

No.18-01/2018-PSC
HIMACHAL PRADESH
PUBLIC SERVICE COMMISSION
Nigam Vihar Shimla-171002
Phone No. 0177-2623786
Website:www.hppsc.hp.gov.in
Email id: hppsc_shimla@msn.com

Short Term Tender Notice

Sealed tenders/ bids are invited from reputed agencies / firms for Annual Rate Contract for hiring taxies on requirement basis for official use in Himachal Pradesh Public Service Commission, Nigam Vihar, Shimla. Interested parties/agencies who are willing to comply with the terms and conditions annexed to this notice, may submit their bids as given in the instructions for online bid submission.

The detailed tender document can be downloaded from the official website i.e. www.hppsc.hp.gov.in or can be obtained from the office of the undersigned on any working day w.e.f. 15-07-2025 to 05-08-2025 up to 04:00 PM. The tender document can be submitted in the office of undersigned till 05-08-2025 up to 04:00 PM. The Technical Bid will be opened on 07-08-2025 at 11:00 AM and the financial bid shall be opened on the same day at 03.00 PM in the office of the undersigned. The undersigned reserves the right to reject any or all the tender offers without assigning any reason.

Sd/-
Secretary,
Himachal Pradesh,
Public Service Commission,
Shimla-171002.

No.01-18/2018-PSC
HIMACHAL PRADESH
PUBLIC SERVICE COMMISSION
Nigam Vihar Shimla-171002

SHORT TERM TENDER FOR HIRING OF VEHICLE SERVICES (TAXI)

Schedule of Tender

Date of Publication of Tender	15-07-2025
Sale/ downloading of tender document form	15-07-2025 to 05-08-2025 up to 04:00 PM
Last date for receipt of duly filled in tender	05-08-2025 up to 04:00 PM
Date & Time for opening of Technical Bid & Financial Bid of tender	07-08-2025 at 11.00 AM & 03.00P.M.respectively

Cost of tender document: Rs. 500/- (Five Hundred Only) (Non-refundable)

Earnest Money deposit: Rs. 30,000/- (Thirty Thousand Only).

The Secretary, Himachal Pradesh Public Service Commission invites tender for hiring of vehicle Etios or other similar model / Innova / Bolero (with driver) or any other vehicle as per requirement of HPPSC for a period of two years after award of contract. The bidder shall provide vehicle (with GPS) of model not older than January, 2023 and the vehicle should be in excellent condition. The driver should possess valid driving license and be authorized to ply the vehicle provided by the agency.

The contract will be governed by the terms and conditions laid down in the tender document. The tender document can be downloaded from the Commission's website www.hppsc.hp.gov.in. or can be obtained from the office of the undersigned on any working day up to 04:00 PM as per above mentioned schedule. The cost of tender document and earnest money should be submitted in the shape of separate Demand Drafts in favour of Secretary, H.P. Public Service Commission payable at Shimla. Both the Drafts should be put in the envelope containing Technical Bid.

The sealed Technical Bid and thereafter Financial Bid received with in time shall be opened on the date and time mentioned in the tender document. If the date fixed for opening of the tender happens to be a holiday, the tender will be opened on the next working day at the same time and venue as fixed for original date for this purpose.

TERMS & CONDITIONS of the TENDER

PROCEDURE FOR SUBMISSION OF BIDS.

1. There shall be Two-envelope system followed in this Tender. The Bids shall be submitted in the following manner:-
 - (a) **Technical Bid in one envelope and should contain the following:-**
 - (i) General information and checklist as per PERFORMA-I.
 - (ii) Demand draft of Rs.500/- (Rs. Five Hundred) (Non-Refundable) only towards the cost of tender in favour of Secretary, H.P. Public Service Commission payable at Shimla.
 - (iii) Duly filled in document downloaded from the website.
 - (iv) Demand draft of Rs.30,000/- (Rs. Thirty Thousand) only towards Earnest Money in favour of Secretary, H.P. Public Service Commission payable at Shimla.
 - (v) Undertaking as per PERFORMA “II”.
 - (vi) The bidder shall submit a copy of experience certificate of minimum two years for providing vehicles (Taxi) to Central Govt./ State Govt./Semi Govt./Autonomous Bodies.
 - (vii) The bidder shall submit documentary evidence to the effect that offered vehicle is registered as commercial vehicle with taxi permit with the Department of Transport.
 - (viii) The bidder shall submit a copy of PAN.
 - (ix) The bidder shall submit copy of GST registration.
 - (x) The bidder shall submit the copy of Income Tax Return for the financial year 2023-24.
 - (xi) The bidder shall also submit proof of having registered office at Shimla, H.P.
 - (xii) The Technical Bid in the prescribed format (PERFORMA-I) should be filled in original alongwith all attachments and should be sealed in one envelope, super scribed as Technical Bid. The Bidder should put his seal and signature on all pages (serially numbered) of the Pre-qualification-cum-Technical Bid.
 - (b) **Financial Bid in the second envelope and should contain PERFORMA “III”.**
 - (i) The Financial Bid in the prescribed format (PERFORMA-III) should be filled in original, and sealed in one envelope, super scribed as "Financial Bid". The Bidder should put his seal and signature on all pages so enclosed.
 - (ii) Both the Technical & Financial Bid sealed envelopes should then be enclosed in a single envelope which should bear the name of the Bidder and should be super scribed as“Technical & "Financial Bid for the supply of vehicles on rental basis”.
 - (iii) The main envelope thus prepared should also indicate clearly the name, address and telephone number of the Bidder, in order to return unopened Bid to the Bidder for any reason whatsoever.
 - (iv) Pre-qualification-cum-Technical Bid will be opened on the prescribed date and time and checked for submission of EMD and other documents, as specified.
 - (v) Bids received after the due date and time are liable to be rejected straightway, and shall be returned unopened to the Bidder.

TENDER EVALUATION

1. The Pre-qualification-cum-Technical Bid will be opened and evaluated on 01-08-2025 at 11.00 AM and the financial bid will be opened on the same day at 03.00P.M. in the chamber of the Joint Secretary, H.P.Public Service Commission in the presence of the Bidders or their Authorized Representatives, whosoever would like to be present.
2. Bidders are expected to carefully examine all instructions, PERFORMAs, terms & conditions and specifications in the Tender Document. Failure to furnish all information required in the Tender Document, or submission of a Bid not substantially responsive to the Tender Document in every respect, will be at the Bidder's own risk and may result in the rejection of the Bid.

BIDDERS QUALIFICATION

(Documents to be submitted along with Technical Bid)

1. Demand draft of Rs. 500/- (Five Hundred) (Non-Refundable) towards the cost of tender document in favour of Secretary, H.P. Public Service Commission payable at Shimla downloaded from the website.
2. Demand draft of Rs. 30,000/- (Rs. Thirty Thousand) only towards Earnest Money in favour of Secretary, H.P. Public Service Commission payable at Shimla.
3. Undertaking as per Performa "IP".
4. The bidder shall submit copy of experience certificate of minimum two years for providing vehicles (Taxi) to Central Govt./State Govt./Semi Govt./Autonomous Bodies.
5. The bidder shall submit documentary evidence to the effect that offered vehicle is registered as commercial vehicle with taxi permit
6. The bidder shall submit copy of PAN.
7. The bidder shall submit a copy of GST registration.
8. The bidder shall submit the copy of Income Tax Return for the financial year 2023-24.
9. The bidder shall also submit the proof of having registered office in Shimla.

Award of Tender / Contract

The lowest rate quoted under each category of vehicles by tenderers who qualify in Technical Evaluation shall be applicable for other tenders. Only such tenderers among above shall be considered for empanelment who agree in writing to work at the lowest rates quoted under each category of vehicle. Negotiation, if required, may be carried out before finalization of rates.

Main terms & conditions for the bidders participating in the tender:

1. The bidder should quote rates inclusive of all charges i.e. fuel, repair, driver lodging charges etc. The bidder shall quote rates separately as per Annexure-“A” for local & outstation tour.
2. The vehicle should be fitted with all basic accessories.
3. All type of repair shall be carried out by the Contractor at his own cost.
4. In case of any breakdown, it will be the duty of vendor to provide the substitute vehicle and get the sensitive material loaded in the substituted vehicle so as to take the sensitive material within the working hours to the concerned District Head Quarter otherwise a penalty of Rs.1000/- per day will be imposed and the recovery of the same will be made from the bill of the vehicle / performance security..
5. The vendor shall keep and maintain a log book with the vehicle, which should be completed during the tour. The deployed officer/ official of the Commission will verify the journey in the log book.
6. The vehicle shall be treated as an official vehicle of H.P.Public Service Commission, during its engagement with the Commission on the day/days for which requisitioned by the authority of the Commission.
7. The H.P.Public Service Commission will not pay for lubricants/ coolants/ grease/ petrol etc.
8. All the journey performed, covered on account of filling of fuel/ repair and cost incurred by the driver during his halt at out station/ at headquarter from his residence/ place of parking to place of duty shall not be paid by the H.P.Public Service Commission.
9. Department shall have the right to deduct TDS etc. at source as applicable as per rules inforce from time to time.
10. The contractor of the vehicle shall be responsible for compensation payable arising out of accident payment to third party, if warranted. In case of accident/ damage to vehicle or for death/ injury no compensation will be made by the H.P. Public Service Commission.
11. In case loss of property of HPPSC is caused due to negligence on the part of the driver of the vehicle, such losses shall be borne by the vendor.
12. Besides, the vehicle should be made available on all the remaining hours of the day for which the same has hired, immediately on call. Driver deployed with vehicle should have a mobile phone with a local number for better coordination and should wear uniform. The cost/ expenditure on this account shall be borne by the vendor. Switching off mobile or non-response of driver to phone call (either on Mobile or on local number) would be treated as non-availability of vehicle and penalty of Rs. 1000/- per day would be imposed and recovery of the same will be made from the bill / performance security.
13. The driver should have decent behavior and must have a valid driving license for

commercial vehicle. Driver shall be provided by the owner of the vehicle and salary as well as other facilities to him shall be paid/borne by the owner. In no case the driver will be allowed to be replaced without prior approval of the Commission. All the paper formalities like RC, Tax deposit, insurance, pollution certificate road permit, toll tax etc. should be cleared in all respects by the vendor. The driver deployed should have appropriate character verification from the police.

14. The lowest bidder/ vendor will have to deposit a sum of Rs. 50,000/- (Fifty Thousand) only as security in the shape of FDR duly pledged in the name of the Secretary, HPPSC which shall be released after the expiry of contract period of the year or on the termination of agreement whichever is earlier.
15. In case of failure to perform the duty satisfactorily, the security deposit shall be forfeited and credited into Department accounts. Besides this the contract shall also be terminated straightway and agency will be blacklisted.
16. The agreement shall be valid for a period of two years from the date of signing of the agreement. The agreement can be renewed on mutually agreed terms and conditions for further period of one year based on performance of the successful bidder. However, the same may be terminated at any time if unsatisfactory services are provided as per sole judgment of the Commission. The decision of Commission in this regard shall be final and shall not be called into question under any circumstances.
17. The contract for hiring vehicles can be terminated by serving one month notice from either side without assigning any reason.
18. Any dispute arising thereon shall be subject to the jurisdiction at Shimla, H.P. only.
19. In case the successful bidder is not able to deploy the vehicle because of major breakdown, damage of the vehicle, theft, major accident and requests for deploying another vehicle of lower category (agreed to by the Commission) then an amount of Rs. 1000/- per day shall be deducted as penalty.
20. All the papers viz. Comprehensive insurance, Registration, Road Tax, Pollution under Control Certificate, Permits valid license etc. related to each vehicle shall be readily available with the Driver of the vehicle concerned.
21. In Case of outstation tour, driver should carry sufficient Cash / Fuel etc. and on no account the officials using the vehicle be made to pay for any amount towards fuel charges / toll charges.
22. The agency shall have its registered office in Shimla for effective co-ordination in booking of vehicles and timely availability of vehicle even at short notice.
23. The bidder shall provide vehicles (taxies) of model not older than January, 2023 and the vehicles should be in excellent condition.
24. It is essential that the vehicle be fitted with GPS system.

25. The bidder has to pick up the deployed staff in the examination duty from their residence, if needed.

RATES

1. Rates should be quoted in the prescribed format i.e. ANNEXURE-“A”.
2. Rates should be quoted in Indian currency complete in Rupees.

SCRUTINY OF TENDERS

1. The Bidder shall not be permitted to correct or withdraw material deviations or reservations, once the Tenders have been opened.
2. The Tenders shall be opened by members of the Committee in the presence of the Tenderers or their Authorized Representatives, whosoever may like to be present.
3. The Committee shall scrutinize the Tenders and arrange to prepare a comparative statement of the Rates quoted for the vehicle(s).
4. The Committee may thereafter negotiate with the Tenderer whose Tender is found in order, on a notified date to evolve uniform Rates.
5. The Rates so negotiated shall be subject to approval by the competent authority (s), before being made applicable.

VALIDITY

The Rates shall be valid for a period of two years from the date of approval, which may be further extendable for a period of one year, if mutually agreed upon.

BILLS

The Tenderer/ vendor who has been awarded the work, will submit his Bill in duplicate to the Secretary for arranging the payment alongwith the photo copies of log book of each vehicle duly verified by the officer/ official using the vehicle and the bill must contain GST number.

NOTE: The tenderer must go through these Terms & Conditions very carefully, and affix his/ her signature(s) in token of acceptance of these Terms & conditions.

**Secretary,
H.P. Public Service Commission**

**HIMACHAL PRADESH PUBLIC SERVICE COMMISSION, NIGAM VIHAR,
SHIMLA-171002**

FINANCIAL BID

(Price Bid for Taxi Services)

1. LOCAL TOURS:-

Sr.No.	Category of Vehicle	Duty upto 04 Hrs. (upto 30 Kms)	Duty upto 08 Hrs. (upto 50 Kms)	Full Day Charges
1	ETIOS OR OTHER SIMILAR MODEL			
2	INNOVA			
3	TEMPO TRAVELLER			

2. OUTSTATION TOURS:-

Sr.No.	Category of Vehicle	Minimum Payment Per Day	Rates per KM	Night Charges (Per Night)
1	ETIOS OR OTHER SIMILAR MODEL			
2	INNOVA			
3	TEMPO TRAVELLER			

Signature of the Bidder

GENERAL INFORMATION

Nature of the Company/ Firm/ Organization (Govt./Public/Private/Partnership/ Proprietorship)	
Address	
Telephone No.	
Fax No.	
E-Mail ID	

CHECK LIST (ATTACHMENTS with TECHNICAL BID)

No.	ATTACHMENT	YES / NO	PAGE No.(s)
1	Demand draft of Rs. 500/- towards the cost of tender document downloaded from the website.		
2	Demand draft of Rs. 30,000/- (Rs. Thirty Thousand) only towards Earnest Money in favour of the Secretary, H.P. public Service Commission.		
3	Undertaking as per Performa “II”.		
4	Copy of experience certificate of minimum two years for providing vehicles (Taxi) to Central Govt./State Govt./Semi Govt./Autonomous Bodies.		
5	Documentary evidence to the effect that offered vehicle is registered as commercial vehicle with taxi permit		
6	Copy of PAN.		
7	Copy of GST registration.		
8	Copy of Income Tax Return for the financial year 2023-24.		
9	Proof of having Registered Office in Shimla.		

CHECK LIST (ATTACHMENTS with FINANICAL BID)

No.	ATTACHMENT	YES / NO
1	Net Price, as per ANNEXURE-“A”	

Signature of Authorized Signatory
Stamp of the Firm / Bidder

UNDERTAKING

I/We have gone through the Terms and conditions of the tender for providing Taxi Services to the H.P.Public Service Commission, Nigam Vihar, Shimla-2 (Tender Inviting Authority). I/We agree to abide by all the Terms and conditions of the tender mentioned above. I/We have acquainted myself/ourselves with the tasks required to be carried out, before making this offer. I/We hereby sign this undertaking in token of my/our acceptance of above mentioned Terms and conditions.

(Signature of the Tenderer)

Capacity in which signing the tender document i.e. Sole Proprietor/ Partner/ Director etc. (Please specify).

Name of the Tenderer.....

Aadhaar No.....

Date :

Place :