



TENDER FOR SELECTION OF DRIVER SUPPLIER FOR APPOINTMENT OF SKILLED DRIVERS FOR VARIOUS SMALL/BIG VEHICLE FOR GOVT. DEPT./ CORPORATION

Bihar Tourism invites Tender in the prescribed original format from reputed, financially sound, resourceful and experienced firms/agencies/company for providing skilled drivers for Light motor vehicle/ medium passenger vehicle/heavy passenger vehicle :-

- The Agency/Firm/ company should have been in operation in India for at least **3 Years** after registration.
- The Agency/Firm should have experience of large scale recruitments; experience of large scale Recruitments for government undertaking/public sector undertaking will be an added advantage.
- Average annual turnover of the Driver Supply activities for the last three consecutive financial year's upto 2016-17 should be at least **₹ 2.00 crores**, failing which the agency/firm will be disqualified.
- Agency/firm/ company should have at least minimum **5 dedicated staffs** and a Manager to handle this assignment.

Interested Agency/firm/ company may download the Tender form from the website <http://www.bstdc.bih.nic.in>, and may submit their sealed completed duly signed proposals along with an Non-refundable Demand Draft of **₹ 1,000/- (Rupees one thousand only)** drawn in favour of BSTDC Ltd, payable at Patna, towards the cost of Tender document fee. The Tender document should accompany a demand Draft of **₹ 1.00 Lakh (₹ One Lakh only)** in favour of BSTDC, Ltd. as an earnest money. No proposals will be accepted without an earnest money. No liability will be accepted for downloading the incomplete document. Last date for the submission of Tender is Date- 08-02-2018 up to 03:00 PM at the **BSTDC office, Paryatan Bhavan, Birchand Patel Path, Patna 800001.**

Sr	Particular	Detail	Remarks
1.	Last date for Purchase of Tender form.	Date- 01-02-2018 at 2:00 P.M	Reception Counter Hotel Kautilya Vihar, Patna
2.	Last date of Submission	Date-08-02-2018 at 3:00 P.M	Reception Counter Hotel Kautilya Vihar, Patna
3.	Pre-bid meeting	Date- 01-02-2018 at 3:00 P.M	
4	Tender Opening date	Date- 08-02-2018 at 3:30 P.M	Managing Director, Bihar State Tourism Development Corporation (A Govt. of Bihar Undertaking) Bir Chand Patel Path-800 001, Bihar Phone: +91-612-2222622, Fax: +91-612-2506218. Email: contactbstdc@gmail.com Web Site: www.bstdc.bih.nic.in
5.	E.M.D Amount	₹ 1.00 Lakh	In Favour of Bihar State Tourism Development Corporation Ltd., Payable at Patna
6.	Tender document Fee	₹ 1,000/-	In Favour of Bihar State Tourism Development Corporation Ltd., Payable at Patna
7.	Nodal Officer	Manager Administration	Manager Administration, M. No.: 8544401983

Managing director, BSTDC reserves the right to amend/ accept or reject all or any of the Applications or Bids without assigning any reasons whatsoever. The proposals will be evaluated based on the information provided by the tenderer and the evaluation criteria detailed in Tender form.

Sd/-
(Inayat Khan)
Managing Director

**GENERAL TERMS AND CONDITIONS OF TENDER FOR EMPANELMENT OF DRIVER
SUPPLIER AGENCY**

1. Applications are invited with experienced and reputed firm/ agencies/ companies for empanelment in the Bihar State Tourism Development Corporation Ltd., for a period of Two years and may be extendable up to one Year based on satisfactory service performance on same Terms and Conditions.

The Tenderer will submit offer in two separate sealed envelopes (i.e. one for Technical form another for financial form and both the envelopes should be kept in one big sealed envelope. The envelope shall be marked clearly "offer for supply of skilled drivers and addressed to the M.D. Bihar State Tourism Development Corporation Ltd. Patna

2. The proposal form should be filled in by the offerer neatly and accurately. Any alteration, erasures or overwriting shall render the tender invalid, unless such alteration, erasure or overwriting is neatly carried out and duly attested over the full signature of the offerer. Similarly an insertion of additional condition other than those already provided in the proposal document may also make the tender liable for rejection.

3. All Tenders must reach the office of the Managing Director, Bihar State Tourism Development Corporation Ltd., Patna by **3.00 P.M. on Date- 08-02-2018** Tender shall be opened on the **same day at 3.30 P.M.**

4. **Offer shall have the following documents.**

a) Photocopy of money receipt duly self attested for the purchase of proposal form or D.D should be enclosed.

b) **Earnest money of ₹ 1.00 Lakh (₹ One Lakh only)** in form of bank draft in favour of Bihar State Tourism Development Corporation Ltd., Patna. The earnest money of all unsuccessful tenderers will be refunded as soon as possible. The tenderer(s) shall have no right to demand any interest on the earnest money. The Earnest money of selected tenderer will be kept as security money.

c) The earnest money/security deposit lying with the BSTDC in respect of other tenders awaiting approval or rejection or on account of contracts being completed will not be adjusted towards earnest money/security money for the fresh tenders. The earnest money may however, be taken into consideration in case tenders are re-invited.

d) **Forfeiture of earnest money:** The earnest money will be forfeited in the following cases:

(I) When tenderer withdraws or modifies the offer after opening of tender.

(II) When tenderer does not execute the agreement if any, prescribed within the specified time.

(III) When he fails to ensure the supply drivers as per office order within the stipulated time frame.

e) In case of tender being submitted by a firm, attested copies of the registration, partnership deed and/or the power of attorney must be submitted by the offerer.

f) **Photocopy of PAN/GST.No. and** income tax return submitted up to A.Y.- 2016-17 for last three consecutive years duly self attested shall be enclosed and original shall be produced at the time of opening the tender. The turnover of the offerer at the end of the year shall be at least **₹ 2.00 Crores**. Photocopy of the certified balance sheet by chartered accountant shall be submitted.

g) Address proof of firm/ Agency/ Company.

h) Specimen signature **of Proprietor/ Partner/ Director** duly attested by the gazetted officer in original shall be attached.

- i) **GST Certificate (Photocopy)**
 - j) **E.P.F. Registration Certificate. (Photocopy)**
 - k) **E.S.I. Registration Certificate. (Photocopy)**
 - l) **Notarized certificate of not being blacklisted by any authority.**
 - m) **Certificate of registration of Driver supply.**
5. **Summary Termination:** The Managing Director, Bihar State Tourism Development Corporation Ltd. Patna may at any time by notice in writing summarily terminate the contract without compensation to the contractor if the contractor commits any breach of the contract.
 6. **Claims:** Whenever any claim for the payment of a sum or money arises under this contract against the offerer, the Bihar State Tourism Development Corporation Ltd. shall be entitled to recover such sum by appropriating in part or whole of the said security deposit. In the event of the security being insufficient, the balance shall be deducted from any sum due or which at any time thereafter may become due to the contractor(s) under this or any other contract with the BSTDC. In case of non-payment such of the dues are liable to be recovered from the contractor as arrears of Land Revenue.
 7. If the offerer commits any breach of this contract he shall be liable to be fined or the agreement be cancelled.
 8. The successful offerer shall within the period prescribed execute a agreement on a non-judicial stamp paper of appropriate value at his cost in the prescribed form appended and if the same is not executed by the due date, Bihar State Tourism Development Corporation Ltd., Patna, will have the option to treat the offerer selection (work order) as cancelled and on such cancellation, the amount deposited as earnest money can be forfeited and the Bihar State Tourism Development Corporation Ltd. may also take the decision of black listing the offerer for a period, whatever the management thinks fit according to the law.
 9. Since the Bihar State Tourism development corporation ltd. is named as "State purchase organisation" (Rajya Kray Sanghatan) So BSTDC is a mediator to provide the drivers (As on date BSTDC provides approx 800 drivers) to the Government Department or any other Government officials in Bihar State Government and any organisation of Central Government, which is established in the Jurisdiction of Bihar State Government through the selected agency. The selected agency will have to provide the driver/s on the basis of requirement in the BSTDC within two days, failing which the agreement of the agency may be cancelled, after giving show cause notice.
 10. The Agency has to provide the account number of ESI and EPF to the Drivers and BSTDC.
 11. After receiving the cheque of monthly payment for the Drivers the agency will be responsible for submitting the ESI and EPF fee to the settled organisation, within the period, fixed by concerned act. Any delay of submitting the fee of ESI and EPF will seriously punishable, and the action will be taken against the agency in accordance with Law.
 12. The offerer shall deposit the identity proof of the Drivers (persons) engaged to operate the vehicles in the office of M.D., Bihar State Tourism Development Corporation Ltd. Patna or the Department/ Official. The agency shall be responsible for any act of his employee, damage or loss to any property of the Govt./ Public sector/ BSTDC that may be caused by him or by his employee. Compensation for such damage shall be assessed by the M.D., Bihar State Tourism Development Corporation Ltd. Patna, whose decision shall be final and binding.

13. The amount of loss, penalty, compensation, interest etc., if not paid within a period of 15 days from the date of demand, shall be recoverable as arrears from the selected agency.
14. All disputes shall be subject to the jurisdiction of courts of law at Patna.
15. The Managing Director, Bihar State Tourism Development Corporation Ltd., Patna reserves the right to cancel one/all the tenders without assigning any reason.
16. The offerer shall ensure safe driving of the vehicles without disturbance to any other vehicle/ public/the traffic jam etc. Agency shall be responsible for any accident, misconduct of drivers or damage to the vehicle.
17. The offerer shall be responsible for payment of taxes and other liabilities under law and abiding by laws and acts.
18. The employee engaged by the agency will not be an employee of the B.S.T.D.C. Ltd.
19. The liability of statutory requirements and labour laws as applicable is the responsibility of the Agency.
20. All the statutory dues as per Govt. rules applicable, such service will be borne by the agency.
21. The agency shall be required to provide healthy and experienced Driver with licence holder. The age of drivers should be 21 to 45 years.
22. The agency is required to provide the driver in dress/ proper uniform prescribed by the B.S.T.D.C. Ltd. Patna
23. The average Annual minimum turnover of the company in regard to Driver Supplier should be not less than ₹ **2.00 Crores** for last three years. The turnover of (inclusion of details of turnover of or any other activity being done by the firm shall not be accepted) should be reflected in balance sheet/billing details certified by the chartered accountant. In Case this turnover is not reflected separately in the balance sheet, a certificate in respect of the turnover as a Driver Supplier by the chartered Accountant of the company should be enclosed.
24. The company must have work experience of at least three years in driver Supplier.
25. All costs incurred by the agency in respect of submission of offer and presentation (if any) shall be borne by the agency concerned.
26. An agreement would be signed between the B.S.T.D.C. and the selected agency.
27. Other terms and conditions followed in B.S.T.D.C. Ltd. shall also be a part of this tender and binding upon the Tenderer.
28. Tender form shall be filled in ink or typed. No tender filled in pencil shall be considered. The tenderer shall sign the tender form at each page and at the end in token of acceptance of all the terms & conditions of the tender.
29. **Validity:** Tenders shall be valid for a period of 120 days from the date of opening of bid.
30. Direct or indirect canvassing on the part of the tenderer or his representative will be a disqualification.
31. The Driver supplier has to provide the police verification certificate of drivers who will be going to be engaged by the agency.

32. The existing structure of pay scale has been fixed by the Board of Director, so it will remain unchanged till the further approval from the competent authority or Board of Directors. At present breakup of the same is mentioned in the Financial bid (Form No. II) Annexed. The monthly salary per driver calculated on the basis of 26 days.
33. The agency will strictly comply all related rules and regulations under the Statutory Labour Laws and will be liable for any type of cases under the Laws.
34. Any type of damages to the vehicles of the concerned Department/Corporation will be compensated/ borne by the agency.
35. In Existing structure of pay scale, service fee include share of both agency and BSTDC. **The bidder charging minimum share percentage of service fee will be selected i.e. L1.** In case of tie of bidders, the basis of decision will be maximum turnover.
36. **The BSTDC shall pay service charges to the agency as per the percentage of service fee quoted in the Financial Bid.**
37. All the liabilities about ESI & EPF of existing drivers provided by previous agency will be full filled by the successful agency.
38. The successful agency will come in operation from 1st April 2018.
39. All Duties and Taxes shall be applicable as per prevalent Government Rules and Regulations.
40. Bids from Joint Venture and consortium are not allowed.
41. Selected agency should follow The Reservation Policy as per prevailing Government of Bihar Norms. (Circular Number- 13876, Dated 03-11-2017) www.gad.bih.nic.in and certificate to that effect has to be submitted before signing the agreement.

TECHNICAL BID (FORM NO- I) APPLICATION FORM

Sr.	Particulars	Details
1.	Name & Address of the Firm/company Tel/Fax/email details:	
2.	Date of Establishment of company/ Firm. (enclose evidence):	
3.	E.P.F. Registration Certificate.	
4.	E.S.I., Registration Certificate.	
5.	Details of income Tax Registration, Enclose IT Return (latest) & PAN details: (enclose evidence):	
6.	GST Registration details: (enclose evidence):	
7.	Certificate of registration of Driver Supplier	
8.	Nature of company: Exclusive for Driver Supplier, Company (Enclose details):	
9.	Average annual turnover of the Driver Supply activities for the last three consecutive financial year's upto 2016- 17 (Enclose balance sheet, Profit / Loss only) with CA certificate):	
10.	Please give details & enclose Certificate of registration of firm/ Company	
11.	Work experience as a Driver supplier details of client (enclose details)	
12.	Branches (Enclose details with address & Telephone no.):	
13.	Professional set up for activities (Complete details of Staff & others) Enclose list (Separate sheet for technically qualified staff):	
14.	Notarized certificate of not being Blacklisted by any Organisation	
15	Any other information :	

Attach details along with this application in a separate envelope stated as Technical bid.

DECLARATION BY TENDERER

1. I/ We have read and understood all the rules and terms & conditions stated above and also other general rules and terms & conditions, procedures, norms etc. prevalent in this regard in BSTDC and I/ We accept all of them and undertake to abide by them fully and unconditionally.
2. All the information's furnished by me/ us in the tender & all the enclosures with this tender are true & correct to the best of my/ our knowledge. If this declaration is found to be incorrect then with prejudice to any other action that may be taken, my/ our security may be forfeited in full and the tender to any extent accepted may be cancelled.

Signature of the tenderer
(Seal of Company)

FINANCIAL BID (FORM NO- II) APPLICATION FORM

1. Name & Address of the Firm/

Company Tel/Fax/email details:

2.

Price per Driver		Selection Criteria
Wages	12000.00	Minimum Percentage of Service fee per driver -----
Employer Contribution (EPF) 13.36%	1603.00	
Employer Contribution (ESI) 04.75%	570.00	
Service fee	625.00	
GST 18%	113.00	
Total	14911.00	

Signature of the tenderer
(Seal of Company)