



बिहार सरकार

**Govt. of Bihar**  
**Animal & Fisheries Resources Department**  
**Directorate of Fisheries, Patna, Bihar**

**Request for proposal for Hiring of vehicles on daily/monthly basis for use in the office of Directorate of Fisheries, Animal and Fisheries Resources Department, Govt. of Bihar**

1. Directorate of Fisheries (DoF), Animal & Fish Resource Department (AFRD), Government of Bihar seeks a proposal from reputed agencies for providing vehicles on hire for its different offices in Patna.
2. The detailed terms and condition for qualification of the bidders, for submission of bids and selection of the agency, scope of work of the agency etc are indicated in the Bidding Documents, which can be downloaded from our website [www.ahd.bih.nic.in](http://www.ahd.bih.nic.in).
3. Brief Details for bidding are as below

Cost of RFP Document	Non Refundable <b>Rs.1,000/-</b> to be paid through DD of Nationalized/Scheduled Commercial bank in favour of Director Fisheries, Bihar payable at Patna
Pre Bid Meeting	11 September, 2020, 03.00 PM
Last Date for Submission of Bid	18 September, 2020, 03.00 PM
Technical Bid Opening	18 September, 2020, 04 .00 PM
E Mail ID	<a href="mailto:directorfisheries-bih@nic.in">directorfisheries-bih@nic.in</a>
Contact Details	Shri Dilip Kumar Singh, DDF (SPU), Directorate of Fisheries, Block A, 2nd Floor, Officers' Hostel, Bailey Road, Patna -1. Mob No. - 9473191534

4. Earlier vide letter no AHD/801/2020-21 dated 08-07-2020 tender was published but not submission of any proposal the tender was cancelled.

DoF reserves the right to accept or reject any or all proposals without incurring any obligations to inform the affected applicant/s of the grounds.

**Director, Fisheries**  
**Directorate of Fisheries**  
**Animal & Fish Resource Department**  
Officers' Hostel, block-'A',  
Bailey Road, Patna, Bihar-1  
Tel. +91-612-2535800,

**General terms and conditions of Empanelment of Hiring of vehicle on daily / monthly basis:**

**1. Scope of Work:**

The tender is for Hiring of transporters/tour & travel agents for hiring of vehicle on daily/monthly basis for official use by DoF, AFRD as per requirement. DoF, AFRD may need the following type of vehicles:

**Scorpio (A/C)**

**Innova, Tata Safari (A/C)**

**Pick-up van with double cabin**

**2. Period of Contract:** The Contract will be initially valid for a period of one year and the rates once finalized will remain valid throughout the period of contract. No claims whatsoever on account of increase in the rate of fuel and other factors such as statutory payments, minimum wages, fine maintenance etc., shall be entertained. It will be the responsibility of the transporter to bear such additional expenses.

**3. Earnest Money Deposit (EMD):** The bidder shall have to deposit EMD of Rs.25,000/- (Rupees Twenty Five Thousands) payable at Patna alongwith the tender. Tenders received without EMD will not be considered.

**4. ELIGIBILITY CRITERIA:**

S. No.	Criteria	Supporting
1	The bidder must have an office in Bihar	Proof to be attached
2	Bidder shall furnish self attested copies of following documents	Proof to be attached
	<b>Copy of Registration certificate of company/firm</b>	
	<b>Copy of GST Registration</b>	
	<b>Copy of last three Financial years audited statement (FY 2016-17, 2017-18 &amp; 2018-19)</b>	
	<b>Copy of PAN Card</b>	
	<b>Copy of Latest GST return</b>	
	<b>Undertaking to provide good conditioned vehicle (not more than 2 years old)</b>	
	<b>Undertaking that firm is not debarred/blacklisted by government</b>	
3	Bidder should have minimum 3 years experience in this field of providing vehicle in Govt/ Semi Govt/PSU organization in Bihar	Copy of Work order to be attached as proof
4	Bidder should have provided vehicles to at least 3 Govt/ Semi Govt/PSU organization in Bihar	Copy of Work Order to be attached
5	Average Annual Turnover in the last 3 FY's i.e. till 31 <sup>st</sup> March, 2019 should be at least Rs. 25 Lacs or more	Audited financial statement for FY 2016-17, 2017-18 & 2018-19
6	The agencies must have minimum 5 nos of own commercial vehicles within 3 years old from date of initial registration.	Proof to be attached(Registration, Fitness, Insurance, Pollution etc)

5. **Forfeiture of EMD:**The bidder will not be allowed to withdraw the tender after the same is received by DoF, AFRD. In case the tenderer withdraws from the process, the EMD deposited by him will be forfeited.
6. **Refund of EMD:** EMD will be refunded to the unsuccessful tenderer. No interest shall be payable on EMD.
7. **Security Deposit:**The successful bidder(for daily/monthly basis vehicle) will have to deposit a security for each Vehicle in the form of a Demand Draft/Pay Order in favour of Director Fisheries, Bihar payable at Patna. The security deposit will be refunded to the contractor within sixty days from the date of completion of the contract period and no interest will be paid on the security deposit.
- 7.The tenderer should have a registered and well established Transport Agency/Firm. It should have the minimum experience of 3 years as supplier to any Govt. Department / CPSU. Proof of this effect to be enclosed alongwith the tender.
8. **Fleet:** The firm submitting the tender must have sufficient fleet of vehicles which have been registered on or after 01.01.2017. Proof of this will have to be enclosed.
9. The vehicles should be in a very good running condition with clean interior and good upholstery and valid Pollution under Control (PUC) certificate.
10. **Drivers:** The firm must ensure that the drivers employed have valid driving license and carry the necessary registration papers, security check verified and should be well behaved, properly uniformed and well conversant with the traffic/regulations and road/routers in Bihar localities.
11. The firm should have adequate number of telephones for contact round the clock. DoF, AFRD can request for the vehicle at short notice and the firm shall provide the vehicle within such time on receipt of DoF, AFRD's request in writing/over phone.
12. DoF, AFRD may need the vehicles to be hired, as per requirement and the expected number of vehicle required would be 10 (Ten) which may increase as per requirement. It may be noted that the number of vehicles to be hired and the number of days of hiring may vary depending upon the actual requirements.
13. : Vehicle should report at state offices of DoF, AFRD which includes Directorate of Fisheries, Fisheries Research Center & Fisheries Training & Extension Center.
14. The firm shall comply with all statutory enactment/provisions in relation to services offered by them.
15. It will be responsibility of the Drivers of the respective vehicles to carry the proper Registration Certificate and valid insurance at all times in respect of the vehicles being driven by him. The Driver must have one mobile phone with him always as a necessary condition of contract.
16. DoF, AFRD shall be liable to pay the hiring charges only. Any other liability shall be borne by the contractor. If during the course of engagement of the vehicles to DoF, AFRD, any harm due to accidents, etc. is caused either to the vehicle or to the third party, DoF, AFRD will not be responsible. Any liability arising out of such accident will be the responsibility of the firm only. All incidental expenditure towards repair will be borne by the contractor.

17. No advance payment will be made by DoF, AFRD. The billing will be done on a monthly basis and the bill should be submitted by the firm by the first week of the following month. The payment will be made only for those duty slips which have been signed by the officer/staff using the vehicle. It will be the responsibility of the driver to get the duty slips signed by the officer/staff on a day to day basis. No payment will be made for unsigned duty slips. Duty slips should be complete in all respects in terms of start kilometer, end kilometer, distance covered, time from, time end of duty, places visited etc.
18. The rates quoted should be exclusive of the taxes. The taxes will be paid additionally only after receiving the photocopy of the registration certificate duly attested by the firm. No taxes will be paid if the operator fails to provide proof of valid tax registration. Latest income tax clearance certificate and PAN is also required to be submitted by the operator.
19. The journey to the destination and back shall be undertaken by the shortest route possible. In case of breakdown of any vehicle during official duty, it shall be responsibility of the firm to provide a replacement immediately. If no replacement is provided on time alternative arrangement will be made and the cost thereof will be deducted from the payment to be made to the firm.
20. Toll tax, Entry tax, permit fee, for crossing border, if any, parking charges will be paid by DoF, AFRD for which the original receipts should be submitted monthly.
21. The vehicles provided should fulfil the norms prescribed by the Government of Bihar, Department of Transport of hired vehicles.
22. The disputes, if any, arising out of this contract will be subject to the jurisdiction of the courts in Patna only.
23. In case of dispute of any kind, the decision of the Director, DoF, AFRD, Bihar shall be final and binding.
24. **Submission of tender:** Sealed tenders in the form prescribed in Annexure-I,II& III contained in two separate envelopes i.e. Technical Bid (which includes Annexure I) and Financial Bid (which includes Annexure II and III).The technical and financial bid shall be clearly mentioned above both the envelopes. Both the envelopes shall be put into one envelope duly super scribed – “Tender for Hiring of Vehicles on daily/monthly basis for official use by DoF, AFRD” addressed to the “**Director Fisheries, Directorate of Fisheries, Animal & Fish Resource Department, Officer's Hostel, Block-'A', Bailey Road, Patna, Bihar-** should reach on **18 September, 2020 by 03:00PM**. In case that day happens to be holiday, the next working day shall be deemed to be the last date of submission of tender. Any request for extension of submission date of tenders will not be entertained.
25. Tenders received late and incomplete will not be considered. The Bidder shall sign and stamp each page of the tender document. The financial bid shall be opened whose technical bids are found to be qualified.
26. **Opening of tenders:** The tenders received will be opened at **4:00 PM of the last date of submission of tender as mentioned in the above para**. The authorized representative of the quoting firm (one member only) may remain present during opening of tender, if desires so.

27. The tenders of only those firms who satisfy all the requirements/conditions stipulated in this Document will be considered. Quotation with any cutting or overwriting in the figures will not be considered.

28. The contract so awarded will commence from the date of consent of the firm to the term and conditions. The contract so awarded can be terminated by DoF, AFRD at any time without giving any reason.

29. **Evaluation of Tender:** Technical evaluation shall be done jointly and Financial Evaluation shall be done separately for daily and monthly hiring. Financial Bid will be opened only for bidder who has qualified the technical bid.

In case, two bidders quote the same price and their technical marks become equal then the bidder with higher commercial vehicle will awarded the contract.

The bidder with the lowest cost will be awarded the tender.

***If and when required, DoF, AFRD reserves the right to adopt "reverse auction process" amongst the selected bidders to finalize the tender.***

The bidder must score at least 60 marks to be qualified for evaluation of Financial Bid.

**Marking Criteria:**

S. No.	Marking Criteria	Maximum Marks
1	<b>Years of Experience</b> 0-3 years 3-6 years More than 6 years	0 marks 15 marks 30 marks
2	<b>Turnover of the Firm</b> Less than 25 Lacs 25 -50 Lacs 50 Lacs - 01 Crore More than 1Crore	0 marks 10 marks 15 marks 20 marks
3	<b>Work Orders for Govt Dept./ Semi Govt./PSU</b> 0-3 work orders 3-6 work orders More than 6 work orders	0 marks 15 marks 30 marks
4	<b>No. of Commercial Vehicles owned</b> Less than 3Vehicles 3-5Vehicles More than 5Vehicles	0 marks 10 marks 20 marks

30. **Empanelment of selected bidders (agencies):** *The selected bidders (agencies) for providing vehicles on monthly and daily hire basis will be empanelled (separately) by DoF, AFRD. Amongst the selected bidders (agencies), the agreement will be executed/work order will be issued to L<sub>1</sub>empanelled bidder (agency). If L<sub>1</sub>empanelled bidder (agency) fails to supply vehicle on hire basis or fails to comply with the terms and conditions of the agreement/work order, then after the termination of existing contract, the new agreement will be executed/work order will be issued to L<sub>2</sub>empanelled bidder (agency) from the empanelled agencies and so on.*

**SPECIAL TERMS & CONDITIONS FOR MONTHLY HIRING OF VEHICLE :**

**1. MOBILIZATION PERIOD:**

The bidder shall place the vehicles in the services of the Department within 15 (fifteen) days from the date of issue of formal order. The vehicles shall be placed in the services of the officers, staff, departments, districts offices at whatsoever location in Bihar, whose names, designations, etc along

with the addresses will be indicated in the formal order or as desired subsequently by the tendering Authority or his authorized representatives. In case the supplier fails to deliver the vehicle within the above stipulated period, his/her EMD/Bid Security will be forfeited.

## **2. DURATION OF THE CONTRACT:**

The vehicle shall be hired preferably for a period of 1(one) years subject to review of performance at the end of every year and may be terminated at any time if the performance of the vehicle and the driver is not found satisfactory, i.e. the vehicle is not maintained and the driver is not punctual, refuses instructions of controlling officer or driving is not safe.

## **3. SCOPE OF WORK:**

The Vehicle shall be utilized purely for services of DoF, AFRD and during duty and non-duty hours, it shall be sole responsibility of the agency for its parking and its security. The vehicle shall ply within the Bihar region of India as per the direction of the Officer in Charge. Use of vehicle for supplier's personal interest shall not be permitted. The driver shall be provided by the supplier at no extra cost to DoF, AFRD, and shall maintain the daily log book properly.

## **4. HIRE CHARGE:**

Hiring charge shall be on monthly basis and shall be inclusive of all charges, i.e. POL (fuel-diesel, petroleum, oil, lubricants etc), repair and maintenance, periodical servicing, driver's salary and other expenses like insurance, registration of vehicle, accommodation of driver, all taxes (excluding service tax), watch and ward, any other incidental expenses, etc of the vehicle and will remain firm for the entire period of contract. Taxes will be paid extra in compliance of Tax laws/ notification issued by the concerned Authority from time to time. The hire charge bill will be raised in form of tax invoice showing tax elements clearly and separately. Reverse charge mechanism (RCM), if applicable, shall be followed. The monthly hire charge against the respective vehicle should be quoted only at Annexure-III. Toll tax, Entry tax, permit fee, for crossing border, if any, will be reimbursed by DoF, AFRD for which the original receipts should be submitted monthly.

## **5. SECURITY DEPOSIT:**

Security deposit of 5% of estimated value in the shape of Demand Draft from any Nationalized/ Schedule Bank in favour of Director Fisheries, Bihar payable at Patna is to be submitted by the successful bidder. The Security deposit shall be retained by DOF, Department till one month after expiry of contract period.

## **6. JURISDICTION:**

Normally, the hired vehicle shall be utilized by DoF, AFRD and stationed irrespective districts of Bihar. However, the vehicle may be required to go outside respective districts and sometimes outside the state on official tour.

## **7. INSURANCE AND REGISTRATION :**

The vehicle must have valid and proper insurance policy including under comprehensive policy to cover all risks and to be renewed from time to time by the owner at his or her cost. Vehicle without having valid and proper insurance and registration will not be entitled to be taken on hire.

## **8. AVAILABILITY:**

The hired vehicle shall be available for all the seven days in a week for round the clock use as per requirement of work. No extra charges for holidays and Sundays will be entertained/ permitted.

#### **9. COMPLIANCE OF REGULATIONS:**

The supplier (agency) shall strictly adhere and shall be fully responsible for compliance of statutory regulations/rules/acts/Payment of Minimum Wages act, Labour Act etc of whatsoever nature of the Central Govt./State Govt./Local Bodies, District and Municipal Authority for taxes, toll tax, road permit, pollution control, service tax, insurance policy etc whatsoever.

#### **10. BREAKDOWN AND REPAIR:**

In case of breakdown of vehicle, alternative vehicle must be placed/provided immediately and arrangement to repair and place the vehicle should be made within 2 (Two) days from the date of breakdown. During this period, the hire charge shall be 75% of the ordered value including all charges already indicated. When the vehicle is sent for repair and not reported back for duty within the specified time of 2 days from the date of breakdown as already mentioned or no substitute vehicle is provided, the days of absence will be considered as not on duty and penalty will be imposed on the supplier and payment will be executed accordingly.

Once in a month, the vehicle shall be spared for one day, preferably on Sundays or holidays at the discretion of respective district office of DOF, AFRD, exclusively for maintenance/servicing, for which normal hire charges shall be paid. However, the respective District Office/Directorate of Fisheries (DoF), AFRD shall not bear any expenses for maintenance / servicing.

Further in case the vehicle fails on the way while on duty of Departmental Officials, the Official shall be free to arrange separate vehicle at the risk and at the cost of the Supplier. The supplier will be responsible for providing security to its vehicle if required.

**11.** The driver of the vehicle should be in possession of valid driving license and carry the necessary registration papers, security check verified and should be well behaved, properly uniformed and well conversant with the traffic rules/regulations and road/routes in Bihar localities. He should have a mobile phone. He should be capable to write log book properly in English. In case the service or conduct of the driver is not found satisfactory, he shall be replaced by an amicable driver immediately on receipt of such written complaint from the ordering authority, or else the vehicle shall be considered to be under breakdown and hire charge shall be recovered from the supplier at double the rate.

#### **12. PAYMENT:**

On completion of a calendar month, the supplier shall submit monthly hire charges bill for the period of use by the respective offices of the Department along with the night halt charges of the driver for outside duties, in triplicate along with a copy of the log book to the designated officer of respective offices of the Department. Every effort will be made by the ordering authority for timely release of payment. All taxes will be deducted at source as per statutory requirement. Payment shall be made through RTGS/NEFT and bank charges, if any, shall be to the supplier's account.

On receipt of the bill, the Officer in charge will verify the bill and will arrange payment within 15 (fifteen) days of receipt of correct bill. Taxes at prevailing rates shall be deducted at source from the monthly bill.

On receipt of the payment, the Supplier will submit a Stamped Money Receipt for record of respective offices of the Department. For part engagement of the vehicle in a calendar month, payment will be made on pro-rata basis.

The speedometer should be in working condition at all times, otherwise, the vehicle shall be considered to be under breakdown and conditions already mentioned earlier shall apply. Proper record of kilometer run should be made in the Log Book.

Detailed supply order for hiring of the vehicle will be issued on receipt of unconditional acceptance of Letter of Intent from the Supplier and acceptance of the Security deposit by the Department. The Supplier is required to place the vehicle for the service of the ordering authority within 15 (fifteen) days from the date of issue of the detailed supply order.

### **13. MAINTENANCE:**

All expenditures for any repair works etc to be incurred on the vehicle during the period of the contract shall be borne by the Supplier. However, the Department will allow suitable time for undertaking such repairs on being provided alternative vehicle till repair is done as mentioned above under Break down and Repairs clause.

### **14. TERMINATION OF THE CONTRACT:**

The contract may be terminated by either party on a written notice of 1(one) month without cost to either party and without assigning any reasons.

### **15. PENALTY ON ACCOUNT OF ABSENCE:**

If a vehicle is taken out from duty for repair or for any other reason and fails to report for duty within the time mutually agreed upon by both the parties, a penalty equaling  $\frac{1}{2}$  % of the total contract value for 1(one) year will be imposed for each 7 (seven) days of absence or part thereof. The penalty amount shall not exceed 10 (ten) percent of the total hiring charges (for 1 year). In addition to the penalty so imposed, no hire charge will be paid for the period of absence.

### **16. RECESSION OF CONTRACT:**

In case, under any clause or causes of this contract the Supplier shall render himself/herself unable to pay compensation amounting to 10% of the total contract value, the Department shall have the power to rescind the contract by issuing a rescission notice in writing to the supplier by the ordering authority which shall be final and conclusive and in such case the Security deposit of the Supplier shall stand forfeited and be absolutely at the disposal of the Department.

In the event of action taken under the above clause, the Supplier shall have no claim for compensation whatsoever for any loss sustained by him or her.

In case the contract stands rescinded under the provision of aforesaid clause (s) the Supplier shall not be entitled to recover or be paid any hire charge for actually performed duty as per contract agreement unless certified by authorized representative of the Department.

**17. REQUISITION OF VEHICLE:**

In case of requisition of the vehicle by police or any public authority, the Department shall not take any responsibility for the vehicle. For that period the Supplier will be liable to provide alternate vehicle and will not be liable for penalty.

**18. ACCIDENT / DAMAGE CLAIMS AND LIABILITIES:**

In the event of any accident or damaged caused to the vehicle while the vehicle is on duty of the Department, the Department shall not take any responsibility for the loss or damage and the insurance claim thereof. The Supplier shall be exclusively responsible for any/all loss/damage to the vehicle or any person. The Supplier shall be solely responsible for any consequences under the laws, arising out of any accident caused by the vehicle(s) to the third party/ parties/occupants of the vehicle and compensation thereof.

**19. DRAWAL OF AGREEMENT:**

The Supplier shall attend the office of the Director, DoF, AFRD within 7 (seven) days after receipt of the detailed order issued to him by the Department, for signing the formal agreement on non-judicial stamped paper of Rs. 1000.00 (Rupees One Thousand) The stamped paper would be supplied and its cost will be borne by the Supplier.

## ANNEXURES

The details in respect of the Bidder:

### Annexure -I

S. No.	Particulars	Details
1	Name of the Bidder	
2	Address of the Bidder	
3	Year of Registration/Incorporation (Proof to be attached)	
4	The bidder must have an office in Bihar	Proof to be attached
5	Bidder shall furnish self attested copies of following documents	
	<b>Copy of Registration certificate of company/firm</b>	Proof to be attached
	<b>Copy of GST Registration</b>	
	<b>Copy of last three Financial years audited statement</b>	
	<b>Copy of PAN Card</b>	
	<b>Copy of Latest GST return</b>	
	<b>Undertaking to provide good conditioned vehicle (not more than 2 years old)</b>	
	<b>Undertaking that firm is not debarred/blacklisted by government</b>	
6	Bidder shall have minimum 3 years experience in this field of providing vehicles to Govt / Semi Govt/PSU organization in Bihar.	Copy of work order to be attached as proof
7	Bidder shall have provided vehicles to at least 3 Govt/ Semi Govt organization in Bihar	Copy of work Order to be attached
8	Average Annual Turnover in the last 3 FY's i.e. till 31 <sup>st</sup> March, 2019 should be at least Rs. 1 crore or more	Audited financial statement for FY 2016-17, 2017-18, 2018-19
9	The agencies must have minimum 5 no.s of own commercial vehicles within 3 years old from date of initial registration.	Proof to be attached (Registration, Fitness, Insurance, Pollution etc.)
10	Name, Designation and Address of the person to whom all references shall be made regarding this tender	
11	Details of DD for Cost of Document and EMD	

Your Faithfully,

(Signature of Authorized Person)

Name:

Designation:

Seal:

Dated:

Place:

**RATES QUOTED FOR HIRING OF CARS ON DAILY BASIS****Annexure -II**

Rate Chart	Innova, (A/C)	Scorpio (A/C)	Tata Safari (A/C)	Pick-up Van
(1) 8 hours / 80 Kms				
(2) Extra Kms within 8 hrs				
(3) Extra Hour within 80 Kms				

Note: The above rates are exclusive of applicable taxes which would be levied at the application rates. Any request for change of rates during the tenure of the contract due to hike in fuel rate / insurance premium would not be entertained by DoF, AFRD.

We are aware that all the payments shall be subject to TDS, as applicable, at the time of payment.

I / We agree to abide by the terms and conditions stipulated by DoF, AFRD as mentioned in the tender document at the rates quoted above.

We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this tender.

We are not black listed by any Central/State Government/Public Sector Undertaking in India.

Your Faithfully,

(Signature of Authorized Person)

Name:

Designation:

Seal:

Dated:

Place:

**RATES QUOTED FOR HIRING OF CARS ON MONTHLY BASIS****Annexure III**

Rate Chart	Innova, Tata Safari (A/C)	Scorpio (A/C)	Pick-up Van
(1) Minimum 1500 Kms/month			
(2) Rate for extra Kms / per km			
(3) Halting Charges/Night			

Note: The above rates are exclusive of applicable taxes which would be levied at the application rates. Any request for change of rates during the tenure of the contract due to hike in fuel rate / insurance premium would not be entertained by DoF, AFRD.

We are aware that all the payments shall be subject to TDS, as applicable, at the time of payment.

I / We agree to abide by the terms and conditions stipulated by DoF, AFRD as mentioned in the tender document at the rates quoted above.

We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this tender.

We are not black listed by any Central/State Government/Public Sector Undertaking in India.

Your Faithfully,

(Signature of Authorized Person)

Name:

Designation:

Seal:

Dated:

Place: