



E-TENDER DOCUMENT
for
Hiring of Taxis and Tempo Travellers

Item Description

Hiring of Taxis and Tempo travellers with GPS monitoring System on K.M. rate basis.

PSEB /APE/ TRANSPORT CELL / 2025/ 065

Rs. 1000/-

PUNJAB SCHOOL EDUCATION BOARD

PHASE-8, SECTOR-62

MOHALI(160062) PHONE NO. 0172-

5227265

Section-1

1.	E Tender No./ RFT Reference No.	PSEB / APE/TRANSPORT CELL / 2025/065
2.	Description	Hiring of Taxis and Tempo travellers
3.	Total estimated cost of the tender/work	Rs. 25 Lacs approximate
4.	Earnest Money Deposit (EMD)	Rs. 50,000/-
5.	Sale of E-tender document	04/07/2025 (10.00 am)
6.	E-tender document cost	Rs. 1000/-
7.	Last date of submission of online E-tender	25/07/2025 (11.00 am)
8.	Date of opening of Technical bid	25/07/2025 (02.00 pm)
9.	Tenderer shall upload bids on the website	https://eproc.punjab.gov.in
10.	The tender document shall also be available on the Board's website	https://www.pseb.ac.in
11.	Opening of Commercial/Financial Bid	To be intimated later on
12.	If the date of opening of e-Tender happens to be a holiday then the e-tender will be opened on the next working day at the same time.	
13.	The Punjab School Education Board shall not be responsible for any failure in uploading of the Tender documents.	

Section II

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Section III

(General Conditions)

1. The Punjab School Education Board (PSEB) Mohali invites bids ‘**Hiring of Taxis and Tempo travellers**’ through e-Tendering. Tenderers are advised to study the Tender document carefully. Submission of Tender shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications.
2. Bids are to be submitted online. A Valid Digital Signature Certificate(DSC) is mandatory to participate in the e-tendering process which may be procured from any of the authorized Certifying Authority (CA), such as; MTNL, TCS, emudhra, N-code, Sify. For participating in the e-tendering process, the tenderer shall have to get themselves registered with <https://etender.punjabgovt.gov.in> and get user ID, Password. In case of any problem in compatibility of DSCs or for any clarification/difficulty regarding e-tendering process e-Procurement helpdesk may be contacted 0172-5035985/ 9257209340/ 8054628821/ 8146699894/ 8146608250.
3. Interested tenderers can download the e-tender documents online from website (<https://eproc.punjab.gov.in>).
4. E-tender document fee as given in Section I (page 2) as applicable shall be strictly paid through online mode (NEFT/RTGS, OTC, NET-BANKING, IPG). Other mode of payment will not be considered.
5. The Tenderer will have to deposit Earnest Money (EMD) (Refundable) as given in Section I (Page 2) which is to be paid through online mode (NEFT/RTGS, OTC, NET-BANKING, IPG). Other mode of payment will not be considered.
6. E-tender Processing fee (Non-Refundable) as applicable shall be paid to concerned firm involved in e-procurement strictly through online mode (NEFT/RTGS, OTC, NET-BANKING, IPG). Other mode of payment will not be considered.
7. Corrigendum/Addendum/Corrections, if any will be published on the website <https://etender.Punjab.gov.in>

8. This Tender document is not transferable.
9. All bids are to be submitted online and no manual receipt of bids shall be entertained.
10. Tenders which are not on the prescribed tender form will be rejected straightaway. Telegraphic quotations will not be accepted.
11. Tenders not meeting specifications as per the tender document will be rejected straightaway.
12. The E-tender document fee/ E-Tender processing fees shall not be refundable under any circumstances.
13. Secretary, Punjab School Education Board S.A.S. Nagar reserves the right to amend the bid documents or extend the deadline for submission of bids.
14. The Tenderer shall bear all costs associated with the preparation and submission of its bid, and the Board will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
15. The Tenderer shall upload all the relevant documents on the e-Tendering portal.
16. The Successful Tenderer will have to Deposit a security amount as specified in this document.

Section IV

CONDITIONS GOVERNING THE TENDER

1. Bids through E-tender are invited from the experienced Individuals / Firms / Party / Agencies for hiring of CNG / Diesel / Petrol driven vehicles as mentioned below:
 - a. **Item Description:**
 - b. **Taxis and Tempo travellers** on kilometer rate basis are required on demand basis for official use of the Board. **(Annexure-A)**
2. The total annual estimated cost of hiring will be about Rs. 25,00,000/- (Twenty five lacs). The actual amount of expenditure may increase or decrease shall depend upon actual use of hired vehicles on requirement basis. This contract will be initially for the period of one year, which may be extended further up to 2 years after mutual agreement between Board's office and individual / party / firm.
3. Generally same vehicle is used to cover more than one destination in the process, but payment will be done on the Kilometer Basis only.
4. Only passenger vehicles registered for passenger services shall be used.
5. The vehicles must be in good condition, roadworthy, GPS equipped and have valid fitness certificates, permits, insurance, and pollution control certificates.
6. The bidder should provide access of GPS monitoring during the use of vehicle.
7. The bidder should be in the transport business can be inserted of providing vehicle for at least three years to any Government / Semi Government / Board / Corporation / PSUs / Reputed firms. Copy of work order and successful completion to be attached.
8. Balance sheet or Income Tax reports of last three years required.
9. The bidder should not have been declared as a defaulter or penalized by anybody for any reasons during providing the services.
10. The bidder should not have been penalized for any reason by the Board in the past for providing the transport services.
11. The vehicles to be provided should be in perfect running condition, clean seat covers / upholstery, good look and should be in perfect running condition full filling the latest emission norms.
12. Drivers must possess a valid driving license and carry all necessary documents at all times.
13. Drivers must not have any criminal background and should behave courteously with officials.
14. A standby driver and/or vehicle must be arranged in case of emergency or breakdown.
15. Drivers must carry a working mobile phone at all times and remain in contact with PSEB officials.
16. Driver should have valid Driving License of passenger vehicle. The drivers should

possess valid driving license issued by appropriate authority, should be well mannered / disciplined and adequately educated.

17. The driver should be well conversant with all traffic signals, roads and routes Of Chandigarh, Punjab and adjacent areas.
18. The driver should always remain with the vehicle during the entire period of duty. In case of any urgency, the driver may seek permission of the concerned officer.
19. The Driver shall be neatly dressed, should wear proper uniform and must carry mobile phone in working condition, for which, no separate payment shall be made by this office.
20. The contractor and drivers shall maintain strict confidentiality regarding of the visit.
21. No unauthorized person shall be allowed to travel in the vehicle during visit.
22. The vehicle must not stop en route except for emergencies or as directed by the PSEB.
23. The bidder must furnish an undertaking that the information provided with the bid document is correct in all respects.
24. Online Technical bids will be opened first as per schedule given in Section I (page 2) in the presence of those bidders who may wish to be present. The Commercial Bids of only those bidders will be opened, who are found to qualify as per “Technical Bid”. Commercial Bids will be opened after finalizing the Technical Bids.
25. The bidder should quote the rates of service in Annexure – A for all categories. No overwriting or cutting is permitted in the financial bid form. In such case, any cutting found in this form, the tender shall be summarily rejected. The tender form should be stamped and signed by the bidder himself / themselves or his authorized person on every page before uploading online.
26. Bids from Joint Ventures and subletting are not acceptable.
27. The Board will deduct Income Tax at source/ TDS as provided under Income Tax Act, from the bidder on the income comprising therein and other service charges, as per the instructions issued by the Government from time to time.
28. Terms and conditions outlined in this tender document will have to be complied with by the successful bidder. The bidder should affix his signature in token of his acceptance of all terms and conditions.
29. The Board reserves the right to cancel/reject full or any part of the tender in case the bidder do not fulfil the conditions stipulated in the general conditions and terms and conditions governing the tender and no correspondence thereof shall be entertained whatsoever.
30. Board reserves the right to accept or reject any bid irrespective of its being the lowest in the interest of the Board. In awarding the contract, interest of the Board shall be paramount and in this regard the decision of the Secretary, Punjab School Education Board shall be final.
31. The Board reserves right to terminate the contract during contract period also after giving one month notice to the service provider.

32. Board shall not be responsible for any damage to the vehicle in case of an accident or otherwise, theft of vehicle / parts and accessories therein. This office shall not be responsible for any third party claims, any challan and disobeying of Traffic rules caused by the vehicle driver.
33. The empanelled agency shall ensure the compliance and depositing of all Taxes including Income Tax, Motor Vehicle tax, GST etc, including any taxes imposed in future also. However, the Service Tax, if any payable, shall be paid by the Bidder and the same shall be reimbursed to him on actual basis. Toll tax, Parking Charges shall be payable over and above the quoted charges by the Board, but the service bidder/agency shall have to produce proof of payment of such taxes and charges.
34. The calculation of mileage shall be from the reporting point to the relieving point and will not be calculated on garage to garage basis.
35. The agency shall ensure that the odometer of vehicle supplied is properly sealed, so that no tempering is done with a view to inflate distance travelled.
36. In case of any breakdown / non attending duty by the driver within the proper time the agency shall make arrangement for providing other vehicles. In such a case, mileage from garage to the point of breakdown would not be paid.
37. Vehicles must report to the designated location well before the scheduled time and complete delivery/pickup as per the Board's instructions.
38. Delays or failure to report on time may result in penalties or termination of contract.
39. The agency should have an adequate numbers of telephones for contact round the clock, performing the duty and shall be neatly dressed, should wear proper uniform and must carry mobile phone in working condition, for which, no separate payment shall be made by this office.
40. A daily record in proper manner should be maintained indicating time and mileage for each vehicle run and it should be submitted as and when directed by the concerned officer.
41. The order for providing vehicles may be given to the agency which has quoted the lowest rates while meeting all the terms and conditions given in the tender document. However, to safeguard against failure by this agency to provide desired numbers of vehicles / services this office may hire vehicles from the open market at rates less than or at par with the approved rates, and any excess charges will be recovered from agency.
42. The period of detention due to natural calamities i.e. road blockage/traffic blockage shall not be calculating minimum charges/night charges or any other way.
43. The agency should keep necessary tools kit always with the vehicle and updated "pollution under control certificate" with the vehicle.
44. The EMD of bidders, whose rates are not approved, will be returned with 30 days upon finalization of the tenders. No interest will be paid on the amount of the security deposit. Only then the EMD will be released and adjustment of final account will be made.
45. The service provider must ensure to provide the vehicle in good condition and model should not be older than 2024.

46. Checklist of eligibility criteria for this tender to be uploaded as requirement of his tender:
- Tender document fees of Rs. 1000/- through online
 - Tender Processing fees through online
 - Tender EMD of Rs. 50,000/- through online mode.
47. Only those bidders shall be participate who possess registered documents of individual / Firm / Company etc. Only such bidders / parties who have required vehicles in its possession and can timely provide prescribed vehicle can participate in the tender.
48. The bidders / parties must have valid PAN no, GST no to participate in the tender and must submit self-attested copy of the same.
49. Number of vehicles of the individual / Firm / Company etc and the documents of each vehicle required:
- R. C. Book (model should not be older than year 2024)
 - Road Tax Clearance Certificate
 - Certificate of Insurance Policy
 - Valid driving license for the category of the vehicle quoted
 - Valid pollution certificate
50. Acceptance of terms and conditions mentioned in Tender document. Each page of terms and conditions to be duly signed / stamped as token of acceptance and submitted online as part of Tender document.
51. The bidder should not be blacklisted , debarred from any Govt. Dept. the bidder have to give all Blacklist undertaking as per the point no's 5 & 6 of the Tender document submitted online separately.
52. Penalty Clause:-
- (a) In case of any delay, misconduct, breakdown, or breach of instructions, the Board reserves the right to impose a penalty, deduct payment, or cancel the agreement.
53. Termination of Contract:-
- (a) The Board reserves the right to terminate the contract at any point of time without assigning any reason, with or without notice, especially in case of unsatisfactory performance or breach of terms.

I / We have carefully read the above terms & conditions and undertake to abide by the same.

Dated:

Place:

(Signature of Tenderer with stamp of the firm) Name:

Telephone No: Address:

PUNJAB SCHOOL EDUCATION BOARD

Tender for Hiring of Taxis and Tempo travellers

TENDER NO.....

TECHNICAL BID

1. Name of the Agency/Firm __
2. Address:_____
3. Mobile No.:____Telephone No.:_____
4. Year of establishment of Agency/Firm _____
5. Type of Agency/Firm (proprietorship/partnership/Pvt. Ltd./LLP etc.)_____
6. Registration Number of Business of Tenderer_____ (If any, attested photocopy of registration should be attached.)
7. PAN Number of Tenderer__(attach copy)
8. GST Number of Tenderer – attach copy)
9. Details of Experience in provided vehicles to Govt./Autonomous bodies (attach work order and satisfactory work certificate): _____
10. Total Number and Type of Passenger Vehicles owned by the Firm (attach RC copies):_____
11. Affidavit stating the Firm has not been blacklisted by any Govt./PSU's/Autonomous bodies (**attach notarized affidavit**).

12. DECLARATION :

I/We certified that the information furnished is above is true and correct to best of my/our knowledge. I/We understand that if any discrepancy is found at a later stage, our bid is liable to be rejected.

Dated:___

Place:___

(Signature of Tenderer with stamps of the firm)

Name:_____

PUNJAB SCHOOL EDUCATION BOARD

Tender For Hiring of Taxis and Tempo travellers

TENDER NO PSEB / APE/TRANSPORT CELL / 2025/065

COMMERCIAL/FINANCIAL BID

Sr. No.	Vehicle Type	Rate per K.M (in Rs.)	Minimum charges for 80 K.M/8 hours (in Rs.)	Extra Charges per hour (in Rs.)	Night halt charges per night (in Rs.)
1	Hatchback (Alto, Wagon R, Swift)				
2	Sedan (Dezire/Etios)				
3	SUV (Ertiga/Innova/XUV500)				
4	Tempo travel (12 seats)				

Note :

- The rates must be inclusive of fuel, driver, maintenance, parking and all applicable taxes.
- Vehicle must be commercially registered and in good condition.
- The Board reserves the right to engage multiple service providers.

Dated

Place:

(Signature of Bidder with stamps of the firm) Name of bidder:

_ Mobile/Telephone No._ Address: _