

OFFICE OF THE STATE TRANSPORT COMMISSIONER, PUNJAB, SCO 177-178,  
SECTOR-17-C, CHANDIGARH.

REQUEST FOR PROPOSAL

RFP No: 24095

Dated: 24.09.2021

Digitally signed online proposals are invited from the parties for establishment and running driving training school at 21 Automated Driving test tracks in the state of Punjab. The start date for submission of tender is **25-09-2021 08:00 AM**. Last date for submission of tender is **11-10-2021** up to **03:00 PM**. Bid proposals will be opened on **12-10-2021** at **11:30 AM**. In case the due date is declared holiday, the tenders will be opened on the next working day at the same time. For more information please log on Punjab Government e-Procurement System: <https://eproc.punjab.gov.in>

Sd/-  
STATE TRANSPORT COMMISSIONER, PUNJAB  
CHANDIGARH

**Important Dates:**

| <b>Sr. No.</b> | <b>Information</b>                                 | <b>Details</b>   |
|----------------|--|--|
| 1              | Name of the Assignment                             | “Establishment and running of Driving Training Schools at 21 Automated Driving Test Tracks in the State of Punjab”   |
| 2              | Bid Inviting Authority                             | Department of Transport, Govt. of Punjab, State Transport Commissioner, Punjab.  |
| 3              | Start date & time of issue of RFP                  | 25-09-2021 :08:00 Hrs  |
| 6              | Last date and time for submission of bid proposals | 11-10-2021:15:00 Hrs   |
| 7              | Bid Document Fees                                  | -  |
| 8              | Bid Security<br>(Earnest Money Deposit)            | 5,000/-  |
| 9              | Performance Security Deposit                       | 1,00,000/-   |
| 10             | Date and Time to open the bid on portal            | 12-10-2021 11:30 Hrs   |
| 11             | Place of Opening of Bids/Proposals                 | O/o State Transport Commissioner, Punjab-cum-Punjab State Transport Society, SCO. No. 177-178, Sec 17-C ,Chandigarh-160017.  |
| 12             | Declaration of Successful bidder                   | To be intimated later  |
| 13             | Contact Details                                    | Additional State Transport Commissioner, Punjab, Department of Transport, O/o State Transport Commissioner, Punjab-cum- Punjab State Transport Society (PSTS)<br>Email: stc.punjab@punjab.gov.in |
| 14             | Validity of proposal                               | 180 days   |
| 15             | All bids must be submitted in online on            | <a href="https://eproc.punjab.gov.in">https://eproc.punjab.gov.in</a>  |

**Introduction:**

Production of automobiles particularly passengers cars is increasing manifold and large number of cars are being registered every day, however due to lack of integrated training to the drivers and heavy congestion on the roads a large number of road accidents take place in India every year. In many cases accidents are either fatal or leave long lasting disabilities on the victims. These accidents have a very serious impact on the social lives of the affected families. The studies of various road accident carried out in the past have indicated that these accidents were avoidable, had the drivers undergone the proper training of driving skills and safe driving etiquettes.

Generally the drivers of Commercial Vehicles come from lower strata of society and are illiterates or school dropouts having lack of knowledge in traffic rules & regulations, driving skills and maintenance of vehicle and hence carry many types of bad driving habits. This leads to the growth of road accident rate year by year. LMV commercial drivers carrying passengers must have a lot of focus on controlling road rage, good road user attitude and behavior, stress management, tips to overcome physical and mental fatigue, socially relevant topics such as alcoholism & drunken driving, besides topics related to driving a vehicle and traffic education. Haryana skill development mission intends to impart safer driving skills to drivers and to reduce accidents on roads. This driving course will have the following benefits:-

- i.) Enhancing driving skill of drivers
- ii.) Creation of pool of trained drivers for auto industry & meeting the requirement of drivers in the State.
- iii.) Developing right attitude for safe driving & road safety.
- iv.) Saving of State resources.

## A. Scope of Bid

Selection of party for imparting training to drivers of Light Motor Vehicles at driving training school at 21 Automated Driving test tracks in the state of Punjab for a duration of 5 years and has decided to carry out the bidding process for selection of an entity as the Bidder to whom the Project of driving training school may be awarded

### 1. Requirements:

The training course in driving skills shall be provided in 21 districts of the State at Automated driving test tracks. State Government will provide classrooms, one simulator and one large LED screen. Selected party shall provide one simulator, two light motor vehicle fitted with dual control facility and manpower. Selected party shall be responsible for any other requirement for imparting training at the premises. Electricity bill shall also be borne by selected party.

#### a) Manpower

| Sr. No. | Required minimum manpower | No. of personnel | Minimum Qualification                               |
|---------|---------------------------|------------------|---|
| 1       | Manager                   | 1                | Graduate  |
| 2       | Driving Instructor        | 2 per shift      | Passed in 10+2 with a recognized board or institute |
| 3.      | Classroom instructor      | 2 per shift      | Passed in 10+2 with a recognized board or institute |

Instructors must have:

- I. A driving experience of not less than five years in addition to a Proficiency Test Certificate in a course in motor mechanics/automobile or any other higher qualification in mechanical/automobile engineering from an institution established by the Central or a State Government or from an institution recognised by the Board of Technical Education of State Government. Provided that any person who has served as an instructor for a period of not less than five years is exempted from above mentioned requirement.

- II. Thorough knowledge of traffic signs specified in the Schedule to the Act and the regulations made under Section 118.
  - III. Ability to demonstrate and to explain the function of different component parts of the vehicles.
  - IV. Ability to demonstrate usage of simulators and different, modes of driving.
  - V. Good knowledge in English and Punjabi language.
- The above indicated manpower is the bare minimum, which should be increased as per requirement and the selected party shall be liable to provide the additional manpower for smooth operation.
  - All Motor Vehicle Act, 1988 and Motor Vehicle Rules, 1989 will be strictly adhered to by the selected party.
  - Staff should be of good moral character and is qualified to give instructions.

**b) Driving Training Vehicle**

Each driving training institute should have minimum 2 number of cars for the purpose of imparting training. The vehicles used for the training should not be older than four years. Each vehicles used for imparting training should be fitted with dual control facility to enable the instructor to control or stop the vehicle. All vehicles should have valid Insurance and camera fitted inside the vehicle.

- c) The prospective bidder will also design and develop a web application for enrolment of applicants in Driving School including biometric attendance and CCTV Cameras at each location. The MIS reports as per requirement shall also be available for the Department in downloaded form in excel and PDF version. This application shall also have option to be used for other driving training schools presently working under the jurisdiction of the department. The prospective bidder is required to quote per applicant cost of this facility which may be used as per requirement of the Department.
- d) The selected party will register the Driving Training School under Rule 24 of CMVR, 1989.
- e) Bidder shall provide broadband connectivity.
- f) Digital exhibit of various components and parts of vehicle.
- g) Minimum Recording should be of 3 months period of all CCTV Cameras.
- h) Existing equipments shall be handover to selected party in existing condition and the maintenance of the same will be done by selected party during the full period of contract.

**2) Course Contents and Fee for the training:**

**a) Mandatory courses to be performed by the selected party as per Motor Vehicles Rules & Regulations**

| Sr. No. | Course Name | Duration | Theory | Practical |
|---------|-------------|----------|--------|-----------|
|         |             |          |        |           |

|    |                                    |          |         |          |
|----|------------------------------------|----------|---------|----------|
| 1. | Light Motor Vehicle Driving Course | 29 Hours | 8 Hours | 21 Hours |
|----|------------------------------------|----------|---------|----------|

**NOTE:-** Syllabus as provided in rule 31(1) and rule 31J of the Motor Vehicle Rules, 1989.

**b) Optional theoretical courses which the selected party can provide in accordance with the state online training empanelled selected party or develop its own after getting approval from the department.**

| Sr. No. | Course Name   | Duration | Fee (Rs.) |
|---------|---|----------|-----------|
| 1.      | Beginner's Tutorial for Learning License                | 2 Hours  | 60/-      |
| 2.      | Light Motor Vehicle Driving Course                      | 14 Hours | 430/-     |
| 3.      | Refresher Course for 2/4 Wheelers (Light Motor Vehicle) | 14 Hours | 430/-     |
| 4.      | Refresher Course for Heavy Motor Vehicle                | 14 Hours | 430/-     |

o In case the selected party wants to add in heavy motor vehicle training course, then he is at liberty to apply, provided he fulfills the required conditions mentioned in the Motor Vehicle Act, 1988 and and Central Motor Vehicle Rules, 1989

### 3) Audit of driving training school

- The department shall monitor the operation of the Centre and compliance to rules and regulation through regular audits.
- The bidder shall maintain the documentation of the trainee provided for the last five years from the date of completion of course. The cost of such audits will be borne by the bidder.
- Apart from audits, the centre can also be inspected by the department. Management of the centre shall be responsible for enabling and coordinating inspection at any point of time during office hours.

### 4) Certificate:

After completion of the entire training course the selected party will issue a certificate in form 5 of CMV Rules 1989.

### B) Eligibility Criteria

- An eligible Bidder must be a legal entity in the form of Proprietorship Firm/ Partnership Firm/ Private Limited Company/ Public Limited Company/ Society / Trust.
- An eligible Bidder must have a turnover of Rs. 20 Crore per annum for the last preceding three years.
- An eligible Bidder must not have been blacklisted by any State Government/ Central Government.

**C) Selection criteria**

|                                     |  |
|-------------------------------------|--|
| Category of driving training course | Cost including taxes, GST etc. In<br>Figures_____<br>In _____Words |
| Light Motor Vehicle Driving Course  | A  |

- Suppose the bid amount is 'A'
- Bid shall be allotted to L1 bidder whose bid amount 'A' is the lowest.

**D) Termination**

In case of default in terms and conditions of the contract, termination will be done by giving one month notice by the department.

**E) DISPUTE RESOLUTION**

## a) Direct Discussion between Parties

The Parties agree that any Dispute that may arise between them shall be first submitted for direct discussion between the Parties. For this purpose, the notice of Dispute (the "Notice of Dispute") sent by one Party to the other Party shall be considered an invitation for direct discussion, and it should specify a reasonable time and venue for conduct the of negotiation proceedings. In addition, the Notice of Dispute shall specify the basis of the Dispute and the amount claimed. In the direct discussion proceedings, each party shall be represented by officials of employees with sufficient knowledge and authority over the subject matter of the Dispute in order for the discussion to be meaningful. At the discussion proceedings, the Party that has given the Notice of Dispute shall present an offer of a settlement, which may form that starting point of discussions between the two Parties during the discussion proceedings.

## b) Arbitration or Adjudication

In the event that the parties are unable to resolve the dispute through Direct Discussion shall submit the Dispute for Arbitration in accordance with the Arbitration and Conciliation Act, 1996 by PIRA (Punjab Infrastructure Regulatory Authority).

Performance during the Dispute Performance of this Concession Agreement shall continue during the settlement of any dispute. The provision of

this dispute settlement shall be binding upon the successors; assigns and any trustee or receive of either the Government or the Concessionaire.

**Appendix – I**

**Format – Covering Letter**

To,  
The State Transport Commissioner, Punjab  
SCO 177-78, Sector 17C,  
Chandigarh 160017.

Dear Sir,

Subject: Inviting e-tenders for selection of party for establishment and running training to drivers of Light Motor Vehicles at 21 Automated Driving test tracks in the state of Punjab.

This is in response to the RFP.

(Ref No.  
.....)

dated..... We.....

(Name of the Bidder)

1. The RFP is being submitted by ..... which is the “Bidder” in accordance with the conditions stipulated in the RFP.

2. We have examined in detail and have understood the terms and conditions stipulated in the RFP issued by the Department and in any subsequent communication sent by the Department. We agree and undertake to abide by all these terms and conditions. Our RFP is in consistent with all the requirements of submission as stated in the RFP or in any of the subsequent communications from the Department.

3. The information submitted in our RFP is complete and correct to the best of our knowledge and understanding. We would be solely responsible for any error or omission in our RFP. We acknowledge that the Department will be relying on the information provided in the RFP and the documents accompanying such RFP for the Selection of Bidders for imparting training to the drivers of Light Motor Vehicles at 21 Automated Driving test tracks in the state of Punjab, and we certify that all the information provided in the application is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such RFP are true copies of their respective originals.

4. We acknowledge the right of Department to reject our RFP without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by the applicable law, our right to challenge the same on any account whatsoever.

5. We declare that we satisfy all the legal requirements and meet all the eligibility criteria laid down in the RFP.

6. This RFP is unconditional and we hereby undertake to abide by the terms and conditions of the RFP.

7. We understand that any work sanctioned in pursuance to the selection process detailed in this RFP shall be on the terms and conditions specified in the Letter of Award/ Work Order/ Agreement pertaining to such work, which shall be thoroughly reviewed and accepted by us before undertaking such work.

8. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

For and on behalf of:

Signature:

Name:

Designation:

(Company Seal)

(Authorized Representative and Signatory)

Note: The Covering Letter is to be submitted by the Company Secretary/Authorized Representative and Signatory on the organization's letterhead with his/her dated signature and seal.

**Appendix – II**

**Affidavit for not being blacklisted**

(Affidavit on non-judicial stamp paper by Company Secretary/Authorized Representative and Signatory of the Bidder with his/her dated signature and company seal)

Affidavit

I/ We, on behalf of ..... (Name of Bidder), with its registered office at ..... do hereby declare that the above-mentioned Bidder has not been blacklisted/ debarred by any State/Central Government authority / Donor Agency.

For and on behalf of:

Signature:

Name:

Designation:

Date:

(Company Seal)

(Authorized Representative and Signatory)

**Details of Bidder**

1. (a) Name:  
 (b) Country of incorporation:  
 (c) Address of the corporate headquarters and its branch office(s), if any, in India:  
 (d) Date of incorporation and/ or commencement of business:
2. Brief description of the Company including details of its main lines of business and proposed role and responsibilities in this Project:
3. Details of individual(s) who will serve as the point of contact/ communication for the Government:
  - (a) Name:
  - (b) Designation:
  - (c) Company:
  - (d) Address:
  - (e) Telephone Number:
  - (f) E-Mail Address:
  - (g) Fax Number:
4. Particulars of the Authorized Signatory of the Bidder:
  - (a) Name:
  - (b) Designation:
  - (c) Address:
  - (d) Phone Number:
  - (e) Fax Number:
5. A statement by the Bidder or any of their Associates disclosing material non-performance or contractual non-compliance in past projects, contractual disputes and litigation/ arbitration in the recent past is given below Attach extra sheets, if necessary):

For and on behalf of:  
 Signature:  
 Name:  
 Designation:  
 Date:  
 (Company Seal)  
 (Authorized Representative and Signatory)

**Appendix – IV****Financial Bid Form**

To,

The State Transport Commissioner, Punjab  
 Department of Transport,  
 SCO 177-78, Sector 17 C,  
 Chandigarh 160017

**Subject: Bid for the selection of of party for establishment and running of driving training school at 21 Automated Driving test tracks in the state of Punjab.**

Dear Sir,

With reference to your RFP document dated ....., I/we, having examined the Bidding Documents and understood their contents, hereby submit my/ our Bid for the aforesaid Project. The Bid is unconditional and unqualified.

2. I/ We acknowledge that the State Transport Commissioner & Principal Secretary, Government of Punjab (the Procuring entity/Authority) will be relying on the information provided in the Bid and the documents accompanying the Bid for selection of the Bidder for the aforesaid Project, and we certify that all information provided therein is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying the Bid are true copies of their respective originals.

3. This statement is made for the express purpose of our selection as Bidder for the designing, financing, procurement, development, installation, operation and maintenance of the aforesaid Project.

4. I/ We shall make available to the Procuring entity/Authority any additional information it may find necessary or require to supplement or authenticate the Bid.

5. I/ We acknowledge the right of the Procuring entity/Authority to reject our Bid without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.

6. I/ We certify that in the last three years, we or our Associates have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.

7. I/ We declare that:

(a) I/ We have examined and have no reservations to the Bidding Documents, including any Addendum issued by the Procuring entity/Authority; and

(b) I/ We do not have any conflict of interest in accordance with Clauses of the RFP document; and

(c) I/ We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in Clauses of the RFP document, in respect of any tender or request for proposal issued by or any agreement entered into with the Government or any other public sector enterprise or any government, Central Union Territory or State; and

(d) I/ We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice; and

(e) the undertakings given by us along with the Technical Proposal in response to the RFP for the Project are true and correct as on the date of making the Bid and are also true and correct as on the Bid Due Date and I/ we shall continue to abide by them.

8. I/ We understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any Bid that you may receive nor to invite the Bidders to Bid for the Project, without incurring any liability to the Bidders, in accordance with Clauses of the RFP document.

9. I believe that we satisfy the Net Worth criteria of technical evaluation and meet(s) the requirements as specified in the RFP document.

10. I certify that in regard to matters other than security and integrity of the country, we or both Members have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.

11. I further certify that in regard to matters relating to security and integrity of the country, we or both Members have not been charge-sheeted by any agency of the Government or convicted by a Court of Law.

12. I/ We further certify that no investigation by a regulatory authority is pending either against us or against our Associates or against our CEO or any of our directors/ managers/ employees.

13. I/ We understand that the Selected Bidder shall either be an existing Company incorporated under the Indian Companies Act, 1956, or shall incorporate as such prior to execution of the Contract Agreement.

14. I/ We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Procuring entity/Authority in connection with the selection of the Bidder, or in connection with the Bidding Process itself, in respect of the above and implementation thereof.

15. In the event of my/ our being declared as the Selected Bidder, I/we agree to enter into a Contract Agreement in accordance with the draft that has been provided to me/ us prior to the Bid Due Date. We agree not to seek any changes in the aforesaid draft and agree to abide by the same.

16. I/ We have studied all the Bidding Documents carefully and also surveyed the Project, Project Sites and the Users. We understand that except to the extent as expressly set forth in the Contract Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by the Procuring entity/Authority or in respect of any matter arising out of or relating to the Bidding Process including the award of Contract.

17. I/ We agree and understand that the Bid is subject to the provisions of the Bidding Documents. In no case, I/ we shall have any claim or right of whatsoever nature if the Project/ Contract is not awarded to me/ us or my/ our Bid is not opened or rejected.

18. The Concession/contract period has been quoted by me/ us after taking into consideration all the terms and conditions stated in the RFP, draft Contract Agreement, my/ our own estimates of costs and Users and after a careful assessment of the Project Sites and all the conditions that may affect the project cost and implementation of the Project.

19. I agree and undertake to abide by all the terms and conditions of the RFP document.

20. I shall keep this offer valid for 180 (one hundred and eighty) days from the Bid Due Date specified in the RFP.

21. I hereby submit the total cost for the execution of the project as under;

|   |   |
|---|---|
| The BIDDER shall quote the total cost of imparting training and providing equipments, vehicles, maintenance and operations during the duration period of 5 years in lieu of fee to be taken for conducting the driving training for the following categories. | Fee including taxes, GST etc. In Figures_____ In _____Words |
| Light Motor Vehicle Driving Course  |   |

- Bidder is to quote the fee for each category separately.

Yours faithfully,

(Signature, name and designation of the Authorized signatory)

Name and seal of Bidder

Place:

**Appendix – V****Format – Authorization (On Company Letterhead)****TO WHOMSOEVER IT MAY CONCERN**

This is to authorize Mr./ Ms. \_\_\_\_\_ son/ daughter/ wife of \_\_\_\_\_ and presently residing at \_\_\_\_\_, who is presently employed with us and/or holding the position of \_\_\_\_\_, for doing in our name and signing on our behalf all such acts, deeds and things as are required in connection with submission of our bid for “selection of party for establishment and running of driving training school for drivers of Light Motor Vehicles at 21 Automated Driving test tracks in the state of Punjab” including but not limited to signing and submission of all applications, bids and other documents, participating in Bidders' conferences and providing information / responses to transport department, Punjab, representing us in all matters before concerned Authority, signing and execution of all contracts including the Agreement and undertakings consequent to acceptance of our bid, and generally dealing with the Authority in all matters in connection with or relating to or arising out of our bid for the said Project and/or upon award thereof to us and/or till the entering into of the Agreement with transport department, Punjab.

Signed on behalf of

Signature)

(Name, Title and Address)

## LOCATIONS

| <b>Sr. No</b> | <b>RTA Name</b>       | <b>Automated Driving Test Track Location</b> |
|---------------|-----------------------|--|
|               |                       |  |
| <b>1</b>      | <b>RTA Amritsar</b>   | Amritsar                                     |
|               |                       | Tarn taran                                   |
| <b>2</b>      | <b>RTA Bathinda</b>   | Bathinda                                     |
|               |                       | Mansa  |
| <b>3</b>      | <b>RTA Faridkot</b>   | Faridkot                                     |
|               |                       | Sri Muktsar Sahib                            |
| <b>4</b>      | <b>RTA Ferozpur</b>   | Fazilka                                      |
|               |                       | Ferozepur                                    |
| <b>5</b>      | <b>RTA Gurdaspur</b>  | Gurdaspur                                    |
|               |                       | Pathankot                                    |
| <b>6</b>      | <b>RTA Hoshiarpur</b> | Hoshiarpur                                   |
|               |                       | Nawanshahar (SBS Nagar)                      |
| <b>7</b>      | <b>RTA Jalandhar</b>  | Jalandhar                                    |
|               |                       | Kapurthala                                   |
| <b>8</b>      | <b>RTA Ludhiana</b>   | Ludhiana<br>(SCD Govt. College for Boys)     |
| <b>9</b>      | <b>RTA Mohali</b>     | Mohali                                       |
|               |                       | Roopnagar                                    |
| <b>10</b>     | <b>RTA Patiala</b>    | Fatehgarh sahib                              |
|               |                       | Patiala                                      |
| <b>11</b>     | <b>RTA Sangrur</b>    | Barnala                                      |
|               |                       | Sangrur                                      |