

**No. NRLM-4/2024- 25-RDD- VEHICLE  
Rural Development Department  
Government of Himachal Pradesh**

**Shimla**

**Dated**

**8<sup>th</sup> November, 2024**

**Tender Notice**

Sealed bids in two parts (technical and financial) for hiring of two taxis (Amaze/ Etios/ Swift Desire/ Innova/ Innova Crysta) for the official use in the o/o under signed is hereby extended and same are invited from interested bidders, so as to reach in this office on or before 30/11/2024 up to 12 :00 AM, which shall be opened on the same day at 3:00pm.

The terms and conditions of the tender document can be download from the **website himajeevika.hp.gov.in/**

The Chief Executive Officer Himachal Pradesh State Rural Livelihood Mission (HPSRLM) reserves the right to reject any/all of the bid received without assigning of reason.



**Kalyani Gupta  
Deputy Chief Executive Officer, HPSRLM  
Department of Rural Development, Shimla HP.  
8<sup>th</sup> November, 2024**

**Endst: as above:**

**Dated:**

**Copy forwarded to:**

1. Notice board of HPSRLM for information
2. Website of HPSRLM i.e **website himajeevika.hp.gov.in**



**Kalyani Gupta  
Deputy Chief Executive Officer, HPSRLM  
Department of Rural Development, Shimla HP.**

**Himachal Pradesh State Rural Livelihood Mission  
Department of Rural Development  
Government of Himachal Pradesh  
Durga Complex, Kasumpti Shimla- 171009**

**SHORT TERM TENDER FOR HIRING OF VEHICLE SERVICES (TAXI) ON  
MONTHLY RENTAL & DAILY RENTAL BASIS**

**Schedule Of Tender**

|  |   |
|--|---|
| Date of Publication of Tender  | <b><u>18/10/2024</u></b>                            |
| Downloading of tender document form the official website <a href="https://himaajeevika.com/">https://himaajeevika.com/</a> | <b><u>18/10/2024</u></b>                            |
| Last date & time for receipt of duly filled in tender  | <b><u>30/11/2024</u><br/><b>UP TO: 3:00 PM</b></b>  |
| Date & Time for opening of Technical Bid & Financial Bid of tender   | <b><u>30/10/2024</u><br/><b>UP TO: 11:00 AM</b></b> |
| Extended date  | <b><u>30/11/2024</u><br/><b>UP TO: 11:00 AM</b></b> |

**Earnest Money Deposit: ₹ 10000/-**

The Chief Executive officer, Department of Rural Development, HPSRLM invites bids for hiring of vehicles (with driver) i.e. four vehicles of base model of make such as Etios, Swift Dzire, Amaze, Xcent, Zest, Innova or equivalent for office use for a period of one year after award of contract. The bidder shall provide vehicle of model not older than **January, 2020** and the vehicle should be in excellent condition.

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 <https://himaajeevika.com/> or can be collected from the office of the undersigned on any working day and the cost of the earnest money should be submitted in the shape of separate demand drafts in favour of Chief Executive officer, HPSRLM payable at Shimla. The draft should be put in the envelope containing technical Bid.

All the received sealed tenders shall be opened 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 shall be opened on the next working day at the same time and venue as fixed for original date for this purpose.

## GENERAL INFORMATION

|  |  |
|--|--|
| Nature of the Company/<br>Firm/Organization (Govt./Public/ Private/<br>Partnership/Proprietorship) |  |
| Full Address with PIN code   |  |
| Contact No.  |  |
| Telephone No.  |  |
| E-Mail ID  |  |
| Website  |  |

## CHECK LIST (ATTACHMENTS with TECHNICAL BID)

| S.No. | Attachment   | Yes/NO | PAGE No(s) |
|-------|--|--------|------------|
| 1.    | Demand draft of Rs. 10,000/- (Rs. Ten Thousand) only towards Earnest Money (EMD).  |        |            |
| 2.    | Undertaking as per Performa "II".  |        |            |
| 3.    | The bidder shall submit copy of experience certificate of minimum two years for providing vehicles (Taxi) to Central Govt./State Govt./Semi Govt./Autonomous Bodies. |        |            |
| 4.    | The bidder shall submit documentary evidence to the effect that offered vehicle is registered as commercial vehicle with taxi permit                                 |        |            |
| 5.    | The bidder shall submit copy of PAN  |        |            |
| 6.    | The bidder shall submit copy of GST registration.  |        |            |
| 7.    | The bidder shall submit the copies of Income Tax Returns for the financial year 2021-22 & 2022-23.   |        |            |

## CHECK LIST (ATTACHMENTS with FINANCIAL BID)

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

**Signature of Authorized Signatory  
Stamp of the Firm / Bidder**

**A. RATES FOR PROVIDING THE VEHICLES ON MONTHLY RENTAL BASIS**

| Category   | Description                                   | Make & Model of the Vehicle | KM Driven as on 31.07.2024 | Rates (in Rs.) |
|--|---|-----------------------------|----------------------------|----------------|
| <b>KM limit per month</b>                                    | <b>2500 KMs per month</b>                     |                             |                            |                |
| <b>Etios, Swift Dzire, Amaze, Excent, Zest or equivalent</b> | Base monthly rental rate                      |                             |                            |                |
|  | Extra running Charges above prescribed limit  |                             |                            |                |
|  | Night Halt Charges out of Headquarter/ Shimla |                             |                            |                |
| <b>Innova Cresta or equivalent</b>                           | Base monthly rental rate                      |                             |                            |                |
|  | Extra running Charges above prescribed limit  |                             |                            |                |
|  | Night Halt Charges out of Headquarter/ Shimla |                             |                            |                |

**B. RATES FOR PROVIDING THE VEHICLES ON DAILY RENTAL BASIS**

| Category   | Daily rates up to 200 KM (In Rs.) | Rate extra per KM above the daily limit (In Rs.) | Night halt rate out of HQ/ Shimla (In Rs.) |
|--|-----------------------------------|--|--|
| <b>Etios, Swift Dzire, Amaze, Excent, Zest or equivalent</b> |                                   |  |  |
| <b>Innova Cresta or equivalent</b>                           |                                   |  |  |
| <b>Alto, Alto 800</b>  |                                   |  |  |
| <b>Utility vehicle for carriage services pickup etc.</b>     |                                   |  |  |
| <b>Tempo traveller 12-15-seater</b>                          |                                   |  |  |

**Note: -**

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

Date:  
Place:

Signature and address of the owner



**TERMS & CONDITIONS**  
**SHORT TERM TENDER FOR HIRING OF VEHICLE SERVICES (TAXI) ON MONTHLY RENTAL & KM BASIS UNDER HPSRLM**

**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. 10000/- (Rs. Ten thousand) only towards Earnest Money.
    - iii. Undertaking as per **PERFORMA "II"**.
    - iv. The bidder shall submit copy of experience certificate of minimum two years for providing vehicles (Taxi) to State Govt./Semi Govt./Autonomous Bodies.
    - v. The bidder shall submit documentary evidence to the effect that offered vehicle is registered as commercial vehicle with taxi permit.
    - vi. The bidder shall submit copy of PAN.
    - vii. The bidder shall submit copy of GST registration and copy of last two years GST return.
    - viii. The bidder shall submit the copies of Income Tax Returns for the financial year
  - b. **Financial Bid** in the second envelope and should contain **PERFORMA "III"**.
    - i. 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,
    - ii. 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.
    - iii. 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 monthly & daily rental hiring basis**".
    - iv. 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.
    - v. 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.
    - vi. 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 PROCESS**

- a. The Pre-qualification cum Technical Bid will be opened and evaluated on 30/10/2024 at 3:00 PM in the chamber of the Chief Executive Officer, Department of Rural Development, H.P. in the presence of the Bidders or their Authorized Representatives (one from each party), whosoever would like to be present.
- b. Following scrutiny, Financial Bids of technically qualified Bidders will be opened in the chamber of the Chief Executive Officer, Department of Rural Development, H.P. in the presence of the Bidders or their Authorized Representatives (only one allowed), whosoever would like to be present, either on the same day or at a date & time to be intimated later on.
- c. The L1 bidder shall be decided on the basis of minimum basic rates quoted for hiring the vehicles for 2500 Kms. If the base rates of two lowest bidders for 2500 are same, then the L1 will be decided on the lower rates quoted for extra kilometres. Further, if such vendors have same rates for extra kms also, the L1 will be decided on lower rates for extra hours and night halt charges. Further, if the base of rate quoted by a particular bidder is decided as L1 for the 2500Kms of the base model of make such as **Etios, Swift Dzire, Amaze, Xcent, Zest or equivalent but the rate quoted by the same bidder for Innova or equivalent for 2500Kms is not found lowest, the Chief Executive Officer, HPSRLM** will negotiate with him to decide the final rates for Innova or equivalent.
- d. The rates quoted for different vehicles by the L1 bidder, if exceeds the rates notified by Sub Division Officer (Civil) Shimla (Urban) for the current year, the rates so notified shall be adopted as L1. Further negotiations are also applicable on these notified rates.
- e. In case the L1 does not agree to adopt the lesser rates notified by SDM office Shimla (Urban), the Department will provide the opportunity to tenderers in ascending order to adopt the such quoted rates to finalize the L1. CEO, HPSRLM reserves the rights to reject the rates of the bidders and the whole tender itself, if the final rates are not acceptable to CEO, HPSRLM.
- f. The successful Bidder i.e. Supplier shall be then issued the award letter.
- g. Bidders are expected to carefully examine all instructions, PERFORMAs, 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.

### Terms & Conditions

1. The bidder should quote monthly rates & daily 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 2500Kms and night halt etc. as per financial bid preform.
2. The vehicle will be required from 8.00 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 HPSRLM staff will verify the journey in the log book.
5. The vehicle shall be treated as an official vehicle of the HPSRLM. 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. 2000/- per day will be imposed and the recovery of the same will be made from the monthly running bill of the vehicle.
7. HPSRLM will not pay for lubricants/ coolants/ grease/ POL/ tax / barriers toll 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 HPSRLM.
9. HPSRLM 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 HPSRLM.
11. In case of loss of property of HPSRLM 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. 2000/- 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 penal of three officers of the HPSRLM.
15. The driver should have good health and shall observe all the protocols and etiquettes.
16. The driver of the firm should possess sound health and be free from diseases especially contagious and frequently occurring diseases.



17. All the drivers engaged by the service provider for carrying out task under this contract shall be deemed to the employees of the service provider, wages and allowances as per the Minimum wages act of the State Government and all statutory dues to the persons shall be the obligation of the contractor. The agency/contractor shall be solely responsible for their wages, fringe benefits etc.
18. 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.
19. All vehicles 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.
20. 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.
21. The contract shall be remained valid for the period of 1 year from the date of its award/. signing of contract and can be extended on year to year basis on the performance of the service provider
22. and after mutual consent on the same terms and conditions. Tender inviting authority may terminate the contract in case the approved bidder commits breach of any term and condition of the contract. However, service provider will be bound to provide services to at least for further 3 (three) months on the same terms and conditions stipulated in the already signed agreement/ contract after issuing of the notice.
23. The successful bidder shall be liable with regard to compliance of all the Laws and regulation, rules and directions given by any statutory authority with regard to safety, Labour law or any other laws enforce in the State of H.P.
24. The firm shall at all times identify and keep indemnified the owner and its officer, servant and agents for and against all third party claims whatsoever (including claim not limited to property loss and damage, personal accident, injury or death of the property or person of any sub contract or its servants or agents of the firm any sub firm) and or the owner and the firm shall at his own cost and initiative at all times, maintain all liabilities under Workman Compensation Act/ Fatal Accident as personal injury, Personnel Insurance Act and or their Industrial Legislation from time to time enforce.
25. The meter reading at the start and close will be entered in the log book. Any cheating in both the reading will be treated as violation of agreement and will invite penalty @ Rs. 1000 per case. Tender inviting Authority reserve the right to decide the violation and will not be challenged by the service provider. Copy of the log book should be submitted along with the bill.
26. Income Tax (TDS) as applicable at prevailing rate will be deducted at source.



27. The lowest bidder/ owner of the vehicle will have to deposit a sum of Rs. 10,000/- (Ten Thousand 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 the termination of agreement whichever is earlier.
28. 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.
29. 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 HPSRLM. 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.
30. The contract for hiring a vehicle can be terminated by serving one month notice from either side without assigning any reason.
31. If the mileage covered is less than 2500 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.
32. The HPSRLM reserves the right to reject any one of the Tenders or all without assigning any reason.
33. Any dispute arising thereon shall be subject to the jurisdiction of Shimla only.
34. 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.1000/- per day. The HPSRLM reserve the right to terminate the Agreement and forfeit the security in the case of non-availability of vehicle for two or more consecutive days. The bidder will be required to keep the offer open for acceptance for a period of 90 days from the date of opening the technical bid.
35. 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. 1000/-per day shall be deducted as penalty.
36. The HPSRLM reserves right to ask the driver to keep the keys and papers of the vehicle in the office at the end of the day.
37. The bidder shall provide vehicles (taxies) of model not older than January, 2019 and the vehicles should be in excellent conditions.
38. If excess/less mileage covered in every month beyond less than 2500 KM shall also be carried to next subsequent month which will be adjusted against less/excess mileage carried in any subsequent moth & finally will be adjusted (on both cases) at the end of expiry month of tender.

### **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 only.

### **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) subject to conditions laid down at Sr. No. 4 & 5 of Tender Evaluation.
4. The HPSRLM 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 award of contract.

### **BILLS**

The Tenderer/ Supplier who has been awarded the work, will submit his Bill in duplicate to the Chief Executive Officer, HPSRLM for arranging the payment along with the photo copies of log book of each vehicle duly verified by the authority using the vehicle and the bill must contain GST no.

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

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Chief Executive Officer  
Himachal Pradesh State Rural Livelihood Mission  
Rural Development Department,  
Himachal Pradesh, Shimla- 171009.