



<p>कर्मचारी राज्य बीमा निगम EMPLOYEES' STATE INSURANCE CORPORATION श्रम एवं रोजगार मंत्रालय , भारत सरकार MINISTRY OF LABOUR &amp; EMPLOYMENT, GOVT. OF INDIA</p>	<p>वरिष्ठ राज्य चिकित्सा आयुक्त का कार्यालय OFFICE OF SENIOR STATE MEDICAL COMMISSIONER, क्षेत्रीय कार्यालय REGIONAL OFFICE पूर्वोत्तर क्षेत्र , बामुनी मैदाम, गुवाहाटी-21 NORTH EAST REGION, BAMUNIMAIDAM, GUWAHATI - 781021 E-Mail -<a href="mailto:smc-as@esic.in">smc-as@esic.in</a> Phone / Fax - No. - 0361-2650705 / 2650522 Website : <a href="http://www.esicner.in">www.esicner.in</a> / <a href="http://www.esic.nic.in">www.esic.nic.in</a></p>
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## **TENDER NOTICE**

The SSMC, ESI Corporation, Regional Office, NER , Guwahati invites sealed quotations from reputed institutions/individuals for providing staff car including driver on contract basis for a period of two years from 1<sup>st</sup> April 2016 . All tenderers shall deposit EMD of Rs. 7000/- in the form of demand draft/pay order drawn in favour of ESI Fund Account No. 1 payable at State Bank of India, New Guwahati.

Tender documents(containing tender form, conditions of contract, format of undertaking to be submitted with the tender) can be downloaded from the website [www.esicner.in](http://www.esicner.in) or [www.esic.nic.in](http://www.esic.nic.in)

Sealed tenders complete in all respects enclosed in a cover super-scribing “Quotation for supply of staff car” should reach this office latest by 30-03-2016 ( 13.00 hrs) and the same shall be opened in the presence of bidders present at 15.00 hrs on 30-03-2016. In case 30-03-2016 happens to be a holiday , the date will be extended to the next working day. Time and venue shall remain unchanged. The SSMC reserves the right to accept or reject all or any tender, without assigning any reason whatsoever.

Incomplete tender documents and tenders without stipulated EMD are liable to be rejected. Canvassing in any form shall be disqualification.

Guwahati

Sr. State Medical Commissioner  
ESIC , NER

08-03-2016

Format of undertaking to be submitted along with Tender

*(To be submitted on a stamp paper of Rs. 100/-)*

UNDERTAKING

1. I, the undersigned, hereby declare and affirm that I have gone through the terms and conditions mentioned in the tender document and undertake to comply with all the terms and conditions.
2. That the rates quoted by me are valid and binding upon me for the entire period of contract.
3. That the earnest money of R. 7000/- deposited by me vide Banker Cheque /Demand Draft No. ....dated .....drawn on .....(Name of the Bank) is attached herewith.
4. That I/We authorize The SSMC to forfeit the security deposited money by me/us, if any delay or failure to provide vehicle to the satisfaction of the E.S.I. Corporation within the stipulated time.
5. That I will be in a position to provide contract as per work explained to me to the satisfaction of the E.S.I Corporation.
6. That there is no vigilance/CBI case or court case pending against me/my firm debarring me/my firm to undertake contract work/supply of items quoted.
7. That I hereby undertake to carry out the work as he has been explained to me to the satisfaction of E.S.I. Corporation within the stipulated period.
8. I have been informed that the SSMC has the right to accept or reject any or all the tenders without assigning any reason thereof.

Signature & Address of the Tenderer

**PROFORMA FOR PROVISION OF STAFF CAR**

Name of owner/firm	
PAN/TAN	
Address with Contact No.	
Make of vehicle	
Model of vehicle	
Registration of vehicle with Insurance and Permit Details	
Rate for the month (A/c) (Inclusive of salary of driver + other incidental expenses) up to 1000 KM	
Rate per kilometer (A/c) (exceeding minimum km to 1000)	
Any Other Conditions	

Note: Proportionate increase/reduction in rate per km quoted shall be increased/reduced depending upon the increase/ decrease in fuel price by taking rates of diesel/petrol as on 01-03-2016 as base line.

**Signature of the Vendor**

**Name & Address of the Vendor  
& Telephone No.**

Check list

1. Pay order
2. Copy of RC book
3. Copy of taxi license.

### **SPECIAL CONDITIONS FOR STAFF CAR**

1. The staff car should be Sedan/Compact Sedan class and should have valid taxi permit and the model should not be more than one year old.
2. The contract shall normally be for 2 years valid till 31.03.2018 and extendable upto 1 year on the terms and conditions on mutual consent at the discretion of ESIC. The contract can normally be terminated by ESIC by giving 54 days of notice in advance. However the contract can also be terminated by ESIC by giving a lesser notice period in case of violation of any of the terms and conditions by the party.
3. The selection of the vehicle will be decided by the Committee constituted by SSMC, NER to assess the condition of the vehicle to be supplied.
4. The Driver should have mobile phone with him and he should be available on phone round the clock.
5. The wages and other statutory benefits of the driver will be borne by the supplier along with other allowances applicable.
6. This office shall not be liable for any damage to the vehicle during the course of use.
7. The vehicle shall be made available on all days including Sundays & Holidays as per the requirement of ESI Corporation.
8. The driver will wear neat and ironed white uniform.
9. Mileage will be reckoned from office premises and back to office premises only.
10. Drivers provided to the vehicle should possess valid driving license and also should possess the Certificates required by RTA Rules.(License, Insurance, Pollution, R.C., Road Tax, Taxi License etc.)
11. In case of break-down or non-supply of vehicle, the actual loss whatever incurred by the purchaser will be recovered from the supplier.
12. The successful tendered will have to execute an agreement on stamp paper and shall deposit an amount of Rs.15000/- a security deposit.
13. In case of any break down of the vehicle, the firm shall immediately provide another vehicle as replacement; otherwise this office may hire a vehicle from open market and recover the expenses from the payments to be made to the tenderer alongwith a penalty of Rs. 1500/- per day as a default
14. The tenderer should have a branch office at Guwahati.
15. Penalty as the case arise may be levied from the contract as mentioned below for non compliance of the conditions mentioned below.

Sl.No.	Type of Default	Penalty Amount
1	Late Reporting	25 % of proportionate contract charges per day.
2	Non-Reporting	100% of proportionate contract charges per day + Actual Charges for hiring other vehicle.
3	Poor Maintenance of Vehicles	Rs. 500/- per month
4	Refusal of duties	50 % of proportionate contract charges per day.
5	Non-observance of dress codes/ proper etiquette	Rs. 100/- for first instance and Rs. 200/- for subsequent instances
6	Change of drivers without jurisdiction	Rs. 200/- per instances
7	Vehicle kept unclean	25 % of proportionate contract charges per day
8	Unsafe/rash driving	25 % of proportionate contract charges per day
9	Stoppage of vehicle due to insufficiency of fuel	Rs.200/- per instances
10	Break-down of vehicle more than once a month	Rs.200/- per instances