



**PUNJAB SMALL INDUSTRIES & EXPORT CORPORATION LTD.**  
**(A State Government Undertaking)**

Regd. Office: Udyog Bhawan, 18-Himalaya Marg, Sector-17 A, Chandigarh

Phones: 0172-2702301-05,

Website: <http://www.psiec.punjab.gov.in>

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**TENDER NOTICE FOR THE WORK OF HIRING OF VEHICLES IN THE CORPORATION**

Punjab Small Industries & Export Corporation Limited, Udyog Bhawan, Sector- 17 Chandigarh invites online bids for hiring of Vehicles/Taxi for office use:

<b>1.</b>	<b>Availability of tender online for bidding</b>	<b>From 11.08.2023</b>
<b>2.</b>	<b>Last Date &amp; Time for online submission of bid</b>	<b>21.08.2023 upto 11:00 AM</b>
<b>3.</b>	<b>Date &amp; Time opening of technical Bid</b>	<b>21.08.2023 at 3:00 PM</b>

For details log onto: <https://eproc.punjab.gov.in/nicgep/app>

*Note:- Any corrigendum(s) to the tender notice shall be published on the above website only*

**Date:-10.08.2023**

**Managing Director**

## TERMS AND CONDITIONS FOR HIRING VEHICLES

Sr. No	Vehicle to be hired	Price of car	No of Vehicle required
1	Toyota Innova Crysta	65,000	1
2	Honda City/Maruti Ciaz	50,000	1
3	Maruti Ertiga/XL-6/ Bolero	40,000	1
4	Swift Dzire/Honda Amaze	30,000	1

1. Punjab Small Industries and Export Corporation Ltd., (PSIEC) invites tenders from reputed, experienced and financially sound taxi service providers to provide car rental services to the Corporation to meet the day to day requirement of cars(Air conditioned) namely Toyota Innova Crysta, Maruti Ertiga/XL-6/Bolero, Honda City/ Maruti Ciaz ,Swift Dzire/ Honda Amaze.
2. The Earnest Money amounting to Rs. 50,000/- (Rs. Fifty thousand only) shall be deposited through online mode and same shall be kept as security and shall be refunded after the expiry of the said contract. No interest will be payable on this amount. EMD will be returned to the unsuccessful bidders on finalization and award of contract to the L1 firm. The bid without Tender Fee and EMD shall be rejected and no correspondence will be entertained in this regard. Bid will be submitted in two parts namely Technical and Financial. The financial bid of the technically qualified bidder will be entertained in this regard.
3. Rs 65,000 , Rs 50,000, Rs 40,000 and Rs 30,000 for vehicle at serial number 1,2,3,4 respectively to be paid for all the expenses (Oil, Driver, Maintenance, Insurance, Road Tax, and License Charges etc). The bidder who quote the lowest amount of the Monthly Cash Consideration in the "Financial Bid Performa "at Annexure- (iii) of this Tender Document, shall be declared as the successful bidder and consequently his/her bid/tender shall be accepted.
4. The no (s) of cars for the purpose of hiring can be increased/decreased as per the requirement of PSIEC in the future.
5. The tender are to be submitted in the following manner:
  - a. **Technical Bid should contain the following:**
    - i. The Tender Document and EMD as stated in the Terms and Conditions of the Tender Document.
    - ii. Annexure- (i) (Form of Bid) and Annexure- (ii) (Technical Bid Technical Information and Undertaking) of the Tender Document.
    - iii. Other documents as stated in checklist.
    - iv. Xerox copy of the Tender Document with each page duly signed by the authorized signatory of the bidder.

**Note: Competent authority may at its discretion appropriate the Bid Security of any such bidder who submits a conditional bid or submits the bid in any modified version of the "Form of Bid".**

- b. **Financial Bid should contain the following:**
    - i. It will contain Annexure- (iii) i.e. the Financial Bid Performa.
6. **Technical Bid:** The technical bid should be submitted in form given in Annexure- (ii) along with registration particulars. Copy or PAN number of cars registered in the name of the applicant, full details of the number of Cars registered in the name or the applicant and other information as sought for in Annexure-(ii).
  7. **Financial Bid:** The Monthly Cash Consideration amount as quoted in the Financial Bid is minimum guaranteed payment which will be paid to the Bidder per month irrespective of the mileage operated by the vehicle **subject to 2000 K.M. per month.**
  8. In case the applicant is asked to operate the vehicle over and above the monthly ceiling, a payment of Rs.18/- , Rs. 16/-, Rs.14 and Rs.10/- per K.M. will be paid for the vehicle mentioned at Sr. 1,2,3 and 4 for all the expenses (**Oil, Driver, Maintenance, Insurance, Road Tax, and License Charges etc**) respectively. Apart from above for any outstation journey where duty exceeds 12 hours in day, an allowance of Rs.200 per day will be paid to the driver. Toll, state tax and parking charges shall be paid by PSIEC only on the production of the original receipts.

**Note: The official duty hours for local/tri-city duties of the driver shall be from 8:00 am till 7:30 pm.**

9. It is the responsibility of the applicant to ensure proper maintenance, Sanitisation and upkeep of the vehicle including clean line and in case the applicant fails to provide a car or substitute car in place of defective / breakdown of car, the Contractor will have to compensate PSIEC for an amount equal to the hiring charge incurred by the authority for hiring similar category of Car / Taxi from some other agency.
10. The vender shall ensure that the Car /Taxi provided should not be more than **three (3)** year old from the date of first Registration of vehicle.
11. The drivers should display their driving License permanently on the dash board of the car as now mandated for all Taxis. Driver should always have their mobile phones in on mode.
12. The vender shall ensure that the cars/taxis have valid papers including RC Book insurance and etc. and the drivers are in possession of valid license during the period of the contract.
13. The driver shall ensure that compliance and depositing of all taxes including Income Tax, Motor Vehicle Tax, etc., including any taxes imposed in future also. However, the GST and any other applicable tax etc. shall be paid by the bidder (if not covered under repo charge of GST) appropriate documentary evidence shall be submitted to PSIEC.
14. The vendor shall be responsible for and indemnity PSIEC for any loss, damage and legal action and cost / Compensation/ charges/ claims owing to violation of any traffic rules, accident or any other eventually ceasing out of the hiring of such vehicle. Under no circumstances, any such responsibilities/ claim can transferred to PSIEC.
15. Meter reading of the vehicle will start from the officer pick up point and close at the officer drop point. If the vehicle is requisitioned at any other place then the contractor will have to inform the Corporation about the start of meter reading and get the same verified from the officer using the car. To get the time, meter reading noted will be the responsibility of the contractor and the concerned officer/Official will verify the same
16. If the behaviour of the driver is found objectionable, the vendor shall replace him with a new driver within 24 hours. If the vendor is unable to do the same he will be penalized for Rs. 1000/- per day which will be deducted from the bill.
17. All the vehicles could be utilized for Local as well as outstation duties as per requirements of concerned officers/officials of PSIEC. Each Vehicle must have a valid state entry permit of Punjab, Haryana, Delhi and Himachal Pradesh. The firm should be capable of providing fleets of vehicles for events, delegations, Meetings and conferences, etc.
18. **Bid Opening:** The Technical bids shall be opened on 21.08.2023 at 3:00 PM. The Technical Bids will be evaluated and the date and time of the opening of Financial Bids will be intimated later.
19. **Parties:** - The parties to the Contract are the contractor (the tenderer to whom the work has been awarded) and PSIEC Chandigarh.
20. **Addresses:** For all purposes of the contract including arbitration there under, the address of the contractor mentioned in the tender shall be final unless the contractor notifies a change of address and contact number(s) by a separate letter sent by registered post with acknowledgment. The contractor shall be solely responsible for the consequences of any omission or error to notify change of address and contact number(s) in the aforesaid manner.
21. **Earnest Money:** Tenderer/ Bidder shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer/ bidder fail to comply with the stipulations made therein or backs out after quoting the rates, the aforesaid EMD will be forfeited. The tender without Earnest Money will be summarily rejected. No claim shall lie against PSIEC in respect of erosion in the value or interest on the amount of earnest money deposit or security deposit.
22. **Signing of Tender:** The individual signing the tender and other documents connected with contract must specify whether he Signs as:
  - a) A " sole proprietor " of the concern or constituted attorney of such sole proprietor;
  - b) A partner of the firm , if it be partnership firm , in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partner hip either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm ; and
  - c) Director or principal officer duly authorized by the Board of Directors of the Company if it is a Company.

**Note Below:**

- In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a notary Public, should be furnished on tamped paper duly signed & affirmed by all the partners, admitting execution of the partnership agreement or the general power of attorney. The attested copy or the certificate of registration of firm should also be enclosed along with the tender.

- In the case of partnership firm, where no authority to refer disputes concerning the business of partnership firm has been conferred on any party, the tender and all other related documents must be signed by all partners of the firm.
  - Person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bid for such other person and if, on enquiry it appears that the person so signing had no authority to do so, this office may, without prejudice cancel the contract and hold the signatory liable for all costs, consequence and damage under the civil and criminal remedies available.
  - Each & every page of other tender document shall be signed by the bidder.
23. **Validity of the Bids:** The bid shall be valid for a period of 90 days from the date of opening of the tenders.
  24. **Contract Term:** To begin with, the contract will be for a period of one year initially and extendable twice up to three years if performance or service is found satisfactory on annual review. The contract period shall commence from the date of delivery of vehicle for operation.
  25. **Log book** shall be provided by the Bidder in the vehicle which will be maintained by the driver will get the Log Book regularly filled signed from the officers using the vehicle clearly indicating place visited, time, KMs cover etc.
  26. The amount submitted towards EMD/Security Deposit will be forfeited by the Order of the Competent Authority in the event of any breach or negligence or non-observance of any terms/condition of the contract or for unsatisfactory performance or for non-acceptance of the work order. On expiry of the contract, the amount of EMD and final bill payment shall be retained until the final audit report on the account of firm's bill has been received and examined. But the maximum time limit for this formality is three months after the expiry of the contract. The amount so retained can be considered for appropriation by PSIEC to cover any incorrect or excess payments made on the bills to the firm.
  27. **Penalty:**
    - a) In case of breach of any conditions of the contract and for all types of losses caused including excess cost due to hiring of car from the market in the event of applicant failing to provide requisitioned number of cars or not providing car(s), the office shall make deductions at the rate of hiring rate on pro-rata basis from the bills preferred by the applicant or that may become due to the applicant under this or any other contract or from the security deposit or may be demanded from him to be paid within seven days of issuance of notice in this regard.
    - b) The powers of the Competent Authority under this condition shall in no way affect or prejudice the powers which certain events to terminate the contract vested in him as herein provided on forfeiture of deposit mentioned under clause 21 and 26 above.
  28. **Breach of Terms and Conditions:** In case of breach of any of the terms and conditions mentioned above, the Competent Authority will have the right to cancel the work order duly stating the reasons therefor. In such a case the Competent Authority may cancel the work order after giving a prior notice of 15 days. If the service of the contractor will not be satisfactory, the contract will be terminated after giving 15 days prior notice.
  29. **Sub-letting of work:** The firm shall not assign or sublet the work or any part of it to any other person or party.
  30. The tender is not transferable.
  31. **Terms of payment:**
    - a. No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work.
    - b. The applicant shall submit the bill at each stage/in the first week of following month in respect of previous month for sanction of the amount of bill and passing the bill for payment.
    - c. The Competent Authority shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties imposed by PSIEC, if any, duly stating the reasons of such withholding of the payment in full or in part to the contractor.
  32. **Arbitration:** In case of any dispute or differences arising out of terms and conditions of tender or, the same shall be referred to MD, PSIEC. The decision of MD, PSIEC in this regard will be final and binding on all the parties. For all matters of dispute, jurisdiction shall be at the Union Territory of Chandigarh.
  33. PSIEC reserves the right to reject any/all tenders at any stage without any reason whatsoever and without being liable in any manner towards any bidder.

Further, the PSIEC reserves the right to either annual or cancel the bidding process at any stage without assigning any reason whatsoever and without being liable in any manner towards any bidder or prospective bidder.

**Check List:**

**(SUMMARY OF COMPLIANCE TO THE REQUIREMENT OF THE TENDER)**

<b>Sr. No</b>	<b>Description of requirement</b>	<b>Yes/No</b>	<b>Page No of Enclosed Tender</b>
1	Online Payment of Rs.5000/- + 18% GST as Tender document fee.	Yes/No	
2	Online payment for EMD of Rs. 100,000/-	Yes/No	
3	Whether the applicant is an individual/Firm/Company Attach Proof  (Tick Applicable)	Yes/No	
4	R.C Book	Yes/No	
5	Road Tax Clearance Certificate	Yes/No	
6	Certificate of the Valid Insurance Policy	Yes/No	
7	Valid driving license of the driver(s) for the category of the vehicle quoted	Yes/No	
8	Valid Pollution Certificate (PUC)	Yes/No	
9	Details of the other organizations where such contracts undertaken (attach supportive documents)	Yes/No	
10	Acceptance of terms and conditions attached. Each page of terms and conditions to be dully signed as token of acceptance and submitted as part of tender document.	Yes/No	

Attach self-attested photocopies declaration

By the Tenderer:

This is to certify that I/We before signing this tender have read and they understood all the term and conditions contained herein an undertake myself/ourselves to abide by them

(Signature of Tenderer with Seal)

Name:

Place:

Date:

Seal office Address.

FORM OF BID

- a) I/we, M/s \_\_\_\_\_ hereby undertake to provide hiring of Cars strictly as per the terms of the Tender Document and to the complete satisfaction and the terms and conditions are acceptable to us without any deviation.
- b) I/We shall be changing lump sum cash consideration at the rate mentioned in Annexure-iii in the event my/our bid accepted by the PSIEC. I/We have carefully read and understood the Terms & condition of the Tender and accordingly confirm that the aforesaid rate quoted by us is inclusive of all taxes.

Date:

Signature: \_\_\_\_\_

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

Bidder Address: \_\_\_\_\_

<b>Technical Bid- Technical Information and Undertaking</b>		
<b>Sub- Tender of "Hiring of Cars"</b>		
1	Name of the Tenders/Agency	
2	Office Address (With Tel. & Mob. No.)	
3	GST Number	
4	Service Tax Registration No. along with Proof, thereof, if any required	
5	Nature of the Firm/agency; ( i.e. Sole Proprietor OR partnership firm or a company Copy of Registration Certificate be furnished	
6	Work Experience of the firm (in years)	
7	PAN No.	
8	Name of Vehicle, Model of Vehicle, Make of Vehicle, Registration No, Name of owner as per Registration Certificate	Total No(s) of vehicles offered ( ) In words( ) 1. 2. 3. 4.
9	Availability of Cell Phones with the drivers in mandatory (Tick Yes)	YES
10	Remarks (if any)	

Date:

Station:

Signature: \_\_\_\_\_

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

Seal: \_\_\_\_\_



**Financial Bid Performa**

<b>Sr. No</b>	<b>Type of Vehicle</b>	<b>Monthly consolidated charge 2000 kms for each category</b> <i>(to be quoted in Rs)</i>
1	Toyota Innova Crysta	
2	Honda City/Maruti Ciaz	
3	Maruti Ertiga/XL-6/ Bolero	
4	Swift Dzire/Honda Amaze	
<b>Total</b>		

Note:

1. Rates per month per each vehicle in Rupees to be quoted taking into consideration all Taxes except for GST