



RAJIV GANDHI THERMAL POWER PLANT
(A Unit of Haryana Power Generation Corporation Limited)
(Regd. Office: C-7, UrjaBhawan, Sector-6, Panchkula)
Corporate Identity No. U45207HR1997SGC033517
Website:-www.hpgcl.org.in, Email ID: xentrg.rgtp@hpgcl.org.in



(An ISO 9001 & 45001 Certified Company)

E-Tender Document

Hiring of 01 no. mini truck/vehicle (Tata-407/ Eicher-2049/ Eicher-2050/2059, Sartaj- GS5252/ Swaraj mazda/ Ashok Leyland, Tata 710, SML isuzu Samrat GS etc) for a period of 1 year (further extendable for 3 months) having commercial permit at RGTPP, HPGCL, Khedar, Hisar, Haryana on monthly chargeable basis.

NIT No. 02/RGTPP/Transport/F- 08/2026-27

Dated 06.07.2026

Chief Engineer,
2X600 MW Rajiv Gandhi Thermal Power Plant
HPGCL, Khedar, Hisar.
Mobile No.8222023657
E Mail:- xentrg.rgtp@hpgcl.org.in

**HARYANA POWER GENERATION CORPORATION LIMITED****Regd. Office – C-7, UrjaBhawan, Sector-6, Panchkula****Corporate Identity Number: U45207HR1997SGC033517****Website: www.hpgcl.gov.in****Telephone No. 01693-250128****An ISO: 9001 and 45001 Certified Company****NOTICE INVITING E-TENDER**

E-tenders in two parts are invited on behalf of CE/RGTPP, Haryana Power Generation Corporation Limited (HPGCL) Khedar, Hisar from eligible parties, for the work as under: -

Tender Enquiry No.	NIT No. 02/RGTPP/Transport/F-08/2026-2027 Dated- 06.07.2026
Description of Work	Hiring of 01no. mini truck/vehicle (Tata-407/ Eicher-2049/ Eicher-2050/ Sartaj- GS5252/ Swaraj mazda/ Ashok Leyland etc) for a period of 1 year (further extendable for 3 months) having commercial permit at RGTPP, HPGCL, Khedar, Hisar, Haryana on monthly chargeable basis,
Earnest Money (EMD)	Rs.25,292/-
Period of Contract	1 year, (further extendable for 3 months)
Start date and time of tender uploading	06.07.2026, 17:00hrs.
Last date for submission of online tender	06.08.2026 11:00hrs
Due date & time of opening of Technical bid (Part-I)	10.08.2026 15:00hrs.
Cost of Tender documents (Non-refundable)	Rs 1180/-
E-services fees (Non-refundable)	Rs 1180/-
Information Regarding Online Payment of Tender Document, eService & EMD Fee	Annexure-I
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S.O.P. regarding GST and TDS	Annexure 1 to 5
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**For XEN/ Training, RGTPP,
Chief Engineer, RGTPP
HPGCL, Khedar, Hisar.**

Information Regarding Online Payment of Tender Document, eService & EMD Fee.

1. The Bidders can download the tender documents from the Portal: <https://etenders.hry.nic.in>.
2. The Bidders shall have to pay for the Tender documents, EMD Fees & E-Service Fee online by using the service of secure electronic payment gateway. The secure electronic payments gateway is an online interface between contractors and online payment authorization networks. The Payment for Tender Document Fee and eService Fee can be made by eligible bidders/contractors online directly through Debit Cards & Internet Banking Accounts and the Payment for EMD can be made online directly through RTGS / NEFT. For online payments, Home page of the e-tendering portal <https://etenders.hry.nic.in> may be referred.

Note: -

1. If the tenders are cancelled or recalled on any grounds, the tender document fees & E-service fee will not be refunded to the agency.
2. Those agencies who are exempted from EMD, should submit proof of related documents.
3. The tenderers can submit their tender documents (Online) as per the dates mentioned in the Key Dates at Annexure-II.
4. Only following are exempted for depositing the earnest money:
 - Public Sector Undertaking of the center/Haryana state govt.
 - Firm born on DGS & D/DS&D, Haryana rates contract for providing Buses.
 - Firm registered with the directors of industries, Haryana or registered with national small industry corporation (NSIC), Govt. of India for providing Buses.
 - Firms borne on the HPGCL 's approved list of suppliers which may have made a permanent earnest money deposit of Rs. 10 Lakh for quoting at the respective project/office of HPGCL or Rs. 20 Lakh for quoting anywhere in the HPGCL, if they quote the registration no. given by the respective project/office of HPGCL in their tender papers.

**For XEN/ Training, RGTPP,
Chief Engineer, RGTPP
HPGCL, Khedar, Hisar.**

Instructions to bidder on Electronic Tendering System

These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

1- Registration of bidders on e-Procurement Portal:

All the bidders intending to participate in the tenders processed online are required to get registered on the centralized e-Procurement Portal. Please visit the website for more details .i.e. etenders.hry.nic.in and <http://works.haryana.gov.in>.

2- Download of Tender Documents:

The tender documents can be downloaded from the Haryana Engineering Works portal (<https://works.haryana.gov.in>) and E tender Portal (<https://etenders.hry.nic.in>).

- **The bidder who does not have contractor ID on HEWP cannot participate in tendering process.**
- **The bidders who have contractor ID but does not have registration on HEWP can participate in tendering process by paying the Earnest money through online payment on the portal.**
- **The bidders who have contractor ID and further want to avail exemption from submission of EMD, these bidders should be registered on HEWP without any fail, otherwise their bid will be straight forwardly rejected.**
- **The bidder should either submit the EMD against the tender or should be registered on HEWP failing which their bid will be straight forwardly rejected.**

3. Pre-requisites for online bidding:

In order to bid online on the Haryana Engineering Works portal (<https://works.haryana.gov.in>) and E tender Portal (<https://etenders.hry.nic.in>), the user machine must be updated with the latest Java. The link for downloading latest java applet is available on the Home page of the Portal.

4. Online Viewing of Detailed Notice Inviting Tenders:

The bidders can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the Haryana Engineering Works portal (<https://works.haryana.gov.in>) and E tender Portal (<https://etenders.hry.nic.in>).

5. Bid Preparation (Technical & Financial) Online Payment of Tender Document fee, E-Service Fee, EMD Fees of online Bids:

- i) The Bidders shall have to pay for the Tender documents (Rs.1180/-), EMD Fees Rs.25,292/- and e-Service Fee (Rs. 1180/-) online by using the service of secure electronic payment gateway. The secure electronic payments gateway is an online interface between contractors and online payment authorization networks. The Payment for Tender Document Fee and eService Fee can be made by eligible bidders/ contractors online directly through **Debit Cards & Internet Banking Accounts** and the Payment for **EMD** can be made online directly through **RTGS / NEFT**. "The bidder who does not have contractor ID on HEWP cannot participate in tendering process. The bidders who have contractor ID on HEWP but have not registered on HEWP can participate in tendering process by paying the Earnest money through online payment on the portal."
- ii) The bidders shall upload their technical offer containing documents, qualifying criteria, technical specification and all other terms and conditions except the rates (price bid). **The bidder shall quote the price in price bid.**
- iii) The tender shall be opened on due date by Tender Opening Committee comprising of Executive Engineer/Training, AEE/AE/Training and a representative of finance/ account department.

6. Key Dates

The Tenderers can submit their tender documents (Online) as per the dates mentioned in the following format:

Sr. No.	Department Stage	Tenderer's Stage	Start date and time	Expiry date and time
1	Tender Authorization & Publishing	-	06.07.2026 17:00 Hrs	
2	-	Downloading of Tender Documents, Bid Preparation & Bid submissions	06.07.2026 (17:00Hrs)	06.08.2026 (11:00Hrs.)
3	Technical Opening (Part-I)	-	10.08.2026 15:00 Hrs	
4	Short listing of Technical Bids & Opening of Price Bid		Will be intimated to the firms on their e-mail	

The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders. If bidder fails to complete the Online Bid Submission stage on the stipulated date and time, his/hers bid will be considered as bid not submitted, and hence not appear during tender opening stage.

- 7- If the tenders are cancelled or recalled on any grounds, the tender document fees & e-service fee will not be refunded to the firm.
- 8- Unless exempted specifically, tenders not accompanied with the prescribed EMD/ Cost of Tenders shall be rejected. EMD/Cost of Tender shall be in the prescribed mode of payment as asked in the NIT; otherwise, the tenders shall be liable to be rejected.
- 9- The bidder shall ensure that payment of earnest money shall be made at least 48 hrs. Prior of the closing time of submission of bid.
- 10- The bidder can revise his bid any number of times but only before last date of submission of bid. All previous quotes are deleted & only the latest price quoted shall be visible on date of opening of price bid.
- 11- The validity of the tender/ quotation should be at least for 120 days from the date of opening of price bid.
- 12- Negotiation will be held as per negotiation policy of HPGCL and amendment thereof applicable from time to time.
- 13- The bidders / contractors shall observe the highest standards of ethics during the submission of tender, procurement and execution of the contract. In case of evidence of cartel formation by the bidder(s), EMD is liable to be forfeited.
- 14- The bidder shall bear all costs associated with the preparation and submission of his bid, and HPGCL will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 15- Chief Engineer, RGTPP, HPGCL, Khedar reserves the right to cancel the NIT or to change qualifying requirement or to reject any or all the tenders so received without assigning any reason.
- 16- **Earnest Money Declaration Form:** Bidders registered by Haryana Government – the bidder shall upload earnest money declaration form as per format given in Section – 7 in the bidding document online, which can be generated from contractor login on [Haryana Engineering Works Portal](#). The secure electronic payments gateway is an online interface between contractors and Debit card / online payment authorization networks.

Earnest money /Earnest money Declaration Form (as provided in Section 7) shall be opened online and checked for correctness along with tender document fee.

If the earnest money declaration form / earnest money are found in order, Technical Bid shall be opened (Online) in the presence of such contractors who choose to be present. **The Financial offer shall be opened (Online) only, if the bidders meet the qualification criteria as per the bid document. The date of opening of Financial Bid shall be intimated separately.**

The bidders shall upload their technical offer containing documents, qualifying criteria, technical specification and all other terms and conditions except the rates (Price bid). Submission of bids will be completed by submission of the digitally signed & sealed bid as stated in the time schedule (Key Dates) of the Tender.

- 17- Tender Closing: After the submission of bid by the bidders, the bidding round will be closed. Once the online tender is closed, no new contractor can bid in the tender.

NOTE:-

- If bidder fails to complete the Online Bid Submission stage on the stipulated date and time, his/hers bid will be considered as bid not submitted, and hence not appear during tender opening stage.
- From the starting date of tender downloading to final date of submission of bid, the bidder can rework on his bid number of times he wants. If bidder submits the revised bid including price bid, original bid will automatically deleted and this revised bid will become original bid. No revised bid will be submitted after PART-I (Technical Bid) is opened.
- Complete bid will only be submitted after realization of tender document's fee and EMD. The tender of the bidder who does not satisfy the qualification criteria in the bid documents are liable to be rejected and financial bids will not be opened.
- Bidders participating in online tenders shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the portal <https://works.haryana.gov.in> and <https://etenders.hry.nic.in>.
- For help manual please refer to the 'Homepage' of the e-Procurement website at <https://etenders.hry.nic.in>, and <https://works.haryana.gov.in> click on the available link 'How to..?' to download the file.

18- Preliminary Information for bidders :

a) Registration of bidders on e-Procurement Portal:-

All the bidders intending to participate in the tenders processed online are required to get registered on Haryana Engineering Works portal (<https://works.haryana.gov.in>) and E tender Portal (<https://etenders.hry.nic.in>). Please visit the website for more details.

b) Obtaining a Digital Certificate:

- i) The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital Certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.

- ii) A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form duly attested by the Bank Manager / Post Master / Gazetted Officer. Only upon the receipt of the required documents, a digital certificate can be issued. For more details please visit the website – Haryana Engineering Works portal (<https://works.haryana.gov.in>) and E tender Portal (<https://etenders.hry.nic.in>).

The bidders may obtain Class-II or III digital signature certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities or may obtain information and application format and documents required for the issue of digital certificate from: For queries on Tenders please visit Haryana Engineering Works portal (<https://works.haryana.gov.in>) and E tender Portal (<https://etenders.hry.nic.in>).

Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt the data and sign the hash during the stage of bid preparation & hash submission. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised to **keep a backup of the certificate** and also keep the copies at safe place under proper security (for its use in case of emergencies).

- iii) In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate/power of attorney /lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.
- iv) In case of any change in the authorization, it shall be the responsibility of management / partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person / user on behalf of the firm / company. The procedure for application of a digital certificate however will remain the same for the new user.
- v) The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.
- vi) Bidders participating in online tenders shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the Haryana Engineering Works portal (<https://works.haryana.gov.in>) and E tender Portal (<https://etenders.hry.nic.in>).
- vii) For help manual please refer to the 'Home Page' of the Haryana Engineering Works portal (<https://works.haryana.gov.in>) and E tender Portal (<https://etenders.hry.nic.in>).
- viii) Before submitting tenders, the instructions may be read carefully regarding submission of tender. If any bidder finds discrepancies or omissions in the tender documents or is in doubt as to the true meaning of any part, he shall clarify same from tender issuing office in writing before the due date and time of submission of the bid.

**For XEN/ Training, RGTPP,
Chief Engineer, RGTPP
HPGCL, Khedar, Hisar.**

GENERAL INSTRUCTIONS TO THE BIDDERS

1. **Pre-Qualifying Requirements (PQRs) / Eligibility Conditions for the bidders: -**

A) The bidder should be Original Equipment Manufacturer, Supplier (OEM/OES) or a registered vendor of HPGCL, as per Vendor Registration Policy for the specific category of the work/purchase.

OR

The bidder must have minimum 1-year experience of ARC of providing services of same/similar type of vehicles in HPGCL/NTPC/any SEBs/any PSUs/any Corporations/Central Govt. /State Govt. /Semi Govt. or in any Thermal/ Hydro Power Stations in the preceding 7 years.

Experience of execution of work order: -

Bidder must have successfully executed the work order(s) for the same/similar works during last 05 years ending last day of the month previous to the month in which applications are invited (i.e. 31.05.2026) having minimum order value as under: -

Single Order of the value not less than **Rs. 10,11,680/-** including GST.

OR

Two Orders of the value not less than **Rs. 6,32,300/-** including GST.

OR

Three Orders of the value not less than **Rs. 5,05,840/-** including GST.

(Note: The Work Order value referred above is inclusive of all taxes and duties).

B) The bidder should have average annual turnover of Rs. **12,64,599/-** during **last three years ending 31.03.2026**. The bidder will provide their Annual Reports duly certified by the Chartered Accountant.

C) The firm should submit an undertaking/certification that the firm is not blacklisted currently by any organization / company/HPGCL or any other Center and State power utility/Board or Corporation or any other Thermal/Hydro Electrical Project.

D) Contractor shall provide valid LIN No./Shop No. regarding registration for providing services.

E) The Contractor should have GST No. & PAN No.

F) The Bidder must have contractor ID on HEWP Portal (Haryana Engineering Works Portal) for participation in the tendering process failing which the firm's tender will be straight away rejected.

G) G.S.T COMPLIANCE:

It is to ensure that the all prospective bidders to submit copy of registration certificate under GST Act.

The following undertaking (on the letter head of bidder) to be made part of mandatory documents to be submitted by all bidders;

Following undertaking must be supplied immediately of the receiving of W.O.

- i. As on date No default has ever been made by bidder in filling the various GST returns and deposit of GST dues with the department.
- ii. Bidders having multiple registrations under GST will submit undertaking for each & every GST number. A default under a GST number even if the GST number pertains to some other state, will make the vendor ineligible to participate in tender.
- iii. CA certificate regarding validity of GST registration will be submitted every six months during the tenure of contract.
- iv. Vendor will submit copies of GSTR I and GSTR 3B/Challans as evidence to deposit of GST with certification that GST collected from HPGCL, to be specified in exact rupees, has been paid to Govt. vide this challan (specifying the challan no. & date of deposit) and returns filed (date of filing of return) includes the transaction of supply of Good or/and services of HPGCL.
- v. Vendor will inform immediately the HPGCL about initiation of any proceeding (if any) against him under the GST laws which may result in suspension or cancellation of GST number of the vendor.

- vi. Undertaking to indemnify the HPGCL in case of any financial implication on HPGCL due to non-compliance of prescribed obligation under the GST law on part of the supplier/vendor.
- vii. **In case of ARCs/AMCs having duration above one year, copies of GSTR 1, GSTR 2, GSTR 3B along with copies of invoices raised to HPGCL, duly reconciled with copies with three returns to be submitted on quarterly basis.**
- viii. In case of one time job orders and purchase orders, copies of GSTR 1, GSTR 2, GSTR 3B along with copies of invoices raised to HPGCL, duly reconciled with three returns to be submitted before release of the security.

Note:-

- a) If the bidder has a supply/work order for a period of more than one year, the period and the proportionate value of the order which have been completed up to **31.05.2026** (duly supported by successful completion/execution certificate for such period/value) shall be taken into consideration for assessing the eligibility criteria.
 - b) The firm has to submit the copy of work orders executed by them along with completion/performance certificate or copy of the repeated work orders from the same agency/enterprises/power plant etc. duly attested in support of qualifying condition and as a proof of satisfactory execution of work.
 - c) Average Annual Turnover = Sum of the Annual Turnover of preceding three years/3 (As per audited Accounts).
 - d) Other income shall not be considered for arriving at annual turnover.
 - e) In case where audited results for the last preceding financial years are not available for determining the average turnover, certification of financial statements from a practicing Chartered Accountant shall be considered acceptable.
 - f) Eligibility of the black listed firms to participate in NIT: The firms who have been blacklisted by HPGCL or any other Centre or State Power Utility/ Board or Corporation/ or any other Thermal/Hydro Electricity project shall not be eligible to bid against the NIT of HPGCL, however: -
 - i) In case the blacklisting of the firm is for a specific plant and not for the organization as a whole then such blacklisting will not tantamount to ineligibility of the bidder.
 - ii) Blacklisting of the firm by any unit of HPGCL shall be considered as ineligibility of the firm at any other project of HPGCL.
 - iii) In case any firm was blacklisted for a limited period in past by any organization and presently such blacklisting has removed by such organization then it will not tantamount to ineligibility of the bidder.
 - iv) Firm has to certify itself for its eligibility with supporting documents to participate in the NIT stating that it has not been blacklisted by any organization presently, however in case at a later stage such certification found wrong then it will lead to misrepresentation of the facts and the firm shall be treated as blacklisted on this ground and action shall be taken as per regulations of the corporation.
 - g) The firm should fill statement of bidders Performa as per **Annexure-VII** and submit authentic supporting documents for proving its credential. Original documents may be asked for verification at the time of finalizing the tender.
 - h) Decision of the HPGCL regarding fulfillment of Pre-qualification requirement shall be final and binding upon the bidders.
2. Conditions of the contract and other information can be had from the office of XEN/Training, RGTTP, Khedar, Hisar (E-mail: xentrg.rgtpp@hpgcl.org.in, Tele fax No. 01693-250128/8222023657) on any working day prior to last date of Downloading of Tender Documents & Bid Preparation.
 3. The Tender Document can also be downloaded from HPGCL website www.hpgcl.org.in.
 4. The tender will only be submitted on the centralized e-procurement portal i.e. <https://etenders.hry.nic.in>.
 5. Before submitting tenders the instructions may be read carefully regarding submission of tender. If any bidder finds discrepancies or omissions in the tender documents or is in doubt as to the true meaning of any part, he shall clarify same from tender issuing office in writing before the due date of submission of the bid.

6. The "Application for Bidding" along with the "Terms and conditions of the contract and its all Annexure should be submitted in duplicate duly filled up completely and signed on each page by the tenderer. Work offered should be strictly according to the specifications of scope of work and to the terms & conditions of the NIT. Unless a deviation from the specifications and terms and conditions given in NIT is pointed out by the tenderer specifically, it will be presumed that offer/ Tender conforms to the specifications and terms and conditions as laid down in NIT.
7. Tenders should comprise of two parts i.e. **Part-I (Technical Bid) & Part-II (Price Bid)** addressed to Executive Engineer/Training, RGTPP, HPGCL, Khedar.
 - a) **Part - I** i.e. Technical Bid: - The tenderers shall submit their tender (Part-I) containing documents for qualifying criteria etc. except the rates (price bid).
 - b) **Part - II** i.e. Price Bid: - It shall comprise of price bid only and will be opened at a subsequent date to be fixed by the competent authority only of those bidders who qualify the NIT requirements after checking the qualifying criteria & technical discussions on Tender Part-I. The price bid should be strictly as per rate quoting sheet (**Annexure-IX**).
8. **RATE QUOTING SHEET: -**
 - a) The tenderer will quote their rates **STRICTLY AS PER THE RATE QUOTING SHEET.**
 - b) **CONDITIONAL DISCOUNT** offered by any tenderer will not be considered for the purpose of relative comparison of rates quoted by participating tenderers.
9. The application for bidding along with all the detailed terms & conditions should be submitted online. Tenders through Fax / E-mail / telegraphic tenders shall not be considered. Incomplete, obscure or irregular tender is liable for rejection. If the tenderer deliberately gives wrong information in his tender, HPGCL reserves the right to reject such tender at any stage. The tenderer will quote their rates strictly as per details of specifications.
10. All tenders received against open tender enquiry irrespective of whether they are from the approved contractors on the registered list or others, shall be considered, provided they are on the prescribed form and in accordance with the tender conditions and specifications.
11. Unless exempted specifically, tenders not accompanied with the prescribed EMD/Cost of Tender shall be rejected. EMD/Cost of Tender shall be in the prescribed mode of payment as asked in the NIT; otherwise, the tender shall be liable to be rejected.
12. The rates quoted by the tenderer should be very competitive and as prevailing in the market and should be firm and lump-sum. Prices should be quoted per unit also wherever applicable and asked.
13. The validity of the tender/offer shall be for **120 days from the date of opening of the price bid.**
 - a) Suomoto revised price bid / supplementary Part-II will not be accepted after the last date of submission of the tender. However, in case revised price bid is submitted by the bidder Suomoto but prior to the due date of submission of the tender, then the revised price bid only, shall be opened and considered by the purchasing authority.
 - b) Negotiations shall be held as per latest negotiation policy of HPGCL.
14. No deviation shall be allowed. However, in case of deviation of taxes etc., the same be loaded for comparison purpose.
15. Selection preference of the tendered work may be allowed as per policy of the State Government to the Industrial Units located in Haryana on the lowest valid rates if tenderer so claim with requisite documentary evidence.
16. The bidders / contractors shall observe the highest standards of ethics during the submission of tender, procurement and execution of the contract. In case of evidence of cartel formation by the bidder(s) EMD is liable to be forfeited.
17. The bidder shall bear all costs including bank charges, if any, associated with the preparation and submission of his bid and the purchaser will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
18. The whole work against this tender shall be awarded to a single firm i.e. L-1 bidder whose overall quoted/equated prices are lowest for the complete package.

19. The tender documents of only those bidders shall be considered who full fill the eligibility criteria and submit documentary evidences in support of the same along with the copy of performance certificate /repeat order from the same organization, if any.
20. Tenders through Fax / E-mail / telegraphic tenders shall not be considered. Incomplete, obscure or irregular tender is liable for rejection.
21. HPGCL reserves the right to cancel the NIT or to change qualifying requirements or to reject any or all the tenders so received without assigning any reason.
22. **INSPECTION OF SITE OF WORK: -**
Before tendering, the tenderer is advised to inspect the site of work, the environment & get acquainted with the actual work & other prevalent conditions, facilities available. No claim will be entertained later, on the ground of lack of knowledge.
23. **Disqualification of The Bidders / Tenderers: -**
 - a) Even though the bidders meet the above Qualifying Criteria they are subject to be disqualified, if they have made misleading or false representations in the forms, statements and attachments submitted in the proof of the qualification requirements.
 - b) Notwithstanding anything stated above Haryana Power Generation Corporation Ltd. reserves the right to assess the tenderer's capacity to perform the contract should the circumstances warrant such assessment in the overall interest of the Haryana Power Generation Corporation Ltd. In this regard the decision of corporation will be final.

**For XEN/ Training, RGTPP,
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SCOPE OF WORK

- A. The Contractor shall provide 01 no. mini truck/vehicle (**Tata-407/ Eicher-2049/ Eicher-2050/2059, Sartaj- GS5252/ Swaraj mazda/ Ashok Leyland, Tata 710, SML isuzu Samrat GS etc. Payload capacity not less than 2.5MT and loading length not less than 12 feet**) model not older than 2022 (as per point no. 1 of A mentioned below) without driver having commercial permit (including road taxes, passenger taxes, Token Taxes, M.C Taxes, and all other taxes except GST, Parking Fees, Toll Tax and MCD Delhi tax, State entry tax) for use of RGTPP, Khedar for a period of 01 year on monthly chargeable basis. The vehicle must be equipped with seating arrangement and all weather shed cover for comfortable manpower shifting requirement of CISF.
1. As per Supplies & Disposal Department, Govt. of Haryana letter memo no. DSD/Admin/OS Vehicle /2017/dated 19.06.2017 regarding policy for outsourcing of vehicle,- ***“The vehicle should not be older than 5 years and has not covered 2.5 Lakh kilometers. In case during currency of the contract, if any vehicle completes its 5 years of its life or covers 2.5 Lakh kilometers distance, the vendor is required to replace such vehicle. In case the vendor fails to replace such vehicle, the competent authority will impose a penalty of Rs.1,000/- Per Day besides no payment would be given for such days” (Annexure - XI). The Contractor must abide with the above said Policy Guideline during the currency of contract.***
 2. The vehicle should be registered in the name of the firm as Public Transport/Taxi/Commercial with Registered Authority or may be hired on lease agreement for which valid lease agreement is required.
 3. The nos. of vehicles can be increased or decreased as per the requirement of the RGTPP, Khedar.
 4. The contractor will mention name of Rajiv Gandhi Thermal Power Plant, Khedar etc. as per direction of XEN/Incharge.
 5. The motor vehicle should be in good running conditions and should be equipped with good quality CCTV Camera and GPS System.
 6. The daily log book of the vehicle will be filled by any of the officers/officials/CISF of RGTPP, Khedar and will be counter checked by the Vehicle officer/official In-Charge.
 7. The Vehicle will be allowed on duty after approval from XEN incharge at RGTPP. Vehicle shall be at the disposal of RGTPP HPGCL during the currency of contract.
 8. Contractor will follow all statutory guidelines, norms/rules & regulations of Government for commercial vehicles.
 9. The contract will remain in force for a period of **1** year which may be extended for further **3** months as per sole discretion of HPGCL.
 10. All the vehicles will be engaged for 24 hrs round the clock as per the requirement of RGTPP, Khedar during the period of contract, the vehicle can be sent anywhere in Haryana, as per requirement of RGTPP, Khedar. In case of emergency, vehicle can be sent outside Haryana also. However, financial implication for arranging the permit for sending vehicle outside Haryana shall be borne by HPGCL.
 11. The First Aid Box with necessary medicines shall be provided in the vehicle by the contractor at his own cost.
 12. The contractor has to make seating arrangement along with all weather shed cover in the vehicle for ease of manpower shifting.

For **XEN/ Training, RGTPP,
Chief Engineer, RGTPP
HPGCL, Khedar, Hisar.**

GENERAL TERMS AND CONDITIONS OF CONTRACT

1) CONTRACT AGREEMENT: -

The contractor shall execute a contract agreement with HPGCL on a Non Judicial Stamp Paper of appropriate value within 07days of receipt of LOI/ Work Order, whichever is earlier, in absence of which no running payment shall be allowed to be released.

2) RATE/ CONTRACT PRICE: -

Rate shall be quoted by the bidder, strictly as per rate quoting sheet and the agreed contract price shall remain firm during the currency of the contract. Any statutory taxes/levies except GST, if to be charged extra, should be clearly indicated by tenderer in their offer separately, failing which it will be presumed that the quoted prices are inclusive of all such statutory taxes/levies. However, the GST will be paid extra as applicable. No escalation or price variation or any other extra payment what so ever and on any account shall be made/ allowed irrespective of any fluctuation in the prices / taxes on the labour / material or even in wages of the drivers etc. or otherwise

3) EARNEST MONEY AND SECURITY DEPOSIT: -

3.1. Every tenderer, while submitting his tender, should online deposit an amount of **Rs.25,292/-** as the Earnest Money(EMD).

3.2. The earnest money furnished by the successful tenderer on whom the work order is placed shall be converted into security deposits as a guarantee for faithful and satisfactory execution of the work order. (The EMD of the unqualified bidders will be returned without any interest, as promptly as possible, within 30 days after declaration of qualification result and that of unsuccessful bidder within 15 days of the execution of the contract with the selected bidder).

3.3. The security deposit shall be 10% of the contract value. The deduction of the security deposit shall be as under: -

10% amount of the monthly running bill shall be kept as security deposit. However, the EMD already deposited by the bidder shall be converted into the security deposit and the balance amount shall be deducted from the running bill.

3.4. The security deposit of the contractor shall be retained by HPGCL for faithful execution of the contract.

3.5. Security deposit shall be released only after completion of the entire period of the contract and after 30 days of completion of work successfully on the certificate of Engineer In-charge for successful completion of work and submission of requisite documents if any applicable like last EPF return by the contractor/ Final Labour clearance certificate from LWO/RGTPP, Khedar.

3.6. No interest shall be paid on EMD / Security Deposit for the period it remains deposited with HPGCL.

3.7. The earnest money/security deposit shall be forfeited in part or in full under the following circumstances: -

- I. If the tenderer withdraws his tender at any stage during the currency of validity period.
- II. If the W.O. has been issued but the contractor refuses to comply with it irrespective of the fact that HPGCL sustains any loss on account of such default or not.
- III. In the event of a breach of contract in any manner.

- IV. In case of evidence of cartel formation by the bidder(s).
- V. If the contractor fails or neglects to observe or perform any of his obligations under the contract, it shall be lawful for the HPGCL to forfeit either in whole or in part, in its absolute discretion, the EMD/security deposit furnished by the contractor.
- VI. The forfeiture of EMD/security deposit shall be without prejudice to the right of HPGCL to recover any further amount or any liquidated and/or other damages as admissible under the law, under payments or over payments made to the contractor under this contract or any other contract as well as to take such administrative action against the contractor as blacklisting etc.
- VII. If the work is not started within the 07 days of the LOI/WO or as per the instruction in LOI/W.O. or in case of any failure on his part to honour his commitment given in the tender, it will be treated as a default and in that case his earnest money/security will stand forfeited by HPGCL.

4) PAYMENT TERMS: -

100% payment, after deducting 10% security deposit and statutory deductions, of the monthly running bills shall be made after satisfactory completion of the work done. No interest shall be paid by HPGCL on the security amount.

5) MODE OF PAYMENT: -

Payment shall be released by the DDO'S through RTGS/NEFT. For payment through RTGS/NEFT, the Contractor will intimate within 07 days of issue of work order, the complete bank details viz. Name of Bank/Branch, Account Number, IFSC Code, GSTN etc, to Sr. Accounts Officer/Accounts Officer, RGTPP, Khedar, Hisar. Bank charges, if any, shall have to be borne by the tenderer/contractor.

6) COMPLETION PERIOD: -

The completion period of the work shall be the essence of the contract. The work shall be started within 07 days of issue of LOI/Work order, whichever is earlier unless otherwise directed by the issuer of tender. The work shall be carried out and completed on month-to-month basis, as per the requirement of the contract. The contract shall remain in force for a period of One year with the provision of further extension up to three months, from the date of starting of the work.

1. **The whole Work order or any part of it can be short closed at any time during the contract period with a notice of 15 days.**
2. The number of vehicles can be increased / decreased as per requirement of the RGTPP, Khedar during any time of the contract with a notice of 15 days.

The quantum of any item of the scope of work may increase or decrease to any extent, as per the site requirement, subject to the limit that total contract value shall not exceed by 10% of the contract value. Payment shall not be made for the work not done. In case of increase of quantum of work, the completion period of the contract will not change and the contractor will have to complete the job within stipulated period unless the completion period is extended in writing.

7) PERIOD OF CONTRACT: -

The period of contractor shall be for 01 year from the actual date of commencement of work. However, HPGCL reserves the right to extend the period of contract for another three months on the same rates, terms & conditions of contract.

8) RISK AND COST: -

In case the contractor fails to full fill the contractual obligation, the work shall be got done from some other agency at the risk and cost of the contractor. It shall be without prejudice to the right of HPGCL to recover any further amount or any liquidated and/or other damages.

9) PENALTY: -

- a) Penalty of Rs. 3,000/- per day will be imposed if the Contractor fail to supply vehicle during the contract period due to any reasons what so ever like the vehicle got seized/detained/impounded by the Police, Transport Officials or any other Authority or any other reason.
- b) Penalty of Rs. 500/- for each occasion, in case of any vehicle is found moving in the plant area without permission of the Engineer-In-Charge.

- c) In case the vehicle fails during out station journey due to break down or otherwise, the contractor shall be responsible to provide alternate vehicle immediately, otherwise the HPGCL will be within rights to make alternate arrangement at the risk and cost of the contractor after imposing the penalty as mentioned in para-9 (a) above.
- d) A penalty of Rs.1,000/- per day will be imposed if the contractors fails to provide fog lights vehicle in foggy season.
- e) A penalty of Rs.2,000/- per instance will be imposed in case of failure to comply the conditions of contract by the contractor, and it will constitute a default e.g. in case contractor fails to compliance Labour laws and other statutory requirements as applicable on RGTPP.
- f) A penalty of Rs.500/- per day will be imposed for non-providing First Aid Box with sufficient medicine in vehicle as per the govt. norms.
- g) A penalty of Rs. 500/- per day will be imposed for non-providing of fire extinguisher in vehicle as per the govt. norms. Contractors have to provide the same.
- h) Penalty of Rs. 500/- per day will be imposed if the vehicle are not found properly cleaned.
- i) For any other non-compliance or incident, a suitable penalty maximum of Rs.1000/- per day can be imposed with the concern of EIC.
- j) Penalty of Rs. 200/- per day will be imposed if the buses are not found equipped with GPS or CCTV.

10) DOCUMENTATION: -

The contractor and the executive in-charge of the work shall ensure the following document before forwarding the bill of the contractor to the accounts wing for pass and payment to avoid delay in payment of the contractor: -

- i) Contractor shall submit the monthly bill in duplicate to the executive in-charge along with the followings: -
 - a) The contractor shall submit the monthly bill in duplicate. The bill should be on the contractor's bill book duly serially numbered and bearing date of issue, contractors EPF code & ESI code (if applicable), GST Number, PAN. A photocopy of the EPF code, ESI code, Labour license etc. if applicable and GST no., PAN no. shall be attached with the 1st running bill for reference and record. Receipt for payment of MV Tax shall be produced separately for reimbursement.
 - b) Invoice shall be raised by contractor /service provider which should contain invariably their GST registration no., HSN code, place of business with address and a unique Invoice number suffix with RGTPP so that the invoice could be distinguish with other place of business of HPGCL i.e. PTPS, DCRTTP, FTPS, Corporate office.
- ii) The bill of contractor along with annexure submitted by contractor as mentioned above should be approved and verified by the officer in charge for gross value as well as net payable value and accompanied with the certificates/documents.

11) FORCE MAJEURE: -

The delay in completion of work may be treated as force majeure to the contractor only if: -

- a) The delay is resulted from any causes arising out of compliance with regulations, orders or instructions of the Central or State Governments, acts of God, acts of Civil & Military authority, fires, floods, strikes, lock-outs, freight embargoes, war risk riots and civil commotion".
- b) The contractor's request for extension of the delivery period along with all necessary evidence comes, before the expiry of the schedule date(s) of delivery.

12) PERFORMANCE BANK GUARANTEE: -

Unless agreed otherwise, contractor shall submit a bank guarantee of any nationalized bank equivalent to 10% of total contract value for a total contract period from the date of issuance of Work order/LOI whichever is earlier.

13) WARRANTY: - Not Applicable.

14) OVER RUN CHARGES: -

No overrun charges shall be paid in the event of the completion period being extended for any reasons.

15) WATCH & WARD: -

The watch and ward of vehicles and other material will be the responsibility of the contractor.

16) FACILITIES TO BE ARRANGED BY CONTRACTOR: -

The contractor shall make his own arrangement for providing all facilities like lodging, boarding and transportation etc. for his supervisors/staff engaged by him for the job if any.

17) STATUTORY DEDUCTIONS: -

Statutory deduction on account of Income Tax and other taxes as applicable etc. shall be made at source from the bills of the contractor at the prevailing rates.

18) FACTORY ACT/MINIMUM WAGES ACT/INSURANCE ACT/ EPF ACT Etc.: -

Not Applicable as the vehicle will be operated by HPGCL HKRNL Drivers.

19) INSURANCE OF WORKERS/DRIVERS: -

Not Applicable as the vehicle will be operated by HPGCL HKRNL Drivers.

20) SAFETY RULES: -

The vehicle shall be facilitated with safety as per transportation laws & authority guidelines. The vehicle will be operated by HPGCL HKRNL Drivers. This office reserves the right to claim adequate compensation from the contractor on account of any damage caused to the plant & equipment handed over to him for execution of the work, due to careless handling or negligence on the part of the contractor.

21) ARBITRATION: -

All the matters, questions, disputes, differences and/or claims arising out of and/or concerning and /or in connection with and /or in consequence of, and /or relating to the contract whether or not obligations of either or both the contractor and the corporation under this contract be subsisting at the time of such dispute and whether or not the contract has been terminated or purported to be terminated or completed, shall be referred to the Sole Arbitrator of Managing Director/ HPGCL or an officer appointed by the MD, HPGCL as his nominee. The Award of the Arbitrator shall be final and binding on both the parties to the contract.

22) LAWS GOVERNING CONTRACTS: -

All contracts shall be governed by the laws of India for the time being in force. Irrespective of the place of delivery, place of performance or place of payment under the contract, the contract shall be deemed to have been made at the place from which the acceptance of tender has been issued.

23) JURISDICTION:-

The courts of the place from where the acceptance of tender has been issued shall alone have exclusive jurisdiction to decide any dispute arising out of or in respect of the contract.

24) SET OFF: -

Any sum of money due and payable to the supplier under the contract (including security-deposit returnable to the supplier) may be appropriated by the HPGCL and set-off against any claim of the Corporation for the payment of a sum of money arising out of under that or any other contract entered into by the contractor with the HPGCL.

25) SUBLETTING AND ASSIGNMENT: -

The Supplier shall not, sublet, transfer or assign the contract or any part thereof or interest therein or advantage thereof in any part thereof in any manner whatsoever without prior consent of the HPGCL.

26) HPGCL reserves the right to cancel or short close the work order at any time after giving one month notice without assigning any reasons and will not be responsible and will not pay for any expenses or losses that may be incurred by the contractor towards preparation/mobilization for execution of the job against work order.

27) The firm will follow all the applicable rules as per GST Act.

Note: -

1. Unless agreed otherwise the above terms & conditions of the contract will form the part of the work order after finalizing the award of work proposal. The word tenderer where ever used above shall be read as contractor / firm.
2. The term "Bid" and "tender" and their derivatives ("bidders / Tenderers" "Bidding / Tendering") are synonymous. Singular also means plural.

**XEN/Training/RGTPP,
for Chief Engineer/RGTPP,
HPGCL, Khedar, Hisar.**

SPECIAL TERMS & CONDITIONS

1) **LIABILITY: -**

This office reserves the right to claim adequate compensation from the contractor on account of any damage caused to the man & machine during execution of the work, due to careless handling or negligence on the part of the contractor. However, the total liability arising out of this contract shall be limited to the contract value.

2) **PAYMENT: -**

The contractor shall submit the monthly bill in duplicate along with log book duly completed in all respect and duly signed by the representative of the corporation. The log book will indicate starting & closing reading. The bill not supported with log book shall not be entertained. The hiring rates shall be lump-sum per month covering all expenses towards running and maintenance of vehicles, cost of consumables/lubricants, insurance, permit fee and other charges including (including road taxes, passenger taxes, Token Taxes, M.C Taxes, and all other taxes. GST, Parking Fees, Toll Tax and MCD Delhi tax, State entry tax shall be paid extra by HPGCL on production of actual deposit receipt to the concerned authority. Diesel cost, the amount of which shall be paid by HPGCL on an average basis of 8 KM/Ltr or as per actual if average determined more than 8KM/Ltr. on prevailing market rate.

“For calculating & payment of Diesel/cost of Diesel against running KM of vehicle, initially vehicle will be tested for average mileage which will be applicable for at least one year. In case of if average/mileage of vehicle comes out to be more than 8 KM/Ltr., then diesel / cost of diesel (@prevailing rate) will be provided/paid on the basis of the actual mileage of the vehicle & running KM during month. Further, if the average mileage comes out to be 8 KM/Ltr or less than 8 KM/Ltr., then diesel/cost of diesel (@prevailing rate) will be provided/paid on the basis of mileage of the vehicle @ 8 KM/Ltr. & running KM during that month. The mileage shall be tested by a committee constituted by CE/RGTPP having representative of the firm”.

3) No. of vehicle may be increased/decreased also as per the requirement of the power plant i.e. RGTPP, Khedar, however prior intimation will be given to contractor well in time and vehicle has to be provided by contractor accordingly on the same rates, Terms & conditions with the prior approval of competent authority.

4) **TERMINATION OF CONTRACT: -**

The contract may be terminated on occasions if any of the following contingencies: -

- a) If the performance of the contractor is not found satisfactory, HPGCL will serve a notice of one month to the contractor to improve the performance failing which HPGCL has the right to terminate the contract without any compensation.
- b) Moreover, the Corporation (HPGCL) also reserves the right to terminate the contract at any time after giving one month notice.

5) **ESSENTIAL REQUIREMENTS: -**

i. The contractor must provide the vehicle duly registered in the name of the firm as per Motor Vehicle Act under commercial/ taxi permit/public transport or may be hired on lease agreement for which valid lease agreement is required.

The vehicle to be provided must be diesel driven, Commercial Permit, model not older than year 05 years during the currency of contract as per Hr. Govt. policy, Annexure-XII. This should be well maintained in excellent road worthy conditions throughout the period of contract as per the Haryana govt. policy at Annexure-XII reproduced as: -

“The vehicle should not be older than 5 years from the date of issue of Work order and has not covered 2.5 Lakh kilometers. In case during currency of the contract, if any vehicle completes its 5 years of its life or covers 2.5 Lakh kilometers distance, the vendor is required to replace such vehicle. In case the vendor fails to replace such vehicle, the competent authority will impose a penalty of Rs.1,000/- Per Day per vehicle besides no payment would be given for such days”.

ii. **Documents required to be submitted: –**

- a) The contractor shall produce all the requisite documents and the vehicle which he intends to ply, for inspection, verification and approval of Officer- In charge before their placement on duty.
 - b) The contractor shall furnish a certificate before the start of work that none of his relative is dealing with the receipt/deciding the tender or in supervision/execution of work or in passing and making the payments of the bills. In case during the contract period (till final payment) any relative is posted in any of the above job. He shall disclose the same immediately to the Engineer-In-Charge and the Chief Engineer/RGTPP.
 - c) The contractor will also certify in advance before the start of work that no vehicle is registered in the name of the serving employees of the corporation.
 - d) Any person engaged for rendering the services under this contract shall be the employee of the contractor for all purposes intent and shall have no claim/right on the HPGCL. The contractor will keep the corporation and its officers indemnified from and against any claim/liability by any such person.
 - e) The contractor shall obtain an undertaking on Non-Judicial Stamp Paper of proper value duly signed and witnessed by him under his seal from the supervisor on the prescribed format attached that they will not claim any employment from HPGCL and all the dispute will be settled by their contractor who has engaged them.
 - f) In case the above certificates are found incorrect at any stage, the HPGCL has the right to impose any penalty on the contractor including termination of the contract.
- iii. The contractor shall be responsible for fulfilling the requirements of all statutory provisions of all the aforesaid acts including, Motor Vehicle Act, and other industrial enactments at his own risk and cost in respect of all the staff employed by him. If due to any reason, whatsoever the HPGCL is made liable, It shall be recovered by the HPGCL from any pending dues of the contractor. In case the pending dues are less than the liability, then the balance shall be deposited by the contractor.
- iv. The vehicle should be comprehensively insured including the driver, conductor and travelling persons. The corporation shall not be responsible for any damage, whatsoever, to the vehicle or its driver/passengers or third party. As such the adequate insurance of appropriate value should be arranged to cover the risk of injuries/death of the driver/passengers. The proof of the same should be attached with the bill.
- v. The contractor shall obtain all the necessary permits from the RTO or any Govt. or Municipality or any other Authority that may be required in connection with the hiring of vehicle(s) by RGTPP at his cost.
- vi. The contractor shall be an independent entity engaged to produce the required result and compliance with all laws and regulations applicable in this behalf and also keep RGTPP/HPGCL and its officers indemnified for any breach of default in execution of work order.
- vii. The Contactor shall intimate address along with Telephone no. of their office as well as residence immediately after the award of contract.

6) **RESPONSIBILITIES OF THE CONTRACTOR: -**

- a. The contractor, to whom the LOI/Work Order is placed, shall provide requisite vehicle immediately as per instruction of LOI/WO or alternate and equivalent vehicles in good condition for 7 days from the date of issue of LOI/work order whichever is earlier. If requisite vehicle as per work order not provided within 07 days then the hiring charges shall not be paid and running charges towards diesel shall only be paid for alternate vehicle for 10 days only. After 10 days penalty shall be imposed as per clause 9(a) or as applicable.
- b. If the contractor fails to take the work in hand within the stipulated period OR if his services are found to be unsatisfactory at any stage; the HPGCL will be entitled to cover the damages of non-execution/delay and to get the same executed from some other source(s) at the risk and cost of firm besides forfeiting the Earnest Money as well as Security Deposit and to take the legal remedies to recover the balance amount, if left.

- c. The contractor shall be responsible for all the risks involving liabilities and obligations arising out of this contract and under pay provision of law in force from time to time.
 - d. Liability of any type of challan will be borne by the contractor.
 - e. The contractor will also certify in advance before the start of work that no vehicle is registered in the name of the serving employees of the HPGCL
 - f. Any person engaged for rendering the services under this contract shall be the employee of the contractor for all intents & purposes intent and shall have no claim/right on the HPGCL. The contractor will keep the corporation and its officers indemnified from and against any claim/liability by any such person.
 - g. The contractor shall have to obtain necessary gate passes for the vehicle as well as for the persons for entering into the Plant Area.
 - h. Accuracy of meter may be checked by the authorized officer of HPGCL any time and reserve the right to get the meter calibrated or checked at any time at his sole discretion and in the event of any error/fault in the meter being noticed, the bill for the journey undertaken (including those undertaken earlier) would be adjusted, and any other panel action as decided by HPGCL may be taken. The cost of calibration /testing will be borne by the contractor.
 - i. The time to time maintenance of vehicles including all spares, consumables and lubricants will be the responsibility of the contractor. Quarterly check-up/Inspection related to the condition of the vehicle shall be organized at RGTPP by the firm.
- 7) Counting of distance will be from the starting point of the user and closing at the completion of the travel. The distance covered in each way between user delivery address and the garage /normal parking place will be allowed on actual basis or 2 KM whichever is less. No km will be allowed for maintenance/service/Fuel filling of the vehicle.
- 8) The vehicle should be parked at specified location and contractor shall be sole responsible for safety of vehicle.
- 9) Address verification- The signatures of the tenderer along with temporary and permanent addresses on the Non-Judicial Stamp Paper of proper value duly attested by the 1st-class Executive Magistrate or the Notary Public shall be submitted by the firm.
- 10) The vehicle (Truck) deputed by the bidder will abide by all the laws, Rules/Regulations, instruction & pollution norms as governed / directed by Transport Department Haryana for commercial vehicles.
- 11) The HPGCL reserves the right to claim adequate compensation from the contractor on account of any damage caused to the human or the equipment/machinery due to negligence or careless handling of the vehicle by the contractor.
- 12) The vehicle should be provided with Stepney, tools, spares and necessary consumables while driving. Quarterly check-up/Inspection related to the condition of the vehicle shall be organized at RGTPP by the firm.
- 13) **PARTNERSHIP: -**
The requisite attested copy of the registered partnership deed along with a certificate from each partner shall be supplied that they are not the partner in any other firm(s) who has applied for this contract.
- 14) **G.S.T COMPLIANCE:**
It is to ensure that the all prospective bidders to submit copy of registration certificate under GST Act.

The following undertaking (on the letter head of bidder) to be made part of mandatory documents to be submitted by all bidders;

Following undertaking must be supplied immediately of the receiving of W.O.

- i. As on date no default has ever been made by bidder in filling the various GST returns and deposit of GST dues with the department.
- ii. Bidders having multiple registrations under GST will submit undertaking for each & every GST number. A default under a GST number even if the GST number pertains to some other state, will make the vendor ineligible to participate in tender.
- iii. A CA certificate regarding validity of GST registration will be submitted every six months during the tenure of contract.
- iv. Vendor will submit copies of GSTR I and GSTR 3B/Challans as evidence to deposit of GST with certification that GST collected from HPGCL, to be specified in exact rupees, has been paid to Govt. vide this challan (specifying the challan no. & date of deposit) and returns filed (date of filing of return) includes the transaction of supply of Good or/and services of HPGCL.
- v. Vendor will inform immediately the HPGCL about initiation of any proceeding (if any) against him under the GST laws which may result in suspension or cancellation of GST number of the vendor.
- vi. Undertaking to indemnify the HPGCL in case of any financial implication on HPGCL due to non-compliance of prescribed obligation under the GST law on part of the supplier/vendor.
- vii. In case of ARCs/AMCs having duration above one year, copies of GSTR 1, GSTR 2, GSTR 3B along with copies of invoices raised to HPGCL, duly reconciled with copies with three returns to be submitted on quarterly basis.

In case of one time job orders and purchase orders, copies of GSTR 1, GSTR 2, GSTR 3B along with copies of invoices raised to HPGCL, duly reconciled with three returns to be submitted before release of the security.

**XEN/Training, RGTPP,
for Chief Engineer/RGTPP,
HPGCL, Hisar.**

STATEMENTS OF BIDDERS

1. Name of Bidder _____
2. Address of Head Office _____
3. Correspondence Address _____

Phone No. :

Email ID :

4. Legal status
5. PAN & TIN Number of the Bidder (attached self attested photocopies)
 PAN _____ TIN _____
 CST No. _____.

6. Bank Details (attached signed cancelled cheque)
 - i) Bank Name & Address
 - ii) Bank Account Number
 - iii) Bank Branch Code
 - iv) IFSC Code of Branch
 - v) Nature of account (current/saving/OD/CC)

7. Main Lines of Business
 - i. _____ since _____
 - ii. _____ since _____
 - iii. _____ since _____

8. Annual Turnover of past three year
 - i. _____
 - ii. _____
 - i. _____

9. Past Experience:-

Name of Organization	Period	Reference Contract	Order contract wise	Value

10. Any other: -

Signature & Stamp of Bidder

PART-II - RATE QUOTING SHEET (PRICE BID) For Reference Purpose Only

Sr. No.	Description of Item	Lump sum Rates to be quoted per month without GST (in Rs.)	Total amount for 01 years excluding GST (In Rs.)
1.	Hiring of 01 no. Mini Truck/vehicle (Tata-407/ Eicher-2049/ Eicher-2050/2059, Sartaj- GS5252/ Swaraj mazda/ Ashok Leyland, Tata 710, SML isuzu Samrat GS etc. Payload capacity not less than 2.5MT and loading length not less than 12 feet) having commercial permit (including road taxes, passenger taxes, Token Taxes, M.C Taxes, and all other taxes except GST, Parking Fees, Toll Tax and MCD Delhi tax, State entry tax) for use of RGTPP Khedar for a period of 01 year on monthly chargeable basis as per scope of work and terms & condition of NIT.		

Note:-

- As per Supplies & Disposal Department, Govt. of Haryana letter memo no. DSD/Admin/OS Vehicle /2017/dated 19.06.2017 regarding policy for outsourcing of vehicle: - **“The vehicle should not be older than 5 years and has not covered 2.5 Lakh kilometers. In case during currency of the contract, if any vehicle completes its 5 years of its life or covers 2.5 Lakh kilometers distance, the vendor is required to replace such vehicle. In case the vendor fails to replace such vehicle, the competent authority will impose a penalty of Rs.1,000/- Per Day besides no payment would be given for such days” (Annexure - XI). The Contractor must abide with the above said Policy Guideline during the currency of contract.**
- The Hiring & operation charges shall be fixed lump-sum charges per vehicle per month including all expenses towards running and maintenance cost of vehicles, cost of consumables/ lubricants, insurance, permit fee and other charges. The monthly charges shall be exclusive of Diesel which may be reimbursed at the rates as mentioned at Para No.4 below.
- GST, Parking Fees, Toll Tax and MCD Delhi tax, State entry tax shall be paid extra by HPGCL on production of actual deposit receipt to the concerned authority. Diesel cost, the amount of which shall be paid by HPGCL on an average basis of 8 KM/Ltr. on prevailing market rate.
- For calculating & payment of Diesel/cost of Diesel against running KM of vehicle, initially vehicle will be tested for average mileage which will be applicable for at least one year.** In case of if average/mileage of vehicle comes out to be more than 8 KM/Ltr., then diesel / cost of diesel (@prevailing rate) will be provided/paid on the basis of the actual mileage of the vehicle & running KM during month. Further, if the average mileage comes out to be 8 KM/Ltr. or less than 8 KM/Ltr., then diesel/cost of diesel (@prevailing rate) will be provided/paid on the basis of mileage of the vehicle @ 8 KM/Ltr. & running KM during that month. The mileage shall be tested by a committee constituted by CE/RGTPP having representative of the firm.
- The monthly hiring charges rates shall remain firm during the contract period. No escalation or price variation or any other extra payment what so ever and on any account shall be made/ allowed irrespective of any fluctuation in the prices of labour / material etc.
- The overall L-1 bidder will be decided on total quoted rates by the firms for Hiring Charges of vehicle including GST as per the applicability on the Participating Firm. For non- corporate service provider, GST@ 5% under RCM shall be considered. If any other rate of GST is applicable on the participating Firm, the same needs to be declared by the Firm in GST Declaration Sheet in Annexure –XII of PART-I.**
- The online price bid will be accepted and considered as final.

8. RATE QUOTING SHEET: -

- a) The tenderer will quote their rates **Strictly As Per The Online Rate Quoting Sheet.**
- b) **Conditional Discount** offered by any tenderer will not be considered for the purpose of relative comparison of rates quoted by participating tenderers.

9. INSPECTION OF SITE OF WORK: -

Before tendering, the tenderer is advised to inspect the site of work, the environment & get acquainted with the actual work & other prevalent conditions, facilities available. No claim will be entertained later, on the ground of lack of knowledge.

- 10. The rates should remain valid for at least 120-days from the opening of PART –II (Price Bid) of tender.

Signature of Contractor

Name: _____

Address: _____

UNDERTAKING OF STAFF ENGAGED (IF APPLICABLE)

I _____ S/oSh. _____
Resident _____ of _____ Working _____ with
M/s. _____ as
_____, is hereby giving an undertaking that I am well
aware of all the Terms & Conditions of the Work Order issued to
M/s. _____ and I will follow all the
labour & safety laws as applicable and will not claim any service in HPGCL in lieu of service
rendered to the Firm M/s. _____ against the Work Order
No. _____ dated. _____.

Signature & Stamp of Contractor

Signature of Worker

Undertaking regarding acceptance of all terms & conditions of e-NIT

(On firm's letter head)

I / We, hereby on behalf of M/s (Firm's name), certify that
all the terms & conditions of e-NIT are accepted to us and no deviations have been
submitted by us against e-NIT no. Dated (NIT no. --
----- and dated-----).

Signature & Stamp of Bidder

Annexure-1

Undertaking from the vendor (on vendor's letter head for not generating e-invoice)

We M/s. having PAN and GSTIN Registration Numberhereby undertake that our Aggregate Turnover (as per Section 2(6) of Central Goods and Services Tax Act, 2017) for FY 2019-20 does not exceed the prescribed threshold (as on the date of this declaration) for generation a Unique Invoice Registration Number (IRN) and QR code as per the provisions of Central Goods and Services Tax Act, 2017 and rules thereunder ("GST Law"). Further, we also undertake that if the aggregate turnover of M/s. exceeds the current threshold or revised threshold notified by Government of India at any future date, then we shall issue invoice and credit note in compliance with the required provisions of GST Law. In case of any queries from the any state or centre Goods and Services Tax authorities, M/s.will be solely responsible.

Yours Truly,

For M/s.....

Authorized Signatory Name: Designation:

Annexure-2

Undertaking from the vendor (on vendor's letter head) regarding validation of GST registration (for each GST number separately)

1.1.1. GST registration of GST no..... in name of m/s.....is valid as on date.....

1.1.2. No default has ever been made by me/my firm in name of in filing the various GST returns and deposit of GST dues with the department with respect to GSTN.....

Yours Truly,

For M/s.....

Authorized Signatory Name: Designation:

Annexure-3

Undertaking cum declaration from the vendor (on vendor's letter head)

1.2. I undertake to submit a CA certificate regarding validity of GST registration on every six months during the tenure of contract.

1.3. I undertake to submit copies of GSTR I and GSTR 3B/challans as evidence to deposit of GST with certification that GST collected from HPGCL, to be specified in exact rupees, has been paid to Govt. vide this challan (specifying the challan no. & date of deposit) and returns filed (date of filing of return) includes the transaction of supply of Good or/and services to HPGCL.

1.4. I undertake to inform immediately the HPGCL about initiation of any proceeding (if any) against me/my firm under the GST laws which may result in suspension or cancellation of GST number of the Vendor.

Yours Truly,

For M/s.....

Authorized Signatory Name: Designation:

Annexure-4

Undertaking cum indemnity bond from the vendor (on vendor's letter head) regarding timely deposition of GST

- a) Certified that we are registered as taxable person under GST Act, our GST no. is -----
- and which is active as on-----.
- b) Certified that bill for the month of-----in which GST has been claimed, is included in all the GST returns submitted by us to the GST authorities.
- c) Certified that we shall deposit the amount of GST collected from RGTPP/HPGCL to the Government exchequer within the time specified under the GST Law.
- d) Certified that the goods/services on which GST has been charged have not been exempted from GST under GST Act. The rate/amount of GST in these goods/services is correct under the provisions of the GST Act.
- e) We give Undertaking-cum-indemnity bond to RGTPP/HPGCL that we shall indemnify to RGTPP/HPGCL for any loss sustained in case we does not deposit the GST to the government exchequer, which it has recovered from the M/s HPGCL as tax.

Yours Truly,

For M/s.....

Authorized Signatory Name: Designation:

Annexure-5

Performa for declaration under Section 206AB/Section 206CCA

DECLARATION

I, _____, _____ (Designation) of _____
(Name of the Corporation/Company/Board/Trust), having PAN _____ (here in after referred as the Corporation/Company/Board/Trust), hereby declare and affirm a under:

- 1. That the Corporation/Company/Board/Trust is a regular income tax assessee.
- 2. That the Corporation/Company/Board/Trust has been filing its return of income tax regularly.
- 3. That the Corporation/Company/Board/Trust has filed returns of income tax for the financial years 2020-21 and 2021-22 under the provisions of section 139(1) of the Income Tax Act, 1961 as per details given below:

Assessment Year	Acknowledgement Number	Date of filing

- 4. That the new provisions of Section 206AB/Section 206CCA which require deduction/collection of tax at source at higher rates are not applicable to our Corporation/Company/Board/Trust and hence tax may not be deducted/ collected at source at higher rates.

(Deponent)

That whatever stated above in the above stated para (s) are true to my knowledge and belief.

(Deponent)

SUPPLIES & DISPOSALS DEPARTMENT, HARYANA
S.C.O. No. 09, 1st & 11nd Floor, Sector-16, Panchkula-134109 (Haryana)
Ph.:- 0172-2570121, 123, 124. Fax No.:- 0172-2570122.
e-mail:- supplies@hry.nic.in , website:- dsndharyana.gov.in

From:

Director, Supplies & Disposals, Haryana,
SCO. No. 09 (1st & 2nd Floor), Sector-16, Panchkula.

To

1. Additional Chief Secretary to Govt. Haryana, Finance Department .
2. Director General, Transport Department, Haryana
3. Managing Director, HVPN, Haryana
4. Engineer-in-Chief, PWD (B&R), Haryana
5. Additional Director (E), O/o DS&D, Haryana

Memo No. DSD/Admin/OS Vehicle/2017/
Dated Panchkula the:-

Subject:- **Policy for Procurement of Services- Outsourcing of Vehicles in various offices of the Government Departments/ Government Agencies of the State - Amendment.**

Attention is invited to this office Memo No.4472-78 dated 05.07.2016 vide which the policy "Procurement of Services- Outsourcing of Vehicles in various offices of the Government Departments/ Government Agencies of the State along with DNIT" was notified to all concerned. As per Para-1 (v) of this policy, it was provided that to ensure the quality, the vehicles registered one year before the tender year shall be eligible.

The matter has been considered by the State Government and it has been decided that the said condition as at Para-1(v) of the policy is replaced as under:-

"The vehicle should not be older than 5 years and has not covered 2.5 Lakh kilometers. In case during currency of the contract, if any vehicle completes its 5 years of its life or covers 2.5 Lakh Kilometers distance, the vendor is required to replace such vehicle. In case the vendor fails to replace such vehicle, the competent authority will impose a penalty of Rs.1,000/- Per Day besides no payment would be given for such days."

The above instruction may be brought to the notice of all concerned.


Additional Director (Admin),
for: Director Supplies & Disposals, Haryana

Dated: 19.06.2017

Endst. No. DSD/Admin/OS Vehicle/2017/ 2850

A copy of the above is forwarded to the following for information and necessary action:-

1. Branch Officer, Vehicle Purchase Branch, Supplies & Disposals Haryana for information and necessary action.
2. Jr. Programmer O/o Supplies & Disposals Haryana with the direction to upload the same on the department website.


Additional Director (Admin),
for: Director Supplies & Disposals, Haryana

GST DECLARATION BY BIDDERS

1. Name of Bidder _____
2. Address of Head Office _____
3. Correspondence Address

4. PAN & TIN Number of the Bidder (attached self attested photocopies)
PAN _____ TIN _____
5. GST No. _____.
6. Declaration of GST as Applicable on the Bidder

<p>To be filled by Bidder (GST @....% as applicable (RCM, FCM etc))</p>	<p><i>Note: The overall L-1 bidder will be decided on total quoted rates by the firms for Hiring Charges of vehicle including GST as per the applicability on the Participating Firm. For non- corporate service provider, GST@ 5% under RCM shall be considered. If any other rate of GST is applicable on the participating Firm, the same needs to be quoted here.</i></p>

Signature & Stamp of Bidder