



**Board of School Education Haryana,
Bhiwani**

(ISO Certified Organization 9001:2008)

**BID DOCUMENT FOR
ELECTRONIC TENDRING**

**FOR RATE OF VEHICLES ON DEMAND
BASIS**

To

**The Secretary
Board of School Education Haryana,
Bhiwani**

Signatures of the bidder with Seal

Board of School Education Haryana Bhiwani

Notice Inviting Tender

Electronic tender is invited on behalf of The Secretary Board of School Education Haryana under single bid system from reputed firms/transporters or individuals for rate of different types of vehicles on demand basis throughout the year for a period of one year which can be extended further, one year on same rates and same terms and conditions. . The tender document is available at the Boards website www.bseh.org.in and on www.etender.hry.nic.in and can be downloaded from the Boards website for viewing **w.e.f 15-05-2018** The last date for submission of electronic bid documents is **14-06-2018 at 3PM** any amendment or correction in the tender document will be done by the Board authority through www.etenders.hry.nic.in . Prospective bidders are requested to regularly check the Boards website. The cost of bid document is **Rupees 200/- and EDM as Rupees 10,000/-** per contractor which is to be deposited in the Boards account number **0479145000663 of HDFC IFSC Code HDFC0000479** bank through RTGS (Real time gross settlement) and the proof of the deposited amount with scanned copy should be uploaded while submitting the tender document. The tender document must be submitted only online to the **Secretary Board of School Education Haryana, Bhiwani** through www.etenders.hry.nic.in . The tender will be opened on **14-06-2018** in the committee room of the Board by the committee members, authorized by the Secretary/ Chairman of the Board in the presence of the bidders. Conditional tenders will not be accepted. Incomplete bids shall be summarily rejected. The competent authority of the Board reserves the right to accept or to reject any or all bids without assigning any reason.

Secretary

Signatures of the bidder with Seal

Board of School Education Haryana Bhiwani
Rate Contract Summary

| | | |
|-------|--|--|
| Sr No | Tender No | BSEH / ONLINE/ SDE-01/2018 |
| 1 | Description | Tender for rate contract of different types of A.C. vehicles in four categories like 1 , Swift, I10, Ritz 2 I20, Ciaz etc. 3 Mahindra Bolero, Mahindra Bolero Camper, TATA Sumo, TUV-300 etc 4 XUV-500, Scorpio , Ertiga and Innova etc on demand basis as per requirement. |
| 2 | Earnest money deposit | Rupees 10,000/- |
| 3 | Cost of tender document | Rupees 200/ per bid document |
| 4 | Last date for submission of bid document | Date 14-06-2018 Time 3 PM |
| 5 | Opening date and time of the bid document | Date 14-06-2018 Time 3.30PM |
| 6 | Tentative date of work order | Within one month |
| 7 | Date of providing vehicles | On demand basis |
| 8 | Contact No for any type of information regarding the bid document. | Rai Singh Jakhar SDE 9416270727 |
| 9 | Account No of the Board | HDFC Bank-04791450000663 |
| 10 | Boards Website | www.bseh.org.in |
| 11 | Nic Website | www.etenders.hry.nic.in . |
| 12 | Total amount to be deposited per vehicle | Bid document + EMD Rupees 200 + Rupees 10,000/-= Rupees 10,200/- |
| 13 | Mode of Submission of Bid | Online Through www.etenders.hry.nic.in . |

Note: - Hard copies of Tender document duly signed along with proof of EMD and cost of tender document are to be placed in the sealed envelopes for specimens, which are to be submitted before the last date or on the last date in room No 08 ground floor after submission of online bids. Scanned copies of payment proof of EMD and cost of tender document should also be uploaded while submitting online E-Tender.

Signatures of the bidder with Seal

Instructions to the bidders for submitting Electronic Tendering System

These conditions will over-rule the conditions stated in the tender document, wherever applicable.

| | |
|---|--|
| 1 | The digital signatures of the authorized will be binding on the contractor/ firm/ individuals. |
| 2 | Tender document can be downloaded from website https://etenders.hry.nic.in and Board website www.bseh.org.in . |
| 3 | The bidders are strictly advised to follow the date and time as indicated in the online notice inviting tender. The date and time shall be binding on all bidders. |
| 4 | The bidder shall quote the prices in online price bid format. |
| 5 | If bidder fails to complete the online bid preparation and submission stage on the stipulated date and time, his/ her bid will be considered as bid not submitted, and hence not appear during the tender opening stage. |
| 6 | For further details if any please log in https://etenders.hry.nic.in |
| | |

Electronic Tender for rate Contract of Vehicles on Demand Basis

SUB: TENDER FOR RATE CONTRACT OF DIFFERENT TYPE OF VEHICLES ON DEMAND BASIS THROUGHOUT THE YEAR FOR CONDUCTING OFFICAL JOURNEYS BY THE OFFICERS AND OFFICIALS OF THE BOARD.

Electronic tenders are invited on behalf of The Secretary, Board of School Education Haryana, Bhiwani for rate contract of vehicles as mentioned in the above subject for an initial period of **ONE (01) years** which can be extended further for one year on the same rates and same terms and conditions. The detailed terms & conditions for rate contract of vehicles are as under:-

1 Scope of work:

The vehicles are to be provided on demand basis as per requirement for Board Officers and officials for conducting official journeys from Bhiwani.

- a) **Last date of receiving of tender will be 14-06-2018 up to 3.00 pm & tender will be opened on same date at 3.30 pm.**
- b) **Price of tender form is Rs. 200/- non refundable.**
- c) **The interested parties/bidders having vehicles of 2017 model and higher models are eligible.**
- d) **The tender form can be down loaded from Board website www.bseh.org.in and on www.etender.hry.nic.in**

2 Area of running of vehicle.

The vehicle shall be provided at Bhiwani in the Board office and the vehicle shall ply on National Highway, State Highway, Village roads & kutchha pacca roads, within the state and outside the state for which All India taxi permit (National permit) is to be required as per transport rules.

- 3. The quoted rate shall be inclusive of fuel, comprehensive insurance Coverage, driver salary, road tax, registration, charges towards road permit, All India taxi permit, passenger/goods tax of Haryana State & all other taxes imposed by Governments from time to time and operation & maintenance charges of vehicle.

- 4. Vehicle must be registered as **All India taxi permit with Transport Authority.** Expenditure towards registration of vehicle and passenger/goods tax with State Government Transport Authority as Taxi shall be borne by the owner of vehicle. Vehicle owner will deposit all type of taxes related with taxi permit. However, passenger tax, road tax as per the passenger act outside the state of Haryana will be reimbursed to the

Signatures of the bidder with Seal

vehicle owner as per actual, on production of documentary evidence duly verified by SDE.

- 5 **Toll tax, parking fees etc will be paid by the Board. All other state taxes other than Haryana** wherever applicable shall be borne by the Board and will be reimbursed as per journey conducted in the end of the month as per actual production of documentary evidence duly verified by the SDE, controlling the vehicles to the concerned driver/contractor.
- 6 The vehicle shall be utilized within and outside the state. The contractor can mentioned night charges if and when the vehicle is outside from Headquarter for 12 hours or more but not more than 24 hours if desired.
- 7 The offer shall remain valid for 90 days after the date of bid opening.
- 8 The rate of vehicles is to be quoted in three different categories as mentioned.

| S/No | Type of vehicle not below than 2017 Model |
|------|---|
| 1 | Maruti Swift, Hyundai I10, Maruti Ritz, Ford Figo and similar vehicles |
| 2 | Maruti Dzire, Hyundai I20, Verna, Breeza, Amaze Ciaz and similar vehicles |
| 3 | Mahindra Bolero/Camper, TATA Sumo, TUV-300 and similar vehicles |
| 4 | Mahindra Xuv- 500, Scorpio, Ertiga, Innova and similar vehicles |

- 9 Quoted charges for rate contract of vehicle shall remain same during the period of contract.
- 10 Bills in duplicate shall be submitted once in a month in the first week of month to the SDE of the Board for convenience and timely payment.
- 11 Vehicle provided during the contract period should be of 2017 model and above with seat belts, AC, Stereo and in good working condition at every time.
- 12 The driver employed should be dressed properly (in proper uniform) & free from infections disease as per motor vehicle act.
- 13 If the driver's behavior is objectionable he should be replaced with a new driver immediately, failing which penalty will be imposed.
- 14 The vehicle driver shall report to SDE or his authorized representative in absence of the SDE.
- 15 The driver of the vehicle shall keep all the valid license & up to date tax payment certificate/ receipt pollution control certificate, Insurance & any other tax payment/ clearance up to date in his custody every time..

Signatures of the bidder with Seal

- 16 **Contract Period:**
Initially the rate contract is for a period of one year. It may be extended further for a period of one year, on the same terms & conditions, subject to the requirement in the Board if performance of the contractor is found satisfactory.
- 17 **Termination of Contract:**
The Board reserves the right to terminate the rate contract at any time or at any stage during the period of contract period by giving **30 days** notice. If vehicle owner is interested to withdraw his contract, owner shall have to inform this office at least **30 days** in advance in writing, otherwise the security money of **Rupees 20,000/-** will be forfeited. In case of unsatisfactory performance of the vehicle or driver, contract can be terminated by the Board by giving **07 days** notice.
- 18 **Insurance Coverage:**
Insurance policy as per statutory requirement shall be taken by the vehicle owner so as to cover the third party risk and also cover driver, number of the passengers as per the taxi permit. The owner shall also take other necessary insurance coverage as per the Motor Vehicle Act at own cost.
- 19 **Terms of payment:** Payment shall be made within **15 (fifteen) days** after submission of the bills. Income tax (TDS) shall be deducted at source as per rules and amended from time to time.
- 20 The vehicle shall be provided with stepney, tools, spares, first aid boxes and consumables in order to rectify minor repairs while traveling.
- 21 The owner shall provide immediately with another suitable vehicle in running condition in case prior vehicle deployed is under break down during the journey. If the contractor fails to provide the vehicle during break down, the vehicle will be hired on risk and cost of the contractor along with penalty of Rupees 500/- per journey. The Secretary has the right for relaxation or exemption of any type of penalties.
- 22 Tempering of the meter shall be viewed very seriously. In case it is noticed that the meter of the vehicle is tempered by the owner/ driver of vehicle then Rs. 500 /- (Rupees Five Hundred only) shall be deducted from the monthly bills of the particular vehicle. If the owner/ driver of vehicle are found showing extra mileage, then actual along with difference shall be recovered from the contractor for the entire period during which the particular vehicle was deputed on Board duty along with penalty.
- 23 In the event of theft, loss or accident and any dispute with the local government Authority, the Board will not be responsible and vehicle owner will settle the claims himself with any authority.

- 24 Owner shall be responsible for obtaining clearance of state administration wherever necessary for placing the vehicle at the disposal of the Board for commercial use.
- 25 Other similar formalities that may be statutorily required in terms of Indian Motor vehicle Act or any other relevant government provisions will also be the responsibility of the owner.
- 26 **The Officer-in-charge for the vehicle shall be Sub Divisional Engineer, Board of School Education Haryana, Bhiwani.**
- 27 Income tax TDS as applicable be deducted at source from the monthly payment as per prevailing rates. However, necessary deduction certificate shall be issued at the end of each financial year. The contractor should mention as if he is covered under GST/ service tax. If the same is not mentioned at the time of quoting the rates, the contractor will be responsible for the same if any type of problem arises at later stage.
- 28 The contractor has to submit proof of payment of passenger tax/ road tax for the state of Haryana. The passenger tax/ road tax shall be refunded subject to production of above mention documentary proof of states other than Haryana.
- 29 The interested bidders are required to submit an Earnest Money Deposit (EMD) of Rs.10, 000/- plus Rupees 200/- as bid document cost (**Total Rupees 10200/-** in the Boards account number **04791450000663** of **HDFC** bank through RTG IFSC Code **HDFC0000479**. Tender submitted without EMD proof will not be entertained. The EMD amount of successful bidder shall be adjusted as security & earnest money of unsuccessful bidders shall be released within 15 days after completion of the contract period.
- 30 The EMD of **Rupees 10,000/-** will be forfeited if the vehicle is not provided in due course of time.
- 31 The demand of the vehicles will be made one day before or on the same day telephonically as and when required throughout the year.
- 32 For all differences and disputes relating to the specifications, instructions or the executive or failure to execute the same whether arising during the rate contract period of vehicle or on completion, **The Chairman Board of School Education Haryana, Bhiwani shall act as sole arbitrator and proceeding shall be conducted in accordance with the provision of the Arbitration and conciliation Act 1996 or amendment thereof if any.**
- 33 Bidder is requested to must submit the photocopy of their PAN No. with the offer.
- 34 If you are interested in providing vehicles to the Board on demand basis as per requirement of the office, then please submit E-Tender duly signed on each page for acceptance of mentioned terms and conditions, along with rates to be quoted on Annexure-B on or before **14-06-2018** at 3.00 pm. The hard copy of payment proof

Signatures of the bidder with Seal

should be submitted in room No 08. Tenders uploaded after 3.00 pm. on specified date, shall not be entertained. The online submitted E-Tenders will be opened on **14-06-2018** at 3.30 pm in presence of interested parties/their authorized representatives, if deputed.

Secretary

Signatures of the bidder with Seal

ANNEXURE-B

RATES TO BE CHARGED FOR PROVIDING AIRCONDITIONED DIESEL VEHICLE OF 2017 MODEL AND ABOVE ON DEMAND BASIS ALONG WITH FUEL FOR A PERIOD OF ONE YEAR EXTENDABLE FUTURE FOR ONE YEAR ON DAILY RENTAL BASIS FOR BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI.

| S/No | Type of Vehicles to be provided | Rate for first 100 Kms per day | Rate per Km after 100 Kms per day | Rate for 200 Kms per day | Rate per Km after 200 Kms per day | Night Charges after 12 Hours stay from the headquarter |
|------|---|--------------------------------|-----------------------------------|--------------------------|-----------------------------------|--|
| 1 | Swift, I10, Ritz, Ford Figo and similar vehicles | Rupees ----- | Rupees ----- | Rupees ----- | Rupees ----- | Rupees ----- |
| 2 | Dzire, Hyundai I20 Verna, Breeza, Amaze Ciaz and similar vehicles | Rupees ----- | Rupees ----- | Rupees ----- | Rupees ----- | Rupees ----- |
| 3 | Mahindra Bolero/Camper, TATA Sumo, TUV-300 and similar vehicles | Rupees ----- | Rupees ----- | Rupees ----- | Rupees ----- | Rupees ----- |
| 4 | Mahindra Xuv- 500, Scorpio, Ertiga, Innova and similar vehicles | Rupees ----- | Rupees ----- | Rupees ----- | Rupees ----- | Rupees ----- |

1 The contractor/individual/firm should also mention service tax/ GST if applicable while providing the mentioned services. _____

2 Name of the owner _____

3 Address _____

4 PAN No. _____

5 Payment deposited details:
EMD _____

6 E- Tender document fees: _____

7 Account No _____

8 Bank Name and IFSC-Code _____

Signatures of the bidder with Seal