



टेलीफैक्स: 0413. 2353056

कर्मचारी भविष्य निधि संगठन
(श्रम एवं रोजगार मंत्रालय)
क्षेत्रीय कार्यालय,
101,100फीट रोड चोलन नगर,ओलन्दईकीरपालयम
पुदुचेरी 605 004

से. कभनि/क्षेका/पुदु/किराया कार/2017

दिनांक : 11/04/2017.
Date

निविदा सूचना

विषय : कर्मचारी भविष्य निधि संगठन,क्षेत्रीय कार्यालय,पुदुचेरी के लिए एक मध्यम आकार की कार किराए पर लेने के लिए सीलबंद निविदा का आमंत्रण।

क्षेत्रीय भविष्य निधि आयुक्त, प्रभारी अधिकारी, क्षेत्रीय कार्यालय,पुदुचेरी द्वारा एक मध्यम आकार की टोयोटा इटियोस/मारुति स्विफ्ट डिजायर,, करार पर हस्ताक्षर होने की तिथि से एक वर्ष के लिए मासिक किराए पर लेने के लिए सीलबंद दरें (कोटेशन) आमंत्रित की जाती हैं। इच्छुक संस्थाएं एक सीलबंद लिफाफे में ' किराए पर कार के लिए कोटेशन लिख कर अपने कोटेशन/बोली प्रस्तुत कर सकती हैं। बोली प्रस्तुत करने के लिए अंतिम तिथि 28/04/2107 सायं 03.00 बजे तक है।

बोली दिनांक 28/04/2017 को सायं 04.00 बजे क्षेत्रीय भविष्य निधि आयुक्त के कार्यालय, क्षेत्रीय कार्यालय, पुदुचेरी में खोली जाएंगी।सफल बोलीकर्ता को यह गाड़ी दिनांक 01/05/2017 से उपलब्ध करानी होगी। प्रत्येक बोलीकर्ता की ओर से एक प्रतिनिधि को उपस्थित रहने की अनुमति होगी।

बोली के लिए आवश्यक विवरण :

क-दी जाने वाली गाड़ी 2015 अथवा उसके बाद के मेक की होनी चाहिए। सफेद रंग की नई कार जो पुदुचेरी में सार्वजनिक टैक्सी के रूप में पंजीकृत हो, को प्राथमिकता दी जाएगी।

ख-स्थाई मासिक किराए की गणना के लिए 2300 कि.मी.प्रतिमाह की दूरी तथा न्यूनतम 10 घंटे प्रतिदिन (सभी दिन) को आधार माना जाएगा।

ग- उपर्युक्त के अलावा प्रति कि.मी. अधिक के लिए अलग से दरें निर्धारण कर बताना होगा।

घ- अन्य विशेष व्यवस्था को छोड़कर दी गई दरों में सभी कर,लेवी, उपकर आदि शामिल होंगे।

च- सभी कोटेशन के साथ रू. 5000/- की ईएमडी तथा रू. 1,000/- का आवेदन शुल्क (न वापसी योग्य) डिमांड ड्राफ्ट के रूप में क्षेत्रीय भविष्य निधि आयुक्त पुदुचेरी के नाम संलग्न होना चाहिए। असफल बोलीकर्ताओं को ईएमडी वापस कर दी जाएगी। सफल बोलीकर्ता को ईएमडी की वापसी कार्यनिष्पादन प्रतिभूति देने के बाद ही वापस की जाएगी। उपर्युक्त के बिना निविदा अस्वीकृत कर दी जाएगी।

छ- निविदा प्रारूप सामान्य नियम तथा करार का प्रारूप डाउनलोड करने के लिए इच्छुक संस्थाएं क.भ.नि.सं. की वेबसाइट देख सकती हैं अथवा उक्त दस्तावेज क्षेत्रीय भविष्य निधि आयुक्त के क्षेत्रीय कार्यालय पुदुचेरी से किसी भी कार्यदिवस में 10.00 से 05.00 बजे के दौरान प्राप्त कर सकती है।

ज- निविदा प्रक्रिया के दौरान अथवा उसके बाद कभी भी कोई भी विवरण यदि भलत पाया जाता है तो उक्त निविदा पर विचार नहीं किया जाएगा और यदि सफल हो जाता है तो बिना किसी सूचना के करार को समाप्त कर दिया जाएगा।

झ- सफल बोलीकर्ता को एक शपथपत्र क.भ.नि.सं. पुदुचेरी तथा उसके कर्मियों को सुरक्षा आश्वासन के रूप में किसी नुकसान के लिए देना होगा, जो इस लेनदेन के कारण हो सकता है।

* किसी भी विवाद की स्थिति में अंग्रेजी संस्करण, दोनों पक्षों के लिए प्रभावी एवं मान्य होगा।

रवि शुक्ला

सहायक भविष्य निधि आयुक्त
क्षेत्रीय कार्यालय पुदुचेरी।



sro,pondi.epf@epfindia.gov.in

Tel:0413 – 2353055

Fax:0413 -2353056

EMPLOYEES' PROVIDENT FUND ORGANISATION

(Ministry of Labour, Government of India)

Regional Office,

Sri Venni Commercial Complex,

No.101, 100 Feet Road, Cholan Nagar

Olandai Keerapalayam,

Puducherry-605 004.

No.TB/PDY/SRO/F&G/Car Hiring/2017

Date:11.04.2017

TENDER NOTICE

Sub: Inviting Sealed Quotations for hiring of one Mid Size Car to EPFO, Regional Office, Puducherry-Reg.

The Regional Provident Fund Commissioner/Officer in charge, Regional Office, Puducherry invites Sealed Quotations for hiring of 1(one) Mid Size Car of Toyota Etios/ Maruti Swift Dzire on monthly rental basis for a period of one year from the date of signing the agreement. The interested agencies may submit their quotations/bids in a sealed envelope superscripted as "**Quotation for hiring of vehicle**". The last date of submission of bids is 3.00 pm of 28.04.2017.

The bid shall be opened at 4.00 pm on 28.04.2017 in the Office of the Regional Provident Fund Commissioner, Regional Office, Puducherry. The successful bidder should be able to provide the vehicle w.e.f. 01.05.2017. One representative of each bidder will be permitted to be present if they so desire.

BID DETAILS

- a) The vehicle offered should be of make of 2015 or later. Preference will be given to new car with white colour and Puducherry Registration as Public Taxi.
- b) The basis for calculation of the fixed monthly hiring charge should be for a run of 2300 km per month & a minimum of 10 hours per day- on all days.
- c) Rate per extra km beyond the above shall be separately specified.
- d) The rates quoted will be inclusive of all taxes, levies, cesses etc., except specifically provided as otherwise.
- e) All quotations shall be accompanied by an Earnest Money Deposit (EMD) of Rs.5,000/- and application fee of Rs.1,000 (non refundable) by Demand Draft in favour of the Regional Provident Fund Commissioner, Puducherry. The EMD will be refunded to the unsuccessful bidders. The EMD of the successful bidder will be returned only after furnishing of the performance security.Tenders without the above shall be rejected.
- f) For downloading format of tender, general terms and conditions and format of agreement, interested parties may visit EPFO website [http:// www.epfindia.gov.in/](http://www.epfindia.gov.in/) or the said

documents may also be collected from the Office of the Regional P.F. Commissioner/ Officer in Charge, EPFO, Puducherry personally during 10.00 am to 5.00 pm on any working days.

- g) If any details furnished during the tender process or afterwards are found false at any time in future, such tenders shall not be considered and if successful, the contract shall be cancelled forthwith without any notice.
- h) The successful bidders shall also provide an affidavit indemnifying the EPFO, RO, Puducherry and its officials towards any loss caused due to this transaction.



RAVI SHUKLA
ASSISTANT P.F.COMMISSIONER,
RO, PUDUCHERRY.

FORMAT OF TENDER

1.	Name, address & telephone no. of the tenderer	
2.	Income Tax Permanent Account No. (PAN)	
3.	Service Tax Registration No./ VAT No./ Shops and Estts. Registration No. etc.	
4.	Year of make of the vehicle. Model of the vehicle.	

Rate chart per vehicle

	Description	Rate (in Rs.)
1.	Fixed Monthly charge for run of 2300 km and minimum 10 hours a day	
2.	For every extra kilometer beyond 2300 km per month	
3.	For every extra hour beyond 10 hours per day	

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

GENERAL TERMS & CONDITIONS

1. The bidder should have experience in supplying one or more vehicles to government departments/ public sector undertakings.
2. Quotations duly filled in and accompanied by EMD will be received only up to the time and date mentioned in the notice calling for Tenders.
3. The Regional P.F. Commissioner/ Officer in charge, EPFO, RO, Puducherry reserves the right to extend the date of receipt of quotations or to cancel the notice calling for tenders without assigning any reasons thereof.
4. All the rates must be written both in figures and words. Corrections, if any, shall be authenticated.
5. Make of the vehicle should be mid size car and the model should be 2015 or later. The vehicle should preferably be white in colour and must have a valid taxi permit till expiring of contract period to operate the vehicle in the state of Puducherry & Tamil Nadu.
6. The vehicle shall be at the disposal of the Regional P.F. Commissioner/ Officer in Charge, EPFO, Puducherry from the date of signing of contract with the successful bidder.
7. The fixed monthly charge shall include the monthly wages of the driver and the cost of all fuel and consumables or any repair/service done. No daily batta is payable to the driver by the department. The wages to the driver shall be paid taking into consideration the minimum wages notification issued by Dept. of Labour, Government of Puducherry from time to time. The bidder shall also be required to register the driver under Accident benefit/Insurance Scheme with the appropriate Agencies or under EPFO, as applicable.
8. Cost of annual comprehensive insurance of the vehicle and all repairs, major or minor, shall be met by the successful bidder only.
9. In case of any accident/ fine due to violation of traffic rules, all the claims arising shall be met by the successful bidder only.
10. The vehicle shall be kept neat and clean and in perfect running condition at all times and provided with seat covers and other accessories.
11. If the vehicle is non-functional, the successful bidder shall provide a substitute vehicle immediately. In case of failure to do so, the RPFC/ Officer in Charge would have the right to hire a vehicle on daily basis from the market & the additional cost incurred will have to be borne by the successful bidder.
12. The driver must be a Puducherry resident and not older than 50 years of age. He should have a valid driving license, should be neat, disciplined and well mannered and drive in a safe and professional manner. He shall also keep the vehicle clean and neat and shall observe all etiquette and protocol while on duty. The successful bidder shall provide a mobile phone to the driver at no extra cost to the Organisation.
13. Driver should not be changed by the successful bidder without prior written permission of the RPFC/APFC/Officer in Charge. 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, Puducherry.

14. The driver shall also maintain a neat and accurate log book of usage of the vehicle, in the format as prescribed by the Regional PF Commissioner/ Officer in Charge, and do submit the same to the office daily.
15. The vehicle shall not be used for any other purpose by the successful bidder after signing of the contract and the RPFC/ Officer in Charge, Puducherry shall have exclusive rights over usage of the vehicle during the period of contract.
16. The successful bidder shall produce the Original Registration Book and other documents sought, Insurance Papers and Pollution Control Certificate of the vehicle at the time of signing the contract and attested copies shall be retained by the office of the RPFC. The vehicle shall also be produced for physical verification before signing of contract.
17. The vehicle should carry Organizational Board both front and back designed by the RPFC, for which no separate payment shall be made.
18. The Employees' Provident Fund Organization will not make any payment over and above the rates agreed in the Contract. However, the rates can be renegotiated in case of increase in the price of fuel beyond 10% over the price prevailing as on the date of signing of the contract .
19. All Statutory and Government requirements shall be complied by the successful bidder before signing the contract and certificate shall be provided in this regard while submitting tender documents.
20. The Successful bidder on commencement of contract shall submit after the end of every month the monthly bill (in duplicate) with the log book and the bill shall be paid, after verification , by the office of the RPFC/ Officer in Charge within 15 days. Any adjustments or recoveries made from the amount claimed in the bill shall be informed to the successful bidder.
21. The successful bidder shall deposit Rs.15,000/- as Refundable Performance Security Deposit (non- interest bearing) in the form of a Demand Draft in favour of the Regional PF Commissioner, Puducherry which is subject to forfeiture in case of termination of the contract due to failure to abide by the terms & conditions of the contract by the successful bidder. The Security amount shall be payable after one month of the expiry/ termination of contract after deduction of penalty/ other dues, if any.
22. The contract between the RPFC/ Officer in charge and the Contractor can be cancelled with prior notice of at least 30 days by either party. However, for any serious violations of Motor Vehicle Act/ rules or any other statutory violations by the Contractor, the contractor is liable to be terminated without notice.
23. Regional PF Commissioner/ Officer in Charge reserve the right to reject any tender or the whole tender process without assigning any reasons thereof.
