

Office of the Corporation Engineer: Municipal Corporation Bathinda
Tender Notice - eproc.punjab.gov.in
E-tender No MCB/2021-22/027

1. On behalf of the Commissioner, Corporation Engineer, Municipal Corporation, Bathinda invites (double bid system) bids from eligible bidders for the Project/Work(s) detailed in the following table. The bidders may submit bids for any or all of the following Project/Work(s):-


S. No	Name of Work	Estimate Amount (in lacs)	Earnest money for contractors	Tender Fees	Time period
1	Hiring of 2 No. Innova and 2 No. Bolero in price, model not older than one year from the date of NIT; for 3 year and extendable on year to year basis, for further two years, for the office of Municipal Corporation Bathinda (2 nd Invitation)	--	15000/-	1000/-	3 year

Date and Time Schedule

Last date & time of online sale/ submission of Bidding Document	Opening of Technical Bid Documents	Opening of Financial Bidding Documents
30.9.2021 11.00 AM	30.9.2021 12.30 PM	30.9.2021 3.00 PM

1. The Bidding Documents can be down loaded from website: **www.eproc.punjab.gov.in**. The document downloaded from website should not be tempered, and if any such tempering is detected before or after the opening of bids, the bidder shall be debarred for a period of 6 months.
2. The bidders should have the necessary Portal enrolment with his/her own Digital Signature Certificate (DSC).
3. The bidders should keep checking the website for any **addenda/corrigenda** to the notice/bidding documents till the date of on-line submission of bids, and the bidder should incorporate the same in his bid documents.
4. The cost of the bidding documents (non-refundable) shall be paid online through Net Banking/NEFT/RTGS at portal **www.eproc.punjab.gov.in**.
5. Bid Security/Earnest Money Deposit (EMD) of the amount specified for the Work in the table above shall be paid online through Net Banking/NEFT/RTGS at portal **www.eproc.punjab.gov.in**.

6. Bid(s) must be submitted online through an e-portal www.eproc.punjab.gov.in before the time specified in the table above (as per server clock). The department does not take any responsibility for the delay caused due to non-availability of internet connection or network traffic jam etc. for online bids.
7. Bid documents consisting of qualification information and eligibility criterion of bidders, plans, specifications, drawings, the bill of quantities of the various classes of work to be done and the set of terms & conditions of contract to be complied with by the Contractor can be seen on website www.eproc.punjab.gov.in and scanned copies of the required documents and information as per section-2 (Formats & Annexure) should be attached in the Technical Bid. .
8. Uploaded documents of valid successful bidders will be verified with the original before signing the agreement. The valid successful bidder has to provide the originals to the concerned authority on receipt of such letter, which will be sent through registered post/E-mail/courier.
9. Technical Bids will be opened on-line on the day & time as specified in the above table, in the presence of the bidders who wish to attend. If the office happens to be closed on the date of receipt of the bids as specified, the bids will be received and opened on the next working day at the same time and venue.
10. Bid(s) once submitted online cannot be resubmitted or withdrawn.
11. Conditional bids and the bids not meeting the qualifying criteria on the date of receipt of bids shall be summarily rejected.
12. The undersigned has the right to accept or reject any or all bids without assigning any reason.


Corporation Engineer,
Municipal Corporation,
Bathinda

Proposed Terms and Conditions

Name of Work: Hiring of 2 No. Innova and 2 No. Bolero in price, model not older than one year from the date of NIT, for 3 year and extendable on year to year basis, for further two years, for the office of Municipal Corporation Bathinda.

Online bids invited for the hiring of 2 No. Innova and 2 No. Bolero in price, (model not older than one year from the date of NIT) for three year and extendable on year to year basis for further two years, with All India Transport Registration/Northern India Transport Registration for Municipal Corporation Bathinda on Monthly basis. The service provider will quote the rates in three parts in "Schedule of Prices"(Annex-1) as under:

- a) Monthly fixed charges (Including 2000 K.M.).
- b) Per Kilometer running charges (Beyond 2000 K.M.)
- c) Outstation charges (per night halt from 10:00 P.M. to 06:00 AM)

For hiring the vehicles, following terms and conditions will be applicable:

A) Terms and Conditions For Vehicles:

1. The service provider will depute 2 No. Innova and 2 No. Bolero in price, (model not older than one year from the date of NIT). The vehicle will be used as conveyance by Municipal Corporation Bathinda for local journeys/travel at Bathinda as well as outside Bathinda usually in the State of Punjab and UT of Chandigarh. In very special case the vehicle can travel in the State of Himachal Pradesh, J&K, Haryana & Delhi. The vehicle can travel on any or all days of the month.
2. Vehicles shall possess an All India Permit. No liability for the Inter-State permit charges would be borne by Municipal Corporation Bathinda. However Toll Tax/Parking charges, etc. wherever paid, shall be reimbursed as per actual, subject to the production of its receipts.
3. Expenses towards fuel, Mobil oil, service charges and other repairs and maintenance of vehicles shall be borne by the Service Provider and the vehicles shall be always kept in good running condition. In case of breakdown of vehicle, alternate vehicle shall be made promptly available by the service provider.
4. Maximum up to 1 day off in a month shall be allowed including for service and upkeep of the vehicle, without any deduction of payment, provided the vehicle has been regularly in

use prior to the service. This would be permitted on prior intimation to the concerned officer/office. Service shall be planned on Saturday/Sunday or public holidays. In case of non-availability of vehicle due to breakdown/ servicing on any working day, alternate vehicle shall be provided.

5. The Service provider shall be liable to keep the vehicle in good condition at all times during the contract period.
6. In case of breakdown, he shall provide another vehicle and in case of non deputing the vehicle on receipt of requisition from the requisitioning officer or delay in sending the vehicle, a double amount of the proportionate amount of monthly hiring charges shall be deducted from the monthly bill for the non-working period.
7. The kilometer run, from the point of departure of vehicle for maintenance/repairs, the time it run and rejoin the duties, shall not be considered for billing.
8. The vehicle shall report to this office and shall move as per the instructions of this office.
9. The Vehicle shall be required at any hour of the day and the service provider shall be liable to provide the same.
10. The service provider shall provide a reliable spare tyre, tools, spares and consumables, with vehicle, in order to attend to minor repairs while travelling.
11. The seats shall be well cushioned and should have fine, neat and clean seat covers and vehicles shall also have rubber floor mats.
12. Log Book shall be provided by the Municipal Corporation Bathinda
13. The vehicle shall be duly insured comprehensively including insurance for driver, passengers and third party during the currency of the contract. Insurance premium shall be borne by the Service provider. Lodging and settlement of any insurance claim shall be of their responsibility.
14. The vehicle shall be parked at suitable place provided by the Municipal Corporation Bathinda. In case the service provider/drivers parks the vehicle at any other suitable place of their choice, then the mileage from that place to the place of duty will not be paid to the service provider.
15. Vehicles shall be available for use round the clock, for utilization at our offices in Punjab,

Chandigarh, Delhi and also for deputing to the neighboring States of Haryana, Himachal Pradesh, Rajasthan and J&K.

16. Road tax for the vehicle shall be paid regularly and kept updated by the service provider and all other related expenses shall be borne by the Service provider.
17. Vehicle should be commercial registered with entry in Registration Certificate.
18. The service provider shall have valid pollution certificate for the vehicle and the same should be available with the driver to be produced on demand.
19. Cost of vehicle's registration, insurance, service/repair, road tax, salary/ emoluments / allowances of the driver or any other charges will be borne by the service provider. Only Fixed amount and variable charges for extra running kilometres, if any, shall be paid by Municipal Corporation Bathinda.
20. Any Halt charges, penalty including challan, damages, court case, police case, etc. shall be the sole responsibility of the service provider and Municipal Corporation Bathinda shall not be party in such cases.
21. Total liability including third party, if any, in case of the accident of the vehicle or due to any kind of act of omission shall be of the service provider. Municipal Corporation Bathinda directly or indirectly, shall not be responsible.
22. The life of Vehicle is 5 Year as per Municipal Corporation Bathinda Transport Policy.

B) Terms and Conditions for the Driver of the Vehicles:

1. The driver shall be punctual and polite and shall not be under the influence of any intoxicating drink or drug. The service provider shall be responsible for the conduct of the driver. In case of any complaint regarding the conduct of the driver, he shall be replaced immediately. If Service provider will be unable to provide another driver, the Municipal Corporation Bathinda has the right to terminate the contract awarded to the Service provider. The salary and other expenses of the driver shall be borne by the Service provider. The driver will wear the uniform at all time during the duty, as prescribed by MCB. The cost of uniform will be borne by the service provider.
2. The driver shall maintain a log book and the log book will be signed by the Officer/authorized official using the vehicle on the completion of journey. However, the log book will be verified from time to time by the officer in charge or any other Authorized Officer of the Municipal Corporation Bathinda.

3. The service provider shall also make available the registration certificate of the vehicle in his name with the driver of the vehicle along with all other relevant documents for insurance, road tax pollution free certificate etc. necessary to keep the vehicle running of the road at all time during the contract period.
4. Service Provider shall also ensure that the Drivers possess valid driving license to drive in plain as well as on the hills and will keep the same at all times during duty hours. Validity of Driver's license and fitness of driver should be ensured from time to time.
5. No lodging and boarding facilities will be provided to the driver of the vehicle by Municipal Corporation Bathinda.
6. In case any driver proceeds on leave or is not available on medical grounds or any other ground, alternate replacement shall be the responsibility of the service provider.
7. Transport permit along with road permit should be renewed up to date.
8. The service provider shall ensure mobile facility to the driver at its own cost.

C. Terms and Conditions for the monthly payment of bill of the vehicles:

1. Tax shall be deducted by the Municipal Corporation Bathinda as per income taxRule/Act as applicable from time to time.
2. The Goods & Services Tax to be paid after applying all abetments/exemptions so as to ensure least payout from Municipal Corporation Bathinda under GST provision. The present rate of GST is 5%.
3. The service provider must have registration number with concerned authorities for the relevant service tax. The firm must supply their registration number.
4. Security deposit equivalent to 5% of the running bill shall be deducted by the Municipal Corporation Bathinda from the monthly bills (excluding fuel charges) and the same shall be refunded after successful completion of the contract period.
5. Municipal Corporation Bathinda reserves the right to terminate the contract of the vehicle without assigning any reasons, if the services or the condition of the vehicle is not satisfactory at any point of time during the contracted period.
6. The concerned officer of the Municipal Corporation Bathinda shall make payment within 10 days from the date of submission of bill of previous month on verification of the entries in the logbook.

7. The kilometer run for the journeys, which are not verified / signed by the concerned officer, shall not be payable.
8. In case of breakdown, he shall provide another vehicle and in case of non deputing the vehicle on receipt of requisition from the requisitioning officer or delay in sending the vehicle, a double amount of the proportionate amount of monthly hiring charges shall be deducted from the monthly bill for the non-working period.
9. Variation of 05 paisa for every Rs 1/- variation in diesel Cost taking the base rate of Diesel as that on tender opening date, shall be applicable on actual K.M run, effective from 1st day of the subsequent month.
10. The number and type of vehicle may be vary as per requirement of department.

D. Paying Authority:

The paying authority will be the Municipal Corporation Bathinda.

E. General Conditions:

1. The firm/Service provider shall bring all the original documents at the time of submission of application for purchasing the tender documents. Also attached the photo copies of the same with application as under:
 - a) Registration certificate of vehicle (permit).
 - b) Insurance cover renewed up to date.
 - c) Valid driving license of the driver for running of vehicle.
 - d) PAN card/GSTIN certificate.
 - e) Valid pollution certificate.
 - f) Up dated road tax/passing/fitness certificate of vehicle issued by the appropriate authority.
 - g) Affidavit that the firm/service provider has not been blacklisted by any Govt./Semi Govt. Deptt./Board/Corporation.
2. The service provider is required to submit an Earnest Money Deposit (EMD) of Rs. 15000/- online. Bids without EMD will not be accepted. The EMD will be adjusted against the 5% security & same will be released after successful completion of contract period. The EMD deposited by unsuccessful bidders will be returned within one month from the date of award of contract to successful bidder.
3. The EMD/ Security submitted is liable to be forfeited on the following grounds:
 - 1) On revocation of tender and/or change in the same without consent of Municipal

- 2) On non-completion of work.
4. In case of withdrawal of vehicle from service of Municipal Corporation Bathinda, the service provider shall have to inform to Municipal Corporation Bathinda, 30 days in advance otherwise 30 days payment shall deducted from their bill as penalty. However the vehicle can be disengaged by Municipal Corporation Bathinda by serving 30 days' notice in advance to the service provider.
5. The contract shall be initially for a period of one year, which may be extendable on year to year basis, for further two years, subject to the performance of the Vehicle/ Service Provider/ Market rates and the Life/Kms of the vehicle as specified in 1(E) & 2, with the approval of competent authority.
6. All matter relating to transportation, traffic police and local administration will be dealt by the Service provider himself at his own cost.
7. The bidder has to quote the rates on the "Schedule of Prices" enclosed as annexure-1 and any deviation to the 'NIT' conditions shall be specifically mentioned on separate sheet with signature of bidder along with the bid.
8. The tender shall be accepted up to 11:00AM hrs. on 14.09.2021 and shall be opened on the same date at 3:00 PM in the presence of service provider/firm, whom may choose to be present in the office of Municipal Corporation Bathinda. In case the due date for opening of tender happens to be a holiday, then tender would be received & opened on the next working day at the same time.

Please do not forget to super scribe the envelop (s) with the name of tender and due date of opening of tender.


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