

**PREJHA Foundation**

**Reference: 1448-**

**PREJHA02/26/290**

## **REQUEST FOR PROPOSAL**

**FOR**

**Empanelment as Local Conveyance Partner**

**Dated: 3<sup>rd</sup> February 2026**

**PanIIT Alumni Reach For Jharkhand Foundation**

**A Non-profit Special Purpose Joint Enterprise between agencies of Department of  
Welfare, Government of Jharkhand and  
PanIIT Alumni Reach For India  
Foundation, Kalyan Complex, Balihar  
Road, Morabadi,  
Ranchi – 834008, Jharkhand**

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## DISCLAIMER

The information contained in this Request for Proposal ("RFP") or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of PanIIT Alumni Reach For Jharkhand Foundation (hereinafter "PREJHA") is provided to interested parties on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor an invitation by PREJHA to interested parties who submit their quote (henceforth "Bidders") in response to this RFP. The purpose of this RFP is to provide Bidders with information that may be useful to them in preparing and submitting their proposals ("Proposal") for selection as supply agency with PREJHA Foundation as per notified norms.

PREJHA Foundation makes no representation or warranty and shall have no liability to any person or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained herein or deemed to form part of this RFP or arising in any way from this process.

A Bidder must warrant that all the information provided by it to PREJHA Foundation at the time of application & subsequently, is true to the best of its knowledge and belief, and specially warrants that it has duly complied with the provisions of laws applicable to it. Bidder indemnifies PREJHA Foundation from any liabilities arising out of error or default or negligence or contravention in regard to any of the applicable laws, including, but not limited to, submission of statutory forms & other such documents.

The issue of this RFP does not imply that PREJHA Foundation is bound to select any Bidder(s) or select any Bidder(s) for any project. PREJHA Foundation may accept or reject any proposal in its discretion and may ask for any additional information or vary its requirements, add to or amend the terms, procedure and protocol set out in RFP for bona fide reasons, which will be notified to all the Bidders invited to tender. Further PREJHA Foundation hereby reserves its right to annul the process at any time prior to issuance of Purchase Order without incurring any liability towards the Tenderers.

The Bidder shall bear all costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by PREJHA Foundation or any other costs incurred regarding or relating to its Bid. All such costs and expenses will remain with the Bidder and PREJHA Foundation shall not be liable in any manner for the same or for any other costs or expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of this RFP and related processes.

## **SECTION 1: LETTER OF INVITATION**

PanIIT Alumni Reach for Jharkhand (PREJHA) Foundation invites proposals from reputed bidders to empanel travel partners on rate contract basis for PREJHA Foundation.

A bidder will be selected from suitable agencies qualifying the criteria as per described in this RFP.

The content of this RFP enlists the requirements of PREJHA Foundation. It includes the **Bidding Terms & selection** procedure which details out all that may be needed by the potential bidders to understand the financial terms and bidding process and explains the contractual terms that PREJHA Foundation wishes to specify at this stage.

The RFP includes the following sections:

**Section 1 - Letter of Invitation**

**Section 2 - Instructions to Bidders (including pre-qualification criteria)**

**Section 3 - Standard Forms**

The information may be submitted online only at the following website.

<https://eprocurement.mjunction.in/EPSV2Web/org/PREJHA/home.action>

The tender can also be viewed on the following website

<https://jharkhand.gov.in/Home/DocumentList?doctype=e4da3b7fbbce2345d7772b0674a318d5&subdoctype=9bf31c7ff062936a96d3c8bd1f8f2ff3>

Yours faithfully,

Authorized signatory

**PanIIT Alumni Reach For Jharkhand Foundation,  
Kalyan Complex, Balihar Road, Morabadi,  
Ranchi – 834008, Jharkhand**

## **PREFACE**

### **About PREJHA Foundation**

Agencies of Department of Welfare, Government of Jharkhand and PanIIT Alumni Reach for India Foundation have partnered to form PanIIT Alumni Reach for Jharkhand (PREJHA) Foundation, a not-for-profit joint enterprise to implement and scale sustainable welfare initiatives. The initiative will replicate the PanIIT Skill Gurukul model of learning for skill development across all the districts of Jharkhand state and thus provide a network of ITI and sub-ITI institutions accessible to school dropouts, underprivileged and those who are from the lower strata of socio-economic background.

PREJHA Foundation sets up Rural Skill Gurukuls and Kaushal colleges to impart vocational Education to deserving candidates.

### **Purpose of RFP**

The objective of this assignment is to empanel Local Conveyance partners required by PREJHA Foundation. The supplying agency should adopt a process that is not only transparent, competitive but should also be quick and timely.

## **Section 2: Instructions to Bidders**

The evaluation criteria for the bidders is subject to the bidders submitting and satisfying the basic qualification mentioned. All duly empaneled vendors would be on negotiated rate contract basis after the first stage of empanelment based on proposal submitted. **Each Bidder must submit a single proposal only.**

PREJHA foundation shall endeavor to adhere to the following schedule but reserves the right to alter the same:

**Time schedule of Tender:**

Sl.No.	Particulars	Date
1.	Tender e-Publication date	03.02.2026
2.	Start date for seeking Clarification	03.02.2026
3.	Last date for seeking clarification on line from service provider (mjunction Services Limited)	05.02.2026 (06:00PM)
4.	Bid submission start date (only on-line bid accepted)	03.02.2026
5.	Bid submission end date	16.02.2026 (08:00PM)
6.	Schedule date for Technical bid opening	16.02.2026

**General terms & Conditions:**

***Definitions***

- "Buyer" means PREJHA Foundation
- "Bidder" means suppliers or contractors who have participated in tender
- "The Vendor" means the supplier or contractor or service provider to whom the Order is addressed.
- "The Purchase Order" means terms and conditions signed between Buyer and the Vendor governing the subject matter of this Order
- "The Goods / Services" means the goods or services to be supplied under the Order.

***SCOPE OF WORK***

1. The Authority intends to utilize cars on daily basis as per requirement. Since the number of cars required may vary based on demand, the bidder shall be prepared to supply on demand, additional vehicles of various types upto 5 – 10 Nos. at short notice.
2. The successful bidder will be awarded the CONTRACT FOR HIRING OF VEHICLE SERVICE ON DAILY BASIS for an initial period of 1 year. Based on the requirement and performance of the service provider, the contract may be extended.
3. The bidders shall have to provide vehicles duly registered and complying with emission norms of Bharat Stage III / IV (Euro III / IV) or latest Bharat Stage of the following categories. The approximate usage percentage is provided below against each category of vehicle. The following list is only illustrative based on past usage.



Table 1.

Sl. No	Type of Vehicle	Approx Trips per month
A. Non Air Conditioned		
1	Tata Indigo / Mahindra Verito/Maruti Swift Dzire or equivalent	15
2	Tata Indica or equivalent	15
B. Air Conditioned		
1	Tata Indigo / Mahindra Verito/Maruti Swift Dzire or equivalent	20
2.	Tata Indica or equivalent	15
3.	Toyota Innova or Equivalent	5
4.	Chevrolet Aveo / Honda City / Ford Fiesta / Maruti - SX4/ Hyundai Verna / Mahindra Verito or equivalent	5
5.	Tavera – Chevrolet / Xylo – Mahindra or equivalent	5

### ***Amendment of RFP***

At any time before the submission of Proposals, PREJHA Foundation may amend the RFP by issuing an addendum in writing or by standard electronic means. The addendum shall be uploaded on the <https://eprocurement.mjunction.in/EPKV2Web/org/PREJHA/home.action> and will be binding on them. To give Bidders reasonable time in which to take an amendment into account in their Proposals, PREJHA Foundation may, if the amendment is substantial, extend the deadline for the submission of Proposals.

### ***Bidding***

**(to be solely done through portal)**

<https://eprocurement.mjunction.in/EPKV2Web/org/PREJHA/home.action>

1. Offer to be submitted only on e-procurement portal. Hard copy of offer is **not required** to be submitted to PREJHA Foundation. Any offer received in Hard copy shall **not be accepted** and will stand disqualified
2. Mode of Submission of offer: Being e-tender, offer will be solely submitted online through e-tender portal: <https://eprocurement.mjunction.in/EPKV2Web/org/PREJHA/home.action> through following Application Service Providers (ASPs) appointed by PREJHA:

M/s Mjunction Services Limited, 6thFloor, Tata Centre.43 J N Road,  
Kolkata – 700 071,

**Contact Person: Helpdesk Officer** Sumant Kumar Choudhary

9163348104, [sumant.choudary@mjunction.in](mailto:sumant.choudary@mjunction.in)

Jai Mohan- 8873002751, [mohan.jai@mjunction.in](mailto:mohan.jai@mjunction.in)

3. They may obtain further information regarding this tender from the office of PREJHA Foundation, Near Science Block, Women's college, New Nagratoli Road, Ranchi – 834006 from 10:00 hours to 17:00 hours on all working days till the date of bidding is open.

Contact Person: Shekhar Kumar, Project Sevak, PREJHA  
Contact No.: 9835932882  
Email-ID:[shekhar.k@parfi.org](mailto:shekhar.k@parfi.org)

4. Bidders are expected to adequately apprise themselves regarding the procedure and provisions available on the e-procurement portal **operated/ maintained** by M/S. Mjunction services limited. Buyer shall not be responsible for any issues related to timely or proper uploading/submission of the bid.

### ***Validity of Proposal***

Bidders' proposals must remain **valid for a period of min** 180 days after the submission of proposal. Should the need arise, PREJHA Foundation may request Bidders to extend the validity period of their proposals. If a bidder is selected as vendor, his proposal will remain same for whole of the delivery schedule.

### ***Submission of proposal***

The Proposal as well as all related correspondence exchanged by the bidders and PREJHA Foundation, shall be only through the portal of mjunction and electronic means.

The offer shall be submitted as per the instructions of tender document and as detailed in this RFP. Price shall be furnished in the relevant price schedule only. In case of any clarification, bidder may contact the concerned contact persons at m junction Services or PREJHA as listed above

### ***Latest updates***

Latest updates on the critical dates, Amendments, Correspondences, Corrigenda, Clarifications, Changes, Errata, Modifications, Revisions, etc. to Tender Specifications will be hosted on PREJHA-mjunction webpage. Bidders to keep themselves updated with all such information. Bidders may please visit <https://eprocurement.mjunction.in/EPSV2Web/org/PREJHA/home.action> for document submission.

***Technical Bid (incl. Pre-Qualification Criteria)***

***Bidder should submit the prequalification documents at the portal***

Sl. No	PQR Condition	Bidder Remarks
1	Bidder should have supplied vehicles (4-wheeler) to Government organizations/PSUs/Institutional Buyers/Private organizations/NGOs in past 2 year. A copy of purchase order/Invoice/MOU/Empanelment contract/Agreement contract required to be submitted as proof.	

### ***Financial Proposal***

Bidders are required to quote their best rates for all types of vehicle for all slabs including rates for every additional kilometre, additional hour and driver charge etc., as provided in the Financial Bid Format(Form Fin 1) shared in this RFP only.

. Financial proposal must be shared in the same format as provided else it shall be declared non-responsive.

The charges quoted in the tender shall be inclusive of all overhead charges like fuel, lubricants, maintenance expenses of the vehicle, Taxes, Comprehensive Insurance, driver batta but shall not include Service Tax, parking fees and toll fees. Parking fees, Toll fess will be reimbursed on actual basis as per challan/token submitted.

**The starting and closing kilometre of every trip should commence from our end at location as specified by PREJHA Foundation Authority, Ranchi from time to time. Prejha foundation will not responsible for any traffic violation challan including incomplete vehicle document challan and traffic rule violation challan.**

### ***Award of Empanelment***

1. The technical bid (incl. pre-qualification criteria) will be verified by PREJHA Foundation.
2. PREJHA Foundation shall empanel all the bidders who clear the prequalification requirement as mentioned in this RFP by issue of Letter of Empanelment (LOE) on rate contract basis along with terms & Conditions governing the Empanelment and notify the same to the bidder through email.
3. The selected bidders are expected to commence the assignment on the date and at the location specified in the LOE/Contract.
4. If the selected bidders do not sign the Contract within the stipulated period, the LOE may be cancelled.
5. If at any stage in the bidding process including after bid opening or Issuance of Purchase orders pertaining to this RFP, PREJHA believe that the Bidders do not meet the requisite Technical criteria set out in the Bid Document or delivery schedule or that the rate quoted exceeds its own estimates for the supply value, PREJHA reserves the right to cancel the tender without incurring any obligation or liability towards the tenderers.

### ***Payment Terms***

1. 100% within 60 days on submission of invoice & delivery challan for all services on monthly basis.
2. The rates given by the vendor will be binding on both the parties and no change in the rates will be permissible during the contract period.
3. The Vendor shall submit the bill, claiming charges for the services provided in a month before 10th of the succeeding month, which includes service charges and applicable tax. The payment will be made through crossed account payee cheque / bank transfer. The bills should be supported by copies of the

signed log book/trip sheet "Payment of amount claimed will be arranged after necessary checks of the correctness of claim, deducting all charges due including income-tax, at the prescribed rate."

### ***OPERATIONS OF THE CONTRACT***

4. The vehicle(s) are required as per necessity from the date of issue of the workorder.
5. The duty hours and kilometres will be calculated from the reporting time to releasing time of the vehicle on the hired day at the points of picking up and dropping. The payment of rental for cars will be made on monthly basis.
6. The Log Book or Trip Sheet is to be maintained properly by the Vendor.
7. PREJHA Foundation will operate the contract and its decision and instructions will be binding on the Vendors.
8. While on duty the driver should keep with him the proper and up-to-date records of the vehicle and his valid driving license.
9. The Vendor is solely responsible for all actions including payment of any type of claims arising out of infringement of rules, regulations, accident or any other unforeseen happening. In case the vehicle is withdrawn for maintenance /repair/ breakdown, a substitute vehicle should be provided forthwith.
10. The Officers of PREJHA Foundation for whom the vehicle is requisitioned, is empowered to return the vehicle if the driver does not report with the vehicle at the requisitioned time or if the officer feels that the vehicle is not worth travelling and no payment will be made for the said vehicle. If the services of the Vendor at any stage are found unsatisfactory, PREJHA Foundation will be free to cancel the tender without assigning any reason/notice.
11. The day will be reckoned from mid-night to mid-night.
12. In case of emergency i.e. breakdown en-route, Vendor shall have to arrange for alternate vehicle for transporting persons and materials. The Vendor shall provide alternative vehicle of the same or higher Make / model failing which vehicle shall be hired from any other source / sources at the risk and cost of the Vendor.
13. The Vendor shall assign the job of driving of hired vehicles only to qualified, experienced, licensed drivers and also assume full responsibility for the safety and security of the riders. The essential spares are to be stored in the vehicle for trouble free driving. PREJHA shall have no direct or indirect liability arising out of negligent, rash and impetuous driving which is an offence under relevant section of IPC and any loss caused to PREJHA Foundation will have to be suitably compensated by the Vendor.
14. PREJHA will reimburse toll tax, parking charge and interstate wherever incurred on submission of original receipt. The driver to be provided with petty cash by the Vendor for the purpose.
15. Regular checking of meter by the designated transport authority may be done by the Vendor, and requisite certificate may be shown to as and when demanded.
16. The vehicles deployed during the contractual period at any point of time should be well maintained and in perfect running condition as per requirement with proper pollution check and valid pollution certificate.

17. The vehicle shall always be provided with good upholstery, clean seat covers, comfortable seat cushions and other basic fittings / accessories like radio cassette player etc. for maximum comfort of the officials.
18. Drivers of vehicles must be provided and maintain mobile phones. No extra charges would be paid by PREJHA foundation for the same.
19. The Vendor shall keep all the vehicles to be deployed to PREJHA Foundation during the currency of the contract comprehensively insured. PREJHA foundation shall in no way be liable for compensation, damages, penalties, fine etc, under any circumstances. The Insurance Policies shall have to be renewed from time to time till termination of the contract period.
20. Journey within Ranchi limits will be treated as local journey.
21. PREJHA Foundation reserves the right to hire vehicles from any empanelled travel agency as per their necessity

### ***PENALTIES***

In case of break down, vehicles have to be replaced by other vehicle in good condition immediately or within one hour late. In case of non-availability of suitable vehicle a penalty upto Rs.300/- per instance may be imposed in addition to the extra cost incurred in engaging vehicles from other sources.

PREJHA also reserves the right to impose penalties for unsatisfactory services which may include:

- Poor quality of car/ service such as delayed arrival/departure at the designated stop/place
- Misbehaviour by drivers of the contractor with the users
- Working in violation of instructions given by PREJHA Foundation.

### ***Fraud/Corruption***

PREJHA Foundation requires that the bidders participating in the selection process adhere to the highest ethical standards, both during the selection process and throughout the execution of the Contract

PREJHA Foundation will terminate the Contract, if already awarded and will declare the bidder ineligible, either indefinitely or for a stipulated period, to be awarded a Contract, if at any time it determines that the bidder has in contravention to the undertaking given in the Bid document and/or contract, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Contract as enshrined in the undertaking in bidding document and contract

### ***Conflicting relationships***

Bidder has an obligation to disclose as part of the bid document any situation of actual or potential conflict that impacts their capacity to serve the best interest of PREJHA Foundation, or that may reasonably be perceived as having this effect. Failure to disclose the said situations may lead to the disqualification of the bidder or the termination of its Contract

### ***Jurisdiction.***

- The disputes if any between the parties shall be subject to the exclusive jurisdiction of the courts in Ranchi alone.

## **SECTION 3: PRE-QUALIFICATION**



## STANDARD FORMS

TECH FORMS	FORM NAME	Mention list of all supporting documents attached (if any)
TECH-1	Letter of proposal submission	Pls scan & attach
FIN 1	Financial Proposal Upload format	Pls scan & fill & attach

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**Form Tech 1: Letter**

**(On Bidder's Letter-head)**  
**Letter of Proposal Submission**

To,

Executive Director

**PanIIT Alumni Reach For Jharkhand Foundation**

**Kalyan Complex, Balihar Road, Morabadi,  
Ranchi - 834008, Jharkhand**

We, the undersigned, offer to become local travel partner for PREJHA Foundation, in accordance with your Request for Quotation dated 03-02-2026. We are hereby submitting our proposal, which includes this Technical Proposal, and the Financial Proposal as indicated

We undertake the total responsibility for the services, if awarded to us.

We hereby declare that all the information and statements made in this proposal are true and accept that any misrepresentation contained in it may lead to our disqualification.

We understand that **PREJHA Foundation** is not bound to accept any proposal it receives.

We further state that we understand that PREJHA Foundation will terminate the Contract, if already awarded and will declare the bidder ineligible, either indefinitely or for a stipulated period, to be awarded a Contract, if at any time it determines that the bidder has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing a Contract

Yours faithfully,

**\*Authorized Signatory [*In full and Designation*]: Name and Title of Signatory:**

**Name of**

**Bidder:**

**Address:**

## Form Fin1: Financial Proposal Proforma

To,

Executive Director

**PanIIT Alumni Reach For Jharkhand**

**Foundation Kalyan Complex, Balihar Road,**

**Morabadi, Ranchi – 834008, Jharkhand**

I / we wish to submit our offer for rate contract for hiring of vehicles on contingency/ trip basis at **Ranchi/Deoghar/Godda/Dumka/Sahibganj/other places in Jharkhand** on the following rates and shall be valid for a period of one year:

Sl. No	Description of service	Rates/Mileage
1	Vehicle Rental Charges for 12 Hour, 300 Km, AC <b>Mileage Per Ltr :10 kmpl</b> Type: Swift Dezire,Indigo, Indica, Zest, Tigor, VeNue, Brezza, Honda Amaze or equivalent	
2	Charges per Km after 300 Km Type: Swift Dezire,Indigo, Indica, Zest, Tigor, VeNue, Brezza, Honda Amaze or equivalent	
3	Charges per hour after 12 hour Type: Swift Dezire,Indigo, Indica, Zest, Tigor, VeNue, Brezza, Honda Amaze or equivalent	
4	Vehicle Rental Charges for 12 Hour, 300 Km, AC <b>Mileage Per Ltr : 8 kmpl</b> Type: Innova/crysta/kia carens or equivalent	
5	Charges per Km after 300 Km Type: Innova/crysta/kia carens or equivalent	
6	Charges per hour after 12 hour Type:Innova/crysta/kia carens or equivalent	
7	Vehicle Rental Charges for 12 Hour, 300 Km, AC <b>Mileage Per Ltr : 8 kmpl</b> Type: Safari, Scorpio or equivalent	
8	Charges per Km after 300 Km Type: Safari, Scorpio or equivalent	
9	Charges per hour after 12 hour Type: Safari, Scorpio or equivalent	
10	Night Halt Charges for all type of vehicle	
11	Ranchi Airport Pickup/Drop charges for up to 50 KM	

Yours faithfully,

\*Authorized Signatory [*In full and Designation*]: Name and Title of Signatory: Name of Bidder Address