



# INFRASTRUCTURE DEVELOPMENT AUTHORITY

( A Govt. of Bihar Undertaking )

1st Floor, Udyog Bhawan, East Gandhi Maidan, Patna - 800004

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## TENDER FOR HIRING OF COMMERCIAL VEHICLES

### TENDER NOTICE No- 20 /TEN/IDA/18

Sealed tenders are invited from reputed registered travel agencies under "Two-bid" system-Technical Bid and Financial Bid to provide commercial vehicles on hiring basis to the Infrastructure Development Authority hereinafter called IDA.

Detailed information of the Tender Document can be seen & downloaded from the IDA website [www.idabihar.com](http://www.idabihar.com). The bidder has to submit non-refundable tender processing fee of 1000/- (Rupees One Thousand only) through a demand draft in favour of Infrastructure Development Authority payable at Patna along with the Technical Bid. Tender Document complete in all respects in a sealed envelope to be dropped in Tender Box by **3:00 p.m. on 23-11-2018**. Technical bid will be opened on 23-11-2018 **at 4:00 p.m.** at Conference Hall, IDA, Patna. The tenders received late or tenders without Processing Fee/Conditional tenders/Incomplete Tenders in any respect would be rejected. The IDA reserves the right to accept or reject any or all tenders without assigning any reason. The finalized bidder will have to enter into a legal contract/agreement with the IDA before rendering its services. Any query relating to this tender may be enquired on 9308894086

## II. ELIGIBILITY CRITERIA

### Technical bid envelop should contain the following:-

1. The Bidder must be a legally constituted Proprietary firm/Partnership firm/ Limited Company/Corporate Body, who possess the required licenses, registrations etc., as per law valid at least for 12 months from the date of the opening of tender for providing commercial vehicles on monthly rent and daily need basis requirement
2. The Bidder shall have an experience of travel agency services for at least 2 years supported by document justifying such experience
3. Financial Turnover during the last 3 years ending 31st March 2018 should be at least 05 Lakh (Five Lakh) in any one year. Audited Balance Sheet must be attached.
4. There should be no case pending with the police/court/Black Listed against the Proprietor/Firm/Partner or the Company (Bidder). Affidavit in this regards to be provided
5. The Bidder shall have the following Registrations and details of the same be provided in the Technical Bid:
  - (i) Company/Firm Registration
  - (ii) GST
  - (iii) PAN
6. Income tax return for the last 2 years

7. At present the requirement of vehicles by IDA on monthly basis shall be tentatively Four / Five and in addition to that daily need basis requirement is also prevailing. The number of vehicles may be increased or decreased depending upon the need of IDA.
8. Self undertaking to be provided regarding information submitted in the bid is correct and if found false in future also, contract may be terminated  
**Note: Proof in support must be enclosed for above eligibility criteria.**

### III. PROCEDURE

1. Tender Bids should be placed in a properly sealed envelope addressed to **The Director (Administration), Infrastructure Development Authority, 1<sup>st</sup> Floor, Udyog Bhawan, East Gandhi Maidan, Patna-800004.**  
Technical bid along with Tender processing Fee be **put up in a separate envelop** and the Financial Bid should be **put in separate sealed another envelope**, clearly indicating "TECHNICAL BID" and "FINANCIAL BID" with the details of the Bidder. Both sealed Technical & Financial Bid's envelops should be **put in one envelope and must be super scribed "Tender for Hiring of vehicles"** with the name, address & phone nos. of the Bidder. The tender must be dropped in Tender Box of IDA on the date & up to the time mentioned in the tender notice and the technical bid will be opened in Conference Hall, IDA on the day and time specified for the same in the presence of Bidders or their authorized representatives.
2. The Bidder shall acquaint himself dully with IDA working environment before quoting the rates. No compensation on account of any difficulties will be entertained at a later date after award of works.
3. That the technical bid shall be opened first and only the eligible bidders selected by Tender Committee shall participate in the financial bid which shall be opened on the date further fixed by the Tender Committee.
4. In case the Bid being submitted by a firm, it must be signed separately by each partner thereof or in the event of the absence of any partner, it must be signed on his behalf by a person holding a power of attorney authorizing him to do so or in the case of a company, the tender be signed in the manner laid down in the said Company's Article of the Association. The signatures on the tenders will be deemed to be the authorized signatures.
5. **An Index page showing contents/annexure & page no. should be annexed first followed by relevant documents with proper page numbering & signed by the owner of the firm or his Authorized Signatory** as token of acceptance of Terms & Conditions. In case the tenders are signed by the Authorized signatory, a copy of the power of attorney/ authorization may be enclosed along with tender.

6. The bidder must ensure that the conditions laid down for submissions of offers are complete and correctly filled. The rates and units shall not be overwritten and shall be in both i.e. figures and words.
7. In case two or more agencies are found to have quoted the same rates, the Tender Committee may recommend for selection of all such agencies to have quoted lower rate . The decision of the Managing Director IDA shall be final.
8. Any changes with respect to this tender will be notified through website [www.idabihar.com](http://www.idabihar.com) only.
9. IDA reserves the right to accept or reject any or all the tenders at any stage without assigning any reason.
10. It shall be ensured that every page of Tender document is dully numbered and signed with seal of the bidder without any cutting and over writing.

#### **IV. TERMS AND CONDITIONS**

1. The bidder must provide information about his Agency as per **Annexure-I** i.e., Technical Bid and as per **Annexure -II** –i.e., Financial Bid
2. On acceptance of the tender, the Bidder shall deposit Performance Security in the form of Demand Draft of Rs. 25,000/- (Twenty five Thousand) only to IDA, Patna within 07 days of the award of the contract which will be refundable without interest after completion of the contract.
3. The performance security amount shall be released without interest after two month of completion of contract period only after being satisfied of the successful completion of the contract. In case any complain, the security deposit shall be discharged only after adjusting all dues.
4. The agency shall assign the job of driving of hired vehicles to qualified an expert licence driver and also assume full responsibility for the safety and security while driving.IDA have no direct or indirect liability arising out of negligent, rash driving which is an offence under any section of IPC and any loss caused to the property of IDA have to be suitably compensated by the agency.
5. The bidder should be capable of supplying of all type of commercial vehicles
6. All necessary taxes for operating the vehicles commercially should be fully paid and all necessary papers shall be provided in vehicle as required by prevailing Motor Vehicle Act at with comprehensive insurance covered for the vehicle.
7. The vehicle should be new or not more than three years old and in good running condition.
8. Agency will remain in constant touch with concerned officer of IDA for better understanding and effective work.
9. **Urgent requisition for vehicle may also be made on telephone which shall have to be complied by the agency immediately within hour as per need otherwise penalty should be imposed.**
10. Agency is bound to provide vehicle with drivers throughout the month including Sunday and other holiday and providing proper replacement for the absent driver or vehicle in case of absence.

11. Vehicles operating on monthly basis should not be changed without the prior permission of the authority
12. Before sending the vehicles for duty on monthly basis or outstation to, agency should ensure regarding vehicle fuel and condition otherwise any amount during the journey expense by the IDA official towards fuel or break down of the vehicles; penalty will be imposed, as double of the amount expense by the IDA official.
13. Driver should be well behaved, courteous and well versed with Bihar Route.
14. Driver should have driving licence and mobile phone with him for the purpose of communication. No mileage will be allowed for dinner/ lunch/etc to the driver.
15. The meter readings shall start/ terminate from and to the place of demand in Patna as may be required but chargeable distance from vehicle garage in this respect shall not be more than 5 KM in each way. The definition of the "night halt" means the detention of the driver overnight.
16. Parking charges, toll charges while on duty to IDA shall be payable on actual basis on submission of payment receipt / challan with the monthly bill
17. In case agency fails to provide the vehicle in time , IDA have right to hire the vehicle from other agency on the same rate or rate approved by District Administration, Patna
18. In case agency fail to provide the particular vehicle, agency can provide other vehicle of same category and duly intimate the concern controlling officer
19. Agency will provide vehicle in proper good condition with sufficient fuel
20. The quoted rate for hire charges/ month includes driver salary, cost of fuel and lubrication etc. The quoted rate shall be inclusive of taxes, fees and other charges and nothing shall be paid over and above the fixed rate of the vehicle.
21. The agency should submit their bill with duly signed logged book / duty slip. Payment will be made after deduction of any taxes as per government rule applicable
22. The period of agreement will be initial for one year from the date of agreement and it may be extended for further one year depending upon satisfactory performance. During the period of agreement quoted rate will not be changed.
23. The decision of Managing Director, IDA in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Agency.
24. An agreement shall be signed with the designated/authorised person of the successful agency.
25. The Managing Director, IDA shall be the sole authority to decide and judge the quality of the service rendered by the Agency and all other matters and his decision shall be final and binding.

26. **Termination:** The Contract may be terminated by giving one month prior notice, in case the agency:

- a. Assigns or sub-contracts any of this service.
- b. Violation/contravention of any of the terms and conditions mentioned herein.
- c. Does not improve the performance of the services in spite of instructions.
- d. Any violation of instruction/agreement or suppression of facts.
- e. Contractor being declared insolvent by competent court of law.

If agency willing to rescind this contract, a two months notice in advance should be produced by the agency.

During the notice period for termination of the contract in the situation contemplated above, the agency shall keep on discharging his duties till the expiry of notice period.

27. **Penalty**

- a. In case of pre mature termination of the contract due to any of the clauses of Termination the security amount shall be forfeited.
- b. If agency fail to comply satisfactory services penalty can be impose upto 10% of the amount of the particular bill and in this regard decision of the Managing Director of the IDA will be final

28. **Arbitration:** In case of any dispute or differences arising on terms and conditions, the same shall be settled by reference to arbitration by the Sole Arbitrator to be appointed by Managing Director, IDA.

29. **Jurisdiction:** In case of any dispute, the jurisdiction shall be the Court at Patna only.

Read and accepted  
(Full Name, Signature & Stamp of the Bidder)

ANNEXURE-I  
(To be submitted on Letter Head of the Registered Agency)

**TECHNICAL BID  
PERFORMA FOR PROVIDING COMMERCIAL VEHICLES ON HIRING BASIS**

Technical Bid should indicate following information along with the Self-attested photocopies of supporting documents:

1. Name of Firm/Agency: \_\_\_\_\_
2. Registered address: \_\_\_\_\_  
\_\_\_\_\_
3. Branch Address, if any \_\_\_\_\_  
\_\_\_\_\_
4. Phone/Fax No. \_\_\_\_\_
5. Email Address: \_\_\_\_\_
6. Type of Organization: \_\_\_\_\_  
(Whether sole proprietorship/partnership/society/  
Private Limited for Cooperative body etc. attach proof)
7. Name of Proprietor/Partners/  
Directors of the Organization/Firm. \_\_\_\_\_

<u>Payment Details</u>
DD No. _____
Date _____
Amount _____
Bank _____

Sl. No.	Documentary Proof of	Registration No. with Date & validity up to	Proof Attached (If Yes then Page no.)
1	Proof of incorporation/Proof of registration		
2	Work experience certificate		
3	Financial turnover (last 2 years)		
4	Affidavit that no case pending with police / court/Black Listed		
5	GST		
6	PAN Number		
7	Income tax return for the last two years		
8	Self undertaking attached regarding information submitted is correct		
9	Any other relevant information		

Name and signature of the bidder along with seal

ANNEXURE-II

(To be submitted on Letter Head of the Registered Agency)

**FINANCIAL BID**

**PERFORMA FOR PROVIDING COMMERCIAL VEHICLES ON HIRING BASIS**

S.No.	Type of vehicle	Rate in Rupees (Exclusive of all the taxes)						
		Local Booking	Outstation Booking			Monthly Booking		
		Full day (80 Km/12 Hr)	Basic Rate (Rs.)/Km	Night Halt	Minimum Chargeable (KM) Per Day	Upto 1200 KM	Upto 1500 KM	Extra rate per KM
1	Indica / Swift / Other equivalent Vehicles Non-AC							
2	Indica/ Swift / Other equivalent Vehicles AC							
3	Indigo / other equivalent Vehicles Non-AC							
4	Indigo/ other equivalent Vehicles AC							
5	Scorpio / other equivalent Vehicles Non-AC							
6	Scorpio/other equivalent Vehicles AC							
7	Innova AC							

**Note : Non-adherence to these stipulated condition may lead to non- conditions of the bid at all.**

Name and signature of the bidder along with seal

(On 1000/- Non-Judicial Stamp Paper to be signed by the finalized bidder, before rendering services to the IDA)

### **CONTRACT AGREEMENT**

This agreement is made on ..... between Infrastructure Development Authority, Patna (Hereinafter called IDA which expression shall unless excluded by repugnant to context, include his successors and assignees) and ..... (Hereinafter called the Agency which expression shall unless excluded by or repugnant to context, include his successors and assignees) on the other part. The agreement shall remain valid from..... to.....

1. Whereas IDA has invited tender providing Commercial Vehicles on hiring basis to the IDA for official work
2. The scope of services to be rendered can be increased or decreased as per requirement and the monthly payable for that will be increased or decreased as per the rate already approved.
3. The contract period shall be initially for a period of..... with effect from.....to..... which can be extended on satisfactory performance and mutual consent of both the parties for the additional period.
4. It shall be the sole responsibility of the Agency to ensure effective services and if there is any loss/damage during the duties, the same shall be recovered from the agency.
5. The Agency will take all steps as required under law in case of any loss or other contingency in consultation with the IDA.
6. The Agency has to furnish a Performance Security of..... (Rupees.....only) in shape of DD No. .... in favour of Infrastructure Development Authority, payable Patna which shall carry no interest.
7. That in case of any dispute arising between the parties with respect to the contract, interpretation of the terms or any claim whatsoever, the Managing Director, IDA or any person appointed by him shall be the sole Arbitrator to decide the matter and the provisions of Arbitration and Conciliation Act 1996 shall be applicable. The Agency shall have no objection to the designated arbitrator or other appointed person as arbitrator by him. The place of arbitration proceedings shall be at Patna.
8. All vehicles in good running condition with licence, expert drivers with sufficient fuel, etc will be provided by the agency.
9. The Agency will not sub-let this contract of these services to any other agency or individual(s).
10. The Contract amount of this work is as per the rate approved.
11. The Agency will be responsible for compliance of various statutory obligations with Motor Vehicle Act.
12. The Agency shall maintain absolute security with regard to all the matter that comes to his knowledge by virtue of this contract.



13. The responsibility for implementing the instructions/ guidelines for working on National holidays and Sundays would be of the Agency.
14. It is clearly understood by both the parties that this agreement is a commercial agreement and not one is creating any employment.
15. Any loss due to negligence, if proved will be compensated by the Agency.
16. Decision of IDA in regard to interpretation of the Terms and Conditions and the Contract Agreement shall be final and binding on the Agency.
17. That in case of any loss being suffered by IDA or the violation of the terms and conditions of contract; the IDA shall have right to deduct all claims against Agency and IDA shall have right to forfeit and deduct the claim amount from the security amount partly or entirely as per the claim.
18. That in case if the Agency withdraws from the contract within the period of contract, the IDA shall forfeit the security amount without any refund.
19. The terms and condition and rates will be as per tender document and contractor hereby agree to commence the work as per tender documents
20. This is responsibility of contractor that all papers / Documents / Driving Licence related with vehicle to be submitted during his contract period will be correct and true.
21. **Termination:** The Contract may be terminated by giving one months notice, in case the agency:
  - a. Assigns or sub-contracts any of this service.
  - b. Violation/contravention of any of the terms and conditions mentioned herein.
  - c. Does not improve the performance of the services in spite of instructions.
  - d. Any violation of instruction/agreement or suppression of facts.
  - e. Agency being declared insolvent by competent court of law.

If agency willing to exit this contract, a two months notice in advance should be produced by the agency.

**22. Penalty:**

**a.** In case of pre mature termination of the contract due to any of the clauses of **Termination** the security amount shall be forfeited.

**b.** If agency fail to comply satisfactory services penalty can be imposed upto 10% of the amount of the particular bill and this regard decision of the managing director of the IDA will be final

**23. Arbitration:** In case of any dispute or differences rising on terms and condition, the same shall be settled by reference to arbitration by sole Arbitrator to be appointment by managing director, IDA

**24. Jurisdiction:** In case of any dispute, the jurisdiction shall be the Court at Patna only.

THIS WITNESS WHEREOF both the parties have subscribed their respective hands with their seal in PATNA in the presence of the witness:

**For IDA, Patna**

**For( Agency)**

Witness:

Witness:

1.

1.

2.

2.