



Himachal Pradesh Technical University

(A State Government University)

VPO Daruhi, Tehsil & Distt. Hamirpur (H.P.) – 177001

Phone : (01972) 226905, Fax: (01972) 226901,

No. HIMTU- 4 (E-Halo) A-17/2021 - 4976

Dated - 13-10-2022

NOTICE FOR INVITING QUATATIONS FOR HIRING VEHICLE

Sealed quotations are invited from individuals/firms/vehicle operators for hiring outsource seven seated (6+1) vehicle (Mahindra Bolero or Equivalent) with taxi number for office use of the H.P. Technical University on monthly rental basis for one year in the first instance. The detailed tender document terms and conditions can also be downloaded from [www. Himtu.ac.in](http://www.Himtu.ac.in). Quotations should reach in the office of the undersigned latest by **9.11.2022 up to 5.00 pm**. The quotations will be opened on 10.11.2022 **at 11.00 am** in the office of the undersigned in the presence of the bidders, if they desire to be present. The undersigned, however, reserve the right to accept or reject or cancel any or all quotations without assigning any reason.


Purchase Officer,
HP Technical University,
Hamirpur- 177001



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TENDER FOR HIRING OF VEHICLE SERVICE

Schedule of Tender

Tender No.	himtu-4 (SS table) A-17 2021 -
Date of Publication of Tender	13.10.2022
Last Date For Receipt of Tender Document	9.11.2022 up to 5.00 pm
Date and Time for opening of Technical and Financial BID of Tender	10.11.2022 at 11.00 am

Cost of Tender Document : Rs. 100/- (One Thousand Only)

Earnest Money Deposit : Rs. 10000/- (Ten Thousand Only)

Himachal Pradesh Technical University invites tender from individuals/firms/vehicle operators for hiring outsource seven seated (6+1) vehicle (Mahindra Bolero or Equivalent) with taxi number for office use of the H.P. Technical University on monthly rental basis for one year in the first instance.

The contract will be governed by the terms and conditions laid down in the tender document. The detailed tender document terms and conditions can be downloaded from the University web site [www. Himtu.ac.in](http://www.Himtu.ac.in). and deposited along with a Demand Draft of Rs. 100/- (Rupees one thousand only) in favour of the Finance Officer, Himachal Pradesh, Technical University, Hamirpur (H.P.)-177001 as cost of the tender document. The tender must be submitted with an earnest money deposit of **Rs.10000/- (Rupees Ten Thousand Only)** in the shape of Demand Draft in favour of the Finance Officer, Himachal Pradesh, Technical University, Hamirpur (H.P.)-177001 and both should be put in the envelope containing Technical Bid. Incomplete quotations without fee shall not be entertained and rejected. The undersigned, however, reserve the right to accept or reject or cancel any or all quotations without assigning and reason.

All the received sealed tenders shall be opened 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 shall be opened on the next working day at the same time and venue as fixed for original date for this purpose.



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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. **100/-** towards the cost of tender document downloaded from the web site.
 - (iii) Demand Draft of Rs. **10,000/-** (Ten Thousand Only) towards Earnest Money.
 - (iv) Undertaking as per PERFORMA-“II”.
 - (v) The bidder shall submit copy of PAN.
 - (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 sign 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 no. of the bidder, in order for the Bid to be returned unopened to the Bidder, for any reason whatsoever.
6. Sealed tender shall be submitted either by the registered post with acknowledgement due or in person. Tenders by Fax/E-mail or any other mode will not be considered. This University shall not entertain any representation regarding postal delay, if any.
7. 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

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

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TENDER EVALUATION

1. The Pre-qualification cum Technical Bid will be opened and evaluated on 10.11.2022 at 11:00 AM in the chamber of Purchase officer, H.P. Technical University Hamirpur. in the presence of the Bidders or their Authorized Representatives (one from each party), whosoever would like to be present.
2. Following scrutiny, Financial Bids of technically qualified bidders will be opened in the chamber of Purchase Officer, H.P. Technical University, Hamirpur, H.P. in the presence of the Bidders or their Authorized Representatives (one from each party), whosoever would like to be present, either on the same day or at a date & Time to be intimated later on.
3. If the quotations equal in all aspects have been received selection will be done on following guidelines: -
 - a. The L1 bidder shall be decided on the basis of minimum basic rates quoted for hiring the vehicles for 1500 Kms. If the base rates of two lowest bidders for the 1500 Kms. are same, then the L1 will be decided on the lower rates quoted for extra kilometers. Further, if such vendors have same rates for extra kms also, the L1 will be decided on lower rates for night halt charges.
 - b. Vehicle with lesser meter reading (vehicle travelled for lesser kilometers)
 - c. On the inspection of the condition of vehicle .The decision of the Purchase Committee in this regard shall be final.
4. Bidders are expected to carefully examine all instruction, PERFORMAs, terms & conditions and specification 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

(Certificate to be submitted along with Technical Bid)

1. Check list for Pre Qualification cum Technical Bid as per PERFORMA "I" dully filled in, along with 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 tender 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.



Main Terms & Conditions of the Tender

1. The contractor or Agency shall ensure that the provisions of the Motor Vehicle Act, 1988 are strictly followed in respect of the driver and vehicle provided to the Himachal Pradesh Technical University. Any violation of the Motor Vehicle Act and consequences thereof shall be the sole responsibility of the Contractor or Agency.
2. The contract shall be awarded initially for a period of one year from the date of commencement of contract. **However, it will be obligatory on the part of contractor to continue the work at the rates finalized on the last date of the contract even beyond contract period for at least 3 months or till the new contract is finalized, whichever is earlier.** The Vice-Chancellor of Himachal Pradesh Technical University Hamirpur, further reserves to himself the power to extend the term for further period of one year on mutually acceptable terms & conditions on percentage rates finalised by him or by the committee constituted by him.
3. During the period of contract, no request shall be entertained for hike in the agreed rates due to any reason.
4. The vehicle shall be Mahindra Bolero or Equivalent and should not be older than January 2020. The vehicle should be in excellent condition.
5. The vehicle must be registered in Himachal Pradesh as taxi. If vehicle is newly purchased, then within one month; vehicle should be registered as taxi.
6. The Contractor or Agency shall engage driver of the category who is medically fit. The driver must possess a valid driving licence issued by the competent authority. He must have knowledge of traffic rules and other regulations. Also, police verification of Driver should be done and made available to HPTU.
7. The vehicle should be kept neat and clean and in perfect running condition with adequate quantity of fuel and there should be sufficient boot space. The contractor of Agency shall ensure the placement of a plate indication **“On Govt. Duty/ On Himachal Pradesh Technical University Duty”** at a suitable place in front and back of the vehicle.
8. The Contractor or Agency shall bear all costs on account of fuel, oil, spares, comprehensive insurance, repair, maintenances, registration fee, payment of route permits renewal of route permits, payment of all taxes-levy of toll tax, entry taxes in Himachal Pradesh at barriers, services tax etc. However toll taxes and other states taxes will be borne by the University whenever the vehicle will ply outside the state. Parking charges, if any, shall be borne by the contractor (within and outside the state). Salary and other costs of the driver shall also be borne by the Contractor or Agency.
9. The Contractor of Agency shall provide statutory benefits to the driver at their own cost, as may be applicable.
10. The vehicle should be duly insured and should have all necessary permits from the Transport Authority.



11. The Contractor or Agency shall provide the name and address of the driver. The Contractor or Agency shall also verify licence of the driver and shall submit copy therefore of the Himachal Pradesh Technical University.
12. The Contractor or Agency shall ensure presence or availability of vehicle at all times in the University. Since the vehicle is being hired for official use of Estate/Project Office of the University where the work domain often involves site works; the vehicle may need to ply on all kind of roads, within and outside Himachal Pradesh including rough and tough roads.
13. The driver should be in proper uniform provided by the Contractor or Agency while on duty. The driver shall obey the orders of the Controller of Vehicle, Himachal Pradesh Technical University. The drivers are expected to be polite and courteous in his behaviour.
14. The driver shall observe all etiquettes and protocol while performing his duty. He must carry a mobile phone in working condition for which no separate payment will be made by the Himachal Pradesh Technical University.
15. The Himachal Pradesh Technical University will not be responsible for any challan, loss, damage or accident to the vehicle or to any other vehicle or injury or accident to the driver or to any other third party. In such a case, the loss or damage or any legal expenses connected therewith will be borne by the Contractor or Agency.
16. The driver and vehicle provided shall not be changed frequently. Any change should be with the concurrence of the Controller of Vehicle. In case the vehicle or driver is not found suitable by the Controller of Vehicle, the vehicle or driver shall be changed immediately by the contractor or Agency.
17. The journey performed by the driver or owner on account of filling of fuel, repairs, services, journey from place of residences to place of duty or place of parking shall not be paid by the Himachal Pradesh Technical University.
18. The payment will be made on monthly basis on submission of bill which must be supported by Log book duly signed by the concerned officers/officials and finally signed by the Controller of Vehicle. No advance payment shall be made under any circumstances.
19. The driver/contractor/ agency shall keep and maintain a log book, which should be updated on daily basis indicating the time and mileage. In case of incomplete log book, it shall be presumed that vehicle has not been used by the Himachal Pradesh Technical University.
20. If the vehicle is out of order, a suitable replacement shall be provided by the Contractor or Agency immediately to Himachal Pradesh Technical University. In case, vehicle does not report on time or does not report at all, the Himachal Pradesh Technical University would have right to hire a vehicle from the market and the additional cost incurred by the university will be borne by the Contractor or Agency.
21. The Driver or Contractor or Agency shall be bound to carry out the instructions of the Controller of Vehicle H.P. Technical University from time to time.
22. In the event of award of the tender prior to execution of the contract, the Contractor or agency shall be required to submit the particulars of the driver along with photographs attached to the vehicle. The Contractor of Agency shall also be required to physically produce the vehicle in H.P. Technical University, VPO Daruhi, Tehsil & Distt. Hamirpur.

23. The Himachal Pradesh Technical University, Hamirpur can terminate the agreement by giving one month's notice to the Contractor or agency.
24. A penalty of Rs. 1000/- per day shall be lived if the vehicle fails to meet the above terms and conditions prescribed hereinabove on any day. The penalty for some of the defaults is as under
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|-------|-----------------------------|---|---|
| (i) | Late Reporting | : | 50% of the penalty i.e. Rs. 500/- |
| (ii) | Non-Reporting | : | Rs. 1000/- |
| (iii) | Poor maintenance of vehicle | : | 50% of the penalty i.e. Rs. 500/- per day |
| (iv) | Refusal of duty | : | Rs. 1000/- per instance |
25. An agreement will be executed on Rs. 100/- Non-Judicial stamp paper.
26. In case of any dispute, the Hon'ble Vice-Chancellor, H.P. Technical University, Hamirpur will be sole arbitrator and his decision shall be final and binding on both the parties. Court matter, if any, shall be within the jurisdiction of District Court, Hamirpur only.
27. On acceptance of the tender, the Contractor shall deposit Performance Security / Performance Guarantee amounting to Rs. 30,000/- This performance Guarantee must be deposited within 7 days of the award of the contract in form of Bank Guarantee / FDR duly pledged in favour of **Finance Officer, Himachal Pradesh Technical University** if the firm declines or fails to remit the amount towards security deposit, the entire amount of earnest money deposited will be forfeited and EMD will be returned on submission of Bank Guarantee.
28. That in case if the contractor withdraws from the contract within the period of contract, the H.P. Technical University shall forfeit the security amount without any refund and further the contractor shall be liable to pay sum of 1 lakh to H.P. Technical University.
29. Bank Guarantee / FDR refundable as Security which shall be forfeited in case breach of the contract.
30. The successful bidder shall have to give the undertaking that he has gone through the terms and conditions mentioned above and also undertake to provide vehicle to the Himachal Pradesh Technical University, accordingly, if shortlisted for the purpose.
31. The undersigned reserves the right to reject any or all quotations without assigning any reason.



**Purchase Officer
HP Technical University**

TECHNICAL BID**GENERAL INFORMATION**

Name of the Owner/Company/Firm	
Permanent address	
Telephone Number	
E-mail ID	

CHECK LIST (ATTACHMENTS with TECHNICAL BID)

Sr. No.	ATTACHEMENTS	YES/NO	PAGE No.(s)
1	Demand Draft of Rs. 100/- towards the cost of tender document downloaded from the web site.		
2	Demand Draft of Rs. 10000/- (Rs. Ten Thousand) only towards earnest money		
3	Undertaking as per Performa-"II"		
4	Copy of PAN		
5	Copy of Aadhar Card		
6	Detail of previous experience for providing vehicle s (Taxi) to Central Govt./State Govt./ Semi Govt./ Autonomous Bodies (if any)		
7	Photocopies of Vehicle Registration Certificate (RC)		
8	Copy of Vehicle Insurance Certificate		
9	Odometer reading as on date.		
10	Documentary evidence to the effect that offer vehicle is registered as commercial vehicle with taxi permit.		

Declaration: - I hereby certify that the information furnished above is full and correct to be the best of my/our knowledge. I understand that in case of any deviation is found in the above statement at any stage, the company /agency/owner/contractor will be blacklisted and will not have any dealing with the H.P. Technical University in future.



**Signature of Authorized Signatory
Stamp of the Firm/Bidder**

UNDERTAKING

1. I/We have gone through the Terms and conditions of the tender for providing hired vehicle services to H.P. Technical University, Hamirpur. I/We agree to abide by all the Terms and conditions of the tender mentioned above. I/We have acquainted myself/ourself with the tasks required to be carried out, before making this offer. I/We hereby sign this undertaking in token of our acceptance of above-mentioned Terms and Conditions.
2. I/WE have not been blacklisted by Centre/State Govt. / Autonomous Bodies for this job in the past.

**Signature of Authorized Signatory
Stamp of the Firm/Bidder**



FINANCIAL BID (Rate Quotation)**1. Particular of Bidder**

Name of the Owner/Company/Firm	
Permanent address	
Telephone Number	
E-mail ID	

2. Rates for vehicle and their models

Sr. No	Name of vehicle: Model No., Year of manufacture	Basic Monthly Rent for a distance of 1500 kms. per month.	Fixed Rate	Additional minimum Rate per km beyond 1500 kms per month.	Night halt charges per night out of Headquarter/ Hamirpur

Note: -

- (i) The rates are inclusive of costs-fuel, repair, driver's salary service Tax etc.
- (ii) Any overwriting in the schedule of rates should be avoided, In case of mistake, the mistake should be clearly crossed and the correction should be signed in full by the tenderer or his authorized signatory.

**Signature of Authorized Signatory
Stamp of the Firm/Bidder**

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