



**BID DOCUMENT**  
**TENDER DOCUMENT FOR HIRING OF COMMERCIAL VEHICLE (TAXI)**  
Tender No: PBIP/Tender HT02/2017

**Punjab Bureau of Investment Promotion, Chandigarh**  
*Udyog Bhawan, Sector – 17, Chandigarh – 160 017*  
*(Tel- 0172-2776001, Fax – 91-172-2776003)*

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## Notice Inviting Tender

Sealed Quotations are invited by the “**Punjab Bureau Of Investment Promotion Bureau**” (PBIP) for Hiring of Taxi services on “AS AND WHEN REQUIRED BASIS”. In case of any correction/addition/alteration/omission in tender document, the bid shall be treated as non-responsive and summarily be rejected. Tender will not be accepted/ received after last date and time.

S. No.	Particulars	Details
1.	Document Reference Number	PBIP/Tender HT02/2017
2.	Start date for issue of Tender Document	26-May-2017 (9 AM onwards)
3.	Last date for submission of bids	06-06-2017 (till 4 PM)
4.	Minimum Validity of tender offer	60 days from the date of Opening
5.	Date and time of opening of bids	07 June 2017 (11:00 AM onwards)
6.	Date of Technical bid opening	(11:30 AM onwards)
7.	Date of Financial bid opening	Informed later on after evaluation of Technical bids
8.	Office address, Venue for pre-bid meeting, opening and evaluation of Bids	Punjab Bureau of Investment Promotion (PBIP) 5 <sup>th</sup> floor, Udyog Bhawan, Sector-17, Chandigarh – 160017
9.	PBIP Contact Details	Email: <a href="mailto:hr.pbip@investpunjab.gov.in">hr.pbip@investpunjab.gov.in</a> Phone: 0172-2776001
10.	Services to be offered	Taxi services to be provided
11.	Estimated cost of tender	<b>Rs.2.5 Lakhs</b> (*This is only a tentative figure and may vary upwards or downwards)
12.	Duration of contract	Initial period of one year extendable to maximum 2 years on yearly basis if services of the firm are found satisfactory.

**\* Note :** If the date of opening of the tender happens to be a holiday, the tender will be opened on the next working day.

## **TERMS AND CONDITIONS OF THE TENDER DOCUMENT**

Hiring of various Model of Cars (AC) on “as and when” required basis

1. The tender document can be obtained from the office of “Punjab Bureau of Investment Promotion, 5<sup>th</sup> floor, Udyog Bhawan, Sector -17, Chandigarh The Tender Document can also be downloaded from the website **[www.investpunjab.gov.in/tenders/latesttenders](http://www.investpunjab.gov.in/tenders/latesttenders)**.
2. The bidder who quotes the lowest amount of Cash Consideration in the "Financial Bid Performa" at Annexure-III of this Tender Document shall be declared as the successful bidder and consequently his bid/tender shall be accepted.
3. PBIP shall consider placement of letter of intent to those bidders whose offers have been found technically, commercially acceptable. The bidder shall within 2 weeks of issue of letter of intent, submit **an unqualified acceptance** to the Letter of Intent/Award within 7 days.
4. The successful bidder shall be required to sign the contract as per this Tender Document within 15 days of issuance of letter as stated in clause 3 above. The expenses for preparation of Agreement document shall be borne by the contractor.
5. The tenders are to be submitted in the following manner:
  - A) **Envelope No. 1 (Technical Bid)** should contain the following:
    - i. Annexure-(i) Form of Bid) and Annexure-(ii) (Technical Bid - Technical Information and Undertaking) of the Tender Document.
    - ii. Other documents as stated in checklist.
    - iii. Photo copy of the Tender Document with each page duly signed by the authorized signatory of the bidder.
  - B) **Envelope No.2 (Financial Bid)** Should contain the following:-
    - i) This envelop should be marked as “**Financial Bid**” and will contain Annexure-(iii) i.e. The Financial Bid Proforma.
  - C) **Envelope No.3 (Master Envelope)** should contain the following:
    - i) This envelope should be marked as “**Tender for hiring of cars for Punjab Bureau of Investment Promotion**” and will contain Envelope No. 1 and Envelope No. 2. All the envelopes should be separately sealed.

D) The duly filled up Tender Documents should be delivered in the office of “**Executive Director (Admin & HR)**, Punjab Bureau of Investment Promotion” latest by **06/06/17**.

6. **Technical Bid:** The technical bid should be submitted in form given in Annexure-(ii) and with registration particulars, copy of PAN Number issued in favour of the application, full details of the number of Cars registered in the name of the applicant and other information as sought for in Annexure-(ii). The Tender opening and evaluation Committee, if needed, may ask the bidder to furnish any relevant documents required.
7. **Financial Bid:** The Financial bid of such firms found valid based on technical parameters will be opened on the date and time to be announced after opening of the Technical Bid. The reasons for selection or rejection of a particular tender will not be disclosed. The award of work will be further subject to any specific terms and conditions of this Tender.
8. It is the responsibility of the applicant to ensure proper upkeep of the vehicle including cleanliness and in case the applicant fails to provide a car or substitute car in place of defective/breakdown car or for dereliction of duty on the part of the driver, the contractor will have to compensate for an amount equal to the hiring charges incurred by the authority for hiring similar category of car/taxi from some other agency.
9. The tenderer should have minimum three years experience of providing taxi services & ensure that the cars/taxies provided should not be more than 3 years old from the date of sale of vehicle & should have a fleet of atleast 10 vehicles ( 6 –Innova/MUV/Mini SUV ; 4 – Sedan).
10. The driver should always have their mobile phones in “on” mode .
11. The empanelled agencies shall ensure that the cars/taxi have valid papers including RC book and insurance etc. and the drivers are in possession of a valid License during the period of the Contract.
12. The agency shall ensure that the odometer of car supplied is properly sealed and so that no tempering is done with a view to inflate distance travelled.
13. The calculation of mileage shall be from the reporting point to the relieving point and will not be calculated on garage to garage basis.
14. In case a vehicle is requisitioned and the same does not reach at the appointed time and juncture, PBIP will be free to call another vehicle from the open market and the expenses on this account will be deducted from the pending Bills/Security etc. Besides, a penalty of Rs. 500/- per day may also be imposed for every such lapse.

15. In case L1 firm does not supply the requisite quantity of vehicles, PBIP has right to place order on market as per the balance required quantity at L1 rates and the excess payment would be recovered from the L1 firm.
16. The empanelled agencies shall ensure the compliance and depositing of all Taxes including Income Tax, Motor Vehicle Tax, etc., including any taxes imposed in future also.
17. No liability for **Inter-State permit charges** would be borne by the PBIP.
18. In case of any breakdown/non attending duty by the driver within the proper time the agency shall make arrangement for providing other vehicles. In such a case, mileage from garage to the point of breakdown would not be paid.
19. The empanelled person/agencies shall be responsible for and indemnify the Govt. for any loss, damage and legal actions and cost/compensation/charges/fines/claims owing to violation of any traffic rules, accident or any other eventuality ceasing out of the hiring of such vehicle. Under no circumstances any such responsibilities/ claims can be transferred to PBIP.
20. **Bid Opening:** The Technical bids shall be opened on\_\_\_\_\_ at in the office of\_\_\_\_\_ the presence of tenders or their authorized representatives who wish to be present on that date. The Technical Bids will be evaluated and the 'Financial Bid' will be evaluated only if the bidder's 'Technical Bid' is found satisfactory in all respect. The date of opening of Financial bids would be revealed to the bidders through email/message (who qualify in the Technical Bid) once the Technical bids are examined.
21. PBIP reserves the right to empanel two agencies to provide the taxi services on the L1 rates. To have a panel of two vendors, the Bidder offering the second lowest quote (L2) will be asked to match the price of L1 and placed on the panel. If L2 does not agree, L3 will be asked to match L1. Thus by way of successive opportunity a panel of two vendors will be formed for providing taxi services. The decision of PBIP arrived at, as above, will be final for empanelment and no representation of any kind shall be entertained. If none of the bidders L2, L3 agree to match L1 rates then L1 alone shall be on the panel. The maximum period allowed for matching the L1 rates by any Bidder will not be more than 7 working days from the date of issuance of offer letter from PBIP. If the Bidder fails to match the L1 rates within stipulated time as stated above, the offer will be

treated as withdrawn and will then be extended to next Bidder in the order of their bids

22. **Parties:-** The parties to the Contract are the contractor (the tenderer to whom the work has been awarded.

23. **Addresses:** For all purposes of the contract including arbitration there under, the address of the contractor mentioned in the tender shall be final unless the contractor notifies a change of address and contact number(s) by a separate letter sent by registered post with acknowledgment. The contractor shall be solely responsible for the consequences of any omission or error to notify change of address and contact number(s) in the aforesaid manner.

24. **Signing of Tender:** The individual signing the tender and other documents connected with contract must specify whether he signs as:-

- (a) A "Sole proprietor" of the concern or constituted attorney of' such Sole proprietor;
- (b) A partner of' the firm, if it be partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm; and
- (c) Director or principal officer duly authorized by the Board or Directors of the Company, if it is a Company.
- d) The expenses for preparation of Agreement document shall be borne by the contractor.

**Note Below:**

i) In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly signed & affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.

ii) In the case of partnership firm, where no authority to refer disputes concerning the business of partnership firm has been conferred on any party, the tender and all other related documents must be signed by all partners of the firm.

iii) A person signing the tender form or any documents forming part of the tender on behalf of another person should have an

authority to bid for such other person and if, on enquiry it appears that the persons so signing had no authority to do so, this office may, without prejudice cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.

iv) Each & every page of the tender document shall be signed by the bidder.

25. **Validity of the Bids:** The bids shall be valid for a period of 60 days from the date of opening of the tenders.
26. **Contract Term:** To begin with, the contract will be for a period of one year initially and extendable twice upto three years if performance or service is found satisfactory on annual review & on same terms & conditions. The contract period shall commence from the date of award of work order.
27. The driver will get the duty slip signed from the officers using the vehicle clearly indicating place visited, time, KMS covered, etc.
28. **Communication of Acceptance:** Successful Tenderer will be informed of the acceptance of their tender.
29. Before signing of the contract, the tenderer has to provide self attested copies of the following:
  - 1) R.C of vehicles being offered.
  - 2) Road Tax clearance certificate
  - 3) Certificate of valid insurance policy
  - 4) Valid driving license of the drivers for the category of the vehicle quoted
  - 5) Valid Pollution certificate
30. **Penalty:**
  - (a) In case of breach of any condition/s of the contract and for all type of losses caused including excess cost due to hiring of car from the market in the event of applicant failing to provide requisitioned number of cars or not providing car(s), the office shall make deductions at the rate of hiring rate on pro-rata basis from the bills preferred by the applicant or that may become due to the applicant under this or any other contract or from the security deposit or may be demanded from him to be paid within seven days to the credit of Punjab Bureau of Investment Promotion, Chandigarh.
  - (b) The powers of the Competent Authority under this condition shall in no way affect or prejudice the powers in certain events to terminate the contract vested in him as herein provided nor forfeiture of deposit mentioned under clause 27 and 30 above.



31. **Breach of Terms and Conditions:**

In case of breach of any of terms and conditions mentioned above, the competent Authority will have the right to cancel the work order duly stating the reasons thereof. In such a case the competent authority may cancel the work order after giving a prior notice of 15 days.

32. The tender is not transferable.

33. **Terms of payment:**

- a. No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work.
- b. The bills would be submitted by the vendor after every 15 days that is not more than twice in 30 days.
- c. Income tax at source shall be deducted as per prevailing rates while clearing the bills for payment.
- d. The Competent Authority shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties imposed by the Govt., if any, duly stating the reasons of such withholding of the payment in full or in part to the contractor.

34. **Arbitration:** If any difference arises concerning this Agreement, its interpretation or the payment to be made there under, the same shall be settled by mutual consultations and negotiation. If attempts for conciliation do not yield any results within a period of 30 days, either of the parties may make a request to the other party for submission of the dispute for decision to the sole arbitration of the CEO, PBIP or any other officer appointed by him.

35. For all matters of dispute, jurisdiction shall be at the local courts located at or the place of office of the Competent Authority of PBIP who has signed the contract.

36. The Bureau reserves the right to reject any/all tenders at any stage without any reason whatsoever and without being liable in any manner towards any bidder. Further, the Department of Finance also reserves the right to either annul or cancel the bidding process at any stage without assigning any reason whatsoever and without being liable in any manner towards any bidder or prospective bidder.

## CHECK-LIST

### (SUMMARY OF COMPLIANCE TO THE REQUIREMENT OF THE TENDER)

SR.NO	Description of requirement	Yes/no	Page/Annexure no. of enclosed tender
01	Whether the applicant is an individual/firm/Company (attach proof) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> (Tick applicable)	Yes/no	
02	Details of other organizations where such contracts are undertaken (attach supportive documents)	Yes/no	
03	Technical bid sealed in the separate envelope	Yes/no	
04	Financial bid proforma completed and sealed in a separate envelope	Yes/no	
05	Acceptance of terms & conditions attached. Each page of terms & conditions to be duly signed as token of acceptance & submitted as part of tender document	Yes/no	

**Declaration by the Tenderer:**

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

(Signature of Tenderer with seal)

Seal :  
Office address:

Name:  
Date:  
Place :

**Form Of Bid**

a. I/We, M/s hereby undertake to provide hiring of Cars strictly as per the terms of the Tender Document and to the complete satisfaction and the terms and condition are acceptable to us without any deviation.

b. I\We shall be charging lump sum cash consideration at the rate mentioned in Annexure-iii in the event may/ our bid is accepted by PBIP.

I/We have carefully read and understood the Terms and Conditions of the Tender and accordingly confirm that the aforesaid rate quoted by me/us is inclusive of all taxes.

Dated:

Signature

Name :

Bidder :

Address :

## Annexure-(ii)

## TECHNICAL BID-TECHNICAL INFORMATION AND UNDERTAKING

Document) Sub;- Tender For "Hiring of Cars"

1.	Name of Tendering Company/ Firm / Agency (Attach certificate of registration)	_____
2.	Name of proprietor / Director of Company/Firm/agency	_____
3.	Full Address of Reg. Office Telephone No. FAX No. : E-Mail Address :	_____ _____ _____
4.	Service tax regd. No. alongwith proof thereof, if any, required	
5.	Nature of the firm/agency; (i.e. sole Proprietor or partnership firm or a company or a government department or a Public Sector Organization)-Copy of Registration Certificate be furnished.	
6.	Working experience of the firm (in years)	
7.	PAN no. (Attach attested copy)	_____
8.	Nos./age in years/Model/make of the vehicles offered by the firm <b>(in case more than 5 vehicles are to be offered, attach separate sheet)</b>  (in case the vehicle is yet to be purchased, the same be mentioned in this column.	Total no. of vehicles offered (.....) in words (.....) 1. 2. 3. 4. 5.
9.	Remarks (if any)	

Date :

Station:

Sign :

Name:

Seal:

**Financial Bid Performa****Rates for “On call basis”**

S.no	Description	Vehicles				
		Swift/Indica/Liva AC model only	Indigo/Etios/Dzire / AC model only	Honda City/SX4 AC model only		Innova (AC model only)
		Diesel	Diesel	Petrol	Diesel	Diesel
1.	Rate for 40 Kms and 4 working hrs/day.					
2	Rate for 80 Kms and 8 working hrs/day.					
3	Charges for extra hours (Rs.)					
4	Charges for extra Km. (Rs.)					
5	Night charges after 10 p.m till 6 a.m					
6	<b>For outstation journeys, minimum mileage (kms) to be charged.</b>					

**Note:**

**\*Rates per month per each vehicle In Rupees be quoted taking into consideration all taxes incl. Service Tax (to be specified).**

**\*Tricity areas like Derabassi , Kurali, Vill Saneta shall be considered as local journey.**

**\*Toll and parking charges shall be paid by the Bureau.**