



ESIC- CHINTA SE MUKTI  
ESIC MEDICAL COLLEGE & P.G.I.M.S.R.

कर्मचारी राज्य बीमा निगम  
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

**E.S.I. CORPORATION**  
(Ministry of Labour & Employment, Govt. of India)  
Ashok Pillar Road, K. K. Nagar, Chennai-600 078.  
(आई. एस. ओ. 9001-2008 प्रमाणित / ISO 9001-2008 Certified)



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वेबसाइट/Website: [www.esicmcpgimsrchennai.ac.in](http://www.esicmcpgimsrchennai.ac.in)

कार्यालय /Office : 044- 24748959  
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514-A/11 /18/2018/UG/PGIMSR/Transportation

Date: 03.08.2018

**E-TENDER NOTIFICATION**

E-Tenders are invited from Registered Travel Agencies for providing vehicles for ESIC Medical College & PGIMSR, Chennai on call basis for a period of one year extendable by another year.

1	Name of the Work	Providing vehicles for ESIC Medical College & PGIMSR, Chennai on call basis.
2	Duration of Work	One year, extendable by another year based on performance.
3	Amount of E.M.D – details provided as beside.	<b>Rs.5000/- (Rupees Five Thousand only)</b> DD in favor of “ <i>The Dean, ESIC Medical College &amp; PGIMSR, K.K.Nagar, Chennai-78</i> ” payable at Chennai, returnable without any interest to the unsuccessful bidders.
4	Last date for receipt of completely filled tender applications	27.08.2018, 10:30AM
5	Date and Time of opening of Tender	27.08.2018, 11:00 A.M

Detailed information regarding application / tender forms, EMD details, specifications, terms and conditions can be downloaded from the following websites: [www.esic.nic.in](http://www.esic.nic.in) , [www.esicmcpgimsrchennai.ac.in](http://www.esicmcpgimsrchennai.ac.in)

The interested bidders shall submit their tender(s) only through online mode at the e-procurement portal <https://esictenders.eproc.in>

In addition to e-tender which has to be filed online, the bidders are also required to submit hard copies of Tender documents duly completed along with Earnest Money Deposit (EMD), supported by requisite documents and forms, as mentioned in the tender. For all practical purposes, the e-tender shall be considered for evaluation and the hard copy of tender documents would also be scrutinized. Any corrigendum to this tender will be notified through the aforesaid websites only.

The undersigned reserves the right to accept or reject any or all the bids without assigning any reason at any stage. The bidder will not be entitled for any compensation whatsoever in respect of such termination.

If the date of opening of tender happens to be a holiday, the tender will be opened on the next working day. Tender documents duly completed should be dropped on or before the date and time mentioned above, in the tender box kept at the First floor of ESIC PGIMSR & Model Hospital, K.K. Nagar, Chennai -78.

DEAN

## **INSTRUCTIONS FOR E-TENDERING**

- All Bidders are required to procure Class – III B Digital signature Certificate (DSC) with both DSC Components i.e. Signing & Encryption, to participate in the E – Tender.
- Bidders should get registered at <https://esictenders.eproc.in>.
- Bidders should add the below mentioned sites under Internet Explorer → Tools → Internet Options → Security → Trusted Sites → Sites of Internet Explorer :  
<https://esictenders.eproc.in>  
<https://www.tpsl-india.in>  
<https://www4.ipg-online.com>
- Also, Bidders need to select “Use TLS 1.1 and Use TLS 1.2” under Internet Explorer → Tools → Internet Options → Advanced Tab → Security.
- Bidder needs to submit Bid Processing Fee charges of Rs. 2495/- (non-refundable) in favour of M/s. C1 India Pvt. Ltd., payable at New Delhi via Online Payment Modes such as Debit Card, Credit Card or NetBanking for participating in the Tender.
- Bidders can contact Helpdesk at <https://esictenders.eproc.in/html/support.asp>

**DEAN**

## GENERAL CONDITIONS OF CONTRACT

- 1 All the pages of the tender document should be signed by the tenderer at the left bottom of each page along with seal of the agency
- 2 The Travel Agency shall provide the services on selected days on call basis. Requirement of type of vehicle in a particular day shall be decided by the college and intimated to the selected agency at least one day in advance under normal circumstances. However the agency should be prepared to arrange vehicle at short notice of one hour in case of unforeseen circumstance.
- 3 Distance from garage to college & vice-versa will not be counted as usage of the college.
- 4 The contract shall initially be valid for a period of one year and may be extended for a further period of one year on mutual consent subject to satisfactory performance, on the same terms and conditions AT THE SOLE DISCRETION OF THE COLLEGE.
- 5 Earnest Money Deposit ( EMD ): Tender participants should submit EMD in the form of a Demand Draft/ Banker's Cheque drawn on any nationalized/ Schedule Bank in favour of "***The Dean, ESIC Medical College & PGIMSR, K.K.Nagar, Chennai-78***", payable at Chennai for a value of Rs.5,000/-. EMD of unsuccessful bidders will be refunded after finalization of contract while that of successful bidder, on submission of performance security of an equivalent amount. No interest will be paid on the EMD amount/performance security amount.
- 6 Performance security deposit will be refunded after the satisfactory completion of contract.
- 7 Payments will be made only after satisfactory completion of service.
- 8 Payments will be made within 15 days after the submission of bills complete in all respects.
- 9 No extra charges will be paid apart from the charges quoted in the tender document.
- 10 For the purpose of making payments, part of the hour exceeding 15 minutes to be treated as full hour. Payment will not be made for additional time taken by the vehicle due to breakdown/delay in arrival.
- 11 The Travel Agency should provide the service, beyond the office hours and/ or on holidays, if needed.
- 12 The Dean has the right to hire vehicles on call basis from any other agency during the tenure of contract.
- 13 The college however, reserves the right to terminate the contract at any time with a written notice of one month. The contractor is required to give a notice of three months, in case he wishes to discontinue the service. He shall be liable for invocation of penalty clauses as per the agreement.
- 14 The contract may be terminated with mutual consent by giving one month notice.

- 15 The vehicles should be registered in the name of the applicant/agency and proper documentary evidence regarding the same should be submitted along with the tender documents. In the absence of the same, the tender is liable to be rejected.**
- 16 If the vehicles are assigned in the name of the applicant/agency, proper documentary evidence regarding the same should be submitted along with the tender documents. In the absence of the same, the tender is liable to be rejected.**
- 17 The applicant/agency should be registered with GST authorities and documentary evidence regarding the same should be enclosed with the tender documents.**
- 18 The Competent authority of the college reserves absolute rights to cancel/ reject any or all tenders without assigning any reason.
- 19 The Vehicle Registration book, Insurance copy, Emission certificate, Road tax payment certificate and Driver Licence along with Yellow badge should be available with the vehicle at all times.
- 20 Responsibility of compliance to all labour laws with respect to driver and other staff rests with the travel agency.
- 21 The Travel agency has to ensure that the staff deployed by them is dressed in neat uniform and punctual in his work.
- 22 The vehicle should take the shortest possible route to reach the destination or any other route specified by the college authorities.
- 23 Travel agencies need not quote for all types of vehicle required by the college. They may quote for vehicles they are comfortable in providing at short notice.
- 24 The Dean, ESIC medical college & PGIMSR, Chennai reserves the absolute rights to strengthen/relax, add / remove any terms and conditions without assigning any reason.

**Annexure “A”**

**Brief Description of the firm**

Sl.No		
1	Name of the Travel agency	
2	Constitution (proprietorship/partnership etc.)	
3	Name of owner/Partners	
4	Full particulars of office	
	(a) Address	
	(b)Telephone No.	
	(c ) Fax No.	
	(d) E-mail address	
5	Full particulars of the bankers of the firm	
	Name of the Bank	
	Account type.	
	Account No.	
	PAN/GIR No.	
6	GST No.	
7	Details of Earnest Money Deposit	
	(a) Amount	
	(b) DD No and Date	
	(c )Drawn on bank	
	(d) Valid Upto	

The above format may be used to provide requisite details.

Signature of applicant with seal.

**Annexure - B**

**Quotations for hiring additional vehicles to be provided on call basis.**

Sl No.	Details	Charges for 5 hours / 50 km	Charges for additional hour beyond 5 hours	Charges for additional 1 km beyond 50km
1	Quotation for vehicles like <b>Tata Indica</b> and similar models of seating capacity ( 4+1)	Rs. _____ /-(Rupees _____ only )	Rs. _____ /-(Rupees _____ only )	Rs. _____ /- (Rupees _____ only )
2	Quotation for vehicles like <b>Etios</b> and similar models of seating capacity ( 4+1)	Rs. _____ /-(Rupees _____ only )	Rs. _____ /-(Rupees _____ only )	Rs. _____ /-(Rupees _____ only )
3	Quotation for vehicles like <b>Innova</b> and similar models of seating capacity ( 7+1)	Rs. _____ /-(Rupees _____ only )	Rs. _____ /-(Rupees _____ only )	Rs. _____ /-(Rupees _____ only )
4	Quotation for vehicles like <b>Tempo Traveller</b> and similar models of seating capacity ( 12+1)	Rs. _____ /-(Rupees _____ only )	Rs. _____ /-(Rupees _____ only )	Rs. _____ /-(Rupees _____ only )

Signature of applicant with seal

**Annexure “C”**

**DECLARATION**

1. I .....Son/Daughter of Shri.....  
Proprietor/Partner/Director/Authorized Signatory of ..... am competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
3. The information/document furnished along with the above application are true and authentic to the best of my knowledge and belief. I/We am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
4. I hereby authorize the Dean of ESIC Medical College & PGIMSR, KK Nagar to forfeit the EMD / Performance Security submitted by my agency in the event of my selection and failure to carry out the work within the time stipulated / breach of any condition of this tender during performance.

Signature of authorized person.

Date:

Full Name:

Place:

Firm's / Company's seal:

N.B. The above declaration, duly signed and sealed by the authorized signatory of the company should be enclosed along with the quotation.

Signature of applicant with seal.

**Checklist of Documents to be submitted**

**“THE BID DOCUMENTS HAVE TO BE SUBMITTED IN THE FOLLOWING SEQUENCE”**

SL. NO.	DOCUMENT	Submitted ( Yes / No ).
1.	EMD ( RS. 5,000/-)	
2.	‘Annexure A’ ( Brief description of the firm)	
3.	‘Annexure B’ ( Details of requirement)	
4.	‘Annexure C’ ( Declaration )	
5.	GST registration certificate	
6.	Documentary evidence regarding registration of the vehicles in the name of the applicant.	
7.	If the vehicles are assigned in the name of the applicant, documentary evidence regarding the same.	
8.	Copy of tender document along with seal and signature of the authorized signatory on all pages.	

Signature of the applicant with seal.