

**TENDER DOCUMENT  
FOR  
HIRING OF VEHICLES**

- Item No.1: Light Vehicles/ Taxi car like Etios/Swift Dezire/Innova on K.M. rate basis for the use of officers/ Officials of the Board and also for transportation of examination related materials.
- Item No.2: Heavy Vehicles Pickup Vans, Canter Tata 407, etc on K.M. rate basis for transportation of different type of the examination materials



RS.500/-

---

THE PUNJAB STATE BOARD OF TECHNICAL  
EDUCATION AND INDUSTRIAL TRAINING (PSBTE & IT)  
PLOT NO. 1, SECTOR 36-A, CHANDIGARH.  
PHONE NO. 0172-2622586, 2615389

Section I

1	Tender No	PSBTEIT/Stat/2023-24/61
2	Total pages	17
3	Description	Hiring of vehicles
4	EMD/ Will be treated as security after acceptance of Tender, if lowest bid.	Rs. 20,000/-
5	Sale of Tender document	23.11.2023 From 10AM Onwards
6	Tender document cost	Rs. 500/-
7	Last Date of submission of tender	11.12.2023 till 05:00 P.M
8	Date of Opening of Technical bid	12.12.2023 at 11:00 A.M
9	Tender shall submit the bids in	<a href="#">Board Office</a>
10	The tender document shall also be available on the Board's website	<a href="http://www.punjabteched.com">www.punjabteched.com</a> <a href="http://www.punjabteched.net">www.punjabteched.net</a>
11	Opening of commercial Bid	12.12.2023 after the evaluation of the technical bid
12	If the date of opening of Tender happens to be a holiday then the tender will be opened on the next working day at the same time .	
13	The Punjab State Board of Technical Education & Industrial Training, Chandigarh shall not be responsible for any failure in submitting the bid of the tender document	

Section II

TABLE OF CONTENTS

Section	PAGE NO.
General condition- Section III	4-5
Conditions Governing The tender- Section IV	6-11
Department of Transport Notification No. 2/10/91-4T2/432 Dated 02.03.2023	12-14
Performa for Technical Bid	15
Commercial Bid: Annexure A – Light vehicles	16
Commercial Bid: Annexure B – Heavy vehicles	17

Section-III  
General conditions

1. The Punjab State Board of Technical Education and Industrial Training (PSBTE & IT), Chandigarh invites Sealed bids for "Hiring of vehicles" through tendering. Tenderers are advised to study the tender document carefully. Submission of Tender shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications.
2. The tender form along with Earnest Money (Rs. 20,000/-) Deposit and *complete* in all respect should reach in the office of the Board, at above mentioned address, in duly sealed envelope super scribed with "**Tender for Hiring of Vehicles**" up to 5.00 p.m on 11.11.2023. For any clarification/ difficulty regarding tendering process helpdesk may becontacted 0172-2622584.
3. The tender document can be obtained from 10.00 AM to 04.00 PM on all working days from the office of the Punjab State Board of Technical Education and Industrial Training, Plot 1A, Sector 36A, Chandigarh on payment of Rs. 500/- (Rupees Two hundred only) as given in section I (page 2) as applicable, non-refundable, in cash, towards the cost of one tender document. Tender document can also be downloaded from the Board's website [www.punjabteched.com](http://www.punjabteched.com) or [www.punjabteched.net](http://www.punjabteched.net) and in such a case the bidder shall deposit the cost of tender documents along with submission of the tender, failing which his tender shall not be opened.
4. The tenderers will have to deposit Earnest money deposit (EMD)/ (Refundable) as given in section I (page 2) which is to be paid in the form of Demand Draft drawn in favor of Secretary, The Punjab State Board of Technical Education & Industrial Training payable at Chandigarh. Other mode of payment will not be considered
5. **Tenderers must submit their bids in two separate envelopes. One envelope should contain technical bid and second envelope should contain financial bid** .It must be noted that at first stage only the technical bids will be opened. And after the evaluation of technical bids, the financial bids will be opened only for the eligible bidders. The tenders of ineligible bidders shall be summarily rejected in the evaluation process and their financial bids will remain unopened. Envelope-1 (Technical Bid).
6. Corrigendum/ Addendum/ Corrections, if any will be published on the website [www.punjabteched.com](http://www.punjabteched.com) or [www.punjabteched.net](http://www.punjabteched.net).
7. This tender document is not transferable

8. The sealed envelope 1 with **“Tender for Hiring of Vehicles”** clearly written on top of envelope, addressed to the Secretary, Punjab State Board of Technical Education and Industrial Training, Plot 1A, Sector 36A Chandigarh must reach the Board office up to 5.00p .m on or before 11.12.2023.

**Envelope-1(Technical Bid)**

This envelope of technical bid must contain the following:

- I. Duly filled, signed & stamped tender document.
- II. Demand Draft/Pay Order of Rs. 500/- as cost of Tender Document fee (in case of downloaded document only).
- III. Earnest Money deposit in the form of Demand Draft/Pay Order of Rs. 20,000/- (Twenty thousand only) drawn in favour of The Secretary, Punjab State Board of Technical Education and Industrial Training Payable at Chandigarh.
- IV. Self attested Documentary proof of registration of Sole Proprietorship/Partnership firm or Self attested copy of the PAN in the name of the applicant.
- V. Technical Bid will be opened at 11.00 AM on dated 12.12.2023 in the presence of the bidders or their authorized representatives intending to attend the opening. Any tender received later than the time and date of receipt of the bids shall be rejected.

**Envelope-2(Commercial Bid)**

- VI. Sealed Envelope-2 containing Financial Bid.
    - The Commercial bids [Annexure 'A' & 'B'] will be opened at later stage on same day (12.12.2023) only after evaluation process of technical bids The successful tenderer will have to deposit a security amount as specified in this document.
  - VII. Secretary, The Punjab State Board of Technical Education and Industrial Training, Chandigarh, reserves the right to amend the bid documents or extend the deadline for submission of bids.
9. The tenderer shall bear all costs associated with the preparation and submission of its bid, and the Board will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
10. The tenderer shall submit all the relevant documents in the Board Office.
11. Punjab Procurement (Preferences to make in Punjab) order 2019 is applicable on this tender.
12. Government of Punjab Department of Transport Notification No. 2/10/91-4T2/432 Dated 02.03.2023 will be applicable on this tender As per page no 12-14.
13. The Board reserves the right to accept/reject full or any part of the Tender. Bidder should have to accept if part tender allotted.
14. This tender is only for the firms belongs to Tri-city (i.e Chandigarh, Mohali & Panchkula) only.

Section IV  
CONDITIONS GOVERNING THE TENDER  
For Transportation

(Hiring of Vehicles)

1. Bids through tender are invited from the experienced Individuals/ Firms / Party / Agencies for hiring of Diesel / Petrol driven vehicles as mentioned below:

Item No. 1: Light vehicles / Taxi car like Etios /, Swift / Swift Dezire, Innova, Xylo, Scorpio, etc on K.M. rate basis for the use of officers/ officials of the board and also for transportation of Examination related materials (Annexure-A)

Item No. 2: Heavy vehicles / Pickup Vans, Canter Tata 407 etc on KM rate basis for transportation of different type of the Examination materials (Annexure-B)

The total annual estimated Cost of hiring will be about Rs. 8,00,000/- to Rs. 10,00,000/- (Rupees eight lacs to ten lacs). The actual amount of expenditure may increase or decrease, shall depend upon actual use of hired vehicles on requirement basis. This contract basis initially for the period of one year, which may be extended further after mutual agreement between Board's office and Individual / Party / Firm.

2. The bidder should be in the business of providing taxis / vehicle for at least two years to any Government / Semi Government / Board / Corporation / PSUs/ Reputed firms. The proof for the same must be submitted along with the Technical bids.
3. Each tender should be accompanied with Tender Document fees as given in Section I (Page 2), which is to be paid in the Board Office or in the form of Demand Draft, Other mode of payment will not be considered.
4. Each tender should be accompanied with Earnest Money Deposit (EMD) as given in Section I (Page 2), which is to be paid in the form of Demand Draft in the favour of Secretary, The Punjab State Board of Technical Education & Industrial Training payable at Chandigarh. Other mode of payment will not be considered as mentioned in section III (6) . No concession/ exemption regarding the deposit of earnest money will be given on any grounds, what so ever and tenders not accompanied with earnest money will be rejected straightway. EMD will become security in case the tender accepted by the Board due to lowest bid.

5. The bidder should not have been declared as a defaulter or penalized by anybody for any reasons during providing the services.
6. The bidder should not have been penalized for any reason by the board in the past for providing the transport services.
7. The vehicles should be provided should have clean seat covers/ upholstery, good look and should be in perfect running condition full filling the latest emissions norms. The bidder after empanelled agencies shall ensure that the Cars/ Taxis (mentioned above) provided should not be more than one year old from the date of sale of vehicle.
8. Driver should always have their mobile phone in on mode during Board's tours.
9. The vehicle should be registered with the Transport Authority of Chandigarh/ Punjab/or any other state of India as per rules of Govt of India in any district of Punjab State along with all valid documents such as valid insurance, road tax, pollution certificate and any statutory payment etc. The drivers should possess valid driving license issued by appropriate authority, should be well mannered/ disciplined and adequately educated.
10. The bidder must furnish an undertaking that the information provided with the bid document is correct in all respects.
11. Technical bids will be opened first as per schedule given in Section I (page 2) in the presence of those bidders who may wish to be present. The Commercial Bids of only those bidders will be opened, who are found to qualify as per "Technical Bid". Commercial Bids will be opened after finalizing the Technical Bids.
12. The bidder should quote the rates of service in Annexure-A (Page-13) & Annexure-B (Page-14) for all categories. No overwriting or cutting is permitted in the financial bid form. In such case, any cutting found in this form, the tender shall be summarily rejected. The tender form should be stamped and signed by the bidder himself/ themselves or his authorized person on every page before submitting the bid.

13. Bids from joint Ventures and subletting are not acceptable.
14. The Board will deduct Income Tax at source/ TDS as provided under Income Ta Act, From the bidder on the income comprising there in and other service charges, as per the instructions issued by the Government from time to time.
15. Terms and conditions outlined in the tender document will have to be complied with by the successful bidder. The bidder should affix his signature in token of his acceptance of all terms and conditions.
16. The Board reserves the right to cancel/reject full or any part of the tender for which bidder do not fulfill the conditions stipulated in the general conditions and terms and conditions governing the tender and no correspondence there of shall be entertained what so ever.
17. Board reserves the right to accept or reject any bid irrespective of its being the lowest in the interest of the Board. In awarding the contract, interest of the Board shall be paramount and in this regard the decision of the Secretary, Punjab State Board of Technical Education and Industrial Training shall be final.
18. The Board reserves right to terminate the contract during contract period also after giving a month's notice to the transporter.
19. The empanelled agencies shall ensure that the cars / taxi have valid papers including RC book and insurance etc and the drivers are in possession of a valid Licence during the period of the contract.
20. Board shall not be responsible for any damage to the vehicle in case of an accident or otherwise, theft of vehicle/ parts and accessories there in. This office shall not be responsible for any third party claims, any challan and disobeying of Traffic rules caused by the vehicle driver.
21. The empanelled agencies shall ensure the compliance and depositing of all Taxes including Income Tax, Motor Vehicle tax, GST etc, including any taxes imposed in future also. However, the Service Tax, if any payable, shall be paid by the Bidder and the same shall be reimbursed to him on actual basis. Toll tax, Parking Charges shall be payable over and above the quoted charges by the Board, but the service bidder agency shall have to produce proof of payment of such taxes and charges



The calculation of mileage shall be from the reporting point to the relieving point and will not be calculated on garage to garage basis.

23. The agency shall ensure that the odometer of car supplied is properly sealed, so that no tempering is done with a view to inflate distance travelled.
24. In case of any breakdown/ non attending duty by the driver within the proper time the agency shall make arrangement for providing other vehicles. In such a case, mileage from garage to the point of breakdown would not be paid.
25. The driver should be well conversant with all traffic signals, roads and routes of Chandigarh, Punjab and adjacent areas.
26. The driver should always remain with the vehicle during the entire period of duty. In case of any urgency, the driver may seek permission of the concerned officer.
27. The agency should have an adequate numbers of telephones for contact round the clock. The driver shall observe all etiquette and protocol while performing the duty and shall be neatly dressed, should wear proper uniform and must carry mobile phone in working condition, for which, no separate payment shall be made by this office.
28. A daily record in proper manner should be maintained indicating time and mileage for each vehicle run and it should be submitted as when directed by the concerned officer.
29. The order for providing vehicles may be given to the agency which has quoted the lowest rates while meeting all the terms and conditions given in the tender document. However to safeguard against failure by this agency to provide desired numbers of vehicles / services this office may hire vehicles from the open market at rates less than or at par with the approved rates, and any excess charges will be recovered from agency.
30. The service contract shall be valid for one year from the date of execution of contract. However, the competent Authority may extend it for further one year.
31. The Board Reserves the right to accepts full or any part of the tender for which bidder fulfill the conditions stipulated. Agencies must be bound to provide the services as per the tender accepted by the Board.

- 32 The period of detention due to natural calamities i.e. road blockage/traffic blockage shall not be calculating minimum charges/ night charges or any other way.
- 33 The agency should keep necessary tools kit always with the vehicle and updated "pollution under control certificate" with the vehicle.
- 34 The EMD of bidders, whose rates are not approved, will be returned within 30 days Upon finalization of the tenders. No interest will be paid on the amount of the securitydeposit. Only the EMD will be released and adjustment of final account will be made.
- 35 The service provider must ensure to provide the vehicle in good condition especially tyres while carrying the confidential material in order to avoid the delay.
- 36 The service provider must provide covered vehicle while carrying confidential material.
- 37 In order to avoid any breakdown during the transportation of material/men the bidders/agency must ensure that vehicle used for the same must have got timely serviced as per the company manual.
38. After completion of tour the transportation agency will submit their all bills of every month to the Board office by the 1<sup>st</sup> week of the next month and the Board will clear this payment within 30 days after submission of bills.
- 39 Check list of eligibility criteria for this tender to be submitted as requirement of this tender.
- I. Tender document fees of Rs. 500/-.
  - II. Tender EMD of Rs. 20,000/- in the Form of Demand Draft
  - III. Bidder registered documents of individual/ Firm / Company etc. Only such bidders / parties who have some vehicles in its possession and can timely provide prescribed vehicle can participate in the tender
  - IV. A) The bidders / parties must be registered in this line of business & should have minimum two years of experience in this field. Details (with supporting documents) of the other organizations where such contracts are undertaken, Balance sheet or Income Tax reports of last three years required (2020-2021, 2021-2022, 2022-2023)

B) The bidders/ parties must have valid PAN No, GST No to participate in the tender and must submit self attested copy of the same.

V. Number of vehicle owned by the individual / Firm / Company etc. and the document of each vehicles are required to be attached. Such as:

1. R. C. Book
2. Road Tax Clearance Certificate
3. Certificate of Insurance Policy
4. Valid driving license for the category of the vehicles quoted
5. Valid pollution certificate

VII Acceptance of terms and conditions mentioned in Tender document. Each page of terms and conditions in the tender document to be duly signed / stamped as token of acceptance and must be submitted as part of Tender document.

VIII Blacklist undertaking as per the point no's 5 & 6 of the Tender Document shall be submitted separately.

I/We have carefully read the above terms and conditions and undertake to abide by the same.

Dated:

Place:

( Signature of Tenderer with stamps of the firm)

Name:

Telephone No:

Address:

**Government of Punjab**  
**Department of Transport**  
**(Transport-2 Branch)**  
**E-mail – [transport2branch@gmail.com](mailto:transport2branch@gmail.com)**

To

1. All Administrative Secretaries to Government of Punjab
2. All Head of Departments
3. Registrar, Punjab & Haryana High Court, Punjab, Chandigarh
4. All Divisional Commissioners/Deputy Commissioners
5. All IG/DIG/ADGP/Police Commissioners,
6. All SSPs  
(in the State of Punjab)

No.2/10/91-4T2/432

Dated: 2/3/2023

**Sub: Revised Fixation of rates for hiring of Private Vehicles.**

Please refer to the decision taken in the Meeting of Motor Vehicles Board held on 3.11.2020 conveyed vide letter No. STC/MVB/2020/2642-53 dated 26056-65, dated 19.11.2020 and Motor Vehicles Board meeting held on 18.11.2022 on the subject cited above.

**1. HIRING OF VEHICLES FOR 3 YEARS EXTENDABLE UPTO 5 YERS**

Group	Monthly rates (2000 Km per month)  (in Rs.)	Charges for extra Kms (over 2000 Km per month) in Rs. per Km (in Rs.)	Night Halting Charges  (in Rs.)
Group 1 Cost of the Vehicles ranging from Rs. 5 Lacs to Rs. 10 Lacs (GeM Prices/Ex-show room prices)	45,000	10	200
Group 2 Cost of the Vehicles ranging from Rs. 10 Lacs to Rs. 20 Lacs (GeM Prices/Ex-show room prices)	50,000	11.75	200

Wherever, there is entitlement of Innova Crysta Vehicles, the rates of the same are as follows: -

Group	Monthly rates(2000 Km per month)			Charges for extra Kms (over 2000 Km per month) in Rs. per Km (in Rs.)	Night Halting Charges  (in Rs.)
	Fuel charges (2000 Kms)  (in Rs.)	Other Charges (Driver, Maintenance, insurance, Road Tax and License Charges etc) (in Rs.)	Total  (in Rs.)		
Innova Crysta GX/VX	15000	45000	60000	14	200

*[Handwritten signature]*

**2 HIRING OF VEHICLE ON DAILY BASIS UPTO 250 KM**

Group	Rate per day (min 250 Km per day and 8 hours) (In Rs.)	Rate for extra Kms (over 250 Km per day in Rs. Per KM) (in Rs.)	Rate for extra hours (over and above 8 hours per day) in Rs. per hour (in Rs.)	Night Halting Charges (In Rs.)
Group 1 Cost of the Vehicles ranging from Rs. 5 Lacs to Rs. 10 Lacs (GeM Prices/Ex- show room prices)	2437	9.75	20	200
Group 2 Cost of the Vehicles ranging from Rs. 10 Lacs to Rs. 20 Lacs (GeM Prices/Ex- show room prices)	2937	11.75	30	200

Wherever, there is entitlement of Innova Crysta Vehicles, the rates of the same are as follows: -

Group	Rate per day (min 250 Km per day and 8 hours) (In Rs.)	Rate for extra Kms (over 250 Km per day, Per KM) (in Rs.)	Rate for extra hours (over and above 8 hours per day) in Rs. per hour (in Rs.)	Night Halting Charges (in Rs.)
Innova Crysta GX/VX	3200	14	50	200

**Note: Concerned authorities shall ensure that all payments are made from their respective budgetary provisions.**

The vehicles shall be hired as per entitlement fixed by the Motor Vehicles Board from time to time. The concerned department will ensure to compliance of the instructions regarding the purchase and hiring of vehicles issued by the Finance Department from time to time. The department can also hire the vehicles from the market through open tender by following the instructions issued by the Finance Department at their own level. These instructions will be applicable to all the Punjab Government Departments.

*These instructions are issued in the supersession of letter No. 2/10/91-4T2/752-757 dated 18.06.2021.*

Dated: Chandigarh, the  
27.02.2023

Vikas Garg, IAS  
Principal Secretary to Government of Punjab  
Department of Transport

Endst No. 2/10/91-4T2/433

Dated, Chandigarh 2/3/2023

✓ A copy of above is forwarded to worthy Chief Secretary to Government of Punjab for information please.

Secretary, to Government of Punjab  
Department of Transport

*[Handwritten signature and initials]*



Endst No. 2/10/91-4T2 /

Dated, Chandigarh

A copy of above is forwarded to State Transport Commissioner, Punjab,  
Chandigarh for information please.

~~— sel —~~  
Secretary, to Government of Punjab  
Department of Transport

copy to  
Deptt  
copy  
ms

PUNJAB STATE BOARD OF TECHNICAL EDUCATION AND INDUSTRIAL TRAINING  
TENDER FOR HIRING OF VEHICLE

TECHNICAL INFORMATION

1. Name of the party.....
2. Address: .....
3. Mobile No: .....Telephone No .....
4. Nature of business .....
5. Registration Number of Business of Tender .....
- (If any, attested photocopy of registration should be attached)
6. PAN Number of Tenderer .....( Attested copy should be attached)
7. GST Number of Tenderer..... ( If required for this work, attested copy should be attached)
8. Whether each page of Tender have been signed and stamped. Further checklist requirements mentioned at Sr. no. 39 (Page no.10) fulfilled.
9. UNDERTAKING

I/we undertake that i/we have carefully studied all the terms and conditions and understood the parameters of the proposed work of the Punjab State Board of Technical Education and Industrial Training and shall abide by them.

I/we also undertake that I/We understood "Parameters and Technical Specification for conducting the work" mentioned in Pre Qualification Criteria and shall execute the work strictly as per the parameters.

I/We further undertake that the information given in this tender are true and correct in all respect and I/We hold the responsibility for the same.

Dated: .....

Place .....

(Signature of Tenderer with stamps of the firm)

Name .....

Telephone/Mobile No: .....

Address .....

.....

**PUNJAB STATE BOARD OF TECHNICAL EDUCATION AND INDUSTRIAL  
TRAINING**

**TENDER FOR HIRING OF VEHICLES**

ANNEXURE-A

ITEM NO.1 LIGHT VEHICLE

COMMERCIAL BID

Rates in Rs. Inclusive all taxes etc (excluding of Toll taxes, GST, Parking fees etc)				
Group	Rate per day (min 250 Km per day and 8 hours) (In Rs.)	Rate for extra KMs (over 250 Km per day in Rs. Per KM) (In Rs.)	Rate for extra hours (over and above 8 hours per day in Rs. Per hour) (In Rs.)	Night Halting Charges (In Rs.)
Group 1 Cost of the Vehicles ranging from Rs. 5 Lacs to Rs. 10 Lacs (GeM Price/ Ex-show room prices)	AC			
	Non AC			
Group 2 Cost of the Vehicles ranging from Rs. 10 Lacs to Rs. 20 Lacs (GeM Price/ Ex-show room prices)				
Innova Crysta GX/VX				

Dated:

(Signature of Bidder with stamps of the firm)

Place:

Name of bidder: \_\_\_\_\_

Mobile/ Telephone No. \_\_\_\_\_

Address: \_\_\_\_\_



**PUNJAB STATE BOARD OF TECHNICAL EDUCATION AND INDUSTRIAL  
TRAINING**

TENDER FOR HIRING OF VEHICLES

ANNEXURE-B

ITEM NO.2 HEAVY VEHICLE

COMMERCIAL BID

Rates in Rs. Inclusive all taxes etc (excluding of Toll taxes, GST, Parking fees etc)			
Description of vehicle	Pickup Vans -1.25 or 1.5 MT	Tata 407- 2.5MT	Canter- 3.5MT
Rate per K.M			
Fixed K.M to be charged by the agency/ Firm			
Night charges After 10.00 PM			
Any other charges			

Dated:

Place:

(Signature of Bidder with stamps of the firm)

Name of bidder: \_\_\_\_\_

Mobile/ Telephone No. \_\_\_\_\_

Address: \_\_\_\_\_