हरियाणा विद्यालय शिक्षा बोर्ड, भिवानी
Board of School Education Haryana, Bhiwani
(Established Under Haryana Board of School Education Act, 1969)

वंदे मातरम्

Quotation Notice

No: 38 /SDE

Date: 16/10/2026

Subject:- Hiring of 02 Mahindra Bolero(2022 or upper model) On Monthly Rental Basis.

Quotations are invited for Provide of 02 Mahindra Bolero with details in the enclosed Annexure-I, subjected to the terms and conditions mentioned in Annexure-II.

In case the Quotationer does not implicitly follow all these instructions terms and conditions (as in Annexure-II) quotations will not be considered. The maximum period for delivering the said vechicle is 10 days from the date of placing the work order.

Quotations are to be uploaded on board website ratesbseh@gmail.com from 16.10.2026 to 27.10.2026.

15/X/26

Assistant Secretary(SDE Cell)
For Secretary

Annexure-I

Item Requirement List

No. 38 /SDE

Date: 16/10/2026

Subject:- Hiring of 02 Mahindra Bolero(2022 or upper model) On Monthly Rental Basis.

Sr.No.	Name of Item & Specification	Cost of item to be quoted by the quotationer in figure and words.(Excluding GST)
1.	**Hiring of Commercial 02 White Colour Mahindra Bolero Seven Seater (2022 or upper model) with Air-Conditioner On Monthly Rental Basis With Fuel, Maintenance, Insurance and Driver for Running Upto 3000 kms per month.**	Rs._____ (per Month), In words:_____ _____

(Space to be used by the Quotationer on annexure-I for quoting the rates of the items both in figure and words. The same annexure is to be sent back to board after filling up the rates.)

It is certified that the instructions, terms and conditions (annexure-II) of the Quotation Notice are acceptable and the rates of the items in Annexure-I quoted be me are correct.

1. Name of Quotationer_____
2. Name of Firm/Agency(if so) _____
3. Address of Firm/Agency_____
4. PAN No._____
5. GST No._____
6. Mobile No./E-mail Id_____
7. Reg. No. of the firm/agency_____
8. Name of the Bank In which Quotationer has account_____
9. Name of the Branch of the Bank_____
10. Account No. of the Quotationer_____
11. I.F.S.C Code of the Bank Branch_____

Signature of Quotationer
With seal/stamp

Terms and conditions for hiring 02Mahindra Bolero Annexure-II

Type of Vehicle	Vehicle No.	Model 2022 or upper Model	For 3000 km/month approximate (Excluding GST)
02 Mahindra Bolero			

Scope of work of the Services:

Eligible firm/person provide vehicles along with drivers as per the requirement of Board of School Education, Haryana, Bhiwani to be used for officers/officials for office work both at designated areas and even outside the designated area as per the requirement on a monthly charges basis.

Specific Terms & Conditions related to above procurement of Services:-

1. Rates:

The hiring rates shall be lump-sum per vehicle per month covering all expenses towards fuel, running and maintenance of vehicles, cost of consumables/lubricants, insurance, permit fee, Toll Tax, Parking Fee and state entry tax and other charges including the salary (Including overtime which is not includes in Rate contract)/dues of the driver etc.

The Passenger Tax, Road Tax/Token Tax as applicable from time to time shall be paid by the bidder firm/contractor.

The firm/Contractor will be reimbursed Rs. 500 per night for stay of the driver on tour to the outstation (more than 8 hours) or any duty after 9 P.M. at Headquarter in addition to the above rates.

The rates are exclusive of GST. The GST will be paid additionally only after receiving the photocopy of the GST Registration Certificate. No GST will be paid If the firm/contractor falls to provide proof of valid GST Registration.

The rates shall remain firm during the contract period. No escalation or price variation or any other extra payment whatsoever and on any account shall be made/allowed.

2. Payment terms/mode:

100% payment shall be made within 15 days on submission of monthly bill in duplicate.

Income Tax/Sale Tax as applicable, if any, as per Income Tax rules shall be deducted from the monthly bills of the contractor/firm at source.

All payment to the firm/contractor will be made through electronic mode NEFT/RTGS. For this, the firm/contractor will provide complete bank details like

Name/Branch of Bank, Account Number, IFSC Code & Type of account etc. RTGS/NEFT charges are to be borne by the contractor/supplier.

3. REGISTRATION:

Vehicle must be registered under Motor Vehicle Act as commercial vehicle and have relevant permit for Haryana, Punjab, UT of Chandigarh and Delhi. Expenditure towards registration of vehicles, Road Tax, Commercial Vehicle Tax permit etc. with State Govt. Transport Authority will be bome/settled by the owner of vehicle during the contract period.

4. TERMINATION OF CONTRACT:

Board of School Education, Haryana, Bhiwani reserves the right to terminate the contract at any time or at any stage during the period of contract by giving 24 Hrs notice without assigning any reason.

5. MAINTENANCE OF LOGBOOK:

The logbook will be maintained by the driver and the same shall be filled and verified by the concerned officer in the Board of School Education, Haryana, Bhiwani using the vehicle.

6.DUTIES & RESPONSIBILITIES OF THE FIRM/CONTRACTOR (General):

The firm to whom the work is awarded will have to provide the vehicle as per within 15 days of issuing work order by Board of School Education, Haryana, Bhiwani.

7. Documentation:

The firm/contractor shall submit the photocopy of the following documents along with originals for verification by the concerned officer/office of Board of School Education, Haryana, Bhiwani where the vehicle is to be provided. Original documents shall be returned to the owner after verification. i) Photo Copy of Valid RC of vehicle ii) Photo Copy of Valid Comprehensive Insurance Policy of Vehicle. iii) Photo Copy of Valid pollution certificate of vehicle. Iv) Photo Copy of Valid Driving License of the Driver.

If the firm/contractor fails to provide the vehicle within the stipulated period or his services are found to be unsatisfactory at any stage; the concerned Board of School Education, Haryana, Bhiwani will be entitled at its option: EITHER to cover the the damages of non-execution/delay and to get the same executed from some other source(s) at his risk and cost besides Intimating the Board of School Education, Haryana, Bhiwani for taking action as per the conditions of the rate Contract which includes Blacklisting of the firm. OR; To get the work completed departmentally OR through any other agency purely at the risk and cost of the first contractor. In that case no payment is liable to be made for the work already done besides intimating the Board of School Education, Haryana, Bhiwani for taking action as per the conditions of the rate Contract which includes Blacklisting of the firm. To take the legal remedies to recover the balance amount, if left. The contractor shall be responsible for all the risks involving liabilities and obligations arising out of this contract and underpay provision of law in force from time to time. The vehicle shall be provided with safety belt, stepney, tools spares and consumable, while travelling,

by the owner of the vehicle without any extra charge. During the period of this contract the vehicle shall be at the exclusive disposal of the concerned office/officer of Board of School Education, Haryana, Bhiwani. Tampering of the meter shall be viewed seriously. In case it is noticed that the meter of the vehicle is malfunctioning and showing extra mileage, then actual difference shall be recovered on prorate basis for the entire period for the calendar month during which the vehicle has actually run. It will be obligatory on the part of the vehicle owner to get the mileage checked by the controlling officer in the beginning of the calendar month and get it recorded in the logbook. The driver should have a mobile phone for two way communication without going facility. The Owner of the vehicle shall ensure that the drivers are punctual and vigilant in performance of their duties. Further the owner shall engage/supply physically/medically fit driver. All the drivers deployed by the firm/contractor of the vehicles shall be issued proper laminated card to the personnel deployed who shall prominently display their identity cards while on duty and should be dressed property (in proper uniform). In the event of theft, loss, accident or any dispute with any local Govt. Authority, Board of School Education, Haryana, Bhiwani will not be responsible and vehicle owner firm/contractor will settle the claim himself at his risk and cost. The vehicle provided by the firm/contractor will be an authorized vehicle to be given on hire as a taxi to Board of School Education, Haryana, Bhiwani and any lapse on this issue will be the responsibility of the service provider.

The drivers deployed by the firm/contractor of the vehicle will have a proper Driving License to drive the particular vehicle and the date of issue of DL will be more than 3 years on the date of deployment of driver on the vehicle.

The firm/contractor will be duty bound to make available the vehicle to the Board of School Education, Haryana, Bhiwani office/officer even in the case of Law & Order problem or any unforeseen emergency situations.

8. DUTIES & RESPONSIBILITIES OF THE FIRM/CONTRACTOR (Driver):

The drivers deputed with the vehicles should be of good character and antecedents, well behaved and neatly dressed and should be in possession of appropriate valid Driving License with minimum Three-YEAR experience. The pool of present and permanent address Including a copy of the License and other documents of each

driver along with all requisite documents of each vehicle shall be submitted by the firm/contractor to the Board of School Education, Haryana, Bhiwani before the work is taken in hand.

Misbehavior by the Driver or not obeying the instructions of Concerned Officer/Official of Board of School Education, Haryana, Bhiwani, will be viewed very seriously and the concerned officer reserves the right to impose any penalty as may be deemed fit in such cases, which will be recovered from the contractor from his monthly bills. In case it is found that the driver attached to the vehicle is causing any nuisance and is not suitable, the firm/contractor will have to terminate/replace

the driver immediately on the instructions of the Concerned Officer and the terminated driver shall not be taken back on duty at any stage without the prior permission of Concerned Officer.

Any person/driver engaged for rendering the services under this contract shall be the employee of the contractor for all purposes intent and shall have no claim/right on the Board of School Education, Haryana, Bhiwani. The contractor will keep the Board of School Education, Haryana, Bhiwani and its officers indemnified from and against any claim/liability by any such person. The firm/contractor shall obtain an undertaking on Non-Judicial Stamp Paper of proper value duly signed and witnessed by him (firm/contractor) under his seal from the individual driver that he/they will not claim any employment from Board of School Education, Haryana, Bhiwani and all the dispute will be settled by their contractor who has engaged them.

Driver shall make his own arrangements for going to or coming from his residence. in case the owner of the vehicle engages the services of hired driver then he shall ensure to the satisfaction of Board of School Education, Haryana, Bhiwani or its relevant office that the driver will be paid the minimum wages as applicable to the skilled drivers in the state of Haryana by the owner of the vehicle. All type of responsibility/liability regarding the engagement of Driver will be borne by the Firm/Quotationer.The deployed driver shall keep all valid license and up to date tax payment certificate/receipt, pollution control certificate Comprehensive Insurance and any other tax payment clearance up to date in his custody.

9.Insurance:

The vehicles deputed will have comprehensive Insurance cover inclusive of the driver and other passengers Board of School Education, Haryana, Bhiwani shall not be responsible for any damage, whatsoever, to the vehicle or its driver/passengers or third party. As such the adequate insurance of appropriate value should be arranged to cover the risk of injuries/death of the driver/passengers.

10. Penalties / Deductions In case of non-performance/violation of Services Agreement:

The competent authority of Board of School Education, Haryana, Bhiwani with whom the concerned vehicle is attached can levy the below-mentioned penalties/deduction in case of non-performance/violation of Services Agreement as per details given below: Unclean vehicle or seat covers/smell in the vehicle (1) Rs. 50/- for the first day (b) Rs. 200/- per day for the second consecutive day and beyond as pointed out by the controlling officer of the vehicle;
For non-providing of vehicle in time: The contractor has to maintain the timings strictly. The late arrival of the vehicles shall be viewed seriously and a penalty of Rs. 100/- per hour of delay on each occasion, if the reason of late arrival is unsatisfactory;

Breakdown en-route: in case any of the vehicle fails to report on duty due to breakdown or otherwise, the firm/contractor shall be responsible to provide alternate vehicle within ONE-HOUR, otherwise the Board of School Education, Haryana, Bhiwani will be within rights to make alternate arrangement. at the risk and cost of the contractor after imposing the penalty of Rs. 500/- for each such case.

Recurrent malfunctioning/dissatisfactory condition of the vehicle: The vehicle will be returned. A vehicle may be hired by the concerned officer/office, payment of which will be borne by the contractor along with a daily fine of Rs. 500/- till such time a proper vehicle is provided by the contractor;

11.On misbehavior by the Driver:

Rs. 500/- per default. If the misbehavior continues, then the driver will have to be changed by the contractor. If the contractor does not change the driver within 3 days' time, the vehicle will be sent back and a taxi may be hired. The payment of such taxi will be borne by the contractor along with a fine of Rs. 200/- daily;

12.During the contract period:

If any of the vehicles is seized/detained/impounded by the Police, Transport Officer or any other Authority for any reason whatsoever, it will be at the sole risk responsibility of the contractor, who shall immediately provide another vehicle of the same seat capacity in lieu thereof, otherwise a penalty of Rs. 1500/- per day will be imposed;

13.For violation/breach of any of the conditions of the contract:

(i)Rs. 1000/- per default and/or Termination of the contract/forfeiture of Performance Security. In case of breach of contract by the contractor, the Performance Security shall be forfeited by the Government and the firm shall be blacklisted in addition to termination of the contract in question. The right of action will rest with the authority entering into the agreement.

(ii)The competent authority who can levy the above-mentioned penalties/deduction will be the officer/office with whom the concerned vehicle is attached.

(iii)The vehicles shall be kept at the disposal of respective office/officer as designated by the Board of School Education, Haryana, Bhiwani

(iv) The firm/contractor shall be an independent entity engaged to produce the required results and compliance with all the laws and regulations applicable in this behalf and also keep the Board of School Education, Haryana, Bhiwani and its officers indemnified against any breach or default.

(v)The time to time maintenance of vehicles including all spares, consumables and lubricants will be the responsibility of the contractor.

(vi)The Board of School Education, Haryana, Bhiwani reserves the right to claim adequate compensation from the firm/contractor on account of any damage caused to the human or the equipment/machinery due to negligence or careless handling of the vehicle by the driver or the firm/contractor.

(vii)Any injury/accident to driver or to any other person due to lapse on the part of the driver shall be the responsibility of firm/contractor.

(viii)The firm/contractor shall make alternative arrangements for the drivers when on rest days and for the vehicles when on servicing or under repairs due to break-down. The duties period of the deployed driver will be Approx (10 hours). However, the same will be available as and when required beyond the permissible time period.

(ix)The firm/contractor will ensure periodic maintenance as per maintenance manual of vehicle/requirement and shall always keep the vehicle in perfect running condition. The firm/Contractor shall carry out the servicing it repairing only after intimation to the concerned officer of Board of School Education, Haryana, Bhiwani.

(x)The first Aid Box with necessary medicines shall be provided in each vehicle by the firm/contractor at his own cost.

(xi)The vehicle shall be utilized as per requirement of concerned officer of Board of School Education, Haryana, Bhiwani for local as well as outstation.

14. **Indemnification:**

The firm/contractor shall furnish an undertaking on Non-Judicial Stamp Paper of appropriate value to the effect that he shall comply with all the Acts, Laws or Regulations as may be applicable with regard to performance of work, including but not limited to the Minimum Wages Act, Contract Labour (Regulation and Abolition) Act, ID Act, Shops and Establishment Act, Factory Act, Workmen Compensation Act etc. from time to time and takes such steps as may be directly responsible for any dispute arising between him and his drivers/workers and keep the Board of School Education, Haryana, Bhiwani indemnified against all losses, damages and claims arising there from. Further he (the firm/contractor) shall pay minimum wages as

prescribed by the State/Central Govt. to all his operating crew and shall be responsible for fulfilling the requirements of all statutory provisions of all the aforesaid Acts including Employees Provident Fund Motor Vehicle Act, Bonus Act, Gratuity Act and other Industrial enactments at his own risk and cost in respect of all the drivers/staff employed by him. If due to any reason, whatsoever, the Board of School Education, Haryana, Bhiwani is made liable, It shall be recovered by the Board of School Education, Haryana, Bhiwani from any pending dues of the contractor. In case the pending dues are less than the liability, then the balance shall be deposited by him (the firm/contractor).

15/12/26

Assistant Secretary (SDE Cell)
For Secretary