

REQUEST FOR PROPOSAL(RFP)

FOR

HIRING OF VEHICLE FOR MONTHLY AND ON NEED BASIS FOR OFFICIAL USE OF BRDS

FOR

BIHAR RURAL DEVELOPMENT SOCIETY (BRDS)

RURAL DEVELOPMENT DEPARTMENT

GOVERNMENT OF BIHAR

RFP No: BRDS/ Veh /2021-22/01

Address for communication:

CEO,
Bihar Rural Development Society
2nd Floor, RED Cross Building North
of Gandhi Maidan
Patna-800001, Bihar (India)

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CHAPTER-1

Introduction

The Rural Development Department (RDD) Government of Bihar is implementing several large Centrally Sponsored Schemes (CSS) including Mahatma Gandhi National Rural Employment Guarantee program (MG-NREGA), RURBAN and Pradhan Mantri Awaas Yojana - Gramin and State Schemes like Mukhyamantri Gramin Awas Yogna, Mukhyamantri Vaas Sthal Kray Sahayata Yogna, SECC etc. These schemes, programs and projects, at the state level, are supported by Bihar Rural Development Society (BRDS) in terms of Programs implementation, Financial Management, Human Resources Development Management, Information Technology & E-Governance. BRDS is a society registered under the Society Registration Act 1860, an autonomous organization under the aegis of Rural Development Department (RDD) which is supporting overall implementation and oversight of flagship schemes. The overall control upon BRDS rest with Rural Development Department (RDD) Government of Bihar. The various above-mentioned schemes of RDD, Bihar is implemented at districts level&(District Rural Development Agencies-DRDA's) / Blocks level & Gram Panchayat levels of the State.

Invitation for Tender Offers

BRDS invites sealed tender offers (Technical bid and Commercial bid) from eligible, reputed transport agencies/Tour & Travel Agents agencies for hiring Vehicle (Air conditioned only) for use within and outside the Patna on monthly as well as KM/Hour/day hiring on need basis at Bihar Rural Development Society (BRDS) 2nd Floor, RED Cross Building North of Gandhi Maidan Patna-800001, Bihar for three year.

Key Events & Dates

Tender Notice No	BRDS/Veh/2021-22/01
Bid Security /EMD	Rs.50,000/- (Rupees Fifty thousand only)
Date of Issue	18/02/2022
Date of Pre-Bid Meeting with the bidder	28/02/2022,03:30PM
Last date and time of submission of Bids (Technical & Commercial)	23/03/2022,02:00PM
Date and time of opening of Technical Bids	23/03/2022,03:00PM
Address of Communication and Pre Bid Meeting	Bihar Rural Development Society 2 nd Floor, RED Cross Building North of Gandhi Maidan Patna-800001, Bihar (India)
Name of the contact person for any clarification	Shri Siddharth Shankar Sinha Contact:7903910356
e-mailAddress	Please quote the RFP No in the Subject Line Of the e-mail: brdsprocurement2@gmail.com
Validity of Proposal	(90)Ninetydaysfromthedataofopening of Financial Bid.

Note : BRDS reserves the right to cancel the Tender process at any stage during the Tender Process.

CHAPTER-2

Instructions to Bidders

- The Bidder may download Tender Document along-with terms and conditions from Departmental/BRDS website <https://state.bihar.gov.in/rdd> and www.brds.bih.nic.in, at tender section. Bidder must keep track of any corrigendum and /or addendum or any change in the schedule or any other relevant information issued in respect of the subject tender by BRDS.
- Bidders shall submit their offers by hand, speed post, courier in the prescribed format for "Financial bid". Bidders will have to submit Earnest Money Deposit(EMD) along with bid, in the form of Demand Draft drawn in favour of "**Bihar Rural Development Society (BRDS)**" Payable at Patna for Rs. 50,000/- (Fifty thousand only). Offers, which are not accompanied with EMD, will be summarily rejected subject to exemption from EMD by Government Authority.
- The envelope must be super-scribed on top with '**Application for Rental Contract for Hiring of Vehicle for Monthly and on need basis for official use of BRDS.**

Technical Bid:-

- The bidder will have to deposit EMD Rs.50,000/- (Rupees Fifty Thousand Only) in the form of Demand Draft drawn on any Nationalized/Schedule bank in favour of "**Bihar Rural Development Society (BRDS)**" Payable at Patna along with a "Technical Bid" in the office of Bihar Rural Development Society (BRDS) 2nd Floor, RED Cross Building North of Gandhi Maidan Patna-800001, Bihar, Otherwise the bid will not be considered.
- The technical information has to be prepared very carefully as indicated in the tender document since it will be the basis for the pre-qualification of bidders. Only relevant and to the point information /document should be submitted. Failure to provide any required information, may lead to the rejection of the offer. Bidders must read the tender document very carefully before signing on it. Technical formats i.e. all Annexure, except Financial Bid Annexure/ Schedule, any other relevant supporting documents including all the pages of tender document must be signed by the authorized representative along with date as token of acceptance of the terms & conditions of tender and uploaded.
- The tender shall be submitted in two separate sealed covers, duly completed in all respects viz. one for "earnest money and technical bid" and the second for "Financial Bid (Price)". Both envelopes must be kept in a single envelope and submit to BRDS.
- Submission of more than one bid by a single bidder is not allowed. In this bid a bidder may submit his financial proposal in all three criteria and each vehicle category for different type of service (Vehicle hiring for Monthly basis, Local and Outstation). A bidder may be L1 in different vehicle category and service (Vehicle hiring for Monthly basis, Local and Outstation).

Opening & Evaluation of Technical Bid.

- **BRDS** will form a Selection Committee for evaluation and ranking of Bids received. This committee will undertake evaluation & opening of bids, final selection of the company, negotiations (if any) on various terms and conditions, etc.
- All the Bids received will be scrutinized to assess the eligibility based on the qualifying criteria. Those Bids which do not meet the qualifying criteria will be rejected at any stage of detection.
- At the opening of Technical Bids, Bidder representatives who choose to attend will sign an Attendance Sheet.
- Each Technical Bid will be checked to confirm that it has remained sealed.

- The eligibility criteria will be first evaluated as per Request for Bid for each bidder. Scrutiny of the tender document will be done by the Selection Committee to determine whether the documents have been properly signed, Bid Security Deposit paid and all relevant papers submitted. Tenders not conforming to such requirements will be prima facie rejected. All the bids proposals will be evaluated based on the eligibility criteria. The Selection Committee will shortlist those bidders who are satisfying the eligibility criteria in all respect and declare the bidders who are qualified for further Financial/ Commercial Evaluation.

Financial Bid:-

- This envelope shall consist of financial format/schedules. The rates as given in the schedule shall quote in figures and the rates must be exclusive of all taxes/GST in financial bid. The bidder is required to check the prices/amount carefully before submitting financial bid.
- BRDS reserves the right to reject any or all the offers without assigning any reasons thereof.

Opening of Financial Bids

- Financial bid will be open on date, as mentioned in RFP Documents or as our notification issued on our web site as mentioned in RFP.
- At the opening of Financial Bids, Bidder representatives who choose to attend will sign an Attendance Sheet.
- Each Financial Bid will be checked to confirm that it has remained sealed.
- Financial Bid will be opened in the presence of representatives of the Bidders. Bidders have to present at the fixed date, time and place of opening of Financial Bid if they failed to turn out Financial Bid will be open in their absence.
- Financial Bid will be open in presence of Evaluation Committee. Representative will read out aloud the name of the Bidder and the total price shown in the Bidder's Financial Bid.

Evaluation of Financial Bids

- Selection Committee will review the detailed content of each Financial Bid. During the review of Financial Bids, the Committee and any Authorized personnel and others involved in the evaluation process, will not be permitted to seek clarification or additional information from any Bidder, who has submitted a Financial Bid. The detailed contents of each Financial Bid will be subsequently reviewed by the Selection Committee. Financial Evaluation will be made separately for each vehicle category for different type of service (Vehicle hiring for Monthly basis, Local and Outstation). On basis of financial evaluation of bids (L1) bid will be determined for each type of service and vehicle category. The successful bidder shall not be required, as a condition of award, to undertake responsibilities for work not stipulated in the bidding document or to modify his bid.
- **FOR EVALUATING L1 for Vehicle Category hiring for Monthly Rental = Vehicle wise least charges mentioned in "Annexure-4 Part-I" of column "C" will be considered.**
- **FOR EVALUATING L1 for Vehicle hiring for Local (Within Patna District) = Vehicle Category wise least charges mentioned in "Annexure-4 Part-II" of column "B" will be considered for each category of vehicle.**
- **FOR EVALUATING L1 for Vehicle hiring for Outstation = Vehicle Category wise least charges mentioned in "Annexure-4 Part-III" of column "C" will be considered**
- Selection Committee reserves the sole right for carrying out amendments/modification/changes including any addendum to this tender document. All Bidders shall be notified of the amendment in writing by email or fax or post, and all such amendment (s) and shall be binding on them.

CHAPTER-3
Eligibility Criteria

- i. The Bidder should be able to provide Vehicle driven on specified fuel in accordance with the directives /guidelines issued from time to time by Govt. of India/ State Govt./ Courts /NGT or any other statutory Agencies.
- ii. The Bidder should have an average annual turnover of at least **Rs.25 lakhs** during each of three consecutive financial years **2017-18, 2018-19, 2019-2020**; Copy of ITR (Downloaded from Income Tax Web site), Audited copies of Financial Statements to be enclosed (if available) and the Vendor should have at least 5 Nos. of Vehicles registered in his name / Firms Name with Commercial/Taxi Registration not older than 1st-December-2018.
- iii. The garage of the Firm should within 10 Kms (ie:- Maximum 5 Kilometers- one side for garage mileage) from Bihar Rural Development Society 2nd Floor, RED Cross Building North of Gandhi Maidan Patna-800001, Bihar (India)
- iv. The Bidder shall provide all details required in the **Annexures**, along with the self-attested copies of the supporting documents.
- v. The Bidder / Travel Agency should have valid GST Registration.
- vi. The Bidder/ Travel Agency should have adequate / quantified experience of minimum 3 years for providing commercial vehicles /cars and having running work order of the Govt./PSUs/Corporate(s) /MNC's for providing Commercial vehicles /Cars satisfactorily on monthly /daily hiring basis. The copies of minimum three work-orders executed/ completed contracts, each of at least one year period providing minimum 3 vehicles in previous 3 years should be submitted.
- vii. The Bidder/Travel Agency should have Head/Branch office in Patna with basic infrastructure.
- viii. The Bidder /Travel Agency should be able to supply commercial vehicles /cars registered not older than 01st December 2018. In the case of daily hiring cars and for monthly hiring cars along with terms & conditions of tender.
- ix. The Bidder shall not be eligible if any of the above criteria are not fulfilled. BRDS reserves the rights to modify or amend the eligibility criteria. The decision of BRDS will be final & Binding in this regard)

CHAPTER-4

Scope of Work

- **Vehicle(s) on monthly basis.**

Bihar Rural Development Society (BRDS) invites Bids from vehicle hiring agencies /companies for the purpose of providing approximately 5 Registered A.C. SUV & Cars (more than 1200cc) Vehicles such as Scorpio, Innova Crysta, Safari, Swift Dezire etc with Model not older than 01st December 2018 on hire for use by BRDS executives at its Head Office, Patna on monthly hiring basis, for a period of 2 years. Normally, the vehicle will be required on all working days from Monday to Saturday. However, the services sometimes may also be required on all seven days in a week and also on National holidays, for which no extra payment will be made.

BRDS would be free to use the hired vehicle in any manner for carrying officials, office equipment etc. as per its requirements and the bidder will not have any objection to it. The car shall be provided at places, intimated to the Contractor for travel within or outside Patna on monthly basis. In case of non-availability of requisitioned vehicle, it will be the responsibility of the Contractor to provide upgraded model at the same rates with prior consent of BRDS.

BRDS reserves the right to detain a particular hired monthly Vehicle/Car for duty beyond the normal stipulated hours on any particular day without giving any prior notice to the concerned Transporter(s). The reporting time, place, address etc. should be strictly followed by contractor.

- **Vehicle(s) for Outstation- On need basis.**

Further, Vehicle models viz Scorpio, Innova Crysta, Safari, Swift Dezire etc and like etc. may also be required by BRDS on need basis. The officers and person authorized by the Competent Authority of the BRDS visit to different Areas, Districts/Blocks of Bihar and can stay/night halt there for 3-4 days or more as per requirements.

- **Vehicle(s) for Local- On need basis.**

Further, Vehicle models viz Scorpio, Innova Crysta, Safari, Swift Dezire etc and like etc. may also be required by BRDS on need basis. The officers and person authorized by the Competent Authority of the BRDS to visit within Patna District.

Number of Vehicle required will vary from month to month as per requirement.

The vehicle and driver provided to BRDS shall not be changed except under compelling circumstances and after prior information to the BRDS.

Terms & Conditions

- i) Definition of Similar work: The words "Similar work" shall mean the experience in providing vehicles to Govt./PSUs/Corporate(s)/MNC's.
- ii) 5 Registered A.C. SUV & Cars (more than 1200cc) Vehicles such Scorpio, Innova Crysta, Safari, Swift Dezire etc with Model not older than 01st December 2018 (with Taxi Registration) hire for use by BRDS executives at its Head Office, Patna on monthly hiring basis. Further Car models viz. Innova Crysta, Scorpio, Fortuner, Sumo, Bolero and Safari etc. may also be required by BRDS on need basis. The number of vehicle/cars required by BRDS as mentioned above is the approximate number and BRDS, at its absolute discretion may increase or reduce the number of vehicles/cars at any time as per the actual requirement of BRDS.
- iii) The contracting firm will be solely responsible for strict compliance of all the Rules and Regulations notified by Govt. of Bihar/ India from time to time for plying of commercial vehicles.
- iv) The garage of the Firm must be located in Patna (for the purpose of payment Maximum 5 Kilometers- one side for BRDS to garage is allowed). No mileage will be allowed to drivers for lunch /breakfast or for drawl of petrol/diesel/CNG etc.
- v) The vehicles should be in very good as well as perfect working condition and are well maintained during the contract period. All vehicles to be supplied should not be older than 01st December 2018. Technical Bids must accompany with copies of RCs of commercial / Taxi Registration vehicles of required class only.
- vi) The firms should have at least 3 years of experience in the tour and travel business in providing commercial vehicle in the Government Sector / PSUs and should have an Average annual turnover of **Rs. 25.00 Lakhs or more** for the last three years. Experience and performance certificate should be attached along with the tender documents.
- vii) The vehicles supplied should be in excellent condition mechanically as well as get-up wise, i.e. outer body / upholstery etc. should be decent looking. Odometer /Speedometer in proper working condition should conform to the statutory safety and pollution norms.
- viii) All vehicles must have Good quality fabric seat (upholstery) along with clean white towels on all seats (Regular replacement frequently) & A.C. in working condition.
- ix) The owner/firm should be in a position to supply commercial vehicles on short notice as and when needed.
- x) The drivers of the taxi should be professional drivers and should be fully conversant with the routes of Bihar especially Patna areas and should possess valid driving license to drive the commercial vehicles in their names. The drivers will always be decently dressed in uniform and courteous. The Drivers must be proficient in speaking local languages, well mannered, courteous with proven integrity, healthy and should always carry a mobile phone with him. Drivers not found up to the mark as per above condition or in the event of misbehavior on the part of drivers, the BRDS may impose penalty as deemed fit on the firm.
- xi) The owner/ firm should be in a position to provide stand by vehicle in case of any type of breakdown.
- xii) All expenses will have to be borne by the firm in case of breakdown of the vehicle supplied. Immediate replacement of the breakdown vehicle will have to be provided.
- xiii) In case a vehicle is requisitioned and the same does not reach at the appointed time

and juncture, BRDS will be free to call another vehicle from the open market and the expenses on this account will be deducted from the pending Bills/Security etc. **Besides, a penalty of Rs. 1000/- would be imposed for every such lapses.**

- xiv) The owner/firm should be available round the clock on his own direct telephone (office as well as residence) so as to respond to the call for taxis in emergent cases. The Mobile Number must also be given. The firm should be able to provide vehicles on holidays /Sunday also.
- xv) All the charges towards repair/servicing, salary of the Driver, petrol/ Diesel/ CNG expenses, any other incidental expenses on operations & maintenance of the hired vehicles would be borne by the firm.
- xvi) The Vehicles would be insured in all respects by the firm. In case of any accident or theft etc. all the claims arising out of it will be met by the Agency and BRDS shall not be liable in any matter whatsoever.
- xvii) The taxi with the Driver would be placed at the disposal of the work of BRDS as and when required. BRDS would be free to use the hired taxi in any manner for carrying officials, material etc. as per its requirements and the firm will not have any objection to it.
- xviii) No advance payment, in any case, would be made to the firm. Jurisdiction for legal disputes, if any arising during the currency of the contract, will be settled in Patna courts only.
- xix) The firm will obtain the duty slips every day duly signed by the officer or will maintain the log book daily, duly signed by the officers concerned.
- xx) The Bills for hiring of taxis would be submitted after the completion of the month. Bills for supply of commercial vehicles for any month along with signed duty slips and copies of the log book signed by the officers shall be submitted in the first week of the following month to the Joint Secretary, Rural Development Department for payment.
- xxi) The firm will ensure that vehicles and the drivers are not normally changed. Frequent changes of vehicles and drivers will not be permitted.
- xxii) BRDS will not be responsible for any challan, loss, damage or accident to the vehicle or to any other vehicle or injury.
- xxiii) The EMD will stand forfeited if the successful bidder withdraws or on notifying the rates, refuses to accept the tender or violate any other terms & conditions of the tender.
- xxiv) Termination of contract: BRDS reserves the right to terminate the contract before three years at any stage without assigning any reasons thereof.

Clarification of Tender Document

The prospective Bidders requiring any clarification regarding Tender Document may sent by e-mail @ brdsprocurement2@gmail.com as per the schedule of dates given in the tender.

Amendment of Tender Document

At any time prior to the last date for receipt of bids, BRDS may, for any reason, whether at its own initiative or in response to a clarification requested by prospective Bidders may modify the Tender Document by an amendment. The amendment will be notified in writing /published on the department /BRDS website. In order to afford prospective Bidders reasonable time in which to take amendments into account in preparing their bids, the Purchaser may, at its discretion, extend the last date for the receipt of Bids.

Completeness of Response

Bidders are advised to study all instructions, forms, terms, requirements and other information in the RFP

documents carefully. Submission of bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.

The response to this RFP should be full and complete in all respects. Failure to furnish all information required by the RFP document or submission of a proposal not substantially responsive to the RFP document in every respect will be at the Bidder's own risk and may result in rejection of its Proposal.

Validity of the Tender

The Bid shall be valid for a maximum period of 90 days from the date of Opening of Tender.

In exceptional circumstances BRDS may solicit the Bidders consent to an extension of the period of validity. The request and response shall be made in writing. The Bid security provided shall also be extended in case, no bid or single bid is received, the bid will get extended at the discretion of BRDS.

Language

The Bidder shall quote the rates in English language and international numerals. The rate shall be in whole numbers. These rates shall be entered in figures as well as in words. In the event of variation in number written in figure and words, the number written in words will be taken as final.

Rectification of Errors

Arithmetical errors in the Financial Bid will be rectified on the following basis.

- If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and will be considered for future calculations.
- If there is a discrepancy between words and figures, the amount in words shall prevail.
- If Bidder does not accept the correction of errors, its bid will be rejected and its bid security may be forfeited.

Rejection of Bid

Bids may be rejected on occurrence of any one of the following events /conditions.

- Any effort by a Bidder to influence BRDS in its decisions on bid evaluation, bid comparison or contract award may result in rejection of Bidders bid.
- If the information provided by the Bidder is found to be incorrect /misleading at any stage/ time during the Tendering Process.
- Any evidences of cartelization.
- Bids received by BRDS after the last date prescribed for receipt of bids.
- Bids without signature of person(s) duly authorized on required pages of the bid.
- Bids without power of authorization and any other document consisting of adequate proof of the ability & eligibility of the signatory to bind the Bidder.
- Bids submitted without or with improper EMD.

Technical Rejection Criteria

Technical Bid containing commercial details.

- Revelation of Prices in any form or by any reason before opening the Commercial Bid.
- Failure to furnish all information required by the RFP Document or submission of a bid not substantially responsive to the Tender Document in every respect.
- Bidders not quoting for the complete scope of Work as indicated in the Tender documents, addendum (if any) and any subsequent information given to the Bidder.
- Bidder's not complying with the Technical and General Terms and conditions as stated in the RFP Documents.
- Bidder's not conforming to unconditional acceptance of full responsibility of providing services in accordance with the Scope of work and Service Level Agreements of this tender.
- If the bid does not confirm to the timelines indicated in the bid.

Commercial Rejection Criteria

- Incomplete Price Bid.
- Price Bids that do not conform to the Tender's price bid format.

Right to Accept or Reject the Tenders

The right to accept the bid in full or in part/parts will rest with BRDS. However, BRDS does not bind itself to accept the lowest bid and reserve itself the authority to reject (during any stage of the Tender Process) any or all the bids received without assigning any reason whatsoever.

Tenders, in which any of the particulars and prescribed information are missing or are incomplete, in any respect and/or prescribed conditions are not fulfilled, shall be considered on-responsive and are liable to be rejected at the discretion of BRDS.

BRDS may waive any minor informality or non-conformity or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

Price Basis

Prices quoted by the Bidder shall be considered as firm and fixed prices during the entire execution of the contract and not subject to variation on any account.

Modification and Withdrawal of Bids

No bid may be withdrawn in the interval between the last date for receipt of bids and the expiry of the bid validity period specified by the Bidder in the Bid.

Clarification of bids

During evaluation of Bids, BRDS, at its discretion, may ask the Bidder for clarification of its Bid. The request for clarification and the response shall be in writing (e-Mail), and no change in the substance of the Bid shall be sought, offered or permitted.

The prospective Bidders requiring any clarification regarding Tender Document may send by e-mail @ brdsprocurement2@gmail.com as per the schedule of dates given in the tender.

Assignment

The Bidder shall not assign, in whole or in part, its obligation to perform under this contract, except with BRDS's prior written consent. The Bidder shall notify BRDS in writing of all sub-contracts awarded under the contract, if not already specified in his bid. Such notification, in his original bid or later, shall not relieve the Bidder from any liability or obligation under the contract.

Annulment of Award

Failure of the successful bidder to comply with the requirement as mentioned in scope of work shall constitute sufficient ground for the annulment of the award and the forfeiture of the bid security in which event BRDS may make the award to any other bidder at the discretion of the BRDS or call for new bids.

Award of Contract

All the firms qualifying against the eligibility criteria will be ranked based on price quoted in Financial Bid.

In the case of Tie-up considering the following factors (priority-wise)

- (i) Turnover of the firm
- (ii) Number of new vehicles held by firm.

(L1) bid will be determined for each type of service and vehicle category and successful Transporter/Tour & Travel Agents (For each category of Vehicle such as Monthly, Local and Outstation) would be issued a letter of award subject to their submission of a Performance Guarantee of 5% of Estimated Contract Value, drawn in favour of "**Bihar Rural Development Society (BRDS)**" Performance security shall be returned to the supplier without any interest, within 60 days of the date of completion of all such obligations under the contract.

Termination of contract: BRDS reserves the right to termination of contract before three years at any stage without assigning any reasons thereof.

Before the expiry of the period of validity of the proposal, BRDS shall notify all successful Bidder in writing by registered letter/ e-mail or by fax, that its bid has been accepted.

The Bidder shall acknowledge in writing receipt of the notification of award and shall send his acceptance to enter into agreement within three (3) days of receiving the notification.

If any Vendor fails to execute the order, BRDS will be free to award the contract to next Vendor provided L2 matches L1's price and if L2 does not agree, it will be awarded to L3 subject to L3 matching L1's price and in that order. The entire vendor has to provide the services at the lowest bid price.

If a bidder who is a proprietor expires after the submission of his tender or after the acceptance of his tender, BRDS may at their discretion, cancel such tender. If a partner of a firm expires after the submission of tender or after the acceptance of the tender, BRDS May then cancel such tender at their discretion, unless the firm retains its character.

Commencement of Work

The successful bidder shall commence the work within 5 days from date of awarding the contract, and shall proceed with the same with due expedition without delay.

If the Bidder / selected Travel Agency fail to start the work within stipulated time as per LOI / Work Order or as intimated by BRDS at its sole discretion will have the right to cancel the contract. The Security Deposit with BRDS will stand forfeited without any further reference to him and without prejudice to any and all of BRDS's other rights in this regard.

All the work shall be carried out under the direction and to the satisfaction of BRDS.

Terms of Payment

All payments shall be released directly by BRDS to the Bidder except as otherwise provided in the tender. All payments by BRDS will be affected in Indian Rupees only. Deductions towards liquidated damages shall be made against payment due to the vendor.

The monthly payment of bills is submitted with following details: -

- Details of Bill on the letter head with RTGS / NEFT Details.
- Original copies of Log-book for respective month.
- Copies of parking / toll taxes receipts.
- Summary of duty/running of each vehicles (with time & distance)
- The Kms. will be calculated on cumulative basis at the end of the month strictly on the basis of Log Book maintained for this purpose.

BRDS will have to absolute right to encase Bank Guarantee if sufficiently convinced of negligence and lack of dedication to work on the part of the Bidder.

Earnest Money Deposit (EMD)

Document to be enclosed: -

Earnest Money of Rs.50,000/- by way of Demand Draft/Pay order (Bankers Cheque) issued by a Nationalized Bank, issued in favour of "**Bihar Rural Development Society (BRDS)**" payable at Patna, is required to be submitted in a sealed envelope (off line mode).

Following information should be marked on the face of the sealed envelope.

Name of Party.....

Tender No.....

Earnest Money Amount.....Issuing Bank.....Date.....

EMD must be submitted in a sealed envelope addressed to

CEO,
Bihar Rural Development Society
2nd Floor, RED Cross Building North
of Gandhi Maidan, Patna-800001,
Bihar (India)

- The EMD shall be denominated in Indian Rupees only. No interest will be payable to the bidder on the amount of the EMD.

- The public sector companies will not be exempted from submitting EMD until and unless they submit document pertaining to directives of Government of India in this regard of the Tender.
- No interest or any other expenses, whatsoever in regard to EMD will be payable by BRDS.
- The Micro Small and Medium Enterprise (MSME) units shall be exempted from submission of EMD. Bids of MSME should be accompanied by valid certification from MSME.
- Technical Bids be opened on the date & time of bid opening in the presence of the intending bidders or their Authorized Representatives who may wish to be present.
- EMD Envelope received after the due date and time or if submitted to any other place other than that mentioned above, shall not be considered and would be liable to be rejected without assigning any reason whatsoever. BRDS shall not be responsible for late receipt of the EMD Envelope submitted by any Bidder. The bidders may depute their authorized representatives at the time of opening of Bid. BRDS reserves the right to extend the deadline for submission of bids.
- Withdrawal or modification of a bid between the deadline for submission of bids and the expiration of the original period of bid validity may result in the forfeiture of the EMD.

Discharge of Bid Security/EMD

The EMD of Rs. 50,000/- will be refunded to the unsuccessful bidder after bid evaluation and refunded to the successful bidder after receipt of the performance guarantee.

EMD to be forfeited:

1. If a Bidder withdraws his bid or increases his quoted prices during the period of bid validity or its extended period, if any.
2. If successful bidder fails to sign the Contract or to furnish Performance Bank Guarantee within specified time in accordance with the format given in the RFP.
3. If during the bid process, a bidder indulges in any such deliberate act as would jeopardize or unnecessarily delay the process of bid evaluation and finalization. The decision of BRDS regarding forfeiture of the Bid Security shall be final and binding upon bidders.
4. If during the bid process, any information is found false / fraudulent / mala fide, then BRDS shall reject the bid and, if necessary, initiate action.

Performance Security / Bank Guarantee

The vendor needs to deposit a Performance Bank Guarantee (@5% of estimated Contract Value) within 21 days from the date of acceptance of work order. The Performance Bank Guarantee may be drawn from a scheduled commercial bank in favour of “**Bihar Rural Development Society (BRDS)**”, Patna. The Performance Bank Guarantee may be discharged/ returned by BRDS within 60 days after the completion of the contract upon being satisfied for the performance of the obligations of selected bidder under the contract.

Failing to comply with the above requirement, or failure to enter into contract within 21 days or within such other extended period, as may be decided by competent authority, BRDS shall constitute sufficient grounds, among others, if any, for the annulment of the award of the tender.

In the event the selected bidder is unable to provide the goods / services as mentioned in this scope of Work, during the engagement period as per the contract for whatever reason, the Performance Bank Guarantee would

be forfeit by BRDS.

No Bank Charges/interest shall be payable by BRDS for issuance of Performance Security / Bank Guarantee.

Return of Performance Guarantee

Performance Guarantee shall be released to the Contract or after deducting all expenses / other amounts due to BRDS, if any, after completion of the contract subject to satisfactory completion of the work.

ANNEXURES

RFP No: BRDS / Veh / 2021-22/01

**Bihar Rural Development Society 2nd Floor, RED Cross Building North of Gandhi Maidan
Patna-800001, Bihar (India**

Offer Forwarding Letter / Tender Submission Letter

(To be typed & submitted in the Letter Head of the Company / Firm of Bidder)

Tender No:-----

Dated:-----

To,
 CEO
 Bihar Rural Development Society 2nd
 Floor, RED Cross Building North of
 Gandhi Maidan,
 Patna-800001, Bihar

Dear Sir,

Sub: Submission of Offer against Tender Reference No: BRDS / Veh / 2021-22/01

I / We hereby offer to carry out the work detailed in the Tender Specification issued by BRDS, in accordance with the terms and conditions thereof.

I / We have carefully perused the following listed documents connected with the Tender documents and shall abide by the same.

1. Amendments /Clarifications / Corrigenda /Errata /etc issued in respect of the Tender documents by BRDS.
2. Notice Inviting Tender (NIT) / (Technical Bid).
3. Financial Bid.
4. Documents referred to in tender document.
5. Forms and Procedures

Should our Offer be accepted by BRDS for Award, I/we further agree to furnish 'Security Deposit' for the work as provided for in the Tender Conditions within the stipulated time as may be indicated by BRDS.

I/We further agree to execute all the works referred to in the said Tender documents upon the terms and conditions contained or referred to therein and as detailed in the Annexure annexed thereto.

I/We have deposited/ depositing herewith the requisite Earnest Money Deposit (EMD) as per details furnished in the tender document.

I / We certify that in case the Tender is awarded to us, we undertake the responsibility for police verification of each and every person deployed by us at BRDS.

Date:

Place:

Signature of authorized person

Full Name & Designation:

Company's Seal Date:

Bidders General Information

Sub: Hiring of Vehicles on monthly basis/on need basis by BRDS (for a period of three years).

1	Name of the Firm / Company			
2	Year of Registration / Incorporation			
3.	Address of the Firm / Company.			
4.	(i) Telephone No (Landline) (ii) Mobile No. (iii) FAX No. (iv) E-mail address	Office:Residence:		
5.	Name, address and telephone Number of the Proprietor / person to whom all references shall be made regarding tender.	Name: Tel No.		
6.	Annual Turnover for three consecutive years as per ITR downloaded from Income Tax Website. And Copy of Audited Financial Statements have to submit (If available)	2017-18	2018-19	2019-20
7.	GST No. (Attested Copy to be attached) of the Bidder			
8.	PAN No.(Attested Copy to be attached)			
9	Whether MSME (Attach valid MSME certificate)			
10.	Details of the Bank Account of the Bidder <ul style="list-style-type: none"> • Name of the Bank • Branch and address • IFSC Code 			
11.	Total No of vehicles registered with the Bidder / Company (Enclose copies of RCs of vehicles)			
12.	Total No of Drivers with the Bidder / Company			
13.	Name & Address of the Organizations Govt. / PSUs / Corporate(s) / MNC's where vehicles of the bidder have been engaged for hiring of vehicle on monthly basis, On need basis- "Outstation" and On need basis – "Local" during the past three financial years (Please attach copies of contract / satisfactory certificate from the concerned organizations)	As per Annexure 3		

Note: Parking and toll charges (which will be reimbursed on actual basis)

No other charges will be paid extra. It shall be the responsibility of the Vendor to meet all other costs applicable during the period of the contract.

1. I/We undertake that documents are genuine / authentic and nothing material has been concealed and that I / we are not debarred by any Government organization and are competent to contract. I / We understand that the contract is liable to be cancelled, if found to be having obtained, through fraudulent means / concealment of information.
2. It is also certified that our firm has not been blacklisted by any Central Government Ministries / Departments / PSUs / Banks etc.
3. I / We have not been convicted by a Court on grounds of Moral Turpitude.
4. I / We have not been charge sheeted by any Competent Authority of the Government.
5. I / We have not been adjudicated insolvent by a Competent Court.

Date:

Place:

(Signature, Date & Seal of Authorized Signatory of the Bidder)

Nature of Works / Contracts executed

		Duration of Service		Number of Vehicles
		From	To	
Name & Address of the Organizations: (Govt. / PSUs / Corporate(s) / MNC's where vehicles of the bidder have been engaged for hiring of vehicle on monthly basis, On need basis- "Outstation" and On need basis – "Local" during the past three financial years(Please attach copies of contract / satisfactory certificate from the concerned organizations)	Work order dated (Self attested copy attached)			

(Note: Please provide a minimum three work-orders executed / completed contracts (such as Copy of Agreement along with Work Order), each of at least one year period providing minimum 3 vehicles in previous 3 years should be submitted.

(Fill up the above table & Enclose legible copies of the supporting documents)

Date:

Place:

Signature of authorized person

Full Name & Designation:

Company's Seal

PROFORMA FOR FINANCIAL BID**Part I: Monthly Rentals**

Sl.No.	Category of Vehicle	Base Rate (for 1000 kms in a month)	Charges for Extra KMs (Per Kilometer Rate)
A	B	C	D
1	Scorpio (A/C) or like		
2	Innova Crysta, Safari (A/C) or like		
3	Swift Desire, (A/C) or like		

- **Charges for Extra Kilometer for each category will be based upon lowest rate submitted by bidders for that category of vehicle.**
- **Above rates are exclusive of all applicable Taxes.**

Starting point & finishing point on daily basis would be computed from garage / parking only. Maximum 5 Kilometers - one side garage is allowed. Kms. To be calculated cumulative basis strictly on the basis of Log-book.

Any request for change of rates during the tenure of the contract due to hike in fuel rate / insurance premium would not be entertained by BRDS.

We are aware that all the payments shall be subject to TDS, as applicable, at the time of payment.

I / We agree to abide by the terms and conditions stipulated by BRDS as mentioned in the tender document at the rates quoted above.

We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this tender.

We are not blacklisted by any Central / State Government / Public Sector Undertaking in India. I / We understand that the contract is liable to be cancelled, if found to be having obtained, through fraudulent means and/or concealment of information.

Yours faithfully,

(Signature of Authorized person)

Name: _____

Designation: _____

Seal: _____

Dated: _____

Place: _____

Part II: Local Rates (Within Patna District)

Category of Vehicle	Rate for 8 Hours / 80 kms	Per Kilometer Rate for Extra Kilometer	Per Hour Rate for Extra Hours
A	B	C	D
Scorpio (A/C)or like			
Innova Crysta, Safari (A/C)or like			
Swift Desire, (A/C)or like			

- **Above rates are exclusive of all applicable Taxes.**
- **Charges for Extra Kilometer for each category will be based upon lowest rate submitted by bidders for that category of vehicle.**
- **Charges for Extra Hours for each category will be based upon lowest rate submitted by bidders for that category of vehicle.**
- **Rate for Vehicle hire on Local Basis ie:- 4Hours/40 Kilometer is maximum 50% of least charges mentioned in column "B" for each category of vehicle.**

Starting point & finishing point on daily basis would be computed from garage / parking only. Maximum 5 Kilometers - one side garage is allowed. Kms. To be calculated cumulative basis strictly on the basis of Log-book.

Any request for change of rates during the tenure of the contract due to hike in fuel rate / insurance premium would not be entertained by BRDS.

We are aware that all the payments shall be subject to TDS, as applicable, at the time of payment.

I / We agree to abide by the terms and conditions stipulated by BRDS as mentioned in the tender document at the rates quoted above.

We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this tender.

We are not blacklisted by any Central / State Government / Public Sector Undertaking in India. I / We understand that the contract is liable to be cancelled, if found to be having obtained, through fraudulent means and/or concealment of information.

Yours faithfully,

(Signature of Authorized person)

Name: _

Designation: _____

Seal:

Dated: _____

Place: _____

Part III: Outstation Rates

Category of Vehicle	Minimum Kilometer per day	Rate Per Kilometer
A	B	C
Scorpio (A/C)or like	200 KM	
Innova Crysta, Safari (A/C)or like	200 KM	
Swift Desire, (A/C)or like	200 KM	

- **A Fix Night Halt Charges of Rs 200/- per night will be allowed.**
- **Above rates are exclusive of all applicable Taxes.**

Starting point & finishing point on daily basis would be computed from garage / parking only. Maximum 5 Kilometers - one side garage is allowed. Kms. To be calculated cumulative basis strictly on the basis of Log-book.

Any request for change of rates during the tenure of the contract due to hike in fuel rate / insurance premium would not be entertained by BRDS.

We are aware that all the payments shall be subject to TDS, as applicable, at the time of payment.

I / We agree to abide by the terms and conditions stipulated by BRDS as mentioned in the tender document at the rates quoted above.

We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this tender.

We are not blacklisted by any Central / State Government / Public Sector Undertaking in India. I / We understand that the contract is liable to be cancelled, if found to be having obtained, through fraudulent means and/or concealment of information.

Yours faithfully,

(Signature of Authorized person)

Name: _

Designation: _____

Seal: _____

Dated: _____

Place: _____

DECLARATION BY AUTHORISED SIGNATORY OF BIDDER
(To be typed submitted in the letter Head of the Company / firm of Bidder)

To,

CEO,
Bihar Rural Development Society
2nd Floor, RED Cross Building North
of Gandhi Maidan
Patna-800001, Bihar (India)

Dear Sir,

Sub: **Declaration by Authorized Signatory**

Ref: 1) NIT / Title of the work. Name of Tender Reference No: BRDS / Veh / 2021-22/01
2) All other pertinent issues till date

I / We hereby certify that all the information and data furnished by me with regard to the above Tender Specification are true and complete to the best of my knowledge. I have gone through the specifications, condition, stipulations and other pertinent issues till date, and agree to comply with the requirements and Intent of the specification.

I further certify that I am authorized to Mr. to represent on behalf of my company / firm for the abovementioned tender and a valid Power of Attorney / Authorization letter to this effect is also enclosed.

Yours faithfully,

(Signature, Date & Seal of Authorized
Signatory of the Bidder)

Date:

Enclosed: Power of Attorney / Authorization letter

Document Annexure – Index

Interested applicant(s) conforming to the above requirements may respond by furnishing the documents in following order. Each document must be numbered properly. In case the documents are not attached in the relevant order the application is liable to be rejected.

S. no	Document Attached	Reference Page No()
1	Tender Forwarding Letter as per Annexure - 1	
2	Bidders General Information as per Annexure - 2	
3	Nature of Works / Contracts executed as per Annexure - 3	
4.	PROFORMA FOR FINANCIAL BID as per Annexure – 4 (Part I, II & III)	
5	Declaration by Authorized Signatory as per Annexure - 5	
6	EMD Rs.50,000/- (Rupees Fifty Thousand Only) in the form of Demand Draft drawn on any Nationalized / Schedule bank in favour of “ Bihar Rural Development Society (BRDS) ” Payable at Patna	
7	Other supporting documents to substantiate the statements of The Bidder wherever necessary.	

Note: Please ensure that all the documentary evidences are paginated and the details of the same are mentioned under Page No- Annexure reference column for ease of evaluation process. In case the documents are not indexed as per above, the application may be rejected.