

**Haryana Staff Selection Commission**  
Bays No. 67-70 Sector-2, Panchkula -134151  
(Website [www.hssc.gov.in](http://www.hssc.gov.in))

**Subject:-E-Tender for Hiring Private Vehicles for Examination Purpose.**

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The Commission is looking for experienced service providers in the above field for use at its Examination Centers. The E-tender is being invited from reputed Taxi Agencies having sufficient work experience for concerned activity. The tender must be submitted to the undersigned up to 22.09.2020 till 10.00 AM. Details of activities are given below in table:-

<b>Sr. No.</b>	<b>Activity</b>	<b>Description of the activity</b>
1.	<b>For Hiring of Private Vehicles</b>	<b>Hiring of Private Vehicles with or without GPS tracking system and CCTV for Examination Purpose for Transport of Manpower and Examination Material.</b>

The e-tender for activity mentioned above should be addressed in favour of the Secretary, Haryana Staff Selection Commission, Panchkula.

Dated: 28.08.2020

sd/-  
Secretary,  
Haryana Staff Selection Commission,  
Panchkula.

**E-TENDER FORM****“Hiring of Private Vehicles for Examination Purpose”****HARYANA STAFF SELECTION COMMISSION, BAYS NO. 67-70,  
SECTOR-2 PANCHKULA, HARYANA**

<http://www.hssc.gov.in/>  
During the year 2020-21

<b>Sr. no.</b>	<b>Particulars</b>	<b>Remarks</b>
1.	<b>Tender Notice No.</b>	HSSC/e-tender/vehicle/17/2020
2.	<b>Online Bid Preparation &amp; Submission (Bidder Stage) Start Date</b>	01.09.2020 at 05.00 PM.
3.	<b>Date of pre-bid meeting</b>	18.09.2020 at 02.00 PM
4.	<b>Online Bid Preparation &amp; Submission (Bidder Stage) Expiry Date</b>	22.09.2020 at 10.00 AM
5.	<b>Date of Opening of Technical Bid/s</b>	22.09.2020 at 11.00 PM.
6.	<b>Date &amp; Time of opening of Financial Bid/s</b>	Same day after approval of Technical Bid or as the Commission decides.
7.	<b>Tender Document Fee</b>	Rs. 2000/-
8.	<b>E-service Fee</b>	Rs. 1000 /-
9.	<b>Earnest money deposit</b>	Rs. 1,00,000 /-
10.	<b>Rates to be kept valid for acceptance upto:</b>	One Year from the date of agreement
11.	<b>Total Annual Financial Turn Over (average three years).</b>	Financial requirements Rs. 50,00,000 (Rs. fifty lac only)

Place: Panchkula  
Dated:28.08.2020

sd/-  
Secretary  
Haryana Staff Selection Commission  
Panchkula

**E-TENDER NOTICE**

For and on behalf of the Haryana Staff Selection Commission, Panchkula, E-tender is hereby invited for empanelment on non-exclusive basis for hiring of private vehicles with/without GPS tracking system and CCTV as per requirement for examination purpose from reputed agencies having work experience of minimum three years for exam process or similar activities etc. in Central Government, State Government/Semi Government/Board/ Corporation/ Universities/Public Undertaking/ recruitment agencies, Universities and any reputed/Private Institutions. The tenderer should have ESI, PF, PAN and GST No. which should be mentioned in the technical bid. If a tenderer does not mention these in his bid, he shall not be considered and shall be deemed to be ineligible. The examination can be held anywhere in the State of Haryana, Delhi and Chandigarh. The tender shall include Technical and Financial Proposal. Rate of applicable GST be also separately mentioned. Agency should quote the rates as per minimum and maximum kilometers and AC and non AC vehicles separately. Rates should be quoted including all permit/taxes/toll etc.

**TERMS & CONDITIONS :-**

1. The firm/Company/Person should submit their rates along with a EMD of Rs.1,00,000/- (Rupees one Lakh only) through online payment on or before 21.09.2020 upto 05.00 PM.
2. The agency will provide Maruti Deszire/Etios/Innova/Tavera and Tempo Traveler 14/17 seater vehicles of 2017 or above models on demand basis.
3. Agency shall also provide the rates of vehicles with and without GPS tracking system, CCTV (inside the vehicle) separately.
4. Vehicles should be registered as taxi by the registration authority and should have permit for Haryana, Delhi and Punjab.
5. Vehicle should have valid insurance during the contract period.
6. Parking and toll tax will be borne by the agency.
7. The timing and distance of the taxi will be calculated from Commission office to office return.
8. Area of operation of vehicles Haryana, Chandigarh, Delhi and Punjab.
9. The agency will arrange another vehicles immediately if break down occurs in the existing vehicles at any place at its own cost.
10. Any challan fine due to the negligence of the driver or incomplete documents will be the responsibility of the agency.
11. The agency will be responsible for all kind of work & conduct of driver.

12. The agency will quote rates of AC/Non AC vehicle separately.
13. The agreement will be executed for one year which can be extended for further one year or six months period on mutual consent.
14. The Commission reserves the right to cancel the contract any time without assigning the reason.
15. The firm whose tender will be accepted shall also be required to deposit a security amount of Rs. 2,00,000/- (Rupees two Lakh only) in favour of secretary, Haryana Staff Selection Commission, Panchkula in the form of bank guarantee which may be forfeited by Commission in the event of not carrying the work as per term & conditions of agreement.
16. Commission may call for upto 50 vehicles at a time which the agency shall have to provide at a short notice of one day and if the agency fails to supply the same, the vehicle shall be hired at risk and cost of the agency.
17. Details agreement for the purpose including penal clauses shall be executed after terms and conditions.
18. The rates quoted should specify whether the same are inclusive of all services taxes.
19. Payment shall be made after tax deduction at source.
20. Bill shall be submitted by the agency immediately after the trip is over but not later than seven days in any case.
21. In case of any litigation the jurisdiction will be at Panchkula. In case of any dispute arising under the contract/agreement, the same shall be referred to the sole arbitrator appointed by Chairman, Haryana Staff Selection Commission. He/she may be the employee of Haryana Staff Selection Commission and the award of the Arbitrator shall be final and binding on the parties to the contract/agreement. The venue of Arbitration will be Panchkula and the proceeding of Arbitrator may be in English or Hindi.
22. The service provider, who shall succeed will not disclose the confidentiality of activity (examination process) and anything related thereof to anyone except only after the proper approval of the Commission and a non-disclosure undertaking shall have to be submitted to the Commission on the stamp papers.
23. The Commission reserves the right to reject/cancel/withdraw the tender without any reason at any time.
24. Earnest money deposit will not carry any interest. The EMD deposited by unsuccessful bidder/tender will be refunded as soon as possible. EMD of successful tenderer will be refunded after successful tenderer finishes the agreement successfully.

25. The contract/agreement will be governed by the applicable law in India for the time being in force.

The tender should be submitted by 22.09.2020 till 10.00 AM and the technical bid shall be opened on the same day i.e. 22.09.2020 at 11.00 AM. The Financial Bid will be opened after approval of technical bid. Date and time of opening of financial bid shall be intimated at the time of opening of technical bid. Further clarification, if any, needed may be taken from office within 3 days of issuance of tender notice.

Note:-The above notice is also available on the website [www.hssc.gov.in](http://www.hssc.gov.in).

Place: Panchkula  
Dated:28.08.2020

sd/-  
Secretary  
Haryana Staff Selection Commission  
Panchkula

## DETAILED NOTICE INVITING TENDERS

Name of work	Hiring of Private Vehicles for examination purpose by the Haryana Staff Selection Commission, Bays No. 67-70, Sector-2, Panchkula . Pin-134151.
Period of Agreement	One year or extendable upto further one year with mutual consent
Earnest Money	Rs. 1,00,000/- (Rupees one lac)
Online Bid Preparation & Submission (Bidder Stage) Start Date	01.09.2020 at 05.00 PM.
Expiry date and time of Bid of EMD submission	21.09.2020 upto 05.00 PM
Last Date of Receipt of e-tender	22.09.2020 upto 10.00 AM
Date of opening of e-tender-technical bid	22.09..2020 at 11.00 AM.
Date of opening of e-tender-financial bid	The Financial Bid will be opened after approval of technical bid. Date and time of opening of financial bid shall be intimated at the time of opening of technical bid.
Place of opening of e-tender	O/o Secretary, Haryana Staff Selection Commission, Bays No. 67-70, Sector-2, Panchkula.

Place: Panchkula  
Dated:28.08.2020

sd/-  
Secretary  
Haryana Staff Selection Commission  
Panchkula

### HARYANA STAFF SELECTION COMMISSION, PANCKULA

Technical Details of agency for providing services of private vehicles for examination purpose of the Haryana Staff Selection Commission, Panchkula in identified cities in State of Haryana, Delhi and Chandigarh.

#### 1. ABOUT THE FIRM:

i)	Name and address of the Agency/firm	
ii)	Contact Person with Designation & Phone No. Mobile No. Email ID.	
iii)	Month and year of establishment	
iv)	Type of Firm/Agency/Organization (Proprietary/Private/Public/Govt.)	
v)	Copy of Registration, if applicable	
vi)	Total Annual Financial Turnover: (attach photocopy of Audited Balance Sheet & Profit & loss Account for last three financial years)	
vii)	Income Tax No. (PAN No./TIN No.)  (Service Tax Registration No. (attach photocopies of three years IRT, GST Return and income Tax clearance certificate)	
viii)	Activities of the Agency.	
ix)	Capacity of the agency and availability of vehicles	
x)	Since when engaged in providing services in concerned field.	

I/we declare and affirm the information given by me/us in the Technical Bid is true to the best of my/our knowledge and belief and that if any wrong information is contained in Technical Bid my/our Technical bid may be cancelled at any stage. I/We also undertake to complete the job exactly as laid down in the technical bid term and condition of the Commission.

Signature of the Bidder

(Name in block letter)  
With seal

2. **Past experience for providing services in Examination for concerned activities:-**

Sr. No.	Name & address of organization and contact details of authorities where services have been rendered.	Nature of work	Cost of the services	Duration for completion of services

Note:-

- i. Attach Experience/performance certificates from the organization to whom you have rendered services. Please indicate telephone number and name of contact person for whom you have handled the above jobs.
- ii. Use separate sheet if space not adequate for writing. Please provide information in the sequence only.

3. **Professional support available:**

- A) Manpower: - Number of person available at different level on regular roll, their experience in relevant field.

Sr. No.	Name of Employee	Designation	Experience

B) Vehicles Details:-

Sr. No.	Name of the vehicles	Model Number	Make	Vehicles No.

C) Other Information:-

- (a) Number of vehicles available with agency.
  - (b) Number of stations/cities in Haryana where services can be provided in one day.
4. i) Have you ever been debarred/blacklisted by Central Government, State Government/Semi Government/Board Corporation and Public Undertaking and agencies--

If yes, please provide the details.

ii) Whether any court cases/Legal Proceeding is pending against the Tenderer:

if yes, please provide the details.

5. Details of EMD (please attach details of on-line payment with this annexure of Rs. 1,00,000/- (Rupees one lac) for activity.

Amount:

Account Number:



Date of payment made :

Drawn on Bank:

6. List of documents to be submitted along with the Technical Proposal:-  
(i) As mentioned in tender and Annexure-I

Certified that all the terms and conditions of the Tender are accepted by us.

Contact Person:

Telephone No.:

Email ID:

Mobile No.:

Authorized Signatory,  
(with full name, Designation and stamp)

## HARYANA STAFF SELECTION COMMISSION, PANCHKULA

Financial Bid for Providing services of private vehicles for examination purpose by the Haryana Staff Selection Commission, Panchkula in identified cities of the State of Haryana, Delhi and Chandigarh.

**Note :- To be sealed separately. Please refer the scope of work and other terms and conditions with regard eligibility conditions mentioned in the tender documents while quoting the rates.**

**The BOQ format is given below :-**

Tender Inviting Authority: Haryana Staff Selection Commission

Name of Work: Hiring of Private Vehicles

Contract No:

Name of the Bidder/ Bidding Firm / Company : (To be filled only in softcopy of BOQ xls sheet)

### PRICE SCHEDULE

Sr. No.	Item Description	Quantity	Units	Estimated rate in Rs.	Addition/ Deduction Values	Basic rate in Figures to be entered by the bidder in Rs.	Total Amount Without Taxes in Rs.	Total Amount in Words in Rs.
1	2	3	4	5	6	7	8	9
1.01	Rate per kilometer with AC (Maruti Suzuki Dzire/ Toyota Etios)							
1.02	Rate per kilometer with AC (Toyota Innova/ Chevrolet Tavera)							
1.03	Rate per kilometer with AC (Force tempo Traveller 14 seater)							
1.04	Rate per kilometer with AC (Force tempo Traveller 17 seater)							
1.05	Rate per kilometer without AC (Force tempo Traveller 14 seater)							
1.06	Rate per kilometer without AC (Force tempo Traveller 17 seater)							
1.07	Rate per kilometer without AC (Toyota Innova/ Chevrolet Tavera)							
1.08	Rate per kilometer without AC (Maruti Suzuki Dzire/ Toyota Etios)							
1.09	Rates of Extra CCTV installation per vehicle							
1.1	Rates of Extra GPS installation per vehicle							
Total in figures								
Quoted rate in words:								

- Income tax will be deducted by the Haryana Staff Selection Commission as per the provision of Income tax Act/Rules in force. Vat/GST, if any, shall be paid extra by the Haryana Staff Selection Commission.
- Every vehicle should have GPS tracking system and CCTV camera.
- The rates must be quoted inclusive of Travelling, Boarding and Lodging Charges of Driver. If any.
- The timing and distance of the taxi will be calculated from Commission office to office return.
- Amount should be indicated in words also.
- Commission will not be responsible for loss/damage of any part of vehicles provided and the agency will be fully responsible for safety and security of its vehicles and driver.

Certified that the terms and conditions of this TENDER are accepted by us.

Authorized Signatory,  
(with full name, designation and stamp)

Contact Person:-  
Telephone No:-  
Mobile No:-  
Email ID:-