

## TENDER DOCUMENT

### INSTRUCTIONS TO BIDDERS

1. Sealed tenders are invited under two bid system from the reputed transporters / agencies for Hiring of one AC vehicle on monthly basis at Directorate of Secondary Education, Jharkhand, Ranchi. The immediate requirement is one vehicle at present.
2. The firms fulfilling the following criteria, may deposit their bids super scribed as “Hiring of AC vehicles on monthly basis” and address it to "**The Director, Secondary Education, Jharkhand, Ranchi (3<sup>rd</sup> Floor, MDI Building), Dhurwa, Ranchi-834004** so as to reach on or before 11-10-2021 till 2:00 PM, or the tender may be dropped in Tender Box placed at **3<sup>rd</sup> Floor, MDI Building, Dhurwa, Ranchi-834004**.
3. The technical/commercial tender in two separate sealed covers with technical bid marked clearly as “Technical Bid” and financial proposal marked as “Financial Bid”.
4. Directorate of Secondary Education, Jharkhand, Ranchi will not be responsible for any delay or loss of document in transit due to any reason.
5. Tender should be submitted in the prescribed Tender Document obtained from the office of Directorate of Secondary Education, Jharkhand, Ranchi.
6. The quote is expected only for Type Innova (Crysta), Innova, Ciaz, Swift Dezire and any Electric four wheeler vehicle. One or more type of vehicles can be quoted but only one vehicle in each type can be submitted by the agency.

**TWO BID SYSTEM:** The bid should be submitted in a sealed cover in two parts as under

- I. Technical Bid
- II. Financial Bid

- I. **TECHNICAL BID:** Envelope should have superscribed "Technical Bid for hiring of AC vehicles on monthly basis" and it should contain the following information and mandatory documents:

<b>Sl No.</b>	<b>Documents/Description of Agency</b>
1	Name of Agency (letterhead copy)
2	Full Address of registered office Telephone No., Email Address. The owner name and his phone no. (On letterhead)
3	Registration certificate of Agency
4	Photocopy of PAN Card
5	Service Tax Registration No/GST No.

6	No. of Vehicles registered with the agency (with vehicle detail list)
7	Self declaration regarding non blacklisted within 3 previous years by any Govt. office situated in Jharkhand.
8.	Declaration about supplying the quoted vehicle within 7 days of work order and direction for agreement.
9.	The RC of the quoted vehicle along with agreement of agency and the owner (if rented).
10.	Quoted vehicles details as below:

<b>Type of vehicle bided</b>	<b>Vehicle Regn. No.</b>	<b>Model &amp; year make</b>	<b>Total KM run (as on day)</b>
Innova (Crysta)			
Innova			
Ciaz			
Swift Dzire			
Electric Vehicle			

**NOTE:**

The Evaluation Committee constituted by the Director will technically evaluate the contents as above. Minimum 70% marks are required to be declared technically qualified. Those technically qualified will only be considered for price evaluation (Financial bid). Price should not be quoted with technical bid; otherwise the tender will be rejected without any consideration and correspondence.

In absence of minimum two technically qualified bids (in any type of vehicle), the minimum marks for technical qualification shall be reduced to 50%. Decision of the Director, Secondary Education, Jharkhand, Ranchi on the eligibility for qualifying technical bids shall be final and no representation shall be considered in this regard.

## II. FINANCIAL BID

The second envelope should have superscribed "Financial bid for hiring of AC vehicles on monthly basis" and it should be in following format only:

### "The format for bidding the Vehicle "

<b>Type of vehicle bided</b>	<b>Vehicle Regn. No.</b>	<b>Quoted Rent per month. (In figures) Quoted rent are inclusive of all taxes and cost of fuel upto 1300 km per month</b>	<b>Quoted Rent per month. (In words) Quoted rent are inclusive of all taxes and cost of fuel upto 1300 km per month</b>	<b>Quoted Driver charge per month (Optional for authority)</b>
Innova (Crysta)				
Innova				
Ciaz				
Swift Dzire				
Electric Vehicle				

The rates quoted shall be fixed during the contract period, irrespective of the increase in fuel rates, if any, occurring during the contract period. All repairs and maintenance, running costs, fuel, lubricants, salaries of drivers, taxes, etc. necessary for the running & maintenance of vehicle will be borne by the contractor.

The successful bidder will have to enter into an agreement of Rs. 100 Non-Judicial Stamp paper.

**Process of evaluation**

**(A) Technical Points** : (75% weightage)

**Registration Period of Vehicle** Below 1 year 10 Marks  
as on 01.08.2021

1-3 Years 7 Marks

more than 3 years 3 Marks

**Running KM till Bidding date** Up to 20,000 km 10 Marks

20,000-40,000 km 7 Marks

Above 40,000 km 3 Marks

**Registration years of The agency** Below 2 years 2 Marks  
as on 01.08.2021

1-3 Years 3 Marks

more than 3 years 5 Marks

(B) Financial Points : (25% weightage)

Quoted rate (for particular type) : Quoted lowest bid (x)20

Quoted bid

(Quoted Bid amount excluding driver cost)

The marking shall be given for each type of vehicles separately considering the technical and financial bids. In each type of vehicle, Highest of A + B i.e. H1 shall be called for quoted vehicle inspection & price negotiation. It shall not be mandatory for authority to allot work contract to H1 solely on the H1 qualification rather the physical condition of vehicle should be commensurate with the quoted details and quoted price. In case H1 vehicle is not found satisfactory than H2 shall be called for the further process. Any type of vehicle scoring H1 than H2 whatever case may be, can be called in any order for inspection.

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**General Terms & Conditions bidder should satisfy are as mentioned below:**

1. The tenderer should have a registered established car rental / travel agency firm having the requisite models of vehicles for hiring. The vehicle provided should not be older than 2017 models.
2. The bidder should be registered office holder in Ranchi.
3. The financial rate should be including the cost of monthly vehicle hire and 1300 KM (with fuel cost).
4. The monthly cost of driver should be quoted separately.
5. The rent of vehicle and cost of driver should be quoted including of all taxes.
6. The bidder should submit the bid in above mentioned format.
7. The Directorate reserves the right to reject any vehicle selected in H1 process after examination.
8. Declaration of providing the quoted vehicle in 7 days of issuing of work order.
9. The Directorate reserves the right to issue work order with or without driver which shall be binding to the bidder.
10. All vehicles should be registered and should be neat and clean and accident, rust and dent free & also should be in good and sound condition mechanically. Vehicle should report for duty with sufficient fuel for the day's duty (Say a Minimum 20 Liters). The vehicle shall be available for duty on 24x7 basis.
11. Punctuality will have to be ensured and log books shall be maintained by the drivers for this purpose.
12. The accident risks for drivers and vehicles be covered by comprehensive insurance and Directorate of Secondary Education, Jharkhand, Ranchi shall not take any liability on this account.
13. The vehicles deployed by the agency should either be registered in the name of agency and in case of hired by the agency from open market, there should be agreement copy produced between owner and agency.
14. Change in deployment of vehicles or drivers shall be allowed only in exceptional circumstances and only with prior information/approval of the Director.

15. The rates approved through the bid will be effective from the date of the approval of bid for one year which can be extended on yearly basis at the discretion of the Director, Secondary Education, Jharkhand. The selected agency and/or the approved rate can be used for work order for more than immediate requirement at present.
16. The contractor must also ensure that all the necessary documents (Registration certificate, Insurance papers, PUC certificate etc.) are provided to the driver deployed for duty by agency or directorate as the case may be.
17. TDS will be deducted as per the rates prevailing at the time of providing the service.
18. The driver provided by the contractor should fulfill the following conditions:
  - a. Should be in possession of valid commercial driving license issued by RTO for the class of vehicle he has to drive.
  - b. Should wear uniform which should be properly washed and ironed.
  - c. Should not smoke; chew Pan/Pan masala/Tobacco inside the car both while driving and otherwise.
  - d. Should not indulge in any activity inimical to security of the officers traveling in his car.
  - g. Should be in possession of Mobile phone with valid connection.
19. The names and addresses of the driver should also be furnished to the Director, Secondary Education, Jharkhand when directed to do so by directorate.
20. Submission of bills and payments:
  - (a) The payment will be made on monthly basis on submission of bills duly supported by duty slip/log sheet duly signed by concerned officer.
  - (b) No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work.
  - (c) The contractor should submit details of his Bank Account for making payments through PFMS.
  - (d) No night charges will be payable for Local or outstation duties.
21. At the discretion of the Director, Secondary Education, Jharkhand, the tender process can be terminated at any time

without any notice or contract of agreement can be terminated with one month notice.

22. The vehicle should be with standard seats, which should be agreed with seating capacity as the RC book and other relevant documents.
23. All expenditure in connection with Petrol/ Diesel/ CNG, Pollution check, maintenance of vehicle, road taxes, insurance and any other incidental expenditure shall be borne by the service provider.
24. The vehicle must be made available at any given time and day as desired by this office.
25. In case of break down or disruption due to any other reason, the vehicle shall be replaced by a substitute vehicle & driver immediately so that there shall be no loss of time.
26. The firm should have valid service tax/ GST/ TIN / PAN Numbers etc.
27. The invoice/billed amount should specifically mention the Service Tax/GST component. No Service Tax will be paid if the operator fails to provide proof of valid Service Tax registration.
28. The rates once quoted should not be altered for any reasons except on negotiation by the authority.
29. The bid shall remain valid for 90 days after the date of opening of bids. A bid valid for a shorter period shall be rejected by the Director, Secondary Education as non-responsive.
30. Any violation of any terms of agreement or non providing the selected vehicle within 7 days or extended time by Director, Secondary Education on its sole discretion, shall result into blacklisting of the bidder.

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