

Government of Haryana, Department of Education  
**Utkarsh Society, DIET Building, Sector – 2, Panchkula, Haryana**  
Tele. / FAX : 0172 –2587710, 2578403

**TENDER NOTICE**

**Utkarsh Society Panchkula** invites sealed tenders under two bid systems (Technical bid and Financial Bid) from reputed Tours and Travel Agencies/ Companies for hiring of vehicles for the office use of Utkarsh Society Panchkula/ SCERT Gurgaon/ Prarambh – State Level School of Teacher Education, Jhajjar, Haryana.

Interested parties may obtain the tender documents from the office of the **Administrative Officer, Utkarsh Society, DIET Building, Sector – 2, Panchkula, Haryana** on any working day on **payment of Rs.500/- as cost of tender documents or download it from the website <http://www.schooleducationharyana.gov.in/Tenders>** & attach a Demand Draft of Rs. 500/- in favour of **Administrative Officer, Utkarsh Society, payable at Panchkula, Haryana**. The tenders will be received **till 2.30 p.m. on 30.9.2013**. The tender received in due time shall be opened on **30.9.2013 at 3.30 p.m.** in the presence of intended parties/their representatives who may like to be present at that time.

**Administrative Officer,  
Utkarsh Society, DIET Building,  
Sector –2, Panchkula, Haryana**

**Utkarsh Society, DIET Building, Sector – 2, Panchkula, Haryana**

**Subject: Tender for providing Vehicles – reg.**

SEALED TENDERS are invited in a two bid system (Technical Bid and Financial Bid separately) from reputed Tours and Travel Agencies/ companies located in **New Delhi/NCR/ Panchkula/ Chandigarh** having an annual turn over of **Rs. 10.00 lakh or more** in the business of tours and travel/vehicle operation, **for hiring of cars on monthly/daily basis** for the official use of **Prarambh State level – School for Teacher Education, Jhajjar, Haryana/ Utkarsh Society Panchkula / SCERT Gurgaon initially for a period of two year**. The Contract can be extended or short-closed on account of satisfactory services or unsatisfactory services rendered by the firm, at the discretion of **Prarambh/ Utkarsh Society/ SCERT Gurgaon**.

(a) The Technical Bid should be offered in **Annexure-I** containing the following details:-

- (i) Name of the firm
- (ii) Business address of the firm
- (iii) Location of the Garage
- (iv) Telephone No.
- (v) Mobile No.
- (vi) Annual turnover of the firm (proof of the same must be attached in the form of CA's Certificate / last 2 years' balance sheet/profit & loss A/c)
- (vii) Copy of the details of the past experience of providing services in the same field in Government Ministries/ Departments/ PSUs/Reputed Corporate Sectors, with contact persons and their telephone numbers.
- (viii) Copy of PAN NO. (with proof)
- (ix) The vehicles should be having valid Pollution Control Certificate –Proof thereof.
- (x) The vehicle should have valid insurance cover.
- (xi) The vehicles should be registered 2013 onwards – **Copy of RCs (Registration Certificates of vehicles) to be submitted**. Exemption will be granted only for those vehicles which the firm intends to purchase new, which is to be clearly indicated in Technical Bid.

- (xii) The Earnest Money of **Rs. 10,000.00** (Rs. Ten thousand only) through a Demand Draft / Pay Order in favour of the Administrative **Officer, Utkarsh Society, payable at Panchkula, Haryana.**
  - (xiii) 15 digits Service Tax Code Number/ VAT Account No.
- (b) The Financial Bids should be strictly as per the format given in the **Annexure II**. The rates quoted in the Financial Bids should be both in words and figures, the quotations with any cutting or overwriting in figures will not be considered, unless corrections are countersigned. The financial bid should be properly sealed and signed.
- (c) Financial bids of only those firms will be opened, who are short listed on the basis of the Technical Bid and after inspection of their vehicles by UTKARSH SOCIETY. The firm would be required to bring their vehicles for inspection as and when intimated by the UTKARSH SOCIETY, before the financial bids are opened.
- (d) The **Technical and Financial bids should be put in two separate envelopes, super scribed as ‘TECHNICAL BID’ & ‘FINANCIAL BID’ respectively and sealed separately.** Both these envelopes should be put in a bigger envelope super scribed as **“Tenders for hiring of vehicle’**, and sealed and addressed to **“The Administrative Officer, Utkarsh Society, DIET Building, Sector – 2, Panchkula, Haryana”**.

**Terms and Conditions:**

- i) The vehicles should be in very good working condition and well maintained during the contract period. The vehicle to be supplied should be in excellent condition mechanically as well as get-up wise, i.e. outer body / upholstery etc. should be decent looking.
- ii) Payment of hiring charges will be made on monthly basis. The bills for the use of vehicles accompanied by the duty slip/log books will be preferred by the firm after each completed month.
- iii) No dead mileage would be payable from the contractors premises to the office of UTKARSH SOCIETY/ SCERT/ Prarambh and vice-versa. A log book for each car in the format prescribed by the UTKARSH SOCIETY/ PRARAMBH/ SCERT, for each journey performed, duly signed by the

Officer, would be maintained and submitted by the Contractor along with the bills and duty slips.

- iv) Actual parking charges, toll tax/ Inter-State Taxes for journeys will be reimbursed along with the hiring charges bills.
- v) **In case of increase / decrease in the fuel price, hiring charges may be increased / decreased by “5 x 25 x increase / decrease in fuel prices” per vehicle. Rates would be revised only if increase/ decrease is above Rs. 1.00 and would be effective from 1<sup>st</sup> of following month. No revision would be allowed during the month.**
- vi) The firms should have at least 2 years of experience in the tour and travel business in providing vehicle / vehicle in the Government Sector / PSUs / Corporate Sector and should have an **annual turnover of Rs. 10.00 lakh or more.**
- vii) **The vehicle should not be earlier than the year 2013.** The vehicles proposed to be supplied should either be registered in the name of the firm or in the name of proprietor or in the name of partner(s) of the firm.
- viii) All expenses will have to be borne by the firm in case of breakdown of the vehicle supplied. Immediate replacement of the breakdown vehicle will have to be provided. The owner/firm shall; be required to immediately provide standby vehicle in case of any breakdown.
- ix) The owner/ senior representative of the firm should be available round the clock on his own direct telephone (office as well as residence) so as to respond to the call for vehicles in emergent cases. The Mobile Number may also be given.
- x) All the charges towards repair/servicing, salary of the Driver, petrol expenses, any other incidental expenses on operations & maintenance of the hired car would be borne by the firm.
- xi) The car should be insured in all respects by the firm. All liabilities, arising out of any legal dispute, accidents, etc. shall be borne/ paid by the firm and PRARAMBH/ UTKARSH SOCIETY/ SCERT shall not be liable in any matter whatsoever.

- xii) Jurisdiction for legal disputes, if any arising during the currency of the contract, will be Panchkula Courts only.
- xiii) The car with the Driver would be placed at the disposal of PRARAMBH/ UTKARSH SOCIETY/ SCERT GURGAON as and when required. PRARAMBH/ UTKARSH SOCIETY/ SCERT GURGAON would be free to use the hired car in any manner for carrying officials, material etc. as per its requirements and the firm will not have any objection to it.
- xiv) Tenders may please quote their unconditional rates strictly in the attached proforma (**Annexure-II**). The price quoted in the Financial Bid shall remain valid during the contract.
- xv) No advance payment, in any case, would be made to the firm.
- xvi) The Bills for hiring of cars would be submitted after the completion of the month. Bills for supply of cars for any month along with signed duty slips by the user(s) or concerned authorized officer of this office shall be preferred in the first week of the following month for payment.
- xvii) The antecedents of drivers to be deployed should be properly verified and their details (**names addresses, telephone nos., photograph, copy of deriving license etc.**) will have to be provided to his office. Prior permission has to be obtained from this office before change of driver.
- xviii) The drivers of the vehicles should be fully conversant with the routes of NCR/ Panchkula/ Chandigarh region, and should possess valid driving license in their name. The Drivers must be decently dressed, proficient in speaking local languages, well mannered, courteous with proven integrity, healthy personal habits and should always carry a mobile phone with him.
- xix) No compromise will be made by this Office towards punctuality, cleanliness, obedience, promptness, behavior etc. If the tenderers, at any point of time during official duty, fails to perform duties, as directed by PRARAMBH/ UTKARSH SOCIETY/ SCERT GURGAON, the Security Deposit will be forfeited and contract will be cancelled forthwith without any notice by the Competent Authority.

- xx) The vehicle and driver provided to PRARAMBH/ UTKARSH SOCIETY/ SCERT GURGAON shall not be changed except under compelling circumstances and after prior consent of PRARAMBH/ UTKARSH SOCIETY/ SCERT GURGAON.
- xxi) PRARAMBH/ UTKARSH SOCIETY/ SCERT GURGAON will not be responsible for any challan, loss, damage or accident to the vehicle or to any other vehicle or injury.
- xxii) The firm may discontinue the Contract by giving a notice of 60 days in writing.
- xxiii) **Penalty clauses would be as under:**

Sl.No.	Problem	Penalty
1.	Late arrival a) By 10 minutes b) Between 10-30 minutes c) 30 minutes and beyond or does not turn up	a) Rs. 50.00 b)Rs. 100.00 c) Rs. 200.00 In all the above cases, the officer concerned, depending upon the urgency, can hire a taxi for the day or take a taxi to reach the destination, payment of which shall be borne by the Contractor.
2.	Attire / turnout of the driver a) Inappropriate b) Very inappropriate	a) Rs. 50.00 to Rs. 200.00 depending upon the inappropriateness b) The driver with the vehicle will be sent back and a penalty of Rs.300/- will be imposed. A taxi will be hired for the day and payment for the same will be borne by the Contractor.
3.	Unclean vehicle or seat covers/smell in the vehicle	Rs. 50.00 for the 1 <sup>st</sup> day Rs. 200.00 per day for 2 <sup>nd</sup> consecutive day and beyond.
4.	AC not working / malfunctioning	The Contractor to provide another vehicle in an hour's time or else the office can hire a taxi for the day,

		payment or which will be borne by the Contractor.
5.	Breakdown enroute	Office to hire a taxi to reach the destination, payment to be borne by the Contractor.
6.	Recurrent malfunctioning/ dissatisfactory vehicle condition	The vehicle will be returned. A taxi will be hired, payment of which will be borne by the Contractor along with a daily fine of 500.00, till such time a proper vehicle is provided.
7.	Driver's poor knowledge of route	Driver to be changed by the Contractor. If the contractor doesn't change the driver in 03 days time, the vehicle will be sent back and a taxi hired, payment of which will be borne by the Contractor, along with a fine of Rs.200.00 daily.
8.	Driver's behaviour	Rs.50.00 to Rs.250.00 depending upon the gravity of misdemeanour. If the misbehaviour continues, then the driver will have to be changed by the Contractor. If the Contractor doesn't change the driver in 03 days time, the vehicle will be sent back and a taxi hired, payment of which will be borne by the Contractor, along with a fine of Rs.200.00 daily.

**xxiv) The tender has to be accompanied by an Earnest Money Deposit of Rs. 10,000.00 (Ten thousand only) in the form of a Demand Draft/pay order in favour of the Administrative Officer, Utkarsh Society, DIET Building, Sector – 2, Panchkula, Haryana. The successful bidder will have to deposit a Security Deposit of Rs. 50,000/- (Rs. Fifty thousand only) with Prarambh and Rs. 25000/- (Twenty Five Thousand Only) each with the UTKARSH SOCIETY// SCERT in the form of FDR/ Bank Guarantee in favour of the Principal PRARAMBH, Jhajjar / the Administrative Officer, Utkarsh Society, Panchkula/ the Director, SCERT**

**GURGAON, for the due fulfilment of the contractual obligations which is refundable without any interest on termination of the contract after deducting any penalty/ any liability imposed by this office on account of unsatisfactory services.**

- xxv) The EMD will stand forfeited if the successful bidder withdraws or on notifying the rates, refuses to accept the tender or violates any other terms and conditions of the tender.
  - xxvi) The daily record (indicating time and mileage) shall be maintained separately for each vehicle.
  - xxvii) The Contract could be considered for extension based on satisfactory service performed by the firm and by mutual agreement for such further period(s) as may be agreed upon, but not exceeding one year at a time.
  - xxviii) The successful bidder will also be required to submit within five days copies of Registration Certificate, Insurance papers, PUC, Permits etc. for the cars proposed to be given to this office, failing which his earnest money deposit will be forfeited. Provided however that if the successful bidder proposed to purchase new vehicles, he will be given adequate time but not exceeding 15 days to do so.
  - xxix) The Office reserves the right to reject any or all the quotations without assigning any reason thereof.
  - xxx) Bids incomplete in any respect shall be liable to be rejected.
  - xxxi) The Rates may be quoted for providing Vehicles to the PRARAMBH/ UTKARSH SOCIETY/ SCERT GURGAON for official use.
  - xxxii) The agency must have a 24 hours working telephone system so that the agency can be telephonically contacted at short notice and at odd hours and on holidays, in case of requirement of Cars. It would be essential for the driver to have mobile phone so that they could be contacted for duty.
2. The sealed envelopes containing the **tenders marked 'TENDERS FOR HIRING OF VEHICLES'** should be



deposited/put in the tender box kept in the **Administrative Officer, Utkarsh Society, DIET Building, Sector – 2, Panchkula, Haryana** on or before **2.30 PM on 30.09.2013**. The tenders will be opened on the same day at **3.30 PM in the conference room of UTKARSH SOCIETY**, in the presence of bidders/ their representatives who may like to be present. The quotations received without the earnest money deposit will not be entertained and will be summarily rejected.

3. The Office reserves the right to cancel the contract at any time without assigning any reasons whatsoever.
4. The tender document should be signed by the tenderers on each page in ink and mention at the last page of the tender document “The above terms & conditions laid down in the tender document are acceptable to us and will be binding on us” and countersign the same.

( \_\_\_\_\_ )

\_\_\_\_\_

**Tel:** \_\_\_\_\_

ANNEXURE – I

TECHNICAL BID

Name of the firm/company/agency	
Complete Address & Telephone Number	
Location of the Garage with telephone No. and address	
Whether EMD of ` Rs 10,000.00 enclosed in the form of Bank Draft/ Pay Order (No. and date)	
Annual turnover of the firm for two years (with proof)	
Name & Address of the departments/ Ministries and other organizations where, at present, vehicles are engaged on regular/monthly basis (self certified duly stamped copies of contract letters be attached)	
PAN Number (with proof)	
Total number of vehicles registered in 2013 onwards with the Agency, which can be provided by the Agency for hiring purpose ( <b>with copy of RCs</b> )/ Exemption will be granted only for those vehicles which the firm intends to purchase new ( <b>which is to be indicated</b> )	

Valid PUC Certificate of Vehicle	
Valid Insurance Certificate of Vehicle	
15 Digit Service Tax Code No. and VAT A/c number (with proof)	
Name, Address & Telephone Number of the proprietor	

**ANNEXURE – II**

**FINANCIAL BID DOCUMENTS**

**Rates may be quoted for providing Vehicles to PRARAMBH/ UTKARSH SOCIETY/ SCERT GURGAON for official use**

<b><u>S. No</u></b>	<b><u>Details</u></b>	<b><u>Tata Indigo</u></b>	<b><u>Maruti Dezire</u></b>	<b><u>Maruti SX 4</u></b>	<b><u>Toyota Innova</u></b>
1	80 Kms, 8 hours				
	Extra per Km.				
	Extra per hour				
2	40 Kms, 4 hours				
	Extra per Km.				
	Extra per hour				
3	Monthly Charges (25 days, 2000 Kms and 300 Hours)				
4	Any other charges (Driver night charges after 10.00 p.m.)				

Current Rate of Taxes applicable:

“The above terms & condition laid down in the tender document are acceptable to us and will be binding on us”.

**Signature of authorized signatory  
With rubber stamp**

- **No. of cars to be provided may be mentioned along with their model/make.**
- **RATES OF TAXES TO BE CHARGED SHOULD BE MENTIONED**