay order No. _____ dated _____ drawn on _____ favoring **ESI Fund A/c No. 1** and payable at Mumbai.
- 4. My/our offer shall be valid for a period of 60 days from the date of opening of the price bid.

Thanking you,

Yours faithfully,

for M/s. _____

Date : _____
Name : _____
Address : _____



(ON FIRMS/BIDDERS’ LETTER HEAD)

DECLARATION

I / We _____ (hereinafter referred to as The Bidder) being desirous of bidding for providing vehicles to ESIC Regional Office Mumbai and having fully understood the nature of the work and having carefully noted all the terms and conditions, specifications etc., as mentioned in the tender notice, **DO HEREBY DECLARE THAT :**

1. The Bidder is fully aware of all the requirements of the ESIC and agrees with all the terms and conditions mentioned in the tender document, the work requirement and undertake to comply with them.
2. The Bidder is capable and financially solvent to execute and complete the contract.
3. The Bidder accepts all risks and responsibilities directly or indirectly connected with the performance of the contract.
4. The Bidder has not been influenced by any statement or promises of the E.S.I. Corporation or any of its employees.
5. The Bidder has not been debarred or black listed from similar type of work by E.S.I. Corporation/Government Offices/PSU/Banks, and other similar organizations.
6. This offer shall remain valid for acceptance for **120 days** from the date of opening of **FINANCIAL BID**.

The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information /fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature and seal of the bidder