



# JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

## Bihar Rural Livelihoods Promotion Society State Rural Livelihoods Mission, Bihar



बिहार सरकार

1<sup>st</sup> Floor, Vidyut Bhawan - II, Bailey Road, Patna- 800 021; Ph.:+91-612-250 4980; Fax:+91-612-250 4960; Website:www.brpl.in

Ref: BRLPS/PROC/196/17/730

Date: 19.05.2017

### INVITATION FOR QUOTATIONS FOR HIRING OF VEHICLES UNDER SHOPPING PROCEDURES

To,

.....  
.....  
.....

Dear Sir,

**Sub: HIRING OF VEHICLES**

1. You are invited to submit your most competitive quotation for HIRING OF VEHICLES:

Schedule	Brief Description of service	Price to be quoted in Format	Estimated number of vehicle.	Commencement Of Service
01	<b><u>Vehicle to be hired on monthly basis</u></b> - Rate without fuel - the agency has to provide the vehicle on monthly basis. The vehicle will be under the charge of the office for the period of contract and the payment will be made on monthly basis upon submission of bill/s. <b><u>Kilometer basis</u></b>	<b>Annexure B- FORMAT OF QUOTATION</b> Vehicle hired on monthly basis & KM Basis Rates	As per requirement.	Within Seven Days of issue of work order / signing of contract.
02	<b><u>Rates on Daily Basis</u></b> - The agency will provide the vehicle on daily basis on requisition.	<b>Annexure C- FORMAT OF QUOTATION for Rate on Daily Basis.</b>		
03	<b><u>Hourly rate for 4 hours/6 hours / 8 hours</u></b>	<b>Annexure D- Format of Quotation Hourly rate.</b>		

2. Government of Bihar has received a Credit from the World Bank/IDA in various currencies towards the cost of "Bihar Transformative Development Project" and intends to apply part of the proceeds of this credit to make payments under the contract for which this invitation for quotations is issued.



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### 3. Important Dates and Times/Bid Document

3.1 Issuance of bid document	19.05.2017
3.1 Last Date & Time for Submission of bids:	12.06.2017 at 03:00 PM
3.2 Date & Time of Bid Opening:	12.06.2017 at 03:30 PM.

**Note: Interested bidders may attend the opening of bids.**

### 4. Qualification criteria

- The entire vehicle to be supplied on hiring should be registered under Motor vehicle Act.
- Minimum Average Annual Turnover of the agency should be 25 lakh during the last three years i.e. 2013-14, 2014-15 & 2015-16. (Photocopy of Audited financial report should be attached with bid documents)
- Should have registration under Bihar Shops and Establishment or Company Act.
- Similar experience of working with at least three organizations. (Attach copy of agreement / work order)
- PAN Number (photocopy of PAN Card to be attached) and service tax registration number. (GST to be applicable from the date of implementation.

### 5. Bid Price

- Bidder may quote for one schedule or more than one schedule.**
- Interlineations, corrections, erasures and/or over writings shall be valid only if initialed by the persons or persons signing the bid in clear writing.
- The price shall be quoted separately for each schedule (Monthly-Kilometer/daily/hourly basis) in the format provided and each schedule will be evaluated separately.
- Applicable service tax must be clearly stated.** All duties, taxes, freight, insurance, delivery charges, taxi permit and other levies payable by the contractor under the contract shall be included in the quoted price. GST would be applicable over the base rate from the date it comes into effect.
- The rental quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- The Prices should be quoted in Indian Rupees only.
- Discount offered, if any, and conditions thereof must be clearly stated in the bid itself.
- Taxes will be deducted at source if applicable or certificate/authorization for non deduction of tax will have to be attached with invoice.

### 6. Submission of Bids:

- 6.1 A bidder shall submit quotations in sealed envelope only, using her/his/their own stationery. A bidder shall not submit more than one quotation for the same item.
- 6.2 Envelope containing bids must bear, on the cover itself, name and schedule number of item s/he bidding for, name and full address of the bidder.

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### 7. Performance Security

Every Successful bidder shall submit, Performance Security in the form of demand draft payable to Bihar Rural Livelihoods Promotion Society at Patna or Bank guarantee in the specified format and valid up to 60 days beyond the end of contract period. The details of amount are as under:

- Monthly hired vehicle & Kilometer basis hired vehicle – ₹ 30,000.00 (Thirty thousand only)
- Daily basis hired vehicle – ₹ 80,000.00 (Eighty thousand only)
- Hourly basis hired vehicle – ₹ 5,000.00 (Five thousand only)

In case the agency fails/refuses to complete the contract, the performance security will be forfeited on account of breach of contract.

### 8. Validity Period of Quotation

Quotation shall remain **valid for a period not less than 60 days** after the deadline date specified for submission.

### 9. Evaluation of Quotations

The User (BRLPS) will evaluate and compare the quotations determined to be substantially responsive i.e., which

- Are properly signed;
- Conform to the terms and conditions, technical specification and Qualification criteria.
- Evaluation will be done schedule wise. However, only one schedule will be awarded to one agency.

### 10. Award of contract

10.1 Only one schedule will be awarded to one agency. In case, if any agency has quoted Lowest price in more than one schedule, contract will be awarded as per the following example –

*If a bidder is lowest in more than one schedule, contract will be awarded for schedule in ascending order of schedules.*

10.2 The User (BRLPS) will award the contract to the bidder whose quotation has been determined to be substantially responsive and who, in the assessment/ judgment and sole discretion of the BRLPS, has technical and financial capability to execute the contract and who has quoted the lowest price and best service quality.

10.3 Notwithstanding the above, the BRLPS reserves the right to accept or reject any quotation, to reject quotations for some or all items and to cancel the bidding process at any time prior to the award of contract.

10.4 Prior to expiration of the quotation-validity-period, the award of contract/contracts by the BRLPS will be notified to the bidder/bidders, whose offer/ offers have been accepted. The terms of the accepted offer/offers shall be incorporated in the purchase (TOR-Work Order) order.

10.5 In case, if L1 agency fails to enter the contracts, BRLPS may take the services of L2 agency and so on.

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11. Bidder has to submit Bid Security of Rs 25,000.00 (Twenty five thousand only) in the form of Demand Draft in favour of The Bihar Rural Livelihoods Promotion Society payable at Patna. The Bid Security will be returned to unsuccessful bidder after award of the contract.

**12. Duration**

The duration of the contract shall be for a period of one year from the date of work order. However, BRLPS may extend this duration for further years on the same terms and conditions on mutual consent of both the parties.

**13. Payments**

Payment shall normally be made within 21 working days (excluding Saturday, Sundays and holidays) after furnishing of monthly invoice. The bill along with duty slips/log book duly signed by the user of the vehicle or his representatives should be sent for payment.

We look forward to receiving your quotations and thank you for your interest in this project.

Dr. Santosh

(Procurement Specialist)

Encl.:

Annexure A- Similar experience of supplying the items to at least three organizations.

Annexure B to E - Format of Quotation

Annexure F - Other terms and conditions

Annexure G - Performance Security (Bank Guarantee)





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### Annexure B- FORMAT OF QUOTATION

SL NO	TYPES OF VEHICLE		Rate without fuel for monthly hired vehicle.		Rate with fuel for KMs basis vehicle.
			Kilometre/ per litre (KMPL)	Monthly Rental (only for vehicle)	Basic Rate/ KM including fuel cost. (Based on Minimum charge per day or 200 kms per day whichever is higher)
1	INNOVA	AC	08 KM / LITRE		
2		NON AC	10 KM / LITRE		
3	SCORPIO/ XYLO	AC	08 KM / LITRE		
4		NON AC	10 KM / LITRE		
5	SUMO	AC	08 KM / LITRE		
6		NON AC	10 KM / LITRE		
7	SAFARI	AC	08 KM / LITRE		
8		NON AC	10 KM / LITRE		
			Total:		
			Total for monthly hired & KM basis vehicle:		

The rates should be inclusive of all the incidental cost like mobile charge, servicing charge etc.

- 1) Duty hour 8 am to 8 pm including Holidays at place of office, outstation as per the need.
- 2) The vehicle may also be used for outstation. Outstation allowance (night halt) – Rs 100.00 will be paid directly to the driver by the BRLPS.
- 3) Service tax will be paid extra, if applicable and as per actual.
- 4) Max distance payable from garage to office & office to garage is 03.00 km each side.



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### Annexure C- FORMAT OF QUOTATION--Daily basis rates

SL.NO	TYPES OF VEHICLE		Rate without fuel	
			Kilometre/ per litre (KMPL)	Daily Rental (only for vehicle)
1	INNOVA	AC	08 KM / LITRE	
2		NON AC	10 KM / LITRE	
3	SCORPIO/ XYLO	AC	08 KM / LITRE	
4		NON AC	10 KM / LITRE	
5	SUMO	AC	08 KM / LITRE	
6		NON AC	10 KM / LITRE	
7	SAFARI	AC	08 KM / LITRE	
8		NON AC	10 KM / LITRE	
Total:				

The rates should be inclusive of all the incidental cost like mobile charge, servicing charge etc.

- 1) The vehicle may also be used for outstation. Outstation allowance (night halt) – Rs 100.00 will be paid directly to the driver by the BRLPS.
- 2) Service tax will be paid extra, if applicable and as per actual.
- 3) Max distance payable from garage to office & office to garage is 03.00 km each side.



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### Annexure D-FORMAT OF QUOTATION Hourly rate for 4 hours/6 hours/ 8 hours.

SL.NO	TYPES OF VEHICLE		Rate without fuel		
			Hours	km	Amount
1	INNOVA	AC	4	32	
2			6	48	
3			8	64	
4		NON AC	4	40	
5			6	60	
6			8	80	
7	SCORPIO/ XYLO	AC	4	32	
8			6	48	
9			8	64	
10		NON AC	4	40	
11			6	60	
12			8	80	
13	SUMO	AC	4	32	
14			6	48	
15			8	64	
16		NON AC	4	40	
17			6	60	
18			8	80	
19	SAFARI	AC	4	32	
20			6	48	
21			8	64	
22		NON AC	4	40	
23			6	60	
24			8	80	
<b>Total:</b>					

The rates should be inclusive of all the incidental cost like mobile charge, servicing charge etc  
Service tax will be paid extra, if applicable and as per actual



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## Annexure E- Other terms and conditions

1. Bidder should submit an undertaking regarding vehicle that road permit, insurance, pollution etc. is up to date.
2. The vehicle provided must be registered in Bihar and properly insured.
3. The service provider will be responsible for any misconduct of the drivers.
4. The Driver must have the professional licenses and properly dressed up with Khaki or white Shirt & trousers during the duty hour. The driver should have mobile phone for smooth communication with BRLPS.
5. Behavior of the driver should be satisfactory and must follow the traffic rules and should have clean background and police record.
6. TDS will be deducted at source from hiring bill/s.
7. No hire charge will be paid in case the service provider provides the vehicle which is not as per specifications.
8. The BRLPS reserves the right to terminate the contract with 15 days notice due to deficiency in services and immediately on unauthorized Act.
9. There will be a log book for each vehicle. All entries in the log book will be made by the concerning officers.
10. The service provider will submit the attested copy of owner book, other papers of the vehicle and details of the driver including attested copy of driving licenses. The service provider will not change the driver and vehicle frequently without prior approval of BRLPS.
11. In case of any Loss, damage or accident, total responsibility lies with "service provider" and Driver, BRLPS will not have any responsibility.
12. Owner of the vehicle "service provider" and driver will be fully responsible in case unauthorized/illegal materials are found in the vehicle during the use by the officials of the BRLPS.
13. Rentals will not be revised for the contract period.
14. Parking & toll taxes will be reimbursable on actual.
15. Vehicle model should be 2015 or later.
16. Payment shall be made in rupees, by cheque no later than 21 days following submission by the Service Provider of invoices in duplicate.
17. That the vehicle should be in good condition and should be provided on time. Replacement of vehicle shall be done immediately in case of change in vehicle due to repair, maintenance or any other condition with equally good condition vehicle. In case of failure to provide vehicle on time a penalty of Rs.2000/- per day till the date of default shall be charged by the BRLPS from the Service Provider, which will be deducted from the bill. All the above conditions will be applicable to the replaced vehicle.
18. The Service Provider will be responsible for appropriate insurance coverage. In this regard, the Service Provider shall maintain workers compensation, employment liability insurance for their staff on the assignment. The Service Provider shall also maintain comprehensive general liability insurance, including contractual liability coverage adequate to cover the indemnity of obligation against all damages, costs, and charges and expenses for injury to any person or damage to any property arising out of, or in connection with, the services which result from the fault of the Service Provider, or its staff. The Service Provider shall provide the Client with certification thereof upon request.
19. If the vehicle is required essentially on any day, the service provider should provide the vehicle at the same rates.

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## *Performance Bank Guarantee format*

*[Guarantor letterhead or SWIFT identifier code]*

**Beneficiary:** *[insert name and Address of Employer]*

**Date:** *\_ [Insert date of issue]*

**PERFORMANCE GUARANTEE No.:** *[Insert guarantee reference number]*

**Guarantor:** *[Insert name and address of place of issue, unless indicated in the letterhead]*

We have been informed that *\_ [insert name of Service Provider, which in the case of a joint venture shall be the name of the joint venture]* (hereinafter called "the Service Provider") has entered into Contract No. *[Insert reference number of the contract]* dated *[insert date]* with the Beneficiary, for the execution of *\_ [insert name of contract and brief description of Services]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Service Provider, we as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of *[insert amount in figures]* (\_\_\_\_\_) *[insert amount in words]*<sup>1</sup>, such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating that the Service Provider is in breach of its obligation(s) under the Contract, without the Beneficiary needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the .... Day of ....., 2....,<sup>2</sup> and any demand for payment under it must be received by us at this office indicated above on or before that date.

\_\_\_\_\_  
*[signature(s)]*

**Note:** *All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.*

<sup>1</sup>An amount shall be inserted by the Guarantor, representing the percentage of the Contract Price specified in the Contract and denominated in Indian Rupees.

<sup>2</sup>Insert the date twenty-eight days after the expected date of issue of the Certificate of Completion

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