



कर्मचारी राज्य बीमा निगम (क्षेत्रीय कार्यालय)
Employees' State Insurance Corporation (Regional Office)
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
(Ministry of Labour & Employment, Govt. of India)
(आइ.एस.ओ 9001-2008 प्रमाणित/ ISO 9001-2008 Certified)



पंचदीप भवन, ई.डी.सी. प्लॉट संख्या 23, पाट्टो, पणजी, गोवा-403001
Panchdeep Bhavan, EDC Plot No. 23, Patto, Panaji, Goa – 403001

आईपी हमारा वीआईपी

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No: 3270/27/22/01/2012-Genl

Date:12/03/2014

INVITING TENDER FOR HIRING OF STAFF CAR

The Regional Director, Regional Office, ESI Corporation, Goa invites separate sealed tenders from reputed and registered institutions for Hiring of Staff car for this office for a period of one year which may be extendable only on satisfactory services.

DETAILS OF SERVICES REQUIRED

. Staff car - ONE [TATA INDICA / MARUTI WAGON R] (Not more than 3 years old)

FOR EMD PLEASE SEE THE TENDER DOCUMENT, EMD IS PAYABLE BY DD IN FAVOUR OF "ESI FUND A/C NO. 1" Payable at Panaji, Goa.

Last date of receipt of tenders - 03.04.2014 (Upto 3.00 pm)

Date of opening of tenders - 03.04.2014 (At 3.30 pm)

Tender form and details of each service can be had from the office of the ESIC Regional Office, Goa on any working day upto 02-04-14 between 10.00 AM TO 5 PM or can be downloaded from our website www.esicgoa.org.in or www.esic.nic.in

SD/-
REGIONAL DIRECTOR

General Instructions

1. Tender should be submitted complete in all respect along with documents and EMD
2. Last date with time-03/04/2014 3.00 PM.
3. Tenders will be opened in the presence of Tenderers /representatives who choose to attend in the chamber of Regional Director, (Admn) on 03-04-14 at 3.30 pm.
4. Tender without documents as above/ incomplete tenders are liable to be rejected.
5. Regional Director reserves the right to accept/reject any offer without assigning any reason thereof.
6. All pages of the tender are to be numbered & stamped/signed.

SD/-
(CV JOSEPH)
REGIONAL DIRECTOR

Date: Full Name & Signature of Authorized Signatory with
Place: With rubber stamp of the Agency affixed

TENDER FOR HIRING OF STAFF CAR

TERMS AND CONDITIONS FOR PROVIDING STAFF CAR TO REGIONAL OFFICE, ESI CORPORATION, GOA

- 1) The staff car should have valid taxi permit and the model should not be more than three years' old;
- 2) (ii) Make/Specification of vehicle should be Tata Indica/Maruti Wagon R
- 3) In case of staff car the month will exclude Sundays for the purposes of retention.
- 4) Driver should have mobile phone with him and he should be available on phone round the clock. Refusal/non-attendance of call during retention period may tantamount to termination of contract.
- 5) Retention period per day shall be 10 hours, i.e., from 9.00 AM to 7.00 PM.
(i)Charges for retention period including a minimum of 1000 KM journey per month.
(ii) Mileage charges beyond 1000 Kms.
- 6) The cost of wages of the driver will be borne by the supplier along with other allowance applicable
- 7) ESIC shall not be liable for any damage to vehicle during the course of use.
- 8) The vehicle shall be made available on all days including Sundays, holidays and period beyond normal retention time as per the requirement of the office.
- 9) The driver will wear neat and ironed white uniform.
- 10) Mileage will be reckoned from office premises and back to the office premises only.
- 11) Drivers provided to the vehicle should possess valid driving license and also should possess the certificates required by RTA official. (Licence, Insurance, Pollution, R.C., Road Tax, Taxi licence, etc.) (Copies of the same should be enclosed)
- 12) Vehicles provided should not be more than three years old.
- 13) In case of break down or non supply of vehicle, the actual loss/expenditure whatever incurred by the ESIC will be recovered from the supplier.
- 14) A demand draft for Rs. 500/- (Rupees five hundred only) to be enclosed in favour of ESI fund A/c No. 1 payable at Panaji, Goa towards EMD. It will be returned to unsuccessful bidder after finalizing the tender. The EMD of the successful bidder will be adjusted towards the security deposit
- 15) The tenderer whose tender is accepted will be required to furnish the Security Deposit at the rate of 5 % (Five percent) of the annual amount for the fulfillment of the contract. No interest will be paid on the security deposit. This amount will be refunded after satisfactory fulfillment of the contract by him and all accounts thereafter will be settled.

Sd/-
C.V. JOSEPH
REGIONAL DIRECTOR

PROFORMA FOR PROVISION OF STAFF CAR

FINANCIAL BID

Name of owner/firm		
PAN No.		
Address with contact No		
DD for EMD		
Make of vehicle		
Model of vehicle		
Monthly rate for retention (9.00AM to 7.00 PM) with 1000 kms free. (inclusive of salary of driver + other incidental expenses)	IN FIGURES	IN WORDS
Rate per KM exceeding minimum 1000 kms.		

Signature of the Vendor

Name & Address of the Vendor & Telephone No.

Check list

1. Demand Draft
2. Copy of RC book
3. Copy of taxi license
4. Pollution control certificate