



**TENDER DOCUMENT FOR HIRING OF 407 TRUCK (OPEN BODY) TO BE USED AS
KAUSHAL VIKAS RATH IN FOUR DISTRICTS IN HIMACHAL PRADESH**

TENDER NO: HPKVN/1(241)/2018

Himachal Pradesh Kaushal Vikas Nigam

(A State Govt. Undertaking)

**2nd Floor, STPI Building, Block No- 24,
SDA Complex, Kasumpti, Shimla-09**

Himachal Pradesh Kaushal Vikas Nigam
(A State Govt. Undertaking)
2nd Floor, STPI Building, Block No- 24,
SDA Complex, Kasumpti, Shimla-09

To

1. M/s _____
2. M/s _____
3. M/S _____
4. M/S _____
5. M/S _____
6. M/S _____

Dated: 26th May, 2022

Subject: Short Term Tender for Hiring of 407 Truck (Open Body) to be used as Kaushal Vikas Rath in Four Districts in Himachal Pradesh.

Sir/Madam,

Sealed Quotations are invited from eligible bidders in closed cover under two bid systems for hiring of 407 Truck (open body) to be used as Kaushal Vikas Rath in four districts (Mandi, Kangra, Chamba and Kullu) in Himachal Pradesh to publicity & awareness of HPKVN Training Activities commencing from District Mandi for the period of 2 Months (approx.) as per the route/schedule finalized by the HPKVN are invited on behalf of the Managing Director, HP Kaushal Vikas Nigam, Himachal Pradesh Shimla-9 from the reputed transport service provider.

The tenders have to be submitted as per Terms & Conditions mentioned at **Annexure-‘A’**. Format of Technical Bid mentioned at **Annexure-‘B’**, format of financial bid mentioned at **Annexure-‘C’** and detailed specification, estimated quantity are mentioned in scope of work section.

The tender document containing “Technical bid” and “Financial bid”, complete in all respect should be handed over or speed post on or before **06/06/2022 up to 03:30 PM** which will be opened in the presence of the tenderers or their representatives who may like to be present at that time as per the schedule mentioned in the tender document.

Undersigned has reserves the right to reject all or any of the bids/tenders without assigning any reason thereof. The bid which is conditional/ incomplete/ belated/ will not be entertained.

H.P. KAUSHAL VIKAS NIAGAM, SHIMLA TENDER NO: **HPKVN/1(241)/2018, DATED**
26-05-2022

TENDER DOCUMENT

Tender Document for	Hiring of Mobile Van (407 Truck open body)
Type of Tender	Short Term Tender
Bid Fee	Rs. 1,000/-
Date of floating of tender	26-05-2022
Closing date and time for receipt of tenders	06-06-2022
Place of receipt of tenders	Himachal Pradesh Kaushal Vikas Nigam, 2 nd Floor, STPI Building, Block No- 24, SDA Complex, Kasumpti, Shimla-09
Technical bid to be opened on	06-06-2022 at 3:30 PM
Financial bid to be opened on	Same day after opening Technical Bid separately
Place of opening of tenders	Himachal Pradesh Kaushal Vikas Nigam, 2 nd Floor, STPI Building, Block No- 24, SDA Complex, Kasumpti, Shimla-09

ANNEXURE-A
(TERMS AND CONDITIONS)

1. Eligibility Criteria:

Firms must provide information/meet following criteria and provide documents as evidence:

- i. The Bidder shall provide trained driver holding HTV license. This should be supported by documentary proof.
- ii. Bidder must be in business of providing services for hiring of vehicles. This should be supported by documentary proof.
- iii. Must have travel and transport as its nature of business (Enclose certificate to this effect if available).
- iv. Firm must have GST Registration No
- v. Following are to be submitted in original or attested copies
 - a. Registration certificate and GST Registration of the firm with complete address of the authority to which registered.
 - b. The proof of the establishment of firm
 - c. Full particulars of the organization/ institutions with the address/es of the institution to whom similar services have been provided by the firm in the past with the certificates, if any, received from these institutions /organizations after satisfactory completion of the contract.
- vi. Firm must provide details of registered office (Address) with Telephone No./Fax/Mobile Number.
- vii. There should be at-least 55" (Fifty-five inches) Display system fitted in the van.
- viii. Mic and speaker system should be there in the van to cover a small to mid-size gathering,
- ix. The Vehicle shall travel on daily basis except Gazetted holidays and Sundays or as and when required by the client.
- x. Average daily running of vehicle shall be 100 Kms except due to technical default in the vehicle. In case of major default in the vehicle the vendor shall provide substitute same type of vehicle.
- xi. In case failure to abide by the term & conditions an amount of Rs.10,000/- per day shall be deducted from the bill as penalty.
- xii. At the first instance an advance equal to performance security shall be paid by the HPKVN within 7 days from receipt of security before starting the journey from Mandi, further on completing of one month subject to providing copy of log book for the preceded month an amount equal to Performance Security shall within 7 days from written communication from the owner/ bidder by HPKVN. Full and final payment shall be reimbursed on completion of entire event.
- xiii. The vendor shall submit the Monthly bill alongwith the logbook duly verified by the concern District Coordinator and HPKVN official for payment and adjustments.

While evaluating bids, the documents required against above eligibility criteria shall be provided as per this tender as Annexures. Firm shall self-certify each page of the tender document in token of its understanding / acceptance by signing it.

2. SUBMISSION OF TENDERS:

- i. In case of the application being made by a partnership firm, a copy of Partnership Deed is required to be submitted along with the tender.
- ii. In case of the application being made by a Private Limited Company, a copy of the Certificate of incorporation from the Registrar of Companies, Memorandum and Articles of Association of the company is required to be submitted.
- iii. It is the responsibility of the tenderers to see that the completed bidding documents are submitted by the specified date and time.
- iv. All these documents should be filled properly and sealed into a sufficiently large envelop super scribed as "Tender for hiring of vehicles." The envelope containing the completed tender should be addressed to the Managing Director, H.P. Kaushal Vikas Nigam, 2nd Floor, STPI Building, Block No. 24, SDA Complex Kasumpti, Shimla-171009.
- v. The Completed tenders should reach by registered post or by hand in the office of the Managing Director, H.P. Kaushal Vikas Nigam, 2nd Floor, STPI Building, Block No. 24, SDA Complex Kasumpti, Shimla-171009 within the due date & time. HPKVN shall not be responsible for any postal or other delays.
- vi. Tenders on plain paper or unauthorized copies of the tender document booklet shall be treated as invalid and shall be summarily rejected.
- vii. Tenders received after the due date & time shall not be entertained because the tender box shall be closed & sealed immediately after due time on the due date. All pages of the tender documents must be signed by the firm, in token of its understanding & acceptance.
- viii. Work will be awarded to the firm found to be eligible and which quoted lowest rate. Firm quoting lowest rate as per the bid would be empanelled for occasional requirements of vehicles.
- ix. The tender will be rejected outright if any of the requisite documents is not attached with the tender form submitted by the tender. The tender is also liable to be rejected if any of the terms and conditions as mentioned in the tender form is not fulfilled by the tenderer.
- x. Performance Security in the form of FDR/BG of Rs.10,000/- pledge in the favour of Managing Director, H.P. Kaushal Vikas Nigam, Shimla to be submitted alongwith acceptance of work order, if work awarded. The amount of P.S. shall be released by the HPKVN on successful completion of the within 7 days.
- xi. The bidder shall quote single rate per kilometer, inclusive of all charges.

GENERAL TERMS AND CONDITIONS

1. There should be a first aid box, dustbin and air freshener spray in all vehicles.
2. CNG Gas kits are allowed as a fuel in any vehicles as per govt. norms.
3. The driver should be well conversant about the all district of HP routes and must carry the mobile phone with him for which, no separate payment shall be made by the HPKVN. The driver(s) should come on duty in uniform. In case of provision of driver who do not meet these requirement; a fine of Rs. 1000/- shall be imposed on the contractor by the HPKVN and same shall be deducted from the payment.
4. The agency should abide by all statutory requirements for running the vehicle on contract and HPKVN will in no way be liable towards taxes, fee, penalties, cost of fuel, and salary to drivers, maintenance or any other charges payable except the contract price, parking charges and toll tax, if any.
5. The vehicle should have necessary permits from the transport Dept. /Authority. HPKVN will not be responsible for any challan, loss, damage and accident to the vehicle or any other vehicle or injury to anybody.
6. The contractor should have enough resources to repair their cars in minimum possible time. When required, they should be in a position to substitute/replace or arrange extra vehicle at very short notices. In case the vehicle is found not to be in working condition, it shall be returned for immediate replacement. In case no replacement is provided on time, this office would have a right to hire a vehicle from the market and the additional cost incurred by this office will be borne by the contractor.
7. Contractor shall comply with all statutory Acts, labour laws/regulations/motor vehicle Act etc.
8. All legal obligations which include insurance, pollution control, road tax & other compliances shall be compiled by the contractor & HPKVN will not take any responsibility in this regard.
9. Vehicles may be deputed for out station duty also as per requirement. For sending the vehicle to states other than Uttarakhand state, any other taxes other than road tax will be reimbursed on production of original receipt.
10. The vehicle should have the comprehensive insurance of vehicle, driver and passengers etc. to cover the risk during the contract period. In case of any accident, all the claims arising out of it shall be met by the contractor and no claim whatsoever shall be borne by HPKVN.
11. In case of any dispute of any kind and in any respect whatsoever, the decision of Managing Director, HPKVN shall be final and binding.
12. The contractor shall not engage any sub-contractor or transfer the contract to any other person.
13. The contract vehicle will bear proper monograms as approved by HPKVN.
14. A certificate should be produced by the transporter from the competent authority to certify the proper status/functioning of the "odometer". Kilometer reading meter should be completely sealed and should not be tampered. A thorough checking will be conducted from time to time and if found guilty, the HPKVN shall have the right to impose penalty of Rs. 1000/- as per day for the no. of days vehicle has been used and / or cancel the contract.

ANNEXURE 'B' (TECHNICAL BID FORMAT)

Sr. No.	Particulars	Remarks/Details (Page No.)
1	Name of the Firm:	
2	Address:	
3	Firm Registration No., if any	
4	PAN	
5	GST No.	
6	Phone No.	
7	Details of EMD (Enclosed DD)	
8	Details of security (FDR/BG)	
9	Do you agree with the terms and conditions stipulated in Tender Document	
10	Name and address of three prominent organizations provided with similar services by you in the recent past (please also furnish copies of the supply orders, if any)	
11	Account Details-	

Signature & Seal of the Bidder

Date :

DECLARATION

1. I/ We have read the instructions appended to the proforma and I/we understand that if any false information is detected at a later date, any contract made between ourselves and the HPKVN on the basis of the information given by me/us can be treated as invalid by the HPKVN and I/we will be solely responsible for the consequences.
2. I/We agree that the decision of HPKVN in selection of successful bidders will be final and binding to me/us.
3. All the information furnished by me/us above here is correct to the best of my/our knowledge and belief.
4. I/We agree that I/We have no objection if enquiries are made about the work listed by me/us here in above and/or in the accompanying sheets.

Place:

Date:

Signature
Name Designation
Seal of the company/firm

H.P. KAUSHAL VIKAS NIAGAM, SHIMLA TENDER NO: **HPKVN/1(241)/2018, DATED**
26-05-2022

On Company Letter Head

ANNEXURE-“C” (Financial Bid Format)

FINANCIAL OFFER FOR HIRING OF 407 TRUCK (OPEN BODY) TO BE USED AS KAUSHAL VIKAS RATH IN FOUR DISTRICTS IN HIMACHAL PRADESH

Sr	Service	Nature of Services & area to be covered by the Vehicle	Qty.	Rate per KM (Inclusive of all charges and taxes)	(Amount in words)
1.	407 TRUCK (OPEN BODY)	No. of Distt. Four (4) (Mandi, Kangra, Chamba, Kullu) Area to be covered: 6,000 Kms Tentative Distance Note: Rate per KM includes fuel charges, repair & maintenance, salary of driver, toll taxes, GST etc.	1		

Financial Terms and Conditions:

1. The vendor must provide the Commercial Proposal strictly in Hardcopies.
2. The rates should be quoted in figures as well as in words, on the form attached at Annexure-‘C’ and duly signed and stamped by the authorized person.
3. Rates mentioned above are inclusive of all taxes and all other charges. No charges of whatsoever nature would be paid additional to the cost mentioned above.
4. HPKVN reserves the right to alter the quantity of the computers and peripherals.

Authorized Signatory