



राज्य स्वास्थ्य समिति, बिहार

An ISO 9001:2008 Certified Agency



State Health Society, Bihar

Pariwar Kalyan Bhawan, Sheikhpura, Patna-14

Tender Document for Hiring of Vehicle for the office of State Health Society, Bihar

- 1) Sealed tenders are invited from eligible bidders for hiring of vehicle (Inclusive fuel & Driver) for the office of State Health Society, Bihar. The bidders are required to quote rates for the type of vehicles as per following:

Schedule No.	Type	Indicative Number of vehicles required
1	Innova/ Scorpio/ Safari/ Xylo	05
2	Sumo/ Bolero	10
3	Indigo/ Swift Dzire/ SX4/ Amaze	02

- 2) The bidders are required to submit their bid for **any one or combination or all Schedules** given above and as per format given in **Annexure-A**. The agency shall be selected on the basis of total bid amount quoted for particular Schedule.
- 3) **The brief scope of services are given below:**
- The agency shall provide type of vehicle given in the Schedule.
 - The vehicle should have commercial license issued from competent authority.
 - The vehicle provided by the agency should be maximum two years old made.
 - The vehicle shall be in good working condition with no scratches/ dents/ noise, etc.
 - The seats of vehicle should have clean covers.
 - The agency shall provide driver between age group of 21-45 years for each vehicle possessing valid driving license.
 - The driver should wear clean uniform having name badge at all time. Driver should have workable mobile phone.
 - The drivers shall be ready to stay outstation location at any time.
- 4) The brief Instructions to bidders and terms and conditions are given hereunder:

a) **Availability of Tender Documents:** The prescribed Tender Documents can be freely downloaded from the website www.statehealthsocietybihar.org.

b) Bidder's Eligibility and Qualification:

- (i) Registration No. of the agency.
- (ii) Service Tax Registration No.
- (iii) Copy of PAN Card.
- (iv) Average Turn Over of Rs. 50 Lac (fifty Lac) for the last three years.
- (v) Audited statement of the Account of last three years i.e. 2012-13, 2013-14, & 2014-15 each, by a duly qualified by Chartered Accountant. (Balance sheet, Receipt & Payment profit & Loss Account and Income & Expenditure Account). No CA certificate will be accepted.
- (vi) Income Tax Return of last three Assessment Year i.e. 2012-13, 2013-14, & 2014-15.
- (vii) In order to qualify for each Schedule, the Bidder should have vehicles registered on its own name, as per the table below:

Schedule No.	Type	Number of vehicles registered in its own name
1	Innova/ Scorpio/ Safari/ Xylo	2
2	Sumo/ Bolero	2
3	Indigo/ Swift Dzire/ SX4/ Amaze/Indica	5

- (viii) In order to qualify for each Schedule, Bidder should have provided at least same type and no. of vehicles as given in the table above to various Govt./PSU organizations/ Offices for three years as on due date of submission of bids

c) **Earnest Money Deposit (EMD) / Bid Security:** The EMD of Rs.50,000/- (Rupees fifty thousand only) in form of DD issued by any schedule bank in favour of Executive Director, State Health Society, Bihar payable at Patna should be submitted along with tender.

d) Preparation of Tender:

- (i) The tender should be computer type written and free from over writing/cutting. Correcting fluid should not be used in any case. Alterations unless legibly attested by the bidder, shall disqualify the tender. All the documents should be serially numbered and signed by the bidder.
- (ii) The following sealed envelopes "A" and "B" to be further sealed in a common envelop addressed to Executive Director, State Health Society, Pariwar Kalyan Bhawan, Sheikhpura, Patna-14 Bihar and super-scribed with "Tender Document for Vehicle for

office of State Health Society, Bihar” and “Not to be opened before 3:00 PM Hrs. On 09.03.2015 on”(due time and date of submission of tenders).

Envelop A- Technical Bid containing all essential documents for Technical bid. Such documents to include the following:

- I. Earnest Money Deposit as per para 4) c) above
- II. Self attested copy of firm’s registration
- III. Self attested copy of PAN Registration
- IV. Self attested copy of Service Tax Registration
- V. List of contracts executed / executing during last three years (as on the due date for submission of bid) giving name of client, date of issue of work order, scope of services in brief, duration of contract.
- VI. Documentary evidence (self certified copy of RC) that agency have the required no. of vehicles registered in its own name (in support of qualification criteria given in para 4) b) (vii).
- VII. Bidder shall submit an affidavit sworn before First Class Magistrate/ Notary stating that the company has not being debarred/blacklist by Central Govt./any State Govt./Semi Govt. organization.

Envelop B- Financial Bid containing duly filled, stamped and signed in the format provided in **Annexure-A.**

(iii) **Submission of tenders:** The sealed tenders as above should be submitted in the office of Executive Director, State Health Society, Bihar up to ___ Hrs. on _____. Late tenders shall not be accepted.

(iv) **Opening of Tenders:**

- a) Firstly the Technical Bid shall be opened at ___ Hrs. on _____by the committee constituted by Executive Director, State Health Society, Bihar. The Bidder’s representative may attend the tender opening with proper photo I Card and authorisation letter.
- b) In the event, the date of Bid opening as above is declared Govt. Holiday the tenders shall be opened at the same time on the next working day.

- c) The envelopes containing Financial Bid (Envelope-B) shall be signed by all committee members and kept unopened for opening at later stage.
- d) The date and time of opening of financial bids shall be informed to all such bidders who qualify in technical evaluation. The bidder's representative may choose to attend the opening of financial bids.

(v) **Evaluation and Award of Contract:**

- a) The preliminary scrutiny of the Technical Bid shall be made first to check whether all pages of Technical Bid are properly signed, all documents as stated in para d) (ii) are enclosed. The bids found deficient of any document and EMD shall be summarily rejected at this stage.
- b) Subsequent to the above, eligibility and qualification of Bidders shall be examined and evaluated.
- c) The bidders found eligible and qualified shall be considered as Technically Responsive Bidders and shall be considered for opening of Financial Bid.
- d) The bidder offering lowest amount for a particular Schedule shall be selected as the preferred Agency for that Schedule.

(vi) **Duration of Contract:** The contract shall be for a period of 2 year from the date of signing of contract. The contract can be extended for the further period of 1 year based on satisfactory performance by mutual agreement. The contract may be terminated by giving one month notice in case services are found unsatisfactory or even for violation of any terms and condition of this contract.

(vii) **Performance Security**

- a) The Service Provider shall deposit with the SHSB performance security of INR 3,00,000 (Rupees Three lakhs) at the time of signing of contract.
- b) The performance security should be in form of Bank Guarantee issued from a Nationalised/Scheduled Bank in favour of State Health Society Bihar with the validity of 60 days beyond the expiry of the contract.
- c) The State Health Society, Bihar shall have the right to forfeit the performance security in the event of any gross negligence of the services or even not started the work/failed/denied or withdraw from the said offer

after signing the Agreement and more show in such situation steps for blacklisting/debarring the agency may be taken by the society for a reasonable period.

- d) The State Health Society, Bihar shall release the bank guarantee for full amount or balance amount, as the case may be on expiry of this contract.

- (viii) Bidders are advised to read the tender document carefully before submitting the tender form. It will be presumed that the bidder have considered and accepted all the terms and conditions of this tender. No enquiry, what so ever verbal or written shall be entertained in respect of acceptance/rejection of the tender. **BIDS MUST BE UNCONDITIONAL.**

- (ix) The successful bidder shall not engage any sub-Contractor or transfer the contract to any other person/firm/agency in any manner. The bidder shall not be permitted to transfer their rights and obligations under the contract to any other person/organization or otherwise. Tenders not conforming to the requirements of the SHSB will be rejected and no correspondence thereof shall be entertained, whatsoever.

- (x) The vehicles and drivers provided by the bidder shall work under the overall supervision of SHSB. The vehicle and Driver shall remain available all the time as per Duty Roster and shall not leave place of duty without prior permission.

- (xi) The Bidder shall indemnify the SHSB against all other damages/charges and expenses for which SHSB may be held liable or pay on account of the negligence of the Bidder or his staff or any person under his control whether in respect of accident, injury to the person or damage to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof. The SHSB shall not be responsible financially or otherwise for any injury to the driver or person deployed by the Bidder during the course of performing duties.

- (xii) The vehicles should conform to the all Transport Acts and Pollution norms prescribed, if any, by the Transport Department of Government of Bihar.

- (xiii) The Bidder shall not employ any person who has not completed eighteen years of age. The Bidder shall comply with all the statutory provisions as laid down under various

Labour Laws/Acts/Rules like Minimum Wages, Provident Funds, ESI, Bonus, Gratuity, Contract Labour Act and other Labour Laws/Acts/Rules in force from time to time at his own cost. In case of violation of any such statutory provisions under Labour Laws or any other law applicable by the bidder, there will not be any liability on the SHSB.

- (xiv) The SHSB will be under no legal obligation to provide employment to any of the personnel of the bidder during/ expiry of agreement period and the SHSB recognizes no employer-employee relationship between the SHSB and the personnel deployed by the agency.
- (xv) All the vehicles provided to SHSB should be in good running condition and having valid documents / licenses from transport department and Insurance policy of the Driver & Vehicles & with Pollution Certificate, including third party insurance, as applicable
- (xvi) The Bidder shall be responsible for total maintenance of the vehicles provided by them.
- (xvii) Operation and function of the vehicles and Drivers shall be governed by Motor Vehicles Act/Motor Vehicles Rules or any other Government Motor Vehicles Rules and these shall be the responsibility of the Bidder.
- (xviii) The Bidder shall provide vehicles as per requirement of the SHSB and as and when required at a short notice (including early in the morning and late in the evening). The starting point of the vehicles provided shall be garage to garage (maximum of 10 kilo meters).
- (xix) The driver deputed with the vehicle should maintain the logbook /duty slip whichever is applicable for each vehicle and get the journey verified by the using officer.
- (xx) The Bidder shall immediately provide replacement of the vehicle under repair/detained due to accident or vehicle not reporting for duty or in breakdown conditions.
- (xxi) In case of breakdown of any vehicle, the Bidder shall replace the breakdown vehicle within one hour failing which SHSB has the right to hire vehicle from any other sources at the expense of the Bidder.

- (xxii) The SHSB has the right to ask the Bidder for removal of driver, who is not found competent, orderly or disciplined.
- (xxiii) The Executive Director, SHSB reserves the right to terminate the contract without assigning any reason by giving a notice of 30 days to the Bidder at any point of time during the entire duration of contract.
- (xxiv) If after acceptance of offer for the work in question the selected agency fails to sign the agreement, EMD will also be forfeited.
- (xxv) All the disputes arising out of this contract shall be settled amicably first and if it fails the same shall be referred for the arbitration under the provisions of Arbitration and Conciliation Act for the time being enforced within Patna Jurisdiction.

(xxvi) **Penalties:**

In case of any complaint regarding timeliness, conduct of driver, cleanliness and maintenance of vehicle is not attended and resolved within time limit appropriate fine shall be levied on the agency. SHSB shall be at liberty to get the services performed by other source and cost so incurred by SHSB shall be recovered from the amount payable to the Service Provider or from the performance security deposit.

In case of either non-supply of vehicle as per requirement or supply of vehicle of inferior model / make (as given in contract) or unsatisfactory performance a penalty of 10% of the each bill shall be deducted.

(xxvii) **Payment terms:**

- a) The payment shall be made on submission of the bills on monthly basis after the satisfactorily completion of the work assigned, at approved rates after deducting penalties if any. No advance payment will be made. The Bidder while raising the bill should clearly mention full vehicle number with duly signed duty slip by user.
- b) Duty slip must be free from overwriting. if there will be any overwriting it is duty of vehicle provider to take proper signature of the user on overwriting.
- c) The SHSB will deduct TDS at prescribed norms on payable amount.

(xxviii) The Executive Director, State Health Society, Bihar reserves the right to amend or reject any and/or all tenders, if the need be, without giving reasons thereof.

Executive Director
State Health Society, Bihar

Annexure-A

SN	Type of Vehicle	Rate in Rupees (Inclusive of all the taxes)										
		Local Booking				Outstation Booking			Monthly Booking			
		Half Day (35 KM/4 Hr)	Full Day-A (60 KM/8 Hr)	Full Day -B (75 KM/ 12 Hr)	Full Day -C (Extra Rate After 12 Hr)	Basic Rate (Rs./KM)	Night Halt	Minimum chargeable (KM/day)	Up to 1000 KM	Up to 1500 Km	Up to 2000 Km	Up to 2500 Km
1	Innova Non AC						100					
2	Innova AC						100					
3	Scorpio/ XYLO Non AC						100					
4	Scorpio/XYLO AC						100					
5	Safari Non AC						100					
6	Safari AC						100					
7	SX4/Swift Dzire Non AC						100					
8	SX4/Swift Dzire AC						100					
9	Indigo/Amaze Non AC						100					
10	Indigo/Amaze AC						100					
11	Sumo/Bolero Non AC						100					
12	Sumo/Bolero AC						100					
13	Indica Non AC						100					
14	Indica AC						100					

We agree to provide services in accordance with the Scope of Services and Terms and Conditions given in Tender Document for a Total bid amount for the quoted Schedule (Rs. _____ of Rs. _____ (Rupees _____) (please mention Schedule quoted and total bid price for one month)

Signature and seal of Bidder
Name and designation of authorized signatory of Bidder