

ANNEXURE II
011 – 242290192



ESIC MODEL HOSPITAL
Plot No.41, Sec-3,IMT Manesar
DISTT: Gurgaon (Haryana - 122050)



Dated:

SPECIAL TERMS AND CONDITIONS FOR STAFF CAR SERVICE

The following special terms and conditions shall apply for Staff Car services on contract basis at ESIC Model Hospital, Plot No.41, Sec-3,IMT Manesar Distt.Gurgaon

- 1. The tenderer should have complete Postal Address, telephone /Mobile / Fax / E-mail address, etc. while submitting the completed tender form.**
2. The agency while submitting their tender form shall enclose certified Photostat copies of experience, trade license essential for carrying out the activities under reference, Sales tax / VAT, PAN/TAN and any such other documents specified hereto. Tender form incomplete in any respect and not supported with Earnest Money and the above-mentioned requisite documents, will be summarily rejected by the hospital.
3. The tender application form and related documents along with the Earnest Money is to be submitted in a sealed cover as specified in Annexure-I (General Terms and Conditions) of the tender document and it shall be dropped in the Tender Box kept for the purpose in the ESIC Model Hospital,Plot No.41, Sec-3, IMT Manesar Gurgaon (HR)at the date and time specified in this document
4. The Competent Authority reserves the right to reject any or all tenders without assigning any reason whatsoever.
5. The tenderer will get the vehicle registered as an registered vehicle by appropriate authority and it should be air-conditioned and vehicle should either Maruti-WagonR/Dezire/Indigo
6. The vehicle should have proper Registration Certificate, Road tax payment Certificate, Fitness, Insurance (including the Driver).
7. The vehicle offered shouldn't be more than 1(One) years old
8. The vehicle offered should conform to the Emission norms laid down by Pollution Control Board and should possess the certificate "Pollution Under Control" issued from the concerned authority.

9. The vehicle offered for hire should be free from litigation as regards ownership is concerned and should possess not tainted history as rash driving, negligence of traffic rule etc.
10. The vehicle should be serviced regularly and timely at the sole cost of the tenderor/contractor.
11. The vehicle should be kept for 24 hours a day, in our premises and accordingly the tenderor would arrange for replacement of vehicle in case of normal wear and tear/temporary out of service.
12. **The driver engaged should have valid Driving Licence and should be co-operative and amiable in nature.**
13. The driver should not have any past history of criminal records or Alcoholism or Drug Addiction.
14. The tenderer/bidder would manage shifting of drivers in such a manner that the service should not be interrupted.
15. Payment of wages and statutory obligations such as minimum wages etc. are to be observed by the Tenderer. Statutory liability viz. ESI/PF etc would be solely borne by the tenderer/ bidder and no extra payment would be made on these accounts. Any expenditure towards of wear and tear, repairing would be borne by the tenderer/ bidder.
16. The legal liability arising out of Accident, if any, during the period of engagement would be borne by the tenderer/ bidder.
17. Any loss of property caused by the Driver would be recovered from the monthly bill of the tenderer/bidder.
18. In case of non-availability of the vehicle, the ESIC Hospital would arrange other vehicle and the expenditure incurred in this way would be recovered from the monthly bill of the tenderer/ bidder, including initiating proper action.
19. **The tenderer/bidder would provide a mobile phone to its Driver and the number would be intimated to the Medical Superintendent, this is compulsory.**
20. The drivers employed by the bidder should be under insurance cover of Accident policy for loss of life/injury etc. and compensation if any in this regard, if awarded, will be the responsibility of the bidder.
21. The bidder shall maintain a logbook keeping records of the movement and such records will be certified by the Agent of the Medical Superintendent as nominated.

MEDICAL SUPERINTENDENT

Annexure - III

TENDER APPLICATION FORM

1		Name of the firm:-	
2	A	Full Postal Address:-	
	B	Cell Phone No.	
	C	Telephone no. :-	
	D	Fax No.	
3		Date of Establishment of Firm:-	
4	A	If your Firm Registered under:-	
	B	The Indian Factories Act:-	
5		Any other Act, if not, who are the owners (Please give full address):-	
6		Name and Address of your Bankers stating the name in which the Account stands:- Whether insured against fire, theft, burglary etc. If so, please state the amount and name of company with policy no.:-	
7		Total number of Employees:-	
8		Are you in the list of approved contractors of any other organizations/ institutions, if any give details:-	
9		Give details of any Government contracts executed during the last twelve months:-	
10		Any other information which you consider necessary to furnish:	

UNDERTAKING

- a. I, the undersigned certify that I have gone through the terms and condition mentioned in the tender document and undertake to comply with them.
- b. The rates quoted by me are valid and binding upon me for the entire period of contract and it is certified that the rates quoted and the lowest quoted for any other institution/ hospital in India.
- c. The Earnest Money of Rs. to be deposited by me has been enclosed herewith vide Demand Draft No. dated drawn on bank branch
- d. I/ We give the rights to Medical Superintendent to forfeit the Earnest Money/Security money deposit by me/us if any delay occur on my/agent's part or fail to supply the articles within the appointed firms of desired quality.
- e. There is no vigilance/ CBI case or court case pending against the firm.
- f. I hereby undertake to supply the items as per directions given in the tender document/ supply order within stipulated period.

Date:-

Signature of the tenderer:-

Place:-

Full Name:-

Designation:-

(Office seal of the tenderer)

ANNEXURE - IV

PLEASE QUOTE YOUR RATE

1.	Retention charges of Staff Car including Driver on 8 hours basis upto 1500 kms	Monthly Cost Rs. (in figures)	Monthly Cost(in words)
2.	Fuel Cost after 1500 kms	Rupees per Kilometer	Rs. Per Km.(in words)

List of documents enclosed:

- 1.
- 2.
- 3.
- 4.

Date:

Place:

Full Name of Tenderer:

Signature & Seal of the Tenderer

Annexure -I
011 – 242290192



ESIC MODEL HOSPITAL
Plot No.41, Sec-3,IMT Manesar
DISTT: Gurgaon(Haryana - 122050)



Dated:

Sub: Invitation to Tender Enquiry for Wellness Van (air-conditioned winger/407 Tata/Tempo Traveler) And Staff Car(Maruti WagonR,Maruti Dezire/Indigo) on contract basis.

(Note: The envelope containing the tender as well as subsequent communications should be addressed and delivered to 'The Medical Superintendent', ESIC Model Hospital, Plot No.41, Sec-3, IMT Manesar Distt. Gurgaon. All communication must be addressed to the officer named above by title only and not by name.)

The Medical Superintendent invites sealed tender for supply of "Wellness Van" Service on Contract basis as per specifications and/or quantities detailed in the **Schedule** attached. The "Tender Documents" comprising the General Terms and Conditions of Contract (**Annexure I**) and the Special Terms and Conditions of Contract (**Annexure II**) which will govern any contract made, the Tender Application Form (**Annexure III**) and the Schedule of contract/ specifications of items/ Proforma for quoting rates (**Annexure IV**) are enclosed herewith. If you are in a position to quote for the contract in accordance with the requirements stated in the attached schedule, please submit your quotation to this office. Tenderers are requested that, before quoting their rates or sending tender the tender form may please be read out thoroughly (line by line), otherwise purchaser will not be held responsible for any error/ oversight of his own. The form is a Standard Form of Tender. Certain clause/ clauses may not be applicable in some cases. So, Tenderers are requested to ignore such clause/ clauses, which are not applicable in the instant case. The tender document may be obtained from the office of the **ESIC Model Hospital, Plot No.41, Sec-3, IMT Manesar (HR)**.in person by the bonafide applicant or his authorized representative by applying on their letter head at a cost of Rs. 100/- (Rs.One Hundred Only).

The "tender documents" can also be downloaded from the web site (www.esic.nic.in) and in such case the same may be signed and submitted as per the procedures

mentioned hereinafter along with the fee(s) for the “tender documents” @ Rs. 100/- (Rs.One Hundred Only). All the payment shall be made by **Demand Draft; drawn in favour of ESI Fund A/c No. 1, payable at Manesar. Cheques/cash will not be accepted.** The Tender form containing the Terms and Conditions and the Schedule should be returned in original, intact, after filling up the tender form and signing in full, on each page, whether you are quoting for any item or not, failing which the bid is liable to be rejected. If any item in the schedule is not being tendered for, the corresponding space against the item should be defaced by some such words as ‘not quoting’. In the event of the space on the schedule form being insufficient for the required purpose, additional pages may be added. Each such additional page must be numbered consecutively, bear the Tender Number and be fully signed by you. In such cases, reference to the additional pages must be made in the Tender Form. If any modification of the schedule is considered necessary, you should communicate the same by means of separate letter sent along with the Tender. Medical Superintendent, ESIC Hospital, IMT Manesar(HR) does not pledge himself to accept the lowest or any tender and reserve to himself the right of accepting the whole or any part of the tender or portion of the quantity offered and you shall supply the same/ execute the work at the rate quoted by you. You are at liberty to tender for the whole or any part. Acceptance by the purchaser shall be communicated in due course. You are requested that the instructions contained in the said communication should be acted upon immediately/ as asked for.

THE FIRM IS REQUESTED TO FOLLOW THE CHECK LIST AT THE TIME OF SUBMISSION OF TENDER DOCUMENT WITHOUT WHICH THE OFFER IS LIABLE TO BE CANCELLED.

1	Tender document fee by demand draft only	Submitted [Yes/No]
2	Earnest Money Deposit by Demand Draft only	Submitted [Yes/No]
3	Original Tender document must be signed all pages	Submitted [Yes/No]
4	Valid Trade License	Submitted [Yes/No]
5	PAN/TAN other statutory documents	Submitted [Yes/No]
6	Registration Certificate of the vehicle	Submitted [Yes/No]
7	Certificate regarding permanent place of business/activities	Submitted [Yes/No]

Yours faithfully,

MEDICAL SUPERINTENDENT

Enclosures:

- Annexure - I (General Tender Terms & Conditions)
- Annexure - II (Special Tender Terms & Conditions)
- Annexure - III (Tender Application Form)
- Annexure - IV (Schedule Of Work/ Proforma for quoting rates/ Specifications for SUPPLY OF STAFF CAR SERVICE ON CONTRACT BASIS.)



ESIC MODEL HOSPITAL
Plot No.41, Sec-3,IMT Manesar
DISTT: Gurgaon (Haryana - 122050)



Dated:

SPECIAL TERMS AND CONDITIONS FOR WELLNESS VAN SERVICE

The following special terms and conditions shall apply for Wellness Van (Air conditioned) contract basis at ESIC Model Hospital, Plot No.41, Sec-3,IMT Manesar Distt.Gurgaon.

1. **The tenderer should have complete Postal Address, telephone /Mobile / Fax / E-mail address, etc. while submitting the completed tender from.**
2. The agency while submitting their tender form shall enclose certified Photostat copies of experience, trade license essential for carrying out the activities under reference, Sales tax / VAT, PAN/TAN and any such other documents specified hereto. Tender form incomplete in any respect and not supported with Earnest Money and the above-mentioned requisite documents, will be summarily rejected by the hospital.
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4. The Competent Authority reserves the right to reject any or all tenders without assigning any reason whatsoever.
5. The Vehicle should have a seating capacity of 7 (seven) passenger besides the seat for an attendant. It should be fitted with a patient examination couch alongwith mattresses and have an under couch refrigerator of 100 Lt. capacity. It should have enough space available for keeping the posters/charts for information, education and counseling purpose. It should also be fitted with rack for microscope and other small Laboratory equipments vehicle should be either Winger/Tata-407/Tempo-Traveller.
6. The vehicle should have proper Registration Certificate, Road tax payment Certificate, Fitness, Insurance (including the Driver).
7. The vehicle offered shouldn't be more than 1(One) years old
8. The vehicle offered should conform to the Emission norms laid down by Pollution Control Board and should possess the certificate "Pollution Under Control" issued from the concerned authority.
9. The vehicle offered for hire should be free from litigation as regards ownership is concerned and should possess not tainted history as rash driving, negligence of traffic etc.

10. The vehicle should be serviced regularly and timely at the sole cost of the tenderor/contractor.
11. The vehicle should be kept for 8Am to 8 Pm hours a day, in our premises and accordingly the tenderor would arrange for replacement of vehicle in case of normal wear and tear/temporary out of service.
- 12.**The driver engaged should have valid Driving License and should be co-operative and amiable in nature.**
13. The driver should not have any past history of criminal records or Alcoholism or Drug Addiction.
14. The tenderer/bidder would manage shifting of drivers in such a manner that the service should not be interrupted.
15. Payment of wages and statutory obligations such as minimum wages etc. are to be observed by the Tenderer. Statutory liability viz. ESI/PF etc would be solely borne by the tenderer/ bidder and no extra payment would be made on these accounts. Any expenditure towards of wear and tear, repairing would be borne by the tenderer/ bidder.
16. The legal liability arising out of Accident, if any, during the period of engagement would be borne by the tenderer/ bidder.
17. Any loss of property caused by the Driver would be recovered from the monthly bill of the tenderer/bidder.
18. In case of non-availability of the vehicle, the ESIC Hospital would arrange other vehicle and the expenditure incurred in this way would be recovered from the monthly bill of the tenderer/ bidder, including initiating proper action.
19. **The tenderer/bidder would provide a mobile phone to its Driver and the number would be intimated to the Medical Superintendent, this is compulsory.**
20. The drivers employed by the bidder should be under insurance cover of Accident policy for loss of life/injury etc. and compensation if any in this regard, if awarded, will be the responsibility of the bidder.
21. The bidder shall maintain a logbook keeping records of the movement and such records will be certified by the Agent of the Medical Superintendent as nominated.

MEDICAL SUPERINTENDENT

Annexure - III

TENDER APPLICATION FORM

1		Name of the firm:-	
2	A	Full Postal Address:-	
	B	Cell Phone No.	
	C	Telephone no. :-	
	D	Fax No.	
3		Date of Establishment of Firm:-	
4	A	If your Firm Registered under:-	
	B	The Indian Factories Act:-	
5		Any other Act, if not, who are the owners (Please give full address):-	
6		Name and Address of your Bankers stating the name in which the Account stands:- Whether insured against fire, theft, burglary etc. If so, please state the amount and name of company with policy no.:-	
7		Total number of Employees:-	
8		Are you in the list of approved contractors of any other organizations/ institutions, if any give details:-	
9		Give details of any Government contracts executed during the last twelve months:-	
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- c. The Earnest Money of Rs. to be deposited by me has been enclosed herewith vide Demand Draft No. dated drawn on bank branch
- d. I/ We give the rights to Medical Superintendent to forfeit the Earnest Money/Security money deposit by me/us if any delay occur on my/agent's part or fail to supply the articles within the appointed firms of desired quality.
- e. There is no vigilance/ CBI case or court case pending against the firm.
- f. I hereby undertake to supply the items as per directions given in the tender document/ supply order within stipulated period.
- Date:-

Signature of the tenderer:-

Place:-

Full Name:-

Designation:-

(Office seal of the tenderer)

ANNEXURE - IV

PLEASE QUOTE YOUR RATE

1.	Retention charges of <u>WELLNESS VAN SERVICE</u> including Driver on 8AM to 8 PM hours basis upto 2500 kms	Monthly Cost Rs. (in figures)	Monthly Cost(in words)
2.	Fuel Cost after 2500 kms	Rupees per Kilometer	Rs. Per Km.(in words)

List of documents enclosed:

- 1.
- 2.
- 3.
- 4.

Date:

Place:

Full Name of Tenderer:

Signature & Seal of the Tenderer