

18 NOV 2024

No. EDN-HE(28)G(02)-67/2016-RUSA
State Project Directorate
Rashtriya Uchchatar Shiksha Abhiyan (RUSA) H.P. at
Directorate of Higher Education,
Himachal Pradesh

SHORT TERM TENDER FOR HIRING OF VEHICLE SERVICE (TAXI) under
RUSA /PM-USHA (on need basis)

(Schedule of Tender)

Date of Publication of Tender	22.11.2024
Sale/downloading of tender document form	22.11.2024
Last date for receipt of duly filled in tender	30.11.2024
Date & Time for opening of Technical Bid & Financial Bid of tender	04.12.2024 at 11:00 A.M.

Cost of tender document: Rs. 500/- (Five Hundred Only)
Earnest Money deposit: Rs. 10,000/- (Ten Thousand Only)

The State Project Directorate RUSA HP at Directorate of Higher Education invites tender for hiring of vehicles under RUSA/PM-USHA (on need basis) for office use. The bidder shall provide vehicle and the vehicle should be in excellent condition.

The contract will be governed by the terms and condition laid down in the tender document. The tender document can be downloaded from the Department website (<https://education.hp.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 Drafts in favour of State Project Director, RUSA HP payable at Shimla. Both the Drafts should be **put in the envelope containing technical Bid.**

BIDDERS QUALIFICATION

(Certificates to be submitted along with Technical Bid)

1. Check list for Pre Qualification cum Technical Bid as per PROFORMA "I" duly filled in, along with 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 hire charges shall be valid for One (01) year from the date of issuance of the order.
2. The period of tender can be extended beyond one (01) year, if such condition arises after taking approval of "tender committee", if the work of firm is found satisfactory. The contract for hiring a vehicle can be terminated by serving one month notice from either side without assigning any reason. 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.
3. The hiring of the taxi service shall be purely on need basis/ as per requirement.
4. The vehicle shall be in good working order and the model should not be older than September 2021. The owner shall have valid permit for plying the vehicle in HP and all over India for the vehicles to be deputed outside Himachal Pradesh.
5. The hiring charges for deployment of vehicle along with driver including all expenditure shall be as per post tender approved rates.
6. RUSA authorities reserve the right to terminate the contract at any time without assigning any reason.
7. The registration fee, payment of route permits, renewal or route permit, payments of all taxes, insurance and timely passing of vehicle will be the sole responsibility of the contractor.
8. It will be the responsibility of the contractor to obtain the necessary permit to ply the vehicle on restricted/sealed roads in city of Shimla. However, fee charges for the same shall be reimbursed by RUSA.
9. 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.).
10. All type of repair shall be carried out by the Contractor at his own cost.
11. The vehicle shall have two set of loose white seat covers for alternate use and shall be changed weekly, cost of cleaning of these covers will be borne by the contractor. The contractor shall maintain vehicle in good condition and keep it neat & clean regularly.

12. The contractor shall keep and maintain log book with the vehicle, which should be completed on need basis. The vehicle may be treated as an official vehicle of RUSA during journeys. No private journey/use as a taxi will be allowed. However, journey performed for repairs of vehicles, from office to parking place of any type of journey will be allowed with the permission of RUSA authorities. The Department staff will verify the journey in the log book.
13. The vehicle shall ply on all kinds of roads, within and outside Himachal Pradesh including rough and tough roads.
14. Directorate will not pay for lubricants/coolants/parking fee /POL/tax/barriers toll/repairs etc.
15. All the journey performed 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 Directorate.
16. Directorate shall have the right to deduct taxes/TDS/Bank charges etc. at source as applicable as per rules in force from time to time.
17. 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 Directorate.
18. In case of breakdown, the contractor will provide substitute vehicle immediately.
19. In case of loss of property of Directorate is caused due to the negligence on the part of the driver of the vehicle, such losses shall be borne by the contractor.
20. 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 off mobile or non-response to phone call by driver (either on Mobile or on local number) would be treated as non availability of vehicle.
21. The driver should have good health and shall observe all the protocols and etiquettes.
22. The driver of the firm should possess sound health and be free from diseases especially contagious and frequently occurring diseases.
23. 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.
24. The vehicle should be insured.
25. 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. 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.***
26. Overnight charges shall be paid as per Govt. norms/rates.

27. The RUSA will make monthly payments by PFMS to the contractor's account on presentation of bill.
28. 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.
29. 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 in force.
30. 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 Secretary (Education) to the Govt. of HP. The award of the Arbitrator shall be final and binding on both the parties.
31. 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. 500/- per day shall be deducted as penalty.
32. Rates should be quoted in the prescribed format, PROFORMA-II.
33. Rates should be quoted in Indian currency complete in Rupees only.

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

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 PROFORMA-I.
- (ii) Demand draft of Rs. 500/- towards the cost of tender document downloaded from the website.
- (iii) Demand draft of Rs. 10,000/- (Rupees ten thousand only) only towards Earnest Money.
- (iv) 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.
- (v) The bidder shall submit copy of PAN.
- (vi) The bidder shall submit copy of GST registration.
- (vii) The bidder shall submit the copies of Income Tax Returns for the financial year 2021-2022, 2022-2023 & 2023-24.

(b) Financial Bid in the second envelope and should contain PROFORMA "II"

2. The Technical Bid in the prescribe format (PROFORMA 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 (PROFORMA II) 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 the rejected straightaway, and shall be returned unopened to the Bidder.

TENDER EVALUATION

1. The Pre-qualification cum Technical Bid will be opened and evaluated on - 04/12/24 at 11.00 AM in the chamber of the Addl. Director Higher Education (C)-cum- DDO RUSA HP, Department of Higher Education H.P. in the presence of the Bidders or their Authorized Representatives (one from each party), whosoever would like to be present.
2. Following scrutiny, Financial Bids of technically qualified Bidders will be opened in the chamber of the Addl. Director Higher Education (C)-cum- DDO RUSA HP 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.

3. The L-1 bidder shall be decided on the basis of minimum basic rates quoted for hiring the vehicles as per Sr. No. 1 and Sr. No. 2 of PROFORMA-II. If the base rates of two lowest bidders ibid are same, then the L-1 will be decided on the basis of the lower rates quoted for extra kilometres. Further, if such vendors have same rates for extra kilometres also, the L1 will be decided on lower rates as per Sr. No. 4 of PROFORMA-II.
4. The rates quoted for different vehicles by the L-1 BIDDER, IF DOES NOT EXCEED THE RATES NOTIFIED by Sub Division Officer (Civil) Shimla (Urban) for the current year, the rates so notified shall be adopted as L-1. Further negotiations are also applicable on these notified rates.
5. Department reserves the rights to reject the rates of the bidders and the whole tender itself, if the final rates are not acceptable to Department.
6. The successful Bidder i.e. Supplier shall be then issued the award letter.
7. Bidders are expected to carefully examine all instructions, PROFORMAs, 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.
8. The bidder shall not be permitted to correct or withdraw material deviations or reservations, once the Tenders have been opened
9. 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.
10. The Department will thereafter negotiate with the tenderer whose Tender is found in order, on a notified date to evolve uniform Rates
11. The rates so negotiated shall be subject to approval by the competent authorities, before being made applicable.

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.

18 NOV 2024


Director Higher Education & SPD RUSA
Himachal Pradesh

PROFORMA -I

General Information

Name of Firm/Company	
Nature of the company/ Firm/ organization (Govt./ Public/ Private/ Partnership/ Proprietorship)	
Registered Address	
Telephone No.	
Fax No.	
e-mail ID	

Signature of Bidder and Stamp of the firm/ Bidder

PROFORMA-II
PROFORMA FOR HIRING OF VEHICLES ON NEED BASIS

Sr. No.	Charges	Name of vehicle					
		Alto 800/Aito K10 or its equivalent	Etios/ Maruti desire/ Honda/ Amaze/ Hyundai Accent/ other sedan vehicle in this category	Bolero/ Ertiga/ Duster or its equivalent	Innova/ Scorpio/ or its equivalent	Innova Cresta or its equivalent	Bolero Capmper (4x4) or its equivalent
1.	Fixed charges per day (09 hours duration)						
2.	Fixed charges half day (4.5 hours duration)						
3.	Extra per hours (when hired for more than prescribed duration)						
4.	Night halt charges per night						

Rates shall be inclusive of all charges such as driver honorarium/ fuel charges/ repairs/ toll parking etc. and GST as applicable will be extra.

Note:-

1. The rates are inclusive all charges i.e. Driver charges/ parking / fuel/levies/other charges etc.
2. GST extra as applicable from time to time.
3. I have also gone through all the terms & conditions and agreed with the same.

(Signature and address of the owner)

Date:

Time:

State Higher Education Council, Rashtriya Uchchatar Shiksha Abhiyan (RUSA),
Directorate of Higher Education Below Old Bus Stand , IIP Shimla-171001.

Hiring of Vehicle

Rashtriya Uchchatar Shiksha Abhiyan (RUSA) Himachal Pradesh is to hire Vehicle(s) (Taxis) on need basis. The vehicle(s) should be in good shape/condition and not to be more than three years old and run below 30,000 Kms. Initially, the vehicle will be hired for one year, however, as the RUSA Project is to continue for over years, the period of hiring the need based vehicle(s) is likely to be extended further, for longer periods, subject to performance and requirement. Payments will be made normally on monthly basis. The interested parties/individuals are requested to submit sealed quotations mentioning as per tender document (**Proforma-II**) within H.P., The vehicles should have to be made available at the shortest notice. The sealed quotations should be submitted on or before ~~30/11/24~~ ^{30/11/24} 5:00 P.M. in the office of the Addl. Director Higher Education (C)-cum- DDO RUSA HP, Department of Higher Education H.P. below Old Bus Stand Shimla-1.



Director Higher Education & SPD RUSA
Himachal Pradesh

18 NOV 2024