Tender Document

For

“Hiring of machinery i.e. Tractor Trolleys for Garbage Collection & transportation in Bathinda City”

Issued by
Municipal Corporation, Bathinda
Email – cmcbathinda@gmail.com
Website – www.mcbathinda.com

Municipal Corporation, Bathinda,

Local Govt. Punjab Department, Punjab

E-Tender No MCB/2026-27/039

Bid No. 619/HO ..... **Date** 28.10.2026 .....

NOTICE INVITING TENDER

The Municipal Corporation, Bathinda, invite tenders through electronic tendering process from eligible entities fulfilling the eligibility criteria mentioned in the Detailed Notice Inviting Tender which shall be uploaded on https://www.mcbathinda.com and https://eproc.punjab.gov.in.

Sr. No	Name of Work	Estimate Amount (in lacs)	Earnest money for contractors	Tender Fees	Time period
1	Hiring of machinery i.e. Tractor Trolleys for Garbage Collection & transportation in Bathinda City	To be quoted by the bidder	50,000/-	1000/-	4 Months

Date and Time Schedule

Last date & time of online sale/ submission of Bidding Document	Opening of Technical Bid Documents	Opening of Financial Bidding Documents
10.11.2026 11.00 AM	10.11.2026 11.30 AM	After Technical Evaluation

For participating in the above e-tendering process, the contractors shall have to get themselves registered with eproc.punjab.gov.in and get user ID and Password. Class -3 digital signature is mandatory to participate in the e-tendering. For any clarification/difficulty in e-tendering process flow, please contact on 0172-2970263, 0172-2970284, Sh. Rajinder Kumar XEN (Civil) & Sh. Neeraj Garg (Electrical) 0164-2252811 Municipal Corporation, Bathinda.

General Terms and Conditions for Tenders

1. Interested bidders can purchase the tender documents online from website eproc.punjab.gov.in.
2. Earnest money shall be paid in online mode only.
3. Processing fee will only be accepted through Net Banking (Direct Debit) and IPG (Credit/Debit card).
4. All the payments (EMD & Tender form cost) and related document will be accepted online only.
5. Bidders/Contractors/tenderers can access tender documents on the website mentioned above, fill them and submit the complete tender document into electronically on the website. Bidders/Contractors shall attach scanned copies of all the documents, i.e., Earnest Money, Processing Fee, Tender cost fee and certificates/documents as required in terms and conditions.
6. Corrigendum/Addendum/Corrections, if any will be posted on the website only.
7. NIT and Terms and conditions have been/uploaded on website (eproc.punjab.gov.in.), agencies should note that online tenders should only be submitted at the aforesaid website eproc.punjab.gov.in as per the details/instructions uploaded therein.

8. NIT, Terms and conditions, NS rate details and specifications can be seen in the office of Municipal Corporation on any working day.

9. All legal proceedings in connection with the contract shall be subject to the territorial jurisdiction of the civil courts at Bathinda only.

10. For any other query bidders can contact the undersigned office on any working day.

11. Agency should compulsory upload the scanned copy of document such as

    (a) PAN No.

    (b) GST No.

    (c) EPF No. if applicable

    (d) ESIC No, if applicable

    (e) Valid Enlistment/Registration Certificate of the firm/Agency

    (f) Self-Declaration that the contractor /L&C Societies / Firms have not been blacklisted till the publication of tender notice.

    (g) Identity proof

    Should be submitted in Technical Bid, in case of absence of any of the above documents, the bidder shall lose eligibility.

12. The tenders to the L&C Co-Operative Societies and Contractors will be issued and considered only if they produce an enlistment certificate from PWD (B&R) or any other Punjab Government Department in relevant category and class.

13. The L&C Co-Operative Societies shall submit its capacity certificate from the concerned authority of Co-Operative department along with tender.

14. The contractor shall not remove any installed material from site of work without prior approval of CMC Bathinda.

15. The Contractor/Firms/ L&C Co-Operative Society must have got EPF code no. and ESIC prior to opening of tenders (As applicable).

16. The L&C Co-Operative Societies will have to submit a financial capacity certificate issued by Registrar, Co-Operative Societies. They will have to submit detail of their ongoing works in all departments. Works more than their financial capacity will not be allotted as directed by Director Local Govt. Punjab vide his letter No. 2123-24 dated 19.1.2021.

17. If the Financial bid quotes more than 25% saving from the estimated cost, the Engineer may ask the bidder to produce detailed analysis for any or all the items to check the viability of rates w.r.t to Construction methodology & workability. After evaluation of price analysis, the ULB may ask the Bidder to give an additional Bank Guarantee of nationalized bank @ 5% of the estimated amount (to remain valid till the time period of the refund of security) so as to protect against financial loss in event of subsequent default by the Bidder for not completing the work etc.

18. The EMD of unsuccessful bidders shall be returned within 28 days of the end of the bid validity period. The EMD of the successful bidder will be returned after successful completion of the work.

19. The EMD of successful bidder will be forfeited if agency do not execute the agreement within 7 days of issuance of work order and or does not start the work at site within 15 days of issuance of work order.

Corporation Engineer,
Municipal Corporation,
Bathinda

INTRODUCTION

The Municipal Corporation, Bathinda, invites e-bids from eligible vehicle service providers/Agency/Firm etc. for the Hiring of machinery on rental basis as per requirement for four months in Bathinda City.

The RFP document outlines the terms and conditions under which the selected vendor(s) shall provide the vehicle i.e. Tractor Trolly etc.. The services must be efficient, punctual, and compliant with statutory requirements and departmental expectations.

The agreement entered into pursuant to this RFP shall be treated as a rate contract for the vehicle category mentioned herein. Vehicle Tractor Trolly etc. will be requisitioned as per administrative needs during the contract period.

PART 1

1. BACKGROUND

This Tender is for providing transportation services by way of dedicated Tractor Trolleys on hire with drivers for operational use by Municipal Corporation, Bathinda, Punjab. The vehicle(s) will be hired from the successful bidder(s) as per Terms and Conditions specified in this tender.

2. SPECIFICATION OF THE VEHICLES REQUIRED

The successful bidder will provide the following vehicles on hire to Executive Engineer, Municipal Corporation, Bathinda

Sr. No	Type of Vehicles	Number of Vehicle to be Provided	Purpose	Rate Quoted by the bidders
1	Tractor with Trolly	60 However, the Supply/Hiring will be done as per Requirement.	For Households Waste/Malba Collection & Transportation	Per Vehicle Per Month

** The provided vehicle shall include drive, O&M complete in all respect.*

**Number of vehicles required may be taken purely on as per requirement of the department during the period of the contract.*

A) The vehicles must meet the following specifications:

i) The year of manufacture of the vehicle should not be earlier than the 10 years from the date of issue of Offer Letter (for example if Offer Letter is issued in 2025 the year of manufacture should be 2015 or later).

ii) Should be in excellent running condition.

iii) Should not be involved in any court case.

iv) Should not have undergone any major repairs for damage to its chassis or engine etc.

v) Should have all valid papers including RC, fitness and insurance, permit etc. at all times during the period of the contract as required under law.

3. ELIGIBILITY CRITERIA

The bid can be made by any person which includes an Individual, Limited Company/corporation, Proprietary Firm, Partnership firm, Supplier or agency who should fulfill the following criteria:

A. The vehicle to be provided on hire be preferably owned by and registered in the name of the bidder. In case the vehicle is not owned by the bidder, then he must possess written irrevocable consent of the owner for providing the vehicle on hire to Municipal Corporation, Bathinda, Punjab as per the terms and conditions of the tender.

B. The bidder may provide a vehicle taken on lease, subject to the condition that he obtains written consent of the lessor for providing the vehicle on hire to Municipal Corporation, Bathinda, Punjab as per the terms and conditions of the tender.

C. In case the bidder does not have the required number of vehicles for which he is bidding, he should

provide a written undertaking that he will supply the vehicle as per demand of the department by procuring/hiring etc. before the date fixed for supply of the hired vehicles to Municipal Corporation, Bathinda, Punjab.

D. If the bidder has been barred by the Central Government, any State Government, or a Statutory Authority, from participating in any project, and if the bar subsists as on the date of submitting the Bid, such bidder shall not be eligible to submit a Bid either by itself or through its Associate.

TERMS & CONDITIONS AND OBLIGATIONS OF THE PARTIES

1. The Bid shall be valid for sixty days (120 days) from the date of Opening of Financial Bid (Bid Validity Period). No variation or modification of the Bid shall be allowed during the bid validity period. Municipal Corporation, Bathinda, Punjab may ask for extension of another two months. In this event The Bid Validity period can be extended on mutual agreement with Bidder. A Bidder shall not be permitted to modify its Bid during the extended Bid Validity Period.

2. The Bidder(s) will be ranked on basis of the Daily/monthly hire charges and those quoting the lowest monthly hire charges shall normally be declared as the L1 or Successful/Preferred Bidder(s). In case the monthly charges for the supply of vehicles are same then the more than one party may be allowed to provide the vehicle as per requirement.

3. The department will ask the rates quoted by the bidders in respective category for matching at the lowest price and if so, all other bidders are allowed to give their consent to provide the vehicles at the lowest quoted rates. The preference will be given to the L1 bidder for supply of the vehicles. In case L1 Bidders does not supply the vehicles as per requirement, than MC Bathinda will get the same from the other bidders who have matched the L1 Rates.

4. The age of the vehicle will be determined in completed months form the date of first purchase**.**

5. The duration of a day shift shall be Preferably 8.00 to 05.00 P.m.

6. The Municipal Corporation reserves the right to order deployment of machinery even after office hours, as and when required for official work.

7. The agency/contractor shall be fully responsible for any loss of life, injury, or damage to property arising out of or during the execution of the work. All safety measures shall be strictly adhered to at the agency's cost and risk and compensation if required is to be paid / borne by Agency.

8. The successful bidder, hereafter called the Service Provider, shall make available the vehicles within 15 days of signing of the Contract or such period as may be extended by the Municipal Corporation, Bathinda, Punjab. The vehicles must meet the specifications mentioned in Part 1 of the Tender Document.

9. The contract will initially be for a period of 4 months and extendable for max 2 months on monthly basis only on the same rates & terms and conditions only at the discretion of MC bathinda and if service is found satisfactory by Municipal Corporation, Bathinda, Punjab. The contract period shall commence from the date of start of work.

10. Monthly hire charges (on the basis of Financial Bid) will be paid for each vehicle provided by the Service Provider. The Monthly hire charges shall cover the Repair and Maintenance, Insurance, Permit Fee, Driver's Salary and allowances/over time (if any) and his statutory payments required as per law. The fuel charges will be borne by the department & will be paid

directly to the filling station. Any other expenditure related or incidental to the vehicle and the driver will also be borne by the Service Provider. Municipal Corporation, Bathinda, Punjab will pay only hire charges for the vehicle inclusive of GST. TDS will be deducted as per law, while making payment to the service provider.

11. The vehicle may be parked at any place earmarked by the Controlling Officer (i.e. Officer of Municipal Corporation, Bathinda, Punjab using the vehicle).

12. The vehicle as per requirement shall be for the exclusive use of Municipal Corporation, Bathinda, Punjab during the period of the contract if demanded by MC Bathinda. The vehicle shall not be used by the Service Provider for any other purpose, such as plying for other parties or for personal or commercial use etc. The vehicle would remain at the disposal of the Municipal Corporation, Bathinda, Punjab for all seven days in a week during the entire contract period.

13. The Service Provider will be allowed to take away the vehicle once in a month for repair and maintenance with the consent of the Controlling Officer. He will not take away the vehicle for any personal or commercial use at any time.

14. The Service Provider shall be responsible for and indemnify the Municipal Corporation, Bathinda, Punjab for any loss, damage and legal actions and cost/compensation/charges/fines/claims owing to violation of any traffic rules, accident or any other eventually arising out of the hiring of such vehicle. Under no circumstances any responsibilities/claims can be transferred to the Municipal Corporation, Bathinda, Punjab

15. The Service Provider shall furnish name, address and contact number of person who can be contacted in case of any problem faced with regard to service being provided. Such person must be available as and when required.

16. The size of the trailer should be minimum 6 feet x 10 feet x 2 feet meeting all the applicable motor Vehicle Act/rules. The trailer should be capable of handling minimum 5 MT waste. Also, the supplied tractor shall preferably be 25 HP or lower.

17. The Service Provider shall not assign or sublet the work or any part of it to any other person or party.

18. Municipal Corporation, Bathinda, Punjab shall not make any increase in the agreed hire charges during the contract period due to any reason.

19. The vehicles to be provided by the Service Provider shall be kept in excellent working condition at all times.

20. The vehicle should be kept neat and clean and in perfect running condition with clean interiors and the vehicle should have seat covers, Audio System and foot mats etc.

21. The vehicle provided by the Service Provider must have valid permit for running on hire. It should be insured as per existing laws and rules at all times. The insurance charges, license charges for running on hire, permit fee, road tax etc. will not be borne or reimbursed by the Municipal Corporation, Bathinda, Punjab

22. That all legal obligations in respect of the vehicles including obligations relating to Insurance, Road Tax, Permit/registration etc. in respect of the driver will be the sole responsibility of the Service Provider.

23. That in the event of emergency breakdown of a vehicle while plying on duty, the Service Provider shall make alternative arrangement by providing a substitute vehicle with driver within 2 hours. In case of failure to do so, Municipal Corporation, Bathinda, Punjab would have a right to hire another vehicle from the market and charges for the same shall be adjusted from the hiring charges mentioned in contract.

24. The Service Provider will not change the vehicle without permission of Municipal Corporation, Bathinda, Punjab. In case he is permitted to change the vehicle, before changing the vehicle he shall first provide a replacement to the satisfaction of Municipal Corporation, Bathinda.

25. The Driver provided by the Service Provider should have valid driving license with the minimum of three years of driving experience for the class of vehicle offered for hire.

26. The driver provided by the Service Provider should not be frequently changed except in unavoidable circumstances. In case driver is to be changed, a suitable replacement should be provided before changing the driver.

27. The driver should be provided with mobile phone by the Service Provider, at his cost, for easy communication.

28. The driver provided by the Service Provider should be decent and well behaved. The driver should not have criminal antecedents and it shall be responsibility of the Service Provider to verify his background before deployment. The conduct of the driver will be sole responsibility of the Service Provider and in this regard, Municipal Corporation, Bathinda, Punjab shall not be responsible in any manner, whatsoever. Work and conduct of the driver should be satisfactory.

29. That the Service Provider and driver shall be bound to carry out the instruction of the Municipal Corporation, Bathinda, Punjab as well as of the controlling officer of the vehicle.

30. That in case of any accident, all the claims/ damages arising out of it, shall be met by the Service Provider. The Service Provider shall be responsible for any loss/damage to property or life due to negligence of driver or poor maintenance of vehicle or due to an accident. The Municipal Corporation, Bathinda, Punjab shall not be responsible for any such loss / damage.

31. That the Service Provider shall provide dedicated vehicle and driver to the Municipal Corporation, Bathinda, Punjab. Any change in vehicle and / or driver should be made in exceptional circumstances and with the prior written intimation to and approval of the Municipal Corporation, Bathinda, Punjab.

32. That the Service Provider shall be responsible for the suitability, medical fitness and police verifications of the character and antecedents of the manpower engaged by it for deployment and for satisfactory implementation of the service.

33. The Service Provider shall be responsible for complying with the various conditions stipulated by law, Government orders/ notifications / labour laws etc. in respect of the drivers engaged by him.

34. As a dedicated driver for each vehicle is to be provided by the Service Provider, the driver shall not do any private work.

35. The Service Provider shall ensure that peace and order is maintained in the premise of the Municipal Corporation, Bathinda, Punjab by his employees/ driver.

36. That the Service Provider shall submit copies of the Registration Certificate and insurance policy, Bill of purchase, Pollution Certificate etc. of each vehicle being offered for hire and particulars of the driver with photograph and copy of driving license on or before the day of providing the vehicle(s).

37. A log book shall be maintained by the Driver which will be duly certified by the Controlling Officer or such person authorized by him

38. The vehicles will be required for the offices situated in Bathinda. However, the vehicle may be taken anywhere as per requirement of Municipal Corporation, Bathinda, Punjab.

39. The Service Provider shall submit the monthly bill in triplicate enclosing the summary sheet within three working days of the end of the month duly verified by the controlling officer or any person authorized by him. Payment will ordinarily be released after making necessary verification within fifteen working days of receipt of the complete bill. No interest shall be paid by the Department in case of delayed payments.

40. Municipal Corporation, Bathinda, Punjab shall release due amount after making recoveries, including penalties, if any during the month, subject to deduction of tax at source.

41. That no variation in or modification of the terms of the contract shall be made except by written amendment signed by both the parties. The parties will continue to abide by the existing terms of the contract until the modification is agreed to by all parties in writing.

42. The vehicles to be provided by the bidders shall be equipped with GPS System and the cost for O&M is to be born by the agency for the same.No extra is to be paid for the same.

43. For the Vehicle is equipped with a GPS system, the access to such system will be with Municipal Corporation, Bathinda, Punjab exclusively and the Service Provider shall not access such system except in case of theft of the vehicle. The Service Provider shall not carry out any tracking of the vehicle without written permission of the Municipal Corporation, Bathinda, Punjab.

44. The contract can be terminated at any time, without assigning any reasons, by Municipal Corporation, Bathinda, Punjab or the Service Provider by giving 15 days notice.

45. A penalty of up to Rs. 2000/- (Two Thousand) may be levied in case of failure to meet any of the terms and conditions of the contract. The indicative penalty for some of the defaults is as under: -

Sr. No.	Nature of Default	Penalty
1	Late Reporting by driver/vehicle	Rs. 500/- per instance (From 30 minutes to 2 hrs.)
2	Vehicle or Driver not reporting for duty	Rs. 2000/- or reporting with a delay of more than 2 hrs.
3	Vehicle reporting with not in working order	Rs. 2000/- per day
4	Misbehavior or Refusal of duties by Driver	Rs. 500/- per instance

*Penalty shall be imposed only after issue of a show cause notice of not less than 3 days to the Service Provider.

46. Municipal Corporation, Bathinda, Punjab may, without prejudice to any other remedy for breach of contract, terminate the Contract in the following events of default:

    (a) Service Provider fails to provide the vehicle(s) within the time as required under this contract or within the time extended by Municipal Corporation, Bathinda, Punjab; or

    (b) Service Provider withdraws any vehicle(s) or driver(s) without permission of Municipal Corporation, Bathinda, Punjab; or

    (c) Vehicle or Driver is withdrawn with permission but Service Provider fails to provide satisfactory replacement of the vehicle or driver within 24 hours or within such time as may be extended by Municipal Corporation, Bathinda, Punjab.

    (d) Service Provider is imposed any penalty, as per Clause 43 above, for three or more times in a month consecutively for two months; or

    (e) If the Service Provider fails to perform any other obligation(s) under the contract.

47. Before taking action under the above clause, Municipal Corporation, Bathinda, Punjab shall issue a written notice of default to the Service Provider asking him to remedy/cure the breach/defect in Service within 7 days. If the Service Provider fails to rectify/cure the defect within 7 days, or such extended period as may be allowed by Municipal Corporation, Bathinda, Punjab, Municipal Corporation, Bathinda, Punjab may terminate the contract without any further notice.

48. The rectification of the defects/defaults by the Service Provider will not be a bar to the imposition of any penalty under Clause 43 above.

49. Municipal Corporation, Bathinda, Punjab will have the right to forfeit the PBG/EMD in case the Service Provider fails to perform any obligation(s) under the contract or deduct any amount liable to be paid as penalty by the Service Provider.

50. In case of breach of contract leading to termination of the contract, Municipal Corporation, Bathinda, Punjab will have the right to Blacklist the Service Provider at its sole discretion and debar him from bidding for any work in Municipal Corporation, Bathinda, Punjab for such period as Municipal Corporation, Bathinda, Punjab may deem fit.

51. Municipal Corporation, Bathinda, Punjab may at any time terminate the contract by giving written notice to the Service Provider, without compensation to the Service Provider, if the Service Provider becomes bankrupt or otherwise, insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to Municipal Corporation, Bathinda, Punjab. If any dispute arises concerning this Agreement the same shall be settled by mutual consultations and negotiation. In case of non-settlement, the matter shall be referred to the Chief Engineer/Head Quarter, who shall pass a written order on the matter.

52. Further, if the dispute is still not settled amicably, i.e. the order of the Chief Engineer/Head Quarter is not accepted by Service Provider within 30 days the same may be referred to a sole arbitrator to be appointed under provisions of Arbitration Act. The seat of Arbitration shall be at Chandigarh.

53. For all matters of dispute, jurisdiction shall be at the local courts located at Bathinda or the place of office of Competent Authority who has signed the contract.

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