



TENDER FOR SELECTION OF AGENCY FOR
PROVIDING VEHICLES ON A MONTHLY
RENTAL BASIS TO
HARYANA SKILL DEVELOPMENT MISSION
(HSDM)

Reference No: HSDM/ Vehicle Hiring /2025/001

Haryana Skill Development Mission
Kaushal Bhawan, IP-2, Sector-3, Near Majri Chowk
Panchkula, Haryana-134109
Website: www.hsdm.org.in
E-Mail Id.: haryanasdm@gmail.com



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1. Notice Inviting Tender

Haryana Skill Development Mission
Reference Number: HSDM/Vehicle Hiring/2025/001

Haryana Skill Development Mission (HSDM) invites Bids for selection of agency for providing vehicles on a monthly rental basis to Haryana Skill Development Mission (HSDM).

Interested Parties/ Bidders are requested to submit their Bids along with the necessary documents as indicated in the Tender Document.

The Tender Document can be downloaded from www.hsdm.org.in/etenders.hry.nic.in from 30.01.2025 onwards. Please go through the complete document carefully to know the details.

Interested Parties/ Bidders can submit their detailed Proposal/ Bids by ensuring submission of all Requisite documents and EMD on etenders.hry.nic.in by 13.02.2025 (Till 5:00 PM).

All the pages of the Proposal should be properly numbered.

Mission Director

2. Tender for selection of agency for providing vehicles on a monthly rental basis to Haryana Skill Development Mission (HSDM)

Haryana Skill Development Mission (HSDM) invites Bids for selection of agency for providing vehicles on a monthly rental basis to Haryana Skill Development Mission (HSDM).

The Bidders are requested to refer following **Fact Sheet** comprising of important factual data in the Document.

Assignment Title	Tender for selection of agency for providing vehicles on a monthly rental basis to Haryana Skill Development Mission (HSDM)
Name of the Client	Haryana Skill Development Mission (HSDM)
Source of the availability of the Tender Document	HSDM Official website www.hsdm.org.in/etenders.hry.nic.in
Mode of Submission	Interested Parties/ Bidders can submit their detailed Proposal/ Bid by ensuring submission of all Requisite documents and EMD on etenders.hry.nic.in
Earnest Money Deposit (EMD)	The Bidder should submit the EMD amount of Rs.20,000/- (Twenty Thousand Only) on etenders.hry.nic.in which is refundable, if not selected.
Issuing of Tender Document	30.01.2025
Tender Document Download/Start Date	30.01.2025
Bid Submission Start Date	30.01.2025
Bid Submission End Date	13.02.2025 (Till 5:00 PM)
Technical Bid Opening	Shall be intimated
Financial/ Price Bid Opening	Shall be intimated
Proposal Submission Language	English
Proposal Validity	180 days from the last date of submission of the proposal
SPOC	Sh. Ramesh Chander Deputy Director HSDM 9416276957

3. Tender Document Download

The interested bidders may download the Tender Documents from the official website of HSDM i.e. www.hsdm.org.in/etenders.hry.nic.in as per Dates given in the Fact Sheet

4. Bid Submission

4.1 Bid shall comprise of two parts i.e. Technical Bid and Financial/ Price Bid Interested Parties/ Bidders can submit their detailed Proposal/ Bid by ensuring submission of all Requisite Documents and EMD on etenders.hry.nic.in

VERY IMPORTANT: Please note that there shall not be any reference of the offered Price/Rental in the "Technical Bid" and any Technical Bid having these details will be summarily REJECTED.

4.2 Bids received through Telex/Fax/Email shall not be accepted. Bids received after the due date and time shall be rejected and the representative of such Bidders shall not be allowed to attend the Tender proceedings.

5. Eligibility/ Pre-Qualification Criteria

The bidder qualifying the following criteria shall be considered eligible to Bid. The Proposals of only those Bidders shall be evaluated who meet the eligibility/pre-qualification criteria as mentioned below:

Parameter	Specific Requirement(s)	Document(s) Required
Nature of Entity	Legal entity having GST Registration Number	<ul style="list-style-type: none">Any relevant document to prove that the applicant is a legal entity like Certificate of Incorporation, Certificate of Registration, Partnership deed, etc.GST Registration Certificate
Experience	Must have experience of more than three (03) years on closing date of the bid for providing vehicles to Govt/PSU/Autonomous Bodies.	<ul style="list-style-type: none">Work Order(s) separately for each FY obtained from Govt/PSU/Autonomous Bodies.
Ownership of Vehicles	Must have ownership of atleast 05 vehicles on the name of the applicant	<ul style="list-style-type: none">Copy of Vehicle Registration Certificate.

Parameter	Specific Requirement(s)	Document(s) Required
	agency.	
Mandatory Undertaking(s)	Applicant should not have been blacklisted by any Donor agency/ State/ U.T/ Central Govt. or by any Agency/ Department of the State/ U.T/ Central Govt.	<ul style="list-style-type: none"> • Undertaking (Annexure-II)

6. Terms and Conditions

- 6.1 Number of Vehicles Required: 3 (three) vehicles conforming to RTA/RTO regulation along with fuel, driver, and maintenance etc. for office use and site visit etc. The number of vehicles engaged by HSDM may be increased or decreased as per the discretion of HSDM.
- 6.2 Type of Vehicles: Dzire, Amaze or similar make (latest model or model not older than 02 years i.e. not older than 2023 model).
- 6.3 Monthly Minimum Billing: 2,000 kilometres per vehicle.
- 6.4 Vehicle Parking: The vehicles shall be parked at HSDM office premises or at locations as instructed by the Mission.
- 6.5 Drivers:
- o Properly uniformed drivers with valid driving licenses (DL) atleast 5 years old must be provided by the agency.
 - o Drivers' monthly salaries shall be paid by the selected agency. Failure to comply will result in deductions equal to the driver's salary from the agency's payment.
- 6.6 Contract Period: The initial contract period will be one year, extendable to another 02 years based on satisfactory performance.
- 6.7 Vehicle Standards:
- o Vehicles provided should be clean, well-maintained, and comply with all safety and regulatory standards.
 - o Air-conditioning and other basic functionalities must be operational.
- 6.8 Insurance: Vehicles must have comprehensive insurance coverage, and all related liabilities shall be borne by the agency.
- 6.9 Billing and Payment:
- o Monthly bills must include detailed log sheets signed by authorized HSDM personnel.
 - o Payments will be made within 30 days of submission of complete and verified bills.
- 6.10 Penalties:
- o In case of delay in providing vehicles or drivers, a penalty of INR 1,000 per day per vehicle will be imposed which will be over and above the per day rate.

- o Non-payment of drivers' salaries may lead to deductions equal to the amount of the salary from the monthly payment of the agency besides any fine as imposed by HSDM.
- 6.11 Termination:
- o HSDM reserves the right to terminate the contract with one month's notice in case of unsatisfactory performance or violation of terms.
- 6.12 HSDM will not be responsible for compensating for any damage occurred (if any) due to accidents to the vehicle or any person/ property / driver during duty hours. The entire liability of accidents shall be borne by the bidder.
- 6.13 The bidders are advised to quote the vehicle rate including all necessary cost towards maintenance of vehicles, salary of driver, fuel & lubricant for vehicles, interior decoration of the vehicle, RTO / State Govt. Taxes and other taxes, if any, weekly holidays to driver etc. excluding GST & Toll Tax. TDS (Income Tax) & GST TDS will be deducted from the payment of bill as per applicable rules.
- 6.14 The vehicle shall be provided for 10 hours per day during the Duty Hours depending upon the requirement of HSDM.
- 6.15 The vehicle may be used on any non-working day(s) and after working hours.
- 6.16 The selected agency will be reimbursed Rs.300/- per night for the stay of the driver on tour to the outstation (more than 8 hours) or on duty after 9:00 PM at Headquarter in addition to the rates quoted.
- 6.17 The number of vehicles engaged by HSDM may be increased or decreased as per the discretion of HSDM.
- 6.18 Drivers must have a valid driving license atleast 5 years old, mobile phone, neatly dressed in a defined dress code approved by HSDM, well trained, well behaved, and physically / medically fit. Any cost whatsoever incurred on account of this is deemed to be included in the quoted rates. If necessary, a successful bidder shall also provide replacement driver, as and when called by HSDM, failing which HSDM shall levy penalty of Rs. 1,000/- per day.
- 6.19 In case of maintenance / off road / breakdown of vehicles, a suitable replacement of the vehicles shall be provided within two hours. If firm / agency/ individual fails to provide replacement of vehicles, a penalty of Rs.200/- per hour of delay on each occasion, if the reason for late arrival is unsatisfactory plus actual hiring charges of vehicles shall be recovered from the bills/ performance security of firm / agency/ individual.
- 6.20 The selected bidder shall park the vehicle in the premises of HSDM or as desired by the HSDM officials. The vehicle should not be used by the successful bidder/ driver for their own/ any other commercial purpose.
- 6.21 The vehicles are to be used for travelling under the jurisdiction of HSDM and to other States viz. Chandigarh/ Delhi/ Punjab/ Uttar Pradesh/ Himachal Pradesh etc., as required. For this, no additional payment like other State taxes etc. shall be made by

HSDM.

- 6.22 The bidder must quote the rates both in words and figures for all categories of vehicle. In case there is a difference between the quoted rate in words and figures, rates quoted in words shall prevail. If no rate is quoted for a particular type of vehicle, then the bid shall be considered as a non-responsive bid.
- 6.23 The firm / agency should submit their bills along with logbook within 1st week of every month for payment. It is the responsibility of the firm / agency to maintain the log book of every vehicle and get it certified from the concerned officer/official using the vehicle, failing which, payment shall not be released.
- 6.24 Successful firm / agency shall have to supply the required vehicle within 15 days from the date of issue of Letter of Acceptance by HSDM.
- 6.25 Evaluation of bid shall be done for award of work on the lowest cost/ offer basis (L1) for particulars mentioned at Sr. No. 1 of the Financial/ Price Bid Format.
- 6.26 The (L1) Bidder would be intimated about the shortlisting and may be invited for negotiation at the office of Mission Director, Haryana Skill Development Mission. If the lowest valid rates are observed to be not reasonable, then the client either decides to re-invite the tenders. However, if (L1) Bidder fails to sign the agreement, (L2) Bidder may be called for negotiation on the rates quoted by (L1) Bidder.
- 6.27 The successful bidder (L1) shall submit all the required documents of vehicle, Insurance, GST Registration Certificate etc. to execute agreement with HSDM as per terms & conditions mentioned in the bid document, on non-judicial stamp paper of Rs. 100/ which will be made available by the successful bidder, failing which 2nd lowest bidder will be given offer.
- 6.28 The agreement will be made with the selected bidder for a period till 31st March 2026 as per terms & conditions mentioned in the bid document and rates accepted by HSDM. The agreement may be extended beyond the said period on the direction of HSDM depending upon the performance of the selected bidder and on the recommendation of the concerned official.
- 6.29 If successful bidder fails to provide specified vehicle(s), Authority shall have the right to forfeit the Earnest Money Deposit (EMD) / BID Security submitted by the successful bidder.
- 6.30 The contract agreement may be terminated by either HSDM or successful bidder at any time serving one month's advance notice in writing, against which no compensation shall be paid to the bidder.
- 6.31 Amendments, corrigendum, if any, would be hosted on HSDM website/ etenders.hry.nic.in.
- 6.32 HSDM reserves full rights to curtail / modify, halt / cancel, reject any or all offer/s, at any stage without assigning any reasons and no claim whatsoever nature will be entertained on this account.

- 6.33 The successful bidder should ensure that sufficient fuel is always available for travel.
- 6.34 The successful bidder should quote their rates on a monthly basis i.e. per vehicle per month.
- 6.35 Extra running vehicles above the monthly limit of 2000 km will be calculated at the end of 31st March of every year and the running distance of all the months will be calculated.
- 6.36 HSDM will not have obligations: -
- a. HSDM shall not be liable for payment of wages/salaries, other benefits and allowances to his personnel that might become applicable under any act or order of the Government. In this regard, the successful bidder shall indemnify HSDM against any / all claims which may arise under the provisions of various acts, government orders etc. And any breach of such laws or regulations shall be deemed to be breach of this contract
 - b. No direct or indirect liability arising out of negligent, rash and impetuous driving shall be borne by HSDM, and any loss caused to HSDM must be suitably compensated by successful bidder.
 - c. HSDM shall not be responsible for theft, burglary, fire or any mischievous deeds by vendor's staff.
 - d. The successful bidder shall be the employer of his workers and HSDM will not be held responsible fully or partially for any dispute that may arise between the successful bidder and his workers.
- 6.37 NO CONDITIONS SHALL BE MENTIONED IN THE FINANCIAL/ PRICE BID.

TECHNICAL BID FORMAT

Interested parties/ bidders must submit the following documents as a part of their Technical Bid/ Offer:

1. Complete copy of tender document stamped and signed on every page.
2. Documents as required in Eligibility/ Pre-Qualification Criteria
3. Undertaking (Annexure-I)
4. Bidder Information (Annexure-II)
5. Vehicle Details (Annexure-III)

Annexure-I: Undertaking

To
The Mission Director
Haryana Skill Development Mission,
Kaushal Bhawan, IP-2
Sector-3, Panchkula-134109

Subject: Tender for Selection of Agency for Providing Vehicles on a Monthly Rental Basis to Haryana Skill Development Mission (HSDM).

Ref. No. Tender Reference No. _____

Sir,

Having examined the Tender Document, Annexures, Addenda, thereto, we, the undersigned, in conformity with the said Document, offer to provide the said services defined in the Document upon the award of contract/ work order.

We agree to abide by this Proposal for a period of 180 days from the date of Proposal submission and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We agree to accept the Work Order in the form to be communicated by HSDM, incorporating all terms and conditions with such alterations or additions thereto as may be necessary to adapt such work order to the circumstances of the standard and notice of the award within time prescribed after notification of the acceptance of this Proposal.

We agree that if any day during the entire project duration, our act breaches the terms and conditions or we express our inability to execute the project, HSDM reserves all the rights to terminate the work order and appropriate penalty shall be applicable on us.

We hereby confirm that we do not have any conflict of interest in accordance with the Document.

It is certified that the information furnished herein and as per the Proposal / documents / clarifications/ bid submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the conditions of the Document and are liable to any punitive action for furnishing false information / documents.

We have read the provisions of the Document, Annexure thereto and Addenda. We understand that any additional conditions, deviations, suggestions, assumptions, if any, found in our Proposal/ Bid shall not be given effect to and shall not be binding on HSDM in case our Proposal/ Bid is accepted.

We confirm that as on the date of submission of this Proposal/ Bid, we have not been

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Bids invited for selection of agency for providing vehicles on a monthly rental basis to HSDM



ever under a declaration of ineligibility for corrupt or fraudulent practices and not been blacklisted/ debarred by any State Govt./ U.T. Govt./ Central Govt. Board, Corporations and Government Societies / PSU for any reason.

We understand that if the details given in support of the claims made above are found to be untenable or unverifiable, or both, our Proposal/ Bid may be rejected without any reference to us. We also understand that if there is any change in our eligibility criteria status till the date of the award of contract, it is our responsibility to inform HSDM of the changed status at the earliest.

We understand that HSDM is NOT bound to select a Bidder or to appoint the Successful Bidder, as the case may be, for providing vehicles on a monthly rental basis to Haryana Skill Development Mission (HSDM). HSDM reserves the right to reject all or any of the Successful Bidder or Proposal Invitation without assigning any reason whatsoever.

We further clearly understand that HSDM is not obliged to inform us of the reasons for non-acceptance/ rejection of our Proposal/ Bid.

Authorized Signature [In full and initials] with seal :

Name and Title of Signatory:

Name of firm:

Address:

Location:

Date:

Annexure-II: Bidder Information

Sr. No.	Particulars	Details
1.	Name of Firm / Agency / Individual	
2.	Address for Correspondence (with Pin Code)	
3.	Contact Number	
4.	E-Mail Id	
5.	PAN No. (enclose a scanned copy of PAN Card)	
6.	GST Registration No. (enclose a scanned copy of GST registration)	

Authorized Signature [In full and initials] with seal:

Name and Title of Signatory:

Name of firm:

Address:

Location:

Date:

Annexure-III: Vehicle Details

Sr. No.	Vehicle Registration Number	Vehicle Make and Model (e.g. Dzire 2023 model)	Vehicle Ownership (Self-owned/ Leased)
1.			
2.			
3.			
4.			
5.			
6.			

Note: Following documents must be submitted by the Bidder:

1. Copy of Registration Certificate of the vehicles mentioned above.
2. Copy of lease Agreement between bidder and owner of vehicle with proper proof of Identity of Owner (on Rs.100/- stamp paper), in case of any vehicle not owned by the bidder, must be attached, otherwise bid shall be treated as nonresponsive and shall be rejected.

Authorized Signature [In full and initials] with seal:

Name and Title of Signatory:

Name of firm:

Address:

Location:

Date:

FINANCIAL/ PRICE BID FORMAT

Sr. No.	Particulars	Details
1.	Providing vehicles on a monthly rental basis to Haryana Skill Development Mission (HSDM) as per the terms and conditions of the Tender Document "Rate Per Vehicle Per Month" exclusive of GST.	In figures: Rs. _____ In words: Rs. _____
2.	Rate per vehicle for extra running of vehicle above monthly limit.	In figures: Rs. _____ In words: Rs. _____

Please note that "Evaluation of bid shall be done for award of work on the lowest cost/ offer basis for particulars mentioned at Sr. No. 1 of the Financial/ Price Bid Format"