

Notice Inviting Tender



Sub: Quotation for providing Car Drivers on Outsourcing basis in ECGC Ltd. (Formerly Export Credit Guarantee Corporation of India Ltd), a Govt. of India Enterprise, for its official cars in Mumbai.

1. Sealed tenders are invited from experienced and reputed Manpower Agencies for providing services of Car Drivers.
2. The number of present requirement is six and may vary from time to time
3. The period of contract would be for one year.
4. Terms and conditions are given in Annexure I
5. Only those who fulfil the following minimum criteria are eligible to apply.
 - i) Manpower Agency should have been in existence for at least 5 years;
 - ii) The Agency should be already providing similar services to banks/ corporate houses
 - iii) Should have a pool of at least 150 drivers on roll;
 - iv) Should have minimum turnover of Rs 5 crores annually
 - v) The registered office or one of the branch offices of the Manpower Agency should be located in Mumbai
 - vi) Should be registered with appropriate authority under Employee PF, ESIC, professional tax and other statutory requirements
 - vii) Should not have been blacklisted by the Govt. or by any organisation.
6. Drivers should essentially have:
 - i. Valid driver licence for Light Motor Vehicle (Four Wheeler)
 - ii. Knowledge of motor mechanism and should be able to repair minor defects in vehicles.
 - iii. Experience of driving a car for at least 5 years and not involved in any accident;
 - iv. Should be well conversant with roads and routes of Mumbai;
 - v. Smoking or consumption of alcohol during duty hours or reporting for work in an inebriated state is prohibited.
7. The refundable Earnest Money Deposit of Rs. 5000/- in the form of DD/Pay Order in favour ECGC Ltd. payable at Mumbai should be submitted along with tender.
8. The tender should be submitted in two sealed envelopes within the main envelope:
 - A. The first sealed envelope should be superscribed "Technical Bid" and should contain self attested copies of the documents as listed in Annexure II
 - B. The second sealed envelope should be superscribed "Financial Bid" and should contain only rates with breakup, which is to be quoted on monthly basis.

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Both the envelopes should be placed in the main sealed envelope superscribed "Tender for supply of outsourced drivers". This should be addressed to:



ECGC Ltd.,
Administration Department,
5th floor, Nirmal Building,
Nariman Point,
Mumbai – 400 021

9. The tender documents may be downloaded from our website : www.ecgc.in from 12.07.2015 to 21.07.2015.
10. The last date for submission of tender documents is 21.07.2015.
11. The bids will be opened on 22.07.2015 at 3.00 p.m. at 5th Floor, Nirmal Building, Nariman Point, Mumbai in the presence of bidders.
12. The competent authority of ECGC Ltd reserves the right to annul any or all of the bids without assigning any reason.

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Terms and Conditions

1. Services of the drivers would be required for 10 hours a day for 6 days a week. Driver may be called for additional hours or days if so required.
2. Quotes must not be less than the minimum wages fixed by the Govt. of Maharashtra from time to time.
3. The Agency will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance with all the statutory obligations under all related legislations as applicable to it from time to time, including EPF, ESI Act etc. and ECGC Ltd shall not incur any liability for any expenditure whatsoever on the person employed by the Agency on account of any obligation. The Agency will be required to provide particulars of EPF, ESI and Prof. Tax contributions of its employees engaged in ECGC.
4. The Tendering Agency shall also be liable for depositing all taxes, levies, cess etc. on account of services rendered by it to ECGC, with the concerned tax collection authorities as per applicable rules and regulations.
5. Tendering Agency shall maintain all statutory registers under applicable law. The agency shall produce the same on demand, to the concerned authority of ECGC or to any other authority under law.
6. Tax Deduction at Source (TDS) shall be deducted as per the provisions of Income Tax Department as per extant rules and as amended from time to time and a certificate to this effect shall be provided to the Agency by ECGC.
7. In case, the Tendering Agency fails to comply with any statutory/taxation liability under appropriate law, and as a result thereof, ECGC is put to any loss/obligation, monetary or otherwise, ECGC would be entitled to get itself reimbursed out of the outstanding bills or the performance security deposit of the agency, to the extent of the loss or obligation in monetary terms.
8. The quoted rate should be exclusive of service tax. Service tax will be paid additionally only after receiving authenticated copy of Service Tax Registration Certificate. No Service Tax will be paid if the Agency fails to provide proof of valid service tax registration. Latest Income Tax clearance certificate and PAN is also required to be submitted by the Agency.
9. ECGC shall not be liable for any claims, financial or otherwise, owing to injury to any person deployed by the Manpower Agency in the course of their performing the duties, or for payment toward any compensation.
10. The persons deployed by the service providing Manpower Agency shall not claim nor shall be entitled to any pay, perks and other facilities admissible to casual, regular/confirmed employee of this organisation during the contract period or after expiry of the contract.
11. The successful bidder shall furnish Performance Bank Guarantee of Rs.1,00,000/-. The Bank Guarantee would be valid throughout the period of contract till three months after the end of the contract and may be invoked in case supply of manpower is delayed beyond reasonable period, or non-compliance of terms of

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- agreement by service provider or frequent absence from duty/misconduct on the part of manpower supplied by the agency, besides annulment of the contract.
12. The successful bidder will enter into an agreement with ECGC for supply of suitable and skilled manpower as per requirement of ECGC on these terms and conditions. The agreement will be valid for a period of one year unless terminated in writing.
 13. The Agreement can be terminated by either party by giving one months notice in advance.
 14. In case of any dispute on account of the termination of employment or non-employment by the personnel of the Agency, it shall be the entire responsibility of the Agency to settle the same.
 15. In case of any dispute regarding the Agreement, the matter will be referred to a Committee comprising of official of ECGC, whose decision shall be final and binding on both parties.
 16. ECGC reserves the right to withdraw/relax any of the terms and conditions mentioned above if so required.

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Technical Bid (Qualifying Bid)

1. Name of the Firm/Co. (Agency)
2. Address, Phone No and Fax No.
3. Name, Address of the Proprietor/Partners/Directors (with mobile numbers)
4. Contact person (with mobile no.)
5. No. of years of experience in providing drivers (enclose proof)
6. Annual Turnover as on 31/3/15, 31/3/14 and 31/3/13 (enclose copy of audited Balance sheet)
7. Details of PAN No. (Please enclose photocopy of PAN card)
8. Details of ESI and EPF registration (with proof)
9. Details of Service Tax registration No. (with photocopy)
10. List of present clients (with proof) with quantum of work executed to them
11. No of Drivers on roll (with proof of EPF, ESI payment for last three months)
12. Whether blacklisted by any company
13. Whether rate quoted complies with Minimum Wages Act of Govt. of Maharashtra with all statutory provision.
14. Whether Agency has ISO certificate
15. Declaration as follows:

"We hereby agree and undertake that we have not directly or through any other person of firm, offered, promised or given nor shall we offer, promise or give, to any employee of ECGC involved in the processing and/ or approval of our proposal/ offer/ bid/ tender/ contract or to any third person any material or any other benefit which he/ she is not legally entitled to, in order to obtain in exchange advantage of any kind whatsoever, before or during or after the processing and/ or approval of our proposal/ offer/ bid/ tender/ contract.

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