

CSK Himachal Pradesh Krishi Vishvavidyalaya, Palampur  
Central Purchase & Disposal Unit

Office of the Comptroller

No.QSD.CPDU/2-6/CSKHPKV/-

Dated

44448-50  
24 AUG 2024

To

The Information & Public Relations Officer,  
Department of Information & Public Relations,  
Government of Himachal Pradesh, Shimla (HP).


Sub: Publication of Tender Notice.

Sir,

Kindly find enclosed herewith Tender Notice for inviting rates from the reputed Taxi Operator's/Owner of Vehicles for hiring taxis. You are requested to get it published in Giriraj Weekly, Punjab Kesari and Divya Himachal only in minimum space on 27-08-2024 under intimation to this office. The bills of cost thereof as per DAVP rates may please be sent in duplicate to this office at an early date.

Yours faithfully,

Encls: As Above

  
Comptroller,  
CSK HPKV, Palampur.

Copy to:

1. The Pool Officer (Vehicles), CSK HPKV, Palampur
2. The Incharge, UNS, CSKHPKV, Palampur along with a complete set of copy of Tender Notice with the request to upload the same in the University Website.

**TENDER NOTICE**

**CSK Himachal Pradesh Krishi Vishvavidyalaya, Palampur  
Central Purchase & Disposal Unit  
Office of the Comptroller**

**Tender for the hiring of Taxies**

Sealed tenders addressed to the Comptroller, CSK HPKV, Palampur are invited for the hiring of Taxies for local/long distance journeys for one year from the date of issue of Notification from the reputed Taxi Operator's firms, Companies, corporations, individuals, etc. so as to reach this office on or before **18-09-2024 upto 3.00 PM**. The tenders so received shall be opened in the office of the Comptroller, CSK HPKV, Palampur on **18-09-2024 at 4.00 PM** in the presence of tenderer or their authorized representatives who wish to be present. The tender form alongwith terms and conditions can be downloaded from University Website [www.hillagric.ac.in](http://www.hillagric.ac.in). The tender must be accompanied with a Bank Draft of Rs.500/- (Rs. Five hundred only) payable in favour of the Comptroller, CSK HPKV, Palampur HP-176 062 and drawn at SBI, HPAU, Palampur as Tender Fee (Non-Refundable). The tender without tender fee will not be entertained.



Comptroller,  
CSK HPKV, Palampur

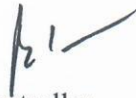
**CHAUDHARY SARWAN KUMAR H.P. KRISHI VISHVAVIDYALAYA PALAMPUR**  
**Central Purchase & Disposal Unit**  
**OFFICE OF THE COMPTROLLER**

**Tel: 01894-230364**  
**FAX: 01894-230364**

**PREVIEW OF TENDER**

**REFERENCE No. QSD/CPDU/2-6/(Tender) /-**

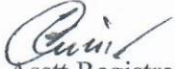
DATE OF ISSUE OF TENDER DOCUMENT : 27-08-2024  
LAST DATE FOR RECEIPT OF TENDER : 18-09-2024 up to 3.00 PM  
DATE AND TIME FOR OPENING OF THE TENDERS : 18-09-2024 at 4.00 PM  
PLACE OF OPENING OF THE TENDERS : CHAMBER OF THE,  
COMPTROLLER,  
CSK HPKV, PALAMPUR  
ADDRESS FOR COMMUNICATION : THE COMPTROLLER,  
CSK HPKV, PALAMPUR  
HP-176 062

  
Comptroller,  
CSK HPKV, Palampur

**SPECIMEN OF AGREEMENT TO BE SIGNED BY THE FIRM AND UNIVERSITY  
ON NON-JUDICIAL PAPER**

It is hereby agreed upon that the Hiring Taxies will be made to the University well in time strictly as per specifications, rate and terms & conditions agreed in the Tender. The terms and conditions of Tender Documents are the part of the agreement. On any breach of these terms and conditions the rate contract shall be cancelled and the security so pledged in the University in this regard, shall stand forfeited.

Name of Firm with  
Signature & Stamp

  
Asstt.Registrar(CPDU)  
CSKHPKV, Palampur

  
Comptroller,  
CSK HPKV, Palampur.

**CSK Himachal Pradesh Krishi Vishvavidyalaya**  
**"Office of the Comptroller"**



**Central Purchase & Disposal Unit**  
**Palampur**

Phone:01894-230364, 283137 Fax:01894-230364 Email: cskhpkvcpdu2014@gmail.com

**CSKHPKV, Palampur** intends to hire Taxis for its office. The terms and conditions governing the Contract are described in Scope of Work and Terms and conditions Governing the Contract. The firms, Companies, corporations, individuals, etc. can participate in the tender

**Instructions for submission of Tender**

1. The tender Document will consist of all documents listed in Annexure I & II. These must be submitted together in the manner indicated below, failing which the tender is liable to be rejected. Incomplete or conditional tender is also liable to be rejected.

2. The tender documents duly completed should be submitted in two separate parts i.e. technical bid and financial bid. The technical bid containing all the required information/documents as prescribed in Annexure-1 and Para-3 below along with tender fee and earnest money should be kept in separate sealed cover super scribed as "**Pre-Qualification/ Technical Bid**". The Financial Bid in the format prescribed at Annexure-II should be kept in the second sealed cover superscribed as "**Financial Bid**". Both the envelopes should be sealed in one envelope and duly superscribed as "**Tender for Hiring of Taxis for the CSKHPKV, Palampur**" and addressed to the Comptroller, CSKHPKV, Palampur.

3. The following documents must be submitted with the prequalification bid:-

i) Tender fee of Rs. 500/- (Non refundable) in the shape of DD in favour of **Comptroller, CSKHPKV, Palampur**.

ii) Crossed Demand Draft/FDR for Rs. 3000/- (Refundable) towards Earnest Money Deposit in the name of the **Comptroller, CSKHPKV, Palampur**.

iii) Copy of Income Tax Pan Card of the firm, Company, individual as the case may be.

iv) Copy of Experience Certificate if any be attached.

v) Photocopies of the Registration Certificate of the Vehicles available with the tenderer vehicle(s).

vi) This tender document with all pages duly signed and clearly indicating the name and designation of the person signing the document duly embossed with official seal. The tender documents must be properly numbered and bound.

4. The Financial Bid shall be in the format as prescribed in Annexure-II.

**(Signature of Tenderer)**

5. The tenders duly completed as described in Paras above must reach the designated address up to 15:00 hrs on **18.09.2024**. Tenders received after **18.09.2024** will not be considered. Tenders will be opened at 16:00 hrs on the same day in the presence of the Tenderers who may wish to be present.
6. Sealed tenders shall be submitted either by the registered post with acknowledgement due or in person. Tenders by Telegram/Fax/Email or any other mode will not be considered.
7. The rate should be filled in carefully after considering all the aspects of work as described in the Chapter-2 on "Scope of Work and Terms and Conditions Governing the Contract". No request for change or variation in rates or terms and conditions of the contract shall be entertained on the ground that the tenderer had not understood the work envisaged by this Contract for Hiring of Taxis for the **CSKHPKV, Palampur** or Labour and local Laws. Any overwriting in the Schedule of Rates should be avoided. In case of a mistake, the mistake should be clearly cut and the correction should be signed in full by the tenderer or his authorized signatory.
8. The rates quoted should not be more than the rates fixed by the District Administration or transport department.
9. The **CSKHPKV, Palampur** reserves the right to re-tender or modify the Terms and Conditions of the tender. It also reserves the right to negotiate the rates with the lowest tenderer, i.e. L-1.
10. Any variation, addition and/or omission in the items of work to be actually carried out shall not form a basis of any dispute regarding the rates quoted by tenderer in the tender. The rates quoted by the tenderer shall be applicable irrespective of the volume of work.
11. The rates for hiring of taxis must be quoted in both words and figures. If there is variation between and in words only the rates quoted in words shall be taken and the rates quoted in figures will not be considered.
12. Each folio of tender documents and every supporting document attached with it shall be signed by the intending tenderer or such person on his behalf as is legally authorized to sign for and on his behalf and embossed with official seal at the time of submission.
13. Tenders containing erasures, omissions or alterations are liable to be rejected. In case any corrections become necessary, the same must be made in ink and all such corrections must be attested by full signature of the tenderer and dated
14. The tenderer is advised in his own interest to visit the site of the work and acquaint himself with all local conditions, means of access to the work, nature of work etc.
15. The tenderer will be required to keep the offer open for a period of 90 days from the date of submission of tenders. It shall be understood that the tender documents have been issued to the Tenderer and the Tenderer is permitted to tender in consideration of the stipulation that after submitting his tender, he will not rescind his offer or modify the terms and conditions thereof in any manner. If the tenderer fails to observe or comply with the said stipulation, the amount of earnest money shall be liable to be forfeited.

**(Signature of Tenderer)**

16. The authority for acceptance of the tender documents and tendered rates will rest with the Competent Authority of the University who does not commit himself to accept the lowest or any other tender, nor does it undertake to assign reasons for its decision in the matter.

17. Acceptance of tendered rates will be communicated through a letter as soon as possible.

18. All the tender documents submitted by the tenderer shall become the property of the University and it shall have no obligation to return the same to the tenderers.

19. Canvassing in connection with tenders is strictly prohibited and the tender submitted by the tenderer who resorts to canvassing will be liable for rejection.

20. If the tenderer deliberately gives wrong information or conceals any information/facts in his tender, which shall be favourable for acceptance of his Tender fraudulently, then the University reserves the right to reject such tender at any stage or execution without any financial liability.

21. The tenderer whose tender is accepted shall be required to appear at the University in person or if the tenderer is a Firm, Company or a Corporation, a duly authorized representative shall so appear and execute the contract documents within seven (07) days of the date of issue of communication from University and start the work with effect from the date mentioned in such communication. Failure to do so shall constitute a breach of the contract concluded by the acceptance of the tender.

22. Every tenderer shall state in the tender his postal address fully and clearly. Any communication sent to the tenderer by post at his said address shall be deemed to have reached the tenderer in time.

#### **Scope of work & Terms & Conditions Governing the Contract**

1. The Vehicle may be hired on monthly basis or on Km basis as per the requirement of University. The tenderer is required to quote rates accordingly on prescribed format attached as Annexure-II.

2. Expected monthly running of the vehicle when hired on monthly basis would be 1500 kms. However, the actual running may vary.

3. The vehicle provided should not be more than 5 years old and total mileage covered should not exceed 60,000 kms.

4. The vehicle should be kept neat and clean and in perfect running condition with adequate quantity of fuel, and should be provided with neat and clean seat covers/towels and there should be sufficient space in the dicky to keep the luggage. The Contractor shall ensure the placement of a plate at a suitable place in front of the vehicle to indicate that the taxi has been hired for University/Govt. use.

5. The registration fee, payment of route permits, renewal of route permits, payment of all taxes, levy of toll tax, entry tax at barriers, timely passing of vehicle etc., will be the sole responsibility of the contractor.

**(Signature of Tenderer)**

6. The contractor or his nominee shall ensure his presence at a short notice when required by the University.
7. The contractor shall make payment of wages to his driver(s) as per provision of Minimum Wages Act, 1948 or as notified by the State Government from time to time and shall ensure that the deductions being made on account of EPF etc. have been duly accounted for and paid to the concerned authority.
8. The contractor shall be responsible for proper maintenance of all registers, records and accounts so far as these relate to the compliance of any statutory provisions/obligations. The contractor shall be responsible for maintaining record pertaining to payment of Wages and also for depositing the PF/ESI contributions with the authorities concerned and providing evidence in support thereof to the Department, if called for.
9. The contractor shall engage Driver(s) who is/are medically fit. The Contractor shall ensure that the antecedents of the driver are verified by the Police to the satisfaction of the University.
10. The driver and vehicle provided shall not be changed without prior permission. If either the vehicle or the driver is not found suitable by the University then the vehicle/ driver shall be changed immediately on receiving a request from the University to that effect.
11. The Driver of the vehicles provided by the Contractor shall observe all the etiquette and protocol while performing his duty. The driver(s) of the vehicles shall be neatly dressed and must carry a mobile phone in working condition, for which no separate payment will be made by the University.
12. The Contractor shall meet all expenses in respect of all claims arising due to any accident and shall have no claim whatsoever for reimbursement of any such expenses on account of such accidents and any third party claims against the Contractor shall be the sole responsibility of the Contractor.
13. In the event of the award of the tender and prior to execution of the contract, the contractor shall be required to submit the copies of the Registration Certificate and Comprehensive Insurance Policies of the vehicles being offered for hire and particulars with photograph of the driver(s) dedicated to the vehicle(s). He may also be required to physically produce the vehicle(s) in the University.
14. The journeys performed by the driver/owner on account of filling of fuel, repairs, services, halt at outstation/headquarter, journey from place of residence to place of duty/place of parking shall not be paid by University.
15. Besides normal working hours on all working days, the vehicle should be made available at any time within half an hour call (or as may be decided by the University).
16. The vehicle may need to be plied on all kind of roads, within and outside Himachal Pradesh including rough and Kaccha roads.
17. The Driver/Contractor shall keep and maintain a log book with the vehicle which should be regularly updated. The staff of University using the vehicle will verify the journey in the log book. In case of incomplete log book, it shall be considered that vehicle has not been used by the University.

**(Signature of Tenderer)**



18. In case of delay in reporting of vehicle at specified time and place by more than 30 minutes, a penalty of Rs. 100/- will be levied for each such delay.
19. In case the contractor is not able to provide vehicle at specified time and place an amount equivalent to one day's hiring charges will be deducted from the monthly bill for each day of non-reporting (if hired on monthly basis). In addition, a penalty of Rs. 200/- will be levied for each day of non-reporting.
20. The Contractor shall present monthly bill (when hired on monthly basis) to the University for making payments and the payment for such bills, if complete in all respects, shall be released after verification within 15 days by the University.
21. Tax deduction at Source and other taxes as per applicable law will be deducted by the University.
22. At the initial stage, the contract shall be awarded for a period of one year from the date of commencement of contract. The University has discretion for extending it for further term of months/years on mutually acceptable terms and conditions and rates at the sole discretion of the University. However, it will be obligatory on the part of contractor to continue to work at the rates prevailing on the last date of the contract even beyond contract period for at least two months or till the new contract is finalized, whichever is earlier.
23. The tenderer will be required to deposit a sum of Rs.3,000/- as earnest money alongwith complete tender documents for Pre-Qualification Bid. The earnest money is towards an undertaking by the tenderer that the tenderer will not back-out from his offer or modify the terms and conditions thereof in a manner not acceptable to the University. Should the tenderer fail to observe or comply with the said stipulation, the entire amount shall be liable to be forfeited.
24. The earnest money deposit(EMD) as referred to above shall be made by Demand Draft/FDR made/pledged infavour of the Comptroller, CSK HPKV payable at Palampur and valid for a minimum period of one month after the date of opening of tender.
25. The EMD of unsuccessful bidders will be returned within 15 days of opening of tenders and that of successful bidder will be retained till the deposit of security deposit as per **Clause 26 below**.
26. The successful tenderer whose rates are finally accepted must deposit as Security Deposit for successful performance under the contract, a sum of Rs. 10,000/- by pay order or demand draft or Bank Guarantee or Fixed Deposit in favour of University within 7 (Seven days) in case of hiring monthly basis & Rs.3,000/- in case of empanelment for hiring on Km basis from the date of communication of award of contract and execute an agreement in the prescribed form. If he declines or fails to remit the amount towards security deposit, the entire amount of Earnest Money Deposit will be forfeited.
27. The technical/Pre-qualification bids will be opened in the first stage and will be evaluated.
28. The Financial Bids will be opened only in respect of those firms, which meet the Technical Bid criteria. The Evaluation Committee of the University will assess the financial bids of the bidders who have been declared eligible after technical evaluation.

**(Signature of Tenderer)**

29. The University intends to award the complete contract to one firm. However, the University reserves the right to split the contract and award the contract to two or more different bidders separately.

30. Any clarification with regard to the meaning or intent or interpretation of any of the provisions of these terms and conditions required on any point shall be sought from the Comptroller, CSK HPKV Palampur, whose decision in the matter shall be final and binding on all. Any other matter relevant to but not covered in the contract shall also be decided by making reference to him and his decision shall be binding on all.

31. The vehicle should be available from 9.00AM to 6.00PM on all working days in case of monthly basis.

32. In case either the University or the Contractor wants to take any dispute to court of law only courts in Palampur shall have the jurisdiction over the matter.

33. The University reserves the right to terminate the contract any time without assigning any reason/notice.

**(Signature of Tenderer)**

**FORM FOR PRE-QUALIFICATION TECHNICAL BID FOR PROVIDING TAXI SERVICE TO THE CSKHPKV,  
PALAMPUR**

Sr. No.	Description	Relevant details to be submitted by the tenderer
1.	Name of the Firm, Company, Individual etc.	
2.	Address	
3.	Whether registered with the Registrar of Company, Firms etc., if so details.	
4.	Whether Tender fee of Rs.500/- in the form of DD attached. (Quote DD/FDR No and Date)	
5.	Whether Earnest money amounting to Rs. 3000/- in the form of DD/FDR attached.(Quote DD/FDR No and Date)	
6.	Copy of Income Tax Pan Card	
7.	Photocopies of the Registration Certificate of the Vehicles owned.	
8.	Copy of Experience Certificate for similar work	

Note: Please put this Annexure-1 duly signed along with documents mentioned to be attached in the Technical Bid envelope.

**(Signature of Tenderer)**

**ANNEXURE-II**

**FINANCIAL BID FOR PROVIDING TAXI SERVICE TO CSKHPKV, PALAMPUR**

**NAME OF FIRM:** \_\_\_\_\_

**(i) Bids on Minimum Fixed Charges per month or per day:**

<b>Rates/Charges</b>	<b>Small Car like Alto and equivalent.</b>	<b>Etios, Amaze Swift Dezire Logan or equivalent</b>	<b>Scorpio, Bolero or equivalent</b>
Fixed charges per month (1500 kms and 9 hours per day)			
Rates per day (when hired for a day upto 200 Kms @ 9 hours per day)			
Extra per Kilometer (when hired for more than prescribed Kms for a day or a month)			
Extra per hour (when hired for more than prescribed hours for a day or a month)			
Night halt charges per night			

**(ii) Bids on Rs. per KM basis.**

<b>Rates/Charges</b>	<b>Small Car like Alto and equivalent.</b>	<b>Etios, Amaze Swift Dezire Logan or equivalent</b>	<b>Scorpio, Bolero or equivalent</b>
Rupees per Kilometer			
Night Halt Charges per night			

**Rates/Charges for only those vehicles may be quoted which are available with the Company/firm/Individual**

**(Signature of Tenderer)**