

# **Municipal Corporation, Panchkula**

**Reference No: MCPKL/2015/08/HTT**

## **Tender for Hiring of Tractors-Trolleys In Municipal Corporation, Panchkula**

**August, 2015**

## Tender Notice

Sealed tenders are invited for hiring of Tractors-Trolleys for sanitation purpose as per specifications given below:

Sr. No.	Name of Item	Qty	Bid Document Fee (Rs.)	Tender Start Date	Last Date of submission of Tender	Tender Opening Date	Time limit
1	Tractor fitted with GPS/Trolleys (Hydraulic type)	30 (Thirty)	5000/- (Five Thousand)	15.09.2015	23.09.2015 (3.00 PM)	24.09.2015 (3.30 PM)	One Year

### General Terms and Conditions

- 1 Tenders will be received upto 03.00 p.m. on 23.09.2015 and opened on the same day at 3.30 p.m. by the committee constituted for the said purpose, in the office of Commissioner, Municipal Corporation, Panchkula.
- 2 An earnest money for Rs. 2.00 Lacs will be submitted with the tender in favour of Commissioner, Municipal Corporation, Panchkula.
- 3 Tenders will not be accepted without Earnest Money.
- 4 Tax, if any, will be paid as applicable from time to time.
- 5 The payment will be made only after the proper and satisfactory working of tractors-trolleys on the basis of monthly GPS report.
- 6 Commissioner, Municipal Corporation, Panchkula reserves the right to accept or reject any/ all tenders without specifying any reason and the decision in the matter will be final.

For obtaining the tender form and for more details, the intending bidders may visit our website: <http://mcpkl.ulbhry.org>. They can also contact at telephone No. 0172-2583794, 0172-2583695, Fax: 0172-2576290, email: [mcpanchkula@gmail.com](mailto:mcpanchkula@gmail.com).

**Commissioner  
MC, Panchkula**

# TERMS OF REFERENCE

## 1. Introduction

The Haryana Municipal Corporation Act, 1994 under Section 268 to 308 & 309 to 316, 320, 329, 332 & 338 provides for the mechanism for sanitation and cleanliness. In compliance to the provisions under various sections, the Municipal Corporation Panchkula has created a separate Sanitation Wing, which ensures proper cleanliness in all the three Zones of the city, i.e., Panchkula, Kalka and Pinjore. In the Municipal Corporation Panchkula Zone, there are about 600 Sanitation workers which look after sanitation in the city. Daily brushing of town is carried out through these workers under the supervision of staff from Municipal Corporation Panchkula. The waste collected by the sweepers is then collected in the garbage bins placed on different locations in the entire town. The dustbins are then lifted and disposed off in the dumping ground through dumper placers/refuse collectors/compactors and tractor-trolleys engaged by MC, Panchkula.

MC, Panchkula, through this tender wants to invite offers for providing the services of tractors, trolleys along with drivers for lifting and disposing off the garbage from various garbage bins to the dumping ground.

# General Terms and Conditions

## 1. Bid Submission

The bids must be submitted in Form 1 and 2, prescribed in this tender document in the following manner:-

- (i) Bid in Form 1, duly signed and stamped, in separate envelope along with the documents listed below except Commercial Bid:-
    - (a) EMD of Rs. 2(Two) Lacs in the form of DD in favour of Commissioner, Municipal Corporation, Panchkula in a sealed envelope.
    - (b) Copy of the PAN Card of the firm/ company
    - (c) Copy of the Service Tax Number of the firm/ company
  - (ii) Commercial Bid in Form 2, duly signed and stamped, in separate envelope
- The bids submitted otherwise will be summarily rejected.

## 2. Scope of Work

The scope of work includes providing of the following items for a period of ONE YEAR:

Sr. No.	Name of Item	Quantity	Specifications
1	Tractor fitted with GPS	30 (Thirty)	25 hp or above
2	Trolleys (Hydraulic)	30 (Thirty)	Hydraulic type

The contractor will provide the drivers also for these Tractors and Trolleys.

## 3. Earnest Money

An earnest money of Rs. 2,00,000/- in the form of demand draft in favour of Commissioner, Municipal Corporation, Panchkula shall have to be submitted alongwith the bid.

## 4. Specifications of Tractor and Trolley

### 4.1 Tractor

The tractor must have the following specifications

- Minimum flywheel horsepower shall be 25 HP.
- Number of cylinders shall be at least 2
- The tractor should be of the Model year from 2011 to 2015

- Brakes of the tractor shall be hydraulic shoe type
- These tractors shall be fitted with GPS tracking system whose expenses shall be borne by the contractor himself and the contractor shall provide access to the Commissioner or any other officer authorized by him in this behalf for proper monitoring.

#### **4.2 Trolley**

The trolley must have the following specifications

- Size: The Trolley must be 6 ft wide, 12 ft length and 6 ft height
- The trolley must be of Hydraulic Type
- The trolley must have 6 mm Floor Plate
- Trolleys should also have wire mesh net so as to cover itself during transportation of garbage.

#### **5. Necessary Documents**

The following documents are necessary under the contract and must be carried by the contractor:

- Registration Certificates of the Tractors and Trolleys
- Insurance of the Tractors, Trolleys and the Drivers
- Copies of Valid driving licenses of relevant category duly issued by a Government Authority, for all the drivers.
- Original Pollution Certificates, duly renewed from time to time, of the Tractors
- Copy of the PAN Card of the contracting firm/ proprietor
- Copy of the Service Tax Number of the contracting firm/ proprietor

#### **6. Roles and responsibilities**

- The Drivers for manning the tractors and trolleys will be provided by the contractor and the charges for the same must be included in the tender.
- The diesel used for the tractors/ trolleys will be provided by the contractor and the charges for the same must be included in the tender.
- The maintenance and upkeep of tractors and trolleys shall be the responsibility of the contractor.
- The repair and maintenance expenditure of the tractors/ trolleys shall be borne by the contractor and MC, Panchkula will not be responsible for the same.

- The contractor will be responsible for the safety and security of the tractors/ trolleys and the Drivers. MC, Panchkula will not be liable for any damages occurring on this count.
- After the end of the work on each day, the tractors/ trolleys must be kept at the designated location only (under the supervision of the contractor), which will be provided by MC, Panchkula.
- All the tractors/ trolleys along with the drivers deployed on these must be covered with insurance cover and MC, Panchkula will not be responsible for any damages.
- In case of break-down of any tractor/ trolley, the contractor shall have to provide the replacement immediately, any delay of more than one day will invite a penalty of double the payment made for that tractor-trolley for each day.
- The contractor will be responsible for any damages in the eventuality of any accident/mis-happening. MC, Panchkula will not be responsible for any damages on this count.
- Each vehicle must possess GPS device for tracking of the vehicle. Expense on this count shall be borne by the contractor and Municipal Corporation will not be responsible for these expenses. The contractor shall have to give access to the Commissioner, Municipal Corporation or any other authorized officers of Municipal Corporation to the GPS tracking system/control room for proper monitoring.
- The trolleys must be painted with the slogan “स्वच्छ भारत स्वच्छ हरियाणा” alongwith the logo, to be specified by MC, Panchkula

## 7. Working Mechanism

- The contractor shall have to lift and put the garbage from/at designated locations specified by the MC, Panchkula. The garbage should be put at the designated locations only. No deviations shall be permitted in this regard.
- The contractor shall lift the garbage by making minimum 2 rounds per day from to the designated locations. The number of rounds can increase depending upon the requirements and no additional payment shall be allowed for the same.
- In the eventuality of any VIP visit or any other specific occasion, the contractor shall have to provide additional rounds as per requirements of MC,

Panchkula. No additional charges shall be paid in such emergent and unforeseen cases.

- The garbage collected must have wire mesh net and be covered with tarpal during transit and transportation. In case, it is found that the garbage is taken without proper cover, penalty @Rs. 1000/- for that particular day shall be levied.
- The tractors/ trolleys must work from 7.00 am in the morning till 5.00 pm in the evening. Further, the tractors/ trolleys will have to work after these specified working hours in the eventuality of any emergent situation, so specified by MC, Panchkula.
- The tractors/ trolleys will have to work on Sundays and Government Holidays also.

## **8. Security Deposit**

- A sum of Rs.2,00,000/- (two lakhs), in the form of bank guarantee, must be deposited within 7 days of award of the contract.
- This bank guarantee can be revoked by MC, Panchkula in case of non-performance by the contractor.

## **9. Penalty Clause**

- In case, it is found that the garbage is taken without proper cover, penalty @Rs. 1000/- (one thousand) for that particular day shall be levied.
- In case of breach of any of the provisions of the terms and conditions, penalty @ Rs. 1000/- (one thousand) per day shall be levied.

## **10. Payment Terms**

- The payment to the contractor shall be made on monthly basis.
- The payment will be made on the basis of GPS report submitted by the contractor and duly verified by the designated staff/ committee constituted by MC, Panchkula.

## **11. Arbitration Clause**

Principal Secretary to Government, Haryana, Urban Local Bodies Department shall act as the Arbitrator in case of any dispute arising between the two parties.

## Form-1: Covering Letter

**Date:**

**Reference No. :**

[Bidders are required to submit the covering letter as given here on their letterhead]

To  
The Commissioner,  
Municipal Corporation,  
Panchkula

**Sub: Hiring of the Services of Tractors and Trolleys (Hydraulic) Fitted with GPS Devices.**

Dear Sir,

1. I/We, the undersigned, having carefully examined the referred tender, offer to propose for the selection as contractor, in full conformity with the said tender document.
2. I/We have read all the provisions of this tender document and confirm that these are acceptable to me/us.
3. I/We further declare that additional conditions, variations, deviations, if any, found in my/our proposal shall not be given effect to.
4. I/We agree to abide by this Proposal, consisting of this letter, and my/our Commercial Proposals, the duly notarized written power of attorney, and all attachments, for a period of 90 days from the date fixed for submission of Proposals as stipulated in the tender and modifications resulting from contract negotiations, and it shall remain binding upon me/us and may be accepted by you at any time before the expiration of that period.
5. Until the formal final Contract is prepared and executed between us, this Proposal, together with your written acceptance of the Proposal and your notification of award, shall constitute a binding contract between us.
6. I/We declare that I/we do not have any interest in downstream business, which may ensue from the tender prepared through this assignment.



7. I/We hereby declare that all the information and statements made in this proposal are true and accept that any misrepresentation or misinterpretation contained in it may lead to my/our disqualification.
8. I/We understand you are not bound to accept any proposal you receive, not to give reason for rejection of any proposal and that you will not defray any expenses incurred by me/us in bidding.
9. Demand draft no. ----- dated ----- drawn on ----- for Rs. 2,00,000/- (Rs. two lakhs) is enclosed towards EMD.
10. Copy of PAN Card is enclosed.
11. Copy of the Service Tax Number is attached.

**Signature.....**

**In the capacity of.....**

**Duly authorised to sign Proposal for and on behalf of.....**

**Date.....**

**Place.....**

[\*Strike off whichever is not applicable]

## Form 2: Commercial Proposal Format

*[To be submitted by the bidder as per the format given below on their letterhead in a separate sealed cover]*

Date:

Reference No. :

### (i) Per Month Charges

Sr. No.	Name of Item	Qty	Charges per month per tractor/ trolley (Rs.)+Service Tax(Both in words & figures)	Total Charges per month (Rs.)(Both in words & figures)
1	Tractor with GPS/ Trolleys (Hydraulic type) and Driver	30 (Thirty)		
2	Service Tax			
	<b>Grand Total</b>			

Service Tax shall be extra as applicable, however, the charges shall be inclusive all other taxes/ duties.

**Signature & Seal of the  
Authorised Signatory**

**Subject: Tenders for hiring of Tractor and Trolleys for sanitation purpose.**

CMC may please be aware that the period of tender for tractor and trolleys is expiring on 31.08.15. Accordingly, it is proposed to invite sealed tenders for hiring of Tractors and Trolleys for sanitation purpose as per specifications given below:

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- 5 The payment will be made only after the proper and satisfactory working of tractors-trolleys on the basis of monthly GPS report.
- 6 Commissioner, Municipal Corporation, Panchkula reserves the right to accept or reject any/ all tenders without specifying any reason and the decision in the matter will be final.

Since the tender process is going to take about a week from the last date, it is proposed that the existing firm may be asked to continue for another 15 days on the already agreed terms and conditions. Further, the draft tender document has been prepared in consultation with SE and the same is attached for ready reference and approval please.

CMC is requested to approve the tender so that the same could be got published immediately.