

BIHAR MEDICAL SERVICES & INFRASTRUCTURE CORPORATION LTD.
(A Govt. of Bihar Undertaking)

4th Floor, Main Block, BSBCCL Bhawan, Hospital Road, Shastri Nagar, Patna - 800023

Tender No. BMSIC/10025/1-2018/01

Tender Notice for Empanelment of Agencies for Hiring of Vehicles

Bihar Medical Services & Infrastructure Corporation Ltd. (BMSICL) invites sealed tenders from reputed agencies/fleet operators for empanelling them for hiring of various types of Vehicles on monthly and daily basis.

Detailed Tender document containing eligibility criteria, details of EMD, tender Fees and other terms and conditions are available on the website www.bmsicl.gov.in.

Schedule of Tender

Activity/Event	Date and Time
Availability of tender document on BMSICL website www.bmsicl.gov.in	From 11/02/2019 upto 4/3/2019
Pre-bid meeting (in the office of BMSICL, Patna)	On 18/02/2019 at 1:00 pm
Last date for submission of bids	06/03/2019 till 3:00 pm
Opening of technical bids	06/03/2019 4:00 pm

BMSICL reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders or annul the tender process at any stage without giving any notice or assigning any reason.

Sd/-
GM (Procurement)

**Tender Document for
Empanelment of Agencies for Hiring of Vehicles on Monthly and Daily Basis
by Bihar Medical Services & Infrastructure Corporation Ltd**

BMSICL (A Government of Bihar undertaking) desires to hire various kinds of vehicles on monthly as well as on daily basis for smooth operations of its activities. Vehicles are required for the BMSICL head office at Patna and also for offices located at different districts of Bihar. Accordingly, bids are invited under two-bid system from interested service providers/firms/fleet operators having excellent track record. The details are as follows:-

1. Eligibility Conditions and Documents for Technical bids

The format for Technical Bid of this bid document needs to be filled in and needs to be submitted along with the following documents (Photo copy duly self-attested to be compulsorily enclosed, Original Affidavit as per below point "f" is to be submitted)

- (a) The firm/agency should be registered under Companies act 1956/2013/Partnership Firm /Proprietorship Firm. Copy of the Certificate of Incorporation issued by the Registrar of Companies (RoC)/Registration Certificate issued by Registrar of Firms under partnership act 1932 for partnership firm/ For Proprietorship firm- Certificate issued under shop & Establishment act. to be submitted. The firm/agency should have an office in Patna, proof of Patna office address to be submitted.
- (b) The firm/agency should have average annual turnover of Rs. 50 lakh in the past three financial years (2015-16, 2016-17 and 2017-18). Audited financial statement (balance sheet and P&L account) from a qualified CA for these 3 years is to be submitted. Only Auditor/C.A. Certificate of turnover will not be accepted.
- (c) The firm/agency should be an income tax and GST assessee (self-attested copies of PAN card, income tax return of any three of last four consecutive assessment years and GST registration certificate need to be enclosed)
- (d) Earnest Money Deposit of Rs. 50,000/- in the form of Demand Draft in favor of Managing Director, BMSICL, Patna payable at Patna needs to be submitted with the technical bid. It will be refunded (without interest) to unsuccessful bidder(s) after completion of the bid process.
- (e) Tender Fees (non-refundable) of Rs. 5,000/- in the form of separate Demand Draft in favor of Managing Director, BMSICL, Patna payable at Patna needs to be submitted with the technical bid.
- (f) The Bidder shall submit an **original affidavit (on stamp paper)** sworn before First Class Magistrate/ Notary (dated after publication of this tender), stating that the firm/agency has not been debarred/blacklisted by Central Govt./any State Govt. department/PSU/NGO.
- (g) The firm/agency should have three years experience of providing the same type. of vehicles as mentioned in the below table to Government departments/PSU/reputed NGOs. Work Order/ Agreement/ Experience certificate of Govt. dept./PSUs/reputed NGOs need to be submitted clearly mentioning the type and no. of vehicles provided in last three years as on due date of submission of bids.
- (h) The bidder should have at least two vehicles, of any of the make/model for any of the below schedules, registered in the name of the proprietor/agency, as per the table below:

Schedule No.	Type	Number of vehicles registered in own name
1	Innova Crysta/Innova/Safari Storme/XUV500/equivalent	2
2	Scorpio/Xylo/Honda City/Ciaz/equivalent	
3	Sumo/Bolero/TUV/equivalent	
4	Honda Amaze/Dzire/Tata Indigo/Zest/equivalent	

Registration Certificate (RC) in name of agency/proprietor, Pollution Under Control (PUC), Insurance, Road & commercial Tax, state or national travel permit to be submitted.

2. Terms and Conditions

- (a) The contract will be valid for one year from the date of commencement of contract and can be extended further for a mutually agreeable period on the basis of requirement, performance and at the sole discretion of BMSICL.
- (b) The vehicles provided by the agency (including vehicles sub-let from 3rd party by agency) should have valid commercial license issued from transport department/competent authority, commercial taxi/cab registration nos., state and national permit as applicable. The vehicles provided should conform to all transport Acts and pollution norms [Pollution Under Control (PUC)] prescribed by the by the Transport department from time to time. In case of violation of any statutory provisions laid under the Motor Vehicle Act and any provisions pertaining to commercial permit/registration etc., in respect of any vehicle provided by the agency to BMSICL, the entire liability shall be on the agency.
- (c) The Agency shall be responsible for appropriate insurance coverage including third party insurance cover of the vehicles provided to BMSICL (including vehicles sub-let from 3rd party by agency). The Agency shall maintain comprehensive general liability insurance, including contractual liability coverage adequate to cover the indemnity on hire and of obligation against all damage to any property arising out of, or in connection with, the services which result from the fault of the agency, or its staff/driver for vehicles provided (including vehicles sub-let from 3rd party by agency). The agency shall provide BMSICL with certification thereof upon request. BMSICL shall not be responsible financially or otherwise for any injury to the driver or person deployed by the Agency during the course of performing duties. In case there is violation by the agency of any statutory provisions laid under Labour Laws or any other applicable law, there shall not be any liability on BMSICL.
- (d) In case of any Loss, damage or accident, total responsibility lies with agency/firm and driver will be fully responsible in case unauthorized / illegal materials are found in the vehicle during the use of the officials of the BMSICL. Any vicarious liability pertaining to the vehicle will be solely on the agency. The agency shall indemnify BMSICL against all other damages/charges and expenses for which BMSICL may be held liable or pay on account of the negligence of the agency or its staff or any person under its control whether in respect of accident, injury to the person or damage to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof. BMSICL shall not be responsible financially or otherwise for any injury to the driver or person or vehicle deployed by the agency (including vehicles sub-let by agency from 3rd party) during the course of performing duties and entire liability shall be on the agency.
- (e) For all the vehicles provided by the Agency (including vehicles sub-let by the agency from a third party), the agency shall be solely responsible for payment of commercial & road taxes or any other rate duties and taxes, including insurance and conform to and get all the vehicle(s) tested and evaluated as per the norms issued by the transport department from time to time, such that all the vehicle(s) provided by the agency remain in service during the tenure of the contract, and agency will be required to submit proof of such, to BMSICL. In case of any vehicle provided by the Agency (including vehicles sub-let by the agency from a third party), not conforming to the above mentioned norms and standards the sole responsibility shall lie with the Agency and BMSICL shall have no liability whatsoever.
- (f) The Agency shall be solely responsible for the repair and maintenance, including replacement of parts including tyres etc., as per need of the vehicle(s) such that the vehicle(s) remain in service during the tenure of the contract.
- (g) The cost of fuel should be borne by the agency and BMSICL, will not be responsible or held responsible and liable to pay to the agency, for the change in rates of fuels from time to time.
- (h) The Driver of vehicles must be driving license holders and should be properly dressed up in Khaki or white Shirt & trousers during the duty hours. The Agencies will be solely responsible for any

misconduct of the drivers. In case of indiscipline/misconduct on the part of the driver, he is to be replaced immediately by the agency on receipt of information from BMSICL. The service provider/agency shall not provide any person as driver who has not completed 18 years of age.

- (i) The driver(s) provided by agency/bidder, shall carry original copy of the Registration Certificate(RC), Insurance, Pollution Under Control(PUC) certificate, receipts of payment of commercial taxes (local, state and national) and badges, driving licence, during all times, while providing services to BMSICL.
- (j) In case, the driver of the vehicle is on leave or absent, the Agency will provide a replacement driver without any delay.
- (k) The drivers provided by the agency, shall maintain the log book(s)/duty slips, of the travel for each day, and get the same signed and approved by the officer of BMSICL using the vehicle.
- (l) The Agency shall comply with all statutory provisions as laid down under various Labour Laws like Minimum wages, ESI, PF, Contract Labor Act etc. with respect to the drivers provided to BMSICL. In case of violation of any such statutory provisions, the agency will be solely responsible. The agency will ensure timely salary payment of these drivers in the vehicles provided by the bidder/agency and timely deposit of applicable ESI and EPF. Failure to comply with any of the statutory provisions by the agency will lead to penal action against agency including forfeiture of performance security. If any kind of Interest/ penalty is imposed on BMSICL under ESIC and PF law due to non-compliance by the agency, the same will be recovered from the agency or performance security will be forfeited.
- (m) The agency shall be responsible to comply with all applicable labour Law in respect of the manpower appointed or hired by the bidder or agency in respect of execution and implementation of the project and shall indemnify and keep indemnified BMSICL for any claim, action or demand whatsoever in that regard. It will be the sole responsibility of the agency to abide by the provisions of all statutory provisions with respect to the manpower appointed or hired by the agency for performance of this contract.
- (n) The service provider/agency shall immediately provide replacement of the vehicle under repair/detained due to accident or vehicle not reporting for duty or in breakdown conditions, failing which penalty @ 1000/- per instance along with cost of hiring of vehicle from an alternative source shall be levied against the agency and the same shall be deducted from the bills. In case of breakdown of any vehicle any time during duty hours, the agency shall replace it within one hour failing which penalty of 100/- per hour of delay shall be levied and in the event of any undue delay, BMSICL has the right to hire vehicle from any other source at the expense of the agency.
- (o) The service provider/agency shall provide vehicles as per requirement of BMSICL and as and when required at a short notice (including early in the morning and late in the evening). The starting point of the vehicles provided shall be garage to garage (maximum of 10 kms.).
- (p) Further vehicles also may be hired for officials of health department and other related entities for local or outstation travel as well as on monthly basis based on requirement. The Agency shall provide vehicles on short notice as and when required by BMSICL for its Patna office or any other district offices as well as for other officials of health department and other related entities.
- (q) Vehicle model hired on monthly/daily basis should not be of earlier than January 2017. The Agency shall be responsible for complete maintenance of vehicles provided.
- (r) The vehicle(s) should be in good condition with adequate fuel level maintained at all times and vehicle should be provided on time. In case the vehicle does not have adequate fuel during duty hours then penalty @ 1000/- per instance shall be levied on the agency and the same shall be deducted from the bills. Replacement of vehicle shall be done immediately in case of repair, maintenance or any other condition with equally good condition vehicle.
- (s) In case of any complaint regarding timeliness, conduct of driver, cleanliness & maintenance of vehicle a penalty @ 1000/- per instance shall be levied on the agency and the same shall be deducted from the bills. In addition BMSICL shall be at liberty to get the services performed by other source and cost so incurred by BMSICL shall be recovered from the amount payable to the Service Provider or from the performance security.
- (t) In case of either non-supply of vehicle as per requirement or supply of vehicle of inferior model / make (as given in contract) or unsatisfactory performance a penalty of 10% of each bill shall be deducted.
- (u) No advance payment would be made. Payment shall be made on submission of the bills with all supporting documents required on monthly basis after the satisfactorily completion of the work assigned, at approved rates after deducting penalties if any. The Agency while raising the bill should clearly mention full vehicle number with logbook/duty slip duly signed by user. The

logbook/ duty slip must be free from overwriting. if there is any overwriting it is duty of Agency to take proper sign of the user on overwriting. TDS will be deducted at source from bill/s as applicable.

- (v) BMSICL reserves the right to hire vehicle for daily use for local or outstation travel or on monthly basis from any empanelled agency based on requirement without assigning any reason.
- (w) The drivers of the vehicles shall be ready to travel & stay outstation at any time and on short notice, as per the demand of BMSICL.
- (x) The vehicles and drivers provided by the agency shall work under the overall supervision of BMSICL. The vehicle and Driver shall remain available all the time during duty hours and shall not leave place of duty without prior permission of the concerned officer of BMSICL. If the driver leaves without permission or for any misbehavior on the driver's part a penalty of 1000/- shall be levied for every such instance and the same would be deducted from the bill of the agency.
- (y) The Agency shall provide vehicles on monthly or daily hire for local or outstation travel as per requirement of BMSICL and as and when required at a short notice (including early in the morning and late in the evening). Prior to execution of agreement the Agency shall submit the names and mobile nos. of their two contact personnel who will be responsible for taking request for bookings of vehicles from BMSICL. In the event the agency personnel fail to respond to booking requests from BMSICL or are non-responsive, penalty @ 1000/- per instance shall be levied on the agency.
- (z) BMSICL shall not entertain any dispute between the hired drivers and the concerned agency on any issue related to functioning of the agency under the contract. In case of any such dispute affecting the performance of the agency in providing services to BMSICL, strict action as per penalty provisions mentioned in the tender will be taken against the agency, including withholding of payment against the bills of the agency.
- (aa) BMSICL shall not entertain any dispute between the agency and the vehicle owner (if agency provides a vehicle which has been sub-let from another party) on any issue related to functioning of the agency under the contract. In case of any such dispute affecting the performance of the agency in providing services to BMSICL, strict action as per penalty provisions mentioned in the tender will be taken against the agency including withholding of payment against the bills of the agency, till evidence of resolution of the dispute is submitted.
- (bb) After acceptance of offer for the work in question, if the selected agency fails to execute/sign the agreement within the specified time, EMD will be forfeited. The cost of preparation/execution of the Agreement is to be borne by the selected agency.
- (cc) The successful bidders shall deposit Performance Security of Rs. 2,00,000/- (Rs. Two Lakh only). The Performance Security should be paid in the form of DD in favor of Managing Director, BMSICL or in the form of Bank Guarantee issued by a scheduled Bank in favour of BMSICL. The Bank Guarantee shall remain valid for a period, which is six months beyond the date of expiry of the contract. The performance Security should be submitted before executing the contract/signing of the contract document positively. The contract shall be signed only after furnishing of performance security and the agency needs to ensure that the contract is executed within 21 days from the date of intimation. Non-fulfillment of this condition i.e if the agency fails to submit the performance security and fails to execute the contract in the above specified timeline, will result in cancellation of the award and forfeiture of the EMD. In case of breach of contract by the agency/firm, or in the event of the firm failing to start work/denying to work/withdrawing from the offer after signing of the agreement, the performance security shall be forfeited by BMSICL and the firm/agency shall be blacklisted in addition to the termination of the contract.
- (dd) BMSICL reserves the right to amend the terms of the contract any time during the contract period or at the time of renewal/extension of contract.
- (ee) If the agency/bidder violates any of the terms and conditions of contract in any manner, or the agency is unable to provide satisfactory service or there is deficiency in service, the Performance Security shall be liable for forfeiture, and the contract may also be cancelled/terminated. Further, the agency shall be blacklisted for a reasonable period as decided by BMSICL.
- (ff) BMSICL, without prejudice to any other contractual rights and remedies available to it, may, by written notice of default sent to the agency, terminate the contract in whole or in part, if the agency fails to perform services as specified in the contract or any other contractual obligations within the time period specified in the contract and the firm shall also be blacklisted, consequently the performance security may be forfeited, as also explained in preceding points.
- (gg) If the bidder or agency becomes bankrupt or otherwise insolvent, it will inform BMSICL within 30 days vide written notice to terminate the contract. BMSICL reserves the right to terminate,

without any compensation, whatsoever, to the agency, and BMSICL may forfeit the performance security.

3. **Additional Terms and Conditions for Monthly Hired Vehicle:** In addition to terms and conditions mentioned above in part 2, the following additional terms and conditions shall be applicable on vehicles taken on monthly hire:-

- (a) The driver should have at least 3 years of work experience.
- (b) The driver shall be in proper dress – khaki or white shirt-trouser. Behavior of the driver should be extremely courteous and refined. He should be well aware of and should meticulously follow traffic rules. He should not be in habit of rash and fast driving and should have proper vision. He should have absolutely clean background and police record. A self-declaration certificate shall be furnished by the selected vendor/agency.
- (c) Driver shall be provided with mobile phone for smooth communication and the cost shall be borne by agency
- (d) The duty timing of the monthly hired driver would be normally from 8 am to 8 pm but could be longer as per requirement and need. The driver would not be paid/ compensated for overtime by BMSICL. BMSICL has the right to ask the agency for removal of any Driver who is not found competent or disciplined.
- (e) Once assigned, the vehicle and driver will not be changed/replaced without prior permission of BMSICL. In the event of any replacement of vehicle without prior permission, a penalty of 1000/- for every such instance will be levied against the agency and the same will be deducted from their bills.
- (f) There will be separate log book for monthly vehicle maintained by the driver/agency. All entries in the log book will be verified/countersigned by the concerned officers.
- (g) In case of failure to provide vehicle on time, BMSICL will procure a vehicle from open market and the charges paid to such vehicle will be deducted from the monthly bill of the service provider. In addition, a penalty of Rs. 1000/- per day till the date of default shall also be charged by BMSICL from the service provider, which will be deducted from the bill.
- (h) The service provider/firm shall submit attested copies of owner book, insurance papers and other papers of the vehicle and attested copies of driver license.
- (i) Vehicles are to be hired for the BMSICL head office at Patna and also may be hired for offices located at different districts of Bihar. Further vehicles also may be hired for officials of health department and other related entities based on requirement. The Agency shall provide vehicles on short notice as and when required by BMSICL.
- (j) The no. of vehicles to be hired from an agency on monthly basis can be increased or decreased by BMSICL at any time based on requirement. Any increase or decrease in the requirement of no. of vehicles would be communicated to the Agency who will abide by the same and raise bill accordingly. BMSICL reserves the right to hire vehicles from any of the empanelled agencies for monthly hiring or daily hiring, without assigning any reason.

4. **Bidding Process, Evaluation of bids and Contract**

- (a) The bidders are required to submit two separate sealed envelopes superscribing "Technical Bid" and "Financial Bid". Both sealed envelopes should be kept in a third sealed envelope superscribing "Tender for Hiring of Vehicles" and addressed to The Managing Director, Bihar Medical Services & Infrastructure Corporation Ltd., 4th Floor, Main Block, BSBCCCL Bhawan, Hospital Road, Shastri Nagar, Patna – 800023. The bids should be sent vide Speed Post/Registered Post/Courier only and should reach on or before 6th March 2019 till 3:00PM. Hand delivery of tenders will not be accepted. No tender shall be entertained after this deadline under any circumstances whatsoever. BMSICL shall not be responsible for any postal delay. The technical bids will be opened on the same day at 4.00 PM at the office of BMSICL in the presence of bidders or their representatives who wish to be present
- (b) The technical bid shall be opened and evaluated first. Technical bid should contain the filled in Technical Bid format (Part -1) of this bid document and all the self attested documents (by

authorized signatory of agency) and testimonials as mentioned in clause 1 (eligibility condition) of this tender document and the separate demand drafts against the EMD & tender fees. All the documents should be serially numbered and signed by the bidder. Bids without any of the documents as mentioned in clause 1, or without signature or without EMD, tender fees as specified in clause 1 would be summarily rejected. It must be noted that no bidder is exempt from deposit of EMD and tender fees. Financial bids of only those bidders who qualify in technical bid would be opened.

- (c) Financial bid shall be submitted in two forms A and B as given below in this tender document. Both forms A & B are to be printed on the letter head of the bidder and all rows and columns of both these forms should be neatly filled in and free from overwriting /cutting. The rates have to be quoted as per the units specified in the forms A & B, else the bids will be rejected outright. Both the forms should be signed & stamped by the bidder and submitted in the sealed envelope with the heading "Financial Bid". Bidders have to quote their rates for all the four categories/schedules of vehicles mentioned in the financial bid forms A and B.
- (d) For monthly hiring of vehicle, L1 rates would be decided for each type/model of vehicle separately. 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 on the basis of lowest rate decided through this tendering process, irrespective of the rate quoted by the L1 agency. Thereafter, the bidder with highest number of L1 rates will be the preferred service provider and would be given an opportunity to match the L1 rates of other vehicles for which other bidders emerge as L1. Further, BMSICL will offer the opportunity of matching the L1 rates of the preferred service provider for vehicles to other bidders too, and those who accept this offer will also be empanelled for providing this service. BMSICL reserves the right to hire required model of vehicles as per its need from separate service providers.
- (e) In case of daily hiring of vehicles, L1 bidder would be determined for each type of vehicle separately. Thereafter, the bidder with highest number of L1 rates will be the preferred service provider and would be given an opportunity to match the L1 rates of other vehicles for which other bidders emerge as L1. In this case too, BMSICL shall offer the opportunity of matching this L1 rate of vehicles to other bidders too, and those who accept this offer will also be empanelled for providing the service. BMSICL reserves the right to hire required model of vehicles as per its need from separate service providers.
- (f) The successful bidders will enter into contract with BMSICL as per above terms and conditions. The cost of execution of the contract shall be borne by the agency/bidder only. Failure on the part of the bidder to do so will result in cancellation of its candidature and forfeiture of EMD.
- (g) Bidders are advised to read the tender document carefully before submitting the tender form/bids. It will be presumed that the bidder have considered and accepted all the terms and conditions of this tender. No enquiry, what so ever verbal or written shall be entertained in respect of acceptance/rejection of the tender/bids and the decision of BMSICL in this regard will be final. BIDS MUST BE UNCONDITIONAL.
- (h) The successful bidder shall not engage any sub-Contractor or transfer the contract to any other person/firm/agency in any manner. The bidder shall not be permitted to transfer their rights and obligations under the contract to any other person/ organization or otherwise. Tenders not conforming to the requirements of BMSICL will be rejected and no correspondence thereof shall be entertained, whatsoever.
- (i) Any bidder found to be involved in fraudulent practices (misrepresentation or omission of facts or suppression/hiding of facts or disclosure of incomplete facts or submission of incorrect, false or forged information), in order to secure eligibility to the bidding process during the submission of bid or after release of Letter of Intent (LoI) or contract formalization, shall be liable for punitive action amounting to blacklisting of the bidder, including the forfeiture of concerned EMD (Bid Security) and/or Performance Security also.

- (j) The EMD of a bidder may be forfeited without prejudice to other rights of the BMSICL, if the bidder withdraws or amends its tender or impairs or derogates from the tender in any respect or if bidder withdraws its Bid at any stage. In addition to the aforesaid grounds, the successful bidders' EMD will also be forfeited without prejudice to other rights of BMSICL, if it fails to furnish the required Performance Security within the specified time or fails to execute the contract within the specified time.
- (k) Notwithstanding anything contained in this tender document, BMSICL reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to accept or reject any or all bids/tenders or annul/cancel the tender process at any stage without giving any notice or assigning any reason.
- (l) Any dispute arising out of this tender or contract shall be settled amicably first and if it fails, the same shall be referred for settlement to Managing Director, BMSICL whose decision, shall be final and binding on the parties
- (m) If any further dispute arises between the parties thereupon, the same will be settled only through the competent court of law under the territorial jurisdiction of Patna only.

For any queries regarding this tender document, bidders can call on 9471006251 during office hours.

Technical Bid Format (Part-1)

Particulars	To be filled in by the bidder	Supporting documents submitted (Yes/No)	Page Nos.
Name and full address of the bidder Details of Registered Office Address & Patna office address Telephone No(s) & Fax No(s) E-mail address: Company website: Year of Incorporation:			
Type of agency (Public Limited/Private Limited, partnership firm, proprietorship firm etc.)			
Turn Over of the Company 2015-16: 2016-17: 2017-18: Average Annual Turnover:			
Attested copies of IT returns for any three of the last four consecutive assessment years to be attached. (Mention the Assessment Year)			
PAN No.			
Goods and Services Tax (GSTN):			
Experience of providing the same type of vehicles (as mentioned in clause 1 (h) of this bid document) to Government departments/PSU/reputed NGOs (Mention names of the Govt dept/ PSU/NGO & duration)			
Details of vehicles registered in name of proprietor/agency as per clause 1 (h) of the bid document			
Original affidavit (on stamp paper) sworn before First Class Magistrate/ Notary (dated after publication of this tender), stating that the firm/agency has not been debarred/blacklisted by Central Govt./any State Govt. department/PSU/NGO			
Details of EMD & Tender Fees (DD no., amount, bank):			

(Authorised Signatory)

Name & Designation of Authorised Signatory:

Place:

Date:

Stamp:

Official Email:

Form - A: – Financial bid for Monthly hiring of vehicle

Schedule/ Category No.	Type/Model of Vehicle (All models with AC)	Rate including fuel, toll/tax, drivers salary etc.			
		Monthly rent for upto 1500 km running (Rs.)		Rate per extra km (Rs. per km)	
		In figures	In words	In figures	In words
1	Innova Crysta/Innova/Safari Storme /XUV 500/equivalent				
2	Xylo/Scorpio/Honda City/Ciaz/equivalent				
3	Sumo/ Bolero/TUV/ equivalent				
4	Honda Amaze/Dzire/Tata Indigo/Zest/equivalent				

Notes:

- a) Monthly rent is a fixed amount payable per month to the agency.
- b) Vehicles may be hired on monthly basis for the BMSICL office in Patna and also for other district offices located in Bihar.
- c) For billing, limit would be 1500 km, beyond which, rate per km would be applicable.
- d) The rates should be inclusive of all the incidental cost like Petrol/Diesel, insurance, road tax, toll, parking, servicing charge etc, as well as salary paid to Driver.
- e) Duty hours would be from 8 am to 8 pm on all days, and holidays. The time is indicative only and it may change as per need and duty timings could be higher.
- f) The Vehicle would be used for outstation journey too.
- g) GST will be paid extra, as applicable.
- h) TDS & other applicable taxes would be deducted as per rules
- i) Max distance payable from garage to office & office to garage is 5 km each side.
- j) Billing would be done pro-rata for vehicles used for less than a month i.e. payment would be prorated based on no. of days of the month the vehicle has been used.
- k) Bidders to quote for all four schedules/categories of vehicles mentioned in the above table.

Declaration by bidder:

We agree to provide services at the quoted rates as above in accordance to the terms and conditions specified in this tender document

(Signature and seal of authorized signatory of Bidder)

Name and designation of authorized signatory of Bidder

Form - B: – Financial bid for Daily hiring of vehicle

Schedule/ Category No.	Type/Model of Vehicle (All models with AC)	Rate including fuel, drivers payments etc.			
		Local travel Rate per km (Rs. per km)		Outstation travel Rate per km (Rs. per km)	
		In figures	In words	In figures	In words
1	Innova Crysta/Innova/Safari Storme /XUV 500/equivalent				
2	Xylo/Scorpio/Honda City/Ciaz/equivalent				
3	Sumo/ Bolero/TUV/ equivalent				
4	Honda Amaze/Dzire/Tata Indigo/Zest/equivalent				

Notes:

- a) The rates should be inclusive of all the incidental cost like Petrol/Diesel, insurance, toll, parking, road tax, service charge etc, as well as payment made to Driver.
- b) For outstation journey no separate night halt will be paid. The agency shall ensure that the driver and vehicle is equipped with all the required essentials for the no. of days the vehicle is used for outstation travel.
- c) For local travel vehicle will be hired for full day i.e. 12 hours.
- d) GST will be paid extra, as applicable.
- e) Max distance payable from garage to office & office to garage is 5 km each side.
- f) TDS & other applicable taxes would be deducted as per rules.
- g) Bidders to quote for all four schedules/categories of vehicles mentioned in the above table.

Declaration by bidder:

We agree to provide services at the quoted rates as above in accordance to the terms and conditions specified in this tender document

(Signature and seal of authorized signatory of Bidder)

Name and designation of authorized signatory of Bidder