

REQUEST FOR PROPOSAL

**Hiring of Agency to provide Vehicle on Monthly and Daily Basis for
State Commissioner Disability,
(Social Welfare Department), Bihar, Patna**

RFP No-02/SCD-2025, Date-

पत्रांक - ५८१/३-११-११८० दिनांक - ०३/०९/२५

**State Commissioner Disability,
(Social Welfare Department), Bihar, Patna
4th Floor, Pant Bhawan, Bailey Road, Patna- 800001**



DISCLAIMER

All information contained in this Request for Proposal (RFP) is provided/clarified in good interest and faith. This is not an agreement, and this is not an offer or invitation to enter into an agreement of any kind with any party.

Though adequate care has been taken in the presentation of this RFP document, the interested bidders shall satisfy themselves that the document is complete in all respects. The information published in this document is not intended to be exhaustive. Interested Bidders are required to make their own enquire and assumptions wherever required.

Intimation of discrepancy, if any, should be given to the specified office immediately. If no intimation is received by this office by the date mentioned in the document, it shall be deemed that the RFP document is complete in all respects and firms submitting their bids are satisfied that the RFP document is complete in all respects.

SCD, Patna reserves the right to reject any or all of the tenders submitted in response to this RFP document at any stage without assigning any reasons whatsoever. SCD also reserves right to withhold or withdraw the process at any stage with intimation to all who have submitted their bids in response to this RFP. SCD reserves the right to change/modify/amend any or all the provisions of this RFP document without assigning any reason. Any such change would be communicated to the bidders by email or on Social Welfare Website- <https://state.bihar.gov.in/socialwelfare> and <https://eproc2.bihar.gov.in>. Neither SCD nor their employees and associates will have any liability to any prospective Respondent interested to apply or any other person under the law of contract to the principles or resolution or unjust enrichment or otherwise for any loss, expense or damage which may raise from or be incurred or suffered in connection with anything contained in this RFP document, any matter deemed to form part of this RFP document, the award of the Assignment, the information and any other information supplied by or on behalf of SCD or their employees and Prime Bidder/Consortium or otherwise arising in any way from the selection process for the Assignment.

Information provided in this document or imparted to any respondent as part of RFP process belongs to SCD shall not be used by the respondent for any other purpose, distributed to, or shared with any other person or organization.

The RFP document is intended solely for the information of the party to whom it is issued ("the Recipient" or "the Respondent") i.e. Government Organization/PSU/limited Company, partnership firm or/and an Autonomous Institution.



Section 1: INVITATION OF BID

Competitive Bidding for Hiring of Agency to provide Vehicle on Monthly and Daily Basis for Office of The State Commissioner Disability, Bihar, Patna.

The State Commissioner Disability (SCD, Bihar, Patna) invites technical and financial proposals along with details of information with supporting for Hiring of Agency to provide Vehicle on for office of the State Commissioner Disability.

1. SCD, Patna intends to select an agency to provide Vehicle on Monthly and Daily Basis for office of the State Commissioner Disability, Bihar and Proposals must be received not later than time and date mentioned in the Fact Sheet..
2. Agency must qualify in the qualification criteria to their Technical proposal.
3. This document should be downloaded and submitted online via e-Procurement portal (<https://eproc2.bihar.gov.in>.) only.
4. In the event of the date specified for receipt and opening of bid being declared as a holiday for SCD office the due date for submission of bids and opening of bids will be the following working day at the appointed times.
5. The technical and financial proposals must be submitted online through e-procurement portal for Hiring of Agency to provide Vehicle on Monthly and Daily Basis for office of the State Commissioner Disability, Bihar.
6. The agency shall submit their technical details as mentioned in the proposal document.
7. The agency shall upload the signed photocopies of all the relevant certificates, documents etc., if required to support their technical details. All the documents, annexed with technical proposal, should be duly signed, stamped and indexed properly.
8. The bidders should ensure that all the required documents as mentioned in the tender document are submitted/uploaded along with the bid and in the prescribed format only. The bidder shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria / technical bids and other certificate /documents in the e-Procurement web site (<https://www.eproc2.bihar.gov.in>). 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.
 - SCD shall carry out the evaluation solely based on the uploaded certificates/documents in the e-Procurement system.
 - SCD will notify the bidders for submission of original hardcopies of the uploaded documents, if required.
9. 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.
10. The proposal validity period will be 120 days from last date of bid submission.
11. SCD reserves the right to accept or reject any or all proposal or cancel the entire process without assigning any reasons at any stage and time.
12. For further enquiry and information, please contact during office hours 10:00 AM to 6:00 PM – Nodal Officer, SCD. All further notifications/Corrigendum/Addendum, if any shall be posted on <https://eproc2.bihar.gov.in> and Official Website of Social Welfare at <https://state.bihar.gov.in/socialwelfare>.
13. The bidders are expected to examine all instructions, forms, terms, project requirements and other information in the RFP documents. Failure to furnish all information required as mentioned in the RFP documents or submission of a proposal not substantially responsive to the RFP documents in every respect will be at the Bidder's risk and may result in rejection of the proposal and forfeiture of the Bid Security (EMD).

A. Bid Details

SL No.	Particulars	Details
1	Bid Reference No.	RFP No:-, Dated:.....
2	Tender Processing Fee.	As per Eproc2 website.
4	Earnest Money Deposit (EMD).	INR 25,000 /- (INR Twenty Five Thousand Only)
5	EMD submission.	EMD may be paid online mode through Internet Payment Gateway (Credit/Debit), Net Banking, NEFT/RTGS As per Eproc2 website.
6	Performance Bank Guarantee validity.	3 Months beyond the contract period.
7	Source of downloading Tender Document, Corrigendum, addendums etc.	https://eproc2.bihar.gov.in & https://state.bihar.gov.in/socialwelfare
8	Source of Important information regarding Tender.	https://eproc2.bihar.gov.in & https://state.bihar.gov.in/socialwelfare



B. IMPORTANT DATES FOR TENDER NOTICE THROUGH E-PROCUREMENT: -

Sl. No.	Particulars	Date and time
1	Bid submission start Date	04/09/2025 at 10:00 AM (https://www.eproc2.bihar.gov.in)
2	Schedule for Pre-Bid Meeting at SCD office.	16/09/2025 at 12:00 PM
3	Last Date/Time for submission/ uploading of offer/Bid	24/09/2025 up to 5:00 PM (https://www.eproc2.bihar.gov.in)
4	Date & time for opening of Technical Bid	On or after 25/09/2025 post 3:30 PM (https://www.eproc2.bihar.gov.in)
5	Financial Bid Opening Date and Time	Will be intimated to the technically responsive bidders at a later date.
6	Method of Selection	Least Cost Selection (LCS)
7	Bidding in Consortium	No
8	Bid Proposal Validity	120 days from last date of bid submission.
9	Agreement Period	01(one) Year
10	Contact Person / Nodal Officer for queries: Nodal Officer, SCD (Contact No-7061072232), email address- scdisablity-bih@gov.in	
11	Tender Inviting Authority.	Office of the State Commissioner Disability, Bihar, Patna



C. E-tendering process related instruction

The bidder shall submit his response through Bid submission to the tender on e-Procurement portal at eproc2.bihar.gov.in by the procedure given below:

1. The bidder shall submit his bid/tender on e-Procurement 2.0 platform at <https://eproc2.bihar.gov.in>.
2. The bidders shall submit their eligibility and qualification details, technical bid, financial bid etc., in the online standard formats given in e-Procurement 2.0 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 criteria / technical bids and other certificate /documents in the e-Procurement 2.0 website. 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.
3. All the required documents should be attached at the proper place as mentioned in the e-form otherwise the tender of the bidder will be rejected.
4. BSEDC Processing fee and Tender Processing Fee (TPF) has to be paid through e-Payment mode only. EMD may be paid through online mode (i.e., NEFT / RTGS, Net Banking, Credit /Debit Card) only.

Note: "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 Authority doesn'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 anyother reason."

5. Any corrigendum or date extension notice will be given on the e-Procurement website and Social Welfare Department, Bihar, Patna website only.
6. The tender opening will be done online only.
7. For support related to e-tendering process, bidders may contact at the mentioned below:

Toll Free Number: 1800 572 6571

Email Id: eproc2support@bihar.gov.in

Section 2: BACKGROUND INFORMATION:-

Office of the State Commissioner Disability, Patna desires to hire various kinds of vehicles on monthly as well as daily basis for monitoring the implementation of various schemes and smooth operations of its various activities. Accordingly, tenders are invited under two-bid system from interested agencies having excellent track record.



State Commissioner Disability,
Office of the State Commissioner Disability,
Bihar, Patna



Annexure-A

Terms of Reference :-

Hiring of Agency to provide Vehicle on Monthly and Daily Basis for Office of the State Commissioner Disability, Bihar, Patna.

Office of the State Commissioner Disability, Patna, (SCD, Bihar, Patna) desires to hire various kinds of vehicles on monthly as well as daily basis for monitoring the implementation of various schemes and smooth operations of its various activities. Accordingly, tenders are invited under two-bid system from interested agencies having excellent track record. The details are as follows:

1. Eligibility Conditions and Documents for Technical bids

Sl.N	Criteria	Documents Required
1	The Bidder should be a firm / sole proprietor, partnership or company registered under Indian Companies Act 1956/2013 should be a at least 5 years old company.	Certificate of Incorporation/ Proprietorship Certificate/ Partnership Certificate
2	The bidder should have PAN & GST registration.	GST Registration certificate & Copy of PAN
3	The bidder in its name must have achieved a minimum Average annual turnover of INR 20 (Twenty) lakhs during last three financial years 2021-2022 to 2023-24.	Audited Financial Statements of financial years 2021-2022 to 2023-24 or CA/CS Certified Turnover Certificate with UDIN.
4	The agency should have minimum 2 years of experience of providing vehicle to government departments/PSU & other government institutions.	C.A. Certificate with UDIN along with Work Order/ Completion Certificate.
5	Earnest Money Deposit (EMD)	Rs. 25,000/- (Twenty Five thousand) through e-payment mode only (i.e. NEFT/RTGS/Credit Card/Debit Card) on E-Proc Portal
6	Income tax return (ITR) of last three assessment years (AY 2022-23,2023-24 & 2024-25)	Copy of Income Tax Return (ITR).
7	The agency should not be blacklisted or debarred by any State/ Central Govt/PSU/Govt. Institutions.	Self-Declaration (Annexure-7).
8	The Agency Should have Fleet of owned vehicles At least 1 Innova Crysta (AC) & 1 Scorpio (AC).	Bidder has to fill details in Annexure -4 and have to submit Related Supportive documents with owner book.
9	Branch office in Patna. The bidder must have branch-office in Patna.	Copy of rent agreement or registration under Bihar Shops & Establishment Act, if applicable, has to be enclosed. (Proof to be submitted.
In the above purchase, preference will be given to the local enterprise in the light of Bihar Purchase Preference Policy, 2024 issued via Financial Department ref No. 8550 Dated-07.08.2024/ on the basis of requisition and documents submitted by them.		

2. Terms and Conditions

- The contract would be valid for one year from the date of contract and can be extended for further two years based on the performance on similar term and condition at the sole discretion of the State Commissioner Disability, Bihar, Patna.
- The selected agency shall be responsible to provide the same model additional vehicle/s as mentioned in Schedule-I & Schedule-II at the same rate on the basis of as and when needed.



- C. The vehicle provided must be commercial registered in Bihar and properly insured.
- D. Vehicle model should not be of earlier than 2023. All vehicles should be with A.C.
- E. The Driver must have the licenses and properly dressed up with Khaki or white Shirt & Trousers during the duty hours.
- F. The Agencies will be solely responsible for any misconduct of the drivers.
- G. No advance payment would be made
- H. TDS as applicable will be deducted at source from bill/s as per the Income Tax Act & GST Act.
- I. Office of the State Commissioner Disability, Bihar, Patna reserves the right to terminate the contract with 30 days' notice without assigning any reason.
- J. In case of any Loss, damage or accident, total responsibility lies with agency, it will be fully responsible in case unauthorized / illegal materials are found in the vehicle during the use of the officials of the State Commissioner Disability, Bihar, Patna.
- K. Parking & toll taxes will be reimbursable on actual.
- L. The Payment will be made on monthly and daily basis and shall be made preferably within 15 days following submission of invoices duplicate by the Agency supported by log book.
- M. The Vehicle should be in good condition with High Security Registration Plates (HSRP) and should be provided on time. Replacement of vehicle shall be done immediately in case of repair, maintenance or any other condition with equally good condition vehicle.**
- N. The agency shall be responsible for appropriate insurance coverage of Vehicle. In this regard, the agency shall maintain Driver's compensation; Agency shall also maintain comprehensive general liability insurance, including contractual liability coverage adequate to cover the indemnity of obligation against all damage to any property arising out of, or in connection with, the services which result from the fault of the agency, or its driver. The Agency shall provide office of the State Commissioner Disability, Bihar, Patna with certification thereof upon request.
- O. The Agency should have enough resources to repair their vehicles in minimum possible time. When required, they should be in a position to substitute/replace or arrange extra vehicle at very short notice.
- P. The Agency shall not employ any person as driver who has not completed 18 years of age. The agency shall comply with all statutory provisions as laid down under various Labour Laws like Minimum wages, Contract Labour Act etc. In case of violation of any such statutory provisions, the agency will be solely responsible.
- Q. In case of failure to provide vehicle on time, SCD will hire a vehicle from open market and the charges paid to such vehicle will be deducted from the monthly bill of the Agency. In addition, a penalty of Rs. 2,000/- per day, maximum up to Rs. 10,000/- for the month till the date of default shall also be charged by the SCD from the Agency, which will be deducted from the bill.
- R. The Agency shall be solely liable for any legal issues.
- S. The Agency chosen as L1 shall deposit Performance Security as mentioned in the Bid document only within 7 days from the issue of LOI. It should be submitted in the mode of DD / Bank Guarantee in favor of office of the State Commissioner Disability, Bihar, Patna. The contract shall be signed only after furnishing of performance security. In case of breach of contract by the contractor, the performance security shall be forfeited by the office of the State Commissioner Disability, Bihar, Patna and the Agency shall be blacklisted in addition to the termination of the

contract.

- T. The Agency shall submit attested copies of owner book, insurance papers and other papers of the vehicle and attested copies of driving license of the Driver.
3. **Additional Terms and Conditions for Monthly Hired Vehicle:** In addition to terms and conditions mentioned above in para-2, the following additional terms and conditions shall be applicable on vehicles taken on monthly and daily basis: -
 - I. Driver shall be provided with mobile phone for smooth communication.
 - II. The duty timing of the monthly hired driver would be normally from 8 am to 8 pm but could be longer as per requirement and need.
 - III. The agency will have to provide the replacement of driver in case of any eventuality. Office of the State Commissioner Disability, Bihar, Patna has the right to ask the agency for removal of any Driver, who is not found competent or disciplined.
 - IV. Once assigned, the vehicle will not be changed/ replaced without prior permission of the State Commissioner Disability, Bihar, Patna.
 - V. There shall be separate log book for monthly vehicle maintained by the driver/agency. All entries in the log book will be verified/ countersigned by the concerned officers in the respective log book of the vehicle.
 - VI. The firm whose contract has been terminated or whose services has been found to be dissatisfactory and decision has been taken to discontinuation the services that firm cannot participate in this tender.

4. Bidding Process, Evaluation of bids and Contract:-

- 1) The Bid process will be done through E-procurement process. The technical bid would be opened and evaluated firstly. Financial bids of only those bidders who qualify in technical bid would be opened for evaluation. Technical bid should contain all the documents and testimonials as given in the eligibility condition.
- 2) In case of unsatisfactory service by selected agency or cancellation of contract within the contract period, office of the State Commissioner Disability, Bihar, Patna can obtain service from any other bidders at L1 prices of each vehicle.
- 3) The successful bidders will enter into contract with office of the State Commissioner Disability, Bihar, Patna as per above terms and conditions within 15 days of finalization of the bidding process. Failure on the part of bidder to do so may result in cancellation of its bids and office of the State Commissioner Disability, Bihar, Patna may at its liberty to negotiate with other bidders for the contract at L1 prices.
- 4) The vehicles mentioned in Schedule-I & Schedule-II is for rate contract and office of the State Commissioner Disability, Bihar, Patna shall reserve the right to hire any one of the four Types/ Models or a mix of the Two/Three/Four Types/ Models mentioned in Schedule-I/Schedule-II as per need and requirement.

Schedule - 1
(only for reference)

Financial Bid for 'Hiring a Vehicle on Monthly Use on Rate Contract Basis'

Name of Agency.....

Address.....

Contact Person.....

Phone No.....

Type/Model of Vehicle (A)

Sr. No	Type/Model of Vehicle	Rate including fuel, drivers salary, GST etc. (In Rs. And Paisa)		
		Monthly Rent upto 1000 km	Monthly rent upto 1500 km	Extra Rate per /km
1	Innova crysta 7 seater AC			

Type/Model of Vehicle (B)

Sr. No	Type/Model of Vehicle	Rate including fuel, drivers salary, GST etc. (In Rs. And Paisa)		
		Monthly rent upto 1000 km	Monthly rent upto 1500 km	Extra Rate per/ km
1	Scorpio AC			

Notes :

- The bidders shall have to quote rate for all kinds of vehicles, failing which the bid will be rejected.
- The vehicle will be used 5 days per week. However, the agency shall be responsible to provide it as per requirement.
- The rates should be inclusive of all the incidental cost like Petrol/Diesel, insurance, road tax, servicing charge etc, as well as payment made to Driver.
- Duty hours would be from 8:00 am to 8:00 pm. The time is indicative only and it may change as per need and duty timings could be higher.
- The selected agency shall be liable/responsible to provide same type/model additional vehicles at the same rate on the basis of as and when required.



Schedule - 2
Financial Bid for 'Hiring a Vehicle for Daily Use on Rate Contract Basis'

Name of Agency.....

Address.....

Contact Person.....

Phone No.....

Sr. No	Type/Model of Vehicle	Rate including fuel, drivers salary, GST etc. (In Rs. And Paisa)	
		Daily rent upto 200 km	Rate per km Beyond 200 km
1	Innova crysta 7 seater AC		
2.	Scorpio AC		

Notes :

- The bidders shall have to quote rate for all kinds of vehicles, failing which the bid will be rejected.
- The rates should be inclusive of all the incidental cost like Petrol/Diesel, insurance, road tax, servicing charge etc, as well as payment made to Driver.
- The Vehicle would be used for outstation journey too. For delay for more than 12 hours or night halt Outstation allowance @ Rs 200 per night will be paid by the office of the State Commissioner Disability, Bihar, Patna.
- The selected agency shall be liable/responsible to provide same type/model additional vehicles at the same rate on the basis of as and when required.

AUTHORIZATION LETTER FOR SIGNING OF PROPOSAL

(On Letter Head of the Agency)

POWER OF ATTORNEY

Know all men by these present, we _____ (*name and address of the registered office of the Single Entity*) do hereby constitute, appoint and authorize Mr. / Ms. _____ R/o _____ (*name and address of residence*) who is presently employed with us and holding the position of _____ as our authorized representative, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to the bid of the firm/ organization for **"Hiring of Agency to provide vehicle for office of the State Commissioner Disability, Bihar, Patna."**, including signing and submission of all documents and providing information / responses to the, representing us in all matters in connection with our bid for the said Project.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall always be deemed to have been done by us. Dated this the day of 2025.

For
(Name, Designation and address)

Accepted
..... (Signature)
(Name, title and address of the Attorney)

Date:

Note:

- (i) The mode of execution of the Power of Attorney (PoA) should be in accordance with the procedure, if any, laid down, by the applicable law and the charter documents of the executants and when it is so required the same should be under common seal affixed in accordance with the required procedure.
- (ii) In case, an authorized director of the bidder/ agency signs the bid, a certified copy of the appropriate resolution/document conveying such authority may be enclosed in lieu of the Power of Attorney (PoA)



FORWARDING LETTER FOR PROPOSAL

(To be submitted by all agencies / bidders in their letter head)

To,

Date:.....

State Commissioner Disability,
Office of the State Commissioner Disability, Bihar,
4th Floor, Pant Bhawan, Bailey Road, Patna-800001

Sub: Proposal for Hiring of Agency to provide Vehicle on Monthly and Daily Basis for office of the State Commissioner Disability, Bihar, Patna.

Sir,

We are submitting, herewith our proposal for Hiring of Agency to provide Vehicle on Monthly and Daily Basis for Office of the State Commissioner Disability, Bihar, Patna as per the terms defined in the proposal document.

We agree to accept all the terms and condition stipulated in your proposal document.

Enclosures:

- 1.
- 2.
- 3.

Signature of the
Bidder/agency.....

Seal of the Bidder/agency
.....



Bidder's Information

Tender Ref.

Date: dd/mm/yyyy

To,

State Commissioner Disability,
Office of the State Commissioner Disability, Bihar,
4th Floor, Pant Bhawan, Bailey Road, Patna-800001

#	Description	Details (to be filled by the responder to the RFP)
1.	Name of the company	
2.	Official address	
3.	Phone No. and Fax No.	
4.	Corporate Headquarters Address	
5.	Phone No. and Fax No.	
6.	Details of Company's Registration (Please enclose copy of the company registration document)	
7.	Permanent Account Number (PAN)	

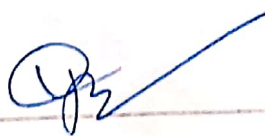
Contact Details of officials for future correspondence regarding the bid process:

Name		
Title		
Company Address		
Mobile		
Fax		
Email Id		

Yours Sincerely,

Signature of Authorized Signatory (with official seal)

Name :
Designation :
Address :
Telephone & Fax :



Fleet of Vehicle Status Report
(To be submitted on the letter head of the bidder)

Type of Vehicle	No of Vehicles available	Make/Model	RC/Owner details	Supporting Documents annexed
Innova Crysta				
Scorpio				

Authorized Signature:

Name and Title of Signatory: Name of Agency:

In the capacity of:

Address:

Contact information (phone and e-mail):



Bidder's Annual turnover over last 3 financial years

(To be submitted on the letterhead of the bidder)

Tender Ref.

Date: _/ _/ _

To,

**State Commissioner Disability,
Office of the State Commissioner Disability, Bihar,
4th Floor, Pant Bhawan, Bailey Road, Patna-800001**

Dear Sir,

The average annual turnover for the firm is tabulated below:

#	Details	FY 2021-22 (in LAKH) (a)	FY 2022-23 (in LAKH) (b)	FY 2023-24 (in LAKH) (c)	Average Turnover [(a+b+c)/3]
1	The Bidder's average annual turnover must be above 20 lakhs for last three financial years (FY 21-22, 22-23 & 23-24)				

Yours Sincerely,

Signature of Statutory Auditor (with official seal)

Name :

Designation :

Address :

Telephone& Fax :

E-mail address:



"
Declaration for Forfeiture of EMD/ Performance Security

To

**State Commissioner Disability,
Office of the State Commissioner Disability,
Department of Social Welfare, Government of Bihar
4th Floor, Pant Bhawan, Bailey Road, Patna-800001**

Dear Sir/ Madam,

We hereby declare that neither we nor any of our partners is indicted by any court of law. If contrary to it is proved, the EMD/Performance Security shall be forfeited.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory: Name of

Agency:

In the capacity of:

Address:

Contact information (phone and e-mail):



"

UNDERTAKING

(This must be submitted in the official letterhead of the agency)

To,

State Commissioner Disability,

Office of the State Commissioner Disability, Bihar,

4th Floor, Pant Bhawan, Bailey Road, Patna-800001

Sub: Undertaking for not being blacklisted.

Sir,

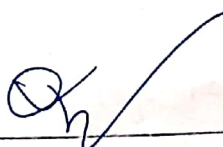
This is inform you that my/our travel agency..... (name of the agency) has not been blacklisted by Central/State Government/PSU or any other organization and there has been no litigation with any Government or other agencies.

.....
(Authorized Signature)

Name of the signatory

Designation _____

Dated _____



PROFORMA FOR BANK GUARANTEE FOR PERFORMANCE SECURITY

(To be stamped in accordance with Stamp Act)

Ref: Bank Guarantee No.:

Date:

To,

State Commissioner Disability,

Office of the State Commissioner Disability, Bihar,

4th Floor, Pant Bhawan, Bailey Road, Patna-800001

Name>

Whereas, (hereinafter called "the bidder") has undertaken, in pursuance of contract no. dated. to provide Vehicle providing services for to the SCD (hereinafter called "the beneficiary")

And whereas it has been stipulated by in the said contract that the bidder shall furnish you with a bank guarantee by a recognized bank for the sum specified therein as security for compliance with its obligations in accordance with the contract;

And whereas we, a banking company incorporated and having its head /registered office at and having one of its office at have agreed to give the supplier such a bank guarantee.

Now, therefore, we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of. (Rs. 30,000/- only) and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (Rs. 30,000/- only) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the bidder before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the Bidder shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This Guarantee shall be valid until Notwithstanding anything contained herein:

I. Our liability under this bank guarantee shall not exceed (Rs. 30,000/- only).

II. This bank guarantee shall be valid up to) It is condition of our liability for payment of the guaranteed amount or any part thereof arising under this bank guarantee that we receive a valid written claim or demand for payment under this bank guarantee on or before) failing which our liability under the guarantee will automatically cease.

Date

Format for Pre-Bid Query

Organization Name:		Name of representative:	
Designation:		E Mail Address:	
	RFP Document reference, Section/ Clause and Page No.	Content of RFP requiring clarification(s)	Points of clarification(s)

Note: The queries should necessarily be submitted in the above format with editable file (in word or excel only) only, else the queries may not be entertained by SCD.

