

(1)



REGIONAL OFFICE, ODISHA
EMPLOYEES' STATE INSURANCE CORPORATION

ANCHADEEP BHAWAN : JANPATH : UNIT-IX : BHUBANESWAR-751022.

E-mail : rd-orissa@esic.in

Phone No. 0674-2546380/2546379

Fax No. 0674-2546381

No. 44-A-28/22/02/2015-Genl. Br

Date:

NOTICE INVITING TENDER FOR HIRING OF TAXI

Sealed Tenders under single bid system are invited from registered Taxi Operators/Agencies in Bhubaneswar for providing vehicles on call basis for a period of **two years**.

Last date for submission of bid : **31st May 2016 up to 1.00 PM.**

Interested Taxi Operators/Agencies are advised to refer the website: www.esicorissa.nic.in for details.

REGIONAL DIRECTOR

(2)

NOTICE INVITING TENDER FOR HIRING OF TAXI

Sealed Tenders under single bid system are invited from registered Taxi Operators/Agencies in Bhubaneswar for providing vehicles on call basis for a period of two years.

1. Details of Work:

Sl. No	Name of Work	Cost of Tender (in Rs.)	EMD (in Rs.)	Period of Issue of tender document	Last date of receipt of tender	Date of opening of tender
1	Providing Vehicles/Taxi services on call basis at Regional Office, ESIC BBSR, for two years (extendable by another one year subject to satisfactory performance).	500/-	5,000/-	09-05-2016 to 30-05-2016	31-05-2016 by 1.00 PM	31.05.2016 at 3.00 PM

2. ELIGIBILITY CONDITION:

- The firm/agency should be based in Bhubaneswar,
- It should have minimum 3 years of experience in the related field,
- It should not have been blacklisted by the Govt./PSUs, etc.
- It should possess requisite registration/licence required by the Transport Dept. Govt. of Odisha for providing Vehicles/Cars on hire basis.
- It should have minimum one private car under "Transport category" registered in its name or in the name of its firm. Copy of Registration Certificate (RC) of the taxi should be submitted along with the tender.
- The vehicle should have Commercial Registration, with up to date insurance, fitness, permit, service Tax Registration No., as the case may be(copy should be enclosed)
- Vehicles provided should not be more than two(02) years old, which means vehicle of 2014 or later make/model only should be provided.
- The drivers of the car should have valid driving (Transport) license.
- The Agency should follow all the labour laws as well as statutory requirements including adequate insurance of the driver.

(3)

3. GENERAL TERMS AND CONDITIONS:

- 3.1. The agency shall provide vehicle/car for official use on “call basis.”
- 3.2. The agency shall provide the services normally on all working days i.e. on (Monday to Friday) from 9.00 AM to 6.00 PM. However, if required the services shall be provided even for odd hours i.e, before and after the office hours by the agency and during Saturdays/Sundays and holidays.
- 3.3. There will be no minimum usage of hours/kilometers in a month.
- 3.4. The tender application form is enclosed in Annexure – I. It can also be downloaded and submitted within the due date & time along with cost of tender form of Rs. 500/- and Earnest Money of Rs. 5000/- through Demand Draft drawn in favour of **ESIC Fund A/c. No-1 payable at Bhubaneswar.**
- 3.5. The tenders received after the scheduled date and time will be rejected outrightly. The tender may be dropped in tender box kept in this office or may be sent by post, so as to reach on or before the last date and time. Only one tender alongwith the self certified copies of documents as called for should be kept in one cover. Main Envelope should be superscribed as “**Tender for hiring of Taxi – ESIC Regional Office, Bhubaneswar**”.

4. Bid Security / Earnest Money Deposit(EMD)

- 4.1. Earnest Money Deposit (EMD) as specified elsewhere in this tender document in the form of Demand Draft from any Scheduled commercial bank drawn in favor of ESIC FUND A/C NO.1 payable at Bhubaneswar shall accompany the bid.
- 4.2. EMD shall remain valid for a period of 30 days beyond the final validity period of bids (60 days)
- 4.3. A Bid received without EMD shall be rejected at the bid opening stage.
- 4.4. EMD shall be refunded to the unsuccessful tenderers after finalization of the Tender.
- 4.5. No interest is payable on the EMD to be refunded.
- 4.6. The bid security may be forfeited:
 - If a bidder withdraws his bid during the specified period of bid validity specified in the bid document.
 - In the case of successful bidder, if the bidder fails to:
 - *Fails to fulfill contract,
 - *Furnish the Performance Security within the time specified in the document,

(4)

5. Submission of bid:

5.1. The tenderers are required to submit bid in Single bid i.e. as per prescribed proforma. The bid should be submitted in sealed envelope superscribed as “**Tender for hiring of Taxi – ESIC Regional Office, Bhubaneswar.**”

5.2. The sealed envelop for the bid should contain the following:

- i. Bid tender form in Annexure I,
- ii. Cost of Tender application form of Rs. 500/-,
- iii. Earnest Money Deposit of Rs. 5,000 /-,
- iv. Service Tax number details,
- v. Vehicle Registration particulars,
- vi. PAN number details,
- vii. Details of the number of vehicles-cars registered in the name of the tenderer or his firm with photocopies of RCs,
- viii. Proof of document for the Registered Office/Branch Office in Bhubaneswar.

Note: All the pages and documents submitted in the bid must be legible and self attested along with the seal of the firm.

6. Deadline for submission of bid:

6.1. The above envelopes shall be sealed and addressed to “**The Regional Director, ESIC, Regional Office Odisha, Panchdeep Bhawan, Janpath, Unit-IX, Bhubaneswar-22**” and must reach on or before the last date and time.

6.2. No bids will be received/accepted after the expiry of the prescribed date and time for submission of the bids.

6.3. The Regional Director, ESIC Regional Office, Odisha may, at his discretion, extend the deadline for submission of bids.

7. Bid Opening and Evaluation:

7.1. The bid shall be opened by the officers authorized by the Regional Director at scheduled date and time in the presence of the bidders or their representatives duly authorized by the bidder, who wish to remain present during the tender opening.

7.2. All the bids will be scrutinized, relevant documents will be checked for their eligibility in due course of time.

8. Validity of the Bids:

The bid shall be valid for a period of 60 days from the date of opening of the tenders.

9. Contacting the officials:

9.1. No bidder shall try to influence the purchaser on any matter relating to its bid from the time of the bid opening till the time contract is awarded/decided/concluded.

9.2. Any effort by the bidder to influence the Purchaser in the bid evaluation, bid comparison or contract award decision shall result in the rejection of the bid.

10. Bid Prices

10.1. Rates quoted should be inclusive of all taxes (in Indian Rupees only in words as well as in figures). Nothing extra will be paid towards taxes.

10.2. The price quoted shall be firm and final for the entire period of contract.

10.3. Any conditional acceptance is liable for rejection of tender.

11. Criterion for Evaluation of Tender:

11.1. The evaluation of the tenders will be made first on the basis of technical information furnished in form as given in Annexure-I. The work will be awarded subject to further specific terms and conditions of the contract as given in the tender notification.

11.2. Preference will be given to the vendors/contractors/service providers having experience of such nature in a Govt. Organization/PSUs/Educational Institutions etc.,

11.3. Rates in the tender will be evaluated based on the weightage criterion to be worked out on the rates to be quoted by the tenderer as detailed below –

Vehicle Type	Particulars	Weightage in percentage
LOCAL	8 hours and 80 kms.	80
	Per hour beyond 8 hours	10
	Per km beyond 80 km.	10
	Total	100
A	70 percent of total local weightage rate	70
OUTSTATION	Per km	80
	Night halt beyond 10 pm*	20
	Total	100
B	30 percent of the total weightage rate	30

*The operator has to make his own arrangements for boarding and lodging of the driver during outstation duties..

For example –

Vehicle Type	Particulars	Rate quoted by the Tenderer	Weighted Rate	
LOCAL	8 hours and 80 kms.	500	80% of 500	400
	Per hour beyond 8 hours	30	10% of 30	3
	Per km beyond 80 km.	10	10% of 10	1
	Total			404
A	70 percent of total local weightage rate			282.8
OUTSTATION	Per km	8	80% of 8	6.4
	Night halt beyond 10 pm	100	20% of 100	20
	Total			26.4
B	30 percent of the total weightage rate			7.92
Total weightage Rate (A+B)				290.72

The lowest weightage rate arrived at by adding “A” and “B” will be the lowest rate tenderer for hiring of the taxi.

12. The Competent Authority reserves the right to withdraw/relax any of the terms and conditions mentioned in this tender document.

13. Right of Acceptance:

13.1. The Regional Director ESIC Regional Office, Odisha reserves all rights to reject any tender including those tenderer who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of the Regional Director in this regard shall be final and binding.

13.2. Any failure on the part of the operator to observe the prescribed procedure and any attempt to canvass for the work will prejudice his quotation.

13.3. The Regional Director ESIC Regional Office Odisha will have right to add, delete, modify any clause of the tender before award of the work.

14. Communication of Acceptance:

Successful tenderer will be informed about the acceptance of his tender. Necessary instructions regarding the amount and time provided for security deposit will be communicated.

15. Security Deposit:

The successful tenderer will have to furnish security deposit **Rs. 30,000 (Rupees thirty Thousand only)** in the form of Demand Draft/Pay Order from a Scheduled commercial bank drawn infavour of ESIC FUND A/C NO.1 payable at Bhubaneswar towards Security Deposit within seven(7) days from the date of acceptance of the tender. On request of the bidder, EMD of successful tenderer may be adjusted against Security Deposit to be submitted.

16. The near relatives of employees of ESIC Regional Office, Bhubaneswar are prohibited from participation in this tender. The near relatives for this purpose are defined as: -

16.1. Members of a Hindu Undivided Family

16.2. Their husband or wife.

16.3. The one is related to the other in the manner as father, mother, son(s), son's wife(daughter-in-law), daughter(s) & daughter's husband(son-in-law), brother(s) & brother's wife, sister(s) and sister's husband(brother-in-law)

17. TERMS AND CONDITIONS SPECIFIC TO THE CONTRACT

17.1. "Full day" would imply hours/duration as specified elsewhere in the tender document.

17.2. Meter reading will start/terminate at garage. The garage should be within 5km radius from ESIC Regional Office, Bhubaneswar-22.

17.3. Per kilometer rates may be quoted by taking into consideration all expenses for supplying the vehicle including outstation charges of the driver, where applicable.

17.4. The contractor has to pay the parking fee, toll fee; if any and to claim the same along with the bills with documents.

17.5. In case of breakdown of the vehicles/sickness of the drivers replacement of the vehicles/drivers should be provided immediately. In case of failure, hire charges for the day shall be deducted from the bill.

17.6. Vehicles should be provided with fuel, driver etc., and the vehicle should be maintained in best condition. In case, the vehicle is not in a good condition the vehicle may not be used besides imposition of penalty of Rs. 100/- per occasion.

17.7. Driver should be in proper uniform, well versed with routes and location of all major towns in the State. He should be well behaved and courteous to the passengers. The driver should be carrying a mobile phone, whose number will be communicated to the ESIC authorities before start of the trip and preferably at the time of booking of vehicle.

17.8. While performing the duty, if a vehicle is rendered out of order, agency shall send the replacement vehicle within 30 minutes failing which ESIC shall be free to make alternate arrangement at the cost and risk of empanelled agency, which shall be borne by contractor.

17.9. The driver should possess valid license/documents with respect to vehicle & himself.

17.10. Drivers of taxi requisitioned by this office will report as per direction of officer nominated by the Regional Director.

17.11. The vehicles so provided by the contractor shall have the Commercial Registration/necessary permits.

17.12. It is the responsibility of the contractor to arrange for adequate insurance cover for the vehicles, employees and passengers as required by the relevant Acts and Rules binding on the contractor.

17.13. The contractor shall comply with all mandatory rules and regulation for its vehicles and personnel deployed for services. Penalties, fines and any/all other damages arising out of non compliance of the requisite rules and regulations shall be solely borne by the contractor only.

17.14. Successful bidder has to place the vehicle as per the requirement of the Regional Director on call basis.

17.15. The rate quoted for hiring charges shall remain valid for two years.

17.16. The rates quoted should be excluding the Service Tax (if payable). The Service Tax, if payable will be paid additionally only after receiving the photocopy of the service tax paid challans. No service tax will be paid if the operator fails to provide proof of valid Service Tax registration.

17.17. Under no circumstances, ESIC will be responsible for any type of accident, or non payment of taxes, insurance or any legal complication. The ESIC authority shall not be responsible in any way in respect of any claims arising out Motor Accident claims/cases in respect of vehicles provided.

17.18. ESIC stands indemnified of the consequences arising out of any accident or mishap or violation of traffic rules by the driver while performing ESIC duty. ESIC also stands indemnified of any responsibilities that fall in the domain of the empanelled Transport agency with respect to the hired vehicles, drivers and statutory requirements with the State Transport Authority.

17.19. The contractor should indemnify the ESIC against all claims, damages or compensation under the provisions of Central Minimum wages Act and other Labour laws in force from time to time and Payment of Wages Act, 1936; Minimum Wages Act, 1948; Employers Liability Act, 1938; the Workman Compensation Act, 1923; Industrial disputes Act, 1947; Maternity Benefit Act, 1961; Bonus Act; Contract Labour(R & A) Act 1970, or any modification thereof or any other social Security benefits and other laws related to Social Security(ESI & PF etc), Service Tax wherever applicable & other Labour legislations, and such statutory orders from time to time. ESIC will not own any responsibility in this regard and the contractor will be solely liable for any consequences resulting from violation of any such rule/provision.

18. Subletting of Work:

18.1. The firm shall not assign or sublet the work or any part of it to any other person or party.

18.2. The tender is not transferable. Only one tender shall be submitted by one tenderer.

19. Terms of payment:

19.1. No payment shall be made in advance.

19.2. The contractor shall submit the complete bill in triplicate along with the parking & toll fee, if any in all respect in the first week of the following month in respect of previous month for sanction of the amount of bill and passing the bill for payment. Submission of bills beyond 3 months may be disallowed by the competent authority.

19.3. All payments shall be made through RTGS only.

19.4. The Regional Director, ESIC Regional Office, Bhubaneswar, shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties.

19.5. At the time of payment of bills, the taxes liable to be deducted, if any, shall be deducted at source as per Govt. rules and guidelines as may be prevailing at the time of payment.

20. Insurance:

20.1. The Contractor shall arrange necessary insurance cover for any claim arising out of mishap, if any, that may take place. Under no circumstances, the ESIC will be liable for any claim of any person/Govt./Third Party on account of hiring and use of the vehicle provided by the operator.

21. Penalty:

21.1. The vehicle should come in time as per the directions. For each late coming penalty of Rs.100/- per hour shall be charged.

21.2. The Security Deposit can be forfeited by order of the Regional Director, in the event of any breach or negligence or non-observance of any terms/condition of contract or for unsatisfactory performance or for non-acceptance of the work order. On expiry of the contract, such portion of the said security deposit as may be considered by the Regional Director sufficient to make good any incorrect or excess payments made on the bills to the firm.

21.3. In case of breach of any conditions of the contract and for all type of losses caused including excess cost due to hiring of vehicle from the market in the event of operator failing to provide requisitioned vehicle or not providing car, the Regional Director shall deduct Rs. 200 per occasion from the bills preferred by the contractor.

21.4. Any misconduct/misbehavior on the part of the driver deployed by the agency will not be tolerated and concerned driver will be replaced immediately by the agency.

21.5. In case the service provider decides to withhold or is unable to provide services for any reason they may do so with a written intimation of two months prior to the date of discontinuation of services. Any deviation from this period will attract a penalty of Rs.1,000/-per day for the period of default.

22. TERMINATION OF AGREEMENT

The Regional Director, ESIC Regional Office, Bhubaneswar shall at his sole and absolute discretion, be entitled to terminate this agreement forthwith by written one month notice without assigning any reason and without payment of any compensation and reserves the right to forfeit the security retained towards performance guarantee.

23. Dispute Settlement

It is mutually agreed that all differences and disputes arising out of or in connection with this

agreement shall be settled by mutual discussions and negotiations, if such disputes and differences cannot be settled and resolved by discussions and negotiations then the same shall be referred to the sole arbitrator appointed by the Regional Director whose decision shall be final and binding on both the parties.

REGIONAL DIRECTOR

(9)
ANNEXURE-I

Tender Form for providing car on contract basis in ESIC Regional Office, Bhubaneswar

1	Name of the Taxi Operator/ Agency	
2	Name of the Owner/Partners/Directors	
3	Full Particulars of Office	
	(a) Address	
	(b) Telephone No. & Fax No.	
	(c) E-mail ID	
4	Address and telephone number of Garage	
5	Full particulars of the Bankers of Company/Firm	
	(A) Name & Address of the Bank	
	(B) Telephone No. & Fax No.	
6	Details of vehicles (Photocopies of details should be enclosed)	
	(1) Registration No.	
	(2) Model	
	(3) Month & Year of the Make	
7	Registration details	
	(i) PAN / GIR No.	
	(ii) Service Tax Registration No.	
8	Photocopy of the Income Tax returns for the last two years	
9	Details of Earnest Money Deposit	
	(a) Amount (Rs)	
	(b) DD/PO No. & Date	
	(c) Drawn on Bank	
	(d) Valid upto	
10	Details of experience (copies should be enclosed)	

11	Type of vehicle	
----	-----------------	--

A. Compulsory quoting of Rates:

I) LOCAL

Vehicle Type	Particulars	Rate (in Rs.)
Sedan – Swift Desire/ Tata Zest/ Tata Indigo/ Ford Figo Aspire/ Toyota Etios (other cars of same category)	8 hours and 80 kms.	
	Per hour beyond 8 hours	
	Per km beyond 80 km.	
	Total	

Note –

1. Bhubaneswar, Cuttack and Khurda areas to be considered as LOCAL.
2. Rate includes all expenses for supplying the vehicle on hire.

II) OUTSTATION

Vehicle Type	Particulars	Rate (in Rs.)
Sedan – Swift Desire/ Tata Zest/ Ford Figo Aspire/ Toyota Etios	Per km	
	Night halt beyond 10 pm	
	Total	

Note - Rate includes all expenses for supplying the vehicle on hire including outstation charges of the driver, where applicable.

B. Optional quoting of Rates:

I) LOCAL

Vehicle Type	Local Rate in Rs.		
	8 hours and 80 kms.	Per hour beyond 8 hours	Per km beyond 80 km.
(a) Honda City			
(b) Ford FIESITA			
(c) Maruti CIAZ			
(d) Corolla Altis			
(e) Innova			

(f) Eco Sport/ Mahindra TUV 300/ Hyundai CRETA/ Mahindra Xylo			
TOTAL			

Note – Bhubaneswar, Cuttack and Khurda areas to be considered as LOCAL.

II) OUTSTATION

Vehicle Type	Local Rate in Rs.	
	Per km	Night halt beyond 10 pm
(a) Honda City		
(b) Ford FIESTA		
(c) Maruti CIAZ		
(d) Corolla Altis		
(e) Innova		
(f) Eco Sport/ Mahindra TUV 300/ Hyundai CRETA/ Mahindra Xylo		
TOTAL		

Note – Bhubaneswar, Cuttack and Khurda areas to be considered as LOCAL.

UNDERTAKING

1. I/we undertake that I/we have carefully studied all the terms and conditions and shall abide by them. I/We have understood proposed scope of work of the ESIC, Regional Office, Bhubaneswar-22 which needs to be performed accordingly.
2. I/we also undertake that I/we have understood Specifications of the work mentioned in this tender and shall take up the work, accordingly.
3. I/we hereby certify that none of my relative(s) are employed in the ESIC, Regional Office, Bhubaneswar-22.
4. I/we further undertake that the information given in this tender are true and correct in all respect and we hold the responsibility for the same.

Signature of Tenderer
(Date with stamps of the firm)

Dated:
Place: