



कर्मचारी राज्य बीमा निगम

EMPLOYEE'S STATE INSURANCE CORPORATION
क्षेत्रीय कार्यालय, पंचदीप भवन, नंदानगर, इन्दौर-452011 म.प्र.
REGIONAL OFFICE : PANCHDEEP BHAWAN, NANDA NAGAR INDORE 452011 M.P.
Tel/Fax 0731-2550485, E-mail rd-mp@esic.nic.in



ISO-9001-
2008

TENDER DOCUMENT FOR EMPANELMENT OF AGENCIES FOR HIRING OF TAXIES

1. ELIGIBILITY

- (A) The tenderer must have a Registered Office in Indore.
- (B) The Agency should possess requisite registration/licence issued by Transport Department of Govt.of M.P. for running Taxies in MP.
- (C) The bidder should have experience of at least three years for providing such services in Govt./PSUs/Autonomus Body.
- (D) The bidder should have not been blacklisted by any Central/State Govt. agency in the past three years (Attach self certificate).
- (E) The bidder should have a regular office with a functional telephone for round the clock booking of the requirements.
- (F) The bidder should be carrying a valid service Tax, ESI & EPFO Registration No.
- (G) The bidder must be carrying PAN number.

2 INSTRUCTIONS AND TERMS & CONDITIONS

- i) The tender documents may be obtained from Regional Office (General Branch), ESIC, Indore at the cost of Rs- 250/- However, if tenderer chooses to download tender documents from our website, www.esicmp.in, a Demand Draft amounting to Rs.250/- in favour "ESIC Fund Account No.1" is required to be attached with the tender.
- ii) The sealed bids will be received by ESIC upto 2.00 PM on 27/04/15 and any bid received after the prescribed time shall not be considered irrespective of rates. The technical bids will be opened on the same date i.e. 27/04/15 at 3.00 PM in presence of the representatives of the bidders who chooses to be present. Date & time for opening of financial bids will be communicated to bidders who will be found technically qualified.

- iii Earnest Money (EMD) of Rs.15000/- (Rupees fifteen thousand only) should be enclosed with the Tender document. The EMD shall be paid in the form of Demand Draft/Bankers Cheque from a Nationalized Bank/Scheduled Bank in favour of "ESIC Fund Account No.1" payable at Indore. Any bid/tender not accompanied by requisite EMD shall be deemed to be invalid and will be rejected.
- iv ESIC reserves the right to empanel more than one agency out of the participated tenderers. The successful bidder shall have to submit a Bank Guarantee of Rs.50000/- which will be retained as security towards Contract Performance Guarantee (CPG) and no interest thereon shall be payable.
- v The bidder should carefully read, understand and seek clarifications if any before filling in and submitting the bid. No claim whatsoever will be entertained for any alleged ignorance thereof. Tender must be submitted in original and without making any additions, alternations and as per details given in tender document.
- vi The tenderers are required to submit two separate bids i.e. Technical and Financial as per the proforma. The two separate bids should be submitted in two separate sealed envelopes superscribed "Technical bid for Taxi services in ESIC" and Financial bid for Taxi services in ESIC". Both sealed envelope should be kept in third sealed envelope Superscribed "tender for Taxi services in ESIC".
- vii The bid shall be valid for 90 days from the day of opening. No tenderer will be allowed to withdraw after submission of the tender within the bid validity period otherwise the EMD submitted by the tendering firm would stand forfeited. In case the successful tenderer declines the offer of contract, for whatsoever reason(s), his EMD will be forfeited.
- viii Each page of the tender document along with all annexures should be signed and stamped by the tenderer in acceptance of the terms and conditions laid down by ESIC. All entries in the tender form should be legible and filled clearly. Any overwriting or cutting which is unavoidable should be attested by the tenderer.
- ix. The Taxi should not be more than 2 years old and good upholstery should be provided inside Taxi. Liability of maintenance of the vehicle will be of Agency. The Driver along with upholstery should be neat & clean.

- x The Driver should possess valid licence/documents with respect to Taxi & himself. Only the Taxies having requisite Registration to run as Commercial vehicle in MP may be provided.

3 RATES & PRICES

(A) Bidder shall quote the rate in the format given at Annexure-II along with technical bid in Annexure-I. Incomplete bid will be summarily rejected.

(B) All statutory duties and taxes (including excise & customs) VAT etc. may be clearly specified and will be paid on actual basis.

4 TERMS OF PAYMENT

Payment will be released normally within 15 days (Working days) after receipt of bill after certification by authorised officer of ESIC that the services provided during the month are satisfactory.

5 PERIOD OF CONTRACT

while the contract will be awarded for a period of two years, extendable by another one year on the same terms & conditions on satisfactory performance, the Corporation would be free to terminate the contract after giving advance notice of one month in writing.

6 PENALTY CLAUSE

(A) In case of any delay in execution of the order beyond stipulated date & time, including any extension permitted in writing, a penalty @ Rs.200/- per day per complaint will be imposed.

(B) Any misconduct/misbehavior on the part of Driver deployed by the Agency will not be tolerated and concerned Driver will be replaced immediately by the agency.

(C) The ESIC reserves the right to terminate the contract at any time by giving one month written notice, on the ground of unsatisfactory services or breach of any of the terms of the contract, and reserves the right to forfeit the security retained towards performance guarantee.

7 REPORTING OF TAXI & PENALTIES

(A) The empanelled Agency has to provide Taxi on telephonic intimation from the authorised officer of ESIC Regional Office. The taxies can be requisitioned at any time of the day and night. The taxies should be provided at the desired location within 30 minutes of telephonic/ written intimation. In case the taxi is not made available at appointed time and desired location, the ESIC will make arrangement at its cost and risk and the charges will be deducted from pending bills or by invoking the Security Deposit or by raising claims.

(B) The duty slips shall be signed by ESIC Officer using the vehicle on the same day/immediately after availing service. It will be the responsibility of the Driver to get the duty slip filled up and signed by the Officer using the Car on completion of the Journey. Any overwriting, cutting or erasing of entries on duty slip will not be admitted.

(C) ESIC stands indemnified of 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 empanelled Agency with respect to the hired vehicles, drivers and statutory requirements with the State Transport authority.

(D) While performing the duty, if a vehicle is rendered out of order, Agency shall send the replacement within 30 minutes failing which ESIC shall be free to make alternate arrangement at the cost and risk of empanelled Agency.

8 APPLICABLE LAW AND JURISDICTION

All dispute shall be governed by the Indian law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Indian Courts at MP

9 ESIC reserves the right to accept/ reject any bid and to cancel the bidding process at any time and reject all bids, at any time prior to placement of order without thereby incurring any liability.

Annexure-I

TENDER FORM (TECHNICAL BID)

1	Name /Address/Particulars of the Agency with Tel.Nos.& E-Mail ID		
2	Name of Owner/Managing Partner/Director Address, Tel.No.& E-Mail		
3	PAN/TAN No.		Copy attached
4	Service Tax No-		Copy attached
5	Registration details		
6	Registration/licence required by Transport Department of Govt. of M.P./NCR for running Taxies		Copy attached
7	The bidder should not have been blacklisted by any Central/State Govt.agency in the past three years		self certificate attached
8	Details of ESI & EPF Code No.		Copies attached
9	EMD (Rs.)		Draft/ Bankers Cheque No. ----- attached
10	Cost of Tender Document (Rs.)		Draft/ Bankers Cheque No. ----- attached

Signature of Owner/Managing Partner/Director

Date :

Name:

Place :

Seal:

Annexure-II

TENDER FROM (FINANCIAL BID)
PARTICULARS TO BE SUBMITTED BY THE AGENCIES IN THE FOLLOWING
FORMAT

Sr.No.	Period	Hrs.	K.Ms.	Name of Vehicle [Tata indica/Swift /equivalent car (AC) (900 CC to 1400 CC)]	(Rates in Rs.)
1	Monthly	8 * 30	2000		
2	Full day	8	80		
3	Half day	4	40		
4	Night halt				
5	Extra car				
6	Extra Hrs.				

Signature of Owner/Managing Partner/Director

Date :

Name: -

Place :

Seal:

Agreement for Taxi Services

This agreement is made and executed on _____ between the Regional Director, E.S.I.C., Indore here in after referred to as E.S.I.C. which expression shall mean and include its assignees and M/s _____ having its registered office at _____ here in after referred to as "Agency" which expression shall mean and include its successors and assignees.

Whereas the ESIC has decided to award the contract for providing Taxi services of its offices located at Regional Office, E.S.I.C., Nanda Nagar, Indore, and whereas the agency having agreed to provide the same, enters into agreement with ESIC for the purpose of providing Taxi Services at the rate of Rs. _____ Per month for first 2000 KM and additional Rs. _____ Per Km in excess thereof.

Now this agreement witnesses and it is hereby agreed to by both the parties as follows:-

1 PERIOD OF CONTRACT

while the contract will be awarded for a period of two years, extendable by another one year on the same terms & conditions on satisfactory performance, the Corporation would be free to terminate the contract after giving advance notice of one month in writing.

2 PENALTY CLAUSE

- (A) In case of any delay in execution of the order beyond stipulated date & time, including any extension permitted in writing, a penalty @ Rs.200/- per day per complaint will be imposed.
- (B) Any misconduct/misbehavior on the part of Driver deployed by the Agency will not be tolerated and concerned Driver will be replaced immediately by the agency.
- (C) The ESIC reserves the rights to terminate the contract at any time by giving one month written notice, on the ground of unsatisfactory services or breach of any of the terms of the contract, and reserves the right to forfeit the security retained towards performance guarantee.

3 REPORTING OF TAXI & PENALTIES

(A) The empanelled Agency has to provide Taxi on telephonic intimation from the authorised officer of ESIC Regional Office. The taxies can be requisitioned at any time of the day and night. The taxies should be provided at the desired location within 30 minutes of telephonic/ written intimation. In case the taxi is not made available at appointed time and desired location, the ESIC will make arrangement at its cost and risk and the charges will be deducted from pending bills or by invoking the Security Deposit or by raising claims.

(B) The duty slips shall be signed by ESIC Officer using the vehicle on the same day/immediately after availing service. It will be the responsibility of the Driver to get the duty slip filled up and signed by the Officer using the Car on completion of the Journey. Any overwriting, cutting or erasing of entries on duty slip will not be admitted.

(C) ESIC stands indemnified of 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 empanelled Agency with respect to the hired vehicles, drivers and statutory requirements with the State Transport authority.

(D) While performing the duty, if a vehicle is rendered out of order, Agency shall send the replacement within 30 minutes failing which ESIC shall be free to make alternate arrangement at the cost and risk of empanelled Agency.

4 APPLICABLE LAW AND JURISDICTION

All dispute shall be governed by the Indian law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Indian Courts at MP

In witness whereof Shri _____,
Regional Director for and on behalf of ESIC and
Shri _____, proprietor, for and on behalf of the
Agency have herein set their hands and seals and signed on the dates
and year first above written.

For and on behalf of First party

For and on behalf of Second
party

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Witness:-

Witness:-

1. _____

1. _____

2. _____

2. _____

3. _____

3. _____