

**DEPARTMENT OF INFORMATION TECHNOLOGY,  
HIMACHALPRADESH**

**I.T. BHAWAN, MEHALI, SHIMLA-**

**Phone No. 0177-2628914**


**Website: [www.himachalmit.gov.in](http://www.himachalmit.gov.in)**

**Email id: [dir-it-hp@nic.in](mailto:dir-it-hp@nic.in)**

**Short Term Tender Notice**

The Department of Information Technology, Himachal Pradesh intends to hire two or more vehicles (including driver) for office use for one year in the first instance:-

Accordingly, sealed Tenders are hereby invited for hiring of vehicles (Taxi) for office use. The detailed tender document can be downloaded from website: [www.himachalmit.gov.in](http://www.himachalmit.gov.in) or can be collected from the office of the undersigned on any working day from 23<sup>rd</sup> July, 2018 to 3<sup>rd</sup> August, 2018 up to 4:00 PM. The last date for submission of filled tender document in the office of the undersigned is 4<sup>th</sup> August, 2018 up to 1:00PM. The tender will be opened on 4<sup>th</sup> August, 2018 at 3:00 PM. The undersigned reserves the right to reject any or all the tender offers without assigning any reason.

  
**Director (IT)-cum-Member Secretary (EC),  
Society for Promotion of IT & E-Governance,  
Himachal Pradesh, Shimla-13.**



**Government of Himachal Pradesh  
Department of Information Technology  
IT Bhawan, Mehli, Shimla- 171013**

**SHORT TERM TENDER FOR HIRING OF VEHICLE SERVICES (TAXI)**

**Schedule Of Tender**

Date of Publication of Tender	20 <sup>th</sup> July, 2018 to 23 <sup>rd</sup> July, 2018
Sale/ downloading of tender document form	23 <sup>rd</sup> July, 2018 to 3 <sup>rd</sup> August, 2018 up to 4:00 PM
Last date for receipt of duty filled in tender	4 <sup>th</sup> August, 2018 up to 1:00 PM
Date & Time for opening of Technical Bid of tender	4 <sup>th</sup> August, 2018 at 3:00 PM

Cost of tender document : Rs. 500/- ( Five Hundred Only)

Earnest Money deposit : Rs. 20,000/- ( Twenty Thousand Only)

The Director-cum-Member Secretary EC, SITEG, Department of IT invites tender for hiring of vehicles for office use for a period of one year after award of contract. The bidder shall provide vehicles (taxies) of model not older than January, 2017 and the vehicles should be in excellent conditions.

The contract will be governed by the terms and conditions laid down in the tender document. The tender document can be downloaded from the Department website [www.himachalmit.gov.in](http://www.himachalmit.gov.in) or can be collected from the office of the undersigned on any working day and the cost of tender document and earnest money should be submitted in the shape of separate Demand Draft in favour of Society for promotion of IT & E-Governance (SITEG) payable at Shimla. Both the Draft should be put in the envelope containing technical Bid.

The sealed tender received in time shall be open on the date and time mentioned in the tender document/ notice if the date fixed for opening of the tender is happens to be a holiday, the tender should be opened on the next working day at the same time and venue as fixed for original date for this purpose.



## **TERMS & CONDITIONS of the TENDER**

### **PROCEDURE FOR SUBMISSION OF BIDS**

1. There shall be a Two-envelope system followed in this Tender. The Bids shall be submitted in the following manner:
  - (a) Technical Bid in one envelope and should contain the followings:-
    - (i) General information and checklist as per PERFORMA-I.
    - (ii) Demand draft of Rs. 500/- towards the cost of tender document downloaded from the website.
    - (iii) Demand draft of Rs. 20,000/- (Rs. Twenty thousand) only towards Earnest Money.
    - (iv) Undertaking as per PERFORMA "II".
    - (v) The bidder shall submit copy of experience certificate of minimum one year for providing vehicles (Taxi) to Central Govt./ State Govt./Semi Govt./Autonomous Bodies.
    - (vi) The bidder shall submit documentary evidence to the effect that offered vehicle(s) are registered as commercial vehicle(s) with taxi permit.
    - (vii) The bidder shall submit copy of PAN.
    - (viii) The bidder shall submit copy of GST registration.
    - (ix) The bidder shall submit the copies of Income Tax Returns for the financial year 2014-15, 2015-16 and 2016-17.
  - (b) Financial Bid in the second envelope and should contain PERFORMA "III".
2. The Technical Bid in the prescribed format (PERFORMA I) should be filled in original, and along with all attachments should be sealed in one envelope, super scribed as "Technical Bid". The Bidder should put his seal and sign on all pages (serially numbered) of the Pre-qualification cum Technical Bid.
3. The Financial Bid in the prescribed format (PERFORMA III) should be filled in original and sealed in another envelope, super scribed as "Financial Bid". The Bidder should put his seal and sign on all page(s) thus enclosed.
4. Both the Technical & Financial Bid sealed envelopes should then be enclosed in a single envelope which should bear the name of the Bidder and should be super scribed as "Technical & Financial Bid for the Supply of Vehicles on hiring basis".
5. The main envelope thus prepared should also indicate clearly the name, address and telephone no. of the Bidder, in order for the Bid to be returned unopened to the Bidder, for any reason whatsoever.
6. Pre-qualification cum Technical Bids will be opened on the prescribed date and time and checked for submission of EMD and other documents, as specified.
7. Bids received after the due date and times are liable to be rejected straight away, and shall be returned unopened to the Bidder.



### **TENDER EVALUATION**

1. The Pre-qualification cum Technical Bid will be opened and evaluated on 04.08.2018 at 3.00 PM in the chamber of the Additional Director, Department of Information Technology, H.P. in the presence of the Bidders or their Authorized Representatives, whosoever would like to be present.
2. Following scrutiny, Financial Bids of technically qualified Bidders will be opened in the chamber of the Additional Director, Department of Information Technology, H.P. in the presence of the Bidders or their Authorized Representatives, whosoever would like to be present, either on the same day or at a date & time to be intimated later on.
3. The successful Bidder i.e. Supplier shall be then is issued the award letter.
4. Bidders are expected to carefully examine all instructions, PERFORMA's, terms& conditions and specifications in the Tender Document. Failure to furnish all information required in the Tender Document, or submission of a Bid not substantially responsive to the Tender Document in every respect, will be at the Bidder's own risk and may result in the rejection of the Bid.

### **BIDDERS QUALIFICATION**

#### **(Certificates to be submitted along with Technical Bid)**

1. Check list for Pre Qualification cum Technical Bid as per PERFORMA "I" duly filled in, alongwith all the documents as mentioned in "procedure for submission of bid" duly stamped and signed by the Authorized Signatory must be attached.
2. Incomplete and conditional Tenders will not be accepted.
3. Subletting the assigned work is strictly prohibited.
4. All the pages of the Tender submitted must be serially numbered, stamped and signed by the authorized signatory.
5. Consequent upon acceptance of the Bid, the Tender Document will be deemed to be Converted into a Contract Agreement.



**Main terms & conditions for the bidders participating in the tender:**

1. The bidder should quote monthly rates inclusive of all charges i.e. fuel, repair, driver charges etc. The bidder shall quote separately in respect of each mileage rates per km above 1500 km and night halt etc. if any.
2. The vehicle will be required from 9.00 AM to 8.00 PM on all working days and even in the late hours or as per requirement on tours. The vehicle should be fitted with basic accessories (including heater and A.C.).
3. All type of repair shall be carried out by the Contractor at his own cost.
4. The contractor shall keep and maintain a log book with the vehicle, which should be completed every day. The Department staff will verify the journey in the log book.
5. The vehicle shall be treated as an official vehicle of Department of Information Technology. No private journey/use as taxi will be allowed during the contract period.
6. In case of any breakdown, the contractor will provide substitute vehicle immediately, otherwise a penalty of Rs. 800/- per day will be imposed and the recovery of the same will be made from the monthly running bill of the vehicle.
7. Department will not pay for lubricants/ coolants/ grease/ POL etc.
8. All the journey performed, covered on account of filling of fuel/ repair and cost incurred by the driver during his halt at out station/ at headquarter from his residence/ place of parking to place of duty shall not be paid by Department.
9. Department shall have the right to deduct taxes/TDS/Bank charges etc. at source as applicable as per rules in force from time to time.
10. The contractor of the vehicle shall be responsible for compensation payable arising out of accident payment to third party, if warranted. No compensation in case of accident/ damage to vehicle or for death/ injury to the driver will be made by Department.
11. In case of loss of property of Department is caused due to the negligence on the part of the driver of the vehicle, such losses shall be borne by the contractor.
12. Beside normal working hours on all working day, the vehicle should be made available on all the remaining hours of the day within half an hour of call. Besides this, on non-working days too, the vehicle shall be made available within half hour of the call for all the 24 hours of the day.
13. Driver deployed on vehicle should have a mobile phone with a local number for better coordination and should wear the uniform. The cost/ expenditure on this account shall be borne by the contractor. Switching of mobile or non-response to phone call by driver (either on Mobile or on local number) would be treated as non-availability of vehicle and penalty of Rs. 800/- per day would be imposed and recovery of the same will be made



from the monthly running bill.

14. The engagement of driver to ply the outsourced vehicle shall be approved by a panel of three officers of the Department of Information Technology.
15. The driver should have proper behaviour.
16. The driver with a valid driving license, for commercial vehicle, shall be provided by the owner of the vehicle and salary as well as other facilities to him shall be paid/ borne by the owner. In no case the driver will be allowed to be replaced without prior approval of the Department. As per office requirements the vehicle is required to ply within or outside the State. So all the paper formalities like tax deposit, insurance, pollution check, road permit, toll tax etc. should be cleared in all respects by the owner of the vehicle. The driver deployed should have appropriate character verification from the Police.
17. The vehicle shall have two sets of loose white seat covers for alternative use and shall be changed weekly. Cost of cleaning of the same will be borne by the contractor.
18. Photocopies of the documents i.e. Registration Certificate, valid insurance, tax clearance certificate and valid taxi number issued by the competent authority should be submitted along-with the Tenders and in case of award of contract the same may be got renewed from time to time.
19. The lowest bidder/ owner of the vehicle will have to deposit a sum of Rs. 25,000/- only as security in the shape of FDR duly pledged in the name of undersigned, which shall be released after the expiry of contract period of the year or on the termination of agreement whichever is earlier.
20. In case of failure to perform the duty satisfactory, the security deposit shall be forfeited and credited into Department accounts. Besides this the contract shall also be terminated straightway.
21. The agreement shall be valid for a period of one year from the date of signing of the agreement. However, the same may be terminated at any time as and when new vehicle is purchased by the department or if unsatisfactory services are provided as per sole judgment of Department. The agreement can be further extended to one year on same terms and conditions if mutually agreed by both parties. The decision of Department in this regard shall be final and shall not be called upon questions under any circumstances.
22. The contract for hiring a vehicle can be terminated by serving one month notice from either side without assigning any reason.
23. If the mileage covered is less than 1500 Kms. (as the case may be) in a particular month, the saving will be carried over to the next month till the completion of one year after which the saving will lapse.
24. The Department reserves the right to reject any one of the Tenders or all without assigning any reasons.



25. Any dispute arising thereon shall be subject to the jurisdiction of Shimla only. In the event of dispute, the same shall be referred for arbitration to the Addl. Chief Secretary (IT) to the Government of Himachal Pradesh. The award of the Arbitrator shall be final and binding on both the parties.
26. The bidder/owner of the vehicle shall provide a substitute vehicle in case the contracted/hired vehicle is sent for repair failing which penalty would be imposed @ Rs. 800/- per day. The Department reserve the right to terminate the Agreement and forfeit the security in the case of no-availability of vehicle for two or more consecutive days.
27. In case the successful bidder is not able to deploy the vehicle because of major the security in the case of no-availability of vehicle for two or more consecutive days.
28. In case the successful bidder is not able to deploy the vehicle because of major breakdown, damage of the vehicle, theft, major accident and request for deploying another vehicle of lower category (agreed to by Department ) then an amount of Rs. 800/- per day shall be deducted as penalty.
29. The Department reserves right to ask the driver to keep the keys and papers of the vehicle in the office at the end of the day.
30. The bidder shall provide vehicles (taxies) of model not older than January, 2017 and the vehicles should be in excellent conditions.

#### **RATES**

1. Rates should be quoted in the prescribed format, PERFORMA IV.
2. Rates should be quoted in Indian currency complete in Rupees and Paise.

#### **SCRUTINY OF TENDERS**

1. The Bidder shall not be permitted to correct or withdraw material deviations or reservations, once the Tenders have been opened.
2. The Tenders shall be opened by members of the Committee in the presence of the Tenderers or their Authorized Representatives, whosoever may like to be present.
3. The Committee shall scrutinize the Tenders and arrange to prepare a Comparative Statement, of the Rates quoted for the vehicle(s).
4. The Department will thereafter negotiate with the Tenderer whose Tender is found in order, on a notified date to evolve uniform Rates.
5. The Rates so negotiated shall be subject to approval by the competent authorities, before being made applicable.

### **VALIDITY**

The Rates shall be valid for a period of One Year from the date of approval.

### **BILLS**

The Tenderer/ Supplier who has been awarded the work, will submit his Bill in duplicate to the Member Secretary SITEG (IT) for arranging the payment alongwith the photo copies of log book of each vehicle duly verified by the authority using the vehicle.

**NOTE: The Tenderer must go through these Terms & Conditions very carefully, and affix his/ her signature(s) in token of acceptance of these Terms & Conditions.**

**Director (IT)-cum-Member Secretary (EC),  
Society for Promotion of IT & E-Governance,  
Himachal Pradesh, Shimla-13.**



**GENERAL INFORMATION**

Nature of the Company/ Firm/ Organization (Govt./Public/Private/Partnership/ Proprietorship)	
Address	
Telephone No.	
Fax No.	
E-Mail ID	

**CHECK LIST (ATTACHMENTS with TECHNICAL BID)**

No.	ATTACHMENT	YES / NO	PAGE No.(s)
1	Demand draft of Rs. 500/- towards the cost of tender document downloaded from the website.		
2	Demand draft of Rs. 20,000/- (Rs. Twenty thousand) only towards Earnest Money.		
3	Undertaking as per Performa "II".		
4	The bidder shall submit copy of experience certificate of minimum one year for providing vehicles (Taxi) to Central Govt./State Govt./Semi Govt./Autonomous Bodies.		
5	The bidder shall submit documentary evidence to the effect that offered vehicle(s) are registered as commercial vehicle(s) with taxi permit		
6	The bidder shall submit copy of PAN.		
7	The bidder shall submit copy of GST registration.		
8	The bidder shall submit the copies of Income Tax Returns for the financial year 2014-15, 2015-16 and 2016-17.		

**CHECK LIST (ATTACHMENTS with FINANICAL BID)**

No.	ATTACHMENT	YES / NO
1	Net Price, as per PERFORMA "III".	

Signature of Authorized Signatory  
Stamp of the Firm / Bidder



**UNDERTAKING**

I/WE have gone through the Terms and conditions of the tender for providing Taxi Services to Department of Information Technology H.P Shimla-171013 (Tender Inviting Authority). I/We agree to abide by all the Terms and conditions of the tender mentioned above. I/We have acquainted myself/ourself with the tasks required to be carried out, before making this offer. I/We herby sign this undertaking in token of our acceptance of above mentioned Terms and conditions.

**(Signature of the Tenderer)**

**Capacity in which signing the tender document i.e. Sole Proprietor/ Partner/ Director etc. (Please specify).**

**Name of the Tenderer.....**  
**Aadhaar No.....**  
**Date : .....**  
**Place : .....**



PERFORMA FOR HIRING OF VEHICLE  
(MARUTI-ALTO AND EQUIVALENT)

Category	Description	Make & Model of the Vehicle	Year of Purchase	Rates (in Rs.)
Category	Monthly charges ( inclusive of fuel, all taxes/ levies/ duties/ service charges etc) for deployment of vehicle			
	1500 KMs per month			
Other charges, if any	Extra running charges above prescribed limit			
	Night halt charges out of headquarter/ Shimla			
	Extra charges per hour after 8:00 PM			

BASE MODEL OF INDICA, INDIGO, DZIRE, ZEST, ACCENT AND EQUIVALENT)

Category	Description	Make & Model of the Vehicle	Year of Purchase	Rates (in Rs.)
Category	Monthly charges ( inclusive of fuel, all taxes/ levies/ duties/ service charges etc) for deployment of vehicle			
	1500 KMs per month			
Other charges, if any	Extra running charges above prescribed limit			
	Night halt charges out of headquarter/ Shimla			
	Extra charges per hour after 8:00 PM			

- Note: -**
- 1. The rates are inclusive of fuel, levies/ service charges etc.
  - 2. GST extra is applicable from time to time.
  - 3. I have also gone through all the terms and conditions and agreed with the same.

Signature and address of the owner

Date:  
Place: