

TENDER FOR HIRING OF TAXI

HARYANA INSTITUTE OF PUBLIC ADMINISTRATION

PLOT NO. 76, SECTOR-18, GURUGRAM

Sr. No.	Name of Work	Tender Document Fee+e-Service Fee	EMD Fee	Start date and time	Closing date and time
1(a)	Hiring of Taxi	Rs.200+Rs.1000= Rs.1200/-	Rs.10000	11.03.2024 12:00 Hrs.	01.04.2024 15:00 Hrs.

The Bidders can download the tender documents from the Portal: <https://etenders.hry.nic.in> The payment for Tender Document Fee and e-service Fee shall 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. Please refer to 'Online Payment Guideline' available at the Single e-tender portal of GoH (Govt. of Haryana) and also mentioned under the Tender Document.

2. Intending bidders will be mandatorily required to online sign-up (create user account) on the website [https:// etenders.hry.nic.in](https://etenders.hry.nic.in) to be eligible to participate in the e-Tender. He / She will be required to make online payment of Rs.1,000/- e services and Tender document fee in due course of time i.e. between **11.03.2024 to 01.04.2024**. In case the intended bidder fails to pay EMD fee under the stipulated time frame, he / she shall not be allowed to submit bids for the respective event / Tender.

3. The interested bidders must remit the funds at least T+1 working day (Transaction + One Day) in advance i.e. on or before **01.04.2024** and make payment via RTGS / NEFT to the beneficiary account number specified under the online generated challan. The intended bidder / Agency thereafter will be able to successfully verify their payment online, and submit their bids on or before the expiry date & time of the respective event /Tender at <https://etenders.hry.nic.in>

The interested bidders shall have to pay mandatorily e-Service fee (tender document fee- Non refundable) of Rs. 1,000/- (Rupee One thousand only) online by using the service of secure electronic gateway. The secure electronic payments gateway is an online interface between bidders & online payment authorization networks.

The Payment for document fee / e-Service fee can be made by eligible bidders online directly through Debit Cards & Internet Banking.

The Bidders can submit their tender documents (Online) as per the following dates:-

Key Dates

Sr. No.	Department Stage	Bidder's Stage	Start date and time	Closing date and time
1	-	Tender Document Download and Bid Preparation	11.03.2024 12:00 Hrs.	01.04.2024 15:00 Hrs.

Important Note:

- 1) The bidders have to complete 'Bid Preparation & Submission' stage on scheduled time as mentioned above. If any bidder failed to complete his/her aforesaid stage in the stipulate online time schedule for this stage, his/her bid status will be considered as 'bid not submitted'.
- 2) Bidder must confirm & check his / her bid status after completion of his / her all activities for e-bidding.
- 3) Bidder can rework on his /her bids even after completion of 'Bid Preparation & submission stage' (Bidder Stage), subject to the condition that the rework must take place during the stipulated time frame of the Bidder Stage.
- 4) The bidder must have two years requisite experience in the man power supply field in Government Institutes.

Instructions to bidder on Electronic Tendering System

These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

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

All the bidders intending to participate in the tender processed online are required to get registered on the centralized e-tender Portal i.e. <https://etenders.hry.nic.in>
Please visit the website for more details.

2. Obtaining a Digital Certificate:

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.

A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form duly self-attested. Only upon the receipt of the required documents, a digital certificate can be issued. For more details please visit the website-<https://etenders.hry.nic.in> or contact at the following:-

3. Important Note:-

(i) For Support – 1800-180-2097

- (ii) Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt and sign the data during the stage of bid preparation. 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).
- (iii) 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 Information Technology Act 2000. Unless or until 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.
- (iv) 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.
- (v) 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.

(vi) Online Viewing of Detailed Notice Inviting Tenders:

The bidders can view the detailed N.I.T. and the time schedule (Key

Dates) for all the tenders floated through the single portal e-tender system on the Home Page at <https://etenders.hry.nic.in>.

(vii) Download of Tender Documents:

The tender documents can be downloaded free of cost from the e-tender portal <https://etenders.hry.nic.in> and <https://hipaco.in>

(viii) 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 as defined in the online Notice Inviting Tenders.

(ix) Bid Preparation (Technical & Financial) Online/offline Payment of Tender Document Fee, e-Service fee, EMD fees

- i. 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.
 - a. The secure electronic payments gateway is an online interface between contractors and Debit card / online payment authorization networks.
 - b. The electronic payments gateway service shall be integrated with the system very soon till then it will be submitted manually.
- ii. Hence, the bidders have to provide information and credentials relate to manual payment submission at single portal e-tender system, under Technical Envelope of the respective tenders.
- iii. 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 Financial bid format.

Important Note:

- (A) Bidders participating in online tender shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the portal <https://etenders.hry.nic.in>
- (B) For help manual please refer to the “Home Page” of the e-tender website at <https://etenders.hry.nic.in> and click on the available link ‘How to...?’ to download the file.

PART-I
Technical BID
(ELIGIBILITYPARAMET
ERS

S.N	Particulars
1	Name of the company/Firm/Agency
2	Details about office of the agency Address Phone no.: Fax: E-mail ID: Mobile no. and contact person:
	Profile and track record of the company/ Firm/Agency
	Details of registered office of the company and contact person
	Status of the applicant (partnership firm/ Pvt. Ltd. Co. / Public Ltd. Co/other
	Details about directors / partners
	Copy of Memorandum (if any)
	Total Experience of the agency/ Company/Firm
	Turn Over in Rs. as per CA Certificate. 2020-21 & 2021-22, 2022-23 (Copy to be attached)
	Balance sheet for the last 3 years 2020-21 & 2021-22, 2022-23 (Copy to be attached)
	PAN no. (copy to be attached)
	GST registration (Copy to be attached) (if any)
	Defensive Driving training have safety certificate of drivers.

Note:

- I. The opened technical bids shall be evaluated by a Technical Evaluation Committee (TEC) constituted for the purpose. The Committee will recommend the most suitable proposal for acceptance of the competent authority.
- II. Such clarification on the technical aspects of the bid would not entitle the Bidder to change or cause any change in the substance of the bid submitted or price quoted. Also it will not imply that bidder's bid has been accepted for further processing.

Annexure "A"

To

Director General
Haryana Institute of Public Administration
Gurgaon, Haryana

From

DETAILED STATUS OF THE FIRM

The following information/documents are required to be furnished in support of the status of the travel agency

1. Name of the firm
2. Registration No
3. PAN No./TIN No.
4. Service Tax Certificate No.
5. List of Clients
6. Defensive Driving Training have safety certificates of drive

Signature of the Travel Agency with Rubber Stamp

HARYANA INSTITUTE OF PUBLIC ADMINISTRATION
Annexure-“B”

Sr. No.	Type of Vehicle	Rate for Half Day 4 Hrs 50 Km	Rate for Full Day 8 Hrs 80 Km	Rate on Monthly Basis (240 Hrs 2500 Km)	Rate after full day		Rates for outstanding Duties along with driver night charges
					Extra Km	Extra Hour	
1.	DZIRE						
2.	MARUTI CIAZ/ HONDA CITY						
3.	INNOVA						
4.	ERTIGA						
5.	TEMPO TRAVELER						
6.	BUS 35 Seater						
7.	BUS 45 Seater Non A/C						
8.	BUS 45 Seater A/C						

❖ Above rates will be inclusive of all taxes except parking fee, Toll Tax and Passenger Tax.

Terms & Condition for hiring of Taxi:-

1. **Model:** The vehicle should not be more than 3 years old on the date of issue of Tender and should be in good working condition with the facility of Air conditioning, music system etc.
2. **Vehicle requirement:-** The vehicle should be normally available for 08 hours period or as per requirement of HIPA 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 HIPA. Vehicle shall be available for all the working days in the month or holidays prior intimated by HIPA except for the pre-scheduled servicing/repair.
 - (a) Toll Tax, Parking fee & Passenger tax will be reimbursed on the production of the original vouchers/ bills/ statements.
3. **General conditions of hire:** vehicle should not be older than 3 years on the date of issue of Tender. 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.
4. **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 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) and UP etc.
- (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.
- (i) Defensive Driving training have safety certificate of drivers.

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.

5. **Other Expenses:** Expenses towards charges, Engine oil changing and other repairs and maintenance work, will be borne by car owner. 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 HIPA representative.
6. **Director General In-charge:** Director General, HIPA or his representative will be in-charge 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.
7. **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.

8 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. 500/- will be imposed per default.
- (b) For misbehavior of the driver: Rs. 250/- will be imposed per default.
- (c) For not providing substitute vehicle : Rs. 1000/- will be imposed per default.
- (d) For causing 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.

9. **Contract Period:** The vehicle shall be hired for 2 years and extendable for further 3 years. Rates will be increased by 10% after each one year.
10. **Termination of Contract:** HIPA reserves the right to terminate the contract at any time or at stage during the period of contract by giving one month notice. If the car owner is interested to withdraw his vehicle, owner shall have to inform at least 3 months in advance in writing, otherwise pro rata payment will be deducted in lieu of the short period of notice.
11. **Terms of Payment:** 100% payment shall be made within 20 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 rule and deposited with Income tax and HGST/VAT Act.
12. **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 HLD 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 provided with Stepney, tools, spares and consumables with travelling.
13. **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 here charges paid by HIPA for arranging the suitable vehicle from the market as liquidated damages.
14. The vehicle owner/contractor shall have the copy of registration certificate of vehicle i.e. taxi no. interstate permit (Punjab, Delhi, Haryana, Chandigarh & UP etc.) 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.
15. Any type of claim on account of negligence of driver/accident. The responsibility will be contractor.
16. In the vent of theft, loss or accident any dispute with any local Govt. Authority, HIPA will not be responsible and vehicle owner will settle the claims himself.
17. All the disputes shall be subject to Gurugram, (Haryana) Jurisdiction.
18. **Amendments to terms & conditions:** The HIPA reserves the right to amend the terms & conditions before the last date of submission of bids which will be notified on website of HIPA and E-tender website i.e. <https://etenders.hry.nic.in>.
19. The taxi shall be required for transportation of officers, faculty members, guest faculties and officials.
20. All Taxi should be GPS enabled.

21. The drivers engaged by the contractor shall not smoke, chew tobacco products, gut as or consume liquor/alcoholic drinks.
22. The drivers engaged by the contractor should always carry a mobile phone. All drivers sent with vehicle during the contract should have a valid commercial driving license and ID card and should be employees of the agency.
23. The drivers engaged by the contractor must be well informed about the routes, roads and important localities/landmarks of the Delhi & Haryana.
24. The toll tax and parking fee and other charges will be submitted along with the monthly bills.
25. The payment will be given within 20 days against submission of monthly bills.
26. The drivers should follow the shortest route.
27. The night charges only will be applicable from 9.00 P.M to 6.00 A.M. Local means Gurgaon District only within 20 KM of periphery of HIPA, Gurugram.
28. In case of increase/decrease in the rates of petrol/diesel during annual contract; the contractor shall have no right to claim additional reimbursement in case of a hike in petrol/diesel rate.
29. The requirement of taxi will be sent/informed by email, SMS and telephonically by the competent authority /Authority of HIPA of the Institute.
30. Contractor has to maintain the Log Book and also he will produced the Log Book at the time of claiming the bills.
31. Contractor will raise the bills on monthly basis with the Log Book so that Mileage and Hours can examined/checked.

Director General
HIPA, Gurugram