

Women Development Corporation, Bihar
(Department of Social Welfare, Govt. of Bihar)
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Bid guideline for hiring the service travel agency

Sealed tender under 2 bid system is invited from registered travel agents for providing vehicle service. Vehicles are required on both monthly and hourly basis. The empanelment is proposed for a period of three year which may be extended by one more year based on the performance of the agency and need for the service.

I. The brief Scope of Service requirement is as follows:

1. Vehicles on monthly and hourly basis are to be provided. The no. of vehicles required on 'monthly basis' will be informed to the selected agency later. The requirement of vehicle on 'hourly basis' and 'per km basis' will be as per need.
2. The monthly hired vehicle may be required to work on all 7 days of the week. The duty hour shall extend up to 12 hours. Under exceptional circumstance, it may extend beyond 12 hours also.
3. Service of only commercial license vehicles are to be given.
4. The vehicle provided by the agency should be maximum two years old, preference will be given to new vehicles.
5. The vehicles should be in good working condition with all required papers.
6. The vehicles provided shall be GPS enabled.
7. The drivers of the vehicle shall possess valid driving license.

II. Eligibility Criteria:

The agency should possess the following:

1. Registration of the agency under Shop & Establishment Act or any other similar act.
2. GST registration.
3. PAN Card
4. Average annual turnover from similar activities of Rs.50 lakhs in the last 3 financial years.

5. Income tax return of last 3 FYs.
6. Experience of providing vehicle services to Government / PSUs. The agency has to possess minimum 3 such experience. The experience should be maximum upto 3 years old.
7. The agency shall have minimum 3 commercial registered vehicle in its name. If the bidding firm is a proprietorship firm, then in the name of proprietor shall be acceptable.

III. Earnest Money Deposit:

The bidding agency has to submit an EMD of Rs. 100,000/- (One Lakh only) in form of a Demand Draft favoring MD, Women development Corporation, payable at Patna along with the bid.

The EMD of the unsuccessful bidders will be refunded immediately after the bid process is finalized.

IV. Submission of Bids:

Envelop A – Technical Bid

The technical bid shall consist of the following documents. Each page has to be self certified and stamped by the authorized signatory of the agency.

1. Copy of the registration of the agency.
2. Copy of PAN Card and IT return of 3 years.
3. Copy of GST registration.
4. Copy of Audit report with balance sheet & P/L account statement of last 3 Financial Years.
5. Copy of RC book of atleast 3 vehicles, which are commercially registered in the name of the agency or proprietor, as the case may be.
6. Proof of experience in support of para II (6).
7. EMD in form of Demand Draft of Rs.100000/-.
8. A Self declaration stating that the agency has not been blacklisted by any Government agency / PSU.
9. A notarized affidavit stating the agency/firm shall provide commercially registered, GPS enabled less than 2 years old vehicle. If any deviation is found then the client shall be free to take action as legally permitted.

The bid of the agency not fulfilling the above para 1 to 9 criteria shall be technically rejected.

Envelop B – Financial Bid

The financial bid of only technically qualified agency shall be opened, date of which shall be informed to the eligible agencies.

The financial bid is to be submitted in the format **Annexure A**.

The tender complete with all enclosures must reach the office of the Corporation by 27th May 2020, 4 PM. The technical bids shall be opened on the same day at 4 PM in presence of the bidders who may wish to attend. The financial bid of only technically short listed agencies shall be opened, date and time for which shall be intimated separately.

Administrative Officer

Financial Bid (Format)

A. Daily Hiring Basis

(i)

Vehicle Type	Km basis	Beyond 200 kms Rate per km	Hourly Basis		
	Min. 200 Kms		Upto 8 hrs/ 60 Kms	Upto 12 hrs/ 80 Kms	Charges extra Hrs / Kms
Innova					
Scorpio					
Sumo					
Indigo					
Indica					

Note : The above calculation on Km basis or hourly basis shall be effective from pick up point to drop point and not from garage to garage basis.

Monthly hiring basis

Vehicle Type	Option 1	Option 2	Extra running (Rate per Km)
	Monthly Hiring for 1000 Kms (Including fuel, driver salary etc.)	Monthly Hiring for 1500 Kms (Including fuel, driver salary etc.)	
Innova			
Scorpio			
Sumo			
Indigo			
Indica			

Other Charges

10. Night Halt
11. GST (as applicable)
12. Any other charges