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	21-12-2020
Sale/ downloading of tender document form	21-12-2020 to 09-01-2021 up to 11:00 AM
Last date for receipt of duty filled in tender	11-01-2021 up to 01:00 PM
Date & Time for opening of Technical Bid of tender	11-01-2021 at 3:00 PM

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

Earnest Money deposit : Rs. 10,000/- (Ten Thousand Only)

The Secretary , Himachal Pradesh Public Service Commission invites tender for hiring of vehicle ETIOS / Innova / Traveller (including driver) on rental basis (as per requirement) for a period of one year after award of contract. The bidder shall provide vehicle of model not older than January, 2017 and the vehicle should be in excellent condition.

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 or can be collected from the office of the undersigned on any working day and 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 tender received with in time shall be open on the date and time mentioned in the tender document/ notice 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 document downloaded from the website.

(iii) Demand draft of Rs.10,000/- (Rs. Ten thousand) only towards Earnest Money.

(iv) Undertaking as per PERFORMA "II".

(v) 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.

(vi) The bidder shall submit documentary evidence to the effect that offered vehicle is registered as commercial vehicle with taxi permit.

(vii) The bidder shall submit copy of PAN.

(viii) The bidder shall submit copy of GST registration.

(ix) The bidder shall submit the copies of Income Tax Returns for the financial year 2018-19, 2019-20.

(b) Financial Bid in the second envelope and should contain PERFORMA "III".

2. The Technical Bid in the prescribed format (PERFORMA I) should be filled in original, and along with all attachments should be sealed in one envelope, super scribed as "Technical Bid". The Bidder should put his seal and sign on all pages (serially numbered) of the Pre-qualification cum Technical Bid.

3. The Financial Bid in the prescribed format (PERFORMA III) should be filled in original and sealed in another envelope, super scribed as "Financial Bid". The Bidder should put his seal and signature on all page(s) thus enclosed.

4. 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 hiring basis".

5. The main envelope thus prepared should also indicate clearly the name, address and telephone number of the Bidder, in order for the Bid to be returned unopened to the Bidder, for any reason whatsoever.

6. Pre-qualification-cum-Technical Bids will be opened on the prescribed date and time and checked for submission of EMD and other documents, as specified.

7. Bids received after the due date and times are liable to be rejected straight away, and shall be returned unopened to the Bidder.

TENDER EVALUATION

1. The Pre-qualification-cum-Technical Bid will be opened and evaluated on 11-01-2021 at 3.00 PM in the chamber of the Joint 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 of technically qualified Bidders will be opened in the chamber of the Joint Secretary, HPPSC in the presence of the Bidders or their Authorized Representatives, whosoever would like to be present, either on the same day or at a date & time to be intimated later on.
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

(Certificates to be submitted along with Technical Bid)

1. Check list for Pre Qualification-cum-Technical Bid as per PERFORMA "I" duly filled in, alongwith all the documents as mentioned in "procedure for submission of bid" duly stamped and signed by the Authorized Signatory must be attached.
2. Incomplete and conditional Tenders will not be accepted.
3. Subletting the assigned work is strictly prohibited.
4. All the pages of the Tender submitted must be serially numbered, stamped and signed by the authorized signatory.
5. Consequent upon acceptance of the Bid, the Tender Document will be deemed to be converted into a Contract Agreement.

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, if required.
2. The vehicle to carry sensitive material for Chamba will be required from 05-30 AM and for other District Headquarters from 07-00 AM till the arrival as per requirement on tours. The vehicle should be fitted with 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 reach 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 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. No private journey/use as taxi will be allowed in the concerned vehicle during the contract period.
7. The H.P.Public Service Commission will not pay for lubricants/ coolants/ grease/ POL 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 in force 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 behaviour.
14. The driver with a valid driving license, for commercial vehicle, 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 check, 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.

15. The lowest bidder/ vendor will have to deposit a sum of Rs. 25,000/- 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.
16. In case of failure to perform the duty satisfactory, the security deposit shall be forfeited and credited into Department accounts. Besides this the contract shall also be terminated straightway.
17. The agreement shall be valid for a period of one year from the date of signing of the agreement. 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 questions under any circumstances.
18. The contract for hiring vehicles can be terminated by serving one month notice from either side without assigning any reason.
19. The Department reserves the right to reject any one of the Tenders or all without assigning any reasons.
20. Any dispute arising thereon shall be subject to the jurisdiction at Shimla only.
21. 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 Department) then an amount of Rs. 1000/- per day shall be deducted as penalty.
22. The bidder shall provide vehicles (taxies) of model not older than January, 2017 and the vehicles should be in excellent condition.

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 Department 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.

Secretary,
H.P.Public Service Commission

PERFORMA– "I"

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)

No.	ATTACHMENT	YES / NO	PAGE No.(s)
1	Demand draft of Rs. 500/- towards the cost of tender document downloaded from the website.		
2	Demand draft of Rs. 10,000/- (Rs. Ten 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 copy of GST registration.		
8	The bidder shall submit the copies of Income Tax Returns for the financial year 2018-19 & 2019-20.		

PERFORMA– "III"

CHECK LIST (ATTACHMENTS with FINANICAL BID)

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

Signature of Authorized Signatory
Stamp of the Firm / Bidder

PERFORMA – "II"

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 herby 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 : .....