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Bid Guideline for Hiring the service Travel Agency

Sealed tender under 2 bid system is invited from registered travel agents for providing vehicle service. Vehicles are required on both monthly and hourly basis. The empanelment is proposed for a period of one year which may be extended by one more year based on the performance of the agency and need for the service. Annual rate revision, if any, will be maximum upto 10 % provided there may be substantial revision in the cost of fuel and wage rate during the year.

The Corporation may empanel more than one agency. The rate will be fixed on the basis of the least quoted rate.

I. The brief Scope of Service is as follows:

1. Vehicles on monthly and hourly basis are to be provided. The current requirement of vehicle for monthly basis is as follows:

- a. Scorpio / Xylo -02 nos
- b. Indigo / Swift Desire – 01 no.

(the requirement may increase or decrease as per the need)

The requirement of vehicle on hourly basis will be as per need.

2. Service of only commercial license vehicles are to be given.
3. The vehicle provided by the agency should be maximum two years old.
4. The vehicles should be in good working conditions.
5. The drivers of the vehicle shall possess valid driving license.

II. Eligibility Criteria:

The agency should possess the following:

1. Registration of the agency under Shop & Establishment Act or any other similar act.

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- (54)
2. Service tax registration.
 3. PAN Card
 4. Average annual turnover from similar activities of Rs.50 lakhs in the last 3 financial years.
 5. Income tax return of last 3 FYs.
 6. Experience of providing vehicle services to Govt./ PSU/ Corporate Agency (min. 3 agency)

III. Earnest Money Deposit:

The bidding agency has to submit an EMD of Rs. 25,000/- (Twenty Five Thousand only) in form of a Demand Draft favoring MD, Women development Corporation, payable at Patna along with the bid.

The EMD of the unsuccessful bidders will be refunded immediately after the bid process is finalized.

IV. Submission of Bids:

Envelop A – Technical Bid

The technical bid shall consist of the following documents. Each page has to be self certified and stamped by the authorized signatory of the agency.

1. Copy of the registration of the agency.
2. Copy of PAN Card and IT return of 3 years.
3. Copy of Service Tax registration.
4. Copy of Audit report with balance sheet & P/L account statement of last 3 Financial Years.
5. Copy of RC book of atleast 3 vehicles, which are commercially registered in the name of the agency.
6. Proof of experience in support of para II (6).
7. EMD in form of Demand Draft of Rs.25000/-.
8. A notarized affidavit stating that the agency has not been blacklisted by any Government agency / PSU.

Envelop B – Financial Bid

The financial bid of only technically qualified agency shall be opened, date of which shall be informed to the eligible agencies.

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The financial bid is to be submitted in the format Annexure I.

Annexure I

Financial Bid Format

A. Daily Hiring Basis

(i)

| Vehicle Type | Km basis | Beyond 200 kms Rate per km | Hourly Basis | | |
|---------------------|----------|----------------------------|--------------------|---------------------|-------------------------|
| | | | Upto 8 hrs/ 60 Kms | Upto 12 hrs/ 80 Kms | Charges extra Hrs / Kms |
| Indigo/Swift Desire | | | | | |
| Scorpio / Xylo | | | | | |
| Innova | | | | | |

Note : The above calculation on Km basis or hourly basis shall be effective from pick up point to drop point and not from garage to garage basis.

B. Monthly hiring basis

| Vehicle Type | Monthly Hiring for 1500 Kms (Including fuel, driver salary etc.) GPS enabled vehicle | Beyond 1500 kms Rate per Km |
|----------------------|---|-----------------------------|
| Indigo/ Swift Desire | | |
| Scorpio/Xylo | | |

Other Charges

1. Night Halt
2. GST (as applicable)
3. Any other charges

Authorized Signatory with Company seal

