

## BIHAR VIKAS MISSION

Bihar State Building Construction Corporation Campus,  
Hospital Road, Rajbanshi Nagar,  
Patna – 800023, Bihar

Ref. No.: BVM/2024-25/Proc/Vehicle/04

Date: 20-Jul-2024

### NOTICE INVITING TENDERS

FOR

#### **“SELECTION OF AN AGENCY FOR HIRING OF VEHICLES IN BIHAR VIKAS MISSION, PATNA”**

1. Sealed tenders are invited from reputed and competent firms / agencies / companies for hiring of vehicles on monthly basis and on-call daily basis (if required) to be used by officers in Bihar Vikas Mission, Patna.
2. Interested and qualified service providers are requested to submit their bid proposals along with requisite documents through Registered post/Speed Post/Courier latest by **5:00 pm on 12-Aug-2024**. The posts are to be addressed to “The Chief General Manager, Bihar Vikas Mission, Bihar State Building Construction Corporation Limited Campus, Hospital Road, Rajbanshi Nagar, Patna – 800023, Bihar”.
3. The details and conditions for eligibility of bidders, bid submission and scope of work are mentioned in this tender document. Tender documents can be downloaded from the website of Bihar Vikas Mission <https://www.bvm.bihar.gov.in/activeTender>.
4. **A non-refundable tender document fee of Rs 1,000/- (Rupees One Thousand Only) is to be submitted by the bidder** along with the bidding documents in the form of a Bank Draft issued by a Scheduled / Nationalized Bank in India, drawn in favour of BIHAR VIKAS MISSION, payable at Patna.
5. BVM will not be responsible for any delay or transit loss or late delivery of bids to the office of the Chief General Manager. Bids sent through Email / Fax or submitted in unsealed cover(s) or unsigned / incomplete or late bids will not be accepted and such bids will be treated as non-responsive bids.

Chief General Manager, Bihar Vikas Mission

## **Request for Proposal**

**For**

**"SELECTION OF AN AGENCY FOR HIRING OF VEHICLES IN BIHAR VIKAS MISSION, PATNA"**

**RFP No.: BVM/2024-25/Proc/Vehicle/04**

**Issued on: 20-Jul-2024**

**Bid issued by:**

**Bihar Vikas Mission**

**Bihar State Building Construction Corporation Campus,  
Hospital Road, Rajbanshi Nagar,  
Patna – 800023, Bihar**

**Last date for Bid Submission:**

**5:00 PM on 12-Aug-2024**

### **DISCLAIMER**

All information contained in this RFP / Tender document is provided in the good interest and faith. This is neither an agreement and nor an offer / invitation to enter into an agreement of any kind with any party.

Though adequate care has been taken in the preparation of this tender document, interested bidders shall satisfy themselves that the document is complete in all respects. The information published in this document is not intended to be exhaustive. Interested bidders are required to make their own enquiries and assumptions wherever required. Intimation of discrepancy, if any, should be given to the office immediately. If no intimation is received by this office, it shall be deemed that the tender document is complete in all respects and firms submitting their bids are satisfied that the tender document is complete in all respects.

Neither Bihar Vikas Mission (BVM) nor their employees will have any liability to any prospective respondent interested to apply or any other person under the law of contract to the principles or resolution or unjust enrichment or otherwise for any loss, expense or damage which may raise from or be incurred or suffered in connection with anything contained in this tender document, any matter deemed to form part of this tender document, the award of the assignment, the information and any other information supplied by or on behalf of BVM or their employees and bidder or otherwise arising in any way from the selection process for the assignment.

Information provided in this document or imparted to any respondent as part of tender process is confidential to BVM and shall not be used by the respondent for any other purpose, distributed to, or shared with any other person organization.

BVM reserves the right to reject any or all of the bids submitted in response to this RFP document at any stage without assigning any reasons whatsoever. BVM also reserves the right to withhold or withdraw the process at any stage with intimation to all bidders who have submitted the bid document.

BVM reserves the right to change / modify / amend any or all of the provisions of this RFP document. Such changes would be posted on the website (<https://www.bvm.bihar.gov.in/>)

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## 1. REQUEST FOR PROPOSAL (RFP)

1. Bihar Vikas Mission (BVM) invites bid proposals from reputed company / firm / agency for "Selection of an agency for hiring of Vehicles in Bihar Vikas Mission, Patna".
2. The Bidder(s) referred to hereafter in this document is defined as the company (ies) / firm(s) / agency(ies) that is / are bidding for this RFP.
3. The Agency referred to hereafter in this document is defined as the company / firm / agency that is successfully selected at the completion of the process.
4. BVM expressly stipulates that selection of bidder under this RFP is on the understanding that this RFP contains only the principal provisions for the entire assignment and that any other services which may be required in connection with the successful implementation of the assignment will be deemed to be a part of the assignment. **The Agency i.e. successful bidder will be required to undertake to perform all such tasks, render requisite services as may be required for the successful completion of the entire assignment.**

## 2. SCHEDULE OF EVENTS

| Sl. No. | Events                                                                                       | Date                                                                           |
|---------|----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| 1.      | RFP Issue                                                                                    | 20-Jul-2024                                                                    |
| 2.      | Last date for submission of pre-bid queries through email.                                   | 5:00 PM on 27-Jul-2024                                                         |
| 3.      | Pre-Bid Meeting                                                                              | 10:30 AM on 29-Jul-2024                                                        |
| 4.      | Publication of Minutes of Pre-bid meeting and Response to the queries received               | 31-Jul-2024                                                                    |
| 5.      | <b>Due Date for Submission of Bid Proposals</b>                                              | 5:00 PM on 12-Aug-2024                                                         |
| 6.      | Bid opening                                                                                  | 10:30 AM on 13-Aug-2024                                                        |
| 7.      | Announcement of Technical Evaluation Results                                                 | Will be informed via email to eligible bidders & also published on BVM website |
| 8.      | Opening of Financial Bid<br>(For only those bidders who qualify in the Technical evaluation) |                                                                                |
| 9.      | Announcement of Financial Evaluation Results                                                 |                                                                                |

1. Pre-bid meeting shall be held at conference hall, Bihar Vikas Mission, Rajvanshi Nagar, Patna.
2. Pre-bid Queries submitted through email should be addressed to [cgm.mso.bvm@gmail.com](mailto:cgm.mso.bvm@gmail.com).
3. In case of any of the above-mentioned dates is declared a public holiday or non-working day, the event will be held on next working day. Any changes made in the above-mentioned schedule will be published on BVM website <https://www.bvm.bihar.gov.in>.

### 3. SCOPE OF WORK

1. Details of vehicle to be hired on monthly basis from the agency to be used by officers in Bihar Vikas Mission, Patna, are as follows:

| Sl. No. | Type of Vehicle                                                                                                                                                                                                                         | Number of Vehicles required |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| 1       | <b>SUV</b><br>Mahindra Scorpio / Scorpio N / XUV 700, Maruti Grand Vitara, Maruti XL6, Maruti Ertiga, Kia Carens, Hyundai Creta or equivalent vehicles<br><b>Sedan</b><br>Maruti Ciaz, Honda City, Hyundai Verna or equivalent vehicles | 10                          |

*\*Above mentioned requirement is an estimate. Actual number of vehicles required may vary depending upon actual requirement.*

2. The agency shall make available vehicles as per actual requirement of BVM, as communicated from time to time.
3. The service provider agency has to bear all charges which shall include all expenses towards fuel, lubricants, maintenance and spare parts, charges for driver, insurance premium, all taxes as per Motor Vehicle Act / State Govt. / Central Govt. etc and other incidental expenses in running and maintenance of vehicles and any penalty, fine etc. that may be levied. In addition, any taxes applicable outside state shall be paid by BVM on basis of actual payment receipt.
4. All vehicles supplied by the agency should be **commercially registered vehicles that are upto three years old (i.e. not older than 2022)**, without any accident history, should be in good running condition and comprehensively insured with pollution control certificate or any other certificate required as per law.
5. All vehicles should be fitted with **emergency medical kit and fire extinguishers**. Seats of the vehicle shall be covered with **new and clean towels**.
6. It should be ensured that that all electrical fittings, lights, horn, turn indicator, **air conditioner and all other systems of the vehicle are in good condition** and working properly. The agency shall ensure that the vehicles are routinely inspected, for proper functioning of all system and there is no inconvenience to officer due to malfunctioning of systems.
7. **The vehicles shall be made available for use by respective officers on all days**, including Saturday, Sunday and holidays, whenever required based on urgency of work and intimated to the agency.
8. The vehicle should be made available to the concerned officer at a place suggested by them. If the vehicle is required to be taken out for fuel refilling, repairing etc. then is should be duly informed to the concerned officer.
9. The agency shall ensure that there is enough fuel in vehicle at any given time and the vehicle does not run out of fuel. **The agency shall ensure that the deployed drivers carry cash amount with them for purchasing at least 10 liters of fuel, in case of any exigency.**
10. In the event of the supplied vehicle developing snags / breakdown, **the service provider agency shall ensure that a replacement vehicle is provided on priority**. For such exigencies, the agency shall maintain one reserve vehicle and driver on standby for immediate resolution of such situations.

11. **All vehicles should be fitted with mobile charger and air freshener.**
12. Upon award of work, the agency shall submit complete details of vehicle including **copy of RC, Insurance, PUC certificate along with Driving License and character certificate of drivers** deployed by the agency.
13. The agency shall ensure to maintain log book in format as made available by BVM.
14. **In order to ensure day-to-day functionality, the agency shall ensure vehicle and driver once deployed, are not changed frequently.** Any such change should be informed beforehand to concerned official / BVM office.
15. Calculation of mileage (running KM) shall be taken from pick-up place as designated by respective officer till drop-off at designated place. **Under no circumstances the mileage for bringing the vehicle from parking to designated place and drop-off to parking place shall be paid by BVM and same shall not be noted in log-book as well.**
16. Upon request of BVM, the vehicle provider agency shall make available tracking system and data / record of travel from arrival till departure along with mileage. Mileage should be calculated only from starting point of travelling and not from any other place.

#### **A. Responsibilities of the Driver**

1. The Agency shall be fully responsible for the act of drivers deployed with the vehicle.
2. The driver should never come to duty under the influence of alcohol or any other intoxicating substance. **In case of such an event, BVM reserves the right to terminate the agreement and initiate legal action as per prevailing laws.**
3. The driver shall perform their duties in a cordial manner and should be responsible in their behavior with other persons. If their behavior is found unruly or inappropriate, they shall be penalized as per the provision of the agreement. The driver shall be removed from service if such mistakes are repeated, which includes:
  - a. Refusal to provide services during duty hours upon information by office / concerned official.
  - b. Use of foul / unparliamentarily language.
4. **All drivers shall be equipped with a functional mobile phone at agency's costs**, which shall be used for communicating with the drivers. In case of change in mobile number of the driver, same should be immediately informed to the concerned officer and BVM office.
5. The driver shall remain in contact with the respective official during working hours.
6. All drivers should have valid driving license.
7. The driver should wear neat and clean uniforms while on duty. If any particular uniform is recommended by BVM for drivers, then same shall be implemented by the agency at their own cost.
8. The agency shall take note of any complaint raise by BVM with regard to their driver's behavior and uniform and shall work towards immediate resolution of such complaints.
9. The drivers shall refrain from unnecessary conversation and talking on mobile phone while driving. In case of any emergency, the driver shall seek permission and park vehicle on the side before using phone.

10. The driver shall immediately communicate vehicle number and his contact details to the officer to whom he has been assigned by BVM office. All expenses incurred on mobile phone and SMS shall be borne by the agency.

#### **B. Compliance of applicable Laws and Tax provisions**

1. The agency shall fully comply with laws in force in India and specifically comply with all the rules and provisions of Motor Vehicles Act currently in force or as amended from time to time.
2. The vehicles should be comprehensively insured with unlimited third party risk coverage. In case of any accident, any and all the claims and damages arising thereof shall be met by the service provider agency. BVM shall not be responsible for any damages.
3. BVM shall not be responsible if the driver does not follow traffic safety rules.
4. BVM shall not be responsible for failure of the agency or their driver in not following any of the applicable rules.
5. The vehicle supplier agency shall supply uniform and photo ID card to the driver in compliance of the Motor Vehicle Act at its own cost.
6. Vehicle supplier agency shall ensure timely compliance with relevant provisions of all applicable labor laws such as **minimum wages act, payment of wages act, Provident Fund, ESIC, contract labour (R&A) Act, Workman Compensation Act** etc. Drivers or any other person deployed by the vehicle supplier agency shall not be considered as employees of BVM. Therefore, it will be responsibility of the agency to follow and comply with above mentioned rules.
7. The service provider agency shall be held responsible for any act of misbehavior on part of the driver.
8. If the vehicle provided by the agency is impounded by Inspector / Motor Vehicle Officer or any other authority during the agreement period, then it shall be sole responsibility of the agency. The agency shall immediately arrange for an alternative vehicle similar or higher in class to one that was deployed without any additional cost.
9. The service provider agency shall fully indemnify BVM and its officials against all damages / charges arising on account of or connected with the negligence of the service provider agency or his staff or any person under his control whether in respect of accident / injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demands thereof.
10. The agency shall be held responsible if there is negligence towards safety of passengers such as over speeding and uncontrolled driving by driver, poor braking or brake fail of vehicle etc.

#### **4. TERMS AND CONDITIONS**

1. The bidders should have **minimum 2 years of experience** in providing similar services i.e. supply of vehicles on rental basis for state / central government offices, semi-government institutions, boards / corporation / bodies under the aegis of state / central government.
2. The agency should be registered under GST.
3. The selected agency should not be debarred / blacklisted by central / state government or any government organisation / board / corporation and should not have any criminal case against it.
4. **Bid Validity:** For the purpose of placing the order, the Bids shall remain valid for at least 120 days after the date of bid opening.

5. **Contract Period:** The work order / agreement with selected agency (at L1 rate) shall remain valid for a period of 1 year, which may be extended further for one year at a time upto a total period of 3 years, subject to satisfactory performance of the agency. Any such extension shall not be the right of the agency. In case of unsatisfactory performance including any violation of terms and conditions mentioned hereof, the contract may be terminated by BVM.
6. **Earnest Money Deposit (EMD)** – The bidders shall submit an Earnest Money Deposit (EMD) as part of its Technical Proposal, of amount **INR 1,00,000 only (Rupees One Lakh only)** in the form of a Account Payee Demand Draft / Fixed Deposit Receipt / Banker's Cheque / Bank Guarantee from any of the commercial banks drawn in favour of BIHAR VIKAS MISSION, payable at Patna.
- Bidders who are registered with the Central Purchase Organisation / State Purchase Organisation, National Small Industries Corporation (NSIC) or the concerned Department may seek exemption from submission of EMD amount subject to submission of relevant documentation.
  - EMD of the successful agency will be returned, without any interest, upon acceptance of the letter of award and furnishing the requisite Performance Security Deposit.
  - The Earnest Money Deposit (EMD) furnished by all unsuccessful bidders will be returned, without any interest, after finalization of the tender.
  - The EMD of a bidder may be forfeited without prejudice to other rights of BVM. The EMD shall be forfeited by BVM hereunder or otherwise, under the following conditions:
    - If a bidder engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
    - If a bidder withdraws its bids during the period of bid validity as specified in this tender.
    - If the bidders, selected as L1 agency, fails within the specified time limit:
      - To furnish the requisite Performance Security Deposit
      - To sign the contract.
7. **Performance Security Deposit** - The selected agency (i.e. L1 bidder in financial evaluation) before signing of agreement, shall provide a Performance Security totalling to **10% of value of contract for one year i.e. Rate per Vehicle per month x Number of Vehicles required (10) x 12 Months.**
- Performance Security will be payable by the Agency in advance at the time of acceptance of letter of award through an Account payee Demand Draft / Fixed Deposit Receipt from a Commercial bank / Bank Guarantee from a Commercial bank payable in favour of BIHAR VIKAS MISSION.
  - The Performance Security will be returned after a period of sixty days beyond the date of completion of successful discharge of services and completion of contractual obligations of the Agency.
  - The security deposit shall be forfeited, if services of the agency are found to be unsatisfactory in any respect and/or towards any damage caused due to negligence of the agency or their employees during the period of agreement. This forfeiture will be in addition to any action by the department that the agency may invite upon themselves due to any of the other reasons.
8. All disputes arising in this matter shall be subject to jurisdiction of courts in Patna.

**A. Payment Terms and Penalty**

- i. Billing will be done on monthly basis and bills are to be submitted in triplicate by 5<sup>th</sup> of succeeding month. No interest is payable on the billed amount under any circumstances.
- ii. All applicable statutory deductions such as GST-TDS, Income Tax-TDS and / or any other taxes as applicable shall be deducted from monthly invoices submitted by the agency.
- iii. Payment of bills shall be done after deduction of penalty that may have been levied on the agency.
- iv. Calculation of mileage shall be done from point of start of travel. No charges shall be payable for travel from garage / night-parking to starting point or from drop-off point to garage / night-parking.
- v. Kilometer reading should be entered in logbook every day at start of the day when the officer starts using the vehicle and again at time of drop-off after end of office work and signature from concerned officer should be obtained on log-book.
- vi. **No extra charges shall be payable for first 1500 Kilometers.** In case monthly mileage exceeds 1500 Kilometers, additional mileage shall be paid off at per Kilometer rate.
- vii. Toll tax, Octroi, Parking Charges and other statutory levies which may be applicable during travel will be reimbursed by BVM on presentation of admissible documentary evidence / bill / cash memo etc.
- viii. The vehicle supplier agency shall ensure that vehicles are available at place and time suggested by concerning officer without any delay.
  - a. **In event of failure to provide vehicles on time, a penalty of Rs 1000 per instance shall be levied and shall be deducted from the invoices payable to the agency.**
- ix. Depending upon requirement, vehicle supplier agency may be asked to provide vehicles even on weekly-off days and gazetted holidays, if required based upon urgency of work. The agency shall make alternative arrangements for drivers and vehicle, if informed for supplying vehicles on weekly-off days and gazetted holidays.
  - a. **If driver / vehicle could not be arranged by the agency then BVM shall be at liberty to make its own arrangement and costs incurred would be recovered from amount payable to the agency along with a penalty of Rs 2000 per instance of non-supply of vehicle.**
- x. In the event of the hired vehicle developing snags / breakdown or unavailability of vehicle due to any reason, the service provider agency shall ensure that a replacement vehicle is provided on priority.
  - a. **In case of failure to make an alternative arrangement, BVM shall be at liberty to make its own arrangement and costs incurred would be recovered from amount payable to the agency. In such cases of non-supply of suitable replacement, a penalty of Rs. 2000/- per day shall be imposed and deducted from the monthly bill in addition to pro-rata deduction for the days of non-service.**
- xi. **Penalty charges @ Rs. 500/- for non-adherence of orders etc. on every occasion would be deducted from the bill.**
- xii. The vehicle supplied by the agency shall not be put up to use for any purpose other than use by officials of BVM without obtaining due permission from concerned official / BVM office.

- a. If it is found that the vehicle is being used somewhere else by the agency, an amount equal to the pro-rata charges for two times the number of days for which vehicle has been used elsewhere, shall be deducted.
- xiii. Vehicle supplier agency shall produce updated log-book every month and present to BVM for inspection.
- a. If the agency fails to produce the updated log book on time, a penalty of Rs 100/- per day shall be deducted from monthly invoices submitted by the agency.
- xiv. The vehicle supplier agency shall appoint a nodal person who shall be single point of contact for BVM office. Nodal person shall be responsible for ensuring timely arrangement of replacement vehicle / driver and availability of cash with drivers for fuel purchase in case of any exigency.

#### 5. ELIGIBILITY CRITERIA and LIST OF DOCUMENTS TO BE SUBMITTED WITH TECHNICAL BID

1. Relevant documents in support of the Eligibility Criteria should be submitted as part of Technical Bid Proposal documents failing which the proposal shall not be considered and will be rejected.
2. The Technical bid proposals will be opened, in the presence of Bidders or their representatives who wish to attend the bid opening on date and time as mentioned in schedule of events.
3. Technical Evaluation requirements and documents required in support are listed below. The bidders shall submit the following documents, arranged in sequence as listed below:

| Sl. No. | Eligibility Criteria for the Firm                                                                                                                                                                                                                                                                             | Supporting Documents Required                                                                                                                                                                                                                                                                                                                                     |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| a.      | Earnest money Deposit<br><i>(Bidders who are registered with the Central Purchase Organisation / State Purchase Organisation, National Small Industries Corporation (NSIC) or the concerned Department may seek exemption from submission of EMD amount subject to submission of relevant documentation.)</i> | Account Payee Demand Draft / Fixed Deposit Receipt / Banker's Cheque / Bank Guarantee from any of the commercial banks of Rs 1,00,000/- (Rupees One Lakh Only) drawn in favor of "BIHAR VIKAS MISSION".                                                                                                                                                           |
| b.      | The Bidder should be registered as a company under Companies Act or as a Partnership Firm / Proprietorship Firm with appropriate authority.<br><br><i>(Consortium is not allowed)</i>                                                                                                                         | <ul style="list-style-type: none"> <li>• For Company – Copy of Certificate of Incorporation issued by Registrar of Companies (RoC).</li> <li>• For Partnership Firm – Copy of Registration Certificate issued by Registrar of Firm under Partnership Act.</li> <li>• For Proprietorship Firm – Certificate issued under Shops &amp; Establishment Act.</li> </ul> |
| c.      | Bidder shall provide self-attested copies of following documents:<br>i. PAN card<br>ii. GST Registration                                                                                                                                                                                                      | Self-attested copies of following documents:<br>i. PAN card<br>ii. GST Registration                                                                                                                                                                                                                                                                               |
| d.      | Income Tax return for last 3 years.                                                                                                                                                                                                                                                                           | Self-Attested copy of Income tax return for last 3 assessment year i.e. AY 21-22, AY 22-23 and AY 23-24.                                                                                                                                                                                                                                                          |

|    |                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                            |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| e. | Latest GST Return                                                                                                                                                                                                                                                                                                                             | Self-attested copy of latest GST return filed. <i>(i.e. GST Return filed for the month of Mar-24 or later, as applicable)</i>                                                              |
| f. | The bidders should have experience in providing similar services (i.e. supply of vehicles on rental basis) for state / central government offices, semi-government institutions, boards / corporation / bodies under the aegis of state / central government for <b>minimum 2 years. (excluding experience in current year i.e. FY 24-25)</b> | Copy of Work Order and / or Agreement.<br><br><i>Duration of work should be clearly established from the documents.</i>                                                                    |
| g. | The bidders should have an <b>average annual turnover of Rs 40 lakhs</b> or above in last 3 declared financial year. <i>(i.e. FY 20-21, FY21-22, FY 22-23)</i>                                                                                                                                                                                | Copy of Audited financial statements or turnover certificate duly certified by a CA for last 3 declared financial year. <i>(i.e. FY 20-21, FY21-22, FY 22-23)</i>                          |
| h. | The bidder must not be blacklisted / debarred by the Central government / any state government / semi-government organization and should not have any criminal case against it.                                                                                                                                                               | Notarized affidavit regarding not blacklisted / debarred by the Central government / any state government / semi-government organization and not charged / convicted in any criminal case. |
| i. | Acceptance of terms and conditions of the agreement.                                                                                                                                                                                                                                                                                          | All pages of the bid document signed and stamped by the bidder.                                                                                                                            |

## 6. SUBMISSION OF FINANCIAL BIDS

- Financial bids are to be submitted as per format provided in Annexure – I. **Rates should be clearly mentioned in figures and words.**
- The bidder has to quote for all the vehicles mentioned in the financial bid format. **If any bidder fails to quote rate for any of the vehicle, their bid shall be treated as non-responsive and summarily rejected.**
- Name, address and contact details of the bidder should be clearly mentioned on the financial bid document along with sign and seal of the bidder.
- The rate quoted should be for commercially registered vehicles that are new or upto three years old **(i.e. not older than 2022)**, without any accident history, should be in good running condition and comprehensively insured with unlimited third party risk coverage, pollution control certificate or any other certificate required as per law.
- The rate quoted by the bidder shall be exclusive of Goods and Services Tax (GST).**
- Bidders are requested to submit their rates in financial bids taking due consideration of all expenses including fuel expenses, wages being paid to drivers and any other persons deployed, insurance costs, maintenance costs, cost of spares, contingency expenses, administrative expenses, EPFO, ESIC contribution and any other necessary expenses.
- Bidders are advised to quote their rates taking into full consideration of all expenses. **If the agency being L1 bidder does not provide the requisite services, then the EMD / Performance security**

submitted by the agency shall be forfeited and the agency shall be debarred from participating in any future and appropriate steps shall be taken to blacklist the agency.

## 7. INSTRUCTION FOR BIDDER

1. Bid proposals in response to the RFP shall be submitted under 'Two Cover System'
  - a. Technical Proposal
  - b. Financial Proposal
2. Both the proposals shall be submitted in separate covers, properly sealed and the covers should be clearly labelled as:
  - a. Technical Proposal for BVM/2024-25/Proc/Vehicle/04 for Selection of an agency for hiring of Vehicles in Bihar Vikas Mission, Patna.
  - b. Financial Proposal for BVM/2024-25/Proc/Vehicle/04 for Selection of an agency for hiring of Vehicles in Bihar Vikas Mission, Patna.
  - c. The Technical Proposal and the Financial Proposal should be put together and sealed in one big single envelope clearly marked as "Tender for Selection of an agency for hiring of Vehicles in Bihar Vikas Mission, Patna".
3. BVM will not be responsible for any delay or transit loss or late delivery of bids to the office of CGM. Late bids i.e. bids submitted after the deadline for submission prescribed by BVM will not be considered for evaluation.
4. BVM reserves all rights to cancel the tender or to modify the terms and conditions of the tender.
5. All evaluation will be carried out by BVM. BVM may constitute an evaluation committee to evaluate the bids. Evaluation conducted by the committee shall be final and binding on all the bidders.
6. BVM evaluation committee will first evaluate the technical bid proposals submitted by the bidder for ascertaining their eligibility based on the eligibility criteria (Refer Sec 5). Relevant documents in support of eligibility criteria must be enclosed along with Technical Bid documents failing which the bid will be liable to be rejected.
7. The evaluation committee will evaluate the responses to the RFP and all supporting documents / documentary evidence. Non-submission of requisite supporting documents / documentary evidences would lead to rejection of the proposal.
8. During evaluation stage, BVM, at its discretion, may ask the bidder for clarification in respect of bid submitted. The bidder should respond within timelines provided, failing which their bid proposal may be rejected. The queries and the response to received queries will be in writing, and no change in the substance of the bid will be sought, offered, or permitted.
9. BVM reserves the absolute right to reject the offer if it is not in accordance with its requirements and no further correspondence whatsoever will be entertained in the matter. Any technical proposal submitted cannot be withdrawn / modified after the last date for submission of the bids.
10. The decision of the BVM evaluation committee in the evaluation of responses to the RFP will be final.
11. Based on the Technical Proposal evaluation, Financial Proposals of only those bidders will be opened, which are qualified in Technical evaluation.

12. The bidder who quotes the lowest for hiring per vehicle for monthly booking (excluding GST), will be declared L1 agency for the supply of the particular vehicle type as per Least Cost Selection (LCS). **L1 shall be declared separately for each vehicle type.**
13. **For monthly booking, L1 will be decided only on the basis of the rate quoted against monthly booking. Per km charge for extra kilometer will not be considered for deciding L1 agency.** However, the selected L1 agency for monthly booking will be entitled to get payment for extra kilometer only on the basis of lowest rate decided through this tender process, irrespective of the rate quoted by the L1 agency.
14. In case, the L1 bidder denies/fails to honor the contract / letter of award, BVM shall be at freedom to negotiate with L2, L3 ... (in this order) responsive bidder with their consent to enter into an agreement with BVM to hire vehicle as per requirement type at L1 rate and for said denial / failure if any, the EMD of the concerned L1 bidder will be forfeited.
15. Also, in case L1 fails to provide vehicles within timeframe as specified by BVM or their services are found unsatisfactory after executing the agreement with BVM, then BVM shall be at freedom to procure the same from L2, L3... (in this order) responsive bidders at the L1 rate for the vehicle type as per requirement.
16. **The agency which is L1 bidder on the basis of monthly booking, shall be given work for local and outstation booking (daily rental), as per requirement, at the L1 rate for daily booking decided through this tender.** It may be noted that the bidder which is L1 for local and outstation booking (daily rental), will not be given work for monthly booking on L1 rate.
17. **Empanelment of Agencies:** All bidders who are qualified in the technical evaluation shall be empanelled with BVM, subject to condition that they provide their consent to supply vehicles at L1 rate as decided in financial evaluation through this tender. BVM is empanelling vendors only for reducing the procurement process time.
  - a. BVM reserves the right to hire some or all vehicles from empanelled vendors at L1 rate, if the selected L1 agency fails to provide vehicles as per BVM's requirement or the services of the selected L1 agency are found unsatisfactory for some or all of the vehicles supplied by them.
18. The quoted rates shall remain firm throughout the tenure of the contract and no revision shall be permissible for any reason.
19. A letter of award shall be issued to the lowest bidder (L1) in financial proposal evaluation whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the RFP.
20. **The agency shall communicate its acceptance of award in writing to BVM within 7 days of issue of letter of award along with submission of requisite performance security deposit.**
21. The agency shall execute an agreement with BVM. The costs and expenditure on execution of agreement shall be borne by the bidder.

### Annexure – I

Format for Submission of Financial Bid Proposal (To be submitted on Letterhead of the bidder)

|                                   |  |                |  |
|-----------------------------------|--|----------------|--|
| <b>Name of the Firm / Agency:</b> |  |                |  |
| <b>Address of the Agency:</b>     |  |                |  |
| <b>Contact No.</b>                |  | <b>PAN No.</b> |  |
| <b>Email id:</b>                  |  | <b>GST No.</b> |  |

**Financial Bid Proposal (RFP Ref. No.: BVM/2024-25/Proc/Vehicle/04 dated 20-Jul-2024) for  
“Selection of an agency for Hiring of Vehicles in Bihar Vikas Mission, Patna”**

Dear Sir,

We, the undersigned, hereby offer to provide vehicle hiring services for the following types of vehicles in accordance with you RFP. Our financial Proposal is as follows:

| Financial Bid Proposal Format - A                     |                                                                                                                                                                                                                                                              |                                              |                                                                      |
|-------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|----------------------------------------------------------------------|
| Monthly Rate (Including Expenses for Fuel and Driver) |                                                                                                                                                                                                                                                              |                                              |                                                                      |
| Sl. No.                                               | Type of Vehicle                                                                                                                                                                                                                                              | Rate for 1500 Kms per month<br>(Without GST) | Rate Per Km<br>(For Additional Kms exceeding 1500 Kms) (Without GST) |
| 1                                                     | <b>Premium SUV</b><br>Innova Crysta / Hycross,<br>MG Hector Plus, Hyundai<br>Alcazar, Tata Safari or<br>equivalent vehicles                                                                                                                                  | Rs. .... (In Figures)<br>Rs. .... (In Words) | Rs. .... (In Figures)<br>Rs. .... (In Words)                         |
| 2                                                     | <b>SUV</b><br>Mahindra Scorpio /<br>Scorpio N / XUV 700,<br>Maruti Grand Vitara,<br>Maruti XL6, Maruti Ertiga,<br>Kia Carens, Hyundai Creta<br>or equivalent vehicles<br><b>Sedan</b><br>Maruti Ciaz, Honda City,<br>Hyundai Verna or<br>equivalent vehicles | Rs. .... (In Figures)<br>Rs. .... (In Words) | Rs. .... (In Figures)<br>Rs. .... (In Words)                         |

| Financial Bid Proposal Format - B                                 |                                                                                                                                                                                                                                         |                                                                                                                      |
|-------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| Daily Rental Hiring Rate (Including Expenses for Fuel and Driver) |                                                                                                                                                                                                                                         |                                                                                                                      |
| Sl. No.                                                           | Type of Vehicle                                                                                                                                                                                                                         | Basic Rate Per Km (Excluding GST)<br>Minimum Chargeable KM per day = 200 KM<br>(Including Fuel and Driving Expenses) |
| 1                                                                 | <b>Premium SUV</b><br>Innova Crysta / Hycross, MG Hector Plus, Hyundai Alcazar, Tata Safari or equivalent vehicles                                                                                                                      | Rs. .... (In Figures)<br>Rs. .... (In Words)                                                                         |
| 2                                                                 | <b>SUV</b><br>Mahindra Scorpio / Scorpio N / XUV 700, Maruti Grand Vitara, Maruti XL6, Maruti Ertiga, Kia Carens, Hyundai Creta or equivalent vehicles<br><b>Sedan</b><br>Maruti Ciaz, Honda City, Hyundai Verna or equivalent vehicles | Rs. .... (In Figures)<br>Rs. .... (In Words)                                                                         |

Our financial proposal shall be binding upon us subject to any modification resulting from contract negotiations, up to the expiration of the validity period of the proposal.

**Sign of Authorized Signatory**  
**Seal of Bidder**