

# Government of Punjab

**RFQ no : PICTC/Admin/ 2023/ PM/ 01**

Punjab Information & Communication Technology Corporation Ltd. invites bids for hiring of one Taxi Services on monthly basis for six months with driver and fuel.

Close date & Time            3:00pm May 22, 2023

For details log onto            [www.punjabinfotech.in](http://www.punjabinfotech.in)

Contact no.                      +91 172 5256400/401

Note : Any corrigendum (s) to the tender /RFP notice shall be published on the above mentioned website only



## **TENDER DOCUMENT FOR HIRING OF VEHICLE ON MONTHLY BASIS WITH FUEL AND DRIVER**

PUNJAB INFORMATION & COMMUNICATION TECHNOLOGY CORPORATION LTD (Punjab Infotech), having its corporate office at Udyog Bhawan, Sector 17 Chandigarh requires the Taxi Services on monthly basis for six months with driver and fuel. This Tender will be offline and have two stages:

- a) Prequalification Bid
- b) Commercial bid

### **GENERAL TERMS AND CONDITIONS:**

- i. Tender shall be submitted as per the formats prescribed in the tender. If submitted in any other format the same shall be summarily rejected. The hard copy of tender along with another document will need to be physically submitted.
- ii. Applications in response to this tender will be accepted only through offline mode and need to be submitted to the Managing Director, Punjab Infotech.
- iii. There is no tender fee.
- iv. The schedule issued with the form of tender listing the services to be rendered must not be altered by the tenderer. Any modifications/alterations of the schedule considered necessary by the tenderer, should be in the separate letter accompanying the tender.
- v. The name and address of the tenderer shall be clearly written in the space provided and no overwriting, correction, insertion shall be permitted in any part of the tender unless duly countersigned by the tenderer.
- vi. The tender should be filled and submitted as per the format. Alteration in the format will lead to disqualification.
- vii. The tender is liable to be rejected if complete information is not given there-in, or if the particulars and data (if any) asked for in the Schedule to the tender are not filled in.
- viii. Individual signing the tender or other documents connected with the tender must specify whether he signs as:

- (a) A sole proprietor of the concern or attorney of such sole proprietor.
  - (b) A partner of the firm if it is a partnership, in which case he must have authority to execute contracts on behalf of the firm and 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.
  - (c) The vehicle would be registered in the name of the tenderer or he should have Power of Attorney to operate the same.
- ix. The tender submitted in sealed envelope super-scribed "Tender for the providing Hiring of Vehicles" should be addressed to the Managing Director, Punjab Infotech. The prequalification bid in the prescribed format as given in Annexure A & the Commercial bid as per Annexure B should be sealed by the bidder in separate covers duly super scribed & both these sealed covers are to be put in a bigger cover which should also be sealed & duly super scribed as "Tender for Hiring of Vehicles".
  - x. Tenders received after the specified date and time due to any reasons, including postal delay, will not be considered. The agency submitting the tender would be presumed to have considered and accepted all the terms and conditions of this tender. No enquiry verbal or written shall be entertained in respect of acceptance/rejection of the tender.
  - xi. The bids should be valid in the case of all the tenders for at least two months from the date of opening of the tender. In the case of the successful tenderer, rates quoted shall be valid for the entire period of the Purchase Order.
  - xii. Any conditional offers made by the tenderer or any alterations/ corrections made in the tender from will not be considered. Similarly incomplete and unsigned tender will also not be considered.
  - xiii. Punjab Information & Communication Technology Ltd reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons and is not bound to accept the lowest bid
  - xiv. The commercial Bid of the qualified bidders will only be opened.

- xv. In case of conflict between any two clauses of the Tender Document, Managing Director, Punjab Infotech will have full right to decide the case and the decision will be binding on the bidders.
- xvi. The contractor shall provide Taxi of models not older than 2020 and should be in excellent condition and should not have completed 50,000 km in total as per requirement.
- xvii. The drivers of the Firm should possess sound health and be free from diseases, especially contagious and should have a valid Identity card issued by the Company while on work/visit.
- xviii. All the drivers should have valid Commercial Driving License from the RTO.
- xix. The Purchase Order will be initially issued for a period of six month and will be extendable upto one year. Nevertheless, Punjab Infotech may terminate the contract of the Firm without any notice in case the Firm commits a breach of any of the terms of the contract. Punjab Infotech decision that a breach has occurred will be final and shall be accepted without demur by the Firm. The contract will be extendable by mutual consent up to 1 years at the maximum On same terms and conditions.
- xx. The Firm shall be liable with regard to compliance of all the laws, regulation, rule and directions given by any statutory authority with regard to safety, labor laws or any other laws inforce in the State of Haryana, Punjab and Chandigarh.
- xxi. Punjab Infotech shall in no way be responsible for any default with regard to any statutory obligation and the firm will indemnify Punjab Infotech in case of any damage or liability, which may arise on account of action of firm
- xxii. Firm will be required to maintain the log book on daily basis and monthly record of which will be submitted with the bill. Any cheating in readings will be treated as violation of the purchase order and will invite penalty @ Rs.500/- per case.
- xxiii. The firm shall at all times indemnify and keep indemnified the owner and its officers, servants 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/or property or person of any sub-contract and or the servants or agents of the Firm any sub-firm(s) and or the owner and the Firm shall at his own

cost and initiative at all times, maintain all liabilities under Workman's Compensation Act/Fatal Accident Act, Personal Injuries, Insurance Act and/or their Industrial Legislation from time to time in force.

- xxiv. Parking charges at Airports/Parking lots/ Fastag payment/ gree tax etc will be borne by Punjab Infotech on production of original bills/slips.
- xxv. All Challans/Transport Authority payments will be borne by the contractor.
- xxvi. The Contractor shall be responsible for the payment of wages and allowances as per Minimum Wages Act of Central Govt. / State Govt. or UT Chandigarh to drivers and all statutory dues to the persons employed by him for providing Vehicle Services. The Contractor shall be further responsible for proper discipline of the employees engaged by him and their work besides observing other obligation. No child laborers shall be permitted by Punjab Infotech under this contract. Further the contractor shall be responsible to pay all the dues of employees, as well as statutory dues applicable under labour laws. In the event there is any violation of any contractual or statutory obligation regarding the personnel / labour, the contractor shall be responsible and liable for the same. Further, in the event any claim, action or suit is instituted against Punjab Infotech, the Contractor shall be required to reimburse to Punjab Infotech any payment made under such orders or judgments of any competent authority which it may be liable to pay as a Principal Employer as and when such liability is determined. Punjab Infotech shall also have the right to deduct these amounts from the payment due to the Contractor while settling the payments.
- xxvii. The contractor shall comply with all existing labour legislation and Acts, such as Contract Labour Regulation Act, Workmen's Compensation Act, Minimum Wages Act, Payment of Wages Act, Provident Fund Act, ESI Act, etc. For any lapse or breach on the part of the contractor in respect of non-compliance of any Labour Legislation in force during the validity of the contract, the contractor would be fully responsible and would indemnify the Institute, in case the Institute is held liable for the lapse on the part of the contractor. If any of these are not required by the bidder then a self-signed declaration in this regard should be submitted.

- xxviii. The payment shall be released on monthly basis on submission of bill by the firm. The bills should be accompanied with monthly logbook and a copy of logbook should be enclosed. Income Tax (TDS) & GST TDS as applicable at prevailing rate will be deducted at source. The PAN No. must be written on all the bills
- xxix. All the charges on repairs including spares, labour, fuel, lubricants and drivers wage and any other charges towards the maintenance of the vehicle shall be borne by the tenderer and in case of breakdown of the vehicle in the middle of the journey, the tenderer shall provide standby vehicle of the same category without extra charge. If the tenderer fails to provide standby taxi, during the breakdown or for any other reason fails to provide vehicle a penalty of Rs.300/- will be imposed per day. In case the contractor is regular defaulter his contract will be terminated
- xxx. Vehicles provided should be bearing Taxi number and of the same type as stated in Tender.
- xxxi. In case of failure of vehicle or non-availability of the vehicles (rental and additional vehicles) for any reason during any working days, the contractor will have to arrange for the substitute vehicle, the rental charges paid by the Corporation will be deducted / adjusted from the monthly bill of the contractor. If on any day the vehicle does not report, on the specified time and place, a penalty of Rs.1000/- shall be imposed.
- xxxii. Firms submitting tender would be considered to have read & accepted all terms & conditions. No enquiries verbal or written shall be entertained in respect of acceptance or rejection of the tenders.
- xxxiii. The contractor will be fully responsible for the drivers, petrol-diesel, maintenance, RTO formalities, Insurance etc. The vehicles must be in the name of the contractor or its firm.

xxxiv. The Corporation will avail the taxi as per the following:

Taxi Type	Monthly Km limit	Night charges	Halt	Charges over 2000 km per month
The vehicle cost in between Rs 5.0 lac to Rs 10lacs sedan	2000 KM	Rs 200		Rs 10 per km

- xxxv. The Firm should have registered at least three commercial vehicles (taxi) in the name of firm/proprietary owner. (Also attach RC copy of the same with the Prequalification Bid).
- xxxvi. The vehicles should be registered as commercial vehicle (Yellow plate).
- xxxvii. The Vehicle should be insured fully including third party insurance. (Also attach a copy of the same with the Prequalification Bid).
- xxxviii. The Tenderer should have valid PAN Card. (Also attach a copy of the same with the Prequalification Bid).
- xxxix. The tenderer should have minimum three years' experience of providing taxi services to similar placed institution. The tenderer should have at least three cars in the Agency.

## UNDERTAKING BY THE CONTRACTOR

We have carefully gone through the various terms and conditions for provision of hiring of taxi services. We agree to all these conditions and offer to provide hiring of taxi services at Punjab Infotech. We are making this offer after carefully reading the conditions and understanding the same without any kind of pressure or influence from any source whatsoever. We have acquainted ourselves with the tasks required to be carried out, before making this offer. We hereby sign this undertaking in token of our acceptance of various conditions listed above.

Date

Name & Signature of Contractor

Address:



**Annexure A : Prequalification BID (On Applicant's Letter Head) – Envelope 01**

Sr. No.	Eligibility Criteria*	Supporting Document Required	Yes / No and Deviation, if any
1	Bidder should have office in the Tricity (Chandigarh / Mohali / Panchkula)	Self Certification on letter head	
2	Turnover of average Rs 2.5 lacs and above for past three financial years FY 19-20, FY 20-21 and FY 21-22	CA Certificate	
3	The agency must be registered in India with appropriate tax and other administrative authorities.	GST Registration Certificate PAN Card	
4	Should have a minimum fleet of 3 Taxis. Bidder would be required to submit a copy of R.Cs. of such vehicles owned by him/legally possessed by him and /or any such other documents, which should prima facie show/establish that he owns/having legal possession of such minimum number of Taxis.	RC or any legal document having legal procession of such number of taxis.	

5	Bidder should have experience of three years in taxi service	GST registration / any registration certificate from the Govt or proprietorship document	
6	Firm should not have been blacklisted by any State government or Central Government	Undertaking as per Annexure C	

## Annexure B Commercial Bid (On Applicant's Letter Head) – Envelope 02

To

Managing Director  
Punjab Information & Communication Technology Corporation Limited  
Udyog Bhawan, Sector 17  
Chandigarh

Dear Sir,

Having examined the Bid Document, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to execute the said Project and to meet such requirements and provide such services as are set out in the Bid Document.

The detailed breakup of our Commercial Proposal is shown below

Vehicle Type	Fuel Type	Price Range of Vehicle	Monthly Charges (In Rs.)	Monthly limit	Charges per extra KMs (In Rs.)	Night Halt Charges
Sedan	Petrol / Diesel	5 lacs – 10 Lacs	<< to be filled by the vendor>> (Charges should not be more than Rs 45,000/- pm)	2000 KMs	10/-	200/-

Above rates exclusive of taxes.

- Toll /Parking fee will be reimbursed as per actual.
- Other State Taxes/ Green tax/ MC tax
- We agree that you are not bound to accept the lowest or any bid responses you may receive. We also agree that you reserve the right in absolute sense to reject all or any or any of the products/ services specified in the Bid response without assigning any reason whatsoever.
- It is hereby confirmed that I/ We are entitled to act on behalf of our agency and empowered to sign this document as well as such other documents which may be required in this connection

Date

Sign n stamp (duly authorized)

**Annexure C (Declaration letter on non blacklisted agency/firm)**

*[Bidders are required to submit the Declaration letter as given here on their letterhead]*

To

*Managing Director*

*PICTC LTD, 5th & 6th Floor, Udyog Bhawan*

*18 Himalaya Marg, Sector 17, Chandigarh - 160017*

**Sub:** Declaration for not being ineligible due to corrupt or fraudulent practices or blacklisted by any Government or Public Sector Units in India.

Dear Sir,

We, the undersigned, hereby declare that:

We are not under a declaration of blacklisted by any State or Central Government / any other Government institutions in India for any reason as on last date of submission of the Bid or convicted of economic offence in India for any reason as on last date of submission of the Bid.

Thanking you,

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Date:

Place:

Business Address:

Seal