

TENDER DOCUMENT  
FOR  
HIRING OF VEHICLES



Rs. 200/-

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THE PUNJAB STATE BOARD OF TECHNICAL EDUCATION AND INDUSTRIAL TRAINING  
Plot-1A, Sector 36 A, Chandigarh

## 1. TENDER NOTICE

Sealed Quotations are invited from the experienced agencies for hiring of Diesel/Petrol driven vehicles (Indica, Swift, Swift Dezire, Tavera, Qualis, Mahindra Xylo, Scorpio, Innova, Honda City, Corrola, Camary, Fortuner, Mohindra Pickup, Canter, TATA 407, and LP Truck) on K.M. rate basis, for use of Officers of the Board and for transportation of Examination material. The total annual estimated cost of hiring will be about Rs. 10,00,000/- (Ten Lacs). The actual amount shall depend upon actual use of hired vehicles on requirement basis. The tender document can be obtained from 10.00 AM to 04.00 PM on all working days from 2/09/2014 to 18/09/2014 from the office of the Punjab State Board of Technical Education and Industrial Training, Plot 1A, Sector 36A, Chandigarh on payment of Rs. 200/- (Rupees Two hundred only), 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) 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. The tender form along with Earnest Money 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 2.00 p .m on 19/09/2014. The tender will be opened on the same day at 3.00 p .m by a committee in presence of tenderer who may wish to be present. The Secretary Punjab State Board of Technical Education and Industrial Training reserves the right to accept or reject any or all the Tenders without assigning any reason. Incomplete & conditional tenders are liable to be rejected.

## 2. Eligibility Criteria:

Only such bidders, who are Registered Sole Proprietor /Partnership firm or Company and meet the following conditions, can participate in the tender:

- A) The bidder must be a registered Sole Proprietorship/Partnership firm or Company. Self attested Documentary proof of registration of Sole Proprietorship/Partnership firm or Company must be attached.
- B) The bidders must have a valid PAN to participate in the tender and must submit self attested copy of the same.

**3. 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)**

The sealed envelope 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 2.00 p .m on 19/09/2014.

### **This envelope of technical bid must contain the following:**

- I. Duly filled, signed & stamped tender document.
- II. Demand Draft/Pay Order of Rs. 200/- as cost of Tender Document (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 Company.

V. Self attested copy of the PAN in the name of the applicant.

VI. Sealed Envelope-2 containing Financial Bid.

Technical Bids shall be opened at 15:00 hours on the same day i.e. 19/09/2014 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 (Financial Bid)**

The financial bids (Annexure 'A') will be opened at later stage on same day only after evaluation process of technical bids.

#### **4. Criterion for Evaluation of Tender:**

The evaluation of the tenders will be made first on the basis of **Technical Information** furnished in form given in Technical Bid and then on the basis of commercial information furnished in form given in **Financial Bid**. The Financial bid of such firms found valid based on technical parameters (as per Technical Information and Undertaking) will be opened on the date and time to be announced after opening of the Technical Bid. The reasons for selection or rejection of a particular tender will not be disclosed. The award of work will be further subject to any specific terms and conditions of this Tender.

#### **5. TERMS AND CONDITIONS**

- 1 The vehicles to be provided should have clean seat covers/upholstery, good look and should be in perfect running condition full filling the latest emissions norms.
- 2 The vehicle should be registered with the Transport Authority of Chandigarh/ Panchkula/ Mohali along with all valid documents such as valid insurance, road tax payment etc. The drivers should possess valid driving license issued by appropriate authority, should be well mannered/ disciplined and adequately educated.
- 3 Board shall not be responsible for any damage to the vehicle in case of an accident or otherwise, theft of vehicle/parts and accessories therein. This office shall not be responsible for any third party claims, any challan and disobeying of Traffic Rules caused by the driver.
- 4 Service Tax, Toll Tax, Parking Charges shall be payable over and above the quoted charges but the service provider shall have to produce proof of payment of such taxes and charges.
- 5 The calculation of mileage shall be from the reporting point to the relieving point and will not be calculated on garage to garage basis.
- 6 The agency shall ensure that the odometer of car supplied is properly sealed and so that no tempering is done with a view to inflate distance traveled.
- 7 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.
- 8 The driver should be well conversant with all traffic signals, roads and routes of Chandigarh, Punjab and adjacent areas.

- 9 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.
- 10 The agency/firm should have an adequate no. 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.
- 11 A daily record in proper method should be maintained indicating time and mileage for each vehicle run and it should be submitted as and when directed by the concerned officer.
- 12 The order for providing vehicles may be given to the agency which has quoted the lowest rates while meeting all the terms and condition given in the tender document. However, to safeguard against failure by this agency to provide desired no of vehicles/services this office may hire vehicles from the open market at rates less than or at par with the approved rates.
- 13 The service contract shall be valid for one year from the date of execution of contract. However, the Competent Authority may terminate the contract without assigning any reason thereof to the service provider.
- 14 The agency should keep necessary tools kit always with the vehicle and updated "pollution under control certificate" with the vehicles.
- 15 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 security deposit. However, the security deposit of the bidder, whose rates are accepted, will be returned after expiry/termination of contract. Only then the EMD will be released and adjustment of final account will be made.

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

Dated :

Place :

(Signature of Tenderer with stamps of the firm)

Name :

Telephone No.

Address:

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

**TECHNICAL INFORMATION:**

1. Name of the Tenderer/Concern: \_\_\_\_\_
2. Address (with Tel. & Mob. No.): \_\_\_\_\_
3. Nature of the concern \_\_\_\_\_  
(Sole proprietor/Firm or Company) (Attach Proof.)
4. Registration Number of firm \_\_\_\_\_  
(Attested photocopy of registration should be attached)
5. PAN Number of Tenderer/Concern: \_\_\_\_\_  
(Attested copy should be attached)
6. Earnest money Demand Draft No. \_\_\_\_\_ Dated \_\_\_\_\_ from  
bank name \_\_\_\_\_ Amounting to Rs \_\_\_\_\_
7. Whether each page of Tender have been signed and stamped. YES / NO

**8. 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 have understood "Parameters and Technical Specifications 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 No.

Address:

# PUNJAB STATE BOARD OF TECHNICAL EDUCATION AND INDUSTRIAL TRAINING

TENDER FOR HIRING OF VEHICLES

ANNEXURE-A

Financial Bid

| *Rates in Rs. Inclusive all taxes etc. |                             |        |                                  |        |                           |        |                                    |        |                             |        |                                |        |                 |          |        |          |  |
|--|-----------------------------|--------|----------------------------------|--------|---------------------------|--------|------------------------------------|--------|-----------------------------|--------|--------------------------------|--------|-----------------|----------|--------|----------|--|
| Description of Vehicle                 | Indica/Indigo or equivalent |        | Swift/Swift desire or Equivalent |        | Corrola/ Honda equivalent |        | Innova/Xylo/ Scorpio or equivalent |        | Tavera/Qualis or equivalent |        | Camary/ Fortuner or equivalent |        | Mahindra Pickup | Tata 407 | Canter | LP Truck |  |
|  | AC                          | Non AC | AC                               | Non AC | AC                        | Non AC | AC                                 | Non AC | AC                          | Non AC | AC                             | Non AC |                 |          |        |          |  |
| Rate per K.M.                          |                             |        |                                  |        |                           |        |                                    |        |                             |        |                                |        |                 |          |        |          |  |
| Night Charges (After 10.00 PM)         |                             |        |                                  |        |                           |        |                                    |        |                             |        |                                |        |                 |          |        |          |  |

\* Note: - Payment for minimum 200 KM per day shall be made. In case, vehicle is used for more than one day on continuous basis, running per day shall be taken as average of the total running of the vehicle divided by No. of days, the vehicle is used.

Dated :

Place :

(Signature of Tenderer with stamps of the firm)

Name :

Telephone No.

Address