

BIHAR SKILL DEVELOPMENT MISSION
LABOUR RESOURCE DEPARTMENT
NIYOJAN BHAWAN, 5th FLOOR WING 'A'
NEAR INCOME TAX GOLAMBAR,
BAILEY ROAD, PATNA

Tender Document for Hiring of Vehicle for the office of Bihar Skill Development Mission,
Labour Resource Department, Bihar, Patna.

- 1) Sealed tenders are invited from eligible bidders for hiring of vehicle (Inclusive fuel & Driver) for the office of Bihar Skill Development Mission, Labour Resource Department, Govt. of Bihar, Patna. The bidders are required to quote rates for the type of vehicles as per following:

Schedule No.	Type	Indicative Number of vehicles required
1	Innova	As per requirement
2	Scorpio	As per requirement

- 2) The bidders are required to submit their bid for **any one or combination** given above and as per format given in **Annexure-A**. The agency shall be selected on the basis of bid amount quoted for particular Schedule, and schedule wise lowest bidder shall be decided based on the rate quoted against the basic rate.
- 3) **The brief scope of services are given below:**
- i. The agency shall provide type of vehicle given in the Schedule.
 - ii. The vehicle should have commercial license issued from competent authority.
 - iii. The vehicle provided by the agency should be maximum two year old.
 - iv. The vehicle shall be in good working condition with no scratches/ dents/ noise, etc.
 - v. The seats of vehicle should have clean covers.
 - vi. The agency shall provide driver between age group of 18-50 years for each vehicle possessing valid driving license.

- vii. The driver should wear clean uniform having name badge at all time. Driver should have workable mobile phone.
- viii. The drivers shall be ready to stay outstation location at any time.
- 4) The brief Instructions to bidders and terms and conditions are given hereunder:

2.

a) **Availability of Tender Documents:** The prescribed Tender Documents can be freely downloaded from the website www.skillmissionbihar.org.

b) Bidder's Eligibility and Qualification:

- (i) Registration No. of the agency(under Motor Transport Act)
- (ii) Service Tax Registration No.
- (iii) Copy of PAN Card.
- (iv) Average Turn Over of Rs. 50 Lac (fifty Lac) for the last three years.
- (v) Audited statement of the Account of last three years i.e. ,2013-14, 2014-15& 2015-16 each, by a duly qualified Chartered Accountant. (Balance sheet, Receipt & Payment profit & Loss Account and Income & Expenditure Account). No CA certificate will be accepted.
- (vi) Income Tax Return of last three Assessment Year i.e. 2013-14, 2014-15& 2015-16 .
- (vii) In order to qualify for each Schedule, the Bidder should have vehicles registered on its own name, as per the table below:

Schedule No.	Type	Number of vehicles registered in its own name
1	Innova	2
2	Scorpio	2

(viii) In order to qualify for each Schedule, Bidder should have provided at least same type and no. of vehicles as given in the table above to various Govt./PSU organizations/ Offices for three years as on due date of submission of bids

c) **Earnest Money Deposit (EMD) / Bid Security:** The EMD of Rs.20,000/- (Rupees twenty thousand only) in form of DD issued by any schedule/ Nationalised bank in favour of Bihar Skill Development Mission payable at Patna should be submitted along with tender.

d) Preparation of Tender:

- (i) The tender should be computer type written and free from over writing/cutting. Correcting fluid should not be used in any case. Alterations unless legibly attested by

the bidder, shall disqualify the tender. All the documents should be serially numbered and signed by the bidder.

- (ii) The following sealed envelopes “A” and “B” to be further sealed in a common envelop addressed to CEO, Bihar Skill Development Mission, 5th floor, Wing-A, Niyojan Bhawan, Near Income Tax Golamber, Bailey Road, Patna.

3.

and super-scribed with “Tender Document for Vehicle for office of Bihar Skill Development Mission, Labour Resourse Department, Govt. of Bihar. and “Not to be opened before 4.00PM of 17.03.2017.

Envelop A- Technical Bid containing all essential documents for Technical bid. Such documents to include the following:

- I. Earnest Money Deposit as per para 4) c) above
- II. Self attested copy of firm’s registration under Motor Transport Act.
- III. Self attested copy of PAN Card.
- IV. Self attested copy of Service Tax Registration
- V. List of contracts executed / executing during last three years (as on the due date for submission of bid) giving name of client, date of issue of work order, scope of services in brief, duration of contract.
- VI. Documentary evidence (self certified copy of RC) that agency have the required no. of vehicles registered in its own name (in support of qualification criteria given in para 4) b) (vii).
- VII. Bidder shall submit an affidavit sworn before First Class Magistrate/ Notary stating that the company has not been debarred/blacklisted by Central Govt./any State Govt./Semi Govt. organization.

Envelop B- Financial Bid containing duly filled, stamped and signed in the format provided in **Annexure-A.**

- (iii) **Submission of tenders:** The sealed tenders as above should be submitted in the office of CEO, Bihar Skill Development Mission, 5th floor, Niyojan Bhawan, Near Income Tax Golambar, Bailey Road, Patna. up to 3.00PM of 17.03.2017. Late tenders shall not be accepted.

(iv) **Opening of Tenders:**

- a) Firstly the Technical Bid shall be opened at 4.00PM on 17.03.2017 by the committee constituted by CEO, BSDM . The Bidder's representative may attend the tender opening with proper photo I Card and authorisation letter.

4.

- b) In the event, the date of Bid opening as above is declared Govt. Holiday the tenders shall be opened at the same time on the next working day.
- c) The envelopes containing Financial Bid (Envelope-B) shall be signed by all committee members and kept unopened for opening at a later stage.
- d) The date and time of opening of financial bids shall be informed to all such bidders who qualify in technical evaluation. The bidder's representative may choose to attend the opening of financial bids.

(v) **Evaluation and Award of Contract:**

- a) The preliminary scrutiny of the Technical Bid shall be made first to check whether all pages of Technical Bid are properly signed, all documents as stated in para d) (ii) are enclosed. The bids found deficient of any document and EMD shall be summarily rejected at this stage.
- b) Subsequent to the above, eligibility and qualification of Bidders shall be examined and evaluated.
- c) The bidders found eligible and qualified shall be considered as Technically Responsive Bidders and shall be considered for opening of Financial Bid.
- d) The bidder offering lowest amount for a particular Schedule shall be selected as the preferred Agency for that Schedule.

- (vi) **Duration of Contract:** The contract shall be for a period of 2 year from the date of signing of contract. The contract can be extended for the further period of 1 year based on satisfactory performance by mutual agreement. The contract may be terminated by giving one month notice in case services are found unsatisfactory or even for violation of any terms and condition of this contract.

(vii) **Performance Security**

- a) The Service Provider shall deposit with the BSDM performance security of INR 50,000/- (Rupees fifty thousand) at the time of signing of contract.
- b) The performance security should be in form of Demand Draft issued from a Nationalised/Scheduled Bank in favour of "Bihar Skill Development Mission" payable at Patna. This performance security would be returned to the successful bidder at the end of the contract. However no interest shall be paid to the bidder.

5.

- c) The Bihar Skill Development Mission shall have the right to forfeit the performance security in the event of any gross negligence of the services or even not started the work/failed/denied or withdraw from the said offer after signing the Agreement and in such situation steps for blacklisting/debarring the agency may also be taken by the mission for a reasonable period.
- (viii) Bidders are advised to read the tender document carefully before submitting the tender form. 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 MUST BE UNCONDITIONAL.
 - (ix) 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 the BSDM will be rejected and no correspondence thereof shall be entertained, whatsoever.
 - (x) The vehicles and drivers provided by the bidder shall work under the overall supervision of BSDM. The vehicle and Driver shall remain available all the time as per Duty Roster and shall not leave place of duty without prior permission.
 - (xi) The Bidder shall indemnify the BSDM against all other damages/charges and expenses for which BSDM may be held liable or pay on account of the negligence of the Bidder or his staff or any person under his 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. The BSDM shall not be responsible financially or otherwise for any injury to the driver or person deployed by the Bidder during the course of performing duties.

- (xii) The vehicles should conform to the all Transport Acts and Pollution norms prescribed, if any, by the Transport Department of Government of Bihar.

6.

- (xiii) The Bidder shall not employ any person who has not completed eighteen years of age. The Bidder shall comply with all the statutory provisions as laid down under various Labour Laws/Acts/Rules like Minimum Wages, Provident Funds, ESI, Bonus, Gratuity, Contract Labour Act and other Labour Laws/Acts/Rules in force from time to time at his own cost. In case of violation of any such statutory provisions under Labour Laws or any other law applicable by the bidder, there will not be any liability on the BSDM.
- (xiv) The BSDM will be under no legal obligation to provide employment to any of the personnel of the bidder during/ expiry of agreement period and the BSDM recognizes no employer-employee relationship between the BSDM and the personnel deployed by the agency.
- (xv) All the vehicles provided to BSDM should be in good running condition and having valid documents / licenses from transport department and Insurance policy of the Driver & Vehicles & with Pollution Certificate, including third party insurance, as applicable
- (xvi) The Bidder shall be responsible for total maintenance of the vehicles provided by them.
- (xvii) Operation and function of the vehicles and Drivers shall be governed by Motor Vehicles Act/Motor Vehicles Rules or any other Government Motor Vehicles Rules and these shall be the responsibility of the Bidder.
- (xviii) The Bidder shall provide vehicles as per requirement of the BSDM 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 kilo meters).
- (xix) The driver deputed with the vehicle should maintain the logbook /duty slip whichever is applicable for each vehicle and get the journey verified by the using officer.

- (xx) The Bidder shall immediately provide replacement of the vehicle under repair/detained due to accident or vehicle not reporting for duty or in breakdown conditions.
- (xxi) In case of breakdown of any vehicle, the Bidder shall replace the breakdown vehicle within one hour failing which BSDM has the right to hire vehicle from any other sources at the expense of the Bidder.

7.

- (xxii) The BSDM has the right to ask the Bidder for removal of driver, who is not found competent, orderly or disciplined.
- (xxiii) The CEO, BSDM reserves the right to terminate the contract without assigning any reason by giving a notice of 30 days to the Bidder at any point of time during the entire duration of contract.
- (xxiv) If after acceptance of offer for the work in question the selected agency fails to sign the agreement, EMD will also be forfeited.
- (xxv) All the disputes arising out of this contract shall be settled amicably first and if it fails the same shall be referred for the arbitration under the provisions of Arbitration and Conciliation Act for the time being enforced within Patna Jurisdiction.

(xxvi) **Penalties:**

In case of any complaint regarding timeliness, conduct of driver, cleanliness and maintenance of vehicle is not attended and resolved within time limit appropriate fine shall be levied on the agency. BSDM shall be at liberty to get the services performed by other source and cost so incurred by BSDM shall be recovered from the amount payable to the Service Provider or from the performance security deposit.

In case of supply of vehicle of inferior model / make (as given in contract) or unsatisfactory performance a penalty of maximum of 10% of that bill shall also be deducted.

(xxvii) **Payment terms:**

- a) The payment shall be made on submission of the bills on monthly basis after the satisfactorily completion of the work assigned, at approved rates after deducting penalties if any. No advance payment will be made. The Bidder while raising the bill should clearly mention full vehicle number with duly signed duty slip by user.

- b) Duty slip must be free from overwriting. if there will be any overwriting it is duty of vehicle provider to take proper care of the user on overwriting.
 - c) The BSDM will deduct TDS at prescribed norms on payable amount.
- (xxviii) The CEO, BSDM reserves the right to amend or reject any and/or all tenders, if the need be, without giving reasons thereof.

CEO,
Bihar Skill Development Mission,
Labour Resource Department, Bihar, Patna.

Annexure-A

SN	Type of Vehicle	Rate in Rupees (Inclusive of all the taxes)						
		Schedule I		Schedule II			Schedule III	
		Local Booking		Outstation Booking			Monthly Booking	
		Full Day -A (75 KM/ 12 Hr) (Basic rate)	Full Day -B (Extra Rate After 12 Hr)	Basic Rate (Rs./ KM) (Basic rate)	Night Halt	Minimum chargable (KM/day)	Up to 2000 Km (Basic rate)	Extra Rate (Per KM)
1	Innova AC					100		
2	Scorpio AC					100		

Note: Negotiation may be made with the bidder who has quoted lowest rate in Schedule III for Schedule I & II , if the rate quoted by him in Schedule I & II is higher than other bidders.

Signature and seal of Bidder

Name and designation of authorized signatory of Bidder