

DAKSHIN HARYANA BIJLI VITRAN NIGAM

BIDDING DOCUMENT

(Bid No. 02/Const./2018)

FOR

**Hiring of Vehicle(s) under XEN Construction Divn.
DHBVN, Rewari.**

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TERMS AND CONDITIONS FOR HIRING OF VEHICLE(S)

1. Bids are invited in two parts through e-tendering system; one part shall consist of pre-qualification requirement & second part shall consist of price bid.
2. **Model:** - The vehicle should not be more than 2 years old from date of issue of NIT and should be in good working condition. The vehicle for CE & SE shall be provided with the facility of Air Conditioning, music system.
3. **Hourly/Mileage requirement:** - The vehicles should be available at head quarter all the time and under exceptional requirement, the vehicles can be called any time and shall also be required to undertake overnight journey/stay for official tours by the officers of Nigam. The vehicles shall be required to run at _____K.M. per month with availability for all the days in the month, except for the pre-scheduled servicing/repair.
4. **Prices:** - The bidder has to quote the prices for _____K.M. per month with complete month availability basis as per Part-II (i.e. on price bid format online only) along with the rates for additional mileage in excess of _____KM. The following charges shall be borne by the Nigam.
 - 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, if the vehicle is arrived after outstation tour to the Head Quarter after 09:00 PM or stay at outstation.
5. **General conditions of Hire:** - Vehicles should not be older than 2 years from the date of issue of NIT. The bidders who desire to supply the new vehicles have to provide the vehicles on hire within 15 days of the allotment of work order.
6. **Registration:** - The offered vehicle(s) must be registered as per Motor Vehicle Act and have relevant permit with 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 be submitted along with bid documents: -
 - a. Photocopy of valid RC of vehicles.
 - b. Photocopy of valid comprehensive Insurance Policy of vehicles.
 - c. Photocopy of valid Pollution certificate of vehicles.
 - d. Colored photograph of vehicles with front no. plate.
 - e. Valid permit to ply vehicles 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 vehicles, the documents are to be submitted subsequently before the first payment.

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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.

- 7. Other Expenses:** - 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 DHBVNL representative.
- 8. 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.
- 9. Penalties:** - The following penalties shall be levied on the bidder in case of default 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 misbehavior 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.
- 10. Contract Period:** - Initially the vehicle shall be hired for a period of 2 years and may be extended for next year on satisfactory performance & mutual agreement.
- 11. Termination of Contract:** - DHBVNL reserves the right to terminate the contract at any time at any stage during the period of contract by giving 7 days notice. If vehicle owner intends to withdraw his vehicle, owner shall have to inform at least two months in advance in writing, otherwise prorata payment will be deducted in lieu of short period of the notice.
- 12. 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/Sales tax shall be deducted at source as applicable as per rules and deposited with Income tax and HGST/VAT Act.
- 13. 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 DHBVNL 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

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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 the 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.

- 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 DHBVN for arranging the suitable vehicle from the market as liquidated damages.
- 15. 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 pro-rate 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.** The vehicle owner/contractor shall have the copy of registration certificate of vehicle i.e. taxi no., interstate permit (Punjab, Delhi, Haryana, Rajasthan & 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, type etc.
- 17.** Any type of claim on account of negligence of Driver/accident will be the responsibility of contractor.
- 18.** In the event of theft, loss or accident, any dispute with any local Govt. Authority, DHBVNL will not be responsible and vehicle owner will settle the claims himself.
- 19.** All the disputes shall be subject to jurisdiction of the place of issue of the tender and work order
- 20. Submission of bids:** - The bidder has to submit the tender online. The bidder must submit a hard copy of all the documents related to part-I duly signed along with annexures consisting of following documents.
 - (a) A system generated deposit receipt of cost of bid documents.
 - (b) A system generated deposit receipt of EMD.
 - (c) Technical bid submission sheet in the format attached as **Annexure-A**.
 - (d) Documents of vehicles as given in details in point 6 above.
 - (e) Signed copy of terms & conditions of bidding documents.
- 21. Amendments to terms & conditions:** - The Nigam 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 the same shall be published in press.

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- 22.** The tendering authority reserves the right to reject any or all tenders received without assigning any reason.

XEN/Const. Divn.
2nd Floor, Jhajjar Road,
Near 220 KV S/stn. Shakti Bhawan
Rewari

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Format for Technical Bid submission

Annexure-A

To

Sub: Hiring of vehicles for XEN/Const. Divn. Rewari and SDO/Const. S/divn. Rewari.

Dear Sir,

This is with reference to your office tender bearing No._____ dated _____ for hiring of vehicles for_____.

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 of the bidder
- d) PAN number of the bidder
- e) Details of the past experience of the bidder
- f) Details of the vehicles offered by the bidder

Authorized signatory
With stamp & Signature

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Important Instructions to Bidders for e-tender:-

The e-tendering system has been introduced in DHBVN through the portal <https://haryanaeprocurement.gov.in>. The existing instructions to the bidders are for the offline mode of submission of tenders. But, with the introduction of e-tendering mode, the procedures as laid down below shall be followed. In the event of contradiction between the existing ITB for offline mode and following instructions for e-tendering, the procedures of e-tendering shall govern.

1. Registration of bidders on e-Procurement Portal:-

All the bidders intending to participate in the tenders processed online are required to get registered on the centralized e - Procurement Portal i.e. <https://haryanaeprocurement.gov.in>. Please visit the website for more details.

2. Obtaining a Digital Certificate:-

2.1 The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital Certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.

2.2 A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form duly attested by the Bank Manager / Post Master / Gazetted Officer. Only upon the receipt of the required documents, a digital certificate can be issued. For more details please visit the website – <https://haryanaeprocurement.gov.in>.

2.3 The bidders may obtain Class-II or III digital signature certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities or may obtain information and application format and documents required for the issue of digital certificate from:

M/s Nextenders (India) Pvt. Ltd.

O/o. DS&D Haryana,

SCO – 09, IIInd Floor,

Sector – 16,

Panchkula – 134108

E - Mail: Chandigarh@nextenders.com

Help Desk: 1800-180-2097 (Toll Free Number)

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- 2.4 Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt the data and sign the hash during the stage of bid preparation & hash submission. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised to keep a backup of the certificate and also keep the copies at safe place under proper security (for its use in case of emergencies).
- 2.5 In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate/power of attorney /lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.
- 2.6 In case of any change in the authorization, it shall be the responsibility of management / partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person / user on behalf of the firm / company. The procedure for application of a digital certificate however will remain the same for the new user.
- 2.7 The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

3. **Opening of an Electronic Payment Account:**

Tender document can be downloaded online. Bidders are required to pay the tender documents fees online using the electronic payments gateway service. For online payments guidelines, please refer to the Home page of the e-tendering Portal <https://haryanaeprocurement.gov.in>.

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4. Pre-requisites for online bidding:

In order to bid online on the portal <https://haryanaeprocurement.gov.in> the user machine must be updated with the latest Java. The link for downloading latest java applet is available on the Home page of the e-tendering Portal.

5. Online Viewing of Detailed Notice Inviting Tenders:

The bidders can view the detailed NIT and the time schedule (Key Dates) for all the tenders floated through the single portal e-procurement system on the Home Page at <https://haryanaeprocurement.gov.in>.

6. Download of Tender Documents:

The tender documents can be downloaded free of cost from the e-Procurement portal <https://haryanaeprocurement.gov.in>.

7. Key Dates:

The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders.

8 Bid Preparation (Technical & Financial) Online Payment of Tender Document Fee, e-Service fee, EMD fees and Submission of Bid Seal (Hash) of online Bids:

- 8.1 The online payment for Tender document fee, e-Service Fee & EMD can be done using the secure electronic payment gateway. The Payment for Tender Document Fee and e-Service Fee can be made by eligible bidders/ contractors online directly through Debit Cards & Internet Banking Accounts and the Payment for EMD can be made online directly through RTGS / NEFT.

The secure electronic payments gateway is an online interface between contractors and Debit card / online payment authorization networks.

- 8.2 The bidders shall upload their technical offer containing documents, qualifying criteria, technical specification, and all other terms and conditions except the rates (price bid).

The bidders shall quote the prices in price bid format.

- 8.3 Submission of bids will be preceded by submission of the digitally signed & sealed bid (Hash) as stated in the time schedule (Key Dates) of the Tender.

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NOTE:-

- (A) If bidder fails to complete the Online Bid Preparation & Submission stage on the stipulated date and time, his/hers bid will be considered as bid not submitted, and hence not appear during tender opening stage.
- (B) Bidders participating in online tenders shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the portal <https://haryanaeprocurement.gov.in>.
- (C) For help manual please refer to the 'Home Page' of the e-Procurement website at <https://haryanaeprocurement.gov.in> and click on the available link 'System Requirement' to download the file.