

Notice Inviting Tender (NIT) for Selection of an Agency for Hiring of Vehicles on a Monthly/Daily Basis (Through E-PROC)

NIT No.-

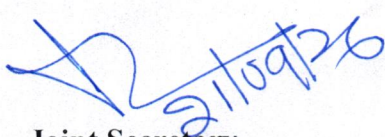
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Date:-

21/09/2026

The Department of Art and Culture, Bihar, Patna, invites proposals from qualified and experienced agencies through a Request for Quotation (RFQ) for the hiring of vehicles on a monthly/daily basis to support the department. Interested bidders meeting the eligibility criteria specified in the RFQ can download the document from <https://eproc2.bihar.gov.in/> or <https://state.bihar.gov.in/yac>.

- Date of opening of bid-23.09.2026
- Pre-bid Meeting date 01.10.2026 at 5:00 PM
- last date for submission of bid - 13.10.2026 till 6:00 PM.
- Opening of Technical bid-14.10.2026 at 11:00 AM
- Opening of financial bid - to be informed later.
- **Venue of meetings:** O/o the Director of Museum, Department of Art & Culture, 3rd Floor, Vikas Bhawan (New Secretariat), Bailey Road, Patna – 800015
- Estimated annual cost-50 Lakh


Joint Secretary

Department of Art And Culture, Bihar

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**Department of Art and Culture,
Government of Bihar**

Notice Inviting Tender (NIT)

For
Hiring of Vehicles on Monthly Rental Basis for the Department of Art & Culture,
Government of Bihar

Through EPROC

Tender No.: _____/2026-27

Date:

Art and Culture Department, Govt. of Bihar
3rd Floor, Vikas Bhawan, New Secretariat,
Bailey Road, Patna-800015, Bihar (T):0612-2215353 (F):0612-2211619
(E Mail): secart-bih@nic.in

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1. About the Department

The Department of Art & Culture, Government of Bihar, is committed to the preservation, promotion, and dissemination of the State's rich cultural heritage, traditional art forms, historical monuments, museums, archives, and literary traditions. Through its various directorates, academies, museums, cultural institutions, and flagship programmes, the Department organizes cultural festivals, exhibitions, workshops, seminars, heritage conservation initiatives, and other activities aimed at fostering cultural awareness and promoting Bihar's artistic legacy at the State, National and International levels.

The Department also provides administrative and logistical support for official meetings, inspections, field visits, cultural events, and inter-departmental coordination to ensure the efficient implementation of its programs and schemes.

2. Tender Background

The Department requires reliable, safe and well-maintained vehicles for official use to facilitate day-to-day administrative functions, field inspections, monitoring visits, meetings and execution of various cultural programs and projects across the State of Bihar. In order to ensure uninterrupted transportation services in a transparent and competitive manner, the Department proposes to engage a professional agency for providing vehicles on a monthly hiring/on call basis.

Accordingly, the Department invites bids from eligible and experienced agencies/firms engaged in the business of providing vehicle hiring services. The selected agency shall provide vehicles conforming to the specifications and service standards prescribed in this Tender Document throughout the contract period.

3. Objective of the Tender

The objective of this Tender is to select a qualified and experienced agency for providing vehicles on a monthly hiring basis for the official use of the Department of Art & Culture, Government of Bihar. The selected agency shall ensure the availability of roadworthy, well-maintained, fully insured, and legally compliant vehicles, supported by prompt and efficient service. The specific objectives of this Tender are to:

- Ensure uninterrupted and dependable transportation services for the Department's official activities.
- Engage a competent service provider through a fair, transparent, and competitive procurement process.
- Ensure timely availability of vehicles for administrative, official, and field-related duties.

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- Maintain high standards of safety, reliability, cleanliness, and operational efficiency in vehicle services.
- Achieve cost-effective utilization of resources while ensuring compliance with all applicable statutory and contractual requirements.

4. Scope of Work

The selected agency shall be responsible for providing comprehensive vehicle hiring services to the Department of Art & Culture, Government of Bihar. The scope of work shall include, but not be limited to, the following:

- i. Provide vehicles on monthly hiring/On call basis as per the requirements of the Department.
- ii. Deploy vehicles in good mechanical condition, roadworthy, clean and well-maintained throughout the contract period.
- iii. Ensure that all vehicles possess valid Registration Certificate (RC), Permit, Fitness Certificate, Insurance, Pollution Under Control (PUC) Certificate and other statutory documents as required under applicable laws.
- iv. Provide vehicles of the category, model and specifications as prescribed by the Department in the Tender Document.
- v. Ensure availability of vehicles on all working days and whenever required, on weekends, holidays and beyond normal office hours.
- vi. Deploy vehicles within the stipulated reporting time and at the locations specified by the Department.
- vii. Provide experienced, courteous and licensed drivers with valid driving licenses and adequate knowledge of local routes, wherever drivers are included in the contract.
- viii. Ensure that drivers maintain proper conduct, discipline and professional behavior while on duty.
- ix. Arrange immediate replacement of any vehicle or driver in the event of breakdown, accident, mechanical failure, misconduct, or any other operational deficiency without disrupting departmental work.
- x. Bear all operational and maintenance expenses, including fuel, lubricants, repairs, servicing, tyres, insurance, taxes, permits, driver salary, overtime and any other incidental expenses, as applicable under the contract.
- xi. Maintain log books, duty registers, and other records as prescribed by the Department and submit the same along with monthly bills.
- xii. Ensure timely servicing and preventive maintenance of vehicles to maintain uninterrupted service.
- xiii. Comply with all applicable provisions of the Motor Vehicles Act, labour laws, taxation laws and other statutory regulations.

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- xiv. Ensure that the vehicles are not involved in any illegal activity and are free from any legal disputes affecting their deployment.
- xv. Maintain confidentiality of official information obtained during the course of service.
- xvi. Provide emergency support and replacement vehicles at short notice whenever required by the Department.
- xvii. Comply with all instructions issued by the Department from time to time regarding deployment, reporting, replacement and operational requirements.
- xviii. Submit monthly invoices along with supporting documents, including log books and attendance records for verification and payment.
- xix. Perform all other incidental and ancillary services necessary for the satisfactory execution of the vehicle hiring contract as directed by the Department.

Note: The number and type of vehicles, deployment schedule, reporting locations, and duration of deployment may vary depending upon the operational requirements of the Department. The Department reserves the right to increase or decrease the number of vehicles during the contract period without assigning any reason.

xx. Vehicle Specifications and Service Requirements: The successful bidder shall comply with the following requirements throughout the contract period:

- a) Only vehicles manufactured in or after December 2023 shall be deployed under the contract. All vehicles shall be in excellent mechanical condition, well-maintained, neat, clean, and fit for safe operation.
- b) Every vehicle shall be equipped with a First Aid Kit, Fire Extinguisher, clean seat towels/covers and other mandatory safety accessories as prescribed under the Motor Vehicles Act and applicable rules.
- c) The bidder shall ensure that all electrical and mechanical systems of the vehicle, including lights, horn, indicators, air-conditioning system, battery, and other essential equipment, remain fully functional at all times. Regular preventive maintenance shall be carried out to avoid disruption of departmental work.
- d) The deployed vehicle shall remain stationed at the location designated by the Department/authorized officer during duty hours. The vehicle shall not be taken away for refueling, repairs, servicing, or any other purpose without obtaining prior permission from the concerned departmental officer. Any unauthorized absence of the vehicle shall be treated as non-deployment and may attract penalties as per the contract.
- e) Every deployed vehicle shall be provided with a mobile charging facility and a car air freshener to ensure the comfort of the users.
- f) Before deployment, the successful bidder shall submit copies of the following documents to the Department for each vehicle and driver:
 - i. Registration Certificate (RC);
 - ii. Valid Insurance Certificate;
 - iii. Pollution Under Control (PUC) Certificate;

- iv. Fitness Certificate;
 - v. Permit (where applicable);
 - vi. Valid Driving Licence of the driver; and
 - vii. Police Verification/Character Certificate of the driver.
- g) The driver shall maintain a daily Log Book recording details of vehicle movement, duty hours, kilometer reading, destination and other particulars in the format prescribed by the Department. The Log Book shall be produced for verification whenever required.
- h) The Department reserves the right to reject any vehicle found to be mechanically unfit, poorly maintained, unclean, or not conforming to the specifications prescribed in the Tender Document. The agency shall replace such vehicle immediately at no additional cost.

XXi. Driver Responsibilities and Code of Conduct: The successful bidder shall ensure that every driver deployed under the contract complies with the following requirements at all times:

- a) The bidder shall be fully responsible for the conduct, discipline, and performance of the drivers deployed under this contract.
- b) The driver shall possess a valid and appropriate driving license for the category of vehicle being deployed and shall comply with all applicable provisions of the Motor Vehicles Act and other statutory regulations.
- c) The driver shall be physically fit, medically sound, and shall not report for duty under the influence of alcohol, narcotic drugs, or any intoxicating substance. Any violation shall warrant immediate replacement of the driver.
- d) The driver shall maintain courteous, professional, and respectful behavior with the officers, employees, guests, and other stakeholders of the Department at all times. Refusal to perform assigned duties during the period of deployment shall not be permitted.
- e) The driver shall remain available and maintain regular communication with the concerned departmental officer throughout the duty period.
- f) Every driver shall possess a functional mobile phone with an active contact number. Any change in the driver's mobile number shall be immediately communicated by the agency to the Department.
- g) The driver shall wear a clean and presentable uniform while on duty. If the Department prescribes a specific dress code or uniform, the same shall be strictly complied with.
- h) The driver shall not engage in unnecessary conversation with passengers and shall not use a mobile phone while driving, except in emergencies after safely parking the vehicle and with the permission of the concerned officer.

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- i) Whenever instructed by the Department, the driver shall promptly coordinate with the designated officer or guest by sharing the vehicle number and contact details. Any communication expenses incurred shall be borne by the agency.
- j) The bidder shall ensure continuity of service by avoiding frequent changes of drivers or vehicles. Any replacement shall be made only with prior intimation to the Department and with the approval of the competent authority, except in cases of emergency.
- k) The bidder shall submit copies of the driver's valid Driving License, Police Verification/Character Certificate, and any other documents required by the Department before deployment.
- l) Any complaint regarding the driver's behavior, misconduct, negligence, or violation of these conditions shall be viewed seriously. The Department may require immediate replacement of the driver, and the bidder shall comply without delay. Failure to do so may result in imposition of penalties or termination of the contract.

xxii. Compliance with Statutory Requirements, Taxes and Operational Obligations: The successful bidder shall comply with the following conditions throughout the contract period:

- a) The quoted rates shall be inclusive of all operational costs, including fuel, lubricants, maintenance, repairs, replacement of spare parts, driver wages, statutory benefits, insurance premium, road tax, permits, and all other incidental expenses. However, inter-state entry tax, toll tax, parking charges, and other statutory charges incurred during official journeys outside Bihar, wherever applicable, shall be reimbursed by the Department on submission of original receipts and documentary evidence.
- b) The bidder shall ensure that all deployed vehicles are covered under a comprehensive insurance policy with unlimited third-party liability throughout the contract period. The Department shall not be liable for any loss, damage, accident, theft, or compensation arising out of the operation of the vehicle.
- c) The bidder shall be solely responsible for all claims, liabilities, compensation, damages, or legal proceedings arising out of any accident, negligence, or omission involving the deployed vehicle, its driver, or any third party.
- d) The bidder and the deployed drivers shall strictly comply with the provisions of the Motor Vehicles Act, 1988, the Central Motor Vehicle Rules, Bihar Motor Vehicle Rules, and all other applicable laws, rules, and regulations as amended from time to time.
- e) The bidder shall comply with all applicable labour laws, including but not limited to the Minimum Wages Act, Payment of Wages Act, Employees' Provident Fund (EPF), Employees' State Insurance (ESI), Payment of Bonus Act, Contract Labour (Regulation and Abolition) Act, and other applicable statutory provisions. The drivers and other personnel deployed by the bidder shall remain employees

of the bidder, and no employer-employee relationship shall exist between such personnel and the Department.

- f) The bidder shall be fully responsible for the conduct, discipline, and actions of the drivers deployed under the contract.
- g) If any deployed vehicle is detained, seized, or impounded by any law enforcement agency or statutory authority due to non-compliance with legal or statutory requirements, the bidder shall immediately provide a replacement vehicle of the same or higher category at no additional cost to the Department. Any loss arising from non-deployment shall be recoverable from the bidder.
- h) The deployed vehicle shall be used exclusively for official duties assigned by the Department. The bidder shall ensure the safety of passengers and shall not permit unauthorized persons to travel in the vehicle during official deployment.
- i) The bidder shall not divert or use any vehicle deployed for the Department for any other purpose without prior written approval. Unauthorized diversion of vehicles shall be treated as a breach of contract and may attract penalties.
- j) Chargeable mileage shall be calculated only from the designated reporting point specified by the Department until completion of official duty. Travel undertaken by the vehicle from its parking location to the reporting point and vice versa shall not be considered for billing.
- k) The bidder shall provide every deployed driver with a proper uniform and a photo identity card at its own cost.
- l) Wherever required by the Department, the bidder shall provide vehicles equipped with a GPS Tracking System and shall make available trip details, travel history, mileage, and movement records for verification.
- m) Monthly bills shall be submitted along with duly certified log books and other supporting documents. The Department reserves the right to deduct penalties, recoveries, or any other admissible amounts before releasing payment.
- n) Toll Tax, Entry Tax, Parking Charges, and other statutory levies incurred during official journeys shall be reimbursed by the Department on submission of original receipts, cash memos, or another valid documentary evidence, wherever admissible under the contract.

Xxiii. Additional Kilometers, Billing and Payment Conditions: The following terms shall govern the billing, payment, and deployment of vehicles under the contract:

- a) **Chargeable kilometers** shall be calculated only from the designated reporting point specified by the Department until completion of official duty. The distance travelled from the garage or parking location to the reporting point and back shall not be considered for billing.
- b) The driver shall maintain a daily Log Book, recording the opening and closing odometer readings, duty details and journey particulars. The Log Book shall be duly verified and signed by the concerned departmental officer/official on completion of duty.

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- c) The monthly hiring charges shall include vehicle operation up to the prescribed monthly kilometer limit (e.g., 1,000 km or 1,500 km, as applicable for the respective vehicle category). Any usage beyond the prescribed limit shall be payable at the per-kilometer rate quoted by the bidder in the Financial Bid.
- d) The bidder shall ensure availability of vehicles, including on weekends, public holidays, and beyond normal office hours, whenever required by the Department. Failure to provide the vehicle may result in the Department arranging an alternative vehicle at the bidder's risk and cost, and the additional expenditure incurred shall be recovered from the bidder's dues.
- e) Payments shall be subject to deduction of GST-TDS, Income Tax-TDS, and any other statutory deductions as applicable under the prevailing laws.
- f) The bidder shall nominate a Nodal Officer/Authorized Representative for coordination with the Department throughout the contract period and shall promptly communicate any change in such nomination.
- g) The bidder shall maintain an attendance register for the deployed drivers and produce the updated Log Book and attendance records before the designated departmental officer whenever required. Failure to maintain or produce such records may result in deduction from the monthly bill as determined by the Department.
- h) Wherever vehicles are engaged on a daily hiring basis, payment shall be made as per the approved daily hiring and per-kilometer rates quoted in the Financial Bid. All expenses relating to the driver's boarding, lodging, food, fuel, and other operational costs shall be borne by the bidder.
- i) The bidder shall deploy the required number and category of vehicles within the time specified by the Department. Failure to provide the requisitioned vehicles may attract penalties or recovery of additional expenditure incurred by the Department for arranging alternative transportation.

5. Eligibility Criteria:

Sl. No.	Eligibility Criteria	Documentary Evidence Required
1.	The bidder shall be a legally registered Proprietorship Firm, Partnership Firm, LLP, Company, or any other legal entity registered in India and engaged in the business of vehicle hiring/transport services.	Certificate of Incorporation/Registration Certificate/ Partnership Deed/Udyam Registration, as applicable.
2.	The bidder shall have a valid Goods and Services Tax (GST) Registration and Permanent Account Number (PAN).	Copy of GST Registration Certificate and PAN Card.
3.	The bidder shall have minimum average annual turnover of ₹ 50 Lakh during the	CA-certified Turnover Certificate along with Audited Balance Sheets.

	last three financial years (FY 2022-23, 2023-24 and 2024-25).	
4.	The bidder shall have successfully provided vehicle hiring services of minimum 05 vehicles for a year to Government Departments, PSUs, Autonomous Bodies, Statutory Authorities, or reputed private organizations during the last three years (April-2023 to March-2026).	Copies of Work Orders/Agreements
5.	The bidder shall have filed Income Tax Returns for the last three financial years (2022-23, 2023-24 and 2024-25).	Copies of Income Tax Returns (ITRs) along with Acknowledgements.
6.	The bidder shall not have been blacklisted, debarred, or banned by any Ministry/Department of Government of India, any State Government, PSU, Autonomous Body, or Statutory Authority as on the date of submission of the bid.	Notarized Affidavit on ₹100/- Non-Judicial Stamp Paper.
7.	The bidder shall submit the Earnest Money Deposit (EMD) of Rs 1,00,000/- (One lakh Only), Exempted for MSME under applicable Bihar Purchase Preference Policy-2024 and Bihar Purchase Preference (Amendment) Policy-2026, Government of Bihar.	EMD Shall be paid through E-Proc only or valid exemption certificate, if applicable.
8	The bidder shall be registered under the Employees' Provident Fund (EPF) and Employees' State Insurance (ESI) Acts and shall comply with all applicable statutory provisions	EPF Registration Certificate, ESI Registration Certificate and the latest EPF & ESI contribution challans/returns
9	The bidder shall submit an undertaking accepting all the terms and conditions of the tender without any deviation.	Duly signed Undertaking on the bidder's letterhead.

6. Instructions to the Tenderers/Bidders for E-Submission of Bids through the E-Procurement Portal

- i. The Department of Art & Culture, Government of Bihar invites e-Tenders under a Two-Bid System (Technical Bid and Financial Bid) from eligible, experienced and reputed agencies/firms for "Hiring of Vehicles on Rental Basis for Official Use of the Department of Art & Culture, Government of Bihar."

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The Tender Document may be downloaded from the following websites:

- **Bihar e-Procurement Portal:** <https://eproc2.bihar.gov.in>
 - **Department Website:** <https://state.bihar.gov.in/yac>
- ii. Bidders shall submit their bids only through the Bihar e-Procurement Portal using a valid Class-III Digital Signature Certificate (DSC). No manual, offline or physical submission of bids shall be accepted.
- iii. The Technical Bid and Financial Bid shall be uploaded separately in the prescribed formats available on the e-Procurement Portal.
- iv. Bidders are advised to complete the online bid submission process well before the prescribed deadline to avoid any technical issues. The Department shall not be responsible for delays arising due to internet connectivity, system failure, or any other technical reasons.
- v. For any assistance regarding registration, DSC or online submission of bids, bidders may contact:

Help Desk (e-Procurement Support)

Mjunction Services Limited

RJ Complex, 2nd Floor, Canara Bank Campus,

Khajpura, Ashiana Road, P.S. Shastri Nagar,

Patna – 800014, Bihar

Email: eproc2support@bihar.gov.in

Toll Free: 1800-572-6571

Working Hours: 8:00 AM to 7:00 PM (All days except Sundays and notified State Holidays)

7. Schedule of Bid Process

Sl. No.	Activity	Details
1	Availability of Tender Document	From Bihar e-Procurement Portal: https://eproc2.bihar.gov.in or Department Website: https://state.bihar.gov.in/yac
2	Mode of Submission	Online through Bihar e-Procurement Portal only
3	Date of Publication of Tender	23.09.2026
4	Pre-Bid Meeting (if applicable)	Physically: 01-10-2026 at 5:00 PM Venue: Director of Museum chamber, Department of Art & Culture, Vikas Bhawan (New Secretariat), Bailey Road, Patna – 800015

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	Last date, time and email for online pre-bid query submission	01.10.2026 up to 4:00 PM at artcultureyouth@gmail.com
5	Last Date & Time for Submission of Bids	13.10.2026 up to 6:00 PM
6	Opening of Technical Bids	14.10.2026 at 11:00 AM
7	Opening of Financial Bids	To be informed to technically qualified bidders through the e-Procurement Portal
8	e-Procurement Processing Fee	As per the Bihar e-Procurement Portal charges
9	Tender Document Fee	₹ 2,000/- (Two Thousand Only)-Non-refundable
10	Earnest Money Deposit (EMD)	₹1,00,000/- (One Lakh Only), payable through the e-Procurement Portal

The **Technical Bid** and **Financial Bid** shall be submitted electronically through the Bihar e-Procurement Portal within the stipulated date and time. Bidders shall be solely responsible for ensuring timely submission of their bids. No bid submitted after the prescribed deadline or through any mode other than the e-Procurement Portal shall be entertained.

The Technical Bids shall be opened by the Tender Evaluation Committee on the date and time specified above. The bids will be evaluated based on the eligibility criteria, technical responsiveness and submission of the requisite documents as stipulated in this Tender Document.

Only those bidders whose Technical Bids are found to be substantially responsive and technically qualified shall be considered for opening of the Financial Bids. The date and time for opening of Financial Bids shall be communicated through the Bihar e-Procurement Portal.

The contract shall ordinarily be awarded to the **Lowest Evaluated Responsive Bidder (L1)** whose bid is found to be technically responsive, financially competitive, and in conformity with all terms and conditions of the Tender Document.

The Department of Art & Culture, Government of Bihar reserves the right to accept or to reject bid without assigning any reason whatsoever. The decision of the Department in this regard shall be final and binding on all bidders.

8. Tender Document Fee

The bidder shall pay a **non-refundable Tender Document Fee** of ₹ 2000/- (Two thousand Only) through the e-Procurement Portal only. Any bid submitted without payment of the prescribed Tender Document Fee shall be treated as non-responsive and shall be rejected.

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9. Earnest Money Deposit (EMD)

- i. The bidder shall submit an Earnest Money Deposit (EMD) of ₹1,00,000/- (Rupees One Lakh only) through the Bihar e-Procurement Portal.
- ii. Bids not accompanied by the prescribed EMD shall be rejected, except where exemption is permissible under the prevailing Government procurement rules and valid documentary proof is furnished.
- iii. The EMD of unsuccessful bidders shall be refunded without interest after finalization of the tender.
- iv. The EMD of the successful bidder shall be refunded after submission of the prescribed Performance Security and execution of the Agreement.
- v. The EMD shall be liable to be forfeited if:
 - a) The bidder withdraws or modifies its bid during the period of bid validity.
 - b) The successful bidder fails to execute the Agreement within the prescribed time.
 - c) The successful bidder fails to submit the required Performance Security within the stipulated period.
 - d) The bidder furnishes false, misleading, or forged information/documents at any stage of the tender process.
 - e) The successful bidder refuses to undertake the work after issuance of the Letter of Acceptance/Work Order.

10. Bid Validity

The bids submitted by the bidders shall remain valid for a period of 180 (One Hundred Eighty) days from the last date of submission of bids. Any bid with a validity period shorter than 180 days shall be treated as non-responsive and shall be rejected.

11. Contract Period and Termination

- i. **Contract Period:** The contract shall remain valid for a period of **Two (02) Years** from the date of execution of the Agreement or issuance of the Work Order, whichever is later. The Department may extend the contract for a further one year on the same terms and conditions, subject to satisfactory performance of the agency, mutual consent, and administrative approval.

Performance Review The performance of the agency shall be reviewed periodically by the Department during the contract period. In the event of unsatisfactory performance, repeated complaints, non-deployment of vehicles, breach of contractual obligations, or violation of statutory provisions, the Department may initiate appropriate action, including termination of the contract.

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- ii. **Termination:** The Department reserves the right to terminate the contract, in whole or in part, by giving 30 (Thirty) days' prior written notice to the agency without assigning any reason.

However, the Department may terminate the contract with immediate effect, without any notice, in case of:

- Submission of false or fraudulent information;
- Breach of any material terms and conditions of the contract;
- Failure to provide vehicles as per contractual requirements;
- Persistent unsatisfactory performance;
- Blacklisting or debarment by any Government Department or statutory authority during the contract period.

Upon termination or expiry of the contract, the agency shall immediately withdraw all deployed vehicles and personnel and settle all contractual obligations without causing any disruption to the Department's official work.

12. Pre-Bid Queries

Interested bidders may submit their queries, if any, regarding the Tender Document through e-mail to the Department at artcultureyouth@gmail.com on or before **01.10.2026** at 04:00 PM in the format prescribed below. Bidders may also raise their queries during the Pre-Bid Meeting scheduled on the date, time and venue specified in the Tender Schedule.

The clarifications, corrigendum, or addendum, if any, shall be published only on the Bihar e-Procurement Portal and the official website of the Department of Art & Culture, Government of Bihar. Bidders are advised to regularly visit these websites for updates and re-submit your bid in case submitted before the addresses of pre bid quarries. No query shall be entertained after the scheduled Pre-Bid Meeting.

Format for Submission of Pre-Bid Queries

Sl. No.	Page No.	Clause No.	Provision in Tender Document	Clarification Sought
1				
2				
3				

Note: Only queries submitted in the above format within the prescribed timeline shall be considered. Queries received after the due date and time or in any other format may not be entertained.

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13. Process of Bid Submission

- i. The bids shall be submitted online only through the Bihar e-Procurement Portal (<https://eproc2.bihar.gov.in>). No offline or manual submission shall be accepted.
- ii. The bid shall comprise two parts, namely:
 - Technical Bid and
 - Financial Bid.
- iii. The bidder shall upload all documents in support of the eligibility criteria and other requirements specified in the Tender Document. All documents shall be duly signed by the authorized signatory.
- iv. All pages of the uploaded bid documents shall be serially numbered and indexed for easy reference.
- v. The bidder shall ensure that all uploaded documents are clear, legible, and readable. Illegible or incomplete documents may lead to rejection of the bid.
- vi. Bids submitted without the prescribed Tender Document Fee (where applicable), Earnest Money Deposit (EMD), or any mandatory document shall be treated as non-responsive and may be rejected.
- vii. The Department shall not be responsible for any delay or failure in submission of bids due to internet connectivity issues, technical glitches, or any other reasons beyond its control.
- viii. The bidder shall be solely responsible for the correctness, completeness, and authenticity of the information and documents uploaded on the e-Procurement Portal.

14. Technical Bid Evaluation

- i. The Technical Bids shall be evaluated by the Tender Evaluation Committee to determine whether the bidders satisfy the eligibility criteria and have submitted all the required documents as prescribed in the Tender Document.
- ii. During the evaluation process, the Department may seek clarification or additional information from any bidder regarding the documents submitted. Such clarification shall be sought only in writing through the e-Procurement Portal or official communication.
- iii. Failure of a bidder to furnish the required clarification within the stipulated time may result in rejection of the bid.
- iv. The Department reserves the right to verify the information and documents submitted by the bidder through independent verification, reference checks, or by contacting the concerned authorities/organizations.

- v. Any information found to be false, misleading, or materially incorrect shall render the bid liable for rejection without prejudice to any other action as deemed appropriate.
- vi. Only those bidders who meet all the eligibility requirements and whose Technical Bids are found to be substantially responsive shall be declared Technically Qualified.
- vii. Financial Bids of only the technically qualified bidders shall be opened on the date and time notified through the Bihar e-Procurement Portal.

15. Financial Bid Opening and Evaluation

- i. The Financial Bids of only those bidders who are declared technically qualified shall be opened on the date and time notified through the Bihar e-Procurement Portal.
- ii. The Financial Bid shall be evaluated strictly on the basis of the rates quoted by the bidders in the prescribed Financial Bid format.
- iii. The bidder quoting the Lowest Evaluated Responsive Price (L1) for the services, while meeting all technical, contractual, and statutory requirements of the Tender Document, shall ordinarily be considered for award of the contract.
- iv. If there is any discrepancy between the amount quoted in figures and in words, the amount quoted in words shall prevail
- v. If the bidder fails to accept the corrected amount or if there are material deviations in the Financial Bid, the bid may be rejected.
- vi. The Department reserves the right to seek clarification regarding the quoted rates, if considered necessary, provided that such clarification does not result in any change in the quoted price or substance of the bid.
- vii. In the event two or more bidders quote the same Lowest Evaluated Price (L1), the Department reserves the right to adopt an appropriate tie-breaking mechanism in accordance with the prevailing Government procurement rules.
- viii. The decision of the Department regarding evaluation of bids and selection of the successful bidder shall be final and binding on all bidders.

16. Performance Security

- i. The successful bidder shall furnish a Performance Security equivalent to 5% of the annual contract value (or such percentage as prescribed under the prevailing Government procurement rules) in the form of a Bank Guarantee/FDR/Demand Draft from a Nationalized/Scheduled Commercial Bank in favour of the Under Secretary, Department of Art & Culture, Government of Bihar.
- ii. The Performance Security shall be submitted within 15 days from the date of issuance of the Letter of Acceptance (LoA)/Work Order.
- iii. Failure to furnish the Performance Security within the stipulated period may result in cancellation of the award and forfeiture of the Earnest Money Deposit (EMD).

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- iv. The Performance Security shall remain valid for the entire contract period and an additional 60 days beyond completion of the contract.

17. Service Level Requirements

The agency shall ensure that:

- Vehicles are deployed strictly as per the Department's requirement.
- Vehicles report on time at the designated location.
- Vehicles remain clean, roadworthy, mechanically sound, and properly maintained.
- All statutory documents including Registration Certificate (RC), Insurance, Permit, Fitness Certificate and Pollution Under Control (PUC) Certificate remain valid throughout the contract period.
- Replacement vehicle is provided immediately in case of breakdown, accident, mechanical failure or any other operational issue.
- Drivers (where applicable) possess valid Driving Licence and maintain proper discipline, behaviour and uniform (if prescribed).
- No vehicle older than the age prescribed in the Tender Document shall be deployed.

18. Penalties

- In the event of failure to provide the vehicle as per the terms and conditions of the contract, the Department may impose suitable penalties, which shall be recoverable from the monthly bills or Performance Security.
- Repeated delays in deployment, non-availability of vehicles, deployment of vehicles not conforming to the prescribed specifications, or failure to provide timely replacement vehicles may attract penalties as determined by the Department.
- Deployment of vehicles without valid statutory documents or violation of applicable laws shall be treated as a material breach of the contract and may result in imposition of penalties, suspension of services, or termination of the contract.
- Misconduct, indiscipline, or inappropriate behavior by the driver shall require immediate replacement of the driver and may attract suitable penalties.
- Repeated instances of unsatisfactory performance or non-compliance with the contractual obligations may lead to termination of the contract, forfeiture of the Performance Security, and blacklisting/debarment in accordance with the prevailing Government rules.
- The decision of the Department regarding the imposition of penalties shall be final and binding on the agency.

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19. Insurance

The agency shall ensure that all deployed vehicles possess valid comprehensive insurance coverage throughout the contract period. The Department shall not be liable for any loss, accident, theft, damage, injury or compensation arising from deployment of the vehicles.

20. Force Majeure

Neither party shall be liable for failure to perform its obligations if such failure is caused by events beyond reasonable control, including natural disasters, war, riots, acts of Government, epidemics, strikes, or other force majeure events. The affected party shall notify the other party in writing within seven (7) days of the occurrence of such event.

21. Dispute Resolution

Any dispute arising out of or relating to this contract shall, in the first instance, be resolved through mutual discussions between the Department and the agency.

22. Arbitration

If the dispute cannot be resolved amicably within 30 days, the matter shall be referred to arbitration under the provisions of the Arbitration and Conciliation Act, 1996, as amended from time to time. The arbitration shall be conducted by a Sole Arbitrator appointed by the Department. The seat and venue of arbitration shall be Patna, Bihar, and the proceedings shall be conducted in the English language.

23. Jurisdiction

All disputes arising out of this Tender or the Contract shall be subject to the exclusive jurisdiction of the competent courts at **Patna, Bihar**.

24. Confidentiality

The agency and its personnel shall maintain strict confidentiality regarding all official information, records, documents, movements, and activities of the Department obtained during execution of the contract and shall not disclose such information to any third party without prior written permission of the Department.

25. General Conduct

The agency shall:

- comply with all applicable Central and State Government laws, rules, and regulations;
- ensure courteous and professional conduct of its personnel;
- promptly comply with lawful instructions issued by the Department;
- refrain from engaging in any activity detrimental to the interests or reputation of the Department; and
- remain solely responsible for payment of wages, statutory dues, taxes, insurance, and compliance with labour laws applicable to its employees.

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Annexure –(i) Letter of Acceptance

(To be submitted on the Letterhead of the Bidder)

Date:

To,

The Joint Secretary,
Department of Art & Culture,
Government of Bihar,
Vikas Bhawan, Bailey Road,
Patna – 800015.

Subject: Acceptance of Terms and Conditions of the Tender for *Hiring of Vehicles on Monthly Rental Basis/Daily basis for Official Use of the Department of Art & Culture, Government of Bihar.*

Sir/Madam,

I/We, M/s _____, having carefully read and understood the contents of the Tender Document, hereby unconditionally accept all the terms and conditions, eligibility criteria, technical specifications, scope of work, and other provisions contained therein.

I/We further undertake that:

1. We shall abide by all the terms and conditions of the Tender Document throughout the bidding process and, if selected, during the entire contract period.
2. The information and documents furnished by us are true, complete, and correct to the best of our knowledge and belief.
3. We understand that any false declaration or suppression of facts may result in rejection of our bid, forfeiture of the Earnest Money Deposit (EMD), termination of the contract, and any other action as deemed appropriate by the Department.
4. We agree that the decision of the Department of Art & Culture, Government of Bihar, regarding the evaluation of bids and award of the contract shall be final and binding upon us.

We hereby declare that we have no objection to any of the terms and conditions stipulated in the Tender Document.

Yours faithfully,

(Signature of the Authorized Signatory)

Name: _____

Designation: _____

Name of Firm/Agency: _____

Seal of the Firm

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Annexure –(ii) Non-Blacklisting Declaration
(To be submitted on a ₹100/- Non-Judicial Stamp Paper, duly notarized)

AFFIDAVIT

I, _____, S/o, D/o, W/o _____, residing at _____, being the **Authorized Signatory/Proprietor/Partner/Director** of M/s _____, do hereby solemnly affirm and declare that:

1. M/s _____ has **not been blacklisted, debarred, suspended, or declared ineligible** by the Government of India, any State Government, any Government Department, Public Sector Undertaking, Autonomous Body, or Statutory Authority as on the date of submission of this bid.
2. The firm is not under liquidation, insolvency, or any legal disability that would affect its ability to perform the contract.
3. I understand that if any declaration made herein is found to be false or incorrect, the Department of Art & Culture, Government of Bihar shall be at liberty to reject our bid, cancel the contract (if awarded), forfeit the EMD/Performance Security, and take appropriate action as per applicable rules.

I hereby verify that the above declaration is true and correct to the best of my knowledge and belief.

Place: _____

Date: _____

Signature of the Deponent
(Name & Designation)

For M/s _____

(To be notarized)

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Annexure –(iii) Basic Details of the Bidder

Sl. No.	Particulars	Details to be Furnished
1.	Name of the Firm/Agency/Company	
2.	Nature of Organization (Proprietorship/Partnership/LLP/Company/Others)	
3.	Name of Proprietor/Partner(s)/Director(s)	
4.	Registered Office Address	
5.	Correspondence Address	
6.	Name of Authorized Signatory	
7.	Designation of Authorized Signatory	
8.	Mobile Number	
9.	Telephone Number (if any)	
10.	E-mail ID	
11.	Website (if any)	
12.	Year of Establishment/Incorporation	
13.	Registration Number & Date	
14.	PAN Number	
15.	GSTIN	
16.	Bank Name	
17.	Branch Name	
18.	Account Number	
19.	IFSC Code	
20.	Name & Contact Details of Nodal Officer/Authorized Representative	

Declaration

I/We hereby certify that the information furnished above is true, complete, and correct to the best of my/our knowledge and belief. I/We understand that any false or misleading information may result in rejection of the bid.

Name of the Authorized Signatory _____

Designation _____

Signature _____

Seal of the Firm/Agency _____

Date _____

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Annexure –(iv) Financial Turnover of the Bidder
(To be certified by a Chartered Accountant along with supporting documents)

Sl. No.	Financial Year	Annual Turnover (₹)
1.	2022-23	
2.	2023-24	
3.	2024-25	
	Average Annual Turnover	

Supporting Documents to be enclosed:

1. Audited Balance Sheet and Profit & Loss Account for F.Y. 2022-23, 2023-24 and 2024-25
2. Certificate from a Chartered Accountant certifying the turnover for the above financial years.
3. Copies of Income Tax Returns (ITR) for F.Y. 2022-23, 2023-24 and 2024-25

Certificate by Chartered Accountant

This is to certify that the above turnover details are true and correct as per the books of accounts and records of M/s _____.

Name of Chartered Accountant _____

Membership No/UDIN _____

Firm Registration No. _____

Signature & Seal _____

Date _____

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Annexure – (v) Details of Work Experience
Work Experience of the Bidder

(The bidder shall furnish details of experience in providing vehicles on hire to Government Departments, PSUs, Autonomous Bodies, Statutory Authorities, or other reputed organizations during the last three years.)

Sl. No.	Name of Client/Organization	Nature of Work	Contract Period (From-To)	No. of Vehicles Supplied	Contract Value (₹)	Contact Person & Mobile No.
1.						
2.						
3.						
4.						
5.						

Supporting Documents to be Enclosed

The bidder shall attach self-attested copies of the following:

1. Work Orders/Contract Agreements issued by the client(s).
2. Completion Certificates/Performance Certificates; or
3. Copies of Work Orders along with satisfactory service certificates or payment proof, wherever completion certificates are not available.

Declaration

I/We hereby certify that the above information is true and correct. The Department may verify the details from the respective client organizations, and any false or misleading information shall render the bid liable for rejection.

Name of the Authorized Signatory _____

Designation _____

Signature _____

Seal of the Firm/Agency _____

Date _____

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Annexure- (vi) Financial Bid Submission Format
(Hiring of Vehicles on Monthly Rental Basis for Official Use of the Department of Art & Culture, Government of Bihar.)

Part-A: Monthly Hiring Charges				
Sl. No.	Category of Vehicle	Monthly Hiring Charges (Up to 1,000 km) (₹)(without GST)	Monthly Hiring Charges (Up to 1,500 km) (₹)(without GST)	Additional Charges beyond 1000/1,500 km (Per km) (₹)(without GST)
1	Toyota Innova Crysta / Tata Safari / Mahindra XUV700 / Tata Hexa or equivalent (AC)			
2	Mahindra Scorpio / Maruti Suzuki XL6 / Maruti Suzuki Ertiga / Mahindra XUV300 / Mahindra XUV500 or equivalent (AC)			
3	Mahindra Bolero / Maruti Brezza / Maruti Swift Dzire / Maruti Baleno or equivalent (AC)			

Part-B: Daily Hiring Charges (Minimum 200 km per day)			
Sl. No.	Category of Vehicle	Daily Hiring Charges (Up to 200 km) (₹)(without GST)	Additional Charges beyond 200 km (Per km) (₹)(without GST)
1	Toyota Innova Crysta / Tata Safari / Mahindra XUV700 / Tata Hexa or equivalent (AC)		
2	Mahindra Scorpio / Maruti Suzuki XL6 / Maruti Suzuki Ertiga / Mahindra XUV300 / Mahindra XUV500 or equivalent (AC)		
3	Mahindra Bolero / Maruti Brezza / Maruti Swift Dzire / Maruti Baleno or equivalent (AC)		

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Declaration

I/We hereby certify that:

- The rates quoted above are inclusive of all costs except applicable GST.
- The quoted rates shall remain valid for the entire validity period of the bid and, if selected, throughout the contract period.
- I/We have carefully examined the Tender Document and agree to abide by all the terms and conditions contained therein.

Name of Bidder _____

Authorized Signatory _____

Designation _____

Name of Firm/Agency _____

Seal of the Firm _____

Mobile No. _____

E-mail ID _____

Date _____

Place _____

Important Instructions

1. The Financial Bid shall be submitted **only through the Bihar e-Procurement Portal**.
2. Rates shall be quoted **in Indian Rupees (₹)**, inclusive of fuel, driver charges, maintenance, insurance, road tax, permit, wages, statutory compliances, and all other incidental expenses, **excluding GST**.
3. GST shall be paid separately, as applicable.
4. The quoted rates shall remain **firm and fixed** throughout the contract period.
5. The bidder shall quote rates for **all categories of vehicles**. Failure to quote rates for any category may render the bid non-responsive.



Annexure- (vii) : Index/Table of Content

Sl. No.	Documents required as per Tender Conditions	Submitted (Yes/No)	Page No
1.	Certificate of Incorporation/ Registration Certificate/Partnership Deed/Udyam Registration, as applicable.		
2.	Copy of GST		
3.	Copy of PAN Card.		
4.	CA-certified Turnover Certificate		
5.	Audited Balance Sheets		
6.	Copies of Work Orders/Agreements		
7.	Copies of Income Tax Returns (ITRs) along with Acknowledgements		
8.	Notarized Affidavit on ₹100/- Non-Judicial Stamp Paper.		
9.	EMD		
10.	valid exemption certificate, if applicable.		
11.	EPF Registration Certificate		
12.	ESI Registration Certificate		
13.	latest EPF & ESI contribution challans/returns		
14.	Annexure- (i)		
15.	Annexure- (ii)		
16.	Annexure- (iii)		
17.	Annexure- (iv)		
18.	Annexure- (v)		

Signature of Authorized Signatory-----

Name _____

Designation: _____

Seal Of Firm/Agency _____

Date-----

Signature

Checkmark