



TENDER DOCUMENT

For

HIRING OF VEHICLES FOR OFFICE USE

By

**Haryana State Electronics Development Corporation Ltd.
(HARTRON)**

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A. Key Events and Dates

1.	e-Tender Inviting Authority Designation and Address	Managing Director, Haryana State Electronics Development Corporation Limited, Hartron Bhawan, Bays # 73-76, Sector 2, Panchkula - 134109
2.	Tender For	TENDER For HIRING OF VEHICLES FOR OFFICE USE
	e-Tender reference	HARTRON/P&A/2024-25/01
3.	e-Tender document availability	e-Tender Notice & e-Tender Document is available at www.hartron.org.in & https://etenders.hry.nic.in from 14.06.2024.
	e-Tender Document and Processing Fee (Non-Refundable)	eService Fees is Rs.1,000/- (Rupees One Thousand Only) + GST and e-Tender Document Fee is INR 5,000/- (Rupees Five Thousand only) + GST shall be deposited through online mode on the single e-Procurement portal https://etenders.hry.nic.in .
	Earnest Money Deposit (EMD) (Refundable)	The Payment for EMD of Rs. 50,000/- shall be deposited through online mode on the single e-Procurement portal https://etenders.hry.nic.in
4.	Starting date of e-Tender	14.06.2024 at 9.00 AM.
5.	Last date and time for submission of e-Tender	04.07.2024 at 3.00 PM
6.	Date and Time of Pre-Bid Meeting & Venue	21.06.2024 at 12:00 Noon Venue: HARTRON Bhawan, Bays # 73-76, Sector 2, Panchkula
7.	Pre Qualify cum Technical Bid Opening Date and Time	11.07.2024 by 4:30 PM.
8.	Mode of Bid Opening	Online
9.	Mode of Bid Submission	Online mode on the single e-Procurement portal https://etenders.hry.nic.in Hard bound copies of all the bids with proper indexing and numbering along with Affidavit at page no. 26 of tender document is to be submitted at the venue by 05.07.2024 before 3.00 PM.

Haryana State Electronics Development Corporation Limited Bays 73-76, Hartron Bhawan, Sector-2, Panchkula.
Phone (0172) – 2584386

10.	Validity of Proposal	Proposal must remain valid for a period of 180 days after the last date of e-Tender submission.
11.	Date and Time of Opening of Commercial Bids	To be intimated later on.
<p>Note: MD, HARTRON reserves the right to change any schedule of bidding process. Please visit https://etenders.hry.nic.in and www.hartron.org.in regularly for the same. Bidders are also advised to visit these portals on regular basis for updates/ corrigendum issued by HARTRON related to e-tender.No separate communication will be sent to any bidder. In case a Central/ State Holiday is declared on any day/dates as specified above, the event shall be held on the next working day at same time and same venue.</p> <p>Address for Communication:</p> <p>Haryana State Electronics Development Corporation Ltd., Hartron Bhawan, Bays No.73-76, Sector 2, Panchkula, Haryana Phone: 0172- 2584386 E-mail: Hartronadmn2016@gmail.com</p>		

B. Instructions to Bidders on Electronic Tendering System

Online Enrollment & Bidding

- i. Bidder should do Online Enrollment in this Portal using the option Click Here to Enroll available in the Home Page. Then the Digital Signature enrollment has to be done with the e-token, after logging into the portal. The e-token may be obtained from one of the authorized Certifying Authorities such as e-Mudhra CA/GNFC/IDRBT/Mtnl Trustline/SafeScript/TCS.
- ii. Bidder then logs into the portal with given user id / password during enrollment.
- iii. The e-token that is registered should be used by the bidder and should not be misused by others.
- iv. DSC once mapped to an account cannot be remapped to any other account. It can only be inactivated.
- v. The Bidders can update well in advance, the documents such as certificates, work order details etc., under My Documents option and these can be selected as per tender requirements and then attach along with bid documents during bid submission to ensure lesser upload of bid documents.
- vi. After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as per the tender document; otherwise, the bid will be rejected.
- vii. The Bill of Quantity (BOQ) template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for that tender. Bidders are allowed to enter the Bidder Name and Values only.
- viii. If there are any clarifications, the same may be obtained online through the eProcurement Portal, or through the contact details given in the tender document. Bidder should consider corrigendum published (if any) before submitting the bids online.

- ix. Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender schedule and they should be in PDF/XLS/RAR/DWF formats. If there is more than one document, they can be clubbed together.
- x. Bidder should deposit EMD as specified in the tender.
- xi. To proceed further, the bidder should accept the terms and conditions after reading it thoroughly.
- xii. The bidder has to submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.
- xiii. There is no limit on the size of the file uploaded at the server end. However, the upload is decided on the Memory available at the Client System as well as the Network bandwidth available at the client side at that point of time. In order to reduce the file size, bidders are suggested to scan the documents in 75-100 DPI so that the clarity is maintained and also the size of file also gets reduced. This will help in quick uploading even at very low bandwidth speeds.
- xiv. It is important to note that, the bidder has to click on the Freeze Bid Button, to ensure that he/she completes the Bid Submission Process. Bids which are not Frozen are considered as Incomplete/Invalid bids and are not considered for evaluation purposes
- xv. The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.
- xvi. The bidder may submit the bid documents through online mode only, on this portal. Offline documents will not be accepted.
- xvii. At the time of freezing the bid, the eProcurement system will give a successful bid updation message after uploading all the bid documents submitted and then a bid summary will be shown with the bid no, date & time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed using the e-token of the bidder and then submitted.

- After the bid submission, the bid summary needs to be printed and kept as an acknowledgement as a token of the submission of the bid.
- xviii. Successful bid submission from the system means, the bids as uploaded by the bidder is received and stored in the system. System does not certify for its correctness.
 - xix. The bidder must see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected
 - xx. The time that is displayed from the server clock at the top of the tender Portal, will be valid for all actions of requesting bid submission, bid opening etc., in the e-Procurement portal. The Time followed in this portal is as per Indian Standard Time (IST), which is GMT+5:30. The bidders should adhere to this time during bid submission.
 - xxi. During transmission of bid document, the confidentiality of the bids is maintained since the data is transferred over secured Socket Layer (SSL) with 256-bit encryption technology. Data encryption of sensitive fields is also done.
 - xxii. All the data being entered by the bidders would be encrypted at the client end. The data entered will not be viewable by unauthorized persons during bid submission and not viewable by any one until the time of bid opening. Overall, the submitted bid documents become readable only after the tender opening by the authorized individual.
 - xxiii. The bidders are requested to submit the bids through online eProcurement system to the TIA well before the bid submission end date and time (as per Server System Clock).

C. Introduction

Haryana State Electronics Development Corporation Ltd. (HARTRON), SCO 111- 113, Sector-17 B, Chandigarh is a State Govt. undertaking and a Nodal Agency of the State for the promotion of Electronics & Information Technology in the State. Hartron invites e-bids for 12 vehicles/taxies models (2022 & above) along with Driver for use at Panchkula/ Chandigarh/ Ambala/ Gurugram etc. offices of Hartron on the following terms and conditions:

I. Minimum Eligibility Criteria:

1. At least 05 vehicles must be registered in the name of the bidders/companies by the last date of submission of the tender.
2. The service provider shall provide vehicle (Maruti Swift Dzire/Honda Amaze/Maruti Ciaz/Toyota Etios make 2022 & above).
3. All the vehicles must have National permit with commercial number and taxes paid for the states of Chandigarh, Haryana, Punjab and Delhi.
4. The selected bidder(s) shall provide the vehicles within 10-15 days from award of work.
5. Separate rates for different models/vehicles are required to be submitted (as per **Table “J”** at page no. 24)

II. Condition of the vehicle:

1. 2nd party shall be responsible for the fitness of the vehicle and keeping all the necessary documents upto-date; including Certificate of Registration, Comprehensive Insurance, Road Tax, Fitness Certificate, valid permit (for Chandigarh, Haryana, Punjab and Delhi), Pollution Certificate etc. In case of any mis-happening 2nd party can claim the insurance and

should clear the case against the vehicle in the Court of Law at their own expenses.

2. 2nd party shall be responsible to keep AC of the vehicle in the good running condition.
3. 2nd party shall ensure that safety belts are available in working condition for all passengers and driver. They shall also comply with all the latest Government safety rules and regulations as applicable from time to time.
4. 2nd party shall ensure the maintenance service in time of all the vehicles at their own expenses.

III. Conditions relating to the driver:

1. The driver shall not be considered as employee of the 1st Party.
2. Driver must be Matric pass.
3. The driver employed by 2nd party should be a person of integrity, medically fit to drive the vehicle, holds a valid driving license (in original) to drive commercial vehicle.
4. If the driver's behavior is found objectionable, 2nd party shall replace the driver within 5 working days of reporting.
5. Rest room/change room or meals to the drivers will be the responsibility of the 2nd party. The drivers will be the staff of the 2nd party and 1st party will not be responsible for violation of any rules/regulations in this regard. 1st Party will not be responsible in any way for the driver's injury, disablement or loss of life due to an accident while on duty.
6. The driver should be available whenever required; he shall be given four days off in a month (including Sunday) at the discretion of the officer-in-charge.
7. The drivers should be in uniform provided by the 2nd party, neatly dressed, courteous and obedient. If the driver reports on duty without uniform, 1st party has the right to put a penalty of

Rs. 200/- per such occasion. If, at any stage, driver is found drunk, the 2nd party will take immediate appropriate action, driver will not be allowed to drive the vehicle and will be treated absent from the purpose of duty and should be immediately replaced. A penalty of Rs. 1,000/- will be imposed for absence period and will be recovered from the pending bills. Any repetition of the same will be taken seriously and 1st party will be free to de-hire the said driver without serving any notice to the 2nd party.

8. Code of conduct of the Driver:

- (i) He must demonstrate and maintain a professional attitude towards work and act responsibly.
- (ii) He shall report for duty at the specified time given by the official/officer-in-charge.
- (iii) He shall be responsible for performing routine checks to ensure the vehicle is clean, presentable, sanitized and safe to drive.
- (iv) He shall have a mobile phone with two way conversation facility available and should be able to understand Hindi language properly.
- (v) He shall not use the phone while driving and in the presence of the officer-in-charge unless he is instructed to do so.
- (vi) He shall maintain log book of the car and shall get it verified from the concerned officer-in-charge/person using the vehicle on daily basis.
- (vii) He shall take permission from the officer-in-charge to take the car to workshop, if required.
- (viii) He shall not leave the vehicle unattended/parked in unauthorized place.

- (ix) He shall not remain absent from duty without prior permission of the officer-in-charge. 2nd party will provide replacement of driver.
- (x) He shall be responsible for carrying and maintaining all the necessary documents (in original) required with regard to the vehicle.
- (xi) He shall strictly follow all the traffic rules and regulations.

IV. Working hours & scope of travel:

1. The working hours would be from 9:00 AM to 7:00 PM (10 hours) with plus and minus one hour. However, if required by the officer-in-charge it can be extended without any additional cost to first party.
2. If for any reasons vehicle/driver is not available (including break down of the vehicle, maintenance of the vehicle etc.), 2nd party shall make alternate arrangements at no extra cost to 1st party within a day. If the vehicle is not provided within a day, the 1st party shall impose the penalty @ Rs.1,000/- per day & deduction of kilometers as per the pro rata kilometers applicable per day ($2000/25 = 80$ km per day) shall be deducted subject to maximum of 2000 kilometers.
3. The vehicle shall also be used for outstation travel to Punjab, Haryana, Delhi etc. as per need of the organization.
4. The average kilometer driven per vehicle per month will be 2000 Kms.

V. Payment:

1. Payment shall be made on monthly basis.
2. The minimum number of Kilometers to be charged shall be consolidated 2000 kilometers per month * number of vehicles

provided under this tender. In case the total kilometers for which a vehicle is driven in a month is more than/less than the minimum required of 2000 kilometers per vehicle per month, then the payment shall be calculated as under:-

- i) The kilometers driven for all the vehicles shall be clubbed.
 - ii) The kilometers found in excess of total clubbed kilometers of all the vehicles together shall be paid for as per finalized rates and in case of less kilometers deduction @ 4/- per KM shall be made.
3. The fuel price will be reviewed quarterly and Rs. 1000/- per vehicle will be increased on increase of fuel rates more than 10%. Similarly, the rate will be decreased by Rs. 1000/- per vehicle for decrease in fuel price more than 10% of base rate. Base rate of fuel will be taken as fuel price on the date of placement of order/signing of agreement.
 4. The kilometer counting of the vehicle shall start from the designated office and shall end at the designated office.
 5. The 1st Party shall pay to the 2nd party consolidated monthly charges per month plus GST, toll tax, parking charges subject to deduction of tax at source as applicable from time to time.
 6. The night charges for local journey shall be payable @ Rs.50 per hour after 10:00 PM & before 6:00 AM subject to maximum Rs. 300/- per night.
 - (i) Rs.300/- per night for outstation travel beyond six hours.
 - (ii) Rs.500/- (including night stay) for outstation travel beyond 12 hours.
 7. The 2nd party shall submit the bills (2 copies) on a monthly basis by 7th of next month along with the copy of log book as detailed above.

8. The payment shall be released within 21 days from the date of submission of the bills along with complete supporting papers/ documents.

VI. Liabilities (Taxes etc.):

1. All the expense on diesel/petrol/CNG, lubricants, service, repair etc. shall be borne exclusively by 2nd party. In case the vehicle breaks down, 2nd party shall be responsible to arrange the replacement within same day at their own expenses.
2. All the statutory liabilities & taxes shall be borne by 2nd party.
3. The parking charges and toll taxes shall be reimbursed on actual basis by 1st party.
4. In case the vehicle travels to Chandigarh, Haryana, Punjab and Delhi taxes would be paid by the 2nd party. However, in case the vehicle travels to other states, taxes leviable would be reimbursed by 1st party.
5. 2nd party shall be responsible for all the expenses towards repair, maintenance and other risks & liabilities related to the vehicles provided under this tender.
6. 2nd party shall be responsible for the salary of the driver in time engaged under this tender.
7. The 2nd party shall be responsible for payment of challans, if any, made by the police/Motor Vehicle department for any offence committed by the driver or any other person engaged by the 2nd party under this tender.
8. The liabilities arising due to any mishap on duty shall be borne by the 2nd party.
9. In case, there is any change in the tax implications because of changes in any of the applicable laws of the Country, the

additional burden/benefit shall be borne/enjoyed by the 2nd party.

10. “Variation in Statutory Levies such as Sales Tax/Excise Duty/GST”:-

- During the currency of the delivery period stipulated in the work order, if there is any variation in the statutory levies e.g. GST etc, the same shall be allowed against documentary proof produced by the 2nd party.
- No extra payment resulting from such variation shall, however, be made if the same becomes effective after the expiry of this work order.

VII. Performance Security

2nd party have to deposit payment equivalent to one month finalized rate per vehicle as Performance Security in shape of demand draft provided under this tender in favour of Haryana State Electronics Development Corporation Limited within 05 working days after awarding the work order. The Performance Security shall be released within 03 months after expiry of agreement and clearance of pending dues, if any. No interest shall be payable at the Performance Security deposited.

VIII. Terms and Conditions:

1. At least 80% of the vehicles must be registered in the name of the 2nd party.
2. The term of this tender shall be for three years. The Managing Director reserves the right to extend the period of the contract for another one year on the same rates, terms and conditions with mutual agreement subject to the fulfillment of satisfactory performance report of Service Provider.

3. 1st Party may award the work order to more than one Bidder.
4. In case of any breach of any of the requirements/conditions of this tender/services of this tender are not found satisfactory, the work order may be terminated giving a show cause notice of 15 days by the 1st Party.
5. The agreement is revocable by either party at a notice of 30 days in advance.

IX. Penalty:

1. If 2nd party fails to provide the vehicle as per the work order, in compliance with any of the provisions of this tender, penalty @ Rs.1,000/- per day shall be imposed upto 15 days. If the 2nd party fails to make good the default as mentioned above within 15 days the 1st party shall have the sole discretion to either forfeit the Performance Security and/or terminate the work order.
2. The EMD/Performance Security shall be forfeited, in case:
 - (a) The successful bidder/2nd party fails to perform the contract satisfactorily as per terms & conditions of this tender;
 - (b) The successful bidder/2nd party, fails or refuses or in case of lapse/ default to honour his own quoted prices for the services or part thereof.
 - (c) If at any stage, any of the information/declaration given by the bidder is found false.
3. Breach of general or specific instructions for bidding, tender document, work order, agreement, general and special conditions of contract with GoH at any stage of the evaluation of this tender may attract a proceeding to declare a firm/company ineligible for a certain period or certain number of consecutive tender calls.

D. Schedule of Tender

- a. **Availability of Bid Document:** The tender document is available at state Govt. Procurement Portal i.e. <https://etenders.hry.nic.in> and www.hartron.org.in
- b. **Amendment of Tender Document:** The amendments in any of the terms and conditions of this Tender Document shall be uploaded on state Govt. Procurement Portal i.e. <https://etenders.hry.nic.in> and www.hartron.org.in and all prospective bidders are advised to check the same from time to time for any updates.
- c. **Submission of Bids:** Bids should be submitted online at <https://etenders.hry.nic.in> and www.hartron.org.in as per the dates mentioned in the Section Important Information.
- d. **Advice to the Bidders:** Bidders are advised to study this tender document carefully before participating. It shall be deemed that submission of Bid by the bidder have been done after their careful study and examination of the tender document with full understanding to its implications. Bids must be direct, precise, concise, and complete. HARTRON will evaluate bidder's proposal based on the response to the requirements outlined in this RFP.
- e. **Period of Validity of Offer:** Offer should remain valid for 180 days after the date of opening of the Pre-qualification cum technical bids as prescribed by the Corporation. If the validity of the offer is extended, the validity of EMD will also have to be extended. An offer valid for a shorter period may be rejected by Hartron as non-responsive.
- f. **Language of the Bid Proposal:** The Language of the bid proposal as prepared by the Bidders shall be English and all further correspondence and documents related to the bid proposal exchange with the corporation shall be English.

E. Procedure for submission of Bid

The Bids should be submitted in two parts i.e. Pre-Qualification/Technical Bid and Commercial Bid.

- a. **Pre-Qualification/ Technical Bid (Stage1):-** The Pre-Qualification/Technical Bid format as given in the tender shall be filled, signed and stamped on all pages. Errors if any shall be attested by the Bidders. The bidders shall submit the details of make and model of the items offered against the tender requirement.
- b. **Commercial Bid (Stage 2):-**All the Price items as asked in the tender shall be filled in the Commercial Bid Format through online mode at e-procurement portal only as given in the tender. The Prices quoted shall be only in INDIAN RUPEES (INR) only. The tender is liable for rejection if Price Bid contains conditional offers.
- c. **Mode of Submission of Bids:-** The Bids shall be submitted electronically on Haryana Govt. e-procurement portal strictly as specified in the Tender document. The Bids will not be received personally.
- d. **Rejection of Bid:-**Bids submitted other than the electronic form on e-procurement portal of Haryana Government shall not be entertained. Any bid may be construed as a non-conforming bid and ineligible for consideration if it does not comply with the requirements of this RFP.
- e. **Stamping & Signing:-**Every page of the Bid Document submitted needs to be clearly stamped & duly signed by the authorized signatory of the bidder.

F. General Conditions

1. If in case, any document, information &/or certificate submitted is found to be incorrect / false / fabricated, the 1st party at its discretion may disqualify/reject/terminate the work order and also forfeit the Performance Security/ All dues.
2. The 1st party reserves the right to forfeit the Performance Security in the event of 2nd party's failure to fulfill any of the obligations or in the event of termination of the work order as per terms and conditions of the tender.
3. In case the successful bidder fails to submit the Performance Security of the requisite amount within the stipulated period or extended period, letter of Award automatically will stand withdrawn and EMD of the 2nd party shall be forfeited and work order shall be placed to L2 bidder.
4. The Commercial bid in respect of tender shall be furnished in the enclosed proforma only.
5. While all efforts have been made to avoid errors in the drafting of the tender form, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the tender documents shall be entertained later on. In case of any clarification, the interested parties may contact SO(P&A), Hartron Bhawan, Bays No. 73-76, Sector- 2, Panchkula or contact number 0172- 2584386 on any of the working days from 09.00 AM to 5.00 PM.
6. For all purposes of the contract including arbitration there under, the address of the bidder mentioned in the bid shall be final unless the bidder notifies a change of address by a separate letter sent by registered post with acknowledgement by this office. The bidder shall be solely responsible for the consequences of any omission or

error to notify change of address in the aforesaid manner.

7. No claim shall lie against the Corporation/Government/ Department in respect of erosion in the value or interest on the amount of earnest money deposit or performance security deposit.
8. Conditional bids/offers shall be summarily rejected without any communication to the bidders.
9. Supporting Documents:
 - (a) Attested copy of PAN and GST No. registration.
 - (b) Attested copy of work orders along with work completion Certificates/ongoing work certificate issued by any Central/State Government Organization/any other office, if any.
 - (c) Copy of Income Tax Return and GST for the financial year 2023-24.
10. The rights to reject any Item or entire tender at any stage or cancel the tender process shall be reserved with Managing Director, Hartron.
11. The requirement of vehicles may increase/ decrease depending upon the need from time to time.

G. Technical Bid consists of the following:-

1.	Company Profile (Proforma at point 'H' at page-21)	
2.	Vehicle details (Annexure-'A' at page 22).	
3.	Tender Document Fee <ul style="list-style-type: none"> Rs.5000/- + GST (e-tender document fee) Rs.1000/- + GST (e-service fee) 	
4.	Earnest Money Deposit (EMD) Rs.50,000/-	
5.	Copy of PAN Card	
6.	Copy of GST & GST Return	
7.	Copy of Income Tax Return for the financial year 2022-23	
8.	Minimum Turnover for the last 03 financial years (Rs. 50 lakhs) is essential. (Attach CA certificate)	

Signature of the Bidder

H. Business Details of bidder

1. Date of Incorporation/Agreement/Partnership: _____
2. Particulars of Business, if any:

1.	Head Office	
2.	Name of Office	
3.	Flat / Door/ Block No.	
4.	Name/ Number of Premises/ Building/ Village	
5.	Road/ Street / Lane/ Post Office / Sector	
6.	Town / City/ District	
7.	State / Union Territory	
8.	Telephone No.	
9.	Fax No.	

Annexure-‘A’

#	Make/ Model of Vehicle	Registration Certificate	Insurance (Yes/No)	Purchase date	Pollution Certificate (Yes/No)	National/State Permit (Yes/No)	Kilometres covered on the date of submission
1.							
2.							
3.							
4.							
5.							
6.							

I. Bank details of bidder

1.	Bank Name	
2.	Branch	
3.	Bank Account No.	
4.	IFSC Code of the Bank	
5.	Type of Bank Account	

Date:

Signature of Bidder

Name: _____

Status/Designation: _____

(Seal)

J. Commercial Quotes**Proforma for quoting prices**

A) For providing Vehicles on Monthly Basis/Per day/Per kilometer for Panchkula, Chandigarh, Ambala, Gurugram etc. offices :-

Description of Vehicle	Model of vehicle & purchase month	Fuel specifications (Diesel/Petrol/CNG)	Kilometers Covered	Quote Prices for Monthly Hiring (2000 Kms per month/ vehicle)	Rate for extra Km beyond 2000 km per month/ per vehicle
Maruti Swift Dzire					
Honda Amaze					
Maruti Ciaz					
Etios					
Total (X)					

B) Vehicles on demand

Description of Vehicle	Model of vehicle & purchase month	Fuel specifications (Diesel/petrol, /CNG)	Kilometers Covered	Rates for per day/ per kilometer	Rate for night charges
Toyota Yaris/ Hyundai Verna/Maruti Ciaz					
Maruti Ertiga					
Toyota Innova/ Tata Harrier					

Note:

1. The Prices in the above schedule shall be exclusive of any GST and the same shall be charged in addition to the applicable rate.
2. 1st party shall be entitled to deduct in accordance with applicable law, Income Tax or withholding tax or other deduction from any payment made to contractor.

3. For consideration of their bids, the 2nd party have to quote rates for all the vehicles mentioned under point K at table A and B (pg.24). The rates quoted should be as per prevalent market rates.
4. L1 bidder shall be the one quoting least value of “X” under **Table-A**.
5. Having identified L1 bidder, the detailed rates of only L1 bidder shall be opened on a date and time duly notified. The rates quoted by L1 bidder under **Table A** shall be accepted as the tender rates if the same are found in order else the bid will be rejected and L1 bidder EMD will be forfeited.
6. In order to find best rates for vehicles under **Table B**, the rates quoted by L1 bidder shall be compared with rates quoted by other bidders. If the rates quoted by L1 bidder under **Table B** are higher than the rates quoted by other bidders then L1 bidder shall be asked to match the lowest rates by other bidders quoted against each of the vehicles mentioned under **Table B**.

Signature of Bidder

AFFIDAVIT

**(To be submitted by bidder on non-judicial stamp paper of Rs. 100/-
(Rupees Hundred only to be duly attested by Notary Public)**

Affidavit of Mr.....S/o.....

R/o.....

I, the deponent above named do hereby solemnly affirm and declare as under:

1. That I am the Proprietor/Authorized signatory of M/s having its Head Office/Regd. Office at.....
2. That the information/documents/Experience certificates submitted by M/s..... along with the tender for..... (Name of work)to the Corporation are genuine and true and nothing has been concealed.
3. That I hereby confirm that my/our firm/company M/s.....have not been convicted of any non-bailable offence, by any of the courts.
4. That I hereby confirm that my/our firm/company M/s.....accepts all the terms and conditions of tender document and shall provide vehicles as per terms and Conditions of tender document.
5. I shall have no objection in case the HARTRON verifies them from issuing authority(ies). I shall also have no objection in providing the original copy of the document(s), in case the HARTRON demand so for verification.
6. I hereby confirm that in case, any document, information & / or certificate submitted by me found to be incorrect / false /

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fabricated, the HARTRON at its discretion may disqualify / reject / terminate the work order and also forfeit the EMD / All dues.

7. I shall have no objection in case HARTRON verifies any or all Bank Guarantee(s) under any of the clause(s) of work order including those issued towards EMD and Performance Security from the Zonal Branch/office issuing Bank and I/We shall have no right or claim on my submitted EMD before the HARTRON receives said verification.
8. That the Performance Security issued against the EMD issued by (name and address of the Bank) is genuine and if found at any stage to be incorrect / false / fabricated, the HARTRON shall reject my bid, cancel pre-qualification and debar me from participating in any future tender for three years.
9. That I hereby confirm that my/our firm/company M/s.....have not been convicted, or reasonably suspected of committing or conniving at the commission of any offence under any of the laws applicable in the country.
10. That I hereby confirm and declare that my/our firm/company M/s..... has not been black listed/ de-listed or put on holiday by any Institutional agencies/ Govt. Deptt./ Public Sector Undertaking, in the last TWO years.
11. That I hereby confirm and declare that my/our firm/company M/s..... paid all rents, royalties and all public demands such as income-tax, sales tax, GST and all other taxes and revenues payable to the Government of India or to the Government of any State or to any local authority and that at present there are no arrears of such rents, royalties, taxes and revenues due and outstanding and that no attachments or warrants have been served on us in respect of sales-tax, income-tax, GST, Govt. Revenues and other taxes.

12. That in the past five years prior to the date of this application, I or any principal of the entity has not been deemed to be in default on any contract, or have not been forcefully terminated from any contract of any Organization.
13. That I hereby confirm and declare that my/our firm/company M/s.....that there has been no litigation with any Government department/ organization on account of similar services.
14. That I hereby confirm and declare that my/our firm/company M/s.....has not undergone any legal proceedings of whatever kind in the past three years.
15. I hereby confirm that in case, any document, information & / or certificate submitted by me found to be incorrect / false / fabricated, the Corporation at its discretion may disqualify / reject / terminate the bid/contract and also forfeit the EMD/Performance Security / API dues. May take any appropriate legal action against me.

Deponent

Verification:

I,.....the Proprietor/Authorized signatory of M/s.....do hereby confirm that the contents of the above Affidavit are true to my knowledge and nothing has been concealed there from and that no part of it is false.

Verified at this.....day of

Deponent