



**TENDER DOCUMENT**  
**for**  
**HIRING OF VEHICLE FOR OFFICE USE.**

*Issued on 04.04.2017*

**By**



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**Haryana State Electronics Development Corporation Limited,  
Bays 73-76, Hartron Bhawan, Sector-2, Panchkula.  
Phone (0172) – 2581257, 2580096; Fax (0172) –2570076**

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**A. Key Events and Dates**

DOCUMENT CONTROL SHEET		
S. No.	Particulars	Date & Time
1.	Tender Number	HARTRON/Admn./2016-17/Vehicle/01
2.	Upload of RFP Document	04.04.2017
3.	Last date for submission of bid	12.04.2017 upto 2.00 PM
4.	Date for Tender opening	12.04.2017 at 3:00 PM
5.	Office address, Venue for Bid Submission	Haryana State Electronics Development Corporation Limited. Hartron Bhawan, Bays No. 73-76, Sector - 2, Panchkula, Haryana Phone (0172) - 2581257; 2580096 Fax (0172) -2570076
6.	Tender Fee	Rs. 1000/-
7.	Security	Rs. 10,000/-

**Address for Communication:**

Managing Director,  
Haryana State Electronics Development Corporation Ltd.,  
Hartron Bhawan, Bays No. 73-76, Sector - 2, Panchkula, Haryana  
Phone: 0172- 2581257; 2580096  
E-mail: jaganhartron@gmail.com

**B. Business Details**

(Annexure-A)

1. Date of Incorporation/Agreement/Partnership: \_\_\_\_\_

2. Particulars of Business, if any:

1	Head Office	
2	Name of Office	
3	Flat/Door/Block No.	
4	Name/ Number of Premises/ Building/ Village	
5	Road/ Street/ Lane/ Post Office/ Sector	
6	Town/City/District	
7	State/Union Territory	
8	Telephone No.	
9	Fax No.	

**C. Bank details**

1	Bank Name	
2	Branch	
3	Bank Account No.	
4	IFSC Code of the Bank	
5	Type of Bank Account	

**Date:**

**Signature of Bidder**

Name: \_\_\_\_\_

Status/Designation: \_\_\_\_\_

**(Seal)**

## D. Introduction

Haryana State Electronics Development Corporation Ltd. (HARTRON) Hartron Bhawan, Bays No. 73-76, Sector 2, Panchkula (first party) intends to hire 03 Cars Indigo CS/Swift Dzire with Model 2016 or above having permit number Haryana, Delhi, PB along with Driver on the following terms and conditions.

1. The vehicle (Indgo CS/Swift Dzire) that the service provider have to provide to this office shall of model 2016 or above (with Maximum KM covered =  $3000 \times \text{No's of months from date of purchase}$ ).
2. The vehicle to be provided by vendor should have permit for commercial number and tax paid for Chandigarh, Haryana, Punjab and Delhi.
3. All the statutory liabilities will be borne by vendor.
4. In consideration, the Corporation shall pay to the vendor a consolidate monthly charges per month plus all taxes subject to deduction of tax at source as applicable from time to time.
5. If the total Kilometres for which the vehicle runs in excess of agreed limit then the agreed rates per kilometres for excess kilometres shall be paid to the vendor. The unused KMs of the agreed limit per month will be carried forward to the next month limit.
6. The parking charges and toll taxes will be paid to the vendor(2<sup>nd</sup> Party) on actual basis by the Corporation (1<sup>st</sup> party).
7. In case the vehicle travels to tri city Chandigarh, Haryana, Punjab and Delhi, the taxes would be paid by the 2<sup>nd</sup> party. However in case the vehicle travels to other states taxes leviabale would be reimbursed by first party.
8. The normal Working hours would be from 8:30AM to 6:30PM. (with plus and minus 1 hours) which can be extended by the officer concerned as per requirements without any extra cost.

9. All expenses towards repairs, maintenance and driver's salary shall be borne by 2<sup>nd</sup> party.
10. 2<sup>nd</sup> Party will maintain the log book on daily basis with proper record/entries
11. The 2<sup>nd</sup> party will submit the monthly bill in duplicate by 7<sup>th</sup> of next month alongwith the copy of log book. The 1<sup>st</sup> party shall release the payment within 10 days on receipt of bill to the 2<sup>nd</sup> party.
12. 2<sup>nd</sup> party will make alternate arrangements, in case due to some reasons the vehicle/driver is not available (including break down of the vehicle, maintenance of the vehicle etc.) without any extra cost to first party.
13. All responsibilities towards maintenance and other risks and liabilities related to the vehicle will be of the 2<sup>nd</sup> party.
14. 2<sup>nd</sup> party will ensure that safety belts are available in working condition for all passengers and driver seats. They will also comply with all the safety rules and regulations as applicable from time to time.
15. The driver provided by 2<sup>nd</sup> party should be a person of integrity and he should be dressed properly (in proper uniform) medically fit.
16. 2<sup>nd</sup> party shall ensure that the driver provided by them holds a valid driving license.
17. If the driver's behaviour is found objectionable then 2<sup>nd</sup> party shall replace the driver within 2 working days. If 2<sup>nd</sup> party fails to provide the other driver within 2 working days then a penalty of Rs.500/- per day shall be imposed.
18. The driver should be available whenever required; he will be given four days holidays/off in month (including Sunday) at the direction of the officer in charge.
19. The driver should have mobile phone for two way communication and



should also be able to understand Hindi language properly.

20. The 2<sup>nd</sup> party will be responsible for payment of a challans, if any, made by the police/Motor Vehicle department for any offence committed by the drive or the 2<sup>nd</sup> party.
21. The agreement may be terminated by the 1<sup>st</sup> party if the services are not found satisfactory by giving 30 days notice to the 2<sup>nd</sup> party.
22. The agreement is also revocable by either party at a notice of 30 days in advance.
23. If for any reasons (including maintenance /repairs etc ) the vehicle is not available to 1<sup>st</sup> party on any particular day or days of then the 1<sup>st</sup> party will be at liberty to hire a vehicle from the market and the charges would be debited to the bill of the 2nd party in addition to that a penalty of Rs.500/- per day shall be imposed on 2<sup>nd</sup> party. However, payment will be made to second party at the approved rate for the kilometres for which substitute vehicle is run.
24. The night charges will be payable after 10.00 pm & before 4 A.M. Extra charges for outstation will also be paid as per finalized rates.
25. Code of conduct of Driver
  - (i) The driver will be in uniform.
  - (ii) The driver will be neat and clean with proper turnout.
  - (iii) He will report for duty at the specified time given by the officer.
  - (iv) He will keep the car neat and clean before the commencement of the duty and carryout daily inspection of the same.
  - (v) The driver shall have a mobile phone with two way conversation facility available but he will not use the phone while driving and in the presence of the officer unless he is instructed to do so.
  - (vi) He will maintain daily log book of the car.

- (vii) He will take permission from the officer to take the car to workshop, if required.
  - (viii) He driver will not leave the vehicle unattended in public place.
  - (ix) He will not remain absent from duty without prior permission of the officer.
  - (x) He will be responsible for maintaining all the necessary documents required with the vehicle.
  - (xi) He shall strictly follow all the traffic rules and regulations, and never over speed and he will park the car in the area earmarked for the same.
26. The kilometer counting of the vehicle shall start from the designated office and shall end at the designated office.
27. The vehicle will also be used for outside journey to Delhi, Haryana etc.
28. 2<sup>nd</sup> party will be responsible to keep AC of the vehicle in the good running condition. All the expense on diesel, lubricants, service, repair etc. will be borne exclusively by 2<sup>nd</sup> party. In case the vehicle breaks down, 2<sup>nd</sup> party will be responsible to arrange the replacement earliest within three hours at your own expenses.
29. 2<sup>nd</sup> party will be responsible for the fitness of the vehicle and keeping all the necessary documents upto date including Certificate of Registration, Comprehensive Insurance, Road Tax, Fitness Certificate, valid permit etc. In case of any mis-happening 2<sup>nd</sup> party can claim the insurance and clear the case against the vehicle in the Court of Law.
30. If 2<sup>nd</sup> party fails to provide the vehicle as per order for any day, penalty @ Rs. 1,000/- per day will be imposed upto seven days and after that security will be forfeited and contract will be terminated.
31. 2<sup>nd</sup> party have to deposit Rs. 10,000/- as Security in shape of Demand

Draft for each vehicle in favour of Haryana State Electronics Development Corporation Limited.

### **E. Last Date of Submission of Tender**

Complete Tender Documents along with tender document fee of Rs.1000/- in the shape of DD in favor of Hartron Chandigarh and EMD of Rs.10,000/- in the shape of DD in favor of Hartron Chandigarh must be submitted to the Haryana State Electronics Development Corporation Ltd. (HARTRON) Hartron Bhawan, ways No. 73-76, Sector 2, Panchkula on or before 2.00 p.m. on 12<sup>th</sup> April, 2017. Any Tender Document received after the prescribed last date will be rejected and will not be opened. If Tender Documents are sent by post, it should be by registered or speed post to be received before specified date & time in the sealed envelopes. Late received Tender Documents will be rejected /un-opened. 1<sup>st</sup> party will not responsible for any delay of postal services.

### **F. Opening of Tender**

The Tender will be opened at 3.00 p.m. on 12<sup>th</sup> April, 2017, in the presence of the bidders present or Representatives if any, of the bidder (s) seeking to be present shall submit a letter of authority issued by the bidder. Any tender without any of the above mentioned mandatory requirement if submitted and opened it shall be deemed disqualified and thus summarily rejected. The rights to reject any item or entire tender at any stage or to cancel the tender process shall be reserved with Managing Director, Hartron.

- i. The bidder shall sign and stamp each page of this tender document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained herein and submit the same along with the Tender Document. The bidder would fill up the

information in the Annexure enclosed at the end of this document in clear and legible terms. Annexure shall also have to be signed and stamped by the bidder or its authorized signatory.

- ii. Rates and prices should be mentioned clearly indicating all the taxes and other incidental charges like extra km charges and extra hour/driver night charges if any.
- iii. The 2<sup>nd</sup> party shall submit the bill on or before 7<sup>th</sup> of following month along with the log book duly counter signed by the officer utilising the vehicle.
- iv. The Performance security shall be forfeited:
  - (a) The successful bidder fails to perform the contract satisfactorily or
  - (b) In case of successful bidder fails to sign the contract in accordance with the terms of the tender document
  - (c) In case of successful bidder, fails or refuses or in case of lapse/default to honour his own quoted prices for the services or part thereof.
  - (d) If any stage, any of the information/declaration given by the bidder is found false.
- v. The Rates quoted should be included Driver salary/other expenses.

## **G. General Conditions in the tender**

1. The financial bid in respect of tender shall be furnished in the enclosed proforma.
2. While all efforts have been made to avoid errors in the drafting of the tender form, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the tender documents shall be entertained later on. In case of any clarification, the interested parties may contact the Care-Taker (Admn.), 2<sup>nd</sup> floor, Hartron Bhawan, Bays No. 73-76, Sector 2, Panchkula or our phone No. 0172-2581257 on any of the working days from 10.00AM to 4.00 PM.
3. Each page of the Tender Documents must be stamped and signed by the person submitting the Tender in token of his acceptance of entire conditions laid down in the tender form. Any Bid with any of the Documents not so signed is liable to be rejected at the direction of the client.
4. For all purposes of the contract including arbitration there under, the address of the bidder mentioned in the bid shall be final unless the bidder notified a change of address by a separate letter sent by registered post with acknowledgement due to this office. The bidder shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.
5. No claim shall lie against the Government/Department in respect of erosion in the value or interest on the amount of earnest money deposit or performance security deposit.
6. Conditional bids/offers shall be summarily rejected.
7. Document supporting the eligible conditions:

- (a) Attested copy of PAN and Service Tax Number.
- (b) Attested copy of work orders along with work completion Certificates/ongoing work certificate issued by any Central/State Government Organisation/office
- (c) Copy of Income Tax Return and Service Tax return for the financial year 2015-16, if applicable.

## H. Financial Quotes

Description of Diesel vehicle	Model of vehicle & purchase of month	Kilometre covered	Quote Prices for Monthly Hiring (2500Kms)	Rate for extra Km (Rs.)	Driver night charges after 10 PM & before 4 A.M
Swift Dzire/Indgo CS					
Rate for on demand					

**Note:**

1. The Prices in the above schedule shall be exclusive of any service tax or any other applicable tax as may be levied by the Government from time to time and the same shall be charged in addition to the applicable rate.
2. Client shall be entitled to deduct in accordance with applicable law, Income Tax or withholding tax or other deduction from any payment made to contractor.
3. The client shall hire vehicles as per its requirements on monthly basis in the slab of 2500 Kms which is a minimum guarantee for a vehicle hired on monthly basis. However, the unused KM shall be carry forwarded to next month.

Signature of Bidder