



**E-TENDER DOCUMENT**

**FOR**

**HIRING OF TRANSPORT CARRIAGE VEHICLES**

<b>Item Description</b>	Light & Heavy Commercial Vehicles (1 Ton to 7 Ton) are required for transfer of text-books and different type of examination material.
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**PSEB/TBC/2019/1**

Price Rs. 1000/-

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**PUNJAB SCHOOL EDUCATION BOARD**

**PHASE-8**

**SECTOR 62**

**MOHALI (160062)**

## Section-I

1	E Tender No./ RFT Reference No.	
2	Total pages	14
3	Description	Hiring of Light & Heavy Commercial Vehicles
4	Earnest Money Deposit (EMD)/ will be treated as security after acceptance of Tender, if lowest bid.	Rs. 2,50,000/- (Rs. Two Lakh Fifty Thousand)
5	Sale of E-Tender document	20.12.2019 , 11.30 A.M
6	E-Tender document cost	Rs. 1000/-
7	Last date of submission of online E-Tender	13.1.2020 , 12.30 P.M
8	Date of opening of Technical Bid	13.1.2020 , 3.00 P.M
9	Tenderer shall upload bids on the website	<a href="https://eproc.punjab.gov.in">https://eproc.punjab.gov.in</a>
10	The tender document shall also be available on the Board's website	<a href="https://www.pseb.ac.in">https://www.pseb.ac.in</a>
11	Opening of commercial Bid	15.1.2020 , 3.00 P.M
12	If the date of opening of E-Tender happens to be a holiday then the e-tender will be opened on the next working day at the same time.	
13	The Punjab School Education Board, Mohali shall not be responsible for any failure in uploading of the tender document.	

## **Section-II**

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## Section-III

### (General Conditions)

1. The Punjab School Education Board (PSEB), Mohali invites bids "Hiring of Transport Carriage Vehicles" through e-Tendering. Tenderers are advised to study the Tender document carefully. Submission of Tender shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications.
2. Bids are to be submitted online. A Valid Digital Signature Certificate(DSC) is mandatory to participate in the e-tendering process which may be procured from any of the authorized Certifying Authority (CA), such as; MTNL, TCS, emudhra, N-code, Sify. For participating in the e-tendering process, the tenderer shall have to get themselves registered with <https://etender.punjabgovt.gov.in> and get user ID, Password. In case of any problem in compatibility of DSCs or for any clarification/difficulty regarding e-tendering process e-Procurement helpdesk may be contacted **0172-5035985/ 9257209340/ 8054628821/ 8146699894/ 8146608250**.
3. Interested tenderers can download the e-tender documents online from website <https://pseb.ac.in>
4. E-tender document fee as given in Section I (page 2) as applicable shall be strictly paid through online mode (NEFT/RTGS, OTC, NET-BANKING, IPG). Other mode of payment will not be considered.
5. The Tenderer will have to deposit Earnest Money (EMD) (Refundable) as given in Section I (Page 2) which is to be paid through online mode (NEFT/RTGS, OTC, NET-BANKING, IPG). Other mode of payment will not be considered.
6. E-tender Processing fee (Non-Refundable) as applicable shall be paid to concerned firm involved in e-procurement strictly through online mode (NEFT/RTGS, OTC, NET-BANKING, IPG). Other mode of payment will not be considered.
7. Corrigendum / Addendum / Corrections, if any will be published on the website <https://pseb.ac.in>
8. This Tender document is not transferable.
9. All bids are to submitted online and no manual receipt of bids shall be entertained.
10. Tenders which are not on the prescribed tender form will be rejected straightway. Telegraphic quotations will not be accepted.
11. Tenders not meeting specifications as per the tender document will be rejected straightway.
12. The E-tender document fee/ E-Tender processing fees shall not be refundable under any circumstances.
13. The successful tenderer will have to deposit a security amount as specified in this document.
14. The Secretary, Punjab School Education Board, Mohali reserves the right to amend the bid documents or extend the deadline for submission of bids.
15. The Tenderer shall bear all costs associated with the preparation and submission of its bid, and the Board will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
16. The Tenderer shall upload all the relevant documents on the e-Tendering portal.

## Section-IV

### CONDITIONS GOVERNING THE TENDER

#### For Transportation

#### (Hiring of Vehicles)

1. Bids through E-tender are invited from the experienced Individuals / Firms / Party / Agencies for hiring of CNG / Diesel / Petrol driven vehicles as mentioned below:

**Item Description :-** Transport Vehicles of 1 Ton, 2 Ton, 3 Ton, 4 Ton, 5 Ton, 6 Ton & 7 Ton on kilometer rate basis are required for inter district and intra district transfer of textbooks and other examination material.

The total annual estimated cost of hiring will be about Rs. 1.25 Crore. The actual amount of expenditure may increase or decrease, shall depend upon actual use of hired vehicles on requirement basis. This contract will be initially for the period of one year, which may be extended further up to 2 years after mutual agreement between Board and individual / party / firm.

2. Punjab School Education Board, with its head office situated at Phase 8 SAS Nagar-Mohali, has 21 Regional Offices located at various points. Regional Offices of PSEB are listed below :-

S.No	Regional Office	S.No	Regional Office
1	Amritsar	12	Moga
2	Abohar	13	Mansa
3	Bathinda	14	Sri Muktsar Sahib
4	Faridkot	15	SAS nagar
5	Ferozepur	16	Patiala
6	Fatehgarh Sahib	17	Pathankot
7	Gurdaspur	18	Roopnagar
8	Hoshiarpur	19	Sangrur
9	Jalandghar	20	Shaheed Bhagat Singh Nagar
10	Kapurthala	21	Taran Taran
11	Ludhiana		

3. Punjab School Education Board required Light & Heavy Commercial Vehicles to supply Text Books and Examination material to and fro from its head office to various parts of the state of Punjab.
4. Depending upon the quantity of load, representative from head office and from Regional Offices will call for the Light or Heavy Commercial transport vehicle. Immediate and prompt service must be provided by the successful bidder. Carelessness or delay in any means will not be tolerated.
5. Generally same vehicle is used to cover more than one destination in the process, but payment will be done on the kilometer basis only.
6. The bidder should be in the business of providing vehicles for at least three years to any Government / Semi Government / Board / Corporation / PSUs / Reputed firms. The proof for the same must be uploaded along with the Technical bids
7. Each e-tender should be accompanied with Tender Document fees as given in Section I (Page 2), which is to be paid through online mode (NEFT/RTGS, OTC, Net Banking, **IPG**). Other mode of payment will not be considered.
8. Each e-tender should be accompanied with Earnest Money Deposit (EMD) as given in Section I (Page 2), which is to be paid through online mode (NEFT/ RTGS, OTC, Net Banking, IPG). Other mode of payment will not be considered. No concession / exemption regarding the deposit of earnest money will be given on any grounds, whatsoever and tenders not accompanied with earnest money will be rejected straightaway. Earnest Money will be considered as Performance Security in case of successful Bidder. The bidder should not have been declared as a defaulter or penalized by anybody for any reasons during providing the services.
9. The bidder should not have been penalized for any reason by the Board in the past for providing the transport services.
10. The vehicles to be provided should be in perfect running condition full filling the latest emissions norms. The bidder shall ensure that the vehicles provided should be in good running conditions.
11. Driver should always have their mobile phone in "On mode" during Board's tours.
12. The vehicle should be registered with the Transport Authority of Chandigarh / Punjab/or any other state of India as per rules of Govt. of India in any district of Punjab state along

with all valid documents such as valid insurance, road tax, pollution certificate and any statutory payment and documents etc. The drivers should possess valid driving license issued by appropriate authority, should be well mannered / disciplined and adequately educated.

13. The bidder must furnish an undertaking that the information provided with the bid document is correct in all respects.
14. Online Technical bids will be opened first as per schedule given in Section-I (Page-2) in the presence of those bidders who may wish to be present. The Commercial Bids of only those bidders will be opened, who are found to qualify as per “Technical Bid”. Commercial Bids will be opened after finalizing the Technical Bids.
15. The bidder should quote the rates of service in Annexure–A for all categories. No overwriting or cutting is permitted in the financial bid form. In such case, any cutting found in this form, the tender shall be summarily rejected. The tender form should be stamped and signed by the bidder himself / themselves or his authorised person on every page before uploading online.
16. Bids from Joint Ventures and subletting are not acceptable.
17. The Board will deduct Income Tax at source/ TDS as provided under Income Tax Act, from the bidder on the income comprising therein and other service charges, as per the instructions issued by the Government from time to time.
18. Terms and conditions outlined in this tender document will have to be complied with by the successful bidder. The bidder should affix his signature in token of his acceptance of all terms and conditions.
19. The Board reserves the right to cancel/ reject full or any part of the tender for which bidder do not fulfill the conditions stipulated in the general conditions and terms and conditions governing the tender and no correspondence thereof shall be entertained whatsoever.
20. Board reserves the right to accept or reject any bid irrespective of its being the lowest in the interest of the Board. In awarding the contract, interest of the Board shall be paramount and in this regard the decision of the Secretary, Punjab School Education Board shall be final.

21. **The Board reserves the right to terminate the contract during contract period also after giving a notice of 10 days to the transporter.**
22. The empanelled agencies shall ensure that the hired vehicles have valid papers including RC book and insurance etc and the drivers are in possession of a valid License during the period of the contract.
23. Board shall not be responsible for any damage to the vehicle in case of an accident or otherwise, theft of vehicle / parts and accessories therein. This office shall not be responsible for any third party claims, any challan and disobeying of Traffic rules caused by the vehicle driver.
24. The empanelled agencies shall ensure the compliance and depositing of all Taxes including Income Tax, Motor Vehicle tax, GST, etc including any taxes imposed in future also. However, the Service Tax, if any payable, shall be paid by the Bidder and the same shall be reimbursed to him on actual basis. Toll tax, Parking Charges shall be payable over and above the quoted charges by the Board, but the service bidder/agency shall have to produce proof of payment of such taxes and charges.
25. The calculation of mileage shall be from the reporting point to the relieving point and will not be calculated on garage to garage basis.
26. The agency shall ensure that the odometer of the vehicles supplied is properly sealed, so that no tempering is done with a view to inflate distance travelled.
27. In case of any breakdown / non attending duty by the driver within the proper time the agency shall make arrangement for providing other vehicles. In such a case, mileage from garage to the point of breakdown would not be paid. Labour regarding shifting of material/books from one vehicle to another will not be paid by the Board in such a case.
28. The driver should be well conversant with all traffic signals, roads and routes of Chandigarh, Punjab and adjacent areas.
29. The driver should always remain with the vehicle during the entire period of duty. In case of any urgency, the driver may seek permission of the concerned officer.



30. The agency should have an adequate numbers of telephones for contact round the clock. The driver shall observe all etiquette and protocol while performing the duty **and shall be neatly dressed, should wear proper uniform** and must carry mobile phone in working condition, for which, no separate payment shall be made by this office.
31. A daily record in proper manner should be maintained indicating time and mileage for each vehicle run and it should be submitted as and when directed by the concerned officer. Log book should be counter signed by the concerned District officer.
32. The vehicles should be covered to protect the books and Examination material from drainage in case of raining etc.
33. The order for providing vehicles may be given to the agency which has quoted the lowest rates while meeting all the terms and conditions given in the tender document. However, to safeguard against failure by this agency to provide desired numbers of vehicles / services this office may hire vehicles from the open market at rates less than or at par with the approved rates, and any excess charges will be recovered from agency.
34. The service contract shall be valid for one year from the date of execution of contract. However, the Competent Authority may extend it for further two year and also can terminate the contract without assigning any reason thereof to the agency / service provider.
35. The period of detention due to natural calamities i.e. road blockage/traffic blockage shall not be considered while minimum charges/night charges or any other way.
36. The agency should keep necessary tools kit always with the vehicle and updated "pollution under control certificate" with the vehicle.
37. The EMD of bidders, whose rates are not approved, will be returned with 30 days upon finalization of the tenders. No interest will be paid on the amount of the security deposit. Only then the EMD will be released and adjustment of final account will be made.
38. The service provider must ensure to provide the vehicle in good condition especially tyres while carrying any kind of material i.e. confidential or non-confidential material in order to avoid the delay.
39. The service provider must provide covered vehicle while carrying confidential material.

40. In order to avoid any breakdown/damage during the transportation of material/men the bidder/agency must ensure that vehicles used for the same must have got timely serviced as per the company manual.
41. Checklist of eligibility criteria for this tender to be uploaded as requirement of this tender:
- I. Tender document fees of Rs. 1000/- through online
  - II. Tender Processing fees through online
  - III. Tender EMD of Rs. **2,50,000/-** through online.
  - IV. Only those Bidders shall participate who possess registered documents of individual / Firm / Company etc. Only such bidders / parties who have required vehicles in its possession and can timely provide prescribed vehicle can participate in the tender.
  - V. A) The bidders / parties must register in this line of business should have minimum three years of experience in this field. Details (with supporting documents) of the other organizations where such contracts are undertaken, Balance sheet or Income Tax reports of last three years required.  
B) The bidders / parties must have valid PAN no, GST no to participate in the tender and must submit self attested copy of the same.
  - VI. Number of vehicles of the individual / Firm / Company etc and the documents of each vehicle required:
    - 1. R. C. Book
    - 2. Road Tax Clearance Certificate
    - 3. Certificate of Insurance Policy

4. Valid driving license for the category of the vehicle quoted
  5. Valid pollution certificate
- VII. Acceptance of terms and conditions mentioned in Tender document. Each page of terms and conditions to be duly signed / stamped as token of acceptance and submitted online as part of Tender document.
- VIII. Blacklist undertaking as per the point No. 5 & 6 of the Tender document submitted online separately.

I / We have carefully read the above terms & conditions and undertake to abide by the same.

Dated:

Place :

(Signature of Tenderer with stamps of the firm)

Name :

Telephone No:

Address:

**PUNJAB SCHOOL EDUCATION BOARD**  
**TENDER FOR HIRING OF VEHICLE**

**TECHNICAL INFORMATION:**

1. Name of the party \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Mobile No.: \_\_\_\_\_ Telephone No.: \_\_\_\_\_
4. Nature of the business \_\_\_\_\_
5. Registration Number of Business of Tenderer \_\_\_\_\_  
(If any, attested photocopy of registration should be attached.)
6. PAN Number of Tenderer \_\_\_\_\_ (Attested copy should be attached)
7. GST Number of Tenderer \_\_\_\_\_  
(if required for this work, attested copy should be attached)
8. Whether each page of Tender have been signed and stamped. Further check list requirements mentioned at Sr no. 37 (Page no. 10) fulfilled. Yes/ No

9. UNDERTAKING

I/We undertake that I/We have carefully studied all the terms and conditions and understood the parameters of the proposed work of the Punjab State Board of Technical Education and Industrial Training and shall abide by them.

I/We also undertake that I/We have understood "Parameters and Technical Specifications for conducting the work" mentioned in Pre Qualification Criteria and shall execute the work strictly as per the parameters.

I/We further undertake that the information given in this tender are true and correct in all respect and I/We hold the responsibility for the same.

Dated:\_\_\_\_\_

Place:\_\_\_\_\_

(Signature of Tenderer with stamps of the firm)

Name:\_\_\_\_\_

Telephone / Mobile No.\_\_\_\_\_

Address:\_\_\_\_\_

\_\_\_\_\_

# PUNJAB SCHOOL EDUCATION BOARD

## TENDER FOR HIRING OF VEHICLES

### ANNEXURE-A

#### Commercial Bid

• Rates in Rs. (Inclusive all taxes)					•	•	•
Description of Vehicle	1 Ton	2 Ton	3 Ton	4 Ton	5 Ton	6 Ton	7 Ton
Rate Per Km.							
Fixed kilometer to be charged by the Agency/ Firm							
Night Charges After 10.00 PM							
Any other Charges							

Dated:

Place:

(Signature of Bidder with Stamps of the firm)

Name of bidder\_\_\_\_\_

Mobile/Telephone No\_\_\_\_\_

Address\_\_\_\_\_