



**विकास प्रबंधन संस्थान**  
**Development Management Institute**

**REQUEST FOR PROPOSAL (RFP)**  
**(Vehicle Hire Service)**

**1. Objective of the Request for Proposal (RFP)**

Development Management Institute (DMI) is a fully autonomous and board-managed Educational Institution, established by Govt. of Bihar for addressing the growing needs of development management professionals in the state & country.

DMI invites RFP under a single stage two envelopes system from the reputed service providers for '**Hiring of Light Commercial Vehicles on Hourly/ Daily/ Monthly basis with Driver & Fuel**', to facilitate the travel of faculty and officials of DMI, a total 04-05 vehicles on a monthly basis and vehicles on call basis as per requirement for within and outside Patna. The contract will be initially for a period of one year which may be further extended maximum up to two years (01+01 years) based on satisfactory performance and on mutually agreed terms. The DMI reserves the right to cancel or postpone or reject the tender process or reject any or all proposal(s) without assigning any reason whatsoever.

**2. Schedule for the Bid Process**

#	Information	Details
1	RFP No. and Date	DMI/Proc./18/24-25/ Date 12.12.2024
2	Earnest Money Deposit (EMD)	₹10,000/- (Rupees Ten Thousand Only)
3	Bid validity period	60 days
4	Time and Date of Pre-Bid Meeting	At 16:30 Hrs. of 16.12.2024
5	Place of Pre-Bid Meeting	Development Management Institute Second Floor, Udyog Bhawan, East Gandhi Maidan, Patna - 800 004 (Bihar)
6	Time and Last Date (deadline) for submission of bids	At 11:00 Hrs. of 30.12.2024
7	Time and date of opening of Technical Bid	At 11:30 Hrs. of 30.12.2024
8	Time and date of opening of Financial proposals	At 16:00 Hrs. of 06.01.2025
9	Address for Bid submission & correspondence for all purposes in relation to this RFP	Development Management Institute Second Floor, Udyog Bhawan, East Gandhi Maidan, Patna - 800 004 (Bihar)

**3. Eligibility Criteria**

**Proposed Vehicles**

- DMI reserves the right not to consider the bid submitted by the erstwhile vendors of DMI whose earlier performance was not satisfactory.
- The vendor with a higher average turnover of last 03 years will be given priority in awarding the contract, in case of tie.
- Must have vehicle in his own name or in the name of proprietor/ company/ partners/ firm/ director or who is

- willing to procure and provide vehicle if not having at present with permit from RTO registered as taxi.
- d) Must be installed with GPS technology and having BS-VI compliance;
  - e) Should not be older than 2023 model and should not have run more than 50,000 Kms at time of contract and also during the contract period.
  - f) Should be in a good running condition having all the safety features with airbags and functioning seat belts in front and back seats equipped with fire extinguisher, kept clean and odour free, with new seat covers/ towels etc. suitable for official use. (DMI will do physical verification of vehicles before entering into the contract);
  - g) Should have valid Commercial Registration Certificate, fitness certificate, PUC, Road Tax, permit etc. and any other relevant permits/ licenses essentially required by the RTO and any other statutory bodies for the operations of the vehicles, and must be revalidated before the expiry of the due date during the tenure of the contract period.
  - h) Must be covered with comprehensive insurance with third-party unlimited liability risk.

**Driver**

The drivers deployed along with the vehicle should satisfy the following conditions:

- a) Minimum education (10<sup>th</sup> pass or above) along with basic knowledge of English and Hindi language (reading/ understanding).
- b) Have a valid driving license.
- c) Not below the age of 25 years.
- d) Should have a minimum of three years of experience in driving.
- e) Should not consume alcohol, smoke and chew pan masala/ gutkha/ tambaku etc.
- f) Should not have any criminal case against him and should not have any history of accidents. Police verification reports of all drivers need to be submitted to DMI before deployment of drivers;
- g) Shall observe all the etiquette and protocol while performing the duty. He shall be properly attired during duty hours and observe all times basic courtesy to passenger(s), fellow motorists and road authorities;
- h) Should have mobile phones or the vendors are required to provide to the drivers at their cost for better communication with the users;
- i) Should be well versed with the roads and the places of Bihar and should have experience in city driving;
- j) Should follow traffic rules. The agency will be solely responsible for any misconduct of the drivers;
- k) Records / Registered (log book etc.) to be maintained as directed by DMI.

**Registration**

- a) The Bidding firm/agency should have been in operation for a period of at least 03 years as on 31<sup>st</sup> March 2024;
- b) The Bidder must be registered under GST for the Bihar location.

**Experience**

- a) The bidding firm/agency should have experience of providing vehicles to Central or State Government /Semi-Government departments/PSU/University for a minimum period of 02 years;

**Financial**

- a) The bidding firm/agency should have an average turnover of at least Rs. 30.00 Lakhs per annum in the past three financial years (FY 2021-22, 22-23 & 23-24);

**Others**

- a) The Bidder should not have been blacklisted/de-listed by any Central/State Government/ Public Sector undertaking/ Listed Company in the past three years (after 01-April-2021);

**Important Notes**

- 1 The bid submitted by the existing vendor will not be considered for further processing.
- 2 DMI reserves the right to exclude vendors who have provided services to DMI in the past/ at present, whose performance was unsatisfactory.
- 3 The contract shall commence from the date as stated in the service order for an initial period of one year and shall automatically expire on completion of the agreement period. However, the agreement may be extended



- on the same terms for a maximum of two years, i.e., an overall period of three years subject to satisfactory performance and mutual consent. DMI has the right to terminate the Contract/Agreement by giving one month notice without assigning any reason for the action.
- 4 The rates/contract would remain valid for the entire contract period from the date of agreement. However, DMI may consider and give the effect of change in rate of fuel and minimum wages at the time of renewal.
  - 5 The Bidder Agency will be bound to furnish details to DMI while submitting the tender or subsequent stage as per the tender document. Any such document furnished by the service-providing agency found to be false at any stage would be deemed a breach of the agreement's terms, making it liable for legal action against the service-providing agency apart from termination of the agreement forthwith.
  - 6 The vehicle shall be deemed to be at the disposal of DMI during the period of operational use and contractor shall have to make available the vehicles on all the days of a month, seven days a week (Including Sunday/Holiday). The vehicle and the driver should not be changed without prior information unless requested by the DMI;
  - 7 There will not be any limitation of minimum or maximum running Km of the vehicle on a day-to-day basis.
  - 8 Generally, monthly deployed vehicles are required during the period from 08:00 hours to 20:00 hours; in case of urgency however, the vehicle will be utilized continuously, without any time limit. The vehicle must be available at any time on any day as desired by the officers of DMI.
  - 9 **The vendor should provide monthly vehicles even during weekends (Saturday and Sunday) and other holidays as per the requirement of the institute without any additional charge. Denial of providing such services may attract penal and other action including termination of the contract.**
  - 10 **The construction of the permanent campus of the institute at Sikandarpur Mauza of Bihta in Patna is under process. The institute will shift to that campus upon completion and the agency has to provide the vehicles as per the emerging requirements of the institute at that location.**
  - 11 **The vendor should ensure the vehicles have sufficient fuel, air in the wheel, and other regular maintenance before sending them for duty.**
  - 12 The liability on account of fuel for running of each vehicle, salary and other allowances to drivers and all other expenses relating to maintenance, insurance, garaging, any other incidental expenses etc. of the vehicle would, solely and wholly, be the responsibility of the contractor and the DMI will not bear any liability apart from the hiring charges. However, toll and parking charges during on-duty will be reimbursed on monthly basis after production of bills to DMI.
  - 13 The service provider shall be solely responsible for any claims by any third party and/or employees of DMI traveling in the vehicle for any injuries caused by the driver of the vehicle whether by accident or otherwise.
  - 14 The service provider shall be personally responsible for any theft, misconduct and /or disobedience on the part of drivers so provided by him/them.
  - 15 During the contract period, if the vehicle is seized or detained or requisitioned by Police/Motor Vehicle Authority or any other authorities for whatsoever reasons that will be at the service provider's risk. Also, alternate vehicle will be provided by Service provider without any extra charges.
  - 16 The cars deployed for duty for the DMI shall at no point of time carry any person other than personnel authorized by DMI. The service provider has to ensure the safety of passengers by avoiding negligent driving by their drivers such as over speed, rash driving, driving in inebriated condition and driving vehicle without brakes/defective brakes.
  - 17 The Vehicle should be kept with sufficient stock of fuel. However, in case of any emergency, if any officer pays for fuel/ repair, the same should be reimbursed by the Service provider on production of the evidence.
  - 18 The bid once accepted shall not be allowed to be withdrawn and the default after acceptance of the bid shall be deemed to be non-compliance of terms of contract;
  - 19 The agency shall comply with all statutory provisions as laid down under various Labour Law [Central/State]

- and specially Minimum Wages Act, Payment of Wages Act, PF, ESI Act, Payment of Bonus Act, working hours & leave & other statutory obligation, Contract Labour [R&A] Act, Workmen Compensation Act. Etc. as applicable from time to time. In case of violation of any such statutory, the agency itself will be solely responsible;
- 20 DMI will not have any statutory responsibility in connection with employment of DRIVER or any other person involved.
  - 21 Any complaint from the users/staff of the user department with respect to their behavior/ uniform will be viewed seriously and it will be brought to the notice of the service provider, who shall take suitable action.
  - 22 The ultimate responsibility of the integrity and performance of the driver will lie on the Service Provider.
  - 23 The Bidder shall provide vehicles as per requirement of the DMI 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 in total per day).
  - 24 The institute may hire 4-5 vehicles as per the requirement on monthly vehicles. For the purpose of the bill settlement the overall running KM will be calculated on total basis (i.e. 1200 KM X No. of monthly hired vehicles) and extra KMs will be considered after exceeding the total limit of all hired vehicles, rather than 1200 KMs per vehicle.
  - 25 The monthly vehicles may also be used for outstation visit.
  - 26 The number of vehicles hired on monthly/on-call may increase or decrease as per the requirement of the institute.
  - 27 Bidders should keep in mind that whenever required the monthly deployed vehicles would be used for outstation journey. In such case of outstation duty, night halt allowance will be given if not arranged by DMI;
  - 28 In case of non-compliance of the above terms & conditions of contract, a penalty may be levied. The penalty shall be levied on the basis of the feedback by the traveler;
  - 29 Bidders must sign every page of this document as a token of acceptance
  - 30 Above mentioned notes are just illustrative, and may be extracted with other detailed terms and conditions in the Agreement to be signed after selection.

#### **Overall Guidelines of the Bid**

##### **RFP Submission - Single Stage Two Envelopes System (Two Bids System)**

The Bidder is suggested to read the entire Bid document very carefully. The proposals need to be submitted in two separate envelopes. The first envelope, called the **Technical Bid**, will contain the documents related to the eligibility, technical quality, and commercial terms and conditions and documents sought in the tender as per Checklists Technical Bid, except the price and relevant financial details. In the second envelope, called the **Financial Bid**, the price quotation and other financial details are to be submitted as per the Financial Quotation. Both the envelopes are to be submitted together in a single sealed envelope. The Bidder is required to prepare an index containing particulars of the document, no. of pages and its serial number, and to be placed with the covering letter at the top. The Bidder is requested to clearly mention their e-mail ID and Phone number on the top of the envelope. DMI will make all future communication through e-mail only.

Interested agencies/ firms are requested to send their offer in a sealed envelope super scribed "RFP for vehicle hire service" **latest by 11:00 AM on 30.12.2024.**

#### **Opening of Tenders and Evaluation**

- a) Technical Bids shall be opened as per the schedule mentioned above. The authorized bidders' representatives are advised to attend the Bid opening. During the Bid opening, the envelopes containing Technical Bid shall be opened. The envelopes containing Financial Bid shall be signed by all the committee and other members present and kept unopened for opening at the scheduled date of opening of the Financial Bid. Initial scrutiny of the Bid shall be done, and the proposal shall be treated as non-responsive if found incongruous



in terms of:-

- (i) If not submitted in the format as specified in the RFP document.
  - (ii) Received without the Letter of Authorization (Power of Attorney).
  - (iii) Found with suppression of details.
  - (iv) Submitted without the documents requested in the checklist.
  - (v) Having incomplete information, subjective, conditional offers, and partial offers submitted.
  - (vi) Having non-compliance with any of the clauses stipulated in the RFP.
- b) The committee shall evaluate the Technical Bids with reference to technical requirements and various other criteria mentioned in the bid documents. Based on the qualifying criteria, a rank list shall be prepared. Bidders who fulfill all the essential parameters as per the technical qualification criteria shall be qualified. First, the technical proposal will be evaluated, and only those bidders who qualify the requirements will go through the next set. Only the Technically qualified bidders shall be further considered for opening and evaluation of Financial Bids. There must be at least three valid responsive Bids for opening of financial bids.
  - c) The bidders are required to offer "composite rate" including all charges excluding GST and all other Cess/ Tax/ Duties etc. levied by the Central Govt., State Govt. or any other Local Authority." Composite rate" of hiring per month should be clearly indicated in the appropriate column of Financial Quotation in unambiguous terms; The financial Bid will be evaluated. The lowest Bidder among financial Bids will be awarded the contract. The Bidder is expected to quote a reasonable and workable rate which would support them to execute the contract smoothly if awarded.
  - c) For monthly booking, L1 will be decided based on the total cost quoted for the existing monthly requirements of **06 numbers of Swift Dzire (Sedan) and 01 number of Innova Crysta (New Model)/ similar model SUV's**. The rate quoted for Per km charge for extra kilometer will not be considered for deciding L1 agency.
  - d) DMI reserves the right to empanel the other vendor/s based on the vehicle wise cost comparison for booking of vehicles under on-call basis as per requirement.
  - e) DMI reserves the right to award the work to more than one bidder without assigning any reason.

#### **8. Letter of Award, Performance security & execution of the agreement**

DMI will issue a letter of award to the successful Bidder. The notification of award will constitute the formation of the contract. Upon the successful Bidder's furnishing of performance security. The selected Bidder would be required to Deposit an interest-free Performance Security for a value equivalent to @5% of the total work order in the form of Demand Draft/ Cheque/NEFT/RTGS in the bank account of DMI within the period of as may be stated in the letter of award. DMI shall reserve the right of negotiation with the successful Bidder. On receipt of security, a contract agreement would be finalized for the award and assigning.

Failure of the successful Bidder to agree with the Terms and Conditions of the RFP shall constitute sufficient grounds for the annulment of the award, in which event DMI may award the contract to the next best value Bidder to award in L1 rate or call for new bids.

#### **9. Bid Security:**

- a) The bidder must deposit **Rupees Ten Thousand** as bid security in the designated bank account of the institute. The tender document without accompanied by evidence of deposit of bid security shall be rejected. Such bid securities shall be adjusted against the performance security of the successful bidder. The amount of the bid security of the unsuccessful bidder will be return to the bank account.
- b) The bid security may be forfeited:
  - i. If bidder withdraws the bid during the period of bid validity
  - ii. If the successful bidder fails to deposit performance security and deny to sign the contract after award of the contract.

#### **Billing**





- a) The agency shall ensure that the monthly salary payments to the drivers should not be less than the minimum wage set by the Government and the wages should be paid to the drivers within the first week of every month.
- b) The monthly bills/ invoices for hiring of vehicles, along with the GPS generated report, Log Sheet (after getting vetted by the authorized/ concerned officer in this regard) and other supporting documents complete in all respect for every month, must be submitted to DMI Patna by the 10<sup>th</sup> of the subsequent month positively.
- c) Monthly payments to be made to the contractor(s) shall be subject to other statutory deductions as per the rules in force. No interest shall be payable on the bill amount in any circumstance.
- d) The bidder/agency will raise the invoice on monthly basis as prescribed under GST Act 2017.

**Force Majeure:**

1. 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 21 days from the date of occurrence thereof, neither party shall be 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 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 exit, and decision of DMI as to whether the supplies have been so resumed or not shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option terminate the contract.

**Penalty:**

1. DMI will impose a penalty upon deficiency/shortfall in service (Late reporting, non-reporting, absence of vehicle without information, misbehaving, change in vehicle/ driver without information etc.). The nature and amount of penalty will be detailed in the contract agreement paper.

**Coordinator**

(Purchase and Contracts Committee)



**FINANCIAL QUOTATION**

#	Name of Vehicle (should not be older than 2023 model and should not have run more than 50,000 Kms at the time of contract or during the contract period (All AC Vehicle))	* Monthly Deployment Monthly hiring charge(s), for 1,200 Kms. (Amount in Rs.) including driver & fuel	* Outstation on Call Daily hiring charge(s) for up-to minimum run of 200 Kms. including driver & fuel (Amount in Rs.)	Full-day rental for 12 Hours with Minimum Run of 100 KMs Hiring charge(s) up-to 100 Kms. including driver & fuel (Amount in Rs.)	Charges for pick and drop service One point to other point within Patna (City)	Rate per KM for extra KMs. (Amount in Rs.)
2	TOYOTA INNOVA CRYSTA					
3	MARUTI XL6					
4	MAHINDRA SCORPIO					
5	ERTIGA					
6	TATA WINGER (15 SEATER)					
7	FORCE TRAVELLAR (26 SEATER)					
8	AC BUS 32-36 SEATER					
9	AC BUS 40-45 SEATER					
10	AC BUS 50-55 SEATER					

\* For Night Halt Allowance (Food &amp; Stay) per night, if not arranged by DMI: Rs. \_\_\_\_\_/-.

Name of Agency/Firm

Signature of Authorised Person with Seal



**Checklist- TECHNICAL BID**

1	Name of the Organization/Firm	
2	Full address with pin code (Local Address in Patna, enclosed copy of address proof), Phone No, Email etc.	
3	Legal status of the Firm (Enclose Registration Certificate)	
4	Name & Address of all the Proprietor / Partners / Directors	
5	PAN (enclose copy)	
6	GST Registration (enclose copy)	
7	Average Annual Turnover $\geq$ Rs. 30 Lakhs in last three consecutive years (enclose copy of Balance Sheet, P& L Account for 03 years (F.Y. 2021-22, 22-23 & 23-24) should duly certified by Chartered Accountant with registration number of CA)	
8	GST Return for two years (enclose copy of Annual return)	
9	Income Tax return for last three consecutive years (enclose acknowledgement of the ITR)	
10	List of organizations where the Service Provider is currently providing services on monthly engagement basis (Please enclose the job order/ service certificate for at least 3 organizations)	
11	Documents required for all the 07 numbers of vehicles (06 number of Swift Dzire and 01 number of Innova Crysta/ Maruti XL6) to be deployed at DMI (separate sheet may be used for giving details) <ul style="list-style-type: none"> <li>a. Current Valid copy of RC Book</li> <li>b. Current Valid copy of current Taxi permit certificate</li> <li>c. Current valid copy of current Insurance Certificate</li> <li>d. Current valid vehicle Fitness Certificate regarding pollution</li> <li>e. Model Number and Year (not older than 2023 model)</li> <li>f. Relation with owner of the vehicle (proprietor/partner/director/firm/lease)</li> <li>g. Original R/C Book and Documents and vehicle to be produced at the time of agreement</li> </ul>	
12	Any other information to be considered	

**Note : All supporting documents submitted should be self-attested**





**Undertaking on the Cover Letter of the Firm/ Agency**

1. I/ We undertake that I/ We have carefully studied all the terms and conditions of contract as indicated in RFP and understood the parameters of the proposed work and shall abide by them.
2. I/ We further undertake that the information furnished in this quotation are true and correct in all respect.
3. I/We is also certify that offered vehicles are registered with the authority concerned of State or Central Government and all the conditions prescribed for hiring of vehicles in Motor Vehicle Act are duly fulfilled.

Date:

Place:

Name & Full Address:

Email:

Signature of Authorised Person with Seal

A handwritten signature in blue ink, consisting of a circular mark followed by a diagonal stroke.

