

**PUNJAB STATE GOVERNANCE SOCIETY  
PLOT NO D-241 INDUSTRIAL AREA PHASE -8 SECTOR 74  
MOHALI**

**TENDER NOTICE  
HIRING OF VEHICLES-CARS**

Punjab State e Governance Society invites tender in sealed covers from reputed vendors for hiring of cars. The Cars will be required on Monthly/Yearly basis from the date of signing the contract in this regard. The offers may be made by 06-12-2023 up to 5.00 PM along with details of this tender notice which includes general terms and conditions of the tender.. The tender will be opened on 07-12-2023 at 11:00 AM in the office of Punjab state e governance Society Plot No D 241 Phase 8 Sector 74 Mohali. The PSEGS Punjab may reserves the right to postpone/cancel the tender or reject any bid without assigning any reason.

**Note:** While submission of tender documents, the applicant should signed all the pages of tender documents.

***1- An Emd of Rs 5000/- shall be attached in the shape of Demand Draft in favour of Member Secretary Punjab State e Governance society or depositing the said amount in the saving Account number: 01099460000998, YES bank Sector 70 Mohali .***

**Hiring of Vehicles for 3 Years extendable Annually upto 5 Years**

Sr. No.	Type of Vehicles	Monthly rates (2000 Km per month)				Charges for extra Kms (over 2000 Kmper month) in Rs. per Km	Night Halting Charges
		Fuel charges (2000 Kms)	Other Charges (Maintenance, insurance, Road Tax and License Charges etc)	Total			
				Without Driver	With Driver		
1	<b><u>Segment1</u></b> Vehicles price ranging from Rs. 5 Lacs to 10Lacs (Ex-showroom price) (DESIRE/ETIOS/CIAZ)						
2	<b><u>Segment-2</u></b> Vehicles price ranging from Rs. 10 Lacs To 20 Lacs (Ex-showroom price) (INNOVA CRYSTA)						

\* Quoted Rates will be exclusive of GST. Will be paid as per rate on services declared by competent authority

\*For paying above 2000 K.M monthly charges will be for alone 2000 K.M will be in the light of (i) in General terms & condition. This will be decided as per usage of vehicles.

**General Terms and Conditions**  
**(Hiring of vehicles for 3 years extendable up to 5 years)**

- i) Vehicle will run 2000 K.M in a month. The unutilized mileage kilometer i.e less than 2000 K.M will be carried forward to the next month and thus will be continued till the end of one year.
- ii) That the time and distance is to be calculated to and from the time and starting place of reporting to the time and place of ending point.
- iii) That the vehicles to be provided by the Service Providers shall be in excellent working condition and the vehicle should not be later than the previous year of manufacture at the time of hiring and should be preferably of BSVI. The vehicle should be kept neat and clean and in perfect running condition with clean interiors and the vehicle should have seat covers, Audio System and foot mats etc.
- iv) That the vehicle provided by the Service Providers must have valid permit for running on hire. It should be insured as per existing laws and rules at all terms. The insurance charges, license charges for running on hire, road tax etc. will not be borne or reimbursed by the first party. However, toll taxes, if any will be reimbursed on producing vouchers by the second party.
- v) That the vehicle shall be for the exclusive use of this Department during the period of the contract with the department, the vehicle shall not be used by the Service Providers for any other purpose, such as plying for other parties or for personal use etc.
- vi) That during the period of contract, the vehicle shall be at the disposal of the first party for whole period. The vehicle can be called at any time. The vehicle would remain at the disposal of the department for all seven days in a week during the entire contract period. The vehicle should not be used by the Service Providers for any other organization or individual either during day or night during the entire contract period.
- vii) As a component of the hiring of the vehicle, the Service Providers will provide the vehicle with or without driver and all expenses related to salary and allowance of the driver, over time payment, maintenance of vehicle, insurance, petrol, diesel oils, or any other expenditure related or incidental to the vehicle and the driver will be borne by the second party. The first party will pay only hire charges for the vehicle.

- viii) That all legal obligations in respect of the vehicles i.e. Insurance, Road Tax, Permit/registration and permission etc. and salary etc. in respect of the driver will be the sole responsibility of the second party.
- ix) That in the event of emergency breakdown of a vehicle or absence of driver, the Service Providers shall make alternative arrangement by providing a substitute vehicle of current year model and driver within one day . In case of failure to do so, the first party would have a right to hire another vehicle from the market and shall be adjusted from the hiring charges mentioned in contract.
- x) That where the driver is provided by the second party, the driver should have valid driving license with the minimum of three years of driving experience for the class of vehicle offered for hire.
- xi) That where the driver is provided by the second party, the driver of a particular vehicle should not be frequently changed except in unavoidable circumstances.
- xii) That where the driver is provided by the second party, the driver on duty should be provided with mobile phone by the second party, at his cost, for easy communication.
- xiii) That where the driver is provided by the second party, the driver should be decent and well behaved. The driver should not have criminal antecedents and it shall be responsibility of the Service Providers to verify his background before deployment. The conduct of the driver will be sole responsibility of the Service Providers and in this regard, the first party shall not be responsible in any manner, whatsoever. Work and conduct of the driver should be satisfactory.
- xiv) That where the driver is provided by the second party, of non- compliance of the driver deployment conditions of contract, a penalty may be levied on the basis of certificate signed by the Controlling officer. The penalty for some of the defaults is as under:-

<b>Sr. No.</b>	<b>Nature of Default</b>	<b>Penalty Rs.</b>
1	Late Reporting (if more than 30 minutes)	Rs. 100/- per day

2	Non reporting	Rs. 500/- per day
3	Refusal of duties	Rs. 500/- per instance
4	Change of Vehicle/ driver without prior Intimation.	Rs. 200/- per instance

- xv) That the Service Provider and driver (if provided) shall be bound to carry out the instruction of the first party as well as of the controlling officer of the vehicle.
- xvi) That in case of any accident, all the claims/ damages arising out of it, shall be met by the second party. The Service Providers shall be responsible for any loss/damage to property or life due to negligence of driver or poor maintenance of vehicle or due to an accident. The first party shall not be responsible for any such loss / damage.
- xvii) That the Service Provider shall provide dedicated vehicle and driver if required to the first party. Any change in vehicle and / or driver should be made in exceptional circumstances and with the prior intimation to and approval of the first party.
- xviii) That the Service Provider shall be responsible for the suitability, medical fitness and police verifications of the character and antecedents of the manpower engaged by it for deployment and for satisfactory implementation of the service.
- xix) The Service Provider shall fulfill the various conditions stipulated by law, Government orders/ notifications etc. in respect of hiring and safety of vehicle.
- xx) The Service Provider shall ensure that peace and order is maintained in the premise of the department by his employees/ driver.

- xxi) That the Service Provider or his representative shall ensure that all his personnel/driver will behave courteously and decently with the officers/officials of the department and also ensure good manners.
- xxii) That the Service Provider shall provide copies of the Registration Certificate and insurance policies etc. of the vehicle being offered for hire and particulars of the driver with photograph.
- xxiii) A log book shall be maintained by the Driver which will be duly certified.
- xxiv) The contract period will be three years however may be extended on yearly basis for another two years at tendered rate on mutual consent.
- xxv) The vehicle provider can apply for any one segment of Vehicles also.
- xxvi) The vehicles will be required for the offices situated in Mohali, Punjab and Chandigarh.

**1. Payment Schedule:-**

- i) The Service Provider shall submit the monthly bill in triplicate enclosing the summary sheet within three days before the end of the month which should be duly verified by the controlling officer. Payment will be released after making necessary verification.
- ii) The first party shall release due amount after making recoveries, if any during the month, subject to deduction of tax at source.

## **2. Contract amendments:-**

That no variation in or modification of the term of the contract shall be made except by written amendment signed by both the parties.

3. The successful bidders will submit security of Rs 10,000/- per vehicle after signing the contract. That will be released after competition of contract period

## **4. Sub Contract:-**

The Service Providers shall notify first party in writing of all sub contracts awarded under the contract if any already specified in its bid. Such notifications, in its original bid or later, shall not relieve the Service Providers from any liability of obligation under the contract.

## **5. Termination :-**

First party may, without prejudice to any other remedy for breach of contract, by one month written notice of default sent to the second party, terminate the contract in whole or in part:-

- i) If the Service Provider fails to perform the maintenance service within the time period(s) specified in the contract, or any extension thereof granted by first party; or
- ii) If the Service Provider fails to perform it's any other obligation(s) under the contract.
- iii) Any other genuine reason like change in requirements etc conveyed by 1<sup>st</sup> Party to 2<sup>nd</sup> Party.