

GOVERNMENT OF PUNJAB
PUNJAB STATE E- GOVERNANCE SOCIETY (PSEGS)

Short Term Tender
For Hiring of One Vehicle

BID DOCUMENT

**PUNJAB STATE E- GOVERNANCE SOCIETY
O/o DIRECTORATE OF GOVERNANCE REFORMS, PUNJAB
SCO 193-195 SECTOR 34-A, CHANDIGARH**

Price Rs 500/-

Punjab State e-Governance Society (PSeGS)
O/o Directorate Of Governance Reforms,
SCO-193-195, 2nd Floor, Sector-34A, Chandigarh -160022
Phone : 0172-2600971, Fax: 0172-2666265

Tender Reference Number: Vehicle/PSeGS/2015/01

Short Term Tender For Hiring of One Vehicle

Sealed Tender are invited from the Registered taxi operator for hiring of 1 (one) vehicle – “Maruti Swift Dzire (AC)” in the Punjab State e-Governance Society (PSEGS).

Procurement of bid documents: Detailed Tender Document containing Terms and Conditions can be obtained from the above mentioned office after paying document fees of Rs 500/- between 10 AM to 4 PM on all working days. Documents can also be downloaded from the website www.dgrpunjab.gov.in. In case of downloaded documents, the document fee of Rs. 500/- must be submitted along with the bid document time of opening of the tender.

Important Dates:-

Last date for sale of tender	19/01/2015 up to 2:30 P.M
Date of opening of bids	19/01/2015 3:00 P.M.

Sd-
Member Secretary

TENDER DOCUMENT

The Member Secretary, Punjab State e-Governance Society (PSEGS) invites bids in sealed cover from the reputed persons/contractors latest by 19-01-2015 2:30 PM for hiring of one (1) vehicle – “Maruti Swift Dzire (AC) or equivalent vehicle” manufacturing year of 2014 or later. The contract period is for a period of one year initially & can be extended as per requirement.

The bid shall consist of two parts - Technical bid and financial bid. Both the bids are to be placed in two separate sealed envelopes (clearly super scribing 'Technical bid' and 'Financial bid') which in turn are to be placed in one sealed cover. The bids of all the parties whose Financial Bid is not in a separate sealed cover or the rates quoted by them find mention in their Technical Bid shall be rejected forthwith. All the information sought under the head "Conditions" and "other information to be supplied" is to be given in Technical bid while monthly rate quoted per car for the same will have to be mentioned only in the financial bid. The Financial bids of only those persons/contractors shall be opened whose Technical bids are found to be eligible. The disqualified bidders' Financial bid shall be returned to the persons/contractors unopened.

The Technical bid and financial bid shall be opened on 19/01/2015 at 3.00 P.M. in the Committee room of Punjab State E-Governance Society SCO NO. 193-95, Sector 34 A Chandigarh in the presence of one representative of each of the bidder who wishes to be present.

TERMS & CONDITIONS

The interested persons/contractors must be capable of providing vehicles on their own on the following terms & conditions -

1. The make and model of the car should be specified separately and the Model of the car should not be earlier than 2014. All the cars must have valid permit to run in the States of Punjab, Haryana & Delhi (NCR). The car must have power window of all doors and it should have run not more than 25000 km.
2. The successful bidder shall have to provide the desired number of vehicles. However, in case the successful bidder expresses his inability to supply the total number of vehicles required, the option shall be given to the next lowest bidder to supply remaining number of vehicles at the lowest quoted rates (L1).
3. The bidder must have past experience of providing vehicles on hire to at least one or more government organization/PSU/a prominent private sector company.
4. The vehicle shall be at the disposal of the Punjab State E-Governance Society for all the days of the month(s).
5. The quotation should be for monthly rental including all charges like fuel, maintenance of vehicle, salary and perks of driver, taxes, statutory payments etc.
6. The service provider should also have 24 hours working telephone so as to call the vehicle at short notice.

7. The service provider should deploy a driver having a valid driving license for driving taxi and should be well conversant with map of Punjab, Haryana and Delhi and well conversant with the local language
8. In the case of any accident or any other contingency, any claim arising out of it shall be borne by the persons/contractors only and no claim whatsoever shall be borne by the PSEGS Chandigarh.
9. The vehicle shall be kept neat and clean and in perfect running condition and should be provided with basic amenities, neat and clean seat covers and curtains as these are to be used by the Senior Officers of the PSEGS.
10. The service provider should ensure that the vehicle is covered under comprehensive insurance during the period of contract. In event of the accident, the claim for the damage of property or injury to third party shall be settled by the service provider himself. The department or PSEGS will not have any liability.
11. The service provider should ensure that the vehicle complies with the norms of pollution control and obtains 'PUC' i.e. Pollution under Control Certificate from the time to time from competent authority under the period of contract. The service provider shall provide fire extinguisher in the vehicle.
12. If the vehicle is out of order, the persons/contractors shall provide a substitute vehicle immediately. In case, vehicle does not report on time/does not report at all, the PSEGS will have a right to hire any other vehicle from the market and the additional cost incurred by the Department will be borne by the persons/contractors
13. Payment shall be made by the PSEGS Chandigarh, after the end of every month on the presentation of the bill within a reasonable time. However, no interest is payable on delayed payment.
14. The driver running the car should have valid driving license and the vehicle should be registered with the concerned authorities of Central/State Govt. A certificate to this effect should be provided. The drivers of the vehicle provided must follow traffic rules and other regulations prescribed by the Government from time to time.
15. The contract between the Punjab State E-Governance Society and the Service Provider can be cancelled with a notice period of one month by the either side.
16. A penalty of Rs. 500/- per day per vehicle may be levied, if any vehicle fails to meet the terms and conditions prescribed herein on any day of operation. However, in case of frequent violations of the terms & conditions, the contract can be cancelled forthwith at the risk and cost of persons/contractors.
17. The drivers must observe all the etiquette and protocol while performing the duty. He must be neatly dressed, should wear proper uniform
18. The persons/contractors and driver shall be bound to carry out the instructions of the PSEGS as well as of the Officers assigned to the vehicle.

19. A daily record indicating time and mileage for each vehicle shall be maintained separately in a log book.
20. Dedicated vehicles and drivers must be provided and changes will be allowed only in exceptional circumstances. The vehicle must be made available at any time of any day as desired by the Officer concerned.
21. The Vice Chairman, PSEGS reserves the right to accept or reject any or all bids and increase or decrease the required number of vehicles without assigning any reasons
22. Earnest Money Deposit (Refundable if bid is not successful) of Rs. 10,000/- per car in the form of Demand Draft/Bankers Cheque in favor of Member Secretary Punjab State E-Governance Society is to be submitted at the time of submitting the tender in a separate envelope bearing the name of the bidder and marked 'EMD'. Bids without the earnest money deposit shall be treated as void and will not be considered for opening.
23. As soon as possible, but not more than 15 days following receipt of letter of award of the contract from the society, the successful bidder shall furnish the performance security in the form of bank guarantee of Rs 50,000/- for the period of 1 ½ year beginning from the date of the contract. In case the awardee fails to submit the performance bank guarantee, letter of award shall automatically get cancelled. Further, if the performance of the selected party/ awardee is not found satisfactory/ suitable, the society shall have the full right to forfeit the said performance security.
24. Bids once submitted shall not allowed being withdrawn and any default after acceptance of bid shall be deemed to be non-compliance of terms of contract and would be liable to forfeiture of security deposit and penalty levied as the case may be. The successful bidders shall provide details of all vehicles within 3 days of bid opening date and also sign the agreement as and when called for. Further, the vehicles are to be provided for duty immediately after the issue of Acceptance Letter.
25. In the event of the award of the tender & prior to execution of the contract, the contractor shall be required to submit copies of the Registration Certificate, 'Pollution Under Control Certificate' and comprehensive Insurance Policies of the vehicles being offered for hire & particulars with photograph of the drivers dedicated to each vehicle. He shall also be required to produce the vehicles in the Office of PSEGS, for the physical verification/inspection.
26. This contract will be effective for duration of one year from the date of signing the contract unless terminated earlier as per clause No. 15 & 16 mentioned above. The contract may be renewed for a further period of one year as mutually agreed upon, subject to satisfactory performance of the persons/contractors.

FINANCIAL BID

The rate per car should be specified (exclusive of Service Tax) for 1750 kms & 200 hrs. On monthly basis (reckoned from time of reporting to the time of release). Charges for additional hours after 200 hours and additional distance beyond 1750 km per month should also be specified. The hourly rates should also be specified in case vehicles is required on Sunday (Kilometers on Sunday will be included in monthly scheme of 1750 kms).

Payment of minimum charges agreed upon shall be made every month on per car basis provided that the contract does not commence/end in the beginning/end of a month payment of minimum monthly charges will be made on proportionate basis.

Toll Charges in case of outstation travel will be paid as per actual on the presentation of proper receipts of the same.

Payment shall also be made on monthly basis by the PSEGS on the actual usage of the vehicles by the Department over and above the minimum charges agreed upon. The unused kms of day/month will be carried forward to the subsequent day/months. The unused Kms would mean the difference between agreed kms i.e. 1750 kms run in a month and actual kms run by one or more car of the operator if the actual kms run by a car is individually less than agreed kms.

The quotation should be sent in sealed covers super-scribed as BID FOR HIRING OF VEHICLES and should reach the office of the Member Secretary, Punjab State E-Governance Society, SCO-193-195, Sector 34-A Chandigarh.

(Financial Bid)

HIRING OF VEHICLE FOR PSEGS

1. Name, address and telephone No. of the bidder :
2. Permanent Account No. (PAN) :
3. Service Tax Registration No :
4. Name and address of the Proprietor/ Partners/Directors and their PAN :
5. Rate Chart per vehicle (Exclusive of Service Tax) :

Sr.No	Description	Rate in Rs. for Maruti Swift Dzire (AC) or equivalent vehicle
1.	For 1750 Kms. And 200 Hours per month	
2.	For every extra Kilometer beyond 1750 Kms. (per month)	
3.	For every extra Hours beyond 200 Hours (per month)	
4.	Night Charges, if any	
5.	Number of Vehicles offered	

(For each kind of vehicles, rate quotation may be shown in separate column)

6. Details of Demand Draft/ Banker's Cheque/ Cash receipts of Rs.500/- towards tender document fees :
7. Details of Demand Draft/ Banker's Cheque towards Earnest Money Deposit (EMD):

Name and Signature of the
Authorized Signatory

OTHER INFORMATION TO BE SUPPLIED FOR TECHNICAL BID:

The interested parties are requested to provide the following information along with the quotations:-

1. Name and address of the persons/contractors.
2. Nature of business.
3. Service Tax Registration No.
4. Income Tax assessment particulars, Ward & PAN.
5. Number of vehicles (Maruti Swift Dzire (AC), or equivalent vehicles) owned along with proof of ownership.
6. If all the vehicles not owned are to be pressed in service, contract with the owners placing the vehicles at the disposal of the bidder may be furnished.
7. Turnover during the past three years.
8. Details of hiring of vehicles done in the past:-
 - 8.1. Names and addresses of the parties to whom vehicles were given on hire.
 - 8.2. Period for which the vehicles were hired out.
 - 8.3. Number of vehicles given on hire.