

**Haryana Pond and Waste Water Management Authority
Contract for hiring of Vehicles**

NOTICE INVITING TENDER

Sr. No.	NIT No.	Brief Scope of Work/ Purchase	Last date of Submission of Bids (date and time)
1.	NIT -2/2019-20	1. Innova Crysta (Petrol) 2. Mahindra (SUVs) Petrol, 3. TATA SUVs (Petrol) 4. Maruti Eritga (Petrol) (The vehicle should not be older more than 2 year on the date of opening the tenders)	Last date of submission of tender 05-09-2019 at 13:00 hrs. Date of opening tender 05-09-2019 at 15:00 hrs.

The detailed terms & conditions are available on the website [www. hpwwma.org.in](http://www.hpwwma.org.in) & [https//etenders.hry.nic.in](https://etenders.hry.nic.in)

Member Secretary
Haryana Pond Waste Water Management Authority
Sector-4, Panchkula

**Haryana Pond and Waste Water Management Authority
Contract hiring of Vehicles**

TENDER NOTICE

NIT No. 2/2019-20

Dated

E-Tenders are invited on behalf of HPWWMA from the reputed transport companies and private owners for hiring of 02 Nos. vehicles for HPWWMA Panchkula for a period of 1 year which may be further extendable by another one year.

Sr. No.	Name of vehicle	Number of vehicles required	Model
1.	1. Innova Crysta (Petrol) 2. Mahindra (SUVs) Petrol, 3. TATA SUVs (Petrol) 4. Maruti Eritga (Petrol)	2.	The vehicle should not be older more than 2 year on the date of opening the tenders.

- 1. Cost of Tender document:** - The copy of NIT, other terms and conditions are available on the website of HPWWMA which can be down-loaded. The cost of tender documents is ₹ 1000/- which can be purchased in the form of Demand draft in favour of Member Secretary, Haryana Pond and Waste Water Management Authority, Panchkula. The DD may be submitted along with the sealed bids.
- 2. Earnest money deposit:** - The bidder has to deposit an earnest money @ ₹ 5000/- per vehicle along with bid in the form of demand draft in favour of Member Secretary, Haryana Pond and Waste Water Management Authority, Panchkula.
- 3. Last date of submission:** - The bids will be received up to 13:00 hours on 05-09-2019 and will be opened on the 05-09-2019 at 15:00 hours in the office of Member Secretary, Haryana Pond and Waste Water Management Authority, Panchkula. In case the date happens to be a holiday then these will be received and opened on the next working day at the same time.
- 4.** The Executive Vice-Chairperson, HPWWMA has the right to accept or reject any or all the tenders without assigning any reason.

Member Secretary
Haryana Pond Waste Water Management Authority
Sector-4, Panchkula

Other Terms and Conditions.

1. **Requirement:** The NIT covers the hiring of the following quantity of vehicles for the office of The Haryana Pond and Waste Water Management Authority, Panchkula.

Sr. No.	Name of vehicle	Number of vehicle	Model
1.	1. Innova Crysta (Petrol) 2. Mahindra(SUVs) Petrol, 3. TATA SUVs (Petrol) 4. Maruti Eritga (Petrol)	2.	The vehicle should not be older more than 2 year order on the date of opening of tenders.

2. **Model:** - The vehicle should not be more than 2 year old on date of opening the tenders and should be in good working condition with the facility of air conditioning and music system.
3. **Hourly/ Mileage requirements:-** The vehicle should be normally available for 12 hour period in 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 except for the pre-schedule/ repair and one day rest in a week.
4. **Prices:** - The bidder has to quote the prices for the first 2000 km, 2500 km & 3000 km with complete month availability as per **Annexure-II** along with the rates for additional mileage in excess of 2000 km, 2500 km & 3000 km. The following charges shall be borne by the Authority:
- a) Toll Tax, Parking fee, will be re-imbrused on the production of the original receipts.
 - b) The firm/ contractor will be re-imbrused @ Rs. 200 per night for stay of the driver on tour to the outstation in addition to the above rates.
5. **General conditions of Hire:** - Vehicle should not be older more than 2 year from the date of opening of tenders. The bidders who desire to supply the new vehicle have to provide the vehicle on hire within 15 days of the allotment of work order.
6. **REGISTRATION:** - The offered vehicle must be registered as per motor vehicle Act, and has relevant permit with Haryana State Govt. Transport Authority. All the expenses/ taxes shall be borne by the firm/ contractor before and during the currency of the contract except those mentioned at Sr. No. 4 (a) & (b) above, the following documents will be submitted.

- a) Photocopy of valid RC of vehicle.
- b) Photocopy of valid comprehensive Insurance Policy of Vehicle.
- c) Photocopy of valid Pollution certificate of vehicle.
- d) Coloured photograph of vehicle with front number plate.
- e) Valid permit to ply vehicle in Haryana, Punjab, Delhi, NCR, Chandigarh (UT).
- f) Valid driving license for the driver.
- g) Duly stamped & signed terms and conditions.
- h) For the new vehicle the documents are to be submitted subsequently before the first payment.

The original documents have to be presented by the firm/ contractor after the award of contract for verification and shall be returned to the owner after verification.

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. **Member Secretary Incharge:** - Member Secretary in case of Head Office will be incharge of the vehicles for further correspondence and the driver of the firm/ contractor has to maintain the logbook containing the mileage & hours covered by the vehicle which is to be signed by the officer using the vehicle.
9. **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.
10. **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.
11. **PENALTIES:** The following penalties shall be levied on the bidder during the currency of the contract:
 - a) For not providing vehicle in time a minimum penalty @ ₹ 1000/- will be imposed per default.
 - b) For misbehavior of the driver @ ₹ 1000/- will be imposed per default.
 - c) For not providing substitute vehicle @ ₹ 2000/- will be imposed per default.
 - d) For causing damage to the public property: Three times the market value of the damaged property or ₹ 5000/- whichever is higher per default.

- e) 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.
- f) For persistent breach or unsatisfactory services: termination of contract along with forfeiture of performance security and blacklisting.

12. **CONTRACT PERIOD:** - Initially the vehicle shall be hired for a period of one year and may be extended for next year on satisfactory performance & mutual agreement.

13. **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.

14. **TERMS 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.

15. **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 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.

16. **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.

17. **Tampering** 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 prorata 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.

18. The vehicle owner/contractor shall have the copy of registration certificate of vehicle i.e. taxi no., interstate permit (Punjab, Delhi, Haryana & Chandigarh) comprehensive insurance of vehicle and the same vehicle shall perform duty throughout the contract period of vehicle. If the contractor wants to change his vehicle in case of break down etc. he has to provide the vehicle of the same status i.e. the same models, type.
19. Any type of claim on account of negligence of driver/ accident will be the responsibility of contractor/ firm.
20. 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.
21. All the disputes shall be subject to Panchkula jurisdiction.
22. **Submission of bids:** The bidder has to submit the sealed bid as per the bidding schedule consisting of the following documents:-
 - (a) Separate envelope containing the cost of bid document
 - (b) Separate envelope containing the EMD.
 - (c) Technical bid submission sheet in the format attached as Annexure-I
 - (d) Price-bid submission sheet in the format attached as Annexure-II
 - (e) Signed copy of terms & conditions

First the envelopes containing the cost of bid document and EMD envelope will be opened and the bids which do not contain the cost of bid document and EMD of required value and in required form will be out rightly rejected. With respect to technical details, the Authority reserves the right to call for any additional information/ document that may require for evaluation of bids.

23. **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.

Format for Technical Bid submission

To

Member Secretary,
Haryana Pond and Waste Water Management Authority,
Sector-4, Panchkula

Sub: Contract for hiring of vehicles for HPWWMA at Panchkula

Dear Sir

This is with reference to your office tender bearing No NIT-2/2019-20 dated _____ for hiring of vehicles for the HPWWMA, Panchkula In response to the above tender, the Technical details are given as under-

- (a) Name of the Bidder-
- (b) Status of the Bidder-
- (c) Address & contact numbers of the bidder
- (d) PAN of the bidder
- (e) Details of the vehicles offered by the bidder-

Authorized signatory
With stamp & Signature

Format for Price Bid submission

To

Member Secretary,
Haryana Pond and Waste Water Management Authority,
Sector-4, Panchkula

Sub: Contract for hiring of vehicles for HPWWMA at Panchkula.

Dear Sir,

This is with reference to your office tender bearing No.NIT-2/2019- 20 dated _____ for hiring of vehicles for HPWWMA Panchkula. In response to the above tender, the financial offer of our firm is given as under:

Sr. No.	Name of Vehicle	Fixed price per month per vehicle for mileage (in figures as well as in words) Up to / Up to / Up to 2000 km/ 2500 km/ 3000 km	Rate per km exceeding 2000 km/ 2500 km/ 3000 km
1.	Innova Crysta (Petrol)		
2.	Mahindra(SUVs) Petrol		
3.	TATA SUVs (Petrol)		
4.	Maruti Eritga (Petrol)		

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.
 - a) Toll Tax & Parking fee which will be reimbursed on the production of the original receipts .
 - b) The contractor will be reimbursed @ Rs 200 per night for stay of the driver on tour to the outstation in addition to the above rates.
- (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 tenderer 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 tenderer shall disqualify the tender. The tenderer 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