



Jharkhand Matikala Board

(A Govt. of Jharkhand Undertaking)
D.I.C. Campus, Udyog Bhwan, 3rd Floor, Ratu Road, Ranchi.



Ref.No.: 12

Date: 05.03.2024

Very Short Re-Tender for hiring of Vehicles on Monthly Rate Contract Basis & Daily (on call) Basis

Scope of work Jharkhand Matikala Board, Ranchi invites tender from the reputed vehicle rental service providers (firms/ agencies/ individuals) for providing chauffeur driven Maruti Ciaz / similar vehicles (Not older than one year in top condition) on monthly basis, and rate for vehicles viz. Toyota Innova Crysta, Tata Zest, Maruti Swift Dzire, Ciaz, Maruti Ertiga etc. on daily rental basis for local & outstation travel. Rate for both service to be quoted for a period of two years, which may be extended for further one year depending upon the service performance of the service provider.

EMD (Earnest Money Deposit) ₹ 20,000.00 (Rupees Twenty Thousand only) in the form of DD or the Bank Guarantee) in favour of JHARKHAND MATIKALA BOARD, Ranchi, payable at any Bank in Ranchi, Jharkhand, India. Which will be returned after six months from date of providing vehicle.

Time Schedule:

Sl.no	Particulars	Date and Time
1	Date of publication of Bid on Website	06.03.2024
2	Bid submission start date	07.03.2024
3	Last date of submission of Technical & Financial Bid	13.03.2024 by 5:00 p.m.
4	Opening of Technical Bid & financial Bid	14.03.2024 at 11:30 a.m.

Detailed tender documents, terms and conditions may be downloaded from the website: www.jharkhandindustry.gov.in. or collected from the office of the board during office hours in between 11:00hrs to 17:00hrs on any working day.

JHARKHAND MATIKALA BOARD reserves the right to cancel or/and postpone the tender or reject any bid without assigning any reason at any point of time or stage of the tender.

Sd/-
Managing Director cum Chief Executive Officer
JHARKHAND MATIKALA BOARD

1. Mode of Submission of Bid

Interested bidders shall submit their bid documents in sealed envelope in two parts.

1.1 Part -A Technical Bid

Technical bid comprising of eligibility documents with bidder seal and sign as per terms and conditions, original DD of EMD. **(ANNEXURE- I, II, III & IV)**

To be kept in a sealed envelope *superscripted as “PART-A Technical Bid, Tender for hiring of Vehicles on Monthly Rate Contract Basis & Daily (on call) Basis” with tender Number and date.*

1.2 Part -B Financial Bid

Financial bid is to be filled in prescribed format as per **ANNEXURE- V, VI & VII**

To be kept in a sealed envelope *superscripted as “PART-B Financial Bid, Tender for hiring of Vehicles on Monthly Rate Contract Basis & Daily (on call) Basis” with tender Number and date.*

Above envelopes Part-A and Part-B should be kept together in a single sealed envelope. The envelope should be superscripted as **“Tender for hiring of Vehicles on Monthly Rate Contract Basis & Daily (on call) Basis”** and should reach the undersigned on or before 29.02.2024 till 5:00 PM, at the following address:

Managing Director cum Chief Executive Officer,
Matikala Board,
Udyog Bhawan, 3th Floor, Ratu Road, Ranchi – 834001

2. Terms of Reference

- 2.1** Vehicle which has "Commercial Registration" number and confirming to the latest BS (Bharat Stage) make will be preferred.
- 2.2** Vehicle must be in excellent condition, clean, mechanically fit. Brand new vehicle will be preferred however vehicle not older than one year may be considered based on the condition of vehicle.
- 2.3** The agency should be registered with GST. Copy of GST Registration certificate shall be attached with the Bid document.
- 2.4** Legal constitution/status of the agency along with copy of self-attested PAN card, IT returns of last three years to be attached.
- 2.5** The tender document should be printed, signed, stamped with seal by the bidder.
- 2.6** The participant should be well established and experienced vehicle rental service providing agency/firm/individual having capacity to provide vehicle to JHARKHAND MATIKALA Board, Ranchi on hiring basis. Details of total vehicles owned by the Agency shall be mentioned.
- 2.7** The “Technical Bid” will be opened first. The “Price Bid/Financial bid” will be opened only if the documents required in the “Technical bid” are found in order as per tender conditions. If “Technical Bid” is not submitted along with the

required particulars, then the “Financial Bid” will not be opened and the tender will be rejected.

2.8 Price bid: - The vehicles offered should be as under: -

Table – A (<i>Vehicles on Monthly Rate Contract Basis</i>)		
Sl. No.	Item for which rates are to be quoted	Remarks
1	Maruti Ciaz / Similar Vehicles (Top Model, Not older than one year) Monthly rate for 1300 KM	1. The time and distance is to be calculated from the time & place of reporting to the time & place of release. 2. The lowest rate quoted (excluding taxes) by the tenderers will be the deciding parameter of selecting successful L1 tenderer. 3. The quoted rates should include all monthly charges, viz. charges of driver, repairs and parking, maintenance of vehicle, insurance, petrol/diesel, oil, fast tag and also any other incidental expenses in running and maintenance of vehicles.
2	Rate per Km beyond 1300 Km	Under situations where the vehicle running exceeds the monthly 1300 kms in a given month, the rate per km beyond the 1300 km must be quoted. This will be used as a deciding factor in case of tie in monthly rates quoted by tenderers.
<ul style="list-style-type: none"> - L1 shall be considered. - Rate should be excluding taxes 		

Table – B (<i>Vehicles on Daily (on call) Basis</i>)		
Local Rates		
Sl. No.	Item for which rates are to be quoted	Remarks
1	Innova Crysta / Maruti Ciaz / Hyundai Verna / Honda city / Maruti Ertiga/ Tata Zest / Maruti Dzire / Mahindra Bolero / Mahindra Scorpio/ Tata Safari etc.	1)The time and distance is to be calculated from the time & place of reporting to the time & place of release. 2)The lowest rate quoted (excluding taxes) by the tenderers will be the deciding parameter of selecting successful L1 tenderer. 3)The quoted rates should include all charges.
<ul style="list-style-type: none"> - L1 shall be considered. - Rate should be excluding taxes 		

Table – C (<i>Vehicles on Daily (on call) Basis</i>)		
Out Station Rates		
Sl. No.	Item for which rates are to be quoted	Remarks
1	Innova Crysta / Maruti Ciaz / Hyundai Verna / Honda city / Maruti Ertiga/ Tata Zest / Maruti Dzire / Mahindra Bolero / Mahindra Scorpio/ Tata Safari etc.	1) The time and distance is to be calculated from the time & place of reporting to the time & place of release. 2) The lowest rate quoted (excluding taxes) by the tenderers will be the deciding parameter of selecting successful L1 tenderer. 3) The quoted rates should include all charges.
- L1 shall be considered. - Rate should be excluding taxes		

Note: - The work order will be done with L1 tenderer decided by the Tender Committee, after inspection of the vehicle (physically and papers) and interview of the driver. If L1 tenderer fails to provide the vehicle on the prescribed norms then Tender Committee reserves the right to consider the subsequent L2 tenderer at L1 rate.

3. Terms and conditions: -

- 3.1** The vehicle will be at the disposal of the Managing Director cum Chief Executive Officer, JHARKHAND MATIKALA Board, Ranchi to whom it will be allotted for 24*7. On occasions the driver may have to report early and would be relieved late, depending on the requirements of the officer. On occasions, out of station trips will have to be undertaken which will be considered within the running monthly limit.
- 3.2** The liability on account of fuel for running of 1300 Kms. Salary of driver and all other expenses relating to maintenance, insurance, parking, garaging, fast tag, GPS tracker etc. of the vehicle would, solely and wholly be the responsibility of the service provider and the Board will not bear any liability apart from the monthly hiring charges.
- 3.3** The time and mileage shall be taken into account from the reporting time at the appointed place (both at the time of reporting and closing).
- 3.4** Tenderer submitting a tender would be presumed to have read and fully understood all the terms and conditions and instructions contained in the tender documents and parts/annexure thereof. No enquiry, verbal or written, shall be entertained in respect of acceptance/rejection of the tender.
- 3.5** The rate/contract would remain normally valid for two years from the date of agreement with the L1 agency. However, the Department has the right to terminate the contract/agreement by giving **15 days' notice** without assigning any reason for the action.
- 3.6** The offer of the tenderer (s) who do not fulfill the requisite qualification and do not furnish full documentary evidence will be summarily rejected. Any misleading information will lead to disqualification of tender.
- 3.7** The driver shall be bound to carry out the instructions of the concerned officer, to whom the vehicle will be assigned.
- 3.8** All expenses relating to salary and allowances of the driver, over time payment, legal obligations like RTO, pollution, accidental insurance claims/damages etc. as specified in the Motor Vehicles Act & Rules made there under or any other law in force and maintenance of vehicle, fuel oil/or any other expenses related to the

vehicle and the driver will be borne by the vehicle provider. The department will not be responsible for any expenditure related to the running/maintenance/repair etc. of the vehicle.

- 3.9** While on official duty, all the required documents as mentioned earlier, should be kept in the custody of the driver i.e. in the vehicle.
- 3.10** The driver of the vehicle hired should not be changed. In case there is a situation in which the vehicle/driver is required to be changed, intimation must be given to the user on phone or in writing well before the incumbent changed.
- 3.11** The vehicle provider will be responsible for any loss/damage to property or life because of negligence of driver or poor maintenance of vehicle or due to an accident. The Board will not be responsible for any such loss.
- 3.12** The driver of the vehicle should be experienced and literate.
- 3.13** In case of non-reporting to duty due to breakdown of vehicle or for any other reason, the agency will have to make immediate alternatives. Adequate care should be taken to ensure that normal services are not disturbed/disrupted due to non-reporting of vehicle. In the event of failure to provide such replacement as stated above, JHARKHAND MATIKALA BOARD may penalize the service provider or charge the actual cost for making alternative arrangement.
- 3.14** The Board has the right of returning the vehicle if the plying condition of the vehicle on any of the ground as mentioned above is not found satisfactory. In such case the actual cost of hiring a similar vehicle will be deducted from the supplier's pending bill.
- 3.15** The service provider shall have to indemnify the Board from any loss/damage of property or life because of negligence of driver or poor maintenance of vehicle or due to an accident.
- 3.16** The service providers are required to provide cell Phones to the drivers at their own costs for better communication with the users.
- 3.17** The bills in duplicate for hiring of vehicles should be submitted by 15th of the subsequent month positively. Monthly payments to be made to the supplier shall be subject to deductions (TDS etc.) at source as per the rules. No interest shall be payable on the bill amount in any circumstances. Further, no change shall be paid for extra hours of duty, if any, required to be performed in case of requirement.
- 3.18** Failure by the supplier to comply with any statutory requirements and/or the terms of the agreement during the period of contract shall result in termination of the contract at any time before expiry of the agreement and subsequent disqualification from participation in any future tenders of this office.
- 3.19** The terms & conditions, and the procedures laid down should be strictly adhered to. The Department reserves the right to reject any tender without assigning any reason whatsoever.
- 3.20** Maintenance of daily Log book and signature of officers using the vehicle is compulsory for processing of bill.
- 3.21** Interested agencies may quote for any one/ any two/ all services. Partial quoting will not be considered for disqualification.

4. Termination of contract:

In case of breach of work order by the service provider, the service provider shall be blacklisted in addition to the termination of the contract.

5. Dispute Resolution:

In the event dispute or differences arising under this tender, the decision of the Chief Executive Office, JHARKHAND MATIKALA BOARD, RANCHI will be final.

6. Applicable Law:

The court of Jurisdiction shall be Ranchi for all such purposes.

Sd/-

**Managing Director cum Chief Executive Officer
JHARKHAND MTIKALA BOARD**

**BID FORWARDING LETTER
(On the Letterhead of the Bidder)**

Tender No:

dt

From,

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.....
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To,

Managing Director
Jharkhand Matikala Board,
3th Floor, Ratu Road, Ranchi-834001

**Sub: Submission of bid for hiring of Vehicles on Monthly Rate Contract Basis & Daily (on call)
Basis**

Dear Sir,

With reference to the above subjected tender, I/We am/are submitting our bid for the above cited work. I/We hereby confirm and declare that I/We have carefully studied the tender document therein and undertake myself /ourselves to abide by the terms and condition laid down in the tender document.

The EMD of Rs. 20,000/- (Rupees Two Thousand Only) in the form of Demand Draft in favour of **Jharkhand Matikala Board**, payable at RANCHI are enclosed herewith.

Yours faithfully,

(SIGNATURE & SEAL OF THE BIDDER)

TECHNICAL BID DOCUMENT

Ref. No.:

Date:

Short Tender for hiring of Vehicles on Monthly Rate Contract Basis

Name of the Proprietor / Registered Firm / Company:

Checklist

Sl.no	Particulars	Remarks
1	Name of the Proprietor/Registered Firm / Company (please submit registration detail)	Must
2	ITR for past three years	Must
3	Permanent Account Number (PAN)	Must
4	GST Registration No. (attach GST certificate)	Must
5	Address of the concern (with Tel No./Fax No./Email)	Must
6	Name & Address of the Partners/Directors (with mobile No.)(In case of firm/ company)	
7	Contact person (with mobile number)	Must
8	experience in providing Vehicle (please attach at least 3 work order)	Must
9	List of clients (enclosed separately)	
10	Annexure III (Not blacklisted)	Must
11	Details of DD/receipt towards EMD	Must
12	Whether Registration No. of the Vehicle is Commercial/Private –Give Details	

DECLARATION

I hereby certified that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case any deviation is found in the above statement at any stage, the company will be blacklisted and will not have any dealing with the Department in future.

SIGNATURE & SEAL OF THE BIDDER

DECLARATION

I / We.....having our office at..... hereby declare that I / We have never been blacklisted by any State Government / Central Government / or any State / Central PSU. Further certify that I/We give our acceptance for all tender conditions.

Signature:

Name

Designation:

Address of the Bidder:

Seal of Bidder:

Date:

Place:

Make and Model

Ref. No.:

Date:

Short Tender for hiring of Vehicles on Monthly Rate Contract Basis

Name of the Proprietor / Registered Firm / Company:

Sl.No	Description	Make & Model of Vehicle	Year of registration of Vehicle
1.	Maruti Ciaz / Semilar Vehicles (Top Model, Not older than one year)		

SIGNATURE & SEAL OF THE
BIDDER

Financial Bid

Ref. No.:

Date:

Short Tender for hiring of Vehicles on Monthly Rate Contract Basis

Name of the Proprietor / Registered Firm / Company:

S.No	Description	Qty	Rate for 1300Kms Per month (Exclusive of Taxes) both in number and words	Rate for every extra Kilometre beyond 1300Kms (Exclusive of Service Tax) both in number and words
1.	Maruti Ciaz / Similar Vehicles (Top Model, Not older than one year)	1		

The quoted rates should include all monthly charges, viz. charges of driver, repairs and parking, maintenance of vehicle, insurance, petrol/diesel, oil, fast tag and also any other incidental expenses in running and maintenance of vehicles.

SIGNATURE & SEAL OF THE BIDDER

Financial Bid

Ref. No.:

Date:

Tender for hiring of Vehicles Daily (on call) Basis

Name of the Proprietor / Registered Firm / Company:

Local Rates

Sl.no	Vehicle Categories	Upto 4 hrs & 40 km	Upto 8 hrs & 80 km	Extra per km in (Rs.)	Extra per hrs in (Rs.)
1	Innova Crysta				
2	Maruti Ciaz				
3	Hyundai Verna				
4	Honda city				
5	Maruti Ertiga				
6	Tata Zest				
7	Maruti Dzire				
8	Mahindra Bolero				
9	Mahindra Scorpio				
10	Tata Safari				

The quoted rates should include all charges.

SIGNATURE & SEAL OF THE BIDDER

Financial Bid

Ref. No.:

Date:

Tender for hiring of Vehicles Daily (on call) Basis

Name of the Proprietor / Registered Firm / Company:

Out Station Rate

Sl.no	Vehicle Categories	Rates per Km in (Rs)	Night Halt Charges in (Rs)
1	Innova Crysta		
2	Maruti Ciaz		
3	Hyundai Verna		
4	Honda city		
5	Maruti Ertiga		
6	Tata Zest		
7	Maruti Dzire		
8	Mahindra Bolero		
9	Mahindra Scorpio		
10	Tata Safari		

The quoted rates should include all charges.

SIGNATURE & SEAL OF THE BIDDER