The Haryana Pond and Waste Water Management Authority

Plot No-9, DHL Square, 3rd Floor, IT Park, Sector-22, Panchkula
E-Mail Id: ms.haryanapondauthority@gmail.com
Website: www.hpwwma.org.in

Letter No:-HPWWMA/ADMN/2022/25A/ 1112 Dated:-06/11/2026

"NOTICE INVITING QUOTATION"

Sealed quotations are invited for Hiring of Vehicles as per requirement given below for "The Haryana Pond & Waste Water Management Authority" (HPWWMA) **in single stage two cover system i.e. Technical bid and Financial bid** (comprising of price bid proposal).

Requirement:-

The Haryana Pond Authority intends to hire the following vehicles for a period of one year from 01.12.2026 to 31.11.2027.

1. Maruti Ciaz VXI Petrol (With AC)for Member Secretary & Technical Advisor- **Two nos.**

Schedule

S. No.	PARTICULARS.	REMARKS
1	Ref. Number	HPA/ADMN/2022/0025A/3473
2	Last date & time of bid submission by bidders.	20.11.2026 (15:00 hrs.).
3	Date & Time of opening of Technical Bids	20.11.2026(15:30 hrs.)
4	Date & Time of opening of Financial Bids	To be decided later on.
6	Bid validity	01 month.
7.	Application Fee	1000/- One Thousand(Non Refundable)

Under this process, the technical bid applications as well as financial bids are invited at single stage under two sealed covers i.e., Technical & Financial envelops.

3. Technical/Eligibility Bid.

The bidder has to put all the papers required for eligibility criteria in the envelope marked as "Technical Bid" i.e.

A. Earnest Money of Rs.-5000/- per vehicle and Rs. 1000/- (One thousand) (non refundable) as a cost of application fee in shape of demand draft in favour of Member Secretary, The Haryana Pond and Waste Water Management Authority, Panchkula.

B. Information of the bidder as **ANNEXURE-B**.

C. Declaration that firm has not been banned or blacklisted as **ANNEXURE-C**.

D. Declaration that the firm is having at least one year of experience in providing vehicles in the Govt.// Semi Govt./ Public Sector as **ANNEXURE-D**

E. Self attested copy of service tax registration.

F. Self attested copy of PAN.

4. Financial Bid

The rates are to be quoted in prescribed proforma "**ANNEXURE-A"** and put in envelop marked as "Financial Bid".

Both the envelops to be put in main envelope marked as "**Quotation for Hiring of Vehicles for HPWWMA**".

Eligibility of the applicants will be first examined based on the details submitted under first cover i.e., technical bid with respect to eligibility criteria prescribed in this document. The financial bid under the second cover shall be opened for only those applicants, who qualify the technical bid as per the eligibility criteria as per the document.

Bidders can put the bids in tender box available in the office of HPWWMA.

Terms and Conditions.

1. **Period:-**The vehicles as above are requested for a period of one year from 1st December 2026, which may be extended for another one year on mutual understanding of both the parties.
2. **Rates:-** The bidder has to quote the prices for the limit of 1000 km , 1500 km & 2000 km complete for a month as per "**Annexure-A**" along with the rates for additional mileage in excess of 1000 km, 1500 km & 2000 km and night charges after 10.00 PM.
3. **Model:-** The vehicle should not be more than 2 year old or should not have run more than 50,000 KM as on date of hiring by the Authority. The vehicles should be maintained good and clean upholstery and should be in good working condition with the facility of air conditioning and music system.

4. **Delivery Time:-** The agency will have to provide the vehicles w.e.f. 1st of December 2026.

5. **Hourly/Mileage Requirement**:- The vehicle should be normally available for 12 hour period on every day and under exception requirement the vehicle can be called any time, it shall also be required to undertake overnight journey/ stay for official tours by the officers of Authority. Vehicle shall be available for all the days in the month.

6. **Documentation :-**Vehicle must be preferably registered under Motor Vehicle Act as a commercial vehicle and has relevant permit for Haryana, Punjab, UT of Chandigarh & Delhi. Expenditure towards registration of vehicles, pollution under control certificate, road tax, commercial vehicle tax permit etc with the State Govt. the transport Authority will be borne/settled by owner of vehicle during contract period. The firm is required to submit copy of following documents and the original for verification which shall be returned after verification.

   (h) RC of Vehicle.
   (i) Valid comprehensive insurance policy of the vehicle.
   (j) Valid pollution certificate of the vehicle.
   (k) Colored Photograph of Vehicle with front Number Plate.
   (l) Valid Permit to Ply the Vehicle in the State Haryana, Punjab, UT of Chandigarh & Delhi.
   (m) Duty Stamp and sign terms & conditions.
   (n) Photocopy of valid driving license of the driver.

7. **Other Expenses :-** The expenses towards servicing charges, Engine oil changing and other repairs and maintenance work, will be borne by vehicle owner. Vehicle owner will ensure periodic maintenance as per maintenance manual of vehicle/requirement and vehicle owner shall always keep the vehicle in perfect running condition. He shall carry out the servicing and repairing immediately on intimation of the representative of the Haryana Pond and Waste Water Management Authority, Panchkula.

8. **Office In-charge:-** Member Secretary will be in-charge of the vehicles for further correspondence.

9. **Mode of Payment:-** 100% payment shall be made within 15 days through NEFT/ RTGS on submission of monthly bill after due verification and after deducting the penalties (if any), Income tax/ GST shall be deducted at source as applicable as per rules and the same would be deposited with the concerned authorities within the stipulated time period.

10. **Penalties:-** The following penalties shall be levied on the bidder during the currency of the contract:
    g) For not providing vehicle in time a minimum penalty @ ₹ 2000/- will be imposed per default.
    h) For misbehavior of the driver @ ₹ 1000/- will be imposed per default.
    i) For not providing substitute vehicle @ ₹ 2000/- will be imposed per default.
    j) For causing damage to the public property: Three times the market value of the damaged property or ₹ 5000/- whichever is higher per default.
    k) For breach of any of the conditions of the contract: Minimum penalty of ₹ 5000/- per default or termination of contract and forfeiture of Performance Security as the case may be, depending upon the grounds of violation.
    l) For persistent breach or unsatisfactory services: termination of contract along with forfeiture of performance security and blacklisting.

11. **Termination of Contract:-** HPWWMA reserves the right to terminate the contract at any stage during the period of contract by giving 7 day's notice. If vehicle owner is interested to withdraw his vehicle, owner shall have to inform at least 2 month in advance in writing, otherwise prorata payment will be deducted in lieu of the short period of notice.

12. **Driver:-** The driver shall make his own arrangement for going and coming from his residence, In case the owner of the vehicle engages the services of hired driver then he shall ensure to the satisfaction of HPWWMA that driver will be paid the minimum wages as applicable to the skilled drivers in the State of Haryana by the owner of the vehicle. The vehicle owner shall provide an efficient and loyal driver for the vehicle at his own cost. The cost of driver's salary and all other incidental charges shall be borne by vehicle owner. The deployed driver shall keep all documents like valid license and up to date tax payment certificate/ receipt, pollution control certificate, Insurance and any other tax payment/ clearance to date in his custody. The vehicle shall be provided with stepney, tools, spares and consumables while travelling. Any kind of claim on account of negligence of driver/accident will be the responsibility of the firm.

13. **Maintaining of Log Book:- T**he driver of the firm/ contactor has to maintain the logbook containing the mileage & hours covered by the vehicle which is to be signed by the officer using the vehicle.

14. **Liquidated Damages:-** The owner shall provide immediately with another suitable vehicle in running condition in case the regular vehicle deployed is under break down, otherwise the deduction shall be made towards the hire charges paid by HPWWMA for arranging the suitable vehicle from the market as liquidated damages as explained above.

15. **Tempering Meter:-** Tempering of the meter shall be viewed seriously. In case it is noticed that the meter of the vehicle is mal-functioning and showing extra mileage then actual difference shall be recovered on prorate basis for the entire period during which the vehicle has actually run. It will be obligatory on the part of vehicle owner to get the mileage checked by the controlling officer in the beginning of everyday and get it recorded in the log book.

16. **In case of Theft:-** In the event of theft, loss or accident any dispute with any local Govt. Authority, HPWWMA will not be responsible and vehicle owner will settle the claims himself.

17. **Earnest Money Deposit:-**The bidder has to deposit an earnest money at the rate of Rs. **5000/- per vehicle** along with bid in the form of a demand draft in favour of Member Secretary, The Haryana Pond and Waste Water Management Authority, Panchkula.

18. **Performance Security:-** In case of successful bidder, the bidder has to deposit **₹ 50,000/- per vehicle as performance Security**. Earnest Money deposit [EMD] submitted by the bidders shall be converted into performance security and remaining amount of performance security will be deposited by the bidder. (If desired by the bidder) Wherever the bidder defaults in executing the contract, the EMD shall be forfeited.

19. **Charges To Be Borne by the Authority:-**Toll Tax, Parking fee, will be reimbursed on the production of the original receipts.

20. During the contract period, if any vehicle is seized/detained/impounded by the police/ transport officer/any other Authority for any reason what so ever, it will be sole risk and responsibility of the firm, who shall provide immediately another vehicle of same seating capacity in lieu thereof otherwise a penalty of Rs.-2000/- per day will be imposed.

21. All the disputes shall be subject to the jurisdiction of Panchkula.

22. **Amendments to terms & conditions:** The HPWWMA reserves the right to amend the terms & conditions before the last date of submission of bids, which will be notified on website and as well as publish the same in press.

Bidder Eligibility Criteria: -

1. Bidder should possess valid GST Number. Attested copy of the same must be submitted with the Bid.
2. The bid shall be valid for one month after the date of opening of Technical Bid.
3. Information furnished by the Firm/Supplier/Bidder as per **ANNEXURE-B** should be self-attested.
4. The Bidder should not have been blacklisted by any of the Department/ Ministry/ Organization. A duly signed declaration to this effect must be submitted along with technical bid **(ANNEXURE-C).**
5. The firm should have at least one year of experience in providing vehicles to the Govt./ Semi Govt./ Public Sector. The self signed declaration should be made in the proforma of experience as in (**ANNEXURE-D**).

6. Haryana Pond and Waste Water Management Authority shall reject bid, if it determines that bidder recommended for award has engaged in corrupt or fraudulent practice while competing for this contract.

Note:-

4. **The agreement between the lowest bidder and HPA will be signed with all above conditions.**
5. **The complete NIQ with terms & conditions is available on website: http://www.hpwwma.org.in from where it can be viewed/ downloaded.**
6. **Dispute if any will be subject to Panchkula jurisdiction only.**

6/11/2017

Consultant (Admin & Personnel)
For EVC HPWWMA, Panchkula

ANNEXURE-A

Proforma For Quoting Rates

S/N	Name of Vehicle	Rates in Rs.				
		For Limit of 1000 KM per Month	For Limit of 1500 KM per Month	For Limit of 2000 KM per Month	Extra KM Rates for Exceeding Mileage than prescribed limits per Month	Night Charges After 10.00 PM
1.	Maruti Ciaz VXI B.S.6 Petrol(With AC)					

Notes:-

(1) The above prices are inclusive of all taxes & duties, except the following which are reimbursed/ paid by the HPWWMA during the currency of contact.Toll Tax & Parking fee which will be reimbursed on the production of the originalreceipts .

(2) During the period of contract, the rates will not be revised with the revision of any taxes by the Government of Haryana or any change in fuel prices. The prospective bidder may quote the rates accordingly taking into consideration of this aspect. The columns shall be clearly filled in ink legibly or typed. The bidder should quote the number, rates and amount tendered by him/them in figures and as well as in words. Alterations, if any, unless legibly attested by the bidder shall disqualify the bid. The bidder shall take care that the rate and amount may be written in such a way that interpolation is not possible. No blank spaces should be left which would be otherwise made the tender liable for rejection.

Authorized Signatory,
With Stamp & Signature.

ANNEXURE-B

Information to be Furnished by the Bidder:-

Sr. No	Particulars	To be filled by the Bidder
1.	Name of Firm/Agency	
	Address	
	Name of Proprietor	
	Telephone no.	
	Mobile No.	
	Email. Address	
	Name of Business partner, if any	
2.	PAN Number (Copies to enclosed)- Yes/No	
3.	Service TAX Registration no. copies to enclosed- Yes/No	
4.	Where terms and conditions are acceptable or not- Yes/No	
5.	Whether the firms is blacklisted by any Government/Department or any criminal case is registered against the firm or its own/partners anywhere in India (if No, an undertaking to this effect may be attached as **(Annexure-C)**	
6.	Whether the firm is having at least one year of experience in providing vehicles to the Govt./ Semi Govt./ Public Sector. The self signed declaration should be made in the proforma of experience as in (**ANNEXURE-D**).	

Authorized Signatory,
With Stamp & Signature.

ANNEXURE-C

Declaration

To

Member Secretary,
Haryana Pond & Waste Water Management Authority.
Plot No.-9, DHL Square, 3rd Floor, IT Park, Sector-22, Panchkula-134109.

R/Sir,

I/We.....
..hereby confirm that our firm has not been banned or blacklisted by any government organization/ Financial Institution/ Court/ Public Sector Unit/ Central Government and no Police /Vigilance enquiry/Criminal case is pending against us.

Authorized Signatory,
With Stamp & Signature.

ANNEXURE-D

Declaration

(Experience for providing to the Govt./ Semi Govt./ Public Sector.)

S/N	From	To	Detail of Vehicle Provided	Name of Deptt. (Govt./ Semi Govt./ Public Sector)	Name and Contract No. of Authorized Person of Deptt.

Authorized Signatory,
With Stamp & Signature.