

Tender for hiring of Private vehicles at Anaaj Bhawan, Sector 39-C, Chandigarh.

It consists of:-

- I. Notice Inviting Tender (NIT).
- II. Terms & Conditions.
- III. Performa for technical Bid (Annexure-I)
- IV. Performa for financial Bid (Annexure-II)
- V. Form of Application (Annexure –III)
- VI. Non-Black listing Certificate (Annexure-IV)
- VII. Important Dates

I. Notice for Inviting Tender

**Punjab State Grains Procurement Corporation (PUNGRAIN),
AnaaJ Bhawan, Sector-39C, Chandigarh-160036**

Sealed Tenders are invited for hiring of Two vehicles at Head Office. The detail related to the tender is available at Department's website <http://foodsuppb.gov.in>. If there will be any corrigendum, it will be uploaded on the above-mentioned website.

**Sd/-
Managing Director, Pungarin**

II. TERMS AND CONDITIONS, FOR HIRING OF INNOVA HYCROSS

1. Pungrain intends to hire the vehicles on the Terms & Conditions, which are as under:

- No. of Vehicle Required -- Innova Hycross -- 2 Nos.
- Period of Hiring – 3 Years extendable upto 5 years

GENERAL:

- i. The hiring of vehicle with services shall be for 3 years extendable, on mutual consent of both the parties, to 5 years.
- ii. The vehicles shall be in excellent working condition and shall not be later than the previous year of manufacture at the time of hiring and should be of BS-VI. The vehicle should be kept neat and clean and in perfect running condition with clean interiors and the vehicle should have seat covers, audio system and foot mats etc.
- iii. The bidder/second party shall provide dedicated vehicle(s) along with driver to the department/first party. Any change in vehicle and/or driver should be made in exceptional circumstances and with the prior intimation to and approval of the first party
- iv. Vehicles being hired under Supportive Supervision along with services are to be placed at the disposal of officer under intimation to the office of MD Pungrain. They shall report each day on the specified time to the concerned officer.
- v. The service provider will ensure timely disbursement of salary/allowance of drivers (latest by 5th date of each month) and shall comply with all mandatory requirements for staff like EPF/ESI etc. as applicable and submit a proof of the same to the office, whenever asked for, in order to cross check that all mandatory provisions under various laws are being adhered-to by the service provider.
- vi. The bidder/second party shall provide his consent, by executing these terms & conditions, to upload detail(s) of vehicles being offered by it/him on any App/Software developed by department in the format desired, at any point of time, during period of contract.
- vii. The selected bidder will have to comply with all the Terms & Conditions/Directions as notified by Govt. of Punjab, Dept. of Transportation, Dept. of Food Civil Supplies, Punjab issued by time to time.

VEHICLES & SERVICES (EXCEPT DRIVER):

- viii. The vehicle shall be for the exclusive use of this Department during the period of the contract with the department and the vehicle shall not be used by the bidder/owner for any other purpose, such as plying for other parties or for personal use etc. during the period of contract.
- ix. The vehicle, during the period of contract, can be called at any time. The vehicle would remain at the disposal of the department for all seven days in a week during the entire contract period. The vehicle should not be used by the bidder/ second party for any other organization or individual either during day or night during the entire contract period.
- x. The vehicle must have a valid permit for running on hiring basis. It should be insured as per the existing laws and rules at all times. The insurance charges, license charges for running on hire, road tax etc will be borne by the bidder and shall not be borne or reimbursed by the first party. However, toll taxes, if any, will be duly reimbursed to the successful bidder on production of vouchers which shall be duly verified by the team/officials using the vehicle.
- xi. All legal obligations in respect of the vehicles ie. Insurance, Road Tax, Permit/registration and permission etc, and salary etc. In respect of the driver will be the sole responsibility of the bidder /second party.
- xii. The bidder/second party shall submit copies of the Registration Certificate and insurance policies etc. of the vehicle being offered for hiring with the department.
- xiii. The time and distance shall be calculated to and from the time and starting place of reporting to the time and place of ending point. The same shall be got duly verified in the log book to be maintained by the driver from the Controlling officer of the vehicle.

SERVICES (DRIVER ONLY):

- xiv. The bidder/second party shall ensure that driver provided by it has a valid driving license with a minimum of three years of driving experience for the class of vehicle offered for hire.
- xv. The bidder/second party shall ensure that the driver provided by it is decent and well behaved. The driver should not have any criminal antecedents and it shall be responsibility of the bidder/second party to verify his background before deployment. The conduct of the driver will be sole responsibility of the bidder/second party and in this regard, the department/first party shall not be responsible in any manner, whatsoever. Work and conduct of the driver should be satisfactory and will also provide the particulars of drivers with photographs.
- xvi. The bidder/second party shall ensure that the driver provided by it for duty is duly provided with a mobile phone by it for easy communication.
- xvii. As a component of the hiring of the vehicle, the bidder/second party will provide the vehicle with the driver and all expenses related to salary and allowance(s) of the driver, over time payment. Maintenance of vehicle, insurance, petrol, diesel oils, or any other expenditure related or incidental to the vehicle and the driver will be borne by the bidder/

second party. The department/ first party will pay only the hiring charges for the vehicle as defined in the payment section

- xviii. The bidder/second party shall ensure that driver of a particular vehicle provided by it should not be frequently changed except in unavoidable circumstances.
- xix. The bidder/second party shall be responsible for the suitability, medical fitness and police verifications of the character and antecedents of the manpower engaged by it for deployment and for satisfactory implementation of the services.
- xx. The bidder/second party shall fulfil the various conditions stipulated by Law, Government orders/notifications etc. In respect of hiring and Safety of vehicle.
- xxi. A log book shall be maintained by the driver which will be duly certified by the controlling officer.
- xxii. The second party and the driver provided by it shall be bound to carry out the instruction of the department/first party as well as of the controlling officer of the vehicle.
- xxiii. The bidder/second party shall ensure that the driver provided by it shall not do any private work other than the assigned duties.
- xxiv. The bidder/second party shall ensure that peace and order is maintained in the premise of the department by his employees/drive.
- xxv. The bidder/second party or his representative shall ensure that all his personnel/driver will behave courteously and decently with the officers/officials of the department and also ensure good manners.

MISCELLANEOUS

- xxvi. In case of any accident, all the claims/damages arising out of it shall be met by the bidder/second party. The second party will responsible for any loss/damage to property or life due to negligence of driver or poor maintenance of vehicle or due to an accident. The first party shall not to responsible for any such loss/ damage
- xxvii. The successful bidder shall be required to produce the vehicles as early as possible but not later than 7 days, consequent to the approval of contract in the office of respective Managing Director, Pungrain for the physical verification/inspection before deployment for the vehicles to be hired at Head Office. Thereafter these vehicles will be inspected by a team of officers. The vehicles shall be brought into service only after satisfactory report for road worthiness by this team.
- xxviii. The requirement of the vehicle can be increased or decreased without assigning any reason.

Annexure-(I)**III. PERFORMA FOR TECHNICAL BID - TECHNICAL INFORMATION AND UNDERTAKING**

Sub:- Tender For "Hiring of Taxis"

1.	Name of the Tenderer/Agency:	
2.	Office Address (with Tel. & mob. No.)	
3.	GST No., Registration No. Along with proof thereof, if any, required. (attach copy)	
4.	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.	
5.	Working experience of the firm (in years) in this activity attach proof.	
6.	PAN No. (Attach copy)	
7.	The bidder should submit a Notarized Undertaking/ affidavit certifying that the bidder is not blacklisted/ debarred/de-registered by any Government /Government Undertaking in India.	
8.	Remarks(if any)	

Date:

Station:

Sign. _____

Name _____

Seal. _____

Annexure-(II)

IV. **PERFORMA FOR FINANCIAL BID**

Sr. No.	Type of Vehicles	Rate for 2000 KMs per month, per vehicle	
		In figures	In words
i.	Innova Hycross		

Note:

1. Rates per month per each vehicle in Rupees be quoted taking into consideration all Taxes except for GST.
2. Toll and parking charges shall be paid by the PUNGRAIN.

Date:

Station:

Sign. _____

Name _____

Seal. _____

Annexure-(III)**V. Form of Application (On Tenderer Letter Head)**

To,

Director Food Supplies-cum-
 Managing Director, PUNGRAIN
 Anaaj Bhawan, Sector 39C, Chandigarh.

Sir/Madam,

TENDER FOR HIRING OF PRIVATE VEHICLE.

1. I/we have read and understood the instructions and others terms and conditions furnished in the Website in respect of the captioned tender. I/we here by submit my application for captioned "I/We have filled the price Bid as per format provided in Tender document and have Quoted Administrative Charges above Zero percentage" of your office. I/we do hereby declare that all the information furnished in the application and supplementary sheets are correct to the best of my/our knowledge and belief.
2. I/we have no objection if enquiries are made about the work listed by me/us in the accompanying sheets.
3. I clearly understand and agree that if any of the information furnished by me/us here under is found to be wrong or untrue or false or incorrect on incomplete, my/our application is liable to be rejected. Further, if I am/we are appointed as the "Executing Agency" for the above project on the basis of the information furnished in my/our application and the information furnished therein is subsequently found to be wrong, untrue, false or incorrect, my/our contract with the MD Pungrain is liable to be terminated forthwith at the discretion for such termination.
4. I/we understand and agree that the decision of the MD Pungrain in selection the Service Provider is final and binding to me/us.

Thanking You,

Yours Faithfully,

Signature of the Tenderer

Name:

Date

Place:

VI. **Non-Black listing Certificate**
(Undertaking/ affidavit)

Certified that/The
Firm/ Company/ Partnership or Any Other Firm/ Company in which the tenderer
is a partner/ Share holder had not been black listed by PUNGRAIN or by any
other Government Department/ undertakings earlier.

Date: _____

Signature of the Tenderer

Duly Attested by Executive Magistrate

VII. Important Dates

Important dates		
Date of Advertisement	24.08.2023	
Sale of Tender form Starts from:	25.08.2023	10.00 AM
Last Date of Sale of Tender Form	03.09.2023	05.00 PM
Last of Submission of tender Form	04.09.2023	5.00 PM
Opening Of Bids	05.09.2023	10.30 AM