

DAKSHIN HARYANA BIJLI VITRAN NIGAM

BIDDING DOCUMENT

(NIT NO: 01/DGM/M&P/BWN/2014-15)

FOR

***ENGAGEMENT FOR PROVIDING OF VEHICLES FOR USE IN
OFFICES UNDER THE JURISDICTION OF M & P Divn.
DHBVN, Bhiwani FOR A PERIOD OF ONE YEAR.***

**DGM,M&P Division,
DHBVN,Bhiwani**

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SECTION-I

INVITATION FOR BID

(IFB)

DAKSHIN HARYANA BIJLI VITRAN NIGAM

EXPRESSION OF INTEREST

Tender Notice No. 01/DGM/M&P/BWN/2014-15

DGM/M&P Divn. DHBVN,

BWN.

Dakshin Haryana Bijli Vitran Nigam, a Distribution Power Utility Company, Haryana Government, is in need of light vehicles/jeeps such as Mahendra Bolero/car, Mahendra Camper/Tata Force open from back side on hire charges basis for plying in the jurisdiction of various Operation Division S/Division under DGM,M&P Divn, DHBVN, Bhiwani as per details given below:-

| Sr. No. | Name of Distt./State | Type of Vehicles | Nos. of vehicles required |
|-----------|--|-------------------------------------|---------------------------|
| Package-A | | | |
| 1 | Bhiwani, Mohindergarh, Rewari, Gurgaon & all Haryana, Delhi, Punjab, Chandigarh etc. | Mahindra Bolero/Car | 3 Nos. |
| Package-B | | | |
| 2. | As Above | Pick-up (Open from Back side) 1 No. | 1 No. |

Accordingly, offers are invited for the agencies, for providing vehicles as per requirement given above. The offered vehicle must be registered as per Motor Vehicle Act and have relevant permit with Haryana State Govt. Transport Authority. The vehicle should not be more than two years old from the date of issue of NIT and should be in good working condition.

1. Opening date for sale of tender documents. : 28.07.2014.
2. Closing date of sale of documents. : 12.08.2014 upto 11:00 AM.
3. Last date of acceptance of bid documents. : 12.08.2014 upto 1:00 PM.
4. Opening date of bids. : 12.08.2014 at 3:00 PM.
5. The tender documents are available for sale in the office of DGM/M&P Divn., DHBVN, Bhiwani (Package-A) & M&T lab.Ch.Dadri (Package-B). The tender documents will be deposited in concerned divisions as per packages and also will be opened accordingly.
6. The cost of documents is Rs. 500/- (Non-refundable) which can be deposited in the shape of DD/Cash in favour of DGM,M&P Divn, DHBVN, Bhiwani(Package-A) & package-B
7. The detail terms and conditions can be seen in the tender documents.
8. Earnest money@ Rs. 6000/- per vehicle should be deposited in the shape of DD in favour of DGM,M&P Divn, DHBVN, BWN(Package-A) & (Package-B).

The tender documents are also available on Nigam's webSite i.e. www.dhbvn.com which can be downloaded and the payment can be made at the time of submission of the documents in the shape of DD/Cash.

DGM/M&P Division. DHBVN, BWN

SECTION-II

INSTRUCTIONS TO BIDDERS (ITB)

INSTRUCTIONS TO BIDDERS

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INSTRUCTIONS TO BIDDERS

1. SCOPE OF BID:

1.1 Dakshin Haryana Bijli Vitran Nigam Ltd. Here-in-after called DHBVN intends to engage for providing of various types vehicles for use of field office under the jurisdiction of M&P Divn. Bhiwani on call basis for one year as per detail given below:-

| Sr. No. | Name of Disst./State | Type of Vehicles | Nos. of vehicles required |
|-----------|--|-------------------------------------|---------------------------|
| Package-A | | | |
| 1 | Bhiwani, Mohindergarh, Rewari, Gurgaon & all Haryana, Delhi, Punjab, Chandigarh etc. | Mahindra Bolero/Car | 3 Nos. |
| Package-B | | | |
| 2. | As Above | Pick-up (Open from Back side) 1 No. | 1 No. |

1.2 Detailed instructions have been explained under Section-IV "Scope of Work".

2. QUALIFICATION OF THE BIDDER:

- a. The intending bidder must be a registered service provider or should be owner of the vehicle(s).
 - b. The service providers must have adequate vehicle(s) with driver(s).
- 2.1. To be qualified for award, bidder shall provide evidence, satisfactory to DHBVN of their capacity and adequacy of resources to carry out the contract effectively. Bids shall include the following information:
- a. Copies of the original documents defining the constitution or the legal status, place of registration and principal place of business, written power of attorney of the signatory of the Bid to commit the Bidder.
 - b. Description of the resources available with him to carry out the proposed job.
 - c. Qualification and experience of key personnel proposed for carrying out the work.
 - d. Information regarding any litigation, current or during the last two years, in which the Bidder is involved, the parties concerned and the dispute and the disputed amount.

3. CLARIFICATION ON BID DOCUMENTS:

The prospective bidder/agency may obtain any clarification regarding the bid document by writing or contacting to: -

At the Office of DGM/M&P Divn, DHBVN, Bhiwani

132KVA S/Stn., Bijli Board Colony, Hansi Road, Bhiwani.

Ph. No. 01664-244136 (O), Fax No. 01664-244136

E-Mail ID:- DGMPbhiwani2010@gmail.com WebSite:- www.dhbvn.com

The service provider is advised in its own interest to examine the bid documents, instructions, forms, terms & general information before submission of bid. Failure to provide information, which is essential to evaluate the bid or to provide the timely clarification or substantiation of the information supplied or submission of bid not substantially responsive to the bid document may result in disqualification.

4. **AMENDMENTS TO BID DOCUMENT:**

At any time prior to the date for submission of bid as well as upto opening of bids, DHBVN may for any reason, whether of its own or by way of clarification given at the request of prospective bidder, modify the bid document by issue of amendment (s) which shall form part of it. The agenda shall be sent in writing to all the prospective bidders, who shall return one copy of it duly signed along with their bid. Extension in the due date, if considered necessary, may be made by the DHBVN.

5. **DEVIATION FROM BID DOCUMENTS:**

The bid offer must include a separate statement indicating all deviation from the bid documents as per format enclosed at annexure-'a'. All such deviations shall be clearly mentioned in deviation sheet. Unless the deviations from the bid documents are specifically mentioned, it will be understood and agreed that the proposal is in strict conformity to DHBVN'S specifications in all respect and it will be assumed that all terms & conditions are acceptable to the bidder.

6. **FILLING OF BIDS:**

- a.) Bid shall be submitted in the forms attached here to and all blanks in **Section-V, VI and the Annexure-'A'** of the specification shall be duly filled in. The complete Form & Annexures shall be considered as part contract documents in the case of successful bid.
- b.) No alteration should be made to Form of the tender specification and Annexure. The bid must comply entirely with the specification and alternative proposals, if any, shall be clearly stated in the covering letter.
- c.) The bid and all accompanying documents shall be in Hindi/English language and shall be signed by a responsible and authorized person. The name designation and authority of signatory shall be stated in the bid.
- d.) Tenders should be filled in only with ink or typed. No bid filled in by pencil or otherwise shall be considered.
- e.) All additions, alterations and over writings in the bid must be clearly initialed by the signatory to the bid.
- f.) The bidder should quote the prices strictly in the manner as indicated herein, failing which bid is liable for rejection. The rate/prices shall be in words as well as figures. This must not contain any additions, alternation, overwriting, cuttings over corrections and any other marking, which leave any room for doubt.
- g.) The contract awarding authority will not be responsible to accept any cost involved in the preparation and submission of the bids.

7. **DOCUMENTS COMPRISING THE BID:**

7.1 The bidder shall submit the following the document/information with the bid.

- ✍ Covering letter.
- ✍ Power of Attorney
- ✍ Statement of deviations from the bid documents as per Annexure-'A'.
- ✍ Details in format given in Section-V.

- ✍ Copy of the agreement between the bidder and his collaborators or associates, if any.
- ✍ Earnest Money of Rs. 6000/- per vehicle.
- ✍ Price schedule in Section-VI.
- ✍ Other details as called for in the bid documents or which the bidder may like to highlight.

7.2 FORMATS AND SIGNING OF BID:

The bidder shall submit one set of his bid, complete in all respect with enclosures. The bid shall be signed on each page. The person or persons signing the bid shall initial all pages of the bid, including where entries or amendments have been made.

9. SUBMISSION OF THE BIDS:

- 8.1** The interested bidder may send their proposal on or before 12.08.2014 upto 1:00 PM where the bidder shall submit their bid

**In the Office of DGM/M&P. Division.,
DHBN, Bhiwani**

- 8.2** The bid shall be submitted in the following manner:

- ✍ One small size envelope for proof of depositing the earnest money or demand draft for EMD. This envelope shall be super scribed **“EARNEST MONEY AGAINST BID NO. 01/DGM/M&P/BWN/2013-14**
- ✍ The second envelope duly sealed and super scribed **“PART-I BID DOCUMENTS AGAINST BID NO 01/DGM/M&P/BWN/2013-14.** This envelope shall include submission of particulars of the bidder (section-v) and its enclosures, documents proving eligible criteria and all other documents (excepting proof of deposit of EMD or demand draft for EMD and price schedule which should be placed in separate envelopes). The bid documents dully stamped and on each page by the authorized signatory shall also be placed in this envelope.
- ✍ The third envelope duly sealed and super scribed **“PART-II “PRICE SCHEDULE AGAINST BID NO. 01/DGM/M&P/BWN/2013-14.”.** This envelope shall include price schedule (section-vi) only.
- ✍ The fourth big size sealed envelope for covering the sealed envelope of the “earnest money”, “part-i qualification bid” and “part- ii price schedule” and super scribed **“BID OFFER AGAINST TENDER NO. 01/DGM/M&P/BWN/2013-14 to be opened at 3.00 PM on 12.08.2014 by the respective DGM M&P Divn., DHBN, Bhiwani.**

8.3 Telegraphic quotations and also through Fax/ email will not be accepted.

9. **BID VALIDITY:**

Bid shall remain valid for acceptance for a period of 90 days from the date of bid opening. DHBVN may request for suitable extension, if required.

10. **EARNEST MONEY:**

10.1 Before submitting the offer the tenderer shall deposit with the DGM M&P Divn. DHBVN Bhiwani for Package-A, Package-B an amount of Rs 6000 /- per vehicle as earnest money in cash and obtain a receipt thereof. alternatively a crossed bank draft payable at Bhiwani in the favour of DGM M&P Divn. DHBVN, Bhiwani can be draw and placed in the envelope super scribed "**earnest money against bid no. 01/DGM/M&P/BWN/2014-15**". No other mode of deposit shall be accepted.

10.2 Any tender not accompanied by a copy of the receipt for earnest money/crossed bank draft shall be rejected and the tender will not be opened.

10.3 In case of unsuccessful tenderers, the earnest money will be refundable on production of the original receipt within a fortnight after finalization of the tender. in case of successful tenderers, the earnest money will be converted into the security deposit as referred in the clause-3 of section-iii.

10.4 Request for adjustments/proposals for acceptance of earnest money deposits, if any, already lying with DHBVN in connection with some other tenders/orders shall not be entertained.

10.5 No interest shall be payable on the amount of earnest money deposited with DHBVN.

10.6 DHBVN reserves the right to forfeit earnest money deposit in full or a part thereof in circumstances, which according to him indicate that the tenderer is not earnest in accepting/executing order placed under the specification.

11. **COST OF SPECIFICATION:**

Purchase of specification is essential for participation the specification containing terms & conditions and other information can be obtained from the office of DGM,M&P Divn, DHBVN, Bhiwani (Package-A)& (Package-B) on any working day by paying Rs.500/- (non-refundable) in shape of bank draft payable to DGM M&P Divn. DHBVN Bhiwani.

12. **LATE BIDS:**

Any bid received after the dead line for submission shall be liable for rejection.

13. **BID OPENING AND EVALUATION:**

DHBVN will open the bids in the office of DGM/M&P. Division, DHBVN, Bhiwani(Package-A) and (Package-B) in the presence of bidders or their authorized representatives, who choose to be present. If the opening date happens to be a holiday, the bids will be opened on the next working day at the same place and time, unless notified otherwise.

14. **REJECTION OF BID:**

DHBVN reserves the right to reject or accept any Bid without assigning any reason thereof. However, the bid as under shall not be accepted and such bids shall be rejected, if received: -

- i) Bid submitted by the tenderers /firms/agencies, who have been black listed or with whom business dealing have been suspended by any of the State Electricity Boards/Electrical Undertakings. The bidder shall have to submit an undertaking in this regard.
- ii) The offer/bid submitted by those who had not purchased the bid specification from DHBVN.
- iii) The bid submitted by a person directly or indirectly connected with the service under Government/ Local Authority/DHBVN.
- iv) The bid not accompanied by the specified amount of earnest money.
- v) The bid received after due date and time fixed for receiving the bid.

All out efforts would be made to make the payment within the prescribed period but in case of delay of payment DHBVN shall not be liable to pay interest on the outstanding amount of the service provider.

15. CLARIFICATION OR MODIFICATION OF BIDS:

To assist in examination, evaluation and comparison of bids, DHBVN may ask the Bidders individually for clarification in writing. No change in the substances of the bid shall be permitted except as required to confirm the correction of any typographical error.

16. AWARD CRITERIA:

DHBVN will award the contract for each vehicle and for the each activity to the successful Bidder whose Bid is determined to be substantially responsive and is determined as the lowest evaluated Bid for the vehicle concerned provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily. DHBVN shall be sole judge in this regard. Further, DHBVN reserves the right to award separate Contracts to two or more parties in line with the terms and conditions specified.

17. NOTIFICATION OF AWARD:

Prior to the expiration of the period of Bid validity and extended validity period, if any, DHBVN will notify the successful bidder in writing by registered letter or by cable or Telex or Fax, to be confirmed in writing by registered letter, that its Bid has been accepted. The issue of detailed work order and its acceptance will constitute the formation of award. DHBVN will promptly notify each unsuccessful Bidder and will discharge his earnest money.

18. GENERAL:

In case of ambiguous or contradictory terms and conditions mentioned in the bid, interpretations as may be advantageous to DHBVN may be taken, if satisfactory clarification is not furnished within the prescribed period. DHBVN will not be responsibility for any cost or expenses incurred by the bidder in connection with preparation or delivery of bids. DHBVN reserves the right to amend the scope of the proposed contract, reject or accept any bid, cancel the bid process and reject all applications, vary the area. DHBVN shall neither be liable for any action nor be under any obligation to inform the bidders of the grounds for any of the above actions.

SECTION-iii

TERMS AND CONDITIONS OF THE CONTRACT

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| 3. | SECURITY DEPOSIT RULE |
| 4. | AND REGULATIONS |
| 5. | COMPLIANCE OF LAW |
| 6. | ACCIDENTS |
| 7. | CONDUCT OF STAFF OF AGENCY |
| 8. | CONTRACT AGREEMENT |
| 9. | PAYMENT |
| 10. | ALTERNATION/ADDITION |
| 11. | ACCEPTANCE OF CONTRACT |
| 12. | GOVERNING LAW AND JURISDICTION |
| 13. | ARBITRATION |

Terms and Conditions:

The terms and conditions of the contract shall prevail and shall be binding on the Service providers and any change or variation expressed or impressed howsoever made shall be inoperative unless expressly approved by DHBVN. The service providers shall be deemed to have fully informed himself and to have specific knowledge of the provisions of Terms and Conditions of the contract mentioned hereunder: -

1. PERIOD OF CONTRACT:

The contract shall be made for providing of vehicles(s) on call basis, for a period of one year which can be extendable for a further period of one year with mutual consent of both parties and on the basis of performance shown by the service providers. The performance of the service providers shall be watched regularly and continuously by the office of the concerned SDO/DGM. The contract or the awarded work may be rescinded at any time if the performance regarding achievement of the objective and scope of work is not found satisfactory or the service provider's commits breach of any of the terms and conditions of the contract. No compensation shall be payable in case the contract or the work awarded is rescinded on account of non- performance/unsatisfactory performance. The DHBVN may advise the service providers for improvement in case the performance made by the agency is not considered as satisfactory or upto the mark.

2. COMMENCEMENT OF WORK:

The commencement of the work shall take place immediately after the acceptance of the work order by the service providers.

3. SECURITY DEPOSIT:

The earnest money of the successful Bidder shall be converted into security deposit. The security deposit shall be refundable after 3 months of satisfactory completion of the contract after making recoveries, if any, or any amount payable by the service providers under the provisions of the contract/agreement. In the event of breach of the contract or any clause of the contract, in any manner, the security deposited by the contractor shall be liable to be forfeited by the DHBVN.

4. RULE AND REGULATIONS:

The assigned job shall be carried out under the rules and regulations of DHBVN in force and further guidelines/instructions issued by the DHBVN from time to time in this regard. The DHBVN shall also have the right to modify such instructions/guidelines and the service providers shall abide by such instructions/guidelines without any extra charges unless and otherwise specifically agreed for such extra charges.

5. COMPLIANCE OF LAW:

The service providers shall, in all matters arising in the performance of the contract, comply in all respects, will give all notices and pay all fees required by the provisions of any national or state statute, ordinance or other law or any regulation or by-law of any duly constituted authority. The contract shall in all respects be prepared and interpreted in accordance with the law in force in India including any such laws passed or made or coming into force during the period of the contract. The service providers shall be responsible for carrying out of all of its activities within the rules and laws in force. DHBVN shall not be responsible for any of the un-lawful activity committed by the service providers / the staff of service providers. The service providers shall be liable for and shall indemnify DHBVN against all losses, expenses or claim arising in connection with any unlawful activity committed by any person employed by the service providers for the purpose of assigned job.

6. ACCIDENTS:

The service providers shall be liable for and shall indemnify DHBVN against all losses, expenses or claim arising in connection with the death or injury to any person employed by the service providers for the purpose of assigned job.

7. CONDUCT OF STAFF OF SERVICE PROVIDER:

If any of the staff of service provider is found guilty of any misconduct or incompetence or negligence and then if so directed by the DHBVN, the service providers shall at once remove such employee and replace him with a qualified and competent substitute.

8. CONTRACT AGREEMENT:

The service providers and DHBVN will enter into an agreement to be known as "Contract Agreement" setting out all terms and conditions thereof including those mentioned herewith.

9. PAYMENT:

Completion of contractual formalities by the service providers would be an essential requirement for claiming any payment. The service providers shall be entitled to get payment as under: -

MONTHLY PAYMENT shall be made within 30 days after the submission of the bill by the agency in proper order. Payment shall be made through cheque by O/o DGM M&P Divn. DHBVN Bhiwani.

10. ALTERNATION/ADDITION:

No variation or modification or waiver of any of the terms and conditions or provisions of the contract shall be deemed valid unless mutually agreed upon in writing by both parties i.e. DHBVN and service providers.

11. ACCEPTANCE OF CONTRACT:

The successful bidder will be forwarded two sets of Work Order one of which will be signed on each page by the authorized signatory of Bidder in token of acceptance of contract and shall be returned to the authority placing the order within 15 days of its issue failing which the Earnest Money Deposit shall liable to be forfeited.

12. GOVERNING LAW AND JURISDICTION:

The agreement shall be governed under Indian law. Only appropriate courts in Bhiwani shall have exclusive court jurisdiction to deal with any matter arising out of or relating to the agreement or otherwise.

13. ARBITRATION:

All matters, questions, disputes and/or claim arising out of and/or concerning and/or in connection and/or in consequences or relating to the contract whether or not obligations of either of both parties under the contract has been terminated or proposed to be terminated or completed shall be referred to the mutually agreed arbitrator as per Indian Arbitration Act, 1996. The award of the arbitrator shall be final and binding on the parties to the contract.

SCOPE OF WORK

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| SR. NO. | DESCRIPTION |
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| 1. | Scope of work |
| 2. | Sphere of journey. |
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| 4. | Administrative control of vehicle. |
| 5. | Status of vehicle. |

SCOPE OF WORK.

1. Scope of Work:

Dakshin Haryana Bijli Vitran Nigam Ltd. Here-in-after called DHBVN intends to engage well established, reputed and experienced Service providers for hiring of the vehicles for use of field offices under the jurisdiction of M&P Divn. DHBVN Bhiwani for the purpose of performing official journeys, on call basis for a period of one year.

| Sr. No. | Name of Distt./State | Type of Vehicles | Nos. of vehicles required |
|-----------|--|-------------------------------------|---------------------------|
| Package-A | | | |
| 1 | Bhiwani, Mohindergarh, Rewari, Gurgaon & all Haryana, Delhi, Punjab, Chandigarh etc. | Mahindra Bolero/Car | 3 Nos. |
| Package-B | | | |
| 2. | As Above | Pick-up (Open from Back side) 1 No. | 1 No. |

DHBVN will requisition DHBVN will requisition the service provider to provide the vehicle only when the same is required for performing of official journey by any of entitled officer(s) and does not take any responsibility for minimum quantum of the work to be provided on monthly/yearly basis.

The general terms and conditions are as under:-

- 1.1. The vehicles should be of 2012 and above model.
- 1.2. Vehicle should be made available within three hour after telephone calling by the concerned SDOs/DGM or his authorized representative in emergency otherwise the vehicle shall be requisitioned at least on the previous day.
- 1.3. **Prices:** The rates quoted by the tenderer shall be firm and inclusive of all rates, taxes and expenses. No price/hire escalation will be allowed during the first year period of contract under any circumstances. However during the second year period of contract (if extended), price escalation /de-escalation is permitted only when there is increase / decrease in the price of diesel.
 - 1.3.1 In the event of change of the price of fuel i.e., diesel during the second year period of the contract, the Nigam shall compensate the contractor for the increase in taxi running costs resulting directly from the above price escalation. Please note that any decrease in the fuel rate will lead to de- escalation of rates as applicable. The compensation / deduction for increase / decrease in the price of diesel for all vehicles shall be determined

by multiplying the differential between the new price per liter of diesel and base rate of diesel by total KM run in the month divided by 14 (Average mileage is taken as 14 KM/ Liter) Price Escalation / De-escalation formula =

Total KM run x (Current rate of diesel – Base rate of diesel as on agreement date) / 14(i.e. average mileage per KM)

- 1.3.2 Escalation in the price of fuel is payable only for the actual KM run in a month.
- 1.3.3 Income Tax/Sales Tax shall and other statutory levies/deductions shall be deducted at source as applicable as per rules and shall be deposited with concerned department/authority.
- 1.3.4 Mileage will be paid from garage to garage of concerned offices.
- 1.3.5 **Parking charges & toll gate charges are to be paid by the contractor and the same will be reimbursed by producing actual receipts along with monthly bills.**
- 1.3.6 Initial reading of mileage, time of start, destination should be got recorded from the traveling officer or authorized by the concerned offices on the performa of Log Book.
- 1.3.7 Also the final reading on completion of journey, time should be got recorded from the traveling officer. The performa should also be SIGNED BY the driver.
- 1.3.8 Tempering of the meter shall be viewed very 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 pro-rata basis for the entire period for the calendar month 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.
- 1.3.9 Fuel Consumption:**
Expenses towards servicing charges, engine oil changing and other repairs and maintenance work, will be borne by the vehicle owner. Vehicle owner will ensure periodical maintenance as per maintenance manual of vehicle/requirement and vehicle owner shall always keep the vehicle perfect running condition. He shall carry out the servicing and repairing immediately on intimation of DHBVN representative.
- 1.3.10 The cost of driver's salary and all other incidental charges shall be borne by vehicle owner.
- 1.4. The following documents should invariably be available with the Driver**
- 1.4.1 REGISTRATION CERTIFICATES of the vehicle alongwith the road**
- 1.4.2 Insurance Cover Note (Comprehensive Policy)**
- 1.4.3 Valid Driving License of the Driver.**
- 1.4.4 Valid Taxi Permit or and other relevant permit alongwith**
- 1.4.5 Pollution control certificate.**
- 1.4.6 Mobile phone at the cost of service provider.**
- 1.4.7 Any other document/Certificate required.**
- 1.5 **Registration:** Vehicles must be registered as per motor vehicle and relevant permit with Haryana State Government Transport Authority. Expenditure towards registration of vehicle, Road Tax, and COMMERCIAL Vehicles Tax permit etc with State Government Transport Authority will

- 1.4 The following documents should invariably be available with the Driver during the period of hire of vehicle.
- 1.4.1 REGISTRATION CERTIFICATES of the vehicle alongwith the road tax payment proof.
- 1.4.2 Insurance Cover Note (Comprehensive Policy).
- 1.4.3 Valid Driving License of the Driver.
- 1.4.4 Valid Taxi Permit or and other relevant permit alongwith paid passenger tax documents.
- 1.4.5 Pollution control certificate.
- 1.4.6 Mobile phone at the cost of service provider.
- 1.4.7 Any other document/Certificate required.
- 1.5 **Registration:** Vehicles must be registered as per motor vehicle and relevant permit with Haryana State Government Transport Authority. Expenditure towards registration of vehicle, Road Tax, and COMMERCIAL Vehicles Tax permit etc. with State Government Transport Authority will be born/settled by the owner of vehicle during the contract period.
- 1.6 **Engineer-in-Charge:** Concerned SDOs/DGM will be incharge of the vehicles. For further correspondence, you may contact or write to incharge. The vehicle driver shall report to the incharge or his authorized representative.
- 1.7 **Insurance Coverage:** Insurance policy (comprehensive) is a statutory requirement & shall be taken by the vehicle owner. The contract shall take other necessary insurance coverage as per the Motor vehicle Act for which premium shall be borne by him.
- 1.8 The vehicle owner shall provide an efficient and loyal driver for the vehicle at his own cost. The credentials of the driver shall be verified by DHBVN, Police verification of the driver shall also be done for security reasons. The change of driver shall be done after due verification of the credentials of the driver by DHBVN.
- 1.9 The vehicle shall be provided with stepney, tools, spares and consumables in order to attend minor repairs while traveling.
- 1.10 **Liquidated Damage:** 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 damage. However, in case the vehicle is not provided for reasonable reasons beyond the control of the driver/owner such as theft, accident, impounding of the vehicle by the Transport Authorities or any other major force condition, neither any payment towards hiring charges shall be made to the vehicle owner nor any liquidated damages shall be levied.
- 1.11 In the event of theft, loss or accident any dispute with any local Government Authority, DHBVN will not be responsible and vehicle owner will settle the claims himself.
- 1.12 **GENERAL CONDITIONS:**
- a) The contractor shall deploy his own vehicles as per the specification and furnish copies of documents of the ownership before entering into agreement. Sub-contractors are not allowed and summarily rejected.
 - b) Contractor shall ensure that there is enough oil / fuel in the vehicle during camps.
 - c) The vehicle must be equipped with stereo which must be in good working condition.
 - d) There should never be a situation when the service is disrupted due to lack of oil / fuel, contractor shall also ensure the

availability of good extra tyre always in the vehicle.

- e) The contractor shall maintain his vehicle at all times in neat, clean and road worthy condition and shall not neglect to rectify defects as they arise.
- f) The safety of the persons using the service shall at no time be in jeopardy due to mal operation of the vehicle by rash or negligent driving of the driver.
- g) In case of complaints, drivers need to be changed with immediate effect.
- h) The contractor shall solely be held responsible for all actions of his employees or agents.
- l) The contractor must be easily available on telephone so that complaints, special instructions can be relayed to him for implementation. The telephone numbers & address should be intimated before entering into agreement.

2. **Sphere of journey:**

Haryana & adjoining States.

3. **Intimation of visit:**

The vehicle would have to provide within one hour of call made by the engineer-in-charge or his authorized representative. However, the call may be made one day in advance in case the traveling officer informs so to the incharge.

4. **Administrative control of vehicle:**

The administrative control of vehicle shall remain with the traveling Officer immediately after reporting to the Traveling Officer till he discharges the vehicles.

5. **Status of vehicle & Driver:**

Since the traveling officers would be gazetted officer of the Nigam, as such the status of vehicle will be in accordance to their status.

6. **Cleaners of vehicle:**

The driver shall be responsible to keep the vehicle to the satisfaction of traveling officer.

7. Driver shall not be allowed to have any assistant or passenger except the traveling officer.

PARTICULARS OF THE BIDDER

1. Name of the service providers.
 2. Postal address.
 3. Telephone No.
 4. Fax No.
 5. Email.
 6. Type of organization:
(Tick) Sole proprietorship Partnership
 7. Date of commencement of business. Joint Venture
 8. Registration No. service provider, if any. Registration No.
Copy placed at page_ to Page
-
- | | | | | |
|-----|---|------|----|------|
| 8. | Name of proprietor/Partners/ Directors and their detail Bio-data. | Page | to | page |
| 9. | Details of offices other than H.O./Controlling office and other infrastructure available. | Page | to | page |
| 10. | Detailed organizational structure with background of key personnel. | Page | to | page |
| 11. | Type of services being offered | Page | to | page |
| 12. | List of clients' alongwith their addresses and contact telephone. Fax Nos. and type of services offered and/or being offered to them. | | | |
| | a)Electricity Companies/ Board | Page | to | page |
| | b) Others | Page | to | page |
| 13. | Details of Empanelment accreditation Electricity Board/Companies/other Client alongwith Empanelment/accreditation Letter. | Page | to | page |

- | | | | |
|---|------|----|------|
| 10. Detailed organizational structure with background of key personnel. | Page | to | page |
| 11. Type of service being offered. | Page | to | page |
| 12. List of clients' alongwith their addresses and contact telephone. Fax Nos. and type of services offered and/or being offered to them. | | | |
| a) Electricity Companies/ Board. | Page | to | page |
| b. Others. | Page | to | page |
| 13. Details of Empanelment accreditation Electricity Board/Companies/other Client alongwith empanelment/accreditation letter. | Page | to | page |
| 14. Letters/certificates for successful completion of work from Electricity Companies/Board/other. | Page | to | page |
| 15. Details of any collaborations /tie up with Indian/Overseas Agency/Organization. | Page | to | page |
| 16. Any other additional information/certificate. | Page | to | page |
| 17. Details of vehicles availabale with the agency. | | | |

SECTION-VI

PRICE SCHEDULE

PRICE SCHEDULE

| Sr. No. | DESCRIPTION OF VEHICLE | RATE PER K.M. | MINIMUM CHARGES PER DAY | Rebate per night halt | Rebate offered, if any. |
|---------|------------------------|---------------|-------------------------|-----------------------|-------------------------|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |

Authorized Signatory
(Seal/Rubber Stamp)

SECTION-VII

ANNEXURES

ANNEXURES

CONTENTS

Annexure
A.

DESCRIPTION
Deviation Proposed

| Sr. No. | Section no. of the bid document | Annexure-A Reference of clause no. | Deviation Proposed |
|--------------------|--|---|---------------------------|
|--------------------|--|---|---------------------------|

Authorized Signatory
(Seal/Rubber Stamp)