

INVITATION OF TENDER FOR HIRING OF TAXIS

No. PSeGS/SEWA KENDRAS/TAXI/2018/001

GOVERNMENT OF PUNJAB
Punjab State e-Governance Society
Department of Governance Reforms

Plot No. D-241,
Sector 74, Industrial
Area, SAS Nagar,
PUNJAB

Dated the 24th May, 2018.

Subject: Notice Inviting Tender calling quotations in Two bid system for hiring of cars in Punjab State e-Governance Society.

Punjab State e-Governance Society (PSeGS) invites tenders from reputed, experienced and financially sound taxi service providers to provide car rental services to the Punjab State e-Governance Society to meet the day to day requirement of cars namely Etios, Honda City, Swift Dzire, Ciaz, Ascent, Innova etc. The cars will be used for field visits in Punjab or otherwise specially demanded by the PSeGS. The contract will be initially for a period of six months and extendable to one year, subject to satisfactory performance of the firm and with the approval of Competent Authority. For any clarifications, the bidders may contact Mr. Vinesh Kumar Gautam, General Manager(Tech) at 9878424584. The rates for different make/model of AC cars will be quoted as under :-

S. No.	Car Type	Rate per KM
1	Hatchback (Swift Desire/ Etios or similar)	
2	SUV (Innova or similar)	

*Note: Night Charges of Rs. 200 per night will be given after 10:00 PM and minimum 200 KMs distance charges will be provided to agency for each day. In case of trip spanning over several days, either 200 multiplied by number of days multiplied by rate quoted per kilometer or actual distance travelled multiplied by rate quoted per kilometer, whichever is higher will be provided.

Technical Eligibility Criteria

The bidder must fulfil the following technical specifications in order to be eligible for opening of financial bids and award of the contract:-

1. **The Registered Office of the bidder should be located either in Punjab or Chandigarh. An attested copy of the registration Certificate of their office in Punjab/ Chandigarh shall be enclosed.**

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 a stamped paper duly sworn or 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 quotation.

2. The bidder should have a minimum annual turnover of Rs. 20 Lakhs each during the last three financial years i.e. 2014-15, 2015-16 and 2016-17. Copies of profit and loss account and balance sheets duly certified by the CA along with ITR for these three years must be

- enclosed with the quotations.
3. The bidder should have its own bank account.
 4. A self-attested copy of PAN Card be attached with the quotation.
 5. A self-certified copy of the GST registration must be attached with the quotation. Without GST registration, the bid will be summarily rejected.
 6. The bidder must have at least 5 (Five) cars not older than 2015 registered in its name. A list of 15(Fifteen) out of which 5(Five) should be in bidders name and for others, declaration from the owners that they don't have any issue in providing vehicles to be bidding firm with self-attested copies of RCs should be attached with the quotation.
 7. An undertaking from the bidder firm stating that the firm has not been blacklisted by any Central Government Department/ Ministry/ PSU/ Bank, or State Government etc. must be attached with the bid documents.
 8. The bidder must have a minimum two years' experience in supplying cars on rent basis to reputed organizations particularly Central/State Govt. Govt. Departments/PSUs or reputed firms. The bidder will required to submit along with the bid document a proof of successful and satisfactory completion of service OR work order along with invoices and payments made from at least three contracts/work in last two years.
 9. Sealed quotation will be submitted in two parts namely Technical and Financial in two different cover and the same should be kept in a sealed third cover superscribing "TENDER FOR HIRING OF TAXIS IN PUNJAB STATE E-GOVERNANCE SOCIETY". The technical bid will contain only documents relating to eligibility criteria, Tender Fee and EMD. The financial bid of the technically qualified bidder will only be opened.

10. Tender Fee and Earnest Money Deposit (EMD)

The bidder should deposit nonrefundable Tender fee amounting to Rs. 500 and EMD amounting to Rs. 5,000 (Rupees Five thousand only) alongwith the technical bid in the form of Demand Draft/Pay Order Payable to the “**Punjab State e-Governance Society**”. EMD will be returned to the unsuccessful bidders on finalization and award of contract to the L1 firm and to the successful bidder on receipt of security deposit. The bid without Tender Fee and EMD shall be rejected and no correspondence will be entertained on this subject.

11. Performance Security

The successful bidder will have to deposit performance security amounting to Rs. 25,000 (Rupees Twenty Five Thousand only) in the form of bank guarantee (BG) from a reputed bank. The BG should be valid for sixty days beyond the date of completion of the contractual obligations. In case the contract is extended beyond the initial period of six months, the validity of Performance Security received from the firm by way of BG will also be renewed.

Terms and Conditions of the Contract

1. The mileage will start and terminate at picking-up and dropping points in the morning and evening, respectively. In between picking and dropping timings, the vehicle would also be used to ferry officers to attend meeting, etc. Cars can also be used on holidays, Saturday/Sunday, as and when required.
2. Taxis will also be used for inspection of offices located in rural and urban areas of State.
3. The contract will be for a period of six months and it is likely to

commence from the date of signing of the agreement which may be extended to one year, terms and conditions depending upon the requirement and administrative convenience of the Punjab State e-Governance Society. Any further extension can be considered on mutually agreed terms and conditions. The PSeGS, however, reserves the right to terminate/curtail the contract at any time after giving one week's notice without assigning any reason.

4. The vehicles to be provided should not be older than 2015.
5. The cars to be provided by the contractor should be in perfectly good and sound conditions.
6. The cars should be fitted with all modern features.
7. The vehicles should be comprehensively insured.
8. The firm should have sufficient number of drivers having experience of driving.
9. Only such tour operator/agency may submit their quotations whose cars/taxis have been duly authorized by the concerned RTO for use as public transport and who have telephone connections available at their premises/garage/stands from where such taxis/cars are to be operated and can be requisitioned by this Society.
10. The firm should ensure that the drivers employed hold valid driving license, are well trained, well behaved, reasonably educated, conversant with traffic rules/regulations and city roads/routes as well as security instructions.
11. Each driver employed by the firm must have a cell-phone duly activated.
12. Each driver should wear uniform while on duty. The drivers to be deployed with the PSeGS should have got their antecedent verified by the local police. Before award of the contract the successful bidder will be required to submit a list of drivers to be deployed under the contract with a copy of their police verification certificates and detailed bio-data. The firm will also be required to furnish a certificate

stating that the drivers proposed to be deployed bear good moral character.

13. Punctuality will have to be ensured and log book shall be maintained by the drivers. The drivers shall be responsible for proper completion of the log books including obtaining the signatures of the user.
14. The firm should have adequate number of telephone/mobile to be available round the clock.
15. The period of detention due to natural calamities i.e. road blockage/ traffic blockage shall not be calculating minimum charges/ night charges or any other way.
16. The firm should have a provision to take bookings round the clock.
17. The firm should be capable of providing fleets of vehicles for events, delegations, meetings and conferences, etc.
18. Rates once finalized will be fixed at least for a period of six months and used as base rate in the case of upward and downward change in rates in fuel prices.
19. Any complaint from the user regarding poor upkeep, maintenance, non-availability of above accessories or any of the conditions prescribed for drivers not being met would attract a penalty by cut from the bill for that day (s) on pro rata basis @ 10% in the first instance, 25% in the second instance and removal of driver and /or vehicle from the fleet on the third instance.
20. Any overtime arising due to breakdown of vehicle supplied by the agency shall be on its account and shall not be charged to PSeGS.
21. A daily record indicating time and mileage for each vehicle shall be maintained by the driver in a log book and the log book shall be submitted to the concerned officer in PSeGS for scrutiny, etc.
22. A vehicle will be allowed for use only in good condition when the Milo Meter is sealed. If during the running of the vehicle it is found that the milo metre is tempered/unsealed then forfeiture of hiring charges

and a penalty as fixed by PSeGS will be imposed.

23. The time and mileage shall be taken into account from the reporting/release place. In other words there shall be no dead mileage and the to and fro journeys from the taxi stand to the reporting place and releasing place to taxi stand will not be counted for computing the mileage or time.
24. Once the hiring of vehicles commences from a particular agency/firm, the vehicles and drivers should not be changed unless so requested for by the PSeGS. The vehicles must be available at any time of day as desired by PSeGS.
25. The contractor shall indemnify the PSeGS against all other damages/charges for which the Government/Department may be held liable or pay on account of the negligence of the contractor or his staff or any person under his control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof. The Department shall not be responsible financially or otherwise for any injury to the driver or person deployed by the contractor during the course of performing the duties.
26. The PSeGS reserves the right to terminate the contract without assigning any reason by giving the notice of 30 days to the contractor.
27. Vehicles provided by the PSeGS should bear commercial Taxi Cab Registration Numbers and should have comprehensive insurance and Drivers so provided with the vehicles shall have commercial LMV Driving License and Badges.
28. The vehicles should conform to the Pollution norms prescribed, if any, by the Transport Department of Government of Punjab/ Chandigarh.
29. In case of breakdown of any vehicle, the contractor shall replace the breakdown vehicle within one hour failing which the Department

has the right to hire vehicle from any other sources at the expense of the contractor.

30. Operation and function of vehicles and Drivers shall be governed by Motor Vehicles Act/Motor Vehicles Rules and Punjab Motor Vehicles Rules and these shall be the responsibility of the contractor.
31. No advance payment will be made.
32. The bills should be made date-wise by the contractor and should be submitted to the PSeGS within 15 days of completion of tour. Late submission of the bills after the due date will not be entertained. The bill should indicated the GST registration No. and PAN No. Payment will be made within 30 days of submission of bills subject to the verification.
33. The PSeGS will deduct Income Tax at source under Section 194-C of Income Tax Act from the contractor at the prevailing rates of such sum as income tax on the income comprised therein.
34. The contractor shall ensure that all the necessary documents i.e. RC, Insurance papers, PUC certificate, etc are available with the drivers deployed for duty in PSeGS.
35. The firm should follow labour laws and registered with ESIC.
36. The firm should be in a position to repair the vehicle (s) in short time.
37. 1% of the daily amount will be deducted in case of delayed reporting by the driver and Rs.1,000/- per day will be deducted in case non availability of vehicle on any day in case of hiring on monthly basis.

38. PENALTIES

- (1) For non-providing of vehicle in time: Rs.500/- per hour of delay;
- (2) For not providing substitute vehicles: Rs.2000/- per default or cost of hiring charges from other sources, whichever is higher;'
- (3) On misbehaviour by the Driver: Rs.1000/- per default;
- (4) For violation/breach of any of the condition of the contract: Rs.1000/- per default and/or Termination of the contract/forfeiture of Performance Security.

39. 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.
40. The price quoted should be exclusive of taxes and toll/ parking will be paid on actuals.
41. The selection will be based on the Rate per KM quoted by the bidders. The bidder quoting minimum rate will be selected as L1 and will be awarded the tender however, PSeGS reserves right to select different vendors for different categories of vehicles i.e. Hatchback and SUV.
42. Depending on exigencies of the work, PSeGS reserves all rights to award tender to multiple vendors on the L1 price.
43. In the case of dispute or difference arising out of or in a way concerning the agreement shall be referred to the sole arbitration of any person nominated by the Member Secretary, Punjab State e-Governance Society. The award of the arbitrator so appointed shall be final and binding on the parties.
44. The entire dispute shall be subject to the Punjab jurisdiction.
45. The tender process of the contract can be terminated at any time without any notice at the discretion of the PSeGS.

Last date for submission/receipt of tender(s) is 29th May, 2018 at 1500 hours. The Technical bids will be opened by a Tender Evaluation Committee (TEC) in the presence of tenderers who wish to present or their authorized representatives on the same day at 1600 hours in the Office of Punjab State e-Governance Society, Department of Governance Reforms Plot No. D-241, Sector 74, Industrial Area, SAS Nagar, PUNJAB. The financial bids of the technically qualified bidder will be opened on the same day or any other day as decided by the TEC. Technical bids should be sent as per the attached technical bid check list. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The tenders received after the above said scheduled date and time will not be considered. No tender by FAX will be entertained.

Technical Bid

The details in respect of the company are as given under:

Sl. No	Description	Details	Page No.
1	Name of Firm & Address		
2	Name of the proprietor of the firm		
3	Telephone No. of Agency and Proprietor		
4	The Tender should be accompanied by Tender Fee of Rs. 500 (Rupees Five hundred only) in the form of Demand Draft/pay order drawn in favour of “ Punjab State e-Governance Society ” without which the Tender will not be considered.		
5	The Tender should be accompanied by earnest money of Rs. 5,000 (Rupees Five thousand only) in the form of Demand Draft/pay order drawn in favour of “ Punjab State e-Governance Society ” without which the Tender will not be considered.		
6	The Bidder must have PAN No., Copy of Documentary proof of same must be enclosed.		
7	ITR during the last 3 years, 2014-15, 2015-16 and 2016-17		
8	The Bidder should have minimum turnover of 20 Lakhs per annum. Documentary proof should be attached		
9	Successful and satisfactory completion of at least three contracts/work during the last two years. Enclose certificate from prominent organizations (Government organization/ PSU/ Bank/ Corporates).		
10	Copies of Profit and Loss Accounts and Balance Sheets for the last three years i.e. 2014-15, 2015-16 and 2016-17		
11	GST Registration Number. (Copy of GST Registration Certificate to be attached).		
12	List of at least 10 cars of not older than 2015 model along with copies of RCs, and Insurance		
13	List of drivers available with bio- data and their local police verification reports		
14	The Bidder must submit an undertaking on its letter head stating that they have not been blacklisted by any State/Government/ Central Government/ PSU Department in India.		
15	All pages of the tender document and all enclosures should be serially numbered and signed by the bidder.		