



Bihar School Examination Board

Sinha Library Road, Patna-800017

NIT No. PR -54/2017

Sealed tenders are invited from reputed & experienced Travel Agencies/ Tour Operators etc. having adequate infrastructure for **providing AC Vehicles on Monthly Basis and AC/Non-AC Vehicles on Daily Basis:-**

Tender Schedule:

Sl.	Particulars	Date and Time
1.	Sale of Tender document	From 20.08.2017 (10:00 AM) to 05.09.2017 (3:00 PM)
2	Cost of Tender document	Rs. 500.00 (Rs. five hundred) only
3	Earnest Money	Rs. 50,000.00 (Rs. fifty thousand) only
4	Pre-Bid Meeting	28.08.2017 at 3:30 PM at Bihar School Examination Board, Sinha Library Road, Patna (Conference Hall).
5	Last date and time for submission of Tender Documents and Earnest Money	06.09.2017 at 1:00 PM
6	Date and time for opening of Part-1 i.e. Technical & Commercial Bid.	06.09.2017 at 1:30 PM
7.	Date & Time for opening of Part-II i.e. Financial Bid.	06.09.2017 at 5:00 PM

- ❖ Tender documents can be obtained from the office of Bihar School Examination Board, Sinha Library Road, Patna by paying cost of Tender document of Rs.500/- (Rs. five hundred) only through cash/ Demand Draft of Scheduled Banks in favour of Secretary, Bihar School Examination Board payable at Patna. Tender documents can also be downloaded from BSEB website (<https://www.biharboard.ac.in>). However, receipt of the cost of Tender document must be submitted with the Tender documents.
- ❖ Tender must be accompanied with the cost of Tender document and Earnest Money in the form of Demand Draft issued by a Nationalized/Scheduled Banks or Cash Payment. No Cheque will be accepted.

Secretary
Bihar School Examination Board

Copy to :- PRO, BSEB for publishing the Tender in reputed Newspapers of Patna.

Secretary
Bihar School Examination Board



Bihar School Examination Board

Sinha Library Road, Patna-800017

NIT No. PR/2017

General Terms & Conditions

1. Sealed tenders are invited from reputed & experienced Travel Agencies/ Tour Operators/ Agencies, etc. having adequate infrastructure **for providing AC Vehicles on Monthly Basis and AC/Non-AC Vehicles on Daily Basis:-**

2. **Scope of work**

2.1 The details of Vehicles required on Monthly Basis and on Daily Basis are given below:-

Sl.	Monthly Basis/Daily Basis	Details of Vehicles
1	On Monthly Basis (AC Vehicles). At present around 15 to 20 AC Vehicles are required. But Number may be increase or decrease as per requirement.	Alto, Maruti WagonR, Tata Indica, Tata Indigo, Swift D'zire, Itios, Tata Sumo, Bolero, Scorpio, Xylo, Innova or similar types of Vehicles.
2	On Daily basis (AC / Non-AC Vehicles). Even 30-40 or more Vehicles would be required at a time on short notice (even two hours) for deputing to the various districts and places.	Alto, Maruti WagonR, Tata Indica, Maruti Wagon R, Tata Indigo, Swift D'zire, Tata Sumo, Bolero, Scorpio, Xylo, Innova, Pickup Van or similar types of Vehicles.

2.2 The Vehicles provided should not be more than 4 (four) years old. The successful Bidders would submit the self attested copy of the Vehicle documents within a month of execution of Agreement.

2.3 The Vehicles should be in good and sound condition mechanically. The vehicle should be kept neat and clean and Towel should be provided.

2.4 The Contract for providing Vehicles would be applicable for one year. However, after satisfactory performance the same will be extended for further period on mutual consent.

2.5 Punctuality will have to be ensured and Log Book shall be maintained by the Drivers for the purpose.

- 2.6 The accident risks for Drivers and Vehicles be covered by Comprehensive Insurance and Bihar School Examination Board shall not take any liability on this account.
- 2.7 Change in deployment of Vehicles or Drivers shall be allowed only in exceptional circumstances and only with prior information/approval of the concerned officer of Bihar School Examination Board.
- 2.8 The rates quoted shall be inclusive of all Taxes and other charges.
- 2.9 Drivers and Helpers overtime, Repairs and Maintenance etc. will be borne by the successful Bidders.
- 2.10 Fuel (Petrol & Diesel) on actual basis as per fixed limit will be provided by Bihar School Examination Board.
- 2.11 Parking Charges and Toll Tax will be borne by Bihar School Examination Board.
- 2.12 Vehicle on Monthly Basis should be provided within two days. However, Vehicle on Daily Basis should be provided immediately i.e. even within two hours notice.
- 2.13 Driver should have valid driving license for driving vehicle.

3 Eligibility Criteria

- 3.1 Bidders should have a registered established Vehicles Rental / Tour Operators/ Travel Agency Firm etc.
- 3.2 The Bidders shall be fully responsible for ensuring compliance of relevant provision Motor Vehicle Act.1988, M.V. Rules, 1994 and other relevant Rules and provision related to such class of Motor Vehicles.
- 3.3 The Bidders should have a Minimum Average Annual Turnover of at least Rs. 30.00 (Rs. thirty lakhs) per annum during last three Financial Years (2013-14, 14-15,15-16).
- 3.4 Bidders should have minimum two years past experience for providing AC/ Non-AC Vehicles on hiring basis to the Central/State Govt./Government Undertakings/ Society/ Organizations.

4 Cost of Tender document

The cost of Tender documents is Rs.500/- (Rs. five hundred) only (Non - refundable). Tender documents can be obtained from the office of Bihar School Examination Board, Sinha Library Road, Patna by paying cost of Rs.500/- (Rs. five hundred) only through Cash/ Demand Draft of Nationalized/ Scheduled Banks in favour of Secretary, Bihar School Examination Board payable at Patna. Tender documents can also be downloaded from BSEB website (<https://www.biharboard.ac.in>). However, receipt of the cost of Tender document must be submitted with the Tender documents.

5 Earnest Money

Bidders shall deposit Earnest Money of Rs. 50,000/- (Rs. fifty thousand) only in the form of Demand Draft of Nationalized/ Scheduled Banks in favour of Secretary, Bihar School Examination Board payable at Patna failing which their bids

will not be considered valid. The amount of the Earnest Money deposited by successful Bidders would be adjusted against the Performance Guarantee or refunded within a month from the date of Agreement. The Earnest Money will be refunded to the unsuccessful Bidders within one month after finalization of Tender. The Earnest Money Deposit shall not bear any interest. The Earnest Money Deposit shall be forfeited if the bidders withdraw their offer in due course.

6 Rates

Bidders shall quote their rates separately for providing Vehicle on Monthly Basis and on Daily Basis. Rates should also be indicated for AC Vehicle and Non-AC Vehicle separately. The rates quoted shall be inclusive of all Taxes and other charges. Drivers and Helpers overtime, Repairs and Maintenance etc. will be borne by the successful Bidders. Fuel (Petrol & Diesel) on actual basis as per limit fixed by Bihar School Examination Board, Parking Charges and Toll Tax will be borne by Bihar School Examination Board.

7 Payment

Successful Bidders will submit their Monthly Bills of all vehicles in two copy latest by 5th of the following month to the Dy. Secretary (Establishment), BSEB, Patna along with supporting documents (Log Books). The payment will be made to the successful Bidders by BSEB within 15 days. No advance payment will be made under any circumstances.

8 Performance Security

Successful Bidders shall furnish Performance Security @ 5 % of the total value for Vehicle provided on Monthly Basis for entire period as per rate quoted by them in the form of Demand Draft of Nationalized/ Scheduled Banks or in shape of Bank Guarantee in favour of Secretary, Bihar School Examination Board payable at Patna within **7 (Seven) days** of issue of Letter of Award.

Performance Security shall not bear any interest. Performance Security will be refunded within six months of the completion of Contract.

9 Forfeiture of Performance Security

Performance Security will be forfeited in the following cases:-

- (i) If a successful Bidder has been found incapable of executing the assigned job as per Agreement.
- (ii) If successful Bidder does not accept his quoted rates and refused to execute the job.
- (iii) In case of successful Bidders fails to sign the Agreement.
- (iv) In case of fraudulent and corrupt practices.

10 Submission of Bid Documents

The Bid submitted by the Bidder shall be in two separate parts: -

Part -I: Technical & Commercial Bid (in the enclosed format)

Part-II: Financial Bid (in the enclosed format).

Bidders should submit all documents/ Papers/ Letters/ Enclosures duly signed by them.

11 Bid Opening

Bihar School Examination Board will open the Bids received in the presence of Bidders or their representatives as per time, date and place specified in the Bidding Schedule. In the event of the specified date for the submission of Bids being declared a holiday for the Board, the Bids will be opened at the appointed time and location on the next working day.

12 Period of validity of bids:

The bid shall remain valid for 180 days after the date of opening of bids.

13 Evaluation

- (i) Part -I: Technical & Commercial Bid shall be opened first and if the cost of Bidding Documents/ EMD is not there or incomplete/ non-qualifying the Technical and Commercial aspect, the remaining Bid Documents will not be opened, and the Bid will be rejected and the Bidder will be responsible for the same.
- (ii) The evaluation of Technical & Commercial Bid will commence after its opening and evaluation will be made with respect of cost of Bid documents, Earnest Money, Performance Security, Qualification Criteria and other information furnished in Part 1 of the Bid. On the basis of such evaluation a list of the responsive Bids will be drawn up. The Financial Bid of only those Bidders, who qualify in the evaluation of the Technical & Commercial Bid will be considered.
- (iii) Bidders or their duly authorized representative(s), whose Technical & Commercial Bids are found responsive may attend the meeting of opening of Financial Bids.
- (iv) At the time of opening of 'Financial Bids', the names of the Bidders, whose Technical & Commercial Bids found responsive, will be announced and the financial bids of only those Bidders will be opened. The responsive Bidders names, the Bid prices and such other details as the Board may consider appropriate will be announced by the Board at the time of opening of Financial Bid.

14 Letter of Award

Bihar School Examination Board, Patna (BSEB), shall consider placement of Letter of Award to those bidders whose offers are found Technical & Commercially as well as Financial Bid acceptable/ suitable. Bidders shall give their acceptance along with Performance Security within **7 (Seven) days** of issue of Letter of Award.

15 Signing of Contract and depositing of Performance Security

Successful Bidders have to execute an Agreement with the Secretary, Bihar School Examination Board within 7 (Seven) days of issue of Letter of Award after depositing the Performance Security in accordance with the Clause stipulated in Para 8 above.

16 Termination of Contract

- (i) If the bidder fails to execute the job within stipulated time frame or to the entire satisfaction of BSEB.
- (ii) If the bidder fails to perform any other obligation (s) under the Contract.
- (iii) If the bidder found in any malpractice, fraud or corrupt practices during the execution of the services.
- (iv) In case of failing to meet the target or inefficiency in performing the said work or in case of unsatisfactory performance, Bihar School Examination Board shall the right to cancel the contract prematurely before stipulated period.

17 Allotment Criteria

- (i) Before allotment of work order, the Board will evaluate the Bids.
- (ii) The Board may in its discretion redistribute allotment to eligible Bidder/s keeping in view the capacity /prior performance of the Bidder/s, provided the Bidder/s are agreed to match the lowest evaluated substantial responsive Bid.
- (iii) If there are two or more lowest successful Bidders quoting equal rates, then the Board may award the work to any one or more of them, keeping in view the Performance certificate submitted. or/ and as desired in the best interest of board.
- (iv) In case the lowest bidder (L1) is not able to do the work satisfactory or as the terms and conditions mentioned in the Tender document then next lowest bidder shall be offered the same work at the rate of L1.

18 Board's right to accept or reject any Bid or all the Bids

The Board reserves the right to accept or reject any Bid and to annul the whole Bidding process and may reject all Bids at any time prior to allotment of work, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Board's action.

19 Penalty Terms

- (i) In case of break down, vehicle has to be replaced by other Vehicle immediately. In case of non-availability of suitable vehicle, a penalty up to Rs. 200/- per Vehicle may be imposed. If the number of break down exceeds three times in a month, a penalty of Rs. 300/- per Vehicle per break down shall be imposed.
- (ii) In case of non-availability of vehicles penalty of Rs. 500/- per Vehicle per day shall be imposed.
- (iii) In case of non-availability of vehicles exceeding two days, the Vehicle will be hired from outside and the difference will be recovered from successful Bidders.

20 Taxes

TDS, GST will be deducted as per prevalent rates announced by the Competent Authority from time to time.

21 Insurance

Bihar School Examination Board will not pay for any insurance charges against loss or damage incidental to the work specified in scope of work.

22 Service

The successful bidders should provide Registered vehicles with licensed driver on hiring basis for running in Bihar State.

23 Counting of Distance

Distance shall be counted as per actual distance from point to point.

24. Period of Engagement

The engagement of the successful Bidders will be from the date of issue of Letter of Award and would be valid for a period of 12 months. However, after satisfactory performance the same will be extended for further period on mutual consent.

24 Black listing and Conviction from any Court of Law

Bidders should not be blacklisted / debarred by any Board/University/State/Central Government/Undertakings or any Organizations till the time of bid submission (attach self certified letter).

25 Any point not covered under the Terms & Conditions of the Tender

For any point not covered under the provisions of the Tender, Secretary Bihar School Examination Board shall be the final competent authority, whose orders in this regard shall be final and binding upon the Bidders.

26 Force Majeure

If any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (Hereinafter referred to as events) provided notice of happenings, of any such eventuality is given by either party to the other within 15 days from the date of occurrence thereof, neither party shall by reason of such events be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such on performance or delay in performance under the contract shall be resumed as soon as practicable after such an event may come to an end or cease to exist.

Bihar School Examination Board
NIT No. /2017

Part-I : Technical & Commercial Bid

SI	Particulars				Enclosure
1	Name of Travel Agencies/ Tour Operators/ Agencies, etc.				
2	Year of Establishment				
3	Address				
4	Type of Company/ Prop. /partners/ private limited.				
5	Phone with STD code				
6	Mobile No.				
7	e-mail Id				
8	PAN No				Attachment
9	For NEFT/ RTGS: (i) Name & Style of Bank A/c (ii) Name of Bank (iii) Name of Branch (iv) IFSC Code				
10	Experience (minimum 2 years) for providing AC/ Non-AC Vehicles on hiring basis to the Central/State Govt./Government Undertakings/ Society/ Organizations.				(Copy of Work Order) attachment
11	Vehicles provided should not be more than 4 (four) years old.				
12	Minimum Average Annual Turnover of at least Rs. 30.00 lakhs (Rs. thirty lakhs) per annum during last three Financial Years (2013-14, 14-15,15-16).	Year 2013-14	Year 2014-15	Year 2015-16	Copy attached
13	Blacklisted / debarred/ Conviction from any Law of Court.				self certified letter attached
14	GST No.				Copy attached
15	Total number of Vehicles presently available.				Copy attached

Certified that all the Terms and Conditions of this Tender are accepted by us.

Dated

Signature of Travel Agency
with seal

Bihar School Examination Board
NIT No. /2017

Part-II : Financial Bid

SI	Particulars	Rates		Mileage in K.M. per Litre	Haltage charge (out of Patna)
		in figures	in word		
[A]	<u>On Monthly Basis (AC Car)</u>				
	(i) Alto				
	(ii) Maruti Wagon R				
	(iii) Tata Indica				
	(iv) Tata Indigo				
	(v) Swift D'zire				
	(vi) Tata Sumo				
	(vii) Itios				
	(viii) Bolero				
	(ix) Scorpio				
	(x) Xylo				
	(xi) Innova				
	(xii) Any other Similar Car (mention specific).				
[B]	<u>On Daily Basis (AC Car)</u>				
	(i) Alto				
	(ii) Tata Indica				
	(iii) Tata Indigo				
	(iv) Swift D'zire				
	(v) Tata Sumo				
	(vi) Wagon R				
	(vii) Itios				
	(viii) Bolero				
	(ix) Scorpio				
	(x) Xylo				
	(xi) Innova				
	(xii) Any other Similar Car (mention specific).				
[C]	<u>On Daily Basis (Non-AC Car)</u>				
	(i) Alto				
	(ii) Tata Indica				
	(iii) Tata Indigo				
	(iv) Swift D'zire				
	(v) Tata Sumo				
	(vi) Wagon R				
	(vii) Itios				
	(viii) Bolero				
	(ix) Scorpio				
	(x) Xylo				
	(xi) Innova				
	(xii) Pick up				
	(xiii) Any other Similar Car (mention specific).				

The above rates are inclusive of all Taxes and other charges. Petrol, Diesel, Parking Charge and Tall Tax will be borne by Bihar School Examination Board.

Dated

Signature of Travel Agency
with seal