



HARYANA KNOWLEDGE CORPORATION LIMITED

Tender: Inviting Quotations for Hiring Commercial Vehicle/Cab Services on Monthly and Daily Rental Basis with Driver.

Subject: "Tender Inviting Quotations for Hiring Commercial Vehicle/Cab Services on Monthly and Daily Rental Basis"

Haryana Knowledge Corporation Limited (HKCL), is currently under the administration of Citizen Resource Information Department (CRID), Haryana. It is Promoted by Government of Haryana along with:

- Maharashtra Knowledge Corporation Ltd.
- HARTRON
- Board of School Education (BSEH)-Haryana
- Deen Bandhu Chhotu Ram University of Science & Technology, (DCRUST), Murthal, Sonipat
- Bhagat Phool Singh Mahila Vishvavidyalaya, (BPSMV), Khanpur Kalan, Sonipat
- Kurukshetra University (KU), Kurukshetra
- Guru Jambheshwar University of Science & Technology (GJUST), Hisar

It was incorporated under the Companies Act, 1956 having Corporate Identity Number (CIN) U80904HR2013PLC050331, dated September 10, 2013, issued by the Registrar of Companies, National Capital Territory of Delhi and Haryana to create new paradigm in education and development through universalization and integration of Information Technology in teaching, learning and educational management processes in particular and socio-economic transformative processes in general.

HKCL invites sealed quotations (**As per the Tender**) from experienced, reputed and well-established commercial vehicle/cab service providers (**hereinafter referred to as "Service Provider"**) for providing chauffeur-driven commercial cab services on monthly and daily rental basis for official use of HKCL.

The services shall be required for HKCL Office located at 4th Floor, South Wing, HSIIDC-IT Park, Plot No. 1, Sector-22, Panchkula-134109 Panchkula, Haryana. HKCL requires one chauffeur-driven commercial cab on a fixed monthly basis. In addition, vehicles may be hired on a daily basis from time to time for official visits, meetings, tours, and other business-related activities at various locations across Haryana.

Daily vehicles shall be requisitioned by HKCL as and when required and shall be provided subject to the agreed rates and terms.

Important Instructions for Submission of Quotations and Supply of Services:

1. **Quotation:** Quotations should be sent in sealed envelope. On the envelope should be written "**Quotation for Hiring Commercial Vehicle/Cab Services on Monthly/Daily Rental Basis**". The name, address and contact number should be clearly mentioned on the envelope. Sealed envelope to be sent to address given below:

To,

The Managing Director
Haryana Knowledge Corporation Ltd. (HKCL),
4th Floor, South Wing, HSIIDC IT Park, Plot No. 1,
Sector-22, Panchkula-134109, Contact No. 0172-5210251/52

2. **Submission of Quotation:** Quotation should reach the given address on or before **19th October 2026** between 9:30 A.M. to 5:30 P.M.
3. **Contact:** In case of any queries, kindly sent an email on info@hkcl.in in cc to jitendras@hkcl.in.
4. The quotations received after the due date and time mentioned above will not be entertained under any circumstances. Incomplete, unsigned and without stamp quotations or bids not in proper format will be rejected without assigning any reasons.
5. This Tender Document is the property of HKCL. HKCL reserves the right to cancel the Tender at any moment of time without assigning any reasons.
6. **Item Specifications:** The specifications of the vehicle required are given separately for monthly and daily basis in **Annexure 'A'** and **Annexure 'B'** respectively. Kindly fill in the service rates provided in the Annexures and submit them on your letterhead with your signatures and stamp affixed on same.
7. **Minimum Eligibility Criteria:** To be eligible for evaluation of its tender, the sole bidder shall fulfill the following Minimum Eligibility Criteria.

S.No	Basic Requirement	Specific Requirement	Documents Required
i).	Bidder Agency/ Company/ Partnership Firm/ Organization	The bidder should be registered in India under the Indian Companies Act, 1956/ 2013 or a firm registered under Partnership Act 1932, Registered Proprietary Concern and One Person Company (OPC) and should be in existence in India for at least last 3 years as on the date of submission of bid.	Certified copy of Registration Certificate as applicable. a. ROC/Firm/proprietary etc. b. Copy of GST Registration Certificate. c. Copy of PAN. d. MSME/UDHYAM/UAM Certificate.
ii).	Bidder Agency/ Company/ Partnership Firm/ Organization Turnover and positive net worth	The Bidder must have minimum average annual turnover of ₹25 Lakhs in last 3 financial years and should have a positive net worth.	Copy of Balance Sheets and Profit & Loss Account of the Bidder for last 3 audited financial years (Duly Certified by the Chartered Accountant).

iii).	Bidder Experience and Capabilities	The bidder should have experience of at least 3 years in similar work.	Work Order/PO/SO/ Agreement Copies/proof of the same.
iv).	Blacklist of Bidder Agency/ Company/ Partnership Firm/Organization	Bidder should not have been Blacklisted or conflict of activities by any State/ Central Govt. or any other Public Sector Undertaking or a Corporation or any other autonomous Organization of Central or State Govt. for breach of Contractual conditions as on the bid submission date.	Self-certification on Letter head Annexure “C” (Fill the same)
v).	Authorized Representative of Bidder	A Power of Attorney / Board Resolution in the name of person signing the Bid.	Self-certification on Letter Head Annexure “D” (Fill the same)

Vehicle Requirements:

The vehicle supplied shall comply with all applicable laws, rules, and regulations relating to commercial passenger vehicles.

The vehicle shall:

- Be registered as a commercial/transport vehicle and be legally permitted to operate as a taxi/cab.
- Be in good mechanical condition and roadworthy at all times and should be clean, hygienic and properly maintained.
- Have valid Registration Certificate (RC), Permits, Fitness Certificate, Insurance, Pollution Certificate (PUC) and other required statutory documents.
- Be equipped with a First-Aid Kit, Fire Extinguisher, Basic Tool Kit, Spare Wheel, Jack and should display List of Contact Numbers of Company/Contractor/Ambulance/Police/Fire.
- Have properly functioning Air-Conditioner, Lights, Indicators, Seat Belts, Tyres, Brakes and Other Safety Equipment and should have clean seats and adequate luggage space.
- Carry all documents at all times as required under applicable Motor Vehicles Act.

HKCL reserves the right to inspect the vehicle before deployment and reject any vehicle that does not meet the prescribed standards.

Driver / Chauffeur Requirements:

The Service Provider shall provide experienced, trained, and responsible chauffeurs/drivers along with the vehicles.

The driver shall:

- Possess a valid driving licence appropriate for the vehicle being operated and have adequate experience in driving commercial vehicles.
- Be physically and mentally fit for driving duties.
- Be properly dressed, disciplined, and professional and should Maintain proper personal hygiene and cleanliness.
- Not consume alcohol, intoxicants, or any other prohibited substance while on duty.
- Maintain confidentiality regarding HKCL officials travel, meetings and other official information.

- Carry a valid driving licence and other required documents while on duty.
- Have Mobile Phone for verbal communication.

HKCL may request for replacement of driver whose conduct, behaviour, performance, or driving is found unsatisfactory. The Service Provider shall arrange a suitable replacement without delay.

General Terms and Conditions:

- The agreement executed against this tender shall initially remain in force for the period of Three years from the date of its execution and can be further extended on mutually agreed terms by both parties.
- The Service Provider shall follow a regular maintenance schedule and shall conduct periodic inspection of the vehicle. All costs and expenses associated with the maintenance of the vehicle shall be borne solely by the Service Provider.
- If there is an absence of duty by the Driver or Vehicle/Cab on any day, then a substitute Vehicle/Cab or driver will be provided by the Service Provider for performing routine duties for that day.
- The Service Provider shall strictly adhere to the timings as intimated by the Company.
- The Driver shall not, under any circumstances, pick up, transport, or permit any unauthorized person or passenger to travel in the Company vehicle while the vehicle is being used for or in connection with Company business, whether before, during, or after the authorized journey. Any exception shall require prior approval from the Company or an authorized representative.
- Either party can terminate the agreement by giving one month's written notice to the other.
- The Driver is required to fulfil duty of 12 hours ranging from 09.00 am to 09.00 pm and is expected to arrive 15-20 minutes prior to the scheduled departure time and shall ensure timely pickups.

Note:

- i) Only those Bidders who meet the pre-qualification criteria specified above will be eligible to respond to this tender. Bidders' pre-qualification proposal shall contain the relevant information and supporting documents to substantiate the eligibility of the bidder vis-a-vis the pre-qualification criteria. The documents submitted shall be verified by HKCL.
- ii) The Bidder should currently have a valid GST Registration Certificate and PAN No.
- iii) All the bid documents should be duly signed and stamped by the Authorized Signatory.
- iv) The Bidder shall also comply with all applicable labour laws and statutory requirements, including the provisions relating to Employees' State Insurance (ESI) and Employees' Provident Fund (EPF).

Any Bid failing to meet the above stated Qualification criteria shall be summarily rejected and will not be considered.

- 8. Acceptance of Service Order (SO):** The Service Order (SO) will be issued to the finalized vendor comprising information about Specified Vehicle/Cab selected. The Service Provider must acknowledge the receipt of the SO and give acceptance on same via email within three working days of its receipt, failing which the order will be considered cancelled and HKCL reserves the right to give the SO to another vendor.
- 9. Quality:** The quality of the vehicle must match the standards prescribed and specifications provided by HKCL. Deviation from the quality standards may lead to cancellation of the SO.

- 10. Service Delivery:** The Service Provider shall ensure that the vehicle provided under this service order should be in maintained condition and must adhere to all specifications as per HKCL requirement. The driver will be required to work as per the duty hours mentioned in the **Annexure 'A'**. This schedule outlines the specific working hours for the driver, ensuring clarity and adherence to the designated time frame.
- 11. Non-Disclosure:** The Service Provider shall ensure not to disclose any information (whether written or oral) which is of a confidential nature (including content, data software and manuals) obtained or received under the SO. Such information of confidential nature shall not be disclosed by the Service Provider to any person (other than their employees or professional advisers) without the prior written consent of HKCL. The confidential information shall not be disclosed except (a) any information which has been published other than through a breach of SO; (b) information lawfully in the possession of the recipient before the disclosure under the SO took place; (c) information obtained from a third party who is free to disclose it; and (d) information which a party is requested to disclosed and, if it did not, could be required by to do so by law.
- 12. Payment:** Payment will be made on monthly basis and within 45 working days from the date receipt of invoice along with driver duty slip & other required attachments. No advance payment will be made under this SO. Applicable Tax deductions shall be made from the final payment on a monthly basis.
- 13.** HKCL reserves the right to place an order with one Service Provider or multiple Service Providers, considering the rates and quality of vehicle provided and specifications required.
- 14.** Quotations should be sent only through a sealed envelope. Quotations sent via email will be considered void.

With Regards,



Abhijeet Kulkarni
Managing Director & CEO

Annexure “A-I”
Specifications for commercial vehicle/cab on monthly rental basis

Sr. No.	Taxi-Cab Brand	Specifications/ Features Required	Package/ Month	Hours/Day (For Driving Timeline)	Monthly Rent (INR)	Extra KM Charges (INR) Above 3000 km	Driver Night Charges (INR)
1.	Toyota Innova Crysta	Model: 2025-2026 Minimum Monthly Limit: 3000 Kms Engine: Minimum 1900/2300 cc or equivalent Seating Capacity: Minimum 7-Seater Fuel Type: Petrol / Diesel Transmission: Manual Condition: Clean and well maintained Air Bags: Minimum 6 AC: Factory-fitted AC with rear cooling/blower Power Window: Yes (Mandatory) Power Steering: Yes (Mandatory) Reverse Camera: Mandatory/preferred Parking Sensors: Front/Rear, wherever available Fog Light: Factory-fitted Color Preference: White Duration of driver duty: 12 hours per day (Sunday/HKCL's Compulsory Holiday off)	3000 KM	12/6			
2.	Toyota Innova Hycross		3000 KM	12/6			

***Remarks: Any other Charges (other than charges mentioned above) shall be disclosed separately**

Annexure “A-II”
Specifications for commercial vehicle/cab on monthly rental basis

Sr. No.	Taxi-Cab Brand	Specifications/ Features Required	Package/ Month	Hours/Day (For Driving Timeline)	Monthly Rent (INR)	Extra KM Charges (INR) above 2000 km	Driver Night Charges (INR)
1.	Toyota Innova Crysta	Model: 2025-2026 Minimum Monthly Limit: 3000 Kms Engine: Minimum 1900/2300 cc or equivalent Seating Capacity: Minimum 7-Seater Fuel Type: Petrol / Diesel Transmission: Manual Condition: Clean and well maintained Air Bags: Minimum 6 AC: Factory-fitted AC with rear cooling/blower Power Window: Yes (Mandatory) Power Steering: Yes (Mandatory) Reverse Camera: Mandatory/preferred Parking Sensors: Front/Rear, wherever available Fog Light: Factory-fitted Color Preference: White Duration of driver duty: 12 hours per day (Sunday/HKCL's Compulsory Holiday off)	2000 KM	12/6			
2.	Toyota Innova Hycross		2000 KM	12/6			

***Remarks: Any other Charges (other than charges mentioned above) shall be disclosed separately**

Annexure “B”
Specifications for commercial vehicle/cab on daily rental basis
(Local and Out of Station)

Out of Station Duties

Type of Vehicle	K.M. Limit (Per day)	Slab (Fixed) Rate per K.M.	Extra Rate per K.M. (above 250 K.M.)
Sedan, Swift Dzire, Etios A/C	250		
Ertiga A/C	250		
Innova Crysta	250		

Local Duties (Panchkula, Chandigarh and Mohali)

Type of Vehicle	K.M. Limit (Per day)	Slab (Fixed) Rate per K.M.	Extra Rate per K.M. (above 80/40 K.M.)
Sedan, Swift Dzire, Etios A/C	80		
	40		
Ertiga A/C	80		
	40		
Innova Crysta	80		
	40		

***Remarks: Any other Charges (other than charges mentioned above) shall be disclosed separately**

Annexure "C"
Self-Declaration on not being Blacklisted

From (Applicant Name)

To,

**The Managing Director,
Haryana Knowledge Corporation Limited
HSIIDC IT Park, Plot No-1, 4th Floor, Sector-22, Panchkula-Haryana**

Subject: Tender for Hiring Commercial Vehicle/Cab Services on Monthly and Daily Rental Basis.

I, _____, S/o Sh. _____, R/o _____, do hereby solemnly affirm and declare as under:

That M/s _____ (Company/Firm Name) hereby has not been blacklisted by any State Government/ Central Government/ Public Sector Undertakings during the last three years and further confirm that our EMD/SD/Performance bank guarantee has not been forfeited by any State Government / Central Government / Public Sector Undertakings during the last three years due to our non-performance, noncompliance with the tender conditions etc.

That we M/s _____ (Company/Firm Name) hereby declare that all the particulars furnished by us in this Tender are true to the best of our knowledge and We understand and accept that if at any stage, the information furnished is found to be incorrect or false, we are liable for disqualification from this tender and also are liable for any penal action that may arise due to the above.

That in case of violation of any of the conditions above, We M/s _____ understand that We are liable to be blacklisted by the Department for a period of three years from participating any tender published by HKCL.

DEPONENT

Verification:

Verified that the contents of the above affidavit of mine are true and correct to the best of my knowledge and nothing has been concealed therein.

DEPONENT

