



**Board of School Education Haryana,
Bhiwani**

(ISO Certified Organization 9001:2008)

**BID DOUCMENT FOR
ELECTRONIC TENDRING**

**FOR HIRING THREE
JEEPS**

To

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

Signatures of the bidder with Seal and Stamp

Board of School Education Haryana Bhiwani

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 hiring three Mahindra Bolero air conditioned jeeps for a period of three years and further extendable for one more year. 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.

05-05-2018 The last date for submission of electronic bid documents is **04-06-2018** 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 vehicle which is to be deposited in the Boards account number **04791450000663 of HDFC** bank through RTGS (Real time gross settlement) **IFSC Code HDFC0000479** 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 **04-06-2018** 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

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Board of School Education Haryana Bhiwani
Tender Summary

Sr No	Tender No	BSEH / ONLINE/ SDE-01/2018
1	Description	Tender for hiring of Two air conditioned Mahindra Bolero and one air condition Mahindra Bolero Camper diesel jeeps with white color for a period of three years on monthly rental basis extendable further for one more year.
2	Earnest money deposit	Rupees 10,000/- per vehicle
3	Cost of tender document	Rupees 200/ per bid document
4	Last date for submission of bid document	Date 04-06-2018 Time 3 PM
5	Opening date and time of the bid document	Date 04-06-2018 Time 3.30PM
6	Tentative date of work order	Within one month
7	Date of providing vehicles	Within one month after work order for show room delivery vehicles
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 <u>IFSC Code</u> <u>HDFC0000479</u>
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.

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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

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Electronic Tender for Hiring of Three Jeeps

SUB: TENDER FOR HIRING OF TOTAL 02 NO. DIESEL OPERATED MAHENDRA BOLERO & 01 MAHINDRA BOLERO CAMPER SHOW ROOM DELIVERY FOR BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI. FOR A PERIOD OF THREE YEARS ON MONTHLY BASIS FURTHER EXTENDABLE FOR ONE MORE YEAR ON FIXED MONTHLY RATES WITH AN AVERAGE MILEAGE OF 5000 K.M.S PER MONTH i.e. MAXIMUM 60,000 K.MS. PER YEAR WITH WHITE COLOUR.

Electronic tenders are invited on behalf of The Secretary, Board of School Education Haryana, Bhiwani for hiring of vehicles as mentioned in the above subject for an initial period of **three (03) years** which can be extended for further one year on the same rates and same terms and conditions. The vehicle shall be stationed at Education Board premises Bhiwani. The detailed terms & conditions for hiring of vehicles are as under:-

1 **Scope of work:**

For transportation within the state and outside the state.

- a) **Last date of receiving of tender will be 04-06-2018 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 who may purchase/provide the vehicle within 30 days from placing the work order.**
- 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 stationed 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 comprehensive insurance Coverage, driver salary, road tax, registration charges, 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. However, fuel for running of vehicle will be provided by the Board free of cost on specific average consumption of fuel

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- 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 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 and will remain at the disposal of the Board for 24 hours. **Daily Allowance @ Rs. 40/-** shall be paid to the driver if he performs journey outside Bhiwani for more than six hours and **Rupees 80/-** will be paid if the driver along with vehicle is outside from Headquarter for 12 hours or more but not more than 24 hours.
- 7 The offer shall remain valid for 90 days after the date of bid opening.
- 8 **The vehicle provided will be installed with GPS provided by the contractor the monthly /yearly rent of the GPS installed will also paid by the contractor. The contractor should also insure its proper working.**
- 9 Quoted price for hiring 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 should be with seat belts, AC, Stereo and GPS in good working condition at every time.
- 12 Owner at his own cost shall provide efficient driver for the vehicle with valid licenses & having own mobile phone. The credentials of the driver shall be verified by the contractor. The salary/ wages etc. of driver shall be paid by the owner of the vehicle. However, no extra amount for mobile phone shall be paid by the Board. The driver deployed with vehicle must be residing within the radius of 7 Km from Education Board Campus, Bhiwani.
- 13 Driver shall make their own arrangement for going and coming from his residence to office premises even in late hours. However, only under exceptional circumstances, the driver shall be allowed to take the vehicle to his residence in odd hours. In case the services of hired driver is utilized by the owner of the vehicle then he should ensure to

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the satisfaction of the Board if required, that minimum wages as applicable to the driver in the state of Haryana are paid by the owner of the vehicle and labour laws shall be followed as amended from time to time.

- 14 The driver employed should be dressed properly (in proper uniform) & free from infections disease as per motor vehicle act.
- 15 If the driver's behavior is objectionable he should be replaced with a new driver within 24 hours, failing which penalty will be imposed.
- 16 The vehicle driver shall report to SDE or his authorized representative in absence of the SDE.
- 17 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..
- 18 Successful bidder shall submit the photocopy of the following documents along with the originals within **30 days** from the issue of work order for show room delivery vehicles. The time period to provide the vehicle by the contractor can be extended by the Secretary of the Board on the request of the contractor if the reason is found genuine.
 - a) **Registration certificate of the vehicle along with road tax payment proof.**
 - b) **Insurance covers Note (comprehensive policy)**
 - c) **Valid taxi permit along with paid passenger tax documents. However original documents shall be returned to the owner after verification.**
 - d) **Valid driving license of the driver.**
 - e) **Security money of Rupees 20,000/- per vehicle through Cash/ BD /RTGS in favor of Secretary Board of School Education Haryana Bhiwani is to be deposited by the contractor to whom the work is allotted within ten days after the work order. The EMD of Rupees 10,000/- will be adjusted in the security money**
- 19 **Contract Period:**
Initially the vehicle is being hired for a period of three years. 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 vehicle found satisfactory during first three years on previous rates.
- 20 **Termination of Contract:**
The Board reserves the right to terminate the contract at any time or at any stage during the period of contract by giving **30 days** notice. If vehicle owner is interested to withdraw his vehicle, 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.

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21 **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.

22 **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.

23 **Fuel Consumption:**

Only HSD shall be given free of cost by the Board at an average fuel Consumption of **13 kms. per liter** with AC and **14 kms per liter** without AC in case of Mahindra Bolero while for Mahindra Bolero Camper fuel will be provided with fuel consumption of **13 Kms per liter on air condition and non A/C throughout the year.** The excess consumption, if any, shall be recovered from the bills of the vehicle owner at market rate at the end of the contract. The running of air-conditioned in the vehicles will be **w.e.f. March to Oct** of every calendar year.

24 Expenses towards servicing charges, engine oil changing and other repairs and maintenance work all taxes within the state will be borne by the vehicle owner, and will ensure periodic maintenance as per maintenance manual. The owner shall keep the vehicle in perfect running condition. He shall carry the servicing and repairing immediately on intimation to Sub Divisional Engineer of the Board. The mileage covered during repairs locally will be borne by the Board but if the contractor takes the vehicle outside Bhiwani for repairs or any other works the mileage along with fuel covered will be deducted from the contractor.

25 The vehicle will be released for one day in a week for the maintenance and servicing work of the vehicle with prior permission. The running of the vehicle for this purpose shall be to the Boards account if locally.

26 The vehicle shall be provided with stepney, tools, spares, first aid boxes and consumables in order to rectify minor repairs while traveling.

27 Normally the vehicle shall be parked in the office premises of the Board at Bhiwani or as per instruction of the officer-in-charge.

28 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 the Board along penalty of Rupees 200/- per day But if the vehicle is in the premises of the Board and the driver is absent from duty then only per day hiring charges will be deducted The Secretary have the right for relaxation or exemption of any type of penalties.

- 29 However, in case the vehicle is not provided in the Board premises 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 force major condition, neither any payment towards hiring charges shall be made to the vehicle owner nor any liquidated damages shall be levied.
- 30 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. 500.00 (Rupees Five Hundred only) shall be deducted from all the monthly bills of the vehicle till date. If the owner/ driver of vehicle is found showing extra mileage, then actual along with difference shall be recovered from the contractor for the entire period and mileage covered from the date on which the vehicle was initially engaged with the Board.
- 31 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.
- 32 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.
- 33 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.
- 34 **The Officer-in-charge for the vehicle shall be Sub Divisional Engineer, Board of School Education Haryana, Bhiwani.**
- 35 Income tax, GST, Service Tax and other taxes, if applicable shall 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.
- 36 The contractor have to submit proof of payment of passenger tax for the state of Haryana, Punjab etc. whichever applicable and reimbursement of the passenger tax shall be subject to production of above mention documentary proof of states other than Haryana.
- 37 The interested bidders are required to submit an Earnest Money Deposit (EMD) of Rs.10, 000/- each per vehicle plus Rupees 200/- as bid document cost (**Total Rupees 10200/-** each per vehicle 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 03 month after completion of the contract period.

- 38 In case the bidder offers a new vehicle yet to be purchased and registered in his name, then he shall give the firm commitment of providing the vehicle within **30 days** from the placement of award/order. However in exception circumstances on genuine reason the Secretary Board of School Education Haryana may extend this condition further for 30 days. The EMD of **Rupees 10,000/-** will be forfeited if the vehicle is not provided in due course of time
- 39 A bidder can submit their offer for deployment of one vehicle only on one EMD and cost of tender document.
- 40 The vehicle will be engaged for an average mileage of **5000 k.ms. Per month** for which fixed rates should be quoted. If the mileage covered in one month is less than 5000 k.ms the same will be automatically transferred in the next month. If the total mileage exceeds from **1, 80,000 k.ms** after three year than **Rupees 3.50** per kms along with fuel will be paid to the contractor at the end of, third year besides monthly hiring charges.
- 41 If the rates for providing the vehicle is similar of two contractors but have given option of different models of Mahindra Bolero/ Mahindra Camper than preference will be given to the contractor who have agreed to provide higher model on the lowest rates.
- 42 For all differences and disputes relating to the specifications, instructions or the executive or failure to execute the same whether arising during the hiring 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.**
- 43 Bidder is requested to must submit the photocopy of their PAN No. with the offer.
- 44 The contractor quoting rates for Mahindra Bolero Camper should insure that the vehicle be provided with covered body, provision of rear doors along with locking system and canvas roof.
- 45 If you are interested in providing new show room vehicles to the Board, 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 **04-06-2018** at 3.00 pm. The hard copy of payment proof 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 **04-06-2018** at 3.30 pm in presence of interested parties/their authorized representatives, if deputed by the committee.

Secretary

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ANNEXURE-B

RATES TO BE CHARGED FOR PROVIDING AIRCONDITIONED DIESEL MAHINDRA BOLERO WITH WHITE COLOUR SHOW ROOM Condition or 2017 Model ON MONTHLY RENTAL BASIS FOR BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI FOR A PERIOD OF THREE YEARS WITH EXTENDABLE FURTHER FOR ONE MORE YEAR.

Sr. No	Description of vehicle	The contractor to mentioned the Model of the vehicle to be provided	Fuel consumption per liter non AC and AC	Rate Rs. Per month for an average k.m. reading of 5000 km per month to be filled by the contractor .	Amount Rupees Per year .
01	Mahindra Bolero Models Show Room delivery or 2018 Model	Mahindra Bolero _____ _____	NonAC 14kms per liter AC 13 kms per liter	Rupees _____	Rupees _____
02	Mahindra Bolero Camper Models Show Room delivery 2018 Model	Mahindra Bolero Camper_____ _____ _____	AC and Non A/C 13 kms per liter	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 _____

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