

Request For Proposal

**REQUEST FOR PROPOSAL FOR
SELECTION OF SERVICE PROVIDER FOR**

Providing vehicles on monthly chargeable basis

**AT
HARYAN KAUSHAL ROZGAR NIGAM LIMITE**

Plot No. 101, Sector 12, Panchkula

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A. Key Events and Dates/ Important Information

S. No.	Event	Details
1.	Issue of RFP	23-04-2025
2.	Last Date of Submission of RFP (Application Due Date)	06-05-2025
3.	Bid Opening	13-05-2025 (tentatively)
4.	Cost of RFP Document (non-refundable)	The bidder shall submit the DD of INR 5900/- (inclusive of applicable taxes) along with the RFP document.
5.	Earnest Money Deposit	The bidder shall submit an Earnest Money amounting to Rs 75,000/- in the form of Demand Draft in favor of CEO/HKRNL payable at Panchkula.
6.	Place of Application Submission	Chief Executive Officer Sainik Parivar Bhawan Building Haryana Kaushal Rozgar Nigam, Plot No. 101, Sector-12, Panchkula, Haryana 134112
7.	Date time and place of opening of Financial Proposals	To be announced later
8.	Last date for signing contract	As intimated in work order of HKRNL

Address for Communication:

The Chief Executive Officer,
HARYANA KAUSHAL ROZGAR NIGAM LIMITED
Office Address: - Plot No. 101, Sector-12, Panchkula
E-mail: hkrn.gov@gmail.com
Telephone No:- 98964-70542

Annexure-1

B. Business Details

1. Date of Incorporation/Agreement/Partnership: _____

2. Particulars of Business, if any:

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

Annexure-2

C. Bank details

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

Date:

Signature of Bidder

Name: _____

Status/Designation: _____

(Seal)

D. Introduction

For smooth functioning of office work, Haryana Kaushal Rozgar Nigam Limited seeks to hire a service provider for providing the vehicles (Dzire or equivalent) offering the most competitive rates with the best compliance related services. At present a total of 08 number of vehicles are required in HKRNL (07 Maruti Swift Dzire or equivalent and 01 Ciaz or equivalent) for Panchkula office, make 2022 & above from an entity (herein referred to as 2nd Party). However, number of vehicles may increase or decrease as per the requirement of HKRNL. The service provider should be able to provide value for money solutions in terms of cost effective, timing, resolving issues as per scope of work defined in document to HKRNL "The Assignment" for a term of One (01) Year only, which is further extendable to another one year on the same rates, terms and conditions on monthly chargeable basis, on the sole discretion of HKRNL.

I. Minimum Eligibility Criteria:

1. The service provider shall provide vehicle Maruti Swift Dzire or equivalent and Ciaz or equivalent make 2022 & above on the date of submission of proposal for this RFP.
2. Separate rates for different models/vehicles are required to be submitted (as per table at Annexure-4).

II. Condition of the vehicle:

1. The bidders should have vehicles registered under Motor Vehicles Act as commercial vehicles in his own name or firm's name for which bidder has to attach the proof of ownership of the vehicles.
2. The bidder should have valid permit to ply vehicles in the state of Haryana, Punjab, Delhi and UT-Chandigarh.
3. 2nd party shall be responsible to keep AC and heater of the vehicle in the good running condition. All the expense on diesel/petrol, lubricants, service, repair etc. shall be borne exclusively by 2nd party. In case the vehicle breaks down, 2nd party shall be responsible to arrange the replacement earliest within one day at their own expenses.
4. 2nd party shall be responsible for the fitness of the vehicle and keeping all the necessary documents up to date including Certificate of Registration, Comprehensive Insurance, Road

Tax, Fitness Certificate, valid permit, Pollution Certificate etc. In case of any mis-happening 2nd party can claim the insurance and clear the case against the vehicle in the Court of Law at their own expenses.

5. 2nd party shall ensure the maintenance service in time of all the vehicles at their own expenses.

III. Conditions relating to the driver:

1. The driver shall not be considered as employee of the 1st Party.
2. The driver employed by 2nd party should be a person of integrity, medical fit to drive the vehicle, holds a valid driving license (in original).
3. In case of vehicle breakdown, need for servicing or driver's health being poor, arrangement for another vehicle and driver will have to be made.
4. It is mandatory to have all first aid equipment and fire extinguisher in the vehicle.
5. If the driver's behaviour is found objectionable 2nd party shall replace the driver within 5 working days.
6. The driver should be available whenever required including Saturday and Sunday.
7. Code of conduct of the Driver;
 - (i) He must demonstrate and maintain a professional attitude to work and act responsibly.
 - (ii) He shall report for duty at the specified time given by the officer/officer-in-charge.
 - (iii) He shall be responsible for performing routine checks to ensure the vehicle is clean, presentable and safe to drive.
 - (iv) He shall have a mobile phone with two-way conversation facility available and should be able to understand Hindi language properly.
 - (v) He shall not use the phone while driving and in the presence of the officer-in-charge unless he is instructed to do so.
 - (vi) He shall maintain log book of the car and shall get it verified from the concerned officer-in-charge/person using the vehicle on daily basis.
 - (vii) He shall take permission from the officer-in-charge to take the car to workshop, if

required.

(viii) He shall not remain absent from duty without prior permission of the officer-in-charge.

(ix) He shall be responsible for carrying and maintaining all the necessary documents (in original) required with regard to the vehicle.

IV. Working hours:

1. The working hours would be from 8:30AM to 7:00PM with plus and minus one hour. However, if required by the officer-in-charge it can be extended without any additional cost to first party.
2. If for any reasons vehicle/driver is not available (including break down of the vehicle, maintenance of the vehicle etc.), 2nd party shall make alternate arrangements at no extra cost to 1st party within a day. If the vehicle is not provided within a day, the 1st party shall impose the penalty @ Rs. 500/- per day.
3. The vehicle shall also be used for outstation travel to Punjab, Haryana, Delhi etc. as per need of the organization.

V. Payment:

1. Payment shall be made on monthly basis on the basis of kilometres driven per month per car as verified in the logbook.
2. The minimum number of Kilometres to be charged per month shall be consolidated 2000 kilometres per month X number of vehicles provided under this tender. The unused consolidated Kilometres per month as detailed in point above shall be carried forward to the next month's limit on continuous basis till the validity of this arrangement.
3. The kilometre counting of the vehicle shall start from the designated office and shall end at the designated office.
4. All the statutory deductions such as income tax/ TDS etc. as applicable if any, as per Income Tax Act Rules shall be deducted from the monthly bills of the contractor/firm.
5. The 1st Party shall pay to the 2nd party a consolidate monthly charges per month plus GST, toll tax, parking charges subject to deduction of tax at source as applicable from

time to time.

6. The night charges for local shall be payable @ of Rs.200 after 08:00PM & before 7:00AM and Rs.200/- for outstation travel beyond six hours and Rs.300/- (including night stay) for outstation travel beyond 12 hours.
7. A log book shall be maintained on daily basis with proper record/ entries by the driver and the log book shall be got countersigned on daily basis from the officer-in-charge to whom the vehicle is allotted.
8. The 2nd party shall submit the bills (2 copies) on a monthly basis by 7th of next month along with the copy of log book as detailed above.
9. The payment shall be released within 15 days from the date of submission of the bills along with complete supporting papers/ documents.

VI. Liabilities (Taxes etc.):

1. All the statutory liabilities & taxes shall be borne by 2nd party.
2. All disputes will be subject to Judicial Court, Panchkula. In case of any dispute, the decision of the Judicial Court, Panchkula will be acceptable to both the parties.
3. The parking charges and toll taxes shall be reimbursed on actual basis by 1st party.
4. In case the vehicle travels to Chandigarh, Haryana, Punjab and Delhi taxes would be paid by the 2nd party. However, in case the vehicle travels to other states, taxes leviable would be reimbursed by 1st party.
5. 2nd party shall be responsible for all the expenses towards repair, maintenance and other risks & liabilities related to the vehicles provided under this RFP.
6. 2nd party shall be responsible for the salary of the driver in time engaged under this RFP.
7. The 2nd party shall be responsible for payment of a challans, if any, made by the police/Motor Vehicle department for any offence committed by the driver or any other person engaged by the 2nd party under this RFP.
8. The liabilities arising due to any mishap on duty shall be borne by the 2nd party.
9. In case, there is any change in the tax implications because of changes in any of the applicable laws of the Country, the additional burden/benefit shall be borne/enjoyed by

the 2nd party.

VII. Earnest Money and Security Deposit:

Every bidder, while submitting his RFP, shall deposit the Earnest Money specified in the RFP by way of demand draft in favour of the CEO/HKRNL payable at par in Panchkula.

1. The deduction of the security deposit shall be regulated as per following: -
 - The security deposit equal to 10% of total work order value will be deducted from the bill of contractor. However, the EMD already deposited by the contractor shall be converted into security deposit and shall be adjusted in the monthly invoice.
 - The security deposit of the contractor shall be retained by HKRNL for faithful and satisfactory execution of the contract.
 - The security deposit shall be released only after completion of the entire period of contract.
 - No interest shall be paid on security deposit for the period it remains deposited with HKRNL.
2. 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. The successful bidder has to give its acceptance in writing within 3 days after issue of the work order otherwise the same will be automatically stand withdrawn and EMD deposited by the bidder shall be forfeited.

VIII. Terms of Termination:

1. The term of this tender shall be initially for one year.
2. The arrangement shall be extendable based on the performance of this work order on mutual agreement basis.
3. The HKRNL reserves the right to terminate the contract at any time or at any stage during the period of contract by giving 7 days' notice without assigning any reason.

E. Submission of the RFP:

- The RFP consist two bids; i). Technical Bid ii). Financial Bid. Firstly, the technical bid should be opened (as per Annexure-3) and thereafter financial bid shall be opened of those bidders who qualify Technical Bid.
- The bidders should give undertaking that he or his firm has not been blacklisted by any institutional agencies/ Govt. department/ public sector undertaking in the last 3 years.
- The bidder shall sign and stamp each page of the RFP document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained herein and submit the same along with the RFP Document. The bidder would fill up the information in the Annexure and affidavit enclosed at the end of this document in clear and legible terms. Annexure and affidavit shall also have to be signed and stamped by the bidder or its authorized signatory.
- The bidder shall submit RFP document fee of Rs. 5,900/- (non-refundable) in the shape of Demand Draft in favour of CEO, HARYANA KAUSHAL ROZGAR NIGAM LIMITED payable at Panchkula along with the Technical Bid.
- The bidder shall submit EMD of amount of Rs. 75,000/- in the shape of Demand Draft in favour of CEO, HARYANA KAUSHAL ROZGAR NIGAM LIMITED payable at Panchkula along with the Technical Bid.
- Rates and prices should be mentioned clearly indicating all the taxes and other incidental charges like extra kilometres charges etc. (According to the Table at 'F') mentioned at Annexure-4.
- A list of documents duly stamped and signed from duly authorize person submitted by the bidder be also submitted along with RFP document (As per Annexure-3).
- A Letter to authorize representative/authorized signatory shall also be submitted along with RFP document.
- Rates (per day per kilometres, min. limit per day & night charges etc.) for vehicle Swift Dzire or equivalent and Ciaz or equivalent make 2022 & above with vendor may also be submitted.

F. Last Date of Submission of the RFP:

- Complete RFP Documents must be submitted in the office of the Haryana Kaushal Rozgar Nigam Limited (HKRNL), Plot No. 101, Sector-12, Panchkula on or before 2.00P.M. on 06th May, 2025 through registered/speed post or by hand.
- Any documents received after the specified date & time shall not be opened and shall be considered as rejected.
- 1st party shall not responsible for any delayed receipt of the RFP documents.

G. Opening of RFP:

- The RFP shall be opened in the presence of the bidders in person or through any Representatives.
- The representatives shall submit a letter of authority issued by the bidder to be allowed to present at the opening of the RFP.
- The rights to reject any item or entire RFP at any stage or to cancel the RFP process shall be reserved with CEO, HKRNL.
- The requirement of vehicle/Taxis may increase/decrease depending upon the need from time to time.

I. Evaluation of Technical Proposal

- a) The Bidders who fulfil the pre-qualifying requirements will be shortlisted for evaluation. The total maximum point for evaluation of Technical Proposal is 60 marks.
- b) The proposals submitted by the Bidders would be evaluated, and the scores would be assigned based on the parameters set out in the table below:

Sr. No.	Evaluation Criteria	Scoring Pattern	Marks	Maximum Marks
1	Existence of Firm for at least 3 Years	3 Years 4-6 Years More than 06 Years	5 Marks 10 Marks 20 Marks	20
2	Average turnover of the	5-7 Lacs	5 Marks	20

	firm for previous three financial years prior to bid date.	8-10 Lacs More than 10 Lacs	10 Marks 20 Marks	
3	The firm should have rendered at least 03 similar assignments during last 3 F.Y.s ended on 31-03-2024 to Government Departments/ Corporations/ PSUs/ Private Companies	For 03 Assignments For 04 to 06 Assignments For more than 06 Assignments	5 Marks 10 Marks 20 Marks	20
TOTAL				60
Marks S(t)				

c) The score for Technical Proposal would be the arithmetic sum of the marks assigned to the Bidders under each of the parameters listed above. The Bidder is required to achieve a minimum score of 30 marks (Benchmark Score). The Financial Proposals of only those Proposals that have achieved the Benchmark Score will be opened for evaluation.

II. Evaluation of Financial Proposal

The Financial Proposals of only those Bidders who will qualify in the technical evaluation will be opened. After that the financial score shall be determine by authority as per below formula:

$$S_f = 100 \times F_m / F,$$

where S_f is the Financial Score;

F_m is the lowest price quoted by any bidder;

And “ F ” the price of the proposal under consideration.

III. Calculation of Final Score

a) The final score will be calculated as per the weightage given to the Technical and Financial Proposals, which are 70% and 30% respectively (Technical proposal

T=0.70, and financial proposal P=0.30)

b) Proposals shall be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T= the weight given to the Technical Proposal).

P= the weight given to the Financial Proposal; T+P=1 as following:

$$S = S_t \times T\% + S_f \times P\%$$

c) The applicant that would get the highest combined score would be declared a preferred bidder.

H. General Conditions:

1. If in case, any document, information &/or certificate submitted is found to be incorrect / false / fabricated, the 1st party at its discretion may disqualify/ reject/ terminate the work order and also forfeit the Earnest Money Deposit/ All dues.
2. The 1st party reserves the right of forfeiture of the Earnest Money Deposit in the event of the 2nd party's failure to fulfill any of the obligations or in the event of termination of the work order as per terms and conditions of the RFP.
3. In case the successful bidder fails to submit the Earnest Money Deposit of the requisite amount within the stipulated period or extended period, letter of Intent automatically will stand withdrawn and EMD of the 2nd party shall be forfeited.
4. Each page of the RFP Documents must be stamped and signed by the person submitting the RFP in token of his acceptance of entire conditions laid down in the RFP form. Any Bid with any of the Documents not so signed it liable to be rejected at the direction of the 1st party.
5. Document supporting the eligible conditions:
 - (a) Attested copy of PAN and GST.
 - (b) Attested copy of work orders along with work completion Certificates/ongoing work certificate issued by any Central/State Government Organization/any other office, if available.
 - (c) Copy of Income Tax Return and GST for the last three financial years i.e. 2021-2022, 2022-2023 and 2023-2024, if applicable.

Annexure-3

I. Technical Bid consists of the following: -

Table-T

1.	Company Profile (Kindly fill proforma at point 'B' at page-4)	
2.	Vehicle details (Kindly fill Annexure-'4').	
3.	RFP Document Fee (RFP document fee of Rs. 5,900/- in the shape of Demand Draft in favour of CEO, Haryana Kaushal Rozgar Nigam Limited payable at Panchkula)	
4.	Earnest Money Deposit (EMD) (EMD of amount of Rs.75,000/- in the shape of Demand Draft in favour of CEO, Haryana Kaushal Rozgar Nigam Limited payable at Panchkula)	
5.	Copy of PAN Card	
6.	Copy of GST & GST Return, if applicable.	
7.	Copy of Income Tax Return for the financial year 2021-2022, 2022-2023, 2023-2024, if applicable.	
8.	Minimum Turnover for the last financial years (Rs.5 lacs each) is essential. (Attached CA certificate)	

Signature of the Bidder

J. Financial Quotes

Annexure 4: Financial Proposal Format

(To be submitted on letter head of Bidder)

To

Sir,

I/We hereby submit our Proposal for the Selection of Service Provider for Haryana Kaushal Rozgar Nigam Limited (HKRNL) in accordance with the Terms and Conditions as well as Scope of Work.

Table-F

Type of Vehicle	Registration No. of Vehicle	Fixed/ Lump sum Monthly Rate for 2000 KM Per Month (GST amount should be mentioned separately)	Rate Per KM beyond 2000 KM
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Notes:-

- (1) In addition to above quoted prices, the following will be re-imbursed/ paid by the Nigam during the currency of contract.
 - a) Toll Tax, Parking Fee and applicable GST, which will be reimbursed on the production of the original vouchers.
 - b) The contractor will be re-imbursed Rs 200 per night for stay of the driver on tour on the outstation in addition to the above rates.
- (2) During the period of contract, the rates will not be revised with the revision of any taxes by the Government of Haryana or by the Government of India. The prospective bidder may quote the rates accordingly taking into consideration of this aspect. The columns shall be clearly filled in ink legibly or typed. The tenderer should quote the number, rates and amount tendered by him/them in figures and as well as in words. Alterations, if any, unless legibly attested by the tenderer shall disqualify the tender. The tenderer shall take care that the rate and amount may be written in such a way that interpolation is not possible. No blanks should be left which would be otherwise made the tender liable for rejection.

Authorized Signatory
With Stamp & Signature