



**State Council of Educational Research and Training, Bihar
(Education Department)**



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Invitation of Bid

Empanelment of agencies for Hiring of Vehicles on Monthly Basis & On
Demand Day to Day Basis

TWO ENVELOPE BIDDING DOCUMENT THROUGH E-TENDER -

<https://eproc2.bihar.gov.in>

State Council of Educational Research and Training (SCERT), Bihar, Patna invite bids for Empanelment of agencies for hiring of monthly vehicles for use by the officials of SCERT and on demand day to day basis 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 SCERT 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.	SCERT/Vehicle/2025-26/01
	Tender processing Fee (Non-Refundable) (in Rupees)	Rs. 590.00 (Inclusive of GST @18.00%) To be paid online only (Non-Refundable on https://eproc2.bihar.gov.in portal.
2	Tender Fee	Rs. 1,000.00 to be paid online only (Non-Refundable on https://eproc2.bihar.gov.in portal.
3	BID Security (EMD)	INR – 50,000.00 (Fifty Thousand Only) in the form of Demand Draft or Bank Guarantee is favour of Director, SCERT Original to be submitted in office on or before the bid submission due date in office hours. Copy to be uploaded in EMD section on https://eproc2.bihar.gov.in portal.
4	Pre-Bid Conference (Address)	• Pre bid meeting will be held on 26-08-2025 at 11.00 AM at SCERT Ashok Raj Path, Mahendru, Patna Queries and Clarifications, if any, will be uploaded on https://eproc2.bihar.gov.in as well as on official website of SCERT at https://scert.bihar.gov.in • Requests for clarification should be received in the office of SCERT before 29-08-2025.

5	Contact person/Nodal Officer for queries	Mr. Suraj Prasad, Statistical Officer Mobile No- 9708171502 Email: suraj.prasad74@gov.in
6	Start Date/Time of download of Tender Document	22-08-2025 at 03.00 PM onwards through https://eproc2.bihar.gov.in
7	Last Date/Time for submitting the Tender Document	02/09/2025 till 18:00 hrs. through https://eproc2.bihar.gov.in
8	Date/ Time for opening of Bid (Technical)	04/09/2025 at 15:30 hrs. through https://eproc2.bihar.gov.in
9.	Bid Validity Period	180 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 AM to 7 PM (All days in week except Sunday and few selected state holidays on "eProc 2.0 Help Desk Address: mjunction services limited RJ Complex, 2nd Floor, Canara Bank Campus, Khajpura, Ashiana Road, P.S. - Shastri Nagar, Patna 800014, Bihar. Tollfree No: 1800 572 6571" or may contact on Email Id: eproc2support@bihar.gov.in

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

Sl. No.	Type/Category of Vehicle/Make & Model	Number of Vehicles required
1.	Premium SUV Toyota Innova, Crysta or Toyota Innova Hycross or Equivalent	01
2.	Sedan Swift Dzire, Honda Amaze, Hyundai Aura, Tata Tigor or Equivalent	02
3.	SUV Scorpio, XL-6 or Equivalent	01

Note- Actual number of Vehicles may increase or decrease 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.

- (c) The bidders shall submit their eligibility and qualification details, Certificates etc. as mentioned in bid, in the online standard formats given in the bid.
- (d) Bidders shall upload the scanned copies of all the relevant certificates, documents etc. in support of their eligibility criteria / technical bids and other certificates/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: mjunction services limited RJ Complex, 2nd Floor, Canara Bank Campus, Khajpura, Ashiana Road, P.S. - Shastri Nagar, Patna 800014, Bihar. Tollfree No: 1800 572 6571" or may contact on Email Id: eproc2support@bihar.gov.in
- (h) **Corrigendum/ Addendum**, if any, will be published on e-Procurement, Bihar <https://eproc2.bihar.gov.in> and the SCERT website at <https://scert.bihar.gov.in>

(A) Terms of Technical Bid are as follows:

- (i) Bidder must submit Bid Security/EMD of Rs. 50,000/- (Fifty Thousand Rupees) in the form of Demand Draft or Bank Guarantee is favour of Director, SCERT
- (ii) However, if the bidder intends to submit the Bank Guarantee as Bid Security/EMD, the Bank Guarantee (BG) should be issued in favour of Director SCERT, 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 SCERT 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) Bidding firm should be registered under GST Rules. Signed and stamped photocopy of GST registration certificate along with GST Return (up to last two quarters).
- (iv) Bidding Firm must submit photocopy of PAN of the firm duly signed and stamped.
- (v) 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.

- (vi) 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.
- (vii) Bidding Firm should submit signed and stamped photocopy of Income Tax Return of the last 03 completed financial years.
- (viii) 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.
- (ix) Bidding Firm should submit written declaration on their letter head that they agree to all terms and conditions of this bidding document.
- (x) Bidding firm should submit their latest character certificate issued by the Superintendent of Police.
- (xi) 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.

[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 Indian rupees excluding GST. GST will be paid as per prevailing rate. Bidding Firms must quote their rate in figure as well as in words. 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, their 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 vehicles. Rate of additional per kilometer will not be considered for evaluation of financial bid. However, negotiation may be held with L1 bidder on additional per kilometer quoted rate.
- (v) Bidding Firms must quote their rate for all category of vehicles.

[D] Other Terms and Conditions

- (i) The agreement will be made for one year which may be extended for further years on the same terms and conditions subject to satisfactory services of the successful bidder.
- (ii) Successful Bidder should have a local office.
- (iii) Success 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 SCERT in providing vehicles on time.
- (iv) Successful bidder must submit a certificate on their letter head 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 visits. Outstation allowance (night halt) – in Indian Rupees must be mentioned in the Financial/Price bid appropriately.
- (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) SCERT will Empanel all Technically qualified agencies willing to work on L1 rate subject to their written consent on their respective letter head. Accordingly SCERT will enter into an agreement with all empanelled agencies.
- (ix) The deployed drivers should have three years of driving experience which will be established from the date of issue of permanent 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 value (for 12 months) in the form of Bank Guarantee. The Bank Guarantee should be in favour of Director SCERT, Patna. The Bank Guarantee should be valid for 18 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 2023 model.

- (xii) 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.
- (xiii) 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.
- (xiv) All the vehicles would be provided at the location/s where the concerned officer/department/staff of SCERT has asked to. In case the vehicles has to be taken for repairing, filling of fuel etc., the same should be conveyed to nodal person of SCERT, otherwise it will be presumed that vehicles has not been provided by the service provider and SCERT may impose penalty.
- (xv) 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.
- (xvi) Successful bidder has to provide Non-Judicial Stamp Paper of Rs. 1000/- denomination for agreement.
- (xvii) The hired vehicle will run for 12 hours a day. The services may also be required on weekly holidays and other holidays as and when required.
- (xviii) During the period of agreement, the rates will be firm and no change (change in cost of fuel etc.) will be accepted.
- (xix) In case, if vehicles are not provided on time or at designated place, SCERT may impose penalty and same will be recovered from the invoice/performance security of the successful bidder.
- (xx) Successful bidder has to maintain a log book as per the attached proforma.
- (xxi) The number of vehicles may be increased/decreased as per the requirement of SCERT.
- (xxii) In case, if any vehicle is reported to run beyond 1500 kilometers in some months, the final calculation of run will be done at the end of every three months. Extra running cost if any will be paid in the 3rd, 6th, 9th & 12th month bill only in case the vehicle runs in excess of 4500 kms in the previous three months under consideration.
- (xxiii) 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.
- (xxiv) SCERT reserves the right to reject any bid or cancel the entire bidding process without assigning any reason thereof. SCERT does not take any responsibility towards bidder in case of cancellation of this bidding process.

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 upto	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 vehicles provided	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.....

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.	Details of Vehicles	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]	Outstation Allowance (Night Halt) per Night stay [C]
1.	Premium SUV Toyota Innova, Crysta or Toyota Innova Hycross or Equivalent	Please do not fill rates here. A separate sheet (in Excel) is available on https://eproc2.bihar.gov.in to quote rates.		
2.	Sedan Swift Dzire, Honda Amaze, Hyundai Aura, Tata Tigor or Equivalent			
3.	SUV Scorpio, XL-6 or Equivalent			

NOTE: Agency quoting the lowest rate for 1500 kilometer in a month in each category will be considered as L1 agency.

Sl. No.	Details of Vehicles	Day to Day usage on Daily basis including fuel and driver for minimum 200 Kms (without GST) [A]	Per Kilometer Rate beyond 200 Kms daily* including fuel and driver (without GST) [B]	Outstation Allowance (Night Halt) per Night stay [C]
1.	Premium SUV Toyota Innova, Crysta or Toyota Innova Hycross or Equivalent	Please do not fill rates here. A separate sheet (in Excel) is available on https://eproc2.bihar.gov.in to quote rates.		
2.	Sedan Swift Dzire, Honda Amaze, Hyundai Aura, Tata Tigor or Equivalent			
3.	SUV Scorpio, XL-6 or Equivalent			

NOTE: Agency quoting the lowest rate for minimum 200 kilometers run per day in each category will be considered as L1 agency.

* Per trip calculation. Suppose vehicle is used for 3 days in a trip then Extra Kilometer payment will be considered for over and above 600 Kms of run.

Signature of Bidder.....

Name of Bidder.....

Date.....