

Tender Sr. No. _____

TENDER DOCUMENT

Name of Work

TENDER FORM FOR HIRING OF VEHICLES



HIMACHAL PRADESH POWER CORPORATION LTD.

(A State Government Undertaking)

Himfed Bhawan, Panjri, Old MLA Quarters, Shimla-5

To,



Himachal Pradesh Power Corporation Limited

(A State Government Undertaking)

Himfed Bhawan, Panjri, (Below Old MLA Quarters), Shimla-171004.

Phones: 0177-2633814, Fax Nos.: 0177-2633813

TENDER NOTICE

Himachal Pradesh Power Corporation Ltd. invites sealed tenders from eligible firms/transporters/companies/individual registered owners of vehicles of latest models after 1st October, 2012 for providing their vehicles on monthly contract basis of the following models: -

1. Innova/Tavera/Xylo/Scorpio
2. Tata Indigo/Swift D-zire
3. Maruti ALTO/Tata Indica
4. Mahindra Bolero/Tata Sumo or equivalent

The vehicles shall be engaged initially for 2(Two) years further extendable up to 2 (Two) years subject to satisfactory performance of the vehicles. Tender Document containing detailed terms and conditions can be obtained from 10:00 AM to 2:00 PM up to **8th March, 2013** from the Assistant Engineer (Estate), HPPCL, Himfed Bhawan, Panjri, Tutikandi, Shimla-5 on the cash payment of `200/-. The same can be downloaded from HPPCL website www.hppcl.gov.in.

Duly completed tender forms are to be submitted in the O/o Assistant Engineer (Estate), HPPCL, Himfed Bhawan, Panjri, Tutikandi, Shimla-5 latest by 2:30 PM on **8th March, 2013**. The tenders shall be opened at 3:00 PM on **8th March, 2013** in the presence of intending bidders or their authorized representatives who may wish to be present.

Director (Personnel)



Himachal Pradesh Power Corporation Limited

(A State Government Undertaking)

Himfed Bhawan, Panjri, (Below Old MLA Quarters), Shimla-171004.

Phones: 0177-2633814, Fax Nos.: 0177-2633813

Instruction to Bidder

1. The tenders should be submitted under sealed cover super scribing the NIQ number and date of opening. Inside the sealed over, the tender and the EMD should be submitted in two separate sealed covers.
2. If a registered firm/transporter submits the tender document the earnest money amounting to 20,000/- in the form of Demand Draft in favour of HPPCL, Himfed Bhawan, Panjri, Tutikandi, Shimla-5 payable at Shimla should be enclosed with the offer in a separate envelope. The offers without earnest money shall not be entertained. In case of acceptance of rates/award of contract the EMD shall be converted in to security deposit. Further if the agency fails to supply the awarded fleet strength with in stipulated period the earnest money shall be forfeited. However, individual registered owners of vehicles shall be exempted from earnest money. But at the time of award of contract/rates they have to deposit a sum of `5,000/- in cash which shall be converted in to security deposit. Similarly the same will be forfeited if he fails to provide the vehicle with in stipulated period.

Preference shall be given to individual registered owner of vehicles of latest model after 1st October, 2012 while awarding the contract with a view to give direct employment benefit to vehicle owners without involving any middle man or commission agent etc.

3. Ten per cent of monthly hired charges will be retained by HPPCL towards security deposit till such accumulated retention money adds up to maximum three months monthly hire charges.
4. Monthly running of the vehicle would be 3000 kms approx. this is only indicative and the vehicle would be required to run more or less than this figure as per requirement without any limit. The speedometer of the vehicle will be jointly sealed by the owner and Engineer-in-Charge. No vehicle without working speedometer shall be acceptable. In specific cases of speedometer breakdown, the permission for running the vehicle shall be obtained from Engineer-in-Charge.
5. The contract for hiring of any vehicle can be terminated by serving one month notice from the either side without assigning any reasons thereto.
6. The offer will remain valid for a period of four (4) months from the date of the tender opening.

7. The rates offered shall be valid for 27 months from the date of opening of the tender. The contract would be for a period of 24 months from the date of award. HPPCL reserves the right to extend the contract further up to 24 months subject to satisfactory performance.
8. In case the date of receipt /opening of tenders happen to be a holiday, same shall be received /opened on the next working day.
9. In case of acceptance of rates, the owner shall have to sign an agreement with HPPCL regarding terms and conditions with regard to hiring of vehicles/hire charges.
10. The undersigned reserves the right to reject any or all the Tenders received without assigning any reason thereof.

Eligibility Criteria:-

- I. The bidder should be from a local area and a Bonafide resident (Documentary proof in this regard should be attached) thereof.
- II. Preference will be given to individual registered owners of vehicle while awarding the Contract.
- III. In case any person signs the tender/agreement on behalf of a firm/transporter, individual concerned, letter of authority empowering him/her to sign the document shall be enclosed with the tender document.

Definition:

- (a) **Local Area:** Local area means an area/Tehsil in which the office/Project, for which the work is to be awarded, falls. In case two or more locations in different tehsils are involved in one tender or work contract then all these will form local area for that work contract. For the purpose of clarity, entire Shimla Municipality as well as Shimla Tehsil being Corporate Office shall be considered as local area for the purpose of this Tender.
- (b) **Local Bonafide Resident:** A local Bonafide Resident means a person, who is a Bonafide resident, own land/house, owns commercial establishment or otherwise works for gain, exercise a right of franchise and duly registered in the records of Gram Panchayat/Municipality of the Local Area/Office situated within Tehsil of local area.

Terms and Conditions of the Contract:-

1. The vehicle should be fitted with basic amenities viz.
2. The vehicle should be in good running condition and should be new one model i.e. latest model after 1st October, 2012. The owner shall have valid permit for plying the vehicle in HP as well as all over India.
3. The registration fee, payment of route permits, renewal of route permits, payment of all taxes and levies and passing of vehicle will be the responsibility of the owner. It will be the responsibility of the owner to obtain the necessary permit to ply the vehicle on restricted/sealed roads in Shimla, however, fee cost shall be reimbursed by HPPCL. Payment of toll tax/entry fee at barrier etc. within HP and interstate will be reimbursed by the HPPCL as per actual.
4. The vehicle shall have two sets of loose white covers so that these can be changed alternatively, after washing/dry cleaning. Cost of washing/dry cleaning of these covers be borne by the owner himself. The seat cover of the vehicle shall have to be replaced/changed weekly. The owner shall maintain vehicle in good running condition and keep neat and clean regularly.
5. The owner shall provide driver having valid LMV driving license with minimum five years experience of driving a vehicle on hilly roads No driver will be allowed to be replaced without prior approval of the Engineer-in-Charge.
6. The vehicle shall be stationed at HPPCL office at Himfed Bhawan, Panjri, Below Old MLA Quarters, Shimla-171004. The vehicle should be available from 9:00 AM to 9:00 PM on all working days. It should be parked by the owner at his own risk and responsibility. After working hours, owner will make his own arrangement to park the vehicle.
7. One days weekly rest shall be allowed, however the weekly rest day shall be fixed by Engineer-in-Charge, in case the hired vehicle is plied on weekly rest day, compensatory off shall be allowed accordingly anytime within 3 months.
8. Driver of the vehicle must have a mobile phone with local number for making contact with HPPCL employees/ representatives. The cost/expenditure on this account shall be borne by the owner himself.
9. Besides normal working hours on all working days, the vehicle should be made available on all the remaining hours of the day within ½ an hour at call. Besides above, on all working

non-working days also, the vehicle should be made available within ½ an hour of the call during all the 24 hrs of the day.

10. The owner of the vehicles shall provide the drivers as per the requirements of working hours.
11. The vehicle shall be plied on Kacha Pucca Road within and outside H.P. (Chandigarh & Dehradun) including Project roads, inside the tunnels and adits and as per HPPCL requirements and can be called at any time.
12. Reimbursement of normal fuel will be made as per consumption of vehicle as shown below:

Petrol/Diesel:-

- i) Scorpio/Innova/Xylo or equivalent vehicle @ 8 kms per liter.
- ii) Bolero/Tata Indigo or equivalent vehicle @ 10 kms per liter.
- iii) Alto/Tata Indica or equivalent models @ 12 kms per liter.

12. All the petty/major repairs of the vehicle shall be carried out by the owner at his own cost.

- (a)** The driver/owner shall keep and maintain a log book of vehicle which should be completed every day. The HPPCL Executives /non-Executives using the vehicle will verify the journey in the log book. In case of incomplete log book, it shall be considered that the vehicle has not been used by the HPPCL.
- (b)** The vehicles shall be treated as an official vehicle of HPPCL. No private journey/use as a taxi will be allowed. However, journey performed for repair of vehicle, from office to parking place or any other type of journey will be allowed with the permission of Engineer-in-Charge. In case of non compliance of the instructions penalty of ` 10/- Per Kms will be imposed as per actual reading of speedometer.
- (c)** In case the contractor is not able to deploy the vehicles/equivalent replacement vehicle because of reasons of the major breakdown, damage to the vehicle, theft, major accidents and instead to deploy another vehicle of lower category (agreed by HPPC) then an amount of ` 200/- per day shall be deducted from the bill.

Terms of Payment:-

1. HPPCL will make the monthly payments by cheque to the owner within 15 days after submission of the bills.
2. In case of any breakdown the owner will provide substitute immediately, otherwise a penalty of ` 600/- per day will be imposed and the recovery to this effect will be made from the running bill of the owner. In case the owner fails to provide the vehicle within the scheduled time due to the reason beyond his control or due to natural calamities and if the Engineer-in-charge is satisfied with the reasons, no penalty shall be imposed. However, the payment for these days shall not be made by the HPPCL.
3. Normal duty hours will be 12 hours per day i.e. 9:00 AM to 9: 00 PM. For additional hours in excess of 12 hours a day, the vehicle driver shall be entitled for over time charges. These charges shall not be paid in case the vehicle is deputed out of headquarter/place of operation, in which case night halt charges shall be paid.
4. Corporation will not pay for lubricants/coolants/grease etc.
5. All the journeys performed covered on account of filling of fuel/repairs and by the driver during his halt at out station/at head quarters from his residence/place of parking to place of duty shall not be paid by HPPCL.
6. HPPCL shall have the right to deduct taxes/TDS/bank charges etc. at source as applicable as per rules in force from time to time.
7. Service tax/charges, if applicable, shall be borne by HPPCL. Owner has to provide copy of Service tax No. and receipt of tax deposited to HPPCL.
8. If any vehicle is found to be indulged in unfair means/theft/smuggling or carriage of contraband etc the contract of said vehicle shall be terminated immediately without issuing any notice thereto and the security deposits shall stand forfeited.
9. If any vehicle remains absent without any information to the Engineer-in-Charge the penalty of `600/- plus proportionate hire charges shall be imposed and recovery of the same shall be effected from the bill.
10. Night halt charges shall be paid extra in case the vehicle is deputed out of head quarter.

11.If the driver of the vehicle found misbehaving and including in the behavior not becoming of a person entrusted with the vehicle on Govt. duty, the contract of said vehicle shall be terminated immediately without issuing any notice.

Third Party Liabilities: -

1. The owner of the vehicle shall be responsible for payment of compensation arising out of accidents/payment to third party, if involved. No compensation in case of accident/damage to vehicle or death/injury to the driver will be made by the HPPCL.
2. In case of loss to property of HPPCL is caused due to the negligence on the part of the driver of the vehicle, such losses shall be borne by the owner.

Dispute Resolutions:-

1. In case any dispute arises in relation to above contract agreement the dispute will be resolved as per Indian Arbitration Act, 1996. For un-resolved disputes the court at Shimla alone shall have the jurisdiction to adjudicate upon.

For and on behalf of HPPCL

Schedule of hiring of vehicles

Sr. No.	Make of vehicle	Charges	Monthly Hire Charges	Extra running above 3000 kms	Night halt charges	Charges for extra working hours (overtime)	Remarks
1	Scorpio/INNOVa/ Xylo/ Tavera or Equivalent	Hire charges with Driver where the fuel cost is reimbursed by HPPCL up to 3000 kms Per month running	` _____ PM	` _____ Per Kms	` _____ Per Night	` _____ Per Hrs.	
2	Bolero/Tata Indigo or Equivalent	Hire charges with Driver where the fuel cost is reimbursed by HPPCL up to 3000 kms Per month running	` _____ PM	` _____ Per Kms	` _____ Per Night	` _____ Per Hrs.	
3	ALTO/TATA INDICA or Equivalent	Hire charges with Driver where the fuel cost is reimbursed by HPPCL up to 3000 kms Per month running	` _____ PM	` _____ Per Kms	` _____ Per Night	` _____ Per Hrs.	

Note: - Service Tax or any Tax if applicable shall be mentioned extra.

