

## Haryana Livestock Development Board

### Contract hiring of vehicle PT sub project under NDP-I

#### TENDER NOTICE

**NIT No. 4/2018-19/NDP-1 HSR**

**Dated: 5.4.2018**

Sealed tenders are invited on behalf of HLDB from approved/ registered/ reputed transport companies and private owners for hiring of two cars for use in Hisar Camp Office up to 31.3.2019. One vehicle will have to be provided w.e.f.8.5.2018 and other car w.e.f. 2.6.2018.

Sr. No.	Name of vehicle	No. of Car	Model
1.	Car i.e Tata Indigo/ Zest, Mahindra Verito, Maruti Suzuki Dzire or any other Sedan Class	Two	The vehicle should not be older than 2 years on the date of issue of NIT.

- (1) **Cost of Tender document:** - The copy of NIT, other terms and conditions are available on the website of HLDB which can be down-loaded. The cost of tender document is Rs.500/-. The document can be purchased by making payment in the form of a Demand draft favoring the Managing Director, Haryana Livestock Development Board, Panchkula. The DD may be submitted along with the sealed bids in case the document is downloaded.
- (2) **Earnest money deposit:** The bidder has to deposit an earnest money of Rs.6000/- along with each bid in the form of a demand draft favoring the Managing Director, Haryana Livestock Development Board, Panchkula.
- (3) **Last date of submission:** - The bids will be received up to 12.00 noon on 23.4.18 in the office of Project Coordinator, Dhansu Rd, HVTI campus and will be opened on the same day at 12.30 hours in his office. 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) HLDB reserves the right to reject any or all the tenders without assigning any reason.

Managing Director  
Haryana Livestock Development Board

## Terms and Conditions

**Requirement:** The NIT covers the hiring of two cars up to 31.3.2019 for the MBPT-NDP-I, Sub Project for use in Haryana state with base / headquarter at Hisar. One vehicle will have to be provided w.e.f. 8.5.2018 and other car w.e.f. 2.6.2018.

Sr. No.	Name of vehicle	No. of cars	Model
1.	Car i.e. Tata Indigo/ Zest, Mahindra Verito, Maruti Suzuki Dzire or any other Sedan Class.	Two cars	The vehicle should not be older than 2 years on the date of issue of NIT.

1. **Model:** The vehicle should not be more than 2 year old on the date of issue of NIT and should be in good working condition with the facility of Air conditioning, music system.
2. **Hourly /Mileage requirement:** The vehicle should be normally available for 12 hour period on every day and under exceptional requirement the vehicle can be called any time, shall also be required to undertake overnight journey/stay for official tours by the officers of Board/Project. Vehicle shall be available for all the days in the month except for the pre-scheduled servicing /repair.
3. **Prices:** The bidder has to quote the prices for 2500 KM per month with complete month availability as per Annexure-II along with the rates per KM, if different, for additional mileage in excess of 2500 KM. The quote should be valid for three months. The following charges shall be borne by the Board.
  - (a) Toll Tax, Parking fee & Passenger tax will be reimbursed on the production of the original vouchers.
  - (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.
4. **General conditions of hire:** Vehicle should not be older than 2 years on the date of issue of NIT. 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.
5. **REGISTRATION:** The offered vehicle must be registered as per motor vehicle Act and have relevant permit from the Haryana State Govt. Transport Authority. All the expenses/taxes shall be borne by the contractor before and during the currency of the contract except those mentioned at Sr. No.4 (a) & (b) above. Following documents shall have to be submitted at the time of opening the bid:
  - (a) Photocopy of valid RC of the car
  - (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 the car in Haryana, Punjab, Delhi, NCR, Chandigarh (UT).
- (f) Valid driving license of the driver
- (g) Duly stamped & signed terms and conditions.
- (h) For the new vehicles, the documents are to be submitted subsequently before the first payment.

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

- 6. **OTHER EXPENSES:** Expenses towards servicing charges, Engine oil changing and other repairs and maintenance work, will be borne by car owner. Vehicle owner will ensure periodic maintenance as per maintenance manual of vehicle/requirement and vehicle owner shall always keep the car in perfect running condition. He shall carry out the servicing and repairing immediately on intimation to HLDB/Project representative.
- 7. **Managing Director In-charge:** Managing Director or his representative will be in-charge of the vehicle for further correspondence and the driver of the 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.
- 8. **Earnest money deposit:** The bidder has to deposit an earnest money of Rs.6000/- along with each bid in the form of demand draft in favour of Managing Director, Haryana Livestock Development Board, Panchkula.
- 9. **Performance Security:** In case of successful bidder, the Earnest Money deposit [EMD] submitted by the bidders shall be converted into performance security. Wherever the bidder defaults in executing the contract, the EMD shall be forfeited.
- 10. **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 of Rs. 1000/- will be imposed per default.
  - (b) For misbehaviour of the driver: Rs. 1000/- will be imposed per default.
  - (c) For not providing substitute vehicle: Rs. 2000/- will be imposed per default
  - (d) For causing damage to the public property: three times the market value of the damaged property or Rs.5000/- whichever is higher per default.
  - (e) For breach of any of the conditions of the contract: minimum penalty of Rs.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.



11. **CONTRACT PERIOD:** The vehicle shall be hired up to 31.3.2019 i.e when the project period ends.
12. **TERMINATION OF CONTRACT:** HLDB reserves the right to terminate the contract at any time or at any stage during the period of contract by giving 7 days notice. If the car owner is interested to withdraw his vehicle, owner shall have to inform at least 2 months in advance in writing, otherwise prorated payment will be deducted in lieu of the short period of notice.
13. **TERMS OF PAYMENT:** 100% payment shall be made within 15 days by cheque on submission of monthly bill after due verification after deducting the penalties if any. Income tax/Sale tax shall be deducted at source as applicable as per rules and deposited with Income tax and HGST/VAT Act.
14. **Driver:** The driver shall make his own arrangement for going and coming from his residence. In case the owner of the car engages the services of hired driver then he shall ensure to the satisfaction of HLDB 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 up to date in his custody. The vehicle shall be provided with Stepney, tools, spares and consumables while travelling.
15. **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 HLDB for arranging the suitable vehicle from the market as liquidated damages.
16. **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 than actual, difference shall be recovered on prorated 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.
17. 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 same status i.e. same model and type.
18. Any type of claim on account of negligence of driver/accident will be the responsibility of contractor.

19. In the event of theft, loss or accident any dispute with any local Govt. Authority, HLDB will not be responsible and vehicle owner will settle the claims himself.

20. All the disputes shall be subject to Panchkula Jurisdiction.

21. **Submission of bids :** The bidder has to submit sealed bids as per the bidding schedule consisting of 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) **Documents of each vehicle as given in detail under para 6 above.**
- (f) **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 HLDB reserves the right to call for any additional information/ document that may require for evaluation of bids.

22. **Amendments to terms & conditions:** The HLDB reserves the right to amend the terms & conditions before the last date of submission of bids which will be notified on website.



## **Format for Technical Bid submission**

### **Annexure-I**

To

Managing Director,  
Haryana Livestock Development Board,  
Sec-2, Panchkula.  
O/o Project Coordinator, Dhansu Road, Hisar

**Sub: Contract Hiring of two vehicles for NDP-I sub project with base/ HQ at Hisar.**

Dear Sir,

This is with reference to your office tender bearing No. 4 /NIT- /2018-19 /NDP-1 HSR dated 5.4.2018 for hiring of two vehicles for the MBPT-NDP-I Sub Office, HLDB Hisar. In response to the above tender, the technical details are given as under:-

- (a) Name of the Bidder:-
- (b) Name of the HLDB sub office: Hisar
- (c) Status of the Bidder:-
- (d) Address & contact details of the bidder:-
- (e) PAN number of the bidder
- (f) Details of the vehicles offered by the bidder:-

Authorized Signatory  
With stamp & Signature

## Format for Price Bid submission

### Annexure-II

To

The Managing Director,  
Haryana Livestock Development Board,  
Sec-2, Panchkula.  
O/o Project Coordinator, Dhansu Road, Hisar

**Sub: Contract Hiring of two vehicles for NDP-I sub project with base/HQ at Hisar**

Dear Sir,

This is with reference to your office tender bearing No. 4/ NIT- /NDP-1 HSR/2018-19 dated 5.4.2018 for hiring of two vehicle for MBPT-NDP-I & Sub Office HLDB at Hisar. In response to the above tender, the financial offer of our firm is given as under:

Sr. No.	Name of vehicle	Regd. No. of vehicle offered	Rate (Rs.) for mileage up to 2500 KM per month [in figures as well as in words]	Rate per KM exceeding 2500 KM, if different, otherwise write "the same"
1.				
2				

Notes: -

(1) The above prices are inclusive of all taxes & duties, except the following, which are to be reimbursed / paid by the HLDB during the currency of contract.

(a) Toll Tax, Parking fee & Passenger tax, which will be reimbursed on the production of the original vouchers.

(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 by the Government of India or any change in fuel prices. The prospective bidder may quote the rates accordingly taking into consideration these aspects. 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 blanks should be left which would otherwise make the tender liable for rejection.

Authorized signatory  
With stamp & Signature