

**HARYANA INSTITUTE OF RURAL DEVELOPMENT
NILOKHERI (KARNAL)**

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Tender Notice for Hiring of Vehicle on Demand Basis

Sealed tenders are invited to hire the vehicles i.e. Qualis / Innova/ Tavera/ Scorpio/ Ertiga/ Bolero, Dezire/Swift, Tempo Traveller (14 seater), Bus 52 seater (A.C.) and Non AC, Tata 407/Canter and Pickup on demand basis for a period of one year. The tender forms containing terms and conditions can be collected from the office of the undersigned on any working day upto 27/09/2021 on payment of Rs. 1,000/- or can be downloaded from the web site of the Institute www.hirdnilokheri.com. In case of download, the Demand Draft of Rs. 1000/- should be submitted with the tender document. The tender form duly filled should be submitted in the Institute upto 29/09/2021 by 5.00 PM.

Date: 10/09/2021

Sd/-
For Director
HIRD, Nilokheri

Detailed Terms & Conditions for Hiring of Vehicle on Demand Basis

1. A.C. Vehicles i.e. Qualis / Innova /Tavera /Scorpio/Ertiga/Bolero, Dzire/Swift, Tempo Traveller (14 seater), Bus 52 seater (A.C. and Non AC), Tata 407/Canter, Pickup is required on demand basis on the basis of per k.m. rate including POL, Driver salary, repair & maintenance charges and all taxes etc. Rates should be given on tender form separately in (Annexure – I) and no cutting or overwriting is allowed in tender form.
2. The tender form can be obtained on payment of Rs. 1,000/- in the form of DD from the office of Director HIRD or can be downloaded from the HIRD website www.hirdnilokheri.com. Proof of payment i.e. original DD should also be submitted with the tender form in case it has been downloaded.
3. The vehicle is required only “ON DEMAND” basis & no minimum KM per month are fixed by the Institute.
4. The night charges for outstation @ Rs. 300/- per night will be paid extra. The Institute will not be liable for the boarding & lodging of the driver. The necessary arrangement will be made by the successful bidder, itself.
5. An earnest money (interest free) amounting to Rs. 10,000/- shall be deposited in the name of Director, HIRD Nilokheri through Demand Draft and the same shall be refunded to the unsuccessful bidders within 15 days from the date of opening of tender. The earnest money of successful bidder shall be converted into security. No interest shall be payable on security. The security of successful bidder will be returned after one month of successful completion of contract.
6. The running of the K.M. of vehicle shall start from the HIRD, Nilokheri and close at HIRD, Nilokheri.
7. Tender will be allotted to the successful bidder mentioning the lowest rate among all the bidders rates per KM only upto two decimal places will be accepted. If two or more bidders have the same rates, the lowest bidder will be decided by lottery system under the Chairmanship of Director, HIRD, Nilokheri and in the presence of participating bidders or their authorized representatives.

8. The vehicle must be registered as per Motor Vehicle Act and should have valid registration permit. Expenditure towards registration of vehicle, Road Tax, Passenger Tax, Commercial vehicle Tax, insurance permit etc. will be borne by the owner of the vehicle during the contract period.
9. The vehicle should be in good running condition.
10. The owner of the vehicle will be responsible for observing rules and regulation under Motor vehicle Act and any contravention of law will be liability of the owner and all Challan or other action taken under Motor Vehicle Act will be responsibility of the owner.
11. All types of liabilities will be borne by the owner of the vehicle including fuel, driver's salary, service, repair & maintenance and insurance etc.
12. Owner of the vehicle will be responsible for good conduct and behavior of the driver of the vehicle.
13. The vehicle must be insured at owner's risk.
14. The deployed driver shall keep valid licenses and upto date tax payment certificate/ receipt, pollution control certificate, insurance and any other tax payment / clearance upto date in his custody during the journey.
15. The vehicle shall be provided with steppeny, tools spares and consumable while travelling.
16. In case, the deployed vehicle is under breakdown, the owner shall provide immediately another suitable vehicle in running condition. Otherwise the deduction shall be made towards the hire charges paid by HIRD for alternative arrangement from the market as liquidated damages.
17. The tempering of meter shall be viewed seriously. In case it is noticed that the meter of the vehicle is mal-functioning and showing extra mileage then actual difference shall be recovered on proportionate basis for the entire period for the calendar month during which the vehicle has actually run. It will be obligatory on the part of the vehicle owner to get the mileage and get it recorded in record of HIRD.

18. In the event of theft, loss or accident or any dispute with any local Govt., Authority, HIRD will not be responsible and vehicle owner will settle the claims at his own level.
19. 100% payment shall be made after due verification within reasonable time.
20. Toll Tax, Parking Fee & other similar Govt. taxes etc. will be paid extra by the Institute on actual basis on production of documents.
21. The Director, HIRD reserves the right to terminate the contract during the period of contract by giving 20 days notice without assigning any reason. If the owner of vehicle is interested to withdraw his vehicle, he shall have to inform at least one month in advance in writing otherwise security shall be forfeited.
22. In case the Contractor is not able to supply the vehicles on demand of the Institute then it will be presumed that the Contractor is not interested to continue with the contract and the period of 20 days notice period as mentioned in clause 20 above, will start from the deemed date of refusal by the contractor and the contractor will have to submit his reply within the specified period. If the reply is not submitted by the Contractor or if the Director, HIRD is not satisfied with the reply then the contract will be terminated immediately & the security of the contractor will be forfeited accordingly.
23. The tender can be extended for further 1-3 years on satisfactory performance with mutual consent of both parties.
24. The undersigned reserves the right to accept or reject the tenders without assigning any reason.
25. The sealed tenders subscribing Hiring of vehicle on demand basis should be submitted in this Institute latest by 29.09.2021 upto 5.00 PM which will be opened in the presence of the committee under the Chairmanship of Director, HIRD, Nilokheri and participating bidders or their authorized representatives. In case of need, negotiations will be held immediately after opening of tenders with the parties present.

Sd/-
For Director
HIRD, Nilokheri

Annexure –I

HARYANA INSTITUTE OF RURAL DEVELOPMENT, NILOKHERI**Tender Form for Hiring of Vehicle on Demand Basis**

Sr. No	Particulars	Details
1	Name of the Firm / Owner	
2	Complete Address	
3	Telephone/Fax/Mobile	
4	Email	
5	PAN No. GSTN No.	No..... No.....
6	Details of Earnest Money	Bank Draft No./ Cheque No..... Date..... of Rs. 10,000/- of..... (Name of Bank)
7	Details of Cost of Tender Form Paid/Deposited	Rs. 1,000/- DD No. Dated

I/We have carefully read and understood the terms and conditions of the Tender Document, I / We quote the rate of each vehicle Per KM as under:

S. No.	Name of Vehicle (A.C. Vehicle)	Minimum KMs	Rate/charges for Minimum Kms.	Rate/charges per KM for above minimum KMs
1.	Innova/ Qualis/ Scorpio/ Tavera/ Ertiga/ Bolero (AC)			
2.	Tempo Traveler (14 seater) (AC)			
3.	Brezza/Dzire/Swift (AC)			
4.	Bus 52 seater (AC)			
5.	Bus 52 seater (Non AC)			
6.	Tata-407/Canter			
7.	Pickup			
8.	Charges in case of Vehicle halted (stayed) for full day any station (Destination) without moving			

NOTE: The Rates of Vehicle will be allowed upto two decimal places only.

I/We shall abide by all the terms and conditions of the tender attached to this Tender Form duly signed by me/us.

Signature of the Tenderer with seal

Date:
Place: