



**UTTAR HARYANA BIJLI VITRAN NIGAM LIMITED**

(A Government of Haryana Undertaking)

Registered office C-16, Vidyut Sadan, Sector-6, Panchkula Haryana

Office of Deputy Secretary/Project,

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To

All CGMs/CE's, Under UHBVN.  
All GM's/SE, Under UHBVN.  
All CAO & FA's in UHBVN.  
All Xens in UHBVN, Under UHBVN.  
Sr. Sports officer, UHBVN, Panchkula.

Memo. No. Ch-46 / DSP-21 / Vol-I  
Dated: 28/2/2012

**Subject: - Rates, terms & conditions for hiring of vehicles at Head Quarter and field offices.**

Please refer to the subject cited issue. In this connection, it is intimated that instruction regarding hiring of vehicles issued vide this office memo no. Ch-12/DSP-21/Vol-I dated 07.07.11 have been re-considered and accordingly revised instructions are hereby notified as per following.

- a) The norms applicable to various offices and annual expenditure are attached as Annexure - I.
- b) The concerned Xen/OP, DDO shall hire the vehicle after floating the open tender for which the draft terms and conditions are attached as Annexure-II.
- c) The concerned office shall ensure that no excess expenditure shall be undertaken on monthly basis. After hiring the vehicle within allowed limits, in case of any expenditure due to excess mileage on monthly basis or any other genuine reason can be considered for relaxation by the competent authority on merit only after recording the valid reasons on excess expenditure. The competent authority is concerned SE (Operation, Construction & M&P) in field and concerned Director in respect of Head office, Chief Engineers and SEs.
- d) Any vehicle at Head Quarter can be utilized anywhere in emergency by Dy. Secy./Technical being a Nodal Officer.
- e) Utilization of specified mileage and filling of log books will be the responsibility of officer concerned. Log Books will be filled by the officer concerned or any other officer. No journey will be entertained if signed by any officials other than officer, in case if it occurs the same shall be counter signed by concerned officer/private Secy.

This issues with the approval of Whole Time Directors.

**DA/As above**

Dy. Secy. / Project,  
UHBVN, Panchkula.

CC: - SPS to Managing Director/UHBVN for kind information of MD, please.  
SPS to Director (Operation) & Director (Project) for kind information of Directors, please.

**Subject: - Norms for Hiring of Vehicles for various offices of UHBVN.**

Sr. No.	Nature of the office	Type of vehicle	Maximum mileage allowed (per month)	Allowed annual expenditure (Rs. Lacs) per vehicle*
A.	Operation S/Divn (Cities)	Jeep only	2000 KM	₹ 3.00 Lacs
B.	Operation S/Divn. (Rural & S/Urban)	Jeep only	3000 KM	₹ 3.48 Lacs
C.	Civil Const/Elect Const/M&P S/Divn.	Jeep only	3000 KM	₹ 3.48 Lacs
D.	Executive Engineer (Operation)	Jeep/Car	2500 KM	₹ 3.24 Lacs
E.	Executive Engineer (M&P)	Jeep/Car	3000 KM	₹ 3.48 Lacs
F.	Complaint Centres to be used around the clock for 24 hours with driver	Mahindra/TATA, Force open from back side	2000 KM	₹ 3.60 Lacs
G.	In Common Pool and for Officers at H.Q. of the rank of SE's or equivalent	Indigo, Logan, Esteem or any other Sedan Model (White/Off White, Cream Colour)	2000 KM	₹ 3.48 Lacs
H.	For VIP duties at Head Quarter	SUV's type Inova, Tavera, Xylo etc. (White/Off white, Cream colour)	2000 KM	₹ 3.96 Lacs
I.	CE/SE's Operation & Chief Auditor	Indigo, Logan, Esteem or any other Sedan Model (White/Off White, Cream Colour).	3500 KM	₹ 3.72 Lacs
J.	For SE/Const./M&P/Civil Const. Xen Civil Const./Const.	Jeep/Car	4000 KM	₹ 3.96 Lacs
K.	SE/Stores & Workshop	Indigo, Logan, Esteem or any other Sedan Model	3500 KM	₹ 3.72 Lacs
L.	Executive Engineer (Central Stores) & Executive Engineer (Workshop)	Jeep/Car	3000 KM	₹ 3.48 Lacs
M.	Sr. Sports officer	Tata Indica	2500 KM	₹ 3.24 Lacs

Notes:

- The expenditure account of passenger goods tax & Night charges for stay of driver on tour to the outstation is included in the allowed Annual expenditure.
- The expenditure pertaining to Toll Tax, Parking fee and applicable service tax is extra which is to paid in addition to the hired rates on the production of vouchers.

The terms & Conditions are given as under for calling the tenders by the concerned DDO shall be as under:-

1. The cost of the Bid documents should be Rs 500 and the earnest money deposit shall be Rs 6000 per Vehicle.
2. **Model:** - The vehicle should not be more than 2 year old from date of issue of NIT and should be in good working condition. The vehicle for head office and for SE & CE shall be provided with the facility of Air conditioning, music system.
3. **Hourly /Mileage requirement:** - The vehicle should be normally available for head office-12 hour period in every day and under exception requirement the vehicle can be called any time shall also be required to undertake overnight journey/stay for official tours by the officers of Nigam. Every vehicle shall be required to run at \_\_\_\_\_ K.M. per month with availability for all the days in the month except for the pre-schedule servicing /repair.
4. **Prices:** - The bidder has to quote the prices for \_\_\_\_\_KM per month with complete month availability as per Annexure-III along with the rates for additional mileage for in excess of \_\_\_\_\_ KM. The following charges shall be borne by the Nigam.
  - (a) Toll Tax, Parking fee & applicable service tax, which will be reimbursed on the production of the original vouchers.
  - (b) The contractor will be re-imburse Rs 100 per night for stay of the driver on tour to the outstation in addition to the above rates.
5. **General conditions of Hire:** - Vehicle should not be older than 2 years from the date of issue of NIT. The bidders who desire to supply the new vehicle have to provide the vehicle on hire within 15 days of the allotment of work order.
6. **Pre-qualification:-** For qualifying for participation in the tender, the bidder should have provide the services for at least one govt. department / central/ state public sector enterprise for at least one year and the proof of the same is required to be attached along with the sealed bid.
7. **REGISTRATION:** - The offered vehicle must be registered as per motor vehicle Act. and have relevant permit with Haryana State Govt. Transport Authority. All the expenses/taxes shall be borne by the contractor before and during the currency of the contract except those mentioned at sr. No.4 (a) & (b) above.
  - (a) Photocopy of valid RC of vehicle.
  - (b) Photocopy of valid comprehensive Insurance Policy of Vehicle.
  - (c) Photocopy of valid pollution certificate of vehicle.
  - (d) Coloured photograph of vehicle with front no. plate.
  - (e) Valid permit to ply vehicle in Haryana, Punjab, Delhi, NCR, Chandigarh (UT).
  - (f) Valid driving license for the driver
  - (g) Duly stamp & sign terms and conditions.

The original documents have to presented by the contractor after the award of contract for verification and shall be returned to the owner after verification.
8. **OTHER EXPENSES:** - Expenses towards servicing charges, Engine oil changing and other repairs and maintenance work, will be borne by vehicle owner. Vehicle

owner will ensure periodic maintenance as per maintenance manual of vehicle/requirement and vehicle owner shall always keep the vehicle in perfect running condition. He shall carry out the servicing and repairing immediately on intimation of UHBVNL representative.

9. **Performance Security:** - In case of successful bidder, the Earnest Money deposit [EMD] submitted by the bidders shall be converted into performance security. Wherever the bidder defaults in executing the contract, the EMD shall be forfeited.
10. **PENALTIES:** The following penalties shall be levied on the bidder during the currency of the contract.
  - (a) For not providing vehicle in time a minimum penalty of Rs. 1000/- will be imposed per default.
  - (b) For misbehaviour of the driver Rs. 1000/- will be imposed per default.
  - (c) For not providing substitute vehicle Rs. 2000/- will be imposed per default.
  - (d) For causing damage to the public property: Three times the market value of the damaged property or Rs.5000/- whichever is higher per default.
  - (e) For breach of any of the conditions of the contract: Minimum penalty of Rs.5000/- per default or Termination of contract and forfeiture of Performance Security as the case may be depending upon the grounds of violation.
  - (f) For persistent breach or unsatisfactory services- termination of contract along with forfeiture of performance security and blacklisting.
11. **CONTRACT PERIOD:** - Initially the vehicle shall be hired for a period of 2 year and may be extended for next year on satisfactory performance & mutual agreement.
12. **TERMINATION OF CONTRACT:** - UHBVNL reserves the right to terminate the contract at any time at any stage during the period of contract by giving 7 days notice. If vehicle owner is interested to withdraw his vehicle, owner shall have to inform at least 2 months in advance in writing, otherwise prorata payment will be deducted in lieu of the short period of notice.
13. **TERMS OF PAYMENT:** - 100% payment shall be made within 15 days by cheque on submission of monthly bill after due verification after deducting the penalties if any. Income tax/Sale tax shall be deducted at source as applicable as per rules and deposited with Income tax and HGST/VAT Act.
14. **Driver:** - The driver shall make his own arrangement for going and coming from his residence. In case the owner of the vehicle engages the services of hired driver then he shall ensure to the satisfaction of UHBVNL that driver will be paid the minimum wages as applicable to the skilled drivers in the state of Haryana by the owner of the vehicle. The vehicle owner shall provide an efficient and loyal driver for the vehicle at his own cost. The cost of driver's salary and all other incidental charges shall be borne by vehicle owner. The deployed driver shall keep all valid license and up to date tax payment certificate/receipt, pollution control certificate, Insurance and any other tax payment/ clearance up to date in his custody. The vehicle shall be provided with Stepney, tools spares and consumables while travelling.
15. **LIQUIDATED DAMAGES:** - The owner shall provide immediately with another suitable vehicle in running condition in case the regular vehicle deployed is under break down, otherwise the deduction shall be made towards the hire charges paid by UHBVNL for arranging the suitable vehicle from the market as liquidated damages.

16. **Tampering** 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 prorata basis for the entire period during which the vehicle has actually run. It will be obligatory on the part of vehicle owner to get the mileage checked by the controlling officer in the beginning of everyday and get it recorded in the log book.
17. The vehicle owner/contractor shall have the copy of registration certificate of vehicle i.e. taxi no., interstate permit (Punjab, Delhi, Haryana & Chandigarh), comprehensive insurance of vehicle and the same vehicle shall perform duty through out the contract period of vehicle. If the contractor wants to change his vehicle in case of break down etc. he has to provide the vehicle of same status i.e. same model, type.
18. Any type of claim on account of negligence of driver/accident, will be the responsibility of contractor.
19. In the event of theft, loss or accident any dispute with any local Govt. Authority, UHBVNL will not be responsible and vehicle owner will settle the claims himself.
20. All the disputes shall be subject to \_\_\_\_\_ Jurisdiction.
21. **Submission of bids :-** The bidder has to submit the sealed bid as per the bidding schedule consisting of following documents:-
  - (a) Separate envelope containing the cost of bid document
  - (b) Separate envelope containing the EMD.
  - (c) Technical bid submission sheet in the format attached as Annexure-A
  - (d) Price-bid submission sheet in the format attached as Annexure-B
  - (e) Documents of each vehicle as given in detail in point 7 above.
  - (f) Signed copy of terms & conditions

First the envelopes containing the cost of bid document and EMD envelope will be opened and the bids which do not contain the cost of bid document and EMD of required value and in required form will be out rightly rejected. With respect to technical details, the Nigam reserves the right to call for any additional information/ document that may require for evaluation of bids.

22. **Amendments to terms & conditions:** - The Nigam reserve the right to amend the terms & conditions before the last date of submission of bids, which will be notified on website and as well as publish the same in press.

## Format for Technical Bid submission

Annexure-A

To

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**Sub: Hiring of vehicles for** \_\_\_\_\_.

Dear Sir,

This is with reference to your office tender bearing No. \_\_\_\_\_ dated \_\_\_\_\_ for hiring of vehicles for \_\_\_\_\_. In response to the above tender, the technical details are given as under:-

- (a) Name of the Bidder:-
- (b) Status of the Bidder:-
- (c) Address & contact of the bidder:-
- (d) PAN number of the bidder
- (e) Details of the past experience of the bidder:-
- (f) Details of the vehicles offered by the bidder:-

Authorized signatory  
With stamp & Signature

## Format for Price Bid submission

Annexure-B

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Subject:** Hiring of vehicles for \_\_\_\_\_.

Dear Sir,

This is with reference to your office tender bearing No. \_\_\_\_\_ dated \_\_\_\_\_ for hiring of vehicles for \_\_\_\_\_. In response to the above tender, the financial offer of our firm is given as under:

Sr. No.	Name of vehicle	No. of vehicles offered	Fix price per month (Rs.) per vehicle for mileage for/ up to _____ KM per month [in figures as well as in words]	Rate per KM for additional Km [in figures as well as in words]
1.				

Notes: -

- (1) The above prices are inclusive of all taxes & duties, except the following, which are re-imbursed / paid by the Nigam during the currency of contact.
  - (a) Toll Tax, Parking fee applicable service tax, which will be reimbursed on the production of the original vouchers.
  - (b) The contractor will be re-imburse Rs 100 per night for stay of the driver on tour to the outstation in addition to the above rates.
- (2) During the period of contract, the rates will not be revised with the revision of any taxes by the Government of Haryana or by the Government of India. The prospective bidder may quote the rates accordingly taking into consideration of this aspect. The columns shall be clearly filled in ink legibly or typed. The tenderer should quote the number, rates and amount tendered by him/them in figures and as well as in words. Alterations, if any, unless legibly attested by the tenderer shall disqualify the tender. The tenderer shall take care that the rate and amount may be written in such a way that interpolation is not possible. No blanks should be left which would be otherwise made the tender liable for rejection.

Authorized signatory  
With stamp & Signature