

TERMS AND CONDITIONS FOR HIRING VEHICLES

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 namely Toyota Innova, Toyota Innova Crysta, Maruti Ertiga, Honda City, Honda Amaze, Maruti Ciaz, Maruti Swift, Maruti Swift Dzire, Toyota Etios, Toyota Etios Liva, Hyundai Xcent, Tata Indigo and Tata Zest etc.
2. The Vehicles will have to be provided within one hour of demand. The vehicles provided should be in good condition and in case of any fault the same has to be replaced immediately.
3. If there is breakdown of the vehicle during outstation journey, the responsibility to provide the alternative vehicle will be on the tour contractor. If the same is not provided, the corporation will hire the vehicle from the market and the expenditure will be charged from the contractor.
4. Meter reading of the vehicle will start from the Udyog Bhawan and close at the same venue. 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.
5. To get the time, meter reading noted will be the responsibility of the contractor and the concerned officer/Official will verify the same.
6. Night charges will start from 10.00 p.m. and will be applicable up to 05.00 a.m.
7. Payment of Toll Tax, Bridge Tax, State Entry Tax (Entry per day) etc. and the parking charges will be paid only on the production of the original receipts.
8. In case the vehicle is not provided in time then the corporation will arrange the vehicle from the market and the expenditure incurred will be recovered from the contractor.
9. The Earnest Money amounting to Rs. 50,000/- (Rs. Fifty thousand only) in shape of Demand Draft in the name of the Corporation deposited with the tender will be kept as security and shall be refunded after the expiry of the 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.
10. Sealed quotation will be submitted in two parts namely Technical and Financial in same cover and the same should be kept in a sealed 2nd cover super scribing "TENDER FOR HIRING OF TAXIS IN PUNJAB SMALL INDUSTRIES AND CORPORATION LTD.". The technical bid will contain only documents relating to eligibility criteria and EMD. The financial bid of the technically qualified bidder will only be opened.
11. Drivers should have valid Driving License and will have to wear proper uniform as prescribed under Motor Vehicle Act. The Drivers should be well behaved and should not smoke inside vehicle and must ensure to keep the vehicle Cigarette smoke stink free, should have hand sanitizers and napkins.
12. As per provisions of Motor Vehicle Act, the contractor should have required documents i.e. Registration Certificate, Tax Deposit Receipt, Pollution Certificate, Insurance Cover etc.
13. The vehicles to be provided should not be more than 3 years old for which necessary proof shall be submitted by the contractor before signing the agreement.

14. The initial period of contract will be one year and on the satisfactory service the same can be further extended on year to year basis with mutual consent. However, the total period of contract will not exceed more than 3 years.
15. The driver should have mobile with him.
16. All disputes/fees/levies Cares what-so-ever payable in consideration of the trade or otherwise or relating thereto shall be at the cost of the vender.
17. If the behavior 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.
18. If the service of the contractor will not be satisfactory, the contract will be terminated after giving 15 days prior notice.
19. The offers to be submitted should be in the sealed cover. The cost of tender found will be Rs. 500/- (nonrefundable), which can be collected from the office of the Corporation on any working day between 10 AM to 5 PM. In financial bid Performa, monthly consolidated charges for 1500/- kilometers also submit offers of rates for hiring vehicles for local as well as outstation duties for running of minimum 80 kms for 8 hours local duty and 250 kms for outstation duties on day to day basis as per requirement in addition to the vehicles hired on fixed monthly basis. Rate for extra kilometers running, night charges, over time per hour and other particulars of cost, if any should be clearly mentioned.
20. The Corporation shall pay consolidated monthly charges up to 1500 kilometers on monthly average basis. Tax Deduction of Source on the higher charges paid/payable shall be made as per law.
21. The Driver/Vehicle should be available, whenever required as per requirements of concerned officers/officials of PSIEC. One day break i.e Sunday in a week will be given at the discretion of Corporation.
22. The official duty hours of the driver shall be from 8.30 am till 7.30 pm.
23. 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 valid state entry permit of Punjab, Haryana, Delhi and Himachal Pradesh.
24. The firm should have sufficient number of drivers having experience of driving.
25. The vehicles should be comprehensively insured.
26. The firm should be capable of providing fleets of vehicles for events, delegations, meetings and conferences, etc.