

**HIMACHAL PRADESH  
PUBLIC SERVICE COMMISSION**  
Nigam Vihar Shimla-171002  
Phone No. 0177-2623786  
Website: [www.hppsc.hp.gov.in](http://www.hppsc.hp.gov.in)  
Email id: [hppsc\\_shimla@msn.com](mailto:hppsc_shimla@msn.com)

**Short Term Tender Notice**

Sealed tenders are invited from reputed parties/agencies supplying vehicles i.e. Etios/Innova/Balero with drivers on rental basis for official use in Himachal Pradesh Public Service Commission, Nigam Vihar, Shimla. Interested parties/agencies who are willing to comply with the terms and conditions annexed to this notice, may submit their bids as given in the instructions for online bid submission.

The detailed tender document can be downloaded from the official website i.e. [www.hppsc.hp.gov.in](http://www.hppsc.hp.gov.in) or can be obtained from the office of the undersigned on any working day w.e.f. 09-02-2023 to 02-03-2023 up to 04:00 PM. The tender document can be submitted in the office of undersigned till 02-03-2023 up to 04:00 PM. The tender will be opened on 03-03-2023 at 3:00 PM in the office of the undersigned. The undersigned reserves the right to reject any or all the tender offers without assigning any reason.

**Sd/-  
Additional Secretary,  
Himachal Pradesh,  
Public Service Commission,  
Shimla-171002.**

**HIMACHAL PRADESH  
PUBLIC SERVICE COMMISSION  
Nigam Vihar Shimla-171002**

**SHORT TERM TENDER FOR HIRING OF VEHICLE SERVICES (TAXI)**

**Schedule of Tender**

Date of Publication of Tender	09-02-2023
Sale/ downloading of tender document form	09-02-2023 to 02-03-2023 up to 04:00 PM
Last date for receipt of duly filled in tender	02-03-2023 up to 04:00 PM
Date & Time for opening of Technical Bid& Financial Bid of tender	03-03-2023 at 3:00 PM

Cost of tender document : Rs. 500/- ( Five Hundred Only).

Earnest Money deposit : Rs. 50,000/- (Fifty Thousand Only).

The Secretary, Himachal Pradesh Public Service Commission invites tender for hiring of vehicle Etios / Innova/Balero (with driver) or any other vehicle as per requirement of HPPSC for a period of one year after award of contract. The bidder shall provide vehicle (with GPS) of model not older than January, 2021 and the vehicle should be in excellent condition. The driver should possess valid driving license, authorized to ply the vehicle provided by the agency.

The contract will be governed by the terms and conditions laid down in the tender document. The tender document can be downloaded from the Commission's website [www.hppsc.hp.gov.in](http://www.hppsc.hp.gov.in) or can be obtained from the office of the undersigned on any working day up to 04:00 PM. The cost of tender document and earnest money should be submitted in the shape of separate Demand Draft in favour of Secretary, H.P. Public Service Commission payable at Shimla. Both the Drafts should be put in the envelope containing technical Bid.

The sealed Technical Bid and thereafter Financial Bid received with in time shall be opened on the date and time mentioned in the tender document if the date fixed for opening of the tender happens to be a holiday, the tender will be opened on the next working day at the same time and venue as fixed for original date for this purpose.

## **TERMS & CONDITIONS of the TENDER**

### **PROCEDURE FOR SUBMISSION OF BIDS.**

1. There shall be a Two-envelope system followed in this Tender. The Bids shall be submitted in the following manner:-
  - (a) **Technical Bid in one envelope and should contain the following:-**
    - (i) General information and checklist as per PERFORMA-I.
    - (ii) Demand draft of Rs.500/- (Rs. Five hundred) only towards the cost of tender.
    - (iii) Duly filled in document downloaded from the website.
    - (iv) Demand draft of Rs.50,000/- (Rs. Fifty thousand) only towards Earnest Money.
    - (v) Undertaking as per PERFORMA “II”.
    - (vi) The bidder shall submit a copy of experience certificate of minimum two years for providing vehicles (Taxi) to Central Govt./ State Govt./Semi Govt./Autonomous Bodies.
    - (vii) The bidder shall submit documentary evidence to the effect that offered vehicle is registered as commercial vehicle with taxi permit with the Department of Transport.
    - (viii) The bidder shall submit a copy of PAN.
    - (ix) The bidder shall submit copy of GST registration.
    - (x) The bidder shall submit the copies of Income Tax Returns for the financial year 2021-2022.
    - (xi) The Technical Bid in the prescribed format (PERFORMA-I) should be filled in original and alongwith all attachments and should be sealed in one envelope, super scribed as Technical Bid. The Bidder should put his seal and signature on all pages (serially numbered) of the Pre-qualification-cum-Technical Bid.
  - (b) **Financial Bid in the second envelope and should contain PERFORMA “III”.**
    - (i) The Financial Bid in the prescribed format (PERFORMA-III) should be filled in original, and sealed in one envelope, super scribed as "Financial Bid". The Bidder should put his seal and signature on all pages so enclosed.
    - (ii) Both the Technical & Financial Bid sealed envelopes should then be enclosed in a single envelope which should bear the name of the Bidder and should be super scribed as Technical & "Financial Bid for the supply of vehicles on rental basis”.
    - (iii) The main envelope thus prepared should also indicate clearly the name, address and telephone number of the Bidder, in order to return unopened Bid to the Bidder for any reason whatsoever.
    - (iv) Pre-qualification-cum-Technical Bid will be opened on the prescribed date and time and checked for submission of EMD and other documents, as specified.
    - (v) Bids received after the due date and times are liable to be rejected straightway, and shall be returned unopened to the Bidder.

## **TENDER EVALUATION**

1. The Pre-qualification-cum-Technical Bid will be opened and evaluated on 03-03-2023 at 3.00 PM in the chamber of the Additional Secretary, H.P.Public Service Commission in the presence of the Bidders or their Authorized Representatives, whosoever would like to be present.
2. Following scrutiny, Financial Bids will be opened in the chamber of the Additional Secretary, HPPSC in the presence of the Bidders or their Authorized Representatives, whosoever would like to be present, either on the same day.
3. The successful Bidder i.e. vendor shall be then issued the award letter.
4. Bidders are expected to carefully examine all instructions, PERFORMA's, terms& conditions and specifications in the Tender Document. Failure to furnish all information required in the Tender Document, or submission of a Bid not substantially responsive to the Tender Document in every respect, will be at the Bidder's own risk and may result in the rejection of the Bid.

### **BIDDERS QUALIFICATION**

#### **(Documents to be submitted along with Technical Bid)**

1. Demand draft of Rs. 500/- towards the cost of tender document downloaded from the website.
2. Demand draft of Rs. 50,000/- (Rs. Fifty thousand) only towards Earnest Money.
3. Undertaking as per Performa "IP".
4. The bidder shall submit copy of experience certificate of minimum two years for providing vehicles (Taxi) to Central Govt./State Govt./Semi Govt./Autonomous Bodies.
5. The bidder shall submit documentary evidence to the effect that offered vehicle is registered as commercial vehicle with taxi permit
6. The bidder shall submit copy of PAN.
7. The bidder shall submit a copy of GST registration.
8. The bidder shall submit the copies of Income Tax Returns for the financial year 2021-2022.

### **Main terms & conditions for the bidders participating in the tender:**

1. The bidder should quote rates inclusive of all charges i.e. fuel, repair, driver charges etc. The bidder shall quote rates separately in respect of each District Head Quarter in Himachal Pradesh including local journey. The Bidder shall also quote the halt charges/waiting charges etc. which will be given to the Bidder as per the requirement of the vehicle by HPPSC.
2. The vehicle should be fitted with all basic accessories.
3. All type of repair shall be carried out by the Contractor at his own cost.
4. In case of any breakdown, it will be the duty of vendor to provide the substitute vehicle and get load the sensitive material in the substituted vehicle so as to take the sensitive material within the working hours to the concerned District Head Quarter otherwise a penalty of Rs.1000/- per day will be imposed and the recovery of the same will be made from the bill of the vehicle.
5. The vendor shall keep and maintain a log book with the vehicle, which should be completed during the tour. The deployed officer/ official of the Commission will verify the journey in the log book.
6. The vehicle shall be treated as an official vehicle of H.P.Public Service Commission,during its engagement with the Commission on the day/days for which requisitioned by the authority of the Commission.
7. The H.P.Public Service Commission will not pay for lubricants/ coolants/ grease/ petrol etc.
8. All the journey performed, covered on account of filling of fuel/ repair and cost incurred by the driver during his halt at out station/ at headquarter from his residence/ place of parking to place of duty shall not be paid by the H.P.Public Service Commission.
9. Department shall have the right to deduct TDS etc. at source as applicable as per rules inforce from time to time.
10. The contractor of the vehicle shall be responsible for compensation payable arising out of accident payment to third party, if warranted. In case of accident/ damage to vehicle or for death/ injury no compensation will be made by H.P. Public Service Commission.
11. In case of loss of property of HPPSC is caused due to the negligence on the part of the driver of the vehicle, such losses shall be borne by the vendor.
12. Beside, the vehicle should be made available on all the remaining hours of the day immediately on call. Driver deployed on vehicle should have a mobile phone with a local number for better coordination and should wear the uniform. The cost/ expenditure on this

account shall be borne by the vendor. Switching of mobile or non-response to phone call by driver (either on Mobile or on local number) would be treated as non-availability of vehicle and penalty of Rs. 1000/- per day would be imposed and recovery of the same will be made from the bill.

13. The driver should have proper behavior and must have a valid driving license for commercial vehicle. Driver shall be provided by the owner of the vehicle and salary as well as other facilities to him shall be paid/borne by the owner. In no case the driver will be allowed to be replaced without prior approval of the Commission. All the paper formalities like RC, Tax deposit, insurance, pollution certificate road permit, toll tax etc. should be cleared in all respects by the vendor. The driver deployed should have appropriate character verification from the police.
14. The lowest bidder/ vendor will have to deposit a sum of Rs. 50,000/- only as security in the shape of FDR duly pledged in the name of undersigned which shall be released after the expiry of contract period of the year or on the termination of agreement whichever is earlier.
15. In case of failure to perform the duty satisfactorily, the security deposit shall be forfeited and credited into Department accounts. Besides this the contract shall also be terminated straightway and agency will be blacklisted.
16. The agreement shall be valid for a period of one year from the date of signing of the agreement. The agreement can be renewed on mutually agreed terms and conditions for further period of one year based on performance of the successful bidder. However, the same may be terminated at any time if unsatisfactory services are provided as per sole judgment of the Commission. The agreement can be further extended to one year on same terms and conditions if mutually agreed by both parties. The decision of Commission in this regard shall be final and shall not be called upon question under any circumstances.
17. The contract for hiring vehicles can be terminated by serving one month notice from either side without assigning any reason.
18. The Commission reserves the right to reject any one of the Tenders or all without assigning any reasons.
19. Any dispute arising thereon shall be subject to the jurisdiction at Shimla only.
20. In case the successful bidder is not able to deploy the vehicle because of major breakdown, damage of the vehicle, theft, major accident and request for deploying another vehicle of lower category (agreed to by the Commission) then an amount of Rs. 1000/- per day shall be deducted as penalty.
21. The bidder shall provide vehicles (taxies) of model not older than January, 2021 and the vehicles should be in excellent condition.
22. It is desirable that the vehicle be preferably fitted with GPS system.

## **RATES**

1. Rates should be quoted in the prescribed format, PERFORMA IV.
2. Rates should be quoted in Indian currency complete in Rupees and Paise.

## **SCRUTINY OF TENDERS**

1. The Bidder shall not be permitted to correct or withdraw material deviations or reservations, once the Tenders have been opened.
2. The Tenders shall be opened by members of the Committee in the presence of the Tenderers or their Authorized Representatives, whosoever may like to be present.
3. The Committee shall scrutinize the Tenders and arrange to prepare a comparative statement of the Rates quoted for the vehicle(s).
4. The Commission will thereafter negotiate with the Tenderer whose Tender is found in order, on a notified date to evolve uniform Rates.
5. The Rates so negotiated shall be subject to approval by the competent authority (s), before being made applicable.

## **VALIDITY**

The Rates shall be valid for a period of one year from the date of approval.

## **BILLS**

The Tenderer/ vendor who has been awarded the work, will submit his Bill in duplicate to the Secretary for arranging the payment alongwith the photo copies of log book of each vehicle duly verified by the officer/ official using the vehicle and the bill must contain GST number.

**NOTE:** The tenderer must go through these Terms & Conditions very carefully, and affix his/ her signature(s) in token of acceptance of these Terms & Conditions.

**Sd/-**  
**Additional Secretary,**  
**H.P.Public Service Commission**

**GENERAL INFORMATION**

Nature of the Company/ Firm/ Organization (Govt./Public/Private/Partnership/ Proprietorship)	
Address	
Telephone No.	
Fax No.	
E-Mail ID	

**CHECK LIST (ATTACHMENTS with TECHNICAL BID)**

<b>No.</b>	<b>ATTACHMENT</b>	<b>YES / NO</b>	<b>PAGE No.(s)</b>
1	Demand draft of Rs. 500/- towards the cost of tender document downloaded from the website.		
2	Demand draft of Rs. 50,000/- (Rs. Fifty thousand) only towards Earnest Money.		
3	Undertaking as per Performa “II”.		
4	The bidder shall submit copy of experience certificate of minimum two years for providing vehicles (Taxi) to Central Govt./State Govt./Semi Govt./Autonomous Bodies.		
5	The bidder shall submit documentary evidence to the effect that offered vehicle is registered as commercial vehicle with taxi permit		
6	The bidder shall submit copy of PAN.		
7	The bidder shall submit a copy of GST registration.		
8	The bidder shall submit the copies of Income Tax Returns for the financial year 2021-2022.		



**UNDERTAKING**

I/We have gone through the Terms and conditions of the tender for providing Taxi Services to the H.P.Public Service Commission, Nigam Vihar, Shimla-2 (Tender Inviting Authority). I/We agree to abide by all the Terms and conditions of the tender mentioned above. I/We have acquainted myself/ourselves with the tasks required to be carried out, before making this offer. I/We hereby sign this undertaking in token of my/our acceptance of above mentioned Terms and conditions.

**(Signature of the Tenderer)**

**Capacity in which signing the tender document i.e. Sole Proprietor/ Partner/ Director etc. (Please specify).**

**Name of the Tenderer.....**  
**Aadhaar No.....**  
**Date : .....**  
**Place : .....**

**PERFORMA- "III"**

**CHECK LIST (ATTACHMENTS with FINANICAL BID)**

<b>No.</b>	<b>ATTACHMENT</b>	<b>YES / NO</b>
1	Net Price, as per PERFORMA "III".	

Signature of Authorized Signatory  
Stamp of the Firm / Bidder

**PERFORMA- "IV"**

**PERFORMA FOR HIRING OF VEHICLE**

<b>Name of Vehicle</b>	<b>Destination</b>	<b>Charges of dropping</b>	<b>Charges for to and fro journey</b>	<b>Per day rate of halt &amp; local journey upto 30 Kms.</b>	<b>Rate per Km (above 30 Kms. Local)</b>
<b>ETIOS</b>	Solan				
	Nahan				
	Bilaspur				
	Hamirpur				
	Una				
	Dharamsala				
	Chamba				
	Mandi				
	Kullu				
	Kinnaur				
	LahaulSpiti				
<b>INNOVA</b>	Solan				
	Nahan				
	Bilaspur				
	Hamirpur				
	Una				
	Dharamsala				
	Chamba				
	Mandi				
	Kullu				
	Kinnaur				
	LahaulSpiti				
<b>TRAVELLER</b>	Solan				
	Nahan				
	Bilaspur				
	Hamirpur				
	Una				
	Dharamsala				
	Chamba				
	Mandi				
	Kullu				
	Kinnaur				
	LahaulSpiti				

**Rates for local Shimla**

<b>Upto 2 Hours and 20 Km.</b>	<b>Upto 6 Hours &amp; 40Km.</b>	<b>Full day</b>

**Note:** -1. The rates are inclusive of fuel, levies/ service charges etc.

2. GST extra is applicable from time to time.

3. I have also gone through all the terms and conditions and agreed with the same.

Signature and address of the Bidder

Date: