



# **Bihar School Examination Board**

Sinha Library Road, Patna-800017

**NIT No. PR ...../2019**

Sealed tenders are invited from reputed & experienced Travel Agencies/ Tour Operators etc. having adequate and sufficient infrastructure with fleet of vehicles for **providing AC Vehicles along with drivers holding valid driving license for driving the assigned category of vehicles on a monthly basis and AC/Non-AC Vehicles on daily basis:-**

## **1. Schedule of Selection Process:**

<b>S. No.</b>	<b>Event Description</b>	<b>Timeline</b>
<b>1</b>	Opening Date and Time of Tender	09.01.2019 (11.00 AM)
<b>2</b>	Closing, Date & Time of Receipt Of Tender	29.01.2019 (05.00 PM)
<b>3</b>	Pre-Bid Meeting	16.01.2019 (02.00 PM)
<b>4</b>	Time, Date and Venue of Opening of Technical Bid	30.01.2019 (03.00 PM) BIHAR SCHOOL EXAMINATION BOARD, SINHA LIBRARY ROAD, PATNA
<b>5</b>	Time, Date and Venue of Opening of Financial Bid	30.01.2019 (04.00 PM)
<b>6.</b>	Cost of Tender Document	Rs. 500/- (Five Hundred) Non-Refundable

- ❖ 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 Demand Draft of Scheduled Banks in favour of Secretary, Bihar School Examination Board payable at Patna. Tender documents can also downloaded from BSEB website (<https://www.biharboardonline.bihar.gov.in>). However, the cost of the tender document must be submitted with the Tender documents in the form of Demand draft along with the tender document.
- ❖ Tender must be accompanied with the cost of Tender document and Earnest Money in the form of Demand Draft issued by a Nationalized/Scheduled Bank. No Cash and Cheque Payment will be accepted.
- ❖ The BSEB reserves the right to accept or reject any or all tender or change the terms and conditions of the tender or cancel the tender without assigning any reasons at any stage and time.
- ❖ For any further clarification, regarding the contents of the tender document, please contact the following officers during office hours from 10.30 AM to 05:00 PM: In-charge of Caretaker – +919910944888
- ❖ All further, notifications/amendments (if any), shall be posted on <http://biharboardonline.bihar.gov.in>. No separate communication shall be made to individual bidders.

**Secretary**

Bihar School Examination Board

Memo No.....Patna/dated.....

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

**Secretary**

Bihar School Examination Board

## **INSTRUCTIONS TO BIDDER**

1. The bidder has to quote for hiring of all the vehicles as mentioned in the scope of work. If any bidder fails to quote rate for even one vehicle in the scope of work, their bid shall be treated as non-responsive and summarily rejected.
2. The rate/s quoted by the bidder/agency shall remain firm and will not be subject to escalation of any description during the execution of the contract. The rate/s offered by the bidder/agency shall be exclusive of Goods & Service Tax (GST) (Central and State). The rate/s offered by agency/bidder shall be inclusive of all manpower, ESIC/PF Employer & Employee contribution, vehicle repair & maintenance, registration, insurance and all kind of state and national Rate, taxes & Duties applicable on bidder related to running & maintenance of vehicle on hire and no other charges will be payable to bidder/agency by BSEB. There will be no change in the price in respect to change in the labour, parts of vehicles including tyres etc., repair and maintenance, insurance, registration fee, rates, taxes & duties etc.
3. The tender shall be accompanied by Earnest Money Deposit (EMD) of Rs 50,000 (Fifty thousand Rupees Only) in the shape of Demand Draft (DD) from any Scheduled Bank in favour of Bihar School Examination Board payable at Patna. It may be noted that no bidder is exempt from deposit of EMD. Tenders submitted without EMD shall be summarily rejected. The EMD of unsuccessful bidder will be returned to them without any interest, after final conclusion of the tender. The EMD of the successful bidder will be returned without any interest, after receipt of Performance Security (PS) as per the terms of contract.

## **General Terms & Conditions**

### **4. EARNEST MONEY DEPOSIT (EMD)**

- 4.1 The tender shall be accompanied by Earnest Money Deposit (EMD) of 50,000/- (Rs.Fifty thousand only) in the shape of Demand Draft (DD) from any scheduled bank in favour of Bihar School Examination Board payable at Patna. It may be noted that no bidder is exempt from deposit of EMD. Tenders submitted without EMD shall be summarily rejected.
- 4.2 The EMD of unsuccessful bidder will be returned to them without any interest, after conclusion of the tender. The EMD of the successful bidder will be returned without any interest, after receipt of Performance Security (PS) as per the terms of contract.
- 4.3 The EMD/ Bid Security shall be forfeited by the BSEB hereunder or otherwise, under the following conditions:  
If a Bidder submits a non-responsive Bid  
If a Bidder engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice
- 4.4 If a Bidder withdraws its bid during the period of bid validity as specified in this tender and as extended by the BSEB from time to time.

- 4.5 In the case of Selected Bidder, if it fails within the specified time limit:
- i. to sign the contract and/or
  - ii. to furnish the Performance Security(PS) within the period prescribed therefore in the contract.
- 4.6 In case the Selected bidder, having signed the contract, commits any breach thereof prior to furnishing the Performance Security

## 5. SIGNING OF THE CONTRACT

The contract document/Agreement should be executed within 21 days of the issue of the Letter of Intent(LoI). Non-fulfilment of this condition will result in cancellation of the award and forfeiture of the EMD

## 6. PERFORMANCE SECURITY

- 6.1 The successful bidder shall have to furnish a performance security in the shape of a Bank Guarantee issued by a scheduled Bank in favour of BSEB, for an amount of Rs 2,00,000/- (Rupee Two Lakhs Only). The Bank guarantee shall remain valid for a period, which is six months beyond the date of expiry of the contract. The Performance Security will be returned to the bidder, upon validation of completion of all the contractual obligations including warranty.
- 6.2 The performance security should be submitted before executing the contract/signing of the contract document positively.
- 6.3 If the agency/bidder violates any of the terms and conditions of contract in any manner, the Performance Security shall be liable for forfeiture, and the contract may also be cancelled/terminated. Further, the agency will be blacklisted for a reasonable period as decided by BSEB.

## 7. PENALTIES

- 7.1 Agency performance would be evaluated based upon applicable penalties deducted.
- 7.2 The parameters will be used to assess the performance of the Service Provider and penalty will be applied as and when required.
- 7.3 Notwithstanding, as contained otherwise, and besides above as the case may be, the penalties may be imposed for each occurrence as per the identified Key Performance Indicators (KPIs). *The applicable penalty will be deducted from the monthly invoice.*

Sl.	Parameters	Applicable Penalty
1	Vehicle found with damaged Milo Meter	Rs.10000/- per instance, along with replacement of the vehicle& driver
2	Failure in providing vehicles on time	Rs.250/- per hour of delay
3	Failure in providing replacement vehicle	Rs.1000 per instance along with cost of hiring paid by BSEB from other sources.
4	Misbehaviour of the driver	Rs.5000/- for 1st instance, 2 <sup>nd</sup> instance - replacement of the concerned driver

## **8. PAYMENTS**

- 8.1** The Bihar School Examination Board (BSEB), Government of Bihar (GoB) will pay the agency on monthly basis to the agency, against the invoices (as prescribed under GST Act 2017) raised by the agency, as per the rates quoted in the tender for each of the vehicles and the requirement type (local/outstation travel & daily/monthly use).
- 8.2** The service provider will raise its invoices (as prescribed under GST Act 2017) on completion of services during the month and the invoices must be submitted to Bihar School Examination Board (BSEB), till 7th day of the next month, along-with supporting documents (Duty slip(s), monthly GST Return & Challan etc.). The payment will be subject to TDS under Income Tax Act/Rules/GST Act/Rules (if applicable) and other statutory deductions as per applicable laws. (Applicable only for vehicle hired on Monthly basis).
- 8.3** The payment shall be released after necessary verifications and deducting penalties (if any) upon submission of Invoice as prescribed under GST Act 2017.
- 8.4** The payments will be made through R.T.G.S to agency.
- 8.5** The rates/prices, quoted by the bidder/agency in the financial bid, as per Annexure 6, shall remain same for the entire duration of the contract.

## **9. TERMINATION BY MUTUAL CONSENT**

In the event the BSEB & bidder or agency mutually agrees to the terminate the contract, either party shall give 30 days written notice to the other party and after the consent of both the parties contract may be terminated without any Legal or Financial Obligation on any Party to the contract.

- 9.1** The agency shall provide type of vehicle(s) given in the financial bid, as per the type of requirement (local/outstation & daily/monthly) stated by BSEB.
- 9.2** The vehicle provided by the bidder/agency should:
- (i) Have commercial license issued from competent authority.
  - (ii) Commercial Taxi Cab Registration Numbers.
  - (iii) In good working condition, preferably not more than 3 years old.
  - (iv) Fully functional air-conditioning system.
  - (v) State and national permit as applicable.
  - (vi) Vehicles in good working condition without any scratches/dents/noise etc.
  - (vii) Seats of all the vehicles should have clean seat covers.
  - (viii) Should be insured (3rd party insurance cover) and continue to be insured during the period of the contract.
  - (ix) Road tax paid by the agency.
  - (ix) Conform to all transport Acts and pollution norms [Pollution Under Control (PUC)] prescribed by the state of centre, by the Transport department from time to time.
  - (x) Milo meter should be sealed.

- 9.3** The agency shall provide driver(s) who should be:
- (i) Between the age group 21 – 55 years old and of good mental and physical health condition.
  - (ii) Possessing valid driving license for Light Motor Vehicle(LMV) or the case may be for other categories of vehicles required by BSEB.
  - (iii) Should wear clean uniform having name badge at all the time.
  - (iv) Have workable mobile phone.
  - (v) Should be well trained, well behaved, reasonably educated, conversant with traffic rules/regulations and city/intra state roads/routes as well as security instructions.
- 9.4** The drivers shall be ready to travel & stay outstation at any time, as per the demand of the BSEB.
- 9.5** The agency/bidder shall be solely responsible for payment of commercial & road taxes or any other rate, duties and taxes, including insurance and conform to and get the vehicle(s) tested and evaluated as per the norms issued by the transport department from time to time, such that all the vehicle(s) remain in service during the tenure of the contract, and will be required to submit proof of such, to BSEB.
- 9.6** In case, the driver of the vehicle is on leave or absent, the agency will provide a replacement driver without any delay.
- 9.7** If any appointed driver by the agency/bidder is not found fit for the work, the BSEB, shall communicate this to the agency and it will be the responsibility of the agency to replace the driver at the earliest.
- 9.8** The vehicles and drivers provided by the bidder shall work under the overall supervision of BSEB. The vehicle and driver shall remain available at all the time as per duty roster and shall not leave place of duty without prior permission of the concerned officer, as appointed by the BSEB.
- 9.9** The Bidder shall provide vehicles as per requirement of the BSEB and as and when required at a short notice (including early in the morning and late in the evening). The starting point of any vehicles provided shall be garage to garage (maximum of 10 kilo meters per day).
- 9.10** In case of breakdown of any vehicle, the Bidder shall replace the breakdown vehicle within one hour failing which BSEB has the right to hire vehicle from any other sources at the expense of the Bidder.
- 9.11** The bidder/agency will be paid Rs.200/- per day per vehicle (for outstation travel) as a night halt charges.
- 9.12** The stamp duty & registration charges, if any, on the contract agreement levied by the Govt. (Central or State), or any other statutory body, shall be paid by the bidder/agency as applicable.
- 9.13** The Bidder shall indemnify the BSEB against all other damages/charges and expenses for which BSEB 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 BSEB 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.
- 9.14** Operation and function of the vehicles and Drivers shall be governed by Motor Vehicles Act/Motor Vehicles Act/Rules or any other Government Motor Vehicles Act/Rules and these shall be the responsibility of the Bidder.

## **10. Scope of Work**

**10.1** The details of Vehicle along with drivers required on monthly basis and on daily basis are given below:-

Sl	Monthly Basis/Daily Basis	Details of Vehicles
1.	On monthly basis (only AC Vehicles). At present around 30 to 40 AC vehicles are required. But number may increase or decrease as per requirement.	Tata Indigo, Swift D'zire, Zest or similar types of vehicles.(Sedan Category)
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.	Tata Indigo, Swift D'zire, Tata Sumo, Bolero, Scorpio, Xylo, Zest,Innova, Pickup Van or similar types of vehicles.(SUV category)

**10.2** 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.

**10.3** The vehicles should be in good and sound condition mechanically. The vehicle should be kept neat and clean and clean towelson all the seats should be provided.

**10.4** The contract for providing vehicles would be applicable for one year. However, after satisfactory performance the same will be extended for further periodwith mutual consent.

**10.5** Punctuality will have to be ensured and log book shall be maintained by the drivers for the purpose of monthly billing by the agency.

**10.6** The accident risks for drivers and vehicles will have to be covered by comprehensive insurance and Bihar School Examination Board shall not take any liability on this account.

**10.7** 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.

**10.8** The rates quoted shall be exclusive of GST and other charges.

**10.9** Drivers and helpers overtime, repairs and maintenance etc. will be borne by successful bidders.

**10.10** Fuel (petrol or diesel) on actual basis as per pre definedfixed limit will be provided by Bihar School Examination Board.

**10.11** Parking charges and toll tax will not be borne by Bihar School Examination Board.

**10.12** Vehicle on monthly basis should be provided within one day. However, vehicle on daily basis should be provided immediately i.e. even within two hours of written or verbal notice by Bihar School Examination Board.

## 11. Eligibility Criteria

S. No.	Eligibility Criteria for Individual Firms	Supporting Document
1	<p>The Bidder should be Registered Company under Companies act 1956/2013/Partnership Firm /Proprietorship Firm/ trust/ society and should have been in operation for a period of at least 3 years as on 31<sup>st</sup>March, 2018. <b>Consortium is not allowed.</b></p>	<p>For Company-Copy of the Certificate of Incorporation issued by the Registrar of Companies (RoC) under companies act 1956/2013. For Partnership Firm- Registration Certificate issued by registrar of firm under partnership act 1932 For Society/Trust - Certificate issued under society registration act 1860/ Indian Trust Act 1882 For Proprietorship firm- Certificate issued under shop &amp; Establishment act</p>
2	<p>The Bidder must have an average annual turnover of Rs. <b>50</b> Lakhs, in the last three financial years FY 15-16, FY 16-17&amp; FY 17-18, as evidenced by the audited accounts of the agency.</p>	<p>Audited Balance sheet and <b>a) Statement of Profit &amp; Loss Account, and a copy of challan related to annual return filed with ROC and any other related financial statements</b> (if the bidder is registered under Companies Act), <b>or</b> <b>b) Income and expenditure account, Receipts and Payments account and other related financial statements</b> (if the bidder is registered under Societies and Trusts Act) Or <b>c) Profit and loss account, Income tax return.</b> (if the bidder is proprietorship firm)</p>
3	<p>The bidder should have experience of providing vehicles, as per the specifications mentioned in this tender document, during each year in the last three years for a minimum period of three continuous months every year to Central or State Government/Semi-Government/Public Sector Units (PSU)/Government agency.</p>	<p>Copy of work order and experience certificate from the contracting agency (Central or state Government /Semi-Government/Public Sector Units (PSU)). The certificate should clearly mention the nature of work.</p>
4	<p>Bidder will provide self-attested copies of agency/firm (i) PAN card of the agency (ii)Income tax return (ITR) of last three assessment years (AY 2015-16, 2016-17 and 2017-18). (iii) GST Registration Certificate</p>	<p>Self-attested copies of: ▪ PAN card ▪ GSTIN certificate ▪ Copy of Income Tax Return (ITR) filed by bidder in three assessment years (AY 2015-16, 2016-17 and 2017-18).</p>
5	<p>The bidder must not be (i) Blacklisted / banned / convicted by any court of law for any criminal or civil offences/ declared ineligible by any entity of any State Government or Govt. of India or any local Self-Government body or public undertaking in India for participation in future bids for unsatisfactory performance, corrupt, fraudulent or any other unethical business practices or for any other reason during the last3 years from the last date of submission of bids.</p>	<p>Affidavit sworn before Executive Magistrate as per <b>Annexure 3.</b></p>

- 11.1 The technical proposals of all bidders which meet the above eligibility criteria, and basic requirements (i.e. timely submission, bid security, sealing of application etc.), will move to the next stage of Financial Bid evaluation.
- 11.2 The financial bids, of the shortlisted bidder(s)/agency(s), from technical evaluation (matching eligibility criteria), will be opened, and the bidder, who quotes the lowest(L1) minimum cost for hiring per vehicle for monthly booking(excluding GST)as per Least Cost Selection (LCS), will be selected bidder(s)/agency(s) for the supply of the particular vehicle and requirement type(local/outstation travel & daily/monthly use), under the **“Tender Notice for selection of agency(s) for hiring of vehicles”**. The selected agency(s) or bidder(s) will need to sign a contract with BSEB.
- 11.3 The rates quoted are in figures as well as in words. It is made clear that L1 shall be declared on the basis of rates quoted for each item. However, any agency who is L1, on the basis of monthly booking, can be given work for local and outstation booking at the L1 rate decided through this tender. But, any agency which is L1 for local and outstation booking,will not be given work for monthly booking on L1 rate, unless the agency selected for monthly booking fails to provide the vehicle as per the need of BSEB.
- 11.4 For monthly booking, L1 will be decided only on the basis of the rate quoted against monthly booking. The selected agency(s) or bidder(s) will need to sign a contract/agreement floated from NIT, with the Bihar School Examination Board(BSEB) within 21 days from the day of issue of the Letter of Intent (LoI).
- 11.5 In case, the L1 bidder denies/fails to honour the contract/Letter of Intent (LoI), the BSEB shall be at freedom to negotiate with L2, L3.... (in this order) responsive bidders with their consent to enter into an agreement with the BSEB, to hire vehicle as per requirement type (local/outstation travel & daily/monthly use) at L1 rate and for said denial/failure if any, the EMD of the concerned selected bidder will be forfeited.
- 11.6 Also, in case L1 fails to provide vehicles within timeframe as specified by the BSEB, the BSEB shall be at the freedom to procure the same from L2, L3..... (in this order) responsive bidders at the L1 rate for the vehicle as per requirement type (local/outstation travel & daily/monthly use).



## **12. PREPARATION OF TENDER**

**12.1** Tender documents are invited in two bids system. The bidder has to seal the Technical bid “Envelope-A” and Financial bid “Envelope-B” in separate envelopes duly super scribed, sealed and both these envelopes should then to be put in a bigger outer envelope, which should also be sealed and duly super scribed with “Tender Notice for selection of agency(s) for hiring of vehicles”. The outer as well as inner envelopes should have complete address of bidder as well as Bihar School Examination Board (BSEB).

**12.2** The “Envelope A” containing the Technical Bid, should contain

**12.2.1** Particulars of the bidder, as per Annexure 2

**12.2.2** Self-attested copy of the Certificate of Incorporation issued by the Registrar of Companies or appropriate authorities as applicable.

**12.2.3** Self- attested copy of PAN card, GST registration certificate, along with income tax returns as mentioned in the tender document.

**12.2.4** Earnest Money Deposit (EMD) of 50,000/- (Fifty thousand rupees only) in the shape of Demand Draft (DD) from any Scheduled Bank in favour of Bihar School Examination Board payable at Patna. Original tender document duly stamped and signed in each page, as a token of acceptance of all the terms and conditions.

**12.2.5** Self-attested copy of audited financial statement i.e. (Income and expenditure account, Receipts and Payments account (if the bidder is registered under Societies and Trusts Act) and Statement of Profit & Loss Account, (if the bidder is registered under Companies Act), and Profit & Loss account (if the bidder is partnership/Proprietorship firm) along with audited balance sheet and any other related financial statements along with all Appendix's/Schedules for the last 3 financial years i.e., 2015-16, 2016-17 and 2017-18.

**12.2.6** Self-attested copy of the Income Tax Returns (ITR) acknowledgement for last three assessment years i.e., 2015-16, 2016-17 and 2017-18.

**12.2.7** Authorization letter for signing of proposal in favour of signatory to tender documents as per the agreement.

**12.2.8** Affidavit from executive magistrate about non-blacklisting of the agency/bidder as per Annexure 1.

**12.2.9** Copy of work order(s) and experience certificate(s) from the contracting agency(s) (Government/Semi-Government/Public Sector Units (PSU)). The certificate should clearly mention the nature of work.

**12.2.10** Checklist as per Annexure 3.

**12.2.11** Fill the Particulars of the Bidding Organization as per Annexure 2.

**12.2.12** Any other document, as mentioned in the eligibility criteria.

**12.3** The bidder has to dispatch and submit the bid, by speed post/registered post (courier will not be allowed) at the office of

**Secretary,  
Bihar School Examination Board,  
Sinha Library Road, Patna – 800017**

on or before 29.01.2019 at 5:00 PM. No Bid will be accepted beyond this time.

- 13.** The Bihar School Examination Board (BSEB) will open the tenders at the date and time as indicated in Notice Inviting Tender (NIT). In case the specified date of tender opening falls on / is subsequently declared a holiday or closed day for the Bihar School Examination Board (BSEB), the tenders will be opened at the appointed time in Bihar School Examination Board, Sinha Library Road, Patna on the next working day.
- 14.** Authorized representatives of the bidders, who have submitted tenders on time may attend the tender opening provided they bring with them letters of authority from the bidders.
- 15.** The “Technical Bid” shall be opened, at the prescribed time and date as indicated in Notice Inviting Tender (NIT). These Bids shall be scrutinized and evaluated by the designated committee with reference to parameters prescribed in the tender.
- 16.** The bidder should take care that the rates / amounts are written in such a way that interpolation is not possible. No blank should be left which may otherwise make the bid liable for rejection.
- 17.** The price offered by the bidder/agency shall be valid for the entire contract/ extended period.
- 18.** The rates quoted by the bidder/firm shall remain firm and will not be subject to escalation of any description during the execution of contract/Extended period. The rate/s offered by the bidder/agency shall be exclusive of Goods & services Taxes (GST) (Central & State). The rate/s offered by agency/bidder shall be inclusive of all manpower, fuel, ESIC/ PF Employer & Employee Contribution, vehicle repair & maintenance, registration, insurance and state and national Rate, taxes and duties and no other charges will be payable to bidder/agency by BSEB. There will be no change in the price in respect to change in the cost of fuel, labour, parts of vehicles including tyres etc., repair and maintenance, insurance, rate, taxes and duties etc. while the rate contract is under execution.
- 19.** Notwithstanding, anything contained in clause 6 of the Notice Inviting Tender (NIT), the BSEB reserves the right to cancel/reject full or any part of the tender, without assigning any reason.
- 19.1** Any action on the part of the bidder to influence anybody of BSEB will make his bid liable for rejection.
- 19.2** BSEB may, in writing, make any revision or change in the order, including additions or deletions from the quantities mentioned in the tender document that shall be communicated by BSEB.
- 19.3** BSEB reserves further the right to cancel the rate contract in whole or any part thereof and shall be entitled to revise the rate contract wholly or in part by a written notice to the selected agency bidder, if:

**19.3.1** The agency fails to comply with the terms of the order including specifications and other requirements;

**19.3.2** The agency fails to provide the vehicles on time.

**20.** The BSEB will place the orders for rate contracted vehicles based on the requirement of the office.

**Bihar School Examination Board**  
**NIT NO ...../2019**  
**Part-1 : Technical & Commercial Bid**

Sl	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	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.				
6	Phone with STD code				
7	Mobile No.				
8	e-mail Id				
9	PAN No				Attachment
10	For NEFT/RTGS: I. Name & Style of Bank A/c II. Name of Bank III. Name of Branch IV. IFSC Code				
11	Experience (minimum 2 years) for providing AC/Non-AC Vehicles on hiring basis to the Central/ State Govt./ Government Undertakings/ Society/ Organization.				(Copy of Work Order) Attachment
12	Vehicles provided should not be more than 3 (three) years old.				
13	Minimum Average Annual Turnover of at least Rs. 50.00 lakhs (Rs. thirty laksh) per annum during last three Financial Years i.e. 2015-16, 2016-17, 2017-18	Year	Year	Year	Copy Attached
14	Blacklisted/ debarred/ Conviction from any Law of court.				Self certified letter attached
15	GST No.				Copy attached
16	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 ...../2019

**Part-II : Financial Bid**

SI	Particulars	Rates (Exclusive of GST)		Mileage in K.M. per litre	Haltagecharg of Patna
		in figures	in word		
<b>[A]</b>	<b>On Monthly Basis (AC Car)</b>				
	(i) Tata Indigo				
	(ii) Swift D'zire				
	(iii) Zest				
	(iv) Any other Similar Car (mention specific)				
<b>[B]</b>	<b>On Daily Basis (AC Car)</b>				
	(i) Tata Indigo				
	(ii) Swift D'zire				
	(iii) Tata Sumo				
	(iv) Bolero				
	(v) Scorpio				
	(vi) Xylo				
	(vii) Innova				
	(Viii) Zest				
	(ix) Any other Similar Car (mention specific).				
<b>[C]</b>	<b>On Daily Basis (Non-AC Car)</b>				
	(i) Tata Indigo				
	(ii) Swift D'zire				
	(iii) Tata Sumo				
	(iv) Bolero				
	(v) Scorpio				
	(vi) Xylo				
	(vii) Innova				
	(Viii) Zest				
	(ix) Pick up van				
	(x) Any other Similar Car (mention specific).				

The above rates are exclusive of GST another charges. Petrol, diesel, Parking Charge and Tall Tax will be borne by Bihar School Examination Board.

Dated.....

Signature of Travel Agency  
with seal

**ANNEXURE 1: FORMAT FOR AFFIDAVIT (AUTHORIZATION LETTER)**

Format for Affidavit certifying that Entity/Promoter(s) / Director(s)/Members of Entity are not Blacklisted (On a Stamp Paper of INR 1000)

Affidavit

I, M/s....., (the names and addresses of the registered office) hereby certify and confirm that we or any of our promoter(s) / director(s) are not blacklisted/barred/convicted by any court of law for any criminal or civil offences/ declared ineligible by Bihar School Examination Board or any other entity of GoB or by any entity of state government /or Govt. of India or any local Self-Government body or public undertaking in India for participation in future bids for unsatisfactory performance, corrupt, fraudulent or any other unethical business practices or for any other reason and from participating in Project/s, in last 3 years from the date of submission of bids/tenders, as on the \_\_\_\_\_ (Date of Signing of Application).

And that No criminal/ vigilance case related to cheating, forgery, Criminal breach of trust, theft and prevention of Corruption Act is pending in any court of law against the bidder.

And that we are hereby declaring all ongoing litigations where our promoter(s) / director(s) are involved in with any government agency/state/central department/PSU, and as mentioned below:

- 1.
- 2.
- 3.
- 4.
- 5.

Further, we are annexing a certified copy of the litigations with this affidavit.

We further confirm that we are aware that, our bid for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered at any stage of the Bidding Process or thereafter during the contract period and the amounts paid till date shall stand forfeited without further intimation.

Dated this..... day of....., 2019.

Dated this..... day of....., 2019

Name of the Applicant.....

Signature of the Authorized Person

Name of the Authorized Person.....

**ANNEXURE 2: PARTICULARS OF THE BIDDING ORGANIZATION**

<b>Name and full address of the Company</b>	
Details of Registered Office Address Telephone No(s) Fax No(s) E-mail address: Company website: Year of Incorporation:	
Turn Over of the Company <b>2015-16:</b> <b>2016-17:</b> <b>2017-18:</b> <b>Average Annual Turnover:</b>	
Income Tax Registration number (PAN)	
Goods and Services Tax(GSTN):	
Type of agency (Public Limited/Private Limited, partnership firm, proprietorship firm, society, trust etc)	
Name and addresses and designation of the persons who will represent the Bidder while dealing with the BSEB (Attach letter of authority)	
Has the organization been blacklisted by any state or central government entity or any of its undertakings If yes, kindly give details of the govt. entity and reason for blacklisting, in last 3 years from the last date of submission of bids/tenders	
(Authorised Signatory) Name: _____ Designation & Authority: _____ Place: _____ Date: _____ Stamp: _____ Company Name: _____ Business Address: _____ Official Email: _____	

## ANNEXURE 3: CHECKLIST FOR SUBMISSION

Sl.no	Documents to be submitted	Submission Status (Yes/No)	Page nos. in the bid
1.	EMD/ Bid security amount of INR 50,000/- (Rs.fifty thousand only) in the form of Demand Draft (DD) in favour of Bihar School Examination Board, payable at Patna		
2.	Proposal Forms <b>as per tender</b>		
3.	Copy of the Certificate of Incorporation issued by the Registrar of Companies or certificate issued by <b>appropriate authorities</b> as applicable for others (i.e., Partnership/ Proprietorship firm/society/Trust)		
4.	Audited Balance sheet and <b>Profit &amp; Loss Account, and a copy of challan related to annual return filed with ROC and any other related financial statements</b> ( <i>if the bidder is registered under Companies Act</i> ), <b>or</b> <b>Audited Balance sheet, Income and expenditure account, Receipts and Payments account and other related financial statements</b> ( <i>if the bidder is registered under Societies and Trusts Act</i> ) <b>or</b> Audited Balance sheet and profit and loss account, Income tax return( <i>if the bidder is proprietorship firm</i> )		
4.1	<b>FY 2015-16</b>		
4.2	<b>FY 2016-17</b>		
4.3	<b>FY 2017-18</b>		
5.	The bidder should have experience of providing vehicles, as per the specifications mentioned in this tender document, during each year in the last three years for a minimum period of three continuous months every year to Central or state Government/Semi-Government/Public Sector Units(PSU)/Government agency.		
6.	Copies of: PAN card, GST Registration& Copy of Income Tax Return (ITR), filed by bidder in last 3 Assessment Years: <b>2015-16, 2016-17 and 2017-18.</b>		
6.1	PAN card		
6.2	GST registration certificate		
6.3.1	<b>ITR of AY 2015-16</b>		
6.3.2	<b>ITR of AY 2016-17</b>		
6.3.3	<b>ITR of AY 2017-18</b>		
7.	Affidavit Sworn before notary stating that Agency/ Bidders is not blacklisted/banned/declared ineligible by any entity of any State Government or Govt. of India or any Local Self-Government body or public undertaking in India for participation in future bids for unsatisfactory past performance, corrupt, fraudulent or any other unethical business practices or for any other reason during the past 3 years, from the last date of submission of bids/tender.		
8.	Power of Attorney(PoA) in favour of signatory of Tender		



Sl.no	Documents to be submitted	Submission Status (Yes/No)	Page nos. in the bid
	Documents, as per the format mentioned		

Place:

Signature of Authorized Signatory:

Date:

Seal with Designation:

**(For BSEB Use Only) – to be filled during opening of applications**

Verified the above-mentioned documents and found them to be in order at respective page nos. except those as under

- 1.
- 2.
- 3.

Place:

Signature of Authorized Signatory

Date:

Seal with Designation: