



BIHAR PRASHASNIK SUDHAR MISSION SOCIETY

(General Administration Department)

Tender Notice Number- BPSMS / Procurement / 04/2023

Notice inviting tender for providing commercial registered vehicles on monthly rental basis.

Bihar Prashasnik Sudhar Mission Society is inviting tender related to the requirement of about 11 (Eleven) commercial registered vehicles (including expenditure on fuel, driver and maintenance) on monthly hire for use of Departmental Public Grievance Redressal Officers and the official purpose of Bihar Prashasnik Sudhar Mission Society. Bids along with necessary online payments must be submitted through e-Procurement portal <https://eproc2.bihar.gov.in> before the date and time specified. Detailed tender notice can be seen on Bihar Prashasnik Sudhar Mission Society website- <https://bpsm.bihar.gov.in>.

Procurement Officer
BIHAR PRASHASNIK SUDHAR MISSION SOCIETY
(General Administration Department)

E-Procurement related instructions

Submission of Proposals through electronic mode only

1. The bidder should prepare and submit its offer as per instructions given in this section.
2. The Bidder shall submit his bid/tender through e-Procurement platform at <https://eproc2.bihar.gov.in>
3. The Bidder must have the Class II/III Digital Signature Certificate (DSC) with signing + Encryption, and User-ID of the e-Procurement website before participating in the e-Tendering process. The Bidder may use their DSC if they already have. They can also take DSC from any of the authorized agencies. For user-ID they have to get registered themselves on e-procurement website <https://eproc2.bihar.gov.in> and submit their bids online on the same. Offline bids shall not be entertained by the Tender Inviting Authority for the tenders published in e-procurement platform.
4. The Bidders shall submit their eligibility and Technical bid, Financial bid etc., in the online standard formats given in e-Procurement website at the respective stage only. The Bidders shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility and Technical bids and other related certificate /documents in the e-Procurement web site. The Bidder shall digitally sign on the supporting statements, documents, certificates, uploaded by him, owning responsibility for their correctness / authenticity. The Bidder shall attach all the required documents for the specific tender after uploading the same during the bid submission as per the tender notice and bid document. This will be bidder's sole responsibility to ensure that all required documents have been uploaded and all uploaded documents, when downloaded must be legible/readable failing which their bid will be rejected. Hence it is advised that all the documents should be properly scanned and uploaded.
5. All the required documents should be attached at the proper place as mentioned in the e-forms. Tender Processing Fee (TPF) and Tender Document fee to be paid through e-Payment mode (i.e NEFT / RTGS, Credit / Debit Card & Net Banking) only.
6. Tender Fee, Tender Processing Fee and Earnest Money Deposit (EMD) shall have to be paid through e-payment. EMD is to be obtained from the bidders except MSEs registered with Department of MSME or Startups as recognised by Department of Industrial Policy & Promotion (DIPP).
7. Bids along with necessary online payments must be submitted through e-Procurement portal <https://eproc2.bihar.gov.in> before the date and time specified in the NIT/RFP. The department / Tendering Inviting Authority don't take any responsibility for the delay / Non-Submission of Tender /Non Reconciliation of online Payment caused due to Non-availability of Internet Connection, Network Traffic / Holidays or any other reason."
8. The tender will be opened online through the e-procurement portal at the venue, Conference Hall, Mission Director, Bihar Prashasnik Sudhar Mission Society Sinchai Barrack - 1, Harding Road, Patna, Bihar, Pin-800015. Bidders or their authorized representatives, who are willing to witness the bid opening, may remain present during opening of the bid(s).
9. Any corrigendum or date extension/ changes/amendment notice will be given on the e-Procurement website <https://eproc2.bihar.gov.in> and BPSMS website <https://bpsm.bihar.gov.in> as well. For support related to e-tendering process, Bidders may contact at following address "e- Procurement HELP DESK Mjunction services limited, RJ Complex, 2nd Floor, Canara Bank Campus, Khajpura, Ashiana Road, P.S. - Shastri Nagar, Patna 800 014, Bihar".

1. CRITICAL INFORMATION

Bidders are advised to study Tender document carefully before submitting their Techno-Financial proposals in response to the Tender Notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions, and implications.

SN	Field	Information- Details
1	Tender Invitation Notice No & Date	<u>BPSMS / Procurement / 04/2023</u> <u>Date- 22/09/2023</u>
2	Tender Fee (Non- Refundable)	₹1000/- (excluding GST) through e-payment only
3	Tender Processing Fee(Non-Refundable)	₹590/- (excluding GST) through e-payment only
4	Earnest Money Deposit (EMD) (Refundable)	₹ 1,50,000/- through e-Payment only
5	Availability of Bid Document	From 22/09/2023 to 13/10/2023 up to 15:00 Hours
6	Last date and time for submission of Bid	13/10/2023 up to 15:00 Hours
7	Opening of Technical Bid	13/10/2023 from 16:00 Hours onwards
8	Addressee and Address at which proposal in response to Tender notice is to be submitted:	Bihar Prashnik Sudhar Mission Society Sinchai Barrack - 1, Harding Road Patna, Bihar, Pin-800015
9	Opening of Financial Bid	Will be Intimated later to Technically Qualified Bidder

2. TERMS OF REFERENCE

2.1. Solution Outline

1. The **Service Provider** shall **provide** the commercial vehicles **along with drivers**. The vehicles so hired will occasionally be required to travel out of Patna and on official tours also.

- (i) The vehicle should be self-starting and in good condition.
- (ii) **Model of the vehicle(s) should not be prior to 2020.** In case condition of vehicles is not found to be satisfactory and of acceptable standards, the offer is liable to be rejected. The make year proof should be submitted to this office at the time of supplying of Vehicle.
- (iii) The vehicle should be registered as a commercial vehicle with road transport office.

2. Service Provider will be required to provide the following vehicles:-

Sl. No.	Particulars	Required Qty.	Reporting location of the vehicle
i	Maruti Swift Dezire or equivalent Non AC/AC	11	BPSMS, Patna
ii	Innova Crysta AC	As per Need	

No of vehicles may be more or less as per need.

2.2. General Term and Conditions

- 1. The firm has to provide vehicle daily as per need.
- 2. The drivers should be presentable, well behaved and should wear clean uniforms/name badges and fully conversant with the routes of Bihar.
- 3. All expenses are to be borne by the firm in case of breakdown of the vehicle supplied. The taxi charges from the point of breakdown to the destination are to be borne by the firm to complete the trip. An immediate replacement of the break down vehicle has to be provided.
- 4. The firm should be available on its direct mobile telephone round the clock to attend the calls for taxies in emergent cases.
- 5. The compensation, connected expenses and legal disputes between the firm and staff deployed and any unforeseen casualty shall be borne/paid/settled by the firm. BPSMS in no way shall be party to the dispute and will have no liability on this account.
- 6. The disputes emanating from the contract shall be resolved by the both parties through the sole arbitration of Patna Jurisdiction only.
- 7. In case vehicles do not report in time/do not report at all, the BPSMS has a right to hire a vehicle from the market and the total incurred cost will be borne by the service provider. Further for each default fine of Rs.1000/- will be imposed.
- 8. A daily record indicating time and mileage for each vehicle shall be maintained in Log Book. No payment will be made without submission/verification of Log Book verified by user officer or his

authorized signatory.

9. The payment against the contract shall be made on monthly basis.
10. A **performance security @ 5% of total value of the contract (including GST)** shall have to be deposited by the successful tenderer in the form of Bank Guarantee of any nationalized bank in the name of BPSMS, Patna for the period of contract. The performance security will be forfeited for breach of any of the terms/conditions of the contract agreement and if it is found at any time during the contract period that the services provided by the firm are poor/defective/unsatisfactory. The decision for termination from work will be taken by BPSMS and the Service Provider will be Blacklisted.
11. The Parking Charges and Toll Taxes, if any, will be paid by the Service Provider. The Officer(s) should, in no conditions, be asked to bear any expense on this account.
12. The period of Contract (for hiring) will be **ONE YEAR**, extendable for further period as per requirement, subject to consistently satisfactory services rendered by the Service Provider.

The drivers:-

- (i) Allotted by the vehicle supplier will have to get police verified.
- (ii) Should be experienced.
- (iii) Should possess an appropriate and valid Driving License.
- (iv) Should report for duty in clean uniforms.
- (v) Should be courteous and well mannered.
- (vi) Will be required to maintain a Duty Logbook, which will be signed by the officer using the vehicle or any other persons authorized by her/him.
13. The vehicle provided by the Contractor should have proper seat covers etc. Seat covers will have to be cleaned every 10 days or earlier (whenever required).
14. The cost of hiring quoted by tenderer should include salary of driver, cost of fuel and other consumables, all repair and maintenance costs, all taxes applicable on hired vehicles by Transport Department authorities (like Road permit, registration charges, insurance charges etc.). Nothing extra charges will be payable by BPSMS.
15. The vehicles provided by contractor will be required to ply on all kinds of roads and surfaces, in all kinds of weather conditions. If required, the vehicles along with driver may have to stay out of station, as per requirement.
16. Nothing extra will be paid to the Service Provider due to fluctuation in cost of fuel or any other consumable items, registration charges etc. during the period of contract.
17. In case the vehicle breaks down or is required to be taken under repair, another vehicle of similar type will have to be provided by the Service Provider.
18. All the taxes and duties what-so-ever leviable by the Government (State or Central) or any body, shall be borne by the Service Provider and will be deducted from his account bill.
19. Subject to any deduction or recoveries which the Society may be entitled to make under the contract, the income tax, surcharge on income tax and GST as applicable from time to time by the government shall be deducted from his bill.
20. The vehicles to be hired should be in perfect condition, clean and hygienic inside and out.
21. All vehicles should be equipped with first aid kit and fire fighting equipment and towels should be placed on the seat.
22. It should be ensured that the vehicle's electrical connections, lights, horn, turn signal lights, air conditioners and other equipment systems of the vehicle are in good condition and should be checked from time to time so that the department does not face any inconvenience.
23. The vehicle should be parked at the designated place as specified by the BPSM. If the vehicle needs to be taken out for filling petrol, repairing etc., the service recipient will have to be informed, if not it will be considered that the vehicle service was not made available to the recipient at that time and for this, penalty can be imposed on the vehicle supplier.

24. Vehicle should be fitted with mobile charger, tissue paper box and fresh air freshener.
25. Photocopy of Commercial Registration, Road permit ,Insurance, PUC, Driver's Driving License of the vehicle supplied by the vehicle supplier will have to be submitted to the BPSMS.
26. The log book will have to be maintained in the format provided by the BPSMS.
27. **Penalty clause for non-compliance:-**

Sl.no	Condition	Penalty
(ii)	Unwashed seat cover	Rs.1000/- per day
(iii)	Inadequate fuel	Rs.1000/- per day
(iv)	Failure to provide alternate Vehicle in case vehicle goes under repair.	Rs.500/-per hour of delay up to 3 hours and for beyond 3 hours Rs.2000/- per day & non payment for the entire period on days basis.
(v)	Instances of any tempering of Odometer*	Non-payment of bill for the particular month and other penalty as decided by the Competent Authority
(vi)	Mis-behaviour/Mis-conduct of Driver	Rs. 500/- per instance/day

* In case odometer becomes non-functional due to genuine reasons, the same must be immediately reported to the travelling officer, who will then ensure to manually maintain and certify the actual distance travelled.

28. Contractor has to submit power of attorney/affidavit in favour of one who is authorized to sign various documents, Monthly Bill, contract agreement etc. to enter into contract agreement & submit partnership deed if any.
29. Vehicles are to be supplied and work has to be executed strictly as per the tender schedule and specifications given by the BPSMS.
30. BPSMS shall not be responsible for any accident, damage etc. to the vehicle during the period of hire.
31. Compliance of all relevant labour laws must be ensured by the contractor, including rules relating to payment of wages, providing prescribed rest etc.
32. **TERMINATION:-** This contract can be terminated by giving one month's notice by either parties and that any notice required to be served shall be sufficiently served on the parties, if delivered to them personally or dispatched at the address given here in under through registered post.

3. EVALUATION OF BIDS

3.1. Technical Bid

SN	Criteria	Relevant Papers need to be submitted in Technical Bid
1	Registration Certificate of the organization.	Company's / Organization's Registration Details like- Certification of Incorporation /Registration / Registered Partnership Deed/Shops & Establishment Act.
2	The average annual turnover should be at least ₹16.0 Lakhs. for the last three years for Bidder.	Copies of audited Balance Sheets and Profit and Loss Accounts of the below three financial years. F.Y.2019-20, F.Y.2020-21 and F.Y.2021-22 CA Certificate for Avg-Turnover
3	Experience of having successfully completed works for providing commercial vehicles on Hiring basis of Central Govt./State Govt./Central or State PSU/Corporation/Board/Society. during last 7 years ending last day of month previous to the one in which applications are invited should be either of the following: a. Three completed works costing not less than the amount equal to 21.0 Lakhs or b. Two similar completed works costing not less than the amount equal to 26.0 Lakhs. or c. One similar completed work costing not less than the amount equal to 41.0 Lakhs.	Copy of Work orders/agreements or a client certificate to be submitted.
4	GST Tax	Copies of GST Tax Registration Certificates of all the partnering organization.
5	The bidder should have a valid PAN and should regularly fill the IT return.	a) Copy of PAN Card b) IT Return for three financial years among F.Y.2019-20(A.Y.2020-21), F.Y.2020-21(A.Y.2021-22) and F.Y.2021-22(A.Y.2022-23)
6	Consortium or joint venture or subletting: The Bidder should not bid under any Consortium. No subletting of work is permissible.	A Commitment letter on the company's letterhead stating that Consortium and Subletting will not be done at any stage of the project.

SN	Criteria	Relevant Papers need to be submitted in Technical Bid
7	Local Presence: The Bidder has to set up an office at Patna or in The State of Bihar.	Any Deed or Agreement on office establishment or an undertaking to set up an office within one month from the date of receiving the Lol.
8	The bidder should not have been blacklisted by any State/Central Government / Government Department / Ministry/State/District/PSU etc. in India for corrupt, fraudulent or any other unethical business practices or for any other reason.	A self-declaration certificate on the company letterhead must be submitted along with the technical bid.
9	Self-declaration letter related to providing commercial registered vehicles.	A self-declaration certificate on the company letterhead must be submitted along with the technical bid.

4. Financial Format for providing vehicle on monthly

SL	Category	vehicle type	1000 kilometers per month (including driver fuel, maintenance and all other taxes)	1500 kilometers per month (including driver fuel, maintenance and all other taxes)	Additional kilometer rate (including driver fuel, maintenance and all other taxes)
1	A	Maruti Swift Desire or equivalent Non AC/AC			
2	B	Innova Crysta AC			

Full signature of the tenderer: -----

Name of the Proprietor of the
Agency/Firm or his authorized representative: -----