

**Haryana Skill Development Mission (HSDM)**  
**(Skill Development & Industrial Training Department, Haryana)**  
**Industrial Plot no. 2, Sector-3, Panchkula**  
**Email: [haryanasdm@gmail.com](mailto:haryanasdm@gmail.com)**

Quotations are invited to hire SEDAN vehicles on monthly basis. The details, terms and conditions are available on the department website <http://www.hsdm.org.in>. The offers should reach at the above mentioned address within 15 days from the date of publication.

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**Mission Director,**  
**Haryana Skill Development Mission**

**Haryana Skill Development Mission, Industrial  
Plot No. 2, Sector-3, Panchkula.  
Terms & Conditions for Hiring of Vehicle**

1. Sealed tenders are invited for two nos. Maruti Dzire VDI (Diesel) cars on hire on monthly basis for Haryana Skill Development Mission (HSDM).
2. The bidder has to submit financial bid for 3000 Kms Per month with complete month availability along with the rates in per Km, if different, for the additional mileage in excess of 3000 Kms. The rates will be evaluated on the basis of Lump-sum quoted for 3000 Kms on monthly basis. The rates for the additional mileage in excess of 3000 Km will be considered of the bidder who has quoted minimum and the L-1 bidder/firm for the lump-sum rate will have to agree to the same.
3. The bidder has to attach a Demand Draft of Rs.500/- (Rs. Five Hundred Only) in favour of "Mission Director, Haryana Skill Development Mission" payable at Chandigarh as Earnest Money Deposit refundable after the completion of agreement.
4. The bidder has to submit financial bid for 3000 kms. Per Month with complete month availability along with the rates in per Kms, if different, for the additional mileage in excess Kms. on monthly basis. The rates will be evaluated on the basis of Lump-sum quoted for 3000 Kms. on monthly basis. The rates for the additional mileage in excess of 3000 Kms. will be considered of the bidder who has quoted minimum and L1 bidder/firm for the lump-sum rate will have to agree to the same.
5. The rate quoted should be exclusive of GST. The GST will be paid additionally only after receiving the photocopy of the GST Identification Number. No GST will be paid if the firm/contractor fails to provide proof of valid GST Identification Number. Copy of PAN is also required to be submitted by the bidder firm/contractor.
6. The rates shall remain firm during the contract period. No escalation for price variation or any other extra payment what so ever and on any account shall be made/allowed irrespective of any fluctuation in prices/taxes or labour/material or even in wages of the drivers etc.
7. Zero mileage will be taken from point of use.

8. In case, if the journey performed during the month is less than 3000 KM the difference in KM shall have to be adjusted during the next preceding months.
9. Initially the vehicle shall be hired on monthly basis during one year and can be extended further on satisfactory performance and on mutual agreement.
10. Vehicle must be registered as per Motor Vehicle Act as commercial vehicle and have relevant permit for Haryana, Punjab, UT of Chandigarh and Delhi.
11. The vehicle should not be more than four year old and have run not more than 1,50,000 KM.
12. The owner of the vehicle will be responsible for observing all the rules and regulations under Motor Vehicle Act and any contravention of law will be the liability of the owner and all challans or the other action taken under Motor Vehicles Act will be the responsibility of the owner.
13. All types of liabilities will be borne by the owner of the vehicle including fuel, services, repair and maintenance etc.
14. The owner of vehicle will be responsible for good conduct and behaviour of the driver of the vehicle.
15. The vehicle must be insured at owner's risk.
16. The deployed driver shall keep all valid licences and upto date tax payment certificate/receipt, pollution control certificate, insurance and any other tax payment/clearance up to date in his custody.
17. The vehicle shall be provided with Stepney, tools spares and consumable while travelling.
18. The owner shall provide immediately another suitable vehicle in running condition in case the deployed vehicle is under breakdown, otherwise the deduction shall be made towards the hire charges paid by the department for arranging the suitable vehicle from the market as liquidated damages.
19. Tempering of the 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 checked by the controlling officer in the beginning of the calendar month and get it recorded in the log book.

20. In the event of theft, loss, accident or any dispute with any local Govt. Authority, Department will not be responsible and vehicle owner will settle the claims at his own level.
21. The firm/contractor will be reimbursed Rs.200/- per night for stay of the driver on tour to the outstation or any duty after 9.00 PM at headquarter in addition to the rates.
22. The log book will be maintained by the driver and the same shall be filled and verified by the concerned officer in the department using the vehicle.
23. Toll tax and parking fees will be paid by the office when in use for office.
24. Payment will be paid only after satisfactory services provided during the month.
25. Authority reserves the right to terminate the contract at any time.
26. Authority reserves the right to accept or reject the quotations without assigning any reason.
27. The sealed quotation subscribing 'Hiring of Vehicles' should reach the office within the 15 days from the date of publication of advertisement i.e. 20.07.2018. The bids will be opened in front of the bidders present on 23.07.2018 at 11:00 AM in the office of Mission Director, Haryana Skill Development Mission, Industrial Plot No. 2, Sector-3, Panchkula. In case if needed, negotiations will be held immediately after opening of quotations with the interested parties present.