



**GOVERNMENT OF BIHAR**  
**DEPARTMENT OF ANIMAL & FISHERIES RESOURCES**

**Notice Inviting Tender**

(Tender No. .... /AFRD/2024-25)

Animal & Fisheries Resources Department is inviting sealed tender for Selection of Agency/ Company/Organization/Firm for providing commercial registered vehicle on monthly rental basis in two bid system. Primary requirement is 04 (four) commercial registered vehicles (including expenditure on fuel, driver and maintenance) which may increase or decrease as per requirement. The Vehicles will be hired for the official purpose of Animal & Fisheries Resources Department. Subordinate offices may hire the Commercial Vehicle on above mentioned condition from successful bidder on monthly rental basis.

Bid is to be submitted to Procurement Officer, Animal & Fisheries Resources Department, Room No. 229, Vikash Bhawan, Bailey Road, Patna-800015 till 12.00 Noon on or before 17.04.2025 and Technical bid will be opened at 3.00 PM on same day. If 17.04.2025 is declared as holiday then next working day will be last date of submission and bid opening date. The detail of Tender's offer, Terms & condition may be seen on the department website- <http://state.bihar.gov.in/ahd>

SN	Field	Information Details
1	Tender No.	...../AFRD/2024-25
2	Earnest Money Deposit (EMD) (Refundable)	Rs.-1,50,000/- In form of BG/ FDR
3	Last date and time for submission of Bid	17/04/2025 up to 12:00 Hours
4	Opening of Technical Bid	17/04/2025 from 15:00 Hours onwards
5	Addressee and Address at which proposal in response to Tender Notice is to be submitted.	Animal & Fisheries Resources Department, Room No. 229, Vikash Bhawan, Bailey Road, Patna-800 015
6	Opening of Financial Bid	Will be intimated later to Technically Qualified Bidder

2/04/25  
17/04/25  
Procurement Officer

Animal & Fisheries Resources Department  
Govt. of Bihar





**GOVERNMENT OF BIHAR  
DEPARTMENT OF ANIMAL & FISHERIES RESOURCES**

**Tender**

**for**

**Selection of Agency/ Company/Organization/Firm**

**For**

**Providing commercial registered vehicle on monthly rental  
basis.**

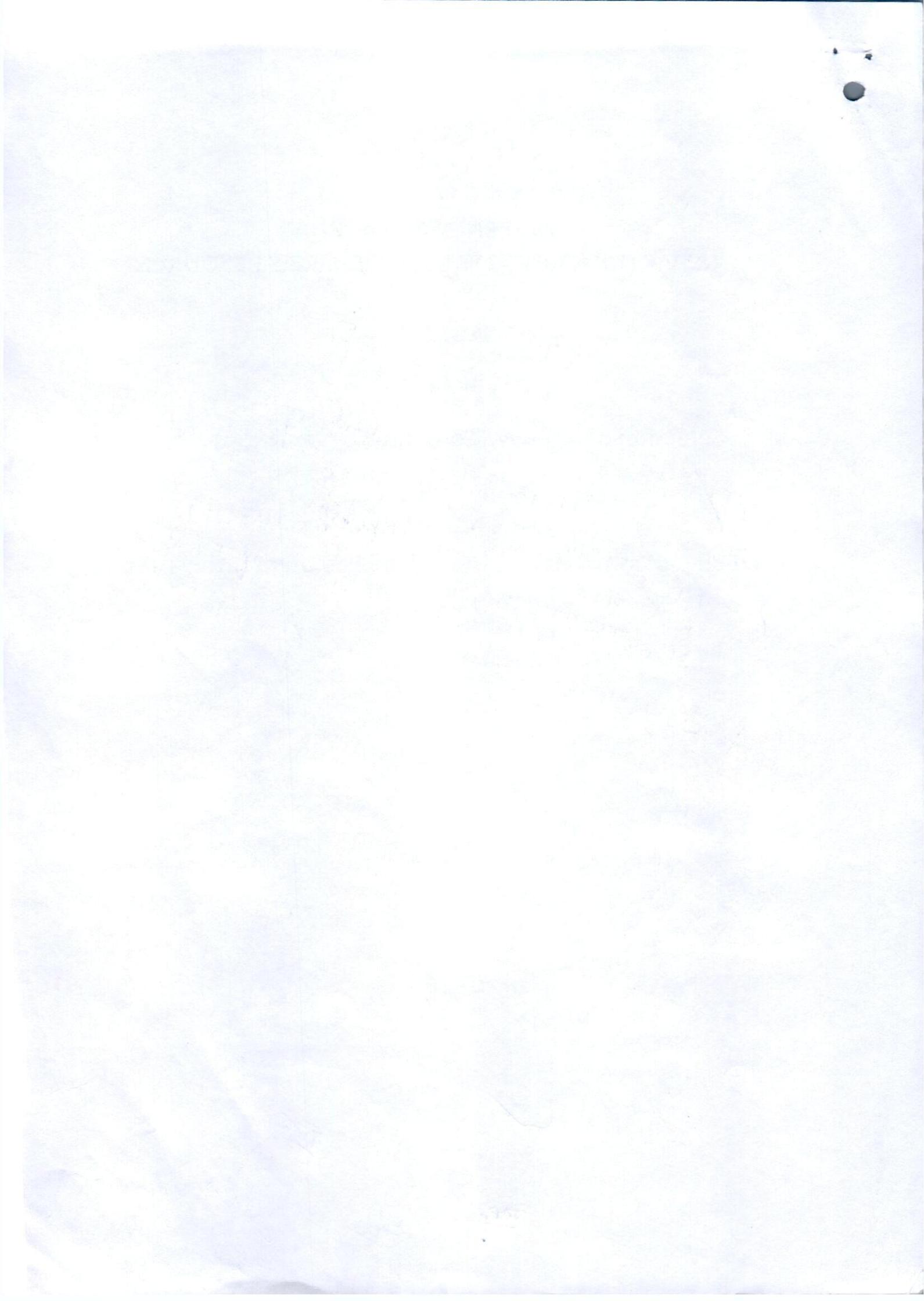
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Bid is to be submitted to Procurement Officer, Animal & Fisheries Resources Department, Room No. 229, Vikash Bhawan, Bailey Road, Patna-800015 till 12.00 Noon on or before 17/04/25 and Technical bid will be opened at 3.00 PM on same day. If 17/04/25 is declared as holiday then next working day will be last date of submission and bid opening date.

The detail of Tender's offer, Terms & condition may be seen on the department website--  
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*3/2/25*  
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Procurement Officer  
Animal & Fisheries Resources Department  
Govt. of Bihar

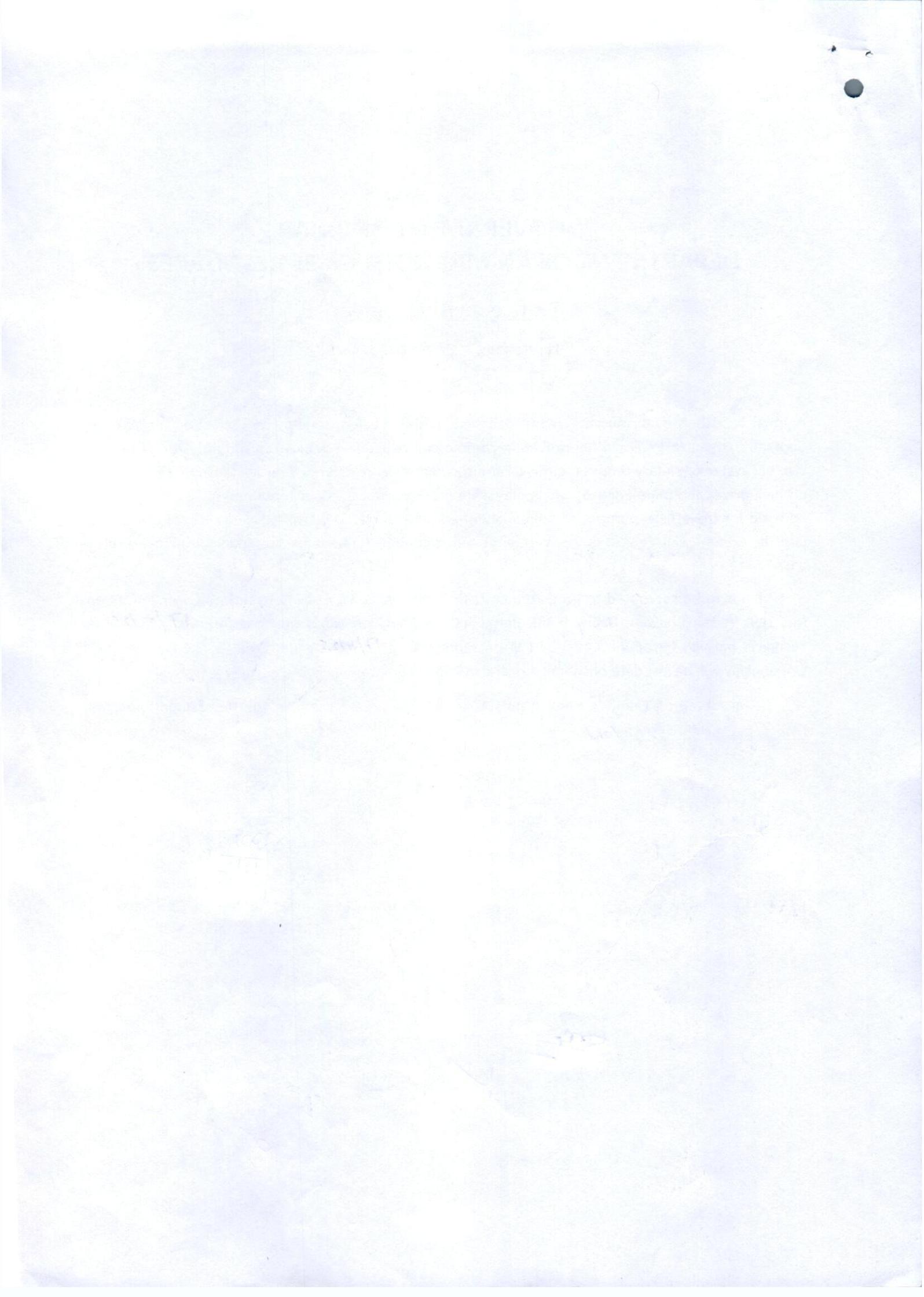
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बिहार सरकार

**GOVERNMENT OF BIHAR**  
**DEPARTMENT OF ANIMAL & FISHERIES RESOURCES**

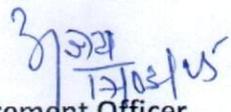
**Tender for Selection of Agency/ Company/Organization/Firm For**  
**Providing commercial registered vehicle on monthly rental basis.**

(Tender No. .... /AFRD/2024-25)

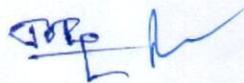
Animal & Fisheries Resources Department is inviting sealed tender for Selection of Agency/ Company/Organization/Firm for providing commercial registered vehicle on monthly rental basis in two bid system. Primary requirement is 04 (four) commercial registered vehicles (including expenditure on fuel, driver and maintenance) which may increase or decrease as per requirement. The Vehicles will be hired for the official purpose of Animal & Fisheries Resources Department. Subordinate offices may hire the Commercial Vehicle on above mentioned condition from successful bidder on monthly rental basis. The bidder has to prepare separate envelope for Technical Bid and Financial Bid. Technical Envelope should be marked with "Technical Bid for Selection of Agency/ Company/Organization/Firm for providing commercial registered vehicle on monthly rental basis) along with name of Agency/ Company/Organization/Firm. EMD should be inside Technical envelope. Financial envelope will contain financial bid in given format and should be marked with "Financial Bid for Selection of Agency/ Company/Organization/Firm for providing commercial registered vehicle on monthly rental basis) along with name of Agency/ Company/Organization/Firm." Both Technical and Financial Envelope should be kept in bigger sealed envelope and should be marked as "Bid for Selection of Agency/ Company/Organization/Firm for providing commercial registered vehicle on monthly rental basis) along with name of Agency/ Company/Organization/Firm."

Bid is to be submitted to Procurement Officer, Animal & Fisheries Resources Department, Room No. 229, Vikash Bhawan, Bailey Road, Patna-800015 till 12.00 Noon on or before 17/4/25 and Technical bid will be opened at 3.00 PM on same day. If 17/4/25 is declared as holiday then next working day will be last date of submission and bid opening date.

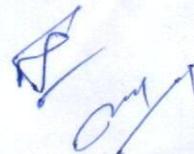
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Procurement Officer

Animal & Fisheries Resources Department  
Govt. of Bihar









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## 1. Abbreviation

- PO - Purchase Order
- EMD - Earnest Money Deposit
- PSD/PS - Performance Security Deposit/Performance Security
- FDR - Fixed Deposited Receipt
- DD - Demand Draft
- BG - Bank Guarantee
- BC - Banker's Cheque
- Buyer - Projector Director, BLDA
- Bidder - Who have submitted the Valid Tender Document
- Supplier - Successful bidders
- PD - Project Director
- BLDA - Bihar Livestock Development Agency
- AFRD - Animal & Fisheries Resources Department.

## 2. CRITICAL INFORMATION

Bidders are advised to supply 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.

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### 3. TERMS OF REFERENCE

#### 3.A General Instruction

a. The **Service Provider** shall **provide** the commercial vehicles **along with drivers**. This 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 2021. In case condition of any vehicle is not found to be satisfactory and of acceptance standards, the offer is liable to be rejected. **The make year proof of Vehicle 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.

b. Service provider will be required to provide the following vehicles :-

Sl.No.	Particulars	Required Qty*	Reporting location of the vehicle
i	Innova Crysta AC	As per need	Animal & Fisheries Resources Department, Patna
ii	Maruti Swift Dzire or equivalent AC	As per need	
iii	Scorpio / Bolero Neo or equivalent AC	As per need	

\*Required No. of vehicles may increase or decrease as per need.

#### 3.B General Terms and conditions

3.B.1. The firm has to provide vehicle daily as per need.

3.B.2. The drivers should be responsible, well behaved and should wear clean uniform/name badges and fully conversant with the routes of Bihar.

3.B.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 bread down vehicle has to be provided.

3.B.4. The firm should be available on its direct mobile telephone round the clock to attend the calls for taxies in emergent cases.

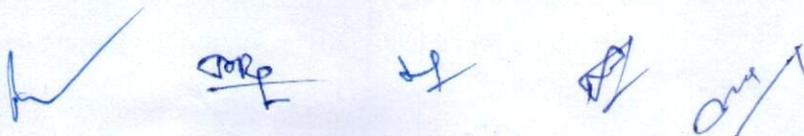
3.B.5. The compensation, connected expenses and legal disputes between the firm and staff deployed and any unforeseen casualty shall be borne/paid/settled by the firm. AFRD in no way shall be party to the dispute and will have no liability on this account.

3.B.6. The disputes emanating from the contract shall be resolved by the both parties through the sole arbitration of Patna Jurisdiction only.

3.B.7. In case vehicles do not report in time/do not report at all, the AFRD 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.

3.B.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.

3.B.9. The payment against the contract shall be made on monthly basis.



- 3.B.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/ FDR/ TDR of any nationalized bank in the name of AFRD, Patna for the period of contract 30 days. The performance security will be forfeited for breach of any of 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 AFRD and the Services Provider will be blacklisted.
- 3.B.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.
- 3.B.12. The period of contract (for hiring) will be **TWO 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 Log book, which will be signed by the officer using the vehicle or any other persons authorized by her/him.
- 3.B.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).
- 3.B.14. The cost of hiring quoted by tenderer should include salary of driver, cost of fuel and other consumables, all repair and maintenance costs, including all taxes and charges applicable on hired vehicles by Transport Department authorities. No extra charges will be payable by department.
- 3.B.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.
- 3.B.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.
- 3.B.17. In case of vehicle breaks down or is required to be taken under repair, another vehicles of similar type will have to be provided by the Service Provider.
- 3.B.18. All the taxes and duties what-so-ever liveable by the Government (State or Central) or any body, shall be borne by the Service Provider and will be deducted from his account bill.
- 3.B.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.
- 3.B.20. The vehicles to be hired should be in perfect condition, clean and hygienic inside and out.
- 3.B.21. All vehicles should be equipped with first aid kit and fire fighting equipment and towels should be placed on the seat.
- 3.B.22. It should be ensured that the vehicle's electrical connections, lights, horn, turn signals lights, air conditioners and other equipment systems of the vehicle are in good condition and

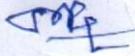


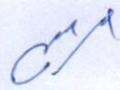
should be checked from time to time so that the department does not face any inconvenience.

- 3.B.23. The vehicle should be parked at the designated place as specified by the AFRD, 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. Vehicle should be fitted with mobile charger, tissue paper box and air freshener.
- 3.B.24. Benefit to MSME and BMSE will be given as per rule.  
Government rule will supersede any criteria of this tender.
- 3.B.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 AFRD.
- 3.B.26. The log book will have to be maintained in the format provided by the AFRD. 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.
- 3.B.27. **Penalty clauses for non-compliance :-**

Sl.no.	Condition	Penalty
(i)	Unwashed seat cover	Rs. 1000/- per day.
(ii)	Inadequate fuel	Rs. 1000/- per day.
(iii)	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.
(iv)	Instances of any tempering of Odometer*	Non payment of bill for the particular month and other penalty as decided by the Competent Authority.
(v)	Mis-behaviour / Mis-conduct of Driver	Rs. 500/- per instance/day.

- 3.B.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.
- 3.B.29. Vehicles are to be supplied and work has to be executed strictly as per the tender schedule and specifications given by the AFRD.
- 3.B.30. AFRD shall not be responsible for any accident, damage etc. to the vehicle during the period of hire.
- 3.B.31. Compliance of all relevant labour laws must be ensured by the contractor, including rules relating to payment of wages, providing prescribed rest etc.
- 3.B.32. **Contacting by Bidder to Authority**  
Bidder shall not try to influence the Tender inviting Authority, officers, and office staff on any matter relating to bid from the time of bid opening till the time of award of contract. Any effort by any bidder to modify his bid or influence the bid process shall result in the rejection of his bid without any notice. The decision of the Tender inviting Authority will be final in this regard.



3.B.33. **Right to Accept and Reject the bid/s**

Bid will be accepted and evaluated only those of the Bidder(s), who in the opinion of the Tender inviting Authority shall have the capacity and resources to execute the services in the prescribed time as per the schedule. The Tender Inviting Authority (TIA) reserves the right to accept or reject any bid annul the bidding process and reject all or any bid at any time before the award of the contract, without assigning any reason thereof. Tender inviting Authority does not bind himself to accept the lowest tender and reserve the right to reject any or all tenders, the right to accept any portion of the tender offered without assigning any reason and he can also reduce or extend the period of contract without assigning any reason as per prevailing circumstances.

3.B.34. **Letter of Acceptance (LoA)**

The Tender Inviting Authority will issue a LoA to the Successful Bidder which constitutes the intention of the Department to enter into a contract. The bidder shall within 15 (fifteen) working days from the date of issue of the LoA, give his acceptance along with Performance Guarantee (Security Deposit) in form of BG/ FDR for a sum Rs. 1.5 Lakh in Favour of Project Director, BLDA Payable at BVCC branch of SBI, IFSC Code- SBIN0009006.

3.B.35. **Contract Agreement**

The successful Bidder shall be required to execute an Agreement within 15 (fifteen) working days on a non-judicial stamp paper of Rs. 1000/- (One thousand only) at his own cost and in the format to the effect that the Bidder and the Authority/ designated person decided by the Additional Chief Secretary/Principal Secretary/ Secretary , AFRD, Bihar are bound by the terms and conditions.

3.B.36 **Duration of Contract**

The contract will be valid for a period of Two Years from the date of award of contract. However, the same may be extended for a further period of one years upon the satisfactory performance of such operations by the selected bidder and acceptable by both the parties (The Department & the Selected Bidder).

3.B.37. **TERMINATION** : This contract can be terminated by giving one month notice by either parties and that any notice required to be serviced shall be sufficiently served on the parities, if delivered to them personally or dispatched at the address given here in under through registered post.

4. **EVALUATION OF BIDS**

4.A 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 fo the last three financial years. CA Certificate for Avg Turnover
3	Experience of having successfully completed works for providing commercial vehicles on Hiring basis of	Copy of Work orders/agreements or a client certificate to be submitted.

*[Handwritten signatures and initials in blue ink]*

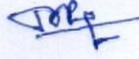
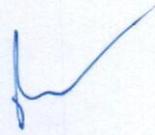
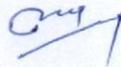
	Central Govt./State Govt./ Central or State PSU/ Corporation/ Board/ Society. during last 3 years ending last day of month previous to the one in which applications are invited should be either of the following :  a. Three completed works costing not less than the amount equal to Rs. 10.0 Lakhs.  or  b. Two similar completed works costing not less than the amount equal to Rs. 16.0 Lakhs.	
4.	GST Tax	Copies of GST Tax Registration Certificates of organization along with proof of GST deposition of last six months.
5	The bidder should have a valid PAN and should regularly fill the IT return.	a) Copy of PAN Card. b) IT Return for last three financial years.
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.
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. within last three years in India for corrupt, fraudulent or any other unethical business practices or for any other reason.	Affidavit in this regard must be submitted along with the technical bid.
9	Self-declaration letter related to providing commercial registered vehicles.	Affidavit must be submitted along with the technical bid in this regard.
10	EMD	In the Form of BG/ FDR in favour of Project Director, BLDA Payable at BVCC branch of SBI, IFSC Code SBIN0009006.

- 4.B **Financial Format for providing vehicle on monthly basis** is attached as Annexure-I. Bidder will coat the charge in both digit and word form. In case of mismatch in digit and word form, the lesser value will be counted. L1 will be decided on rate given at 1500 Kms by bidder and rate will be negotiable.
5. **Payment** :- Supplier will present the Invoice before 6<sup>th</sup> Working day of each month as per rule. Department will pay within 10 days depending upon availability of allotment/Fund.

*[Handwritten signatures and marks]*

6. Arbitration :- Secretary/ Principal Secretary/ Additional Chief Secretary, Animal & Fisheries department will be sole arbitrator.
7. Any legal dispute related to this tender will be jurisdiction of Hon'able Patna High Court.

**Procurement Officer**  
**Animal & Fisheries Resources Department**  
**Govt. of Bihar**

  
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### Financial Format for providing vehicle on monthly Rental Basis

SL	Category	Vehicle Type	Rate for 1500 Kilometres per month (including driver fuel, maintenance) in INR	Additional kilometre rate (including driver fuel, maintenance) in INR
1.	A	Maruti Swift Dzire or equivalent AC		
2.	B	Innova Crysta AC		
3.	C	Scorpio / Bolero Neo or equivalent AC		

Note:- 1. Any other applicable Taxes will be paid as per existing rule at the time of payment. Supplier will indicate clearly monthly charge and Applicable taxes in the Invoice.

1. Bidder will coat the charge in both digit and word form. In case of mismatch in digit and word form, the lesser value will be counted.

Full signature of the tenderer .....

Name of the Proprietor of the

Agency/Firm or his authorized representative .....

*Handwritten signatures and initials in blue ink.*

