



**Bihar State Tourism Development Corporation Ltd.**  
(A Government of Bihar undertaking)

Beerchand Patel Path, Patna- 800 001  
Phone :- +91-612-2222622 Fax No:- 0612-2506218  
Web: [www.bstdc.bihar.gov.in](http://www.bstdc.bihar.gov.in) E-mail: [contactbstdc@gmail.com](mailto:contactbstdc@gmail.com)

Request for proposal of skilled driver supplier agency.

**COST OF TENDER FORM: ₹ 1,000.00 (Non-refundable)**



# Bihar State Tourism Development Corporation Ltd.

A Government of Bihar Undertaking.

## NOTICE INVITING E-TENDER

For

### Request for Proposal of Skilled Driver Supplier Agency

NIT. No: 02/40/vi/Esstt/2019-20/1507/21

Date: 14.09.2021

(Through e-procurement mode only – [www.eproc.bihar.gov.in](http://www.eproc.bihar.gov.in))

- The Bihar State Tourism Development Corporation Ltd. is named as "State purchase organization" (Rajya Kray Sanghatan), to provide the 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.
- Bihar State Tourism Development Corporation Ltd. (BSTDC) invites e-tender from eligible experienced Private Ltd. company/Public Ltd. Company/JV/Firm/Proprietorship/others for execution of works as given below:-

SL. No.	Name of Work	Bid processing Fees	Bid Document Cost	Bid Security (EMD)	Contract Duration
1	Request for Proposal for Skilled Driver Supplier Agency .	Rs. 1,180.00	Rs. 1000.00	Rs. 1,00,000.00	36 Months

- Place & Date of Pre-bid meeting : Date 04-10-2021 Time 3.00 Pm. At BSTDC office, Hotel Kautilya Vihar,- Beer Chand Patel Marg, Patna 800001
- Date of downloading of bid document : From 30.09.2021 to 07.10.2021 up to 3.00 PM Through website: [www.eproc.bihar.gov.in](http://www.eproc.bihar.gov.in)
- Last date and time for submission of bids online : Date 08.10.2021 Time 3.00 Pm. Through website: [www.eproc.bihar.gov.in](http://www.eproc.bihar.gov.in)
- Last Date and time for submission of hard copy of bid: Date 09.10.2021 Time 3.00 Pm.
- Time and Date of opening of technical bids : Date 09.10.2021 Time 3.30 Pm. Through website: [www.eproc.bihar.gov.in](http://www.eproc.bihar.gov.in)
- Time and Date of financial bids : To be Communicated later on
- Place of bids validity : Through website: [www.eproc.bihar.gov.in](http://www.eproc.bihar.gov.in)
- Period of bids validity : 180 days
- Officer inviting bids : Add. General Manager (BSTDC)
- For participating in E-tendering process, the Tenderer shall have to get themselves registered to get user ID, Password and Digital signature. This will enable them to access the website [www.eproc.bihar.gov.in](http://www.eproc.bihar.gov.in) and download/participate in E – tender. All tender queries related to this tender shall be communicated at [contactbstdc@gmail.com](mailto:contactbstdc@gmail.com).
- (i) **Bid processing fees to be paid through online mode i.e. Internet payment getaway (Credit/Debit Card), Net Banking, NEFT/RTGS.**  
(ii) Bids along with necessary online payments must be submitted through e-procurement portal [www.eproc.bihar.gov.in](http://www.eproc.bihar.gov.in) before the date & time specified in the NIT. The department does not take any responsibility for the delay/Non availability of internet connection, Network Traffic/Holidays or any other reasons".
- The detailed eligibility criteria can be seen in the tender document. The tender documents can be obtained through website [www.eproc.bihar.gov.in](http://www.eproc.bihar.gov.in)
- Bid document cost /EMD should be paid by demand draft of any scheduled banks payable in favor of Bihar State Tourism Development Corporation Ltd, Patna. Original Bank Draft will have to be deposited in the office of **Additional General Manager**, Bihar State Tourism Development Corporation Ltd, Hotel Kautilya Vihar, Beer Chand Patel Marg, Patna-800001.
- The bidders are requested to check their file size of uploaded documents at the time of submission & they should ensure that work file is uploaded If they feel that the complete file is not uploaded then they should click on cancel & update the same before submission The bidders should satisfy themselves of download ability/visibility of the scanned & uploaded file by them.
- The bidder must use File size should be less than 5 MB and should be in PDF and JPEG formats.
- No claim shall be entertained on account of disruption of internet service being used by bidders Bidders are advised to upload their bids well in advance to avoid last hour's technical snags.
- In exceptional circumstances, the competent authority, BSTDC may solicit the Bidder's consent to an extension of the period of validity.
- Bids that are rejected during the bid opening process shall not be considered for further evaluation, irrespective of the circumstances.
- The bidders shall submit their eligibility and qualification details, Technical bid, Financial bid etc, in the online standard formats given for respective tenders in e-Procurement website ([www.eproc.bihar.gov.in](http://www.eproc.bihar.gov.in)) at the respective stage only.
- The bidders shall upload the scanned copies of all the relevant certificates, documents etc, in support of their eligibility criteria/technical bids and other certificate/documents in the e-Procurement website. The bidder shall sign on the supporting statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity.
- All the information/corrigendum/addendum related to the Tender shall be published on the website [www.eproc.bihar.gov.in](http://www.eproc.bihar.gov.in). The Authority shall have the right to reject the bid partially or fully without assigning any reason what so ever.
- For any information please contact to Sri Brajesh Kishor, Manager Administration, Mobile No. 8544402437.
- For more clarification, regarding the E –tendering process, please contact e-procurement, Helpdesk, First floor, M/22, Bank of India Building, Road No.-25, Sri Krishna Nagar, Patna-800001, Telephone No.-0612-2523006, Mobile No.-07542028164.

Sd/-  
**Add. General Manager,**  
 BSTDC, Patna

**BSTDC**, Beerchand Patel Path, Patna-800001, Tel No.-0612-2222622, Web: <http://bstdc.bihar.gov.in/> Email Id-[contactbstdc@gmail.com](mailto:contactbstdc@gmail.com)

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## 1. Definitions

In this tender document, unless the context otherwise requires or provides for, the following words and expressions shall have the meanings as are hereinafter respectively assigned to them:

- a. "Authority", "corporation" or "BSTDCL" shall mean Bihar State Tourism Development Corporation Ltd., Patna;
- b. "Turn-over" means the aggregate value of the realization of amount made from the supply of skill driver or on account of services rendered, or both by the company/ Agency/Firm during a financial year.
- c. "Bid" shall mean the bid submitted by a Bidder;
- d. "Bidder" shall mean such person who / which (as the case may be) has submitted an Application / bids pursuant to the tender;
- e. "Bid Due Date" shall mean the last date for submission of Bids,
- f. "Business Day" shall mean such day on which the offices of the Bihar Government are open for work;
- g. "Letter of Award" shall mean the letter issued to the Successful Bidder by BSTDCL.
- h. "Management Contract" or "Management Agreement" shall mean the contract which shall be executed between authority and the successful bidder;
- i. "Person" shall mean a company incorporated in India; Firm/Agency/Proprietorship
- j. "successful Bidder" or "Preferred Bidder" shall mean the Bidder whose Bid has been accepted by authority and has been issued a letter of award
- k. "Technical Requirements" shall mean the technical conditions, as set out in Section 6, that are to be satisfied by a bidder;
- l. "Tender" shall mean this tender document issued by authority along with all annexes and schedules hereto and any other information/documents attached hereto and shall also include any modifications, amendments, alterations or clarifications thereto Issued from time to time.
- m. "Driver(s)" means and includes Driver(s) provided by agency(ies) on requisition given by BSTDC on the prescribed terms and condition.
- n. "Licence" mean and includes valid licence on which a commercial vehicles shall drive without any violation of laws.

## **2. Instructions to Bidders**

The RFPs are invited from all reputed, experienced & financially sound persons/ organisations for empanelment as skilled driver supplier agency(ies) to provide/ supply of skilled drivers as required by BSTDC for its own or to provide any other organization .i.e Govt Department/ Corporations/ undertaking/public sector etc. for driving their Light / medium /heavy passenger vehicle for a period of 3 years which further extendable yearly on overall satisfactory services, who fulfil mandatory/Eligibility Criteria.

### 3. Terms & conditions

#### 1. General

1. Since the Bihar State Tourism Development Corporation Ltd. is named as "State purchase organisation" (Rajya Kray Sanghatan), BSTDC is a mediator to provide the drivers (As on date BSTDC provides approx ~~1100~~ 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. Thereafter the selected agency will have the duty 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.
2. The Bidder is required to submit Technical bid and financial bid.
3. The Bidder should submit the tender in following two bids process:
  - A. Technical Bid - It should contain the documents mentioned in the clause 5 of terms and conditions.(Annexure-I)
  - B. Financial Bid - It should have only price/rate quoted by the bidder. (Annexure-I)
4. Only the bidders qualifying technically shall proceed for the financial bid opening. Amongst the shortlisted bidder, the bidder quoting the lowest (L1) shall be declared as the successful bidder.
5. The individual signing the tender form or any document forming part of the tender on behalf of Proprietor/Company/firm shall be responsible to produce an authenticated copy of the resolution passed by the Company, or Power of Attorney duly executed in his favour stating that he has the authority to bind other such persons of the firm as the case may be in all matters pertaining to the tender including the arbitration clauses. If subsequently, the person so signing fails to provide the said copy of resolution passed or Power of Attorney within a reasonable time, the BSTDC, without prejudice to other civil and criminal remedies may cancel the tender and hold the signatory liable for all costs and damages. In case of registered or unregistered Partnership firm, all the partners should sign the tender. In case any person signs the agreement on behalf of any limited company he will produce letter of authority /resolution passed by firm/company empowering him to sign the agreement on behalf of the company or firm.
6. Each and every document shall be numbered along with signature of the Prop./partner/Authorized signatory.
7. The rates quoted should be inclusive of all taxes/ levies/ as per government rules applicable from time to time.
8. Successful bidders/Bidders will have to submit **Interest Free Performance Security** of INR. 10,00,000/- (Rs. Ten Lakhs) in the form of Account Payee Demand Draft, in favour of BSTDC, Patna. The earnest money draft submitted will be returned by the department on receipt of said performance security and duly signed contract/agreement for providing drivers.

9. The Bidder shall provide the drivers within a two days from the date of receipt of the order or as desired in the order.
10. Bidders should note that:
  - (i) If they withdraw their Bid after their technical bid has been accepted, or
  - (ii) In case successful bidders fail to execute the Management Agreement within 15 days from the date of receipt of the Letter of Award, or within the extended period if any or.
  - (iii) If they conceal any material information or make incorrect and misleading statements or misrepresent facts in their Bid, or
  - (iv) When he fails to ensure the supply drivers as per office order within the stipulated time frame, or.
  - (v) When the tenderer submit any false information, or.
  - (vi) Try to influence BSTDCL or any of its officials in relation to the evaluation of bids;

BSTDCL shall have the right to forfeit their earnest money/security and blacklist them from participating in any future tenders issued by BSTDCL.

11. The Department reserves the right to cancel the tender or to withhold payment in the event of non-commencement or unsatisfactory performance by the Bidder. In such eventuality, the Department further reserves the right to get the work done from open market at the cost of the contractor. Bidder may be black listed by the BSTDC for a period of **one** year to participate in any type of tender & his security money shall also be forfeited.
12. If any information furnished by Bidder is found to be incorrect or false at any time, the tender will be liable to be terminated without any notice and the security deposit is liable to be forfeited including black listing of agency.
13. The BSTDC reserves the right to annul the bidding process at any time without assigning any reason.
14. If the Private Ltd. company/Public Ltd. Company/JV/Firm/Proprietorship/others quotes NIL Charge/Consideration, Bid shall be treated as unresponsive and will not be considered pertaining to service charges/administrative charges quoted by the bidder necessary has be over and above zero percent. Further zero percent includes all derivation of zero upto 0.9999 and thereof.
15. The Bidder shall indemnify the Department against all damages/charges and expenses for which the BSTDC/Government/Organisation may be held liable to pay on account of the negligence of the Bidder/drivers provided by him or any person under his control whether in respect of accident, injury to the person or damages to the property of this department or any member of the public or any person or in executing the work or otherwise and against all damages and demands thereof.

16. In the event of any dispute arising out in connection with the interpretation of any clause in the terms & condition of the tender agreement, or otherwise the matter shall be referred to the Arbitrator Principal Secretary, Department of Tourism, Government of Bihar. The Courts at **Patna** shall have the exclusive jurisdiction in connection with any dispute/litigation arising out of this tender.
17. The number and time of drivers may vary according to the requirement of the department/organization from time to time
18. In the event of specified date of opening of tender is declared as a holiday, the tender shall be opened at the same place and same time on next working day.
19. The contractor shall not replace the drivers at random. This shall be done with the prior approval of the department and full particulars of personnel so deployed shall be given to department immediately.
20. The contractor shall be liable to make substitute arrangements in case of the absence of the driver. Similarly, the contractor shall have to make substitute arrangements in case of the weekly offs, and no extra payment shall be payable on this account. No leave shall be permitted to the drivers unless the Contractor provides suitable substitute without any extra payment.
21. The duty of the driver will be six days in a week. The drivers may be called on holidays also if required. Duty hours shall be determined by the department/Government as per requirement and necessity.
22. The contractor shall comply with all the statutory provisions as laid down under various Labour Laws/Act/Rules like Minimum Wages, Provident Funds, ESI, Bihar Shops and Establishment Act, Bonus, Gratuity, Contract Labour (R&A) Act, Bihar Works Contract Act and other labour Laws/Act/Rules in force from time to time at its own cost and BSTDC shall not be liable for any such claims. In case of violation of such statutory provisions under Labour Laws and/or any other laws applicable, by the Contractor, there will not be any liability on part of Department/Government. The contractor must submit, along with monthly bills the proof of having deposited Service Tax/PF/ESI or any other government dues with the concerned authorities failure to do so may result in cancellation of the agreement.
23. No enhancement will be considered during the contract period unless otherwise decided by BSTDC.
24. The contractor shall provide the drivers as required by the BSTDC. The driver must possess the valid commercial license/ Professional license as per government norms for driving of vehicles with three years' experience and should be 21-45 years of age.
25. The drivers supplied shall be responsible for up keeping, maintenance, cleaning and servicing of vehicle on day to day basis. The driver shall also be responsible to maintain and up-date log book and fuel records of the vehicle on daily basis. In case of any default, the erring driver shall be immediately removed by the department and suitable replacement to be provided by the selected bidder.

26. The contractor shall provide list of drivers along with details of their Aadhar, Driving License, Contact Number, Residential address and along with proof thereof even in case of change of drivers in between, if any.
27. The Department/Government will be under no legal obligation to provide employment to any of the driver of the contractor after expiry of tender/agreement/contract period and the Department/Government recognizes no employer-employee relationship between Department/Government and the personnel deployed by the contractor.
28. The Department/Government shall not be responsible financially or otherwise for any injury to the driver in the course of performing the functions/duties as per this tender.
29. The Department/Government shall not pay any over time allowance (OTA) to the drivers provided by the Contractor in any case. The hiring of drivers from firm shall be purely on outsourcing basis and no claim shall be admissible as per staff car rule of said hiring.
30. The Contractor will have to provide the replacement of Driver in case of any eventuality. The Department has the right to ask the Contractor for removal of any Driver, who is not found competent or disciplined.
31. The payment towards the contract will be made on monthly basis to the contractor only. For this purpose the contractor will have to submit bills in **the name of Managing Director, BSTDC, Patna** along with the proof of depositing of PF/ESI/ ST in r/o the Drivers deployed in BSTDC.
32. The character and antecedents of the Drivers is to be got verified from the Police authority or such other competent authority as decided by BSTDC by the contractor and the same must be submitted to the department.
33. Medical fitness certificate in respect of the Drivers from a qualified MBBS Doctor must also to be submitted by the contractor to the BSTDC.
34. 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.
35. 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.

36. If the offerer commits any breach of this contract he shall be liable to be fined or the agreement be cancelled/ terminated.
37. 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.
38. The Agency has to provide the account number of ESI and EPF to the Drivers and BSTDC.
39. 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 be punishable, and the action will be taken against the agency in accordance with Law.
40. 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.
41. 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.
42. The employee engaged by the agency will not be an employee of the B.S.T.D.C. Ltd.
43. The liability of statutory requirements and labour laws and all the statutory fees/ dues applicable for such service will be borne by the agency.
44. The agency is required to provide the driver in dress/ proper uniform prescribed by the B.S.T.D.C. Ltd. Patna
45. 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 is on the basis of 26 days.
46. The successful agency will come in operation from from the date of order issued by BSTDC or as the date mentioned by BSTDC in his order/Agreement.

47. Corporation reserves the right to award similar concurrent contract to any other operator as per its own terms and conditions.
48. Selected agency(ies) should enrol all drivers which are already deputed by BSTDC in any organization/Department till date without any fee or other hidden charges i.e. registration fee, forms fee etc.
49. Selected agency(ies) will have to verify all the documents as required for the purposes of driving of vehicles as per governments rules and regulation.
50. The selected agency will be required to provide the desired services for three years. Notwithstanding anything contained herein above, BSTDC reserves the right to discontinue the services of agency in the event their services are evaluated as unsatisfactory at any time during the period of contract.
51. Successful bidders will be empanelled on the basis of lowest price quoted in descending order. If more than one bidder quoted the same price then in the empanelment precedence will be given to that bidder who has given more drivers. In case the numbers are same, the one who has higher turnover will take the preference.
52. The BSTDC Ltd shall reserve the right for supply of driver to department/other in case of urgent requirement through its own sources.(The decision for urgency and its time shall be sole discretion of BSTDC Ltd and empanelled agency will have no right of objection in this regard.
53. The driver should have valid driving license and comply with all the relevant laws in force and he should be adequately experienced, and maintain decency, politeness, neat dress and good habits.

## **4. Evaluation Process**

### **Opening of Bids**

1. The authority shall open the Technical Bids on the date, place and time mentioned in Section 1 of this tender document and in the presence of the Bidders who chose to attend.
2. The authority will subsequently examine and evaluate the bids in accordance with the provisions set out in the tender. Subject to the terms of this tender, the bids received shall be evaluated sequentially in the following three steps:
  - Stage0: Test & Responsiveness
  - Stage1: Evaluation of Technical Bid
  - Stage2: Evaluation of Price Bids
3. It is hereby clarified that Technical Bids of only those bidder(s) who qualify Stage 0 shall be considered for evaluation in Stage 1 **& only those bidder (s) who qualify eligibility criteria of stage 1 shall be considered for evaluation in stage-2.**
4. On evaluation of Technical Bids, respective assessment towards eligibility criteria shall be conducted. Only those bidders who are found eligible as per the eligibility criteria shall be considered for price bid opening and the price bids of only those Bidders shall be opened.
5. The bidders are informed that qualification of bidders will be entirely at the discretion of the authority. The bidder will be deemed to have understood and agreed that no explanation or justification on any aspect of the bidding process or selection will be given. Any information contained in the bid shall not in any way be construed as binding on the authority, its agents, successors or assigns, but shall be binding against the bidder if the project is subsequently awarded to it on the basis of such information. Or any information furnished by the Bidder is found to be incomplete, or contained in formats other than those specified herein. The authority may, in its sole discretion, exclude the relevant project from evaluation of the respective Bidder's Eligibility Bid.

### **Stage 0: Test of Responsiveness**

Prior to evaluation of the documents contained in the Technical Bid envelope, the authority shall determine whether each bid is responsive to the requirements set out in this tender. A bid shall be considered responsive only if:

1. It is received as per the formats prescribed in the section 8 of the tender.
2. It is received by the Bid due date including any extensions thereof. It is signed and sealed, as stipulated in the document.
3. It contains information in formats same as those specified in this Tender
4. It contains the necessary documentary proof as specified in the checklist mentioned in Section 5.
5. It does not contain any condition or qualifications, and it is non-responsive in terms hereof.

### **Stage 1: Evaluation of Technical Bids**

In Stage 1 of bid evaluation, only those technical bids which are found to be responsive to the requirements of the tender as specified would be opened for assessing their qualification for Technical Criteria. The assessment towards technical evaluation shall be carried out as stated in Section 5. Those applicants who are found eligible in technical evaluation shall be considered as qualified bidders and only their Bids shall be considered for price bid opening.

### **Stage 2: Evaluation of Price Bid**

The evaluation criteria for Price Bid shall be based on Lowest fee (L1) offered by the Bidder to BSTDCL.

## 5. Eligibility criteria for Technical Bid

Bids must be accompanied with the following Pre-qualification/mandatory information/documents with proof:

1. The Agency/Firm/ company should have been in operation in India for at least 3 years after registration.
2. The Agency/Firm/ company should have experience of large scale recruitments of Driver Supply/ Manpower Supply activities; (experience of large scale recruitments for government undertaking/public sector undertaking for driver supply activities will be an added advantage. (List to be submitted with commercial license with mobile no. of each drivers).
3. Average Annual Turnover of the driver supply/manpower supply activities for the last three consecutive financial year's upto 2020-21 should not be less than 2.00 crores (duly certified by a Chartered Accountant required).
4. Agency/firm/ company should shall have to be deputed at least minimum 3 dedicated staffs and a Manager to handle this assignment.
5. Bids from Joint Venture and consortium are not allowed.
6. Agency should have valid Certificate of Labour Registration, ESI, EPF,PAN & GST Certificate.
7. Bidder shall provided latest self-attested Certificate that he is not blacklisted.
8. No pending Litigation: The bidder shall provide information on any current or pending litigation or arbitration separately.
9. Affidavit cum Declaration stating fulfilling the technical and financial capabilities and showcasing commitment towards sharing correct information as submitted as part of tender (same should be on a stamp paper signed by the authorized signatory)

Note:

- a. Index page marking the flow and contents of the bid Documentary proof, where applicable, as evidence of satisfaction of the Technical and Financial requirements as stated in section 5;
- b. Bidder shall submit a copy of the tender document with each page manually signed by the Bidder;
- c. Earnest Money Deposit ("EMD"), fee of Rs. 1,000 shall be paid by way of a demand draft drawn on any nationalized bank or scheduled bank payable at Patna. The demand draft should be drawn in favour of "Bihar State Tourism Development Corporation Ltd., Patna ";
- d. Non Refundable Tender fee of Rs. 1,000 shall be paid by way of a demand draft drawn on any nationalized bank or scheduled bank payable at Patna. The demand draft should be drawn in favour of "Bihar State Tourism Development Corporation Ltd., Patna ";
- e. Copies of various tax and statutory registration;
- f. In case of individual bidders, a certified true copy (attested by a notary) of identity proof shall be submitted. Acceptable identity proofs are Indian passports, Voter IDs and/or Ration Cards. Bids that do not contain the above documents, where relevant, shall be summarily rejected. In such a case, BSTDCL shall reserve its right to forfeit the EMD, if any.
- g. In case of Company/firm certified true copy of resolution need to be given for authorization.
- h. *The Price Bids shall not be submitted with the technical bids. The Price Bids are to be submitted separate. **The price quoted in the Price Bid shall be in clear & legible TYPED FORMAT Both in terms of figures and words. If any bidder submits the Price Bid along with the Technical Bid, his bid shall stand disqualified.***

6. Schedule 2: Format for Price Bid

**FINANCIAL BID (FORM NO- II) APPLICATION FORM**  
**(To be in prescribed format)**

1. Name & Address of the Firm/
2. Company Tel/Fax/email details:

Price per Driver		Selection Criteria
Wages	13454.00	Minimum Percentage of Service fee per driver ------(in fig.)
Employer Contribution (EPF) 13.00%	1814.00	
Employer Contribution (ESI) 3.25%	454.00	
Service fee	727.00	
GST 18%	3051.00	
(GST shall be levied as per prevailing Government norms.)		------(in words)
<b>Total (in fig.)</b>	20,000.00	

**Note :-**

1. GST shall be paid as applicable by Government from time to time.
2. The bid which does not give the bifurcations to total charges in above format shall summarily be rejected.
3. The bid should comply with the government rules and regulations relating to minimum wages and other labour laws, failing which it will be summarily rejected.

(Signature of Bidder)  
(Rubber seal)

## 7. Format for Covering letter (Letter of Application)

*(To be submitted on letter head of the Bidder)*

Date: \_\_\_\_\_

To,

Managing Director,  
Bihar State Tourism Development Corporation Ltd.,  
R- Block, Beer Chand Patel Path Patna.

Sub: Submission of Application for Empanelment as skilled driver supplier agency(ies).

Sir,

In response to the tender **for skilled driver supplier agency** (the "Assignment" or "Project"). After going through all the information and terms and conditions given in the tender document including addendums, we are submitting our application for being shortlisted for the assignment, we are submitting our application for being shortlisted for the assignment.

1. The required general information and details along with supporting documents are enclosed along with this application. The undersigned declares that the statements made and the information provided herein are complete, true, and correct in all aspects..
2. We acknowledge that BSTDCL will be relying on the information provided in this application and the documents accompanying such application for pre-qualification of the applicants for the aforesaid project, and we certify that all information provided in the application and in the Appendices and Annexure are true and correct, nothing has been omitted which renders such information misleading and all documents accompanying such Application are true copies of their respective originals.
3. I/ We declare that we/ any member of the consortium are/ is not a member of a/any other consortium applying or submitting any other application for the RFQ.
4. All the required documents as mentioned in clause 5 provided in appendices of the Tender document, duly signed, are enclosed.
5. I/We, hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by BSTDCL/ Authority in connection with the selection of Bidders, selection of the Bidder, or in connection with the Selection/ Application Process itself, in respect of the above mentioned Project.
6. I/we agree and undertake to abide by all the terms and conditions of the tender document.
7. We also understand that:-
  - (i) This application is only for short listing of the applicant/ agencies;
  - (ii) BSTDCL is not bound to accept the application of any applicant, either in part or in full. If BSTDCL rejects any application or does not shortlist any applicant, it may do so without assigning any reasons thereof.
  - (iii) This is an initial application and does not entitle us to receive any documents or to be invited to Financial Bid for the Project;
  - (iv) BSTDCL has the right to change or alter the details of the project or scope of work;
  - (v) BSTDCL reserves the right, in its absolute discretion, at any stage without prior notice and without giving any reasons, terminate further participation in the Application process by any party, change the structure, procedures and timing of the Application process, alter the terms of participation in the Application process at any stage of the Application process and to suspend or terminate the Application process.

\_\_\_\_\_  
(Signature of Authorized Signatory/representative of Bidder)  
(Name, Title, Address, Date)

## 8. Format for Affidavit cum Declaration

*(Same should be on ₹ 1000 Non Judicial Stamp Paper / Franking and to be Notarized and signed by the authorized signatory)*

### UNDERTAKING

To,  
Managing Director,  
Bihar State Tourism Development Corporation Ltd.,  
R- Block, Beer Chand Patel Path Patna.

I \_\_\_\_\_ Aged \_\_\_ having permanent residence at \_\_\_\_\_ solemnly affirm that I as .....of the \_\_\_\_\_bidder and the person duly authorized to submit the bid state that the information and documents submitted by me in the Technical Bid are true and correct and complete to the best of my knowledge and I shall be responsible in law for any mis-representation and wrong information

Solemnly Affirmed on this day of \_\_\_\_\_

\_\_\_\_\_  
(Signature of Authorized Signatory/representative of Bidder)  
(Name, Title, Address, Date)