



## REQUEST FOR BID (RFB)

FOR

**HIRING OF VEHICLES ON MONTHLY AND ON NEED BASIS for  
OFFICIAL USE OF BRDS**

**Address for communication:**

**Chief Executive Officer,  
Bihar Rural Development Society,  
1<sup>st</sup> Floor, Extension Building - 01,  
Old Secretariat, Patna-800015,  
Bihar (India)**

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### **Invitation of Bid**

Hiring of Vehicles on Monthly Basis  
**TWO ENVELOPE BIDDING DOCUMENT THROUGH E-TENDER**  
<https://eproc2.bihar.gov.in>

Bihar Rural Development Society (BRDS) invite bids for hiring of monthly vehicles for use by the officials of BRDS through E-Procurement at <https://eproc2.bihar.gov.in>. The vehicles should be registered in the State of Bihar. Registered Firms may submit their bids online through <https://eproc2.bihar.gov.in> Bids will be opened online through <https://eproc2.bihar.gov.in> at BRDS office. Bidders or their authorized representative may attend the bid opening. Summary of bid is as follows:

Sr. No.	Item Details	Particulars
1	Tender No.	BRDS/ 2/2026
	Tender processing Fee (Non-Refundable) (in Rupees)	Rs. 590.00 (Inclusive of GST @18.00%) to be paid through e-payment mode (i.e. NEFT / RTGS / Credit Card / Debit card / Internet Banking) at <a href="https://eproc2.bihar.gov.in">https://eproc2.bihar.gov.in</a>
2	Tender Fee	Rs. 1,000.00 to be paid through e- Payment mode (i.e. NEFT / RTGS / Credit / Debit Card or Net Banking) only at <a href="https://eproc2.bihar.gov.in">https://eproc2.bihar.gov.in</a> (non-refundable)
3	BID Security (EMD)	INR - 1,50,000.00 (One Lakh Fifty Thousand Only) through e-Payment mode (i.e. NEFT/RTGS, Credit/ Debit Card & Net Banking) only at <a href="https://eproc2.bihar.gov.in">https://eproc2.bihar.gov.in</a>
4	Pre-Bid Conference (Address)	<ul style="list-style-type: none"> <li>Pre bid meeting will be held on <b>DATE: - 05/02/2026 at 11.00 AM</b> at Bihar Rural Development Society, 1<sup>st</sup> Floor, <b>Extension Building-01, Old Secretariat, Patna.</b> Queries and Clarifications, if any, will be uploaded on <a href="https://eproc2.bihar.gov.in">https://eproc2.bihar.gov.in</a> as well as on official website of BRDS at <a href="http://www.brds.bihar.gov.in">www.brds.bihar.gov.in</a></li> <li>Requests for clarification should be received by the Employer before 05/02/2026.</li> </ul>

5	Contact person/Nodal Officer for queries	Sri Prabhakar Kumar Mob. No. 7004227924
6	Start Date / Time of download of Tender Document	DATE: - 20/01/2026, 3:00 PM through <a href="https://eproc2.bihar.gov.in">https://eproc2.bihar.gov.in</a>
7	Last Date/Time for submitting the Tender Document	DATE: - 16/02/2026 till 15:00 hrs. through <a href="https://eproc2.bihar.gov.in">https://eproc2.bihar.gov.in</a>
8	Date/ Time for opening of Bid (Technical)	DATE: 16/02/2026 at 15:30 hrs. through <a href="https://eproc2.bihar.gov.in">https://eproc2.bihar.gov.in</a>
9.	Bid Validity Period	120 days from the last date of submission of bid.
10.	Date/ Time for opening of Bid (Financial)	Will be communicated to the technically qualified bidder/s through email.

For support related to e-tendering process, bidders may contact at following address during working hours: 8:00 AM to 7:00 PM (All days in week except Sunday and few selected state holidays on "eProc 2.0 Help Desk Address: M-junction services limited RJ Complex, 2nd Floor, Canara Bank Campus, Khajpura, Ashiana Road, P.S. - Shastri Nagar, Patna 800 014, Bihar. Tollfree No: 1800 572 6571" or may contact on Email Id: [eproc2support@bihar.gov.in](mailto:eproc2support@bihar.gov.in)

Details of vehicles to be taken on hire for monthly use are as follows-

Sl. No.	Type/Category of Vehicle	Number of Vehicles required
1.	Innova Crysta / Tata Hexa, Safari Storme or Equivalent	03
2.	Maruti Ertiga / Scorpio / Mahindra XUV 500 or equivalent	10
3.	Maruti Suzuki XL-6 / Maruti Suzuki Ciaz / Honda-Amaze / Mahindra XUV 300 or equivalent	As per requirement

#### **Method for Submission of Bid-**

Two bid system shall be followed as Eligibility Bid and Price Bid. Both, the Technical and Financial bids must be submitted through <https://eproc2.bihar.gov.in>. The evaluation system followed is mentioned below.

- The Price bid/Financial bid shall be prepared as per the Price bid/Financial bid format provided at <https://eproc2.bihar.gov.in> in Excel format and shall be uploaded duly signed and sealed.
- The Price bid/Financial bid shall be submitted exactly as per the given format. Any deviation will lead to rejection of whole Price Bid/Financial Bid.
- The bidders shall submit their eligibility and qualification details, Certificates etc.as mentioned in bid, in the online standard formats given in the bid.
- Bidders shall upload the scanned copies of all the relevant certificates,

documents etc., in support of their eligibility criteria / technical bids and other certificate /documents in the e- Procurement web site (<https://eproc2.bihar.gov.in>).

- (e) The bidder shall upload the supporting statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity using their digital signature.
- (f) Online portal will neither allow submission of alternate bid nor will allow to submit bid after deadline for submission as above.
- (g) For support related to e-tendering process, bidders may contact at following address during working hours: 8AM to 7PM (All days in week except Sunday and few selected state holidays on "eProc 2.0 Help Desk Address: m junction services limited RJ Complex, 2nd Floor, Canara Bank Campus, Khajpura, Ashiana Road, P.S. - Shastri Nagar, Patna 800 014, Bihar. Tollfree No: 1800 572 6571" or may contact on Email Id: [eproc2support@bihar.gov.in](mailto:eproc2support@bihar.gov.in)
- (h) **Corrigendum/ Addendum**, if any, will be published on e-Procurement, Bihar <https://eproc2.bihar.gov.in> and the departmental website at [www.brds.bihar.gov.in](http://www.brds.bihar.gov.in)

**(A) Terms of Technical Bid are as follows:**

- (i) Bidder must submit Bid Security / EMD of Rs. 1,50,000/- lakh (Rupees One Lakh Fifty Thousand Only) through e-Payment mode (i.e. NEFT / RTGS, Credit / Debit Card & Net Banking) at <https://eproc2.bihar.gov.in>
- (ii) The bidder to submit the Bank Guarantee as Bid Security/EMD, the Bank Guarantee (BG) should be issued in favour of Bihar Rural Development Society, payable at Patna. The BG should be issued from Nationalized / Scheduled Indian Bank. Bidder must submit scanned copy of BG along with their technical bid and original copy of BG should be submitted to BRDS office on or before the last date for submission of bid. Photocopy of BG will not be accepted and bid will be rejected. Bidders registered under National Purchase Organization / State Purchase Organization / NSIC may request exemption from Bid Security provided valid registration certificate is submitted wherein the firm is authorized to do the same type of business.
- (iii) The Bidder should have an Average Annual Turnover of at least Rs.50 Lakhs during three consecutive financial year 2022-23, 2023-24 & 2024-25. (Audited copies of Financial Statement to be enclosed).
- (iv) Copies of ITR of FY 2022-23, 2023-24 & 2024-25 (downloaded from Income Tax website) should be submitted along with bids.
- (v) Bidding firm should be registered under GST Rules. Signed and stamped photocopy of GST registration certificate.
- (vi) Bidding Firm must submit photocopy of PAN of the firm duly signed and stamped.
- (vii) Bidding Firm should submit a Notarized Affidavit that their firm has not been blacklisted/debarred by Central Government / State

- Government / Government PSUs/Local Bodies or any organization nor their name is involved in any criminal case. Original copy of Notarized Affidavit may be asked from the bidder during evaluation.
- (viii) Minimum 03 years of completed/ongoing experience in similar field. Copy of Work Order/Contract Agreement with Completion/Ongoing certificates. Details along with supporting document should be submitted in Annexure-C.
- (ix) Bidding Firm should have at least five vehicles (four-wheeler) on their name. Signed and clear photocopy of Registration Certificate should be submitted. Details along with supporting document should be provided with technical bid in Annexure-A.
- (x) Bidding Firm should submit written declaration on their letter head that they agree to all terms and conditions of this bidding document.
- (xi) Bidding firm should submit their latest character certificate issued by the Superintendent of Police.
- (xii) Bidding Firm should submit their Technical Bid and Financial Bid separately through online mode. Financial Bid (Price Format) submitted along with technical bid will lead to rejection of the bid.
- (xiii) Bidding Firm should submit their Local office proof like rent agreement, Municipal receipt, Electricity bill or another document which clearly proof their locality.

**[C] Terms of Financial Bid are as follows:**

- (i) Financial Bids of only those bidding firms will be opened online through <https://eproc2.bihar.gov.in> who will be successful in technical evaluation.
- (ii) Bidding Firms must quote their rate in the Price Format available at <https://eproc2.bihar.gov.in> (in Excel Format) for all types of vehicles for a minimum of 1500 kilometer in a month (including Fuel and Driver) in India rupees excluding GST. GST will be paid as per prevailing rate. Bidding Firms must quote their rate in figure as well as in word. In case of any discrepancy in rates quoted in figure and word, the rates quoted in word shall prevail. If a bidder does not quote their rate for all types of vehicles, there bid will be treated as non-responsive and will be rejected.
- (iii) Additional Kilometers beyond 1500 kilometer will be paid as per the additional kilometer rate (including Fuel and Driver) obtained through this bidding process.
- (iv) The financial evaluation will be made on the L1 rate obtained for monthly hiring for each category of vehicle. However, negotiation may be held on additional Kilometer based on L1 bid for extra kilometers if the same bidder's extra kilometer rate is not L1.
- (v) For Daily use (extra to monthly use) selection of the vendor will be done on L1 category of that section.
- (vi) In case of different L1 in in different category, BRDS will impanel all such vendors which are L1 in any category. In that case L1 rate of each

category will be the final rate of that category and any impaneled vendor can supply vehicle to BRDS at the L1 rate.

- (vii) If only one vendor successfully becomes L1 bidder in each category, L2 / L3 vendors may be impaneled by BRDS on the L1 rate of each category based on requirement.
- (viii) Bidding Firms must quote their rate for all category of vehicles.

[D] **Other Terms and Conditions**

- (i) The agreement will be made for Two year which may be extended for Six month to one year based on satisfactory services and condition prevailing at that time.
- (ii) Successful Bidder should have a local office in Patna.
- (iii) Successful bidder must provide the name and mobile number of a supervisor for smooth services. The supervisor should have also a WhatsApp Number for smooth coordination with BRDS in providing vehicles on time.
- (iv) Successful bidder must submit an Affidavit that their deployed driver has no criminal case nor their name is in police records.
- (v) Successful bidder must submit complete details of the deployed driver along with their driving license and Aadhaar.
- (vi) The monthly vehicles will also be used for outstation visit. Outstation allowance (night halt) – Rs 200.00 will be paid by the BRDS.
- (vii) Parking & toll taxes will be reimbursable on actual basis. If the service provider, has paid toll tax via FASTag, then it will be required to mention the same in the duty slip, and copy of the e-bill shall be submitted at the time of submission of bills.
- (viii) In case, if any category L1 bidder fails or refuses to enter into an agreement with BRDS, their Bid Security may be forfeited and services of L2, L3 agency will be taken on L1 rate.
- (ix) The deployed drivers should have three years of driving experience which will be established from the date of driving license. Details of drivers should be filled in Annexure-B.
- (x) In case of unsatisfactory services, the agreement may be terminated with a 15 days written notice.
- (xi) Successful bidder has to submit performance security equivalent to 5% of the total Contract Value in the form of Bank Guarantee. The Bank Guarantee should be in favor of Bihar Rural Development Society, Patna. The Bank Guarantee should be valid for 30 months and should be issued from any Nationalized/Scheduled Indian Bank.
- (xii) The supplied vehicles should be in good condition with proper functioning of Air Conditioning System etc. and should not be older than

2022 model.

- (xiv) The supplied vehicles should have all the recent security features including first aid kit with towels and fire extinguishers. All the towels should be washed on periodic basis.
- (xv) The supplied vehicles should have all lighting, horns, air conditioning systems etc. in working condition and these should be checked on routine basis. Failure on the part will invite punitive deduction from the invoice/performance security.
- (xvi) All the vehicles would be provided at the location/s where the concerned officer/department/staff of BRDS has asked to. In case the vehicles have to be taken for repairing, filling of fuel etc., the same should be conveyed to nodal person of BRDS, otherwise it will be presumed that vehicles have not been provided by the service provider and BRDS may impose penalty.
- (xvii) Service provider has to provide, copy of registration of vehicle, up to date registration of vehicle and pollution certificate and driving license of driver at the time of signing of agreement.
- (xviii) Successful bidder has to provide Non-Judicial Stamp Paper of Rs. 1000/- denomination for agreement.
- (xix) The hired vehicle will run for 12 hours a day. The services may also be required on weekly holidays and other holidays.
- (xx) During the period of agreement, the rates will be firm and no change (change in cost of fuel etc.) will be accepted.
- (xxi) In case, if vehicles are not provided on time or at designated place, BRDS may impose penalty and same will be recovered from the invoice/performance security of the successful bidder.
- (xxii) Successful bidder has to maintain a log book as per the attached proforma.
- (xxiii) The number of vehicles may be increased/decreased as per the requirement of BRDS.
- (xxiv) In case of any disputes arising out of this bidding process or signed agreement, the courts located in the territorial jurisdiction of Patna district will settle the disputes.
- (xxv) BRDS reserves the right to reject any bid or cancel the entire bidding process without assigning any reason thereof. BRDS does not take any responsibility towards bidder in case of cancellation of this bidding process.

**Forfeiture of Earnest Money Deposit (EMD):**

The EMD shall be forfeited by Bihar Rural Development Society, Patna hereunder or otherwise, under the following conditions:

- If a bidder engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice, or restrictive practice.
- If a bidder withdraws its bid during the period of bid validity as specified in this RFB and as extended by the Bihar Rural Development Society, Patna from time to time.

- In the case of selected bidder, if it fails within the specified time limit:
  - i. to sign the agreement and / or
  - ii. to furnish the Performance Security (PS), before signing the agreement, with in the period prescribed in the Letter of Intent (LoI).

**Penalties:**

1. In case of poor maintenance of the vehicle, non-availability of other required accessories, or failure to fulfil the conditions prescribed for the driver - if any complaint is received from the office/official, a deduction will be made from the bill as follows:
  - ₹250/- for the first instance (on proportional basis),
  - ₹500/- for the second instance,
  - On the third instance, the driver and/or vehicle shall be removed from the fleet.
2. In case of late reporting by the driver, ₹500/- shall be deducted. If the vehicle is not made available for the entire day, a deduction of ₹1,000/- per day shall be made. In addition, in the case of vehicle unavailability, an alternative vehicle shall be hired from the open market, and the expenditure incurred shall be deducted from the supplier's monthly bill. If the vehicle provided by the concerned agency does not conform to the rules and conditions, a penalty of ₹1,000/- per day per vehicle shall be imposed. If such violations occur on a regular basis, the office reserves the right to terminate the agreement without giving the statutory one-month notice.

**Payment of Additional Kilometers:**

1. The journey distance shall be counted from the place of commencement of duty. The distance from the garage or the place where the vehicle is parked at night to the place of commencement shall **not** be paid.
2. Each day, at the start of duty, the officer/staff using the vehicle shall record the kilometer reading in the logbook, and again at the end of duty in the evening. The logbook shall be signed by the concerned officer/staff.
3. The vehicle supplier shall ensure alternative arrangements for a driver to operate the vehicle even on weekly holidays and government holidays, whenever required and informed. In case no such alternative arrangement is made, the Department may arrange a vehicle through other means, and the expenses incurred shall be deducted from the monthly payment due to the vehicle supplier.
4. The vehicle supplier shall maintain an attendance register in the BRDS, in which the driver shall mark his attendance daily. Every Monday, Wednesday and Friday, the driver shall present the updated logbook for verification before the representative of the BRDS. Failure to mark daily attendance in the register or failure to present the logbook for verification shall result in a deduction of **₹100 per day** from the monthly hire charges.
5. The firm/institution shall provide the exact number of vehicles demanded within the prescribed time as per requirement.

**Note:** During the contract period, in case of accident of the vehicle, breakdown of

the vehicle, or any other reason causing interruption in vehicle operation, the entire responsibility shall rest with the supplier. The supplier shall promptly arrange an alternative vehicle and provide it to the concerned authority.

**Annexure-A**

Details of minimum five vehicles (RC, up to date Insurance and Pollution Certificate should be attached)

Sl. No.	Registration No.	Ownership/ on Rent	Make & Model	Manufacturing Date	Insurance No. and validity	Pollution certificate Number and validity
1.						
2.						
3.						
4.						
5.						

**Annexure-B**  
Details of minimum five drivers

Sl. No.	Name of Driver	License Number	Issuing Authority	Date of Issuance	Validity up to	Personal/Commercial
1.						
2.						
3.						
4.						
5.						

Signature of Bidder..... Name

of Bidder.....

Date.....

**Annexure-C**  
**Experience Details**  
**[Attach Completion Certificate]**

Sl. No.	Name of department	Period of Contract/Agreement	Number of provided vehicles	Completion date
1.				
2.				
3.				
4.				
5.				

NOTE: Experience in a year will be accepted where the minimum service/s is for a period of 07 months.

Signature of Bidder..... Name  
of Bidder.....  
Date.....

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**Annexure-D**

**Price Bid Format**

[Not to be filled here]

A separate sheet is available (in Excel) on <https://eproc2.bihar.gov.in> to quote rates

Sl. No.	Type/Category of Vehicle	1500 Kilometer per month including fuel and driver (without GST) [A]	Per Kilometer Rate after 1500 Kilometer in a month including fuel and driver (without GST) [B]	Per Kilometer Rate for such vehicles which are taken for daily trip [C]
1.	Innova Crysta / Tata Hexa, Safari Storme or Equivalent	Please do not fill rates here. A separate sheet (in Excel) is available on <a href="https://eproc2.bihar.gov.in">https://eproc2.bihar.gov.in</a> to quote rates.		
2.	Maruti Ertiga/ Mahindra XUV 500 / Scorpio or equivalent			
3.	Maruti Suzuki XL-6 / Maruti Suzuki Ciaz / Honda-Amaze / Mahindra XUV 300 or equivalent			

NOTE: Agency quoting the lowest rate (without GST) for each category will be considered as L1 agency in that category.

Signature of Bidder.....

Name of the Bidder.....

Date.....