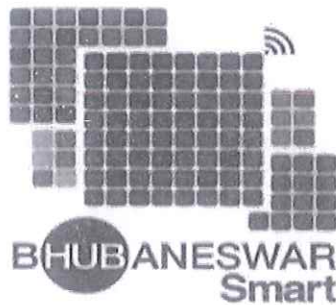


Bid Identification No. - 1186/BSCL/ 30/ 08 /2025

RFP FOR SELECTION OF AGENCY FOR HIRING OF VEHICLES IN
BHUBANESWAR SMART CITY LIMITED (BSCL).



Bhubaneswar Smart City Limited
5th Floor, BMC-ICOMC TOWER,
Bhoi Nagar, Unit – IX
Bhubaneswar-751022

Website: <https://www.smartcitybhubaneswar.gov.in/>

E-mail ID. bscl.bbsr@gmail.com Phone: 0674-2548428

DISCLAIMER

The information contained in this Request for Proposal document ("RFP") or any other information subsequently provided to Bidders, whether verbally or in documentary or any other form by or on behalf of the Client or any of its employees or advisers, is provided to the Bidders 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 invitation by the Client to the prospective Bidders or any other person. The purpose of this RFP is to provide interested Bidders with information that may be useful to them in the formulation of their Proposals pursuant to the RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Client in relation to the Services. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the Client, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Bidders is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Client accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The Client, its employees and advisers make no representation or warranty and shall have no liability to any person including any 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, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this selection process.

The Client also accepts no liability of any nature whether resulting from negligence or otherwise however caused or arising from reliance of any Bidder upon the statements contained in this RFP.

The Client may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of this RFP does not imply that the Client is bound to select a Bidder or to appoint the selected Consultant, as the case maybe, to provide the Services and the Client reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The Bidder shall bear all its 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 the Client or any other costs incurred in connection with or relating to its Proposal.

All such costs and expenses will remain with the Bidder and the Client shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the selection process.

General Manager (Admin)
Bhubaneswar Smart City Limited
5th Floor, BMC-ICOMC TOWER,
Bhoi Nagar, Unit – IX Bhubaneswar-751022
Website: <https://www.smartcitybhubaneswar.gov.in/>
E-mail ID: bscl.bbsr@gmail.com
//Phone: 0674-2548428

BID DATA SHEET

Sl. No.	Particular	Details
1.	Name of the Assignment	PROPOSAL FOR SELECTION OF AGENCY FOR HIRING OF VEHICLES IN BHUBANESWAR SMART CITY LIMITED (BSCL).
2.	Mode of binding	Offline (Hard copy)
3.	RFP Issued by & DATE	Bhubaneswar Smart City Limited on 02.09.2025
4.	Cost of RFP document	Rs.5000/- +18% GST (Nonrefundable of) in shape of demand draft drawn from any nationalized/scheduled bank in favour of BSCL payable at Bhubaneswar.
5.	Bid Security performance	Rs. 50,000.00(Rupees Fifty Thousand only) (refundable) in shape of demand draft/MSME in favour of BSCL payable at Bhubaneswar.
8	RFP document available	Website: /www.smartcitybhubaneswar.gov.in/ from 05:00 PM of 02.09.2025 to 05:00 PM of 11.09.2025
	Last date and time for submission of Proposals	Date: 05:00 PM of 11.09.2025
10	Opening of Technical Proposals	11:30 AM of 12.09.2025, Board Room of Bhubaneswar Smart City Ltd
11	Opening of Financial proposal	Time will be communicated later to the technically qualified bidders.
12	Bid Validity Period	90 days from the due date of Proposal.
13	Method of Selection	Two stage evaluation process comprising of: <ul style="list-style-type: none"> • TechnicalEvaluation, and • FinancialEvaluation The selection of the successful bidder shall be based on lowest quoted rate subject to full fillment other eligibility criteria.
16	Address for Correspondence	General Manager (Admin) Bhubaneswar Smart City Limited 5th Floor, BMC-ICOMC TOWER, Bhoi Nagar, Unit – IX, Bhubaneswar-751022 Khordha, Odisha

2. GENERAL SCOPE OF WORK AND INTRODUCTION OF BIDDER

Bhubaneswar Smart City Limited, Bhubaneswar (Client) invites Sealed Tenders are invited from interested reputed Travel Agencies / Tour Operators / Individuals for selection of agency for providing vehicles including driver on monthly rate basis received through offline

BSCL shall intent for hiring of BS-VI, Petrol/Diesel commercial light vehicles (AC vehicles) of Hyundai Aura/ Tata /Swift Dzire/ Honda Amaze / Bolero/ Innova Crysta category including professional driver, which shall confirm to the terms and conditions preferably for engagement in Bhubaneswar Smart City Ltd.

- i. The interested bidders may download the RFP document from the website www.smartcitybhubaneswar.gov.in and submit the same to the office of Bhubaneswar Smart City Ltd., Bhubaneswar by Registered Post/Speed Post/Courier only.
- ii. The proposal must be accompanied with bid document cost of Rs.5000/- + 18% GST (Non-refundable) and EMD of Rs. 50000/- in shape of DD drawn from any nationalized/scheduled bank in favour of BSCL payable at Bhubaneswar. After completion of the RFP process the amount will be refunded to unsuccessful bidders.
- iii. The driver of the vehicle must have valid Driving License for driving light transport passenger vehicle and should be sufficiently experienced in driving transport passenger vehicle.
- iv. The agency shall quote the monthly rate as per Annexure- VI
- v. The Vehicle must achieve a fuel efficiency for KM as per F&D govt of Odisha Notification No.15836 date 27.05.2025.
- vi. The details of the make and year of manufacture of the vehicle, registration no., mileage (Kms. Covered per liter) and name of the driver with Driving License no. and period of validity should be specifically provided in the general bid information to be furnished with the Proposal.
- vii. Average annual turnover of the agency from similar nature of Services must be at least Rs.10.00 Lakhs in the last 3 FY (ending 31st March 2025). Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period.
- viii. The bidder should have at least 3 (three) years' experience of having satisfactory completed similar works for number of years for providing services to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be submitted along with bid in support of having provided services during each of the financial year.
- ix. The vehicle must be in road worthy condition shall not be older than 3 year at the time of submission of bid from the date of initial registration and must have valid registration, insurance, fitness and pollution certificate etc.

3. SUBMISSION OF BID

- i. The contract of engagement of vehicle shall be for a period of 2 (two) years subject to renewal on the basis of performance of the agency each year and can be extended another one year without escalation of quoted rate/competitive bid date.
- ii. RFP documents are only to be downloaded from the website www.smartcitybhubaneswar.gov.in.
- iii. The bidder must be submitted bid document fee and Bid security (EMD) in shape of demand draft, drawn on any nationalized/scheduled bank in favour of "The Bhubaneswar Smart City Limited" payable at Bhubaneswar is to be furnished along with proposal. Proposal without Bid Processing Fee & EMD or exempted from payment on EMD shall be treated as non-responsive and rejected. The EMD shall carry no interest
- iv. In case successful decline to take up the work at its quoted/ accepted rate the security shall be forfeited.
- v. If the performance of the successful bidder during execution of contract is found to be unsatisfactory the bid security deposit shall be forfeited.
- vi. The RFP will have to be submitted in two parts i.e. Technical Bid (Cover-A) and Financial Bid (Cover-B) by Registered Post/Speed Post/Courier only.
- vii. The formats & documents to be submitted in technical & financial bid are mentioned in the RFP document.
- viii. The bidders should submit their technical and financial bid separately in two envelopes and these two envelopes should be put into another cover envelop super-scribed as "RFP for Hiring of Vehicles on Monthly Basis in reference to BID Identification No. & date. The Technical & Financial Bid envelopes should be clearly marked as Technical Bid & Financial Bid on the top of the relevant envelopes. The RFPs (Cover & inner envelopes) should be addressed to:
The General Manager (Admin),
Bhubaneswar Smart City Ltd.
5th Floor, BMC ICOMC Tower,
Bhoi Nagar, Unit-9,
Bhubaneswar-751022
- ix. The proposal should reach the office of the Bhubaneswar Smart City Ltd., Bhubaneswar on or before **05: 00 PM of 11.09.2025** and the same will be opened at **11: 30A.M of 12.09.2025**. In case this date happens to be a holiday for any reason, the RFP will be received and opened on the immediate next working day at the same designated time & place.
- x. The financial bids of those bidders shall be opened whose technical bids are found to be qualified.
- xi. Any doubt regarding the hiring process may be clarified by contacting the BSCL Office Telephone No 06742548428 during the office hour.
- x ii. The Authority reserves the right to dismiss or reject any application received incomplete without citing the reason thereof.

4. ELIGIBILITY CRITERIA

(A)

- I. The agency should have provided document for engagement of vehicles any 01(One) year in Govt. / Semi- Govt. Organizations / PSUs / Banks etc. in Odisha during the last (03) three years i.e upto (31.03.2025), self-attested copies of Work Orders/Completion Certificate are to be furnished.
- II. The agency should have valid GST registration & PAN. (Self-Attested copies of GST Registration Certificate & PAN Card are to be submitted in the technical bid).
- III. The bidders shall also furnish the following documents in support of their eligibility:-
 - a) Self-attested copy of registration certificate of firm.
 - b) Letter of Proposal (Annexure-I)
 - c) Bidders Details (Annexure-II)
 - d) General Information (Annexure- B(II))
 - e) Undertaking that the firm per participation (Annexure-III)
 - f) Undertaking that the firm has not been debarred/ black listed by any Govt. Organization Semi-Govt. Organization / PSU (Annexure-IV)
 - g) Annual turnover (Annexure-V)
 - h) Rates must be quoted only as per format (Financials BID) (Annexure-VI).

(B) EVALUATION CRITERIA

I. Evaluation

- The bids shall be evaluated in two stages i.e. Technical. Evaluation and Financial Evaluation.
 - The Financial Bids shall be opened for those who were qualified in Technical Bid Evaluations
- II. Basing on the documents submitted by the bidder, the bid shall be evaluated. Technical Bid shall be evaluated first. In case it is felt necessary to verify any document, the bidder shall be asked for verification of original documents all such communication shall be made in the writing. After evaluation, the financial bid of qualified bidders only shall be opened and evaluated.
 - III. The bidder meeting the technical eligibility criteria and other terms and conditions as set forth in this RFP and quoting the total lowest offered to the Authority shall be declared as the selected Bidder (the "Selected Bidder"). In the event that the Authority rejects or annuls all the Bids, it may, in its discretion, invite all eligible Bidders to submit fresh Bids here under.
 - VII. In the event that two or more Bidders quote the same amount of hiring charges, the Authority shall identify the Selected Bidder by draw of lots, which shall be conducted, with prior notice, in the presence of the Tie Bidders who choose to attend.

5. Award of Contract

- a. After selection, a Letter of Award (the "LoA") shall be issued in duplicate by the Authority to the Selected Bidder and the Selected Bidder shall sign and return the duplicate copy of the same within 3 days of issuance this letter for acknowledgement thereof. In the event the duplicate copy of the LoA duly signed by the Selected Bidder is not received by the stipulated date, the Authority may, unless it consents to extension of time for submission thereof, forfeit the Bid Security/EMD of such Bidder as Damages on account of failure of the Selected Bidder to acknowledge the LoA.
- b. After acknowledgement of the LoA as aforesaid by the Selected Bidder, it shall cause the Selected Bidder to execute the Agreement. The Selected Bidder shall not be entitled to seek any deviation, modification or amendment in the Agreement.
- c. The L-2 Bidder/Second lowest Bidder will be empaneled as providing vehicle Agency by BSCL and will be awarded the work, in the event of breach of agreement between L-1 Bidder and BSCL.
- d. BSCL reserves the right to award the work in whole or in part to one or more bidders.

6. Performance security

- a. The successful bidder shall be deposited Rs.50,000.00 (Fifty Thousand) towards bid performance security and will be written till completion of the assignment towards vehicle engaged in BSCL.
- b. If the successful Bidder fails to execute the order, the Performance Security of the bidder will be forfeited and the bidder will be black listed and will be debarred for life time to participate in future RFP process of Bhubaneswar Smart City Ltd. for providing hired vehicle.

C.

7. Terms & Conditions

The following terms and conditions must be fulfilled by bidder:

- a. The hired vehicles, during period of contract, shall have all necessary valid MV documents such as valid Registration Certificate, Insurance Certificate, Pollution Certificate, Fitness Certificate, valid Contract Carriage Permit, proof of up-to-date tax payment etc. and D.L. of the driver available all the times.

- b. The BSCL Office hiring the vehicle shall not be responsible for any damage/ loss caused to hired vehicles or loss of life / injury made to any person or damage to any property on account of use of hired vehicle any manner whatsoever. The hirer shall be responsible for all such litigation.
- c. It shall be the responsibility of the bidder to provide a good driver and the remuneration of the driver shall be borne by the service provider.
- d. In case of breakdown for reasons whatsoever the replacement of a vehicle of the same or better model shall be provided by the service provider.
- e. In case of the vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
- f. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be made.
- g. Monthly hire charges and reimbursements towards cost of fuel (as per norm) will be paid in every succeeding month, as per as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.
- h. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
- i. In case the service provider intends to withdraw the services of his vehicle and terminate the agreement, it shall be mandatory upon him to grant one month notice before such withdrawal of service and termination of agreement.
- j. If the bidder violates any of the terms of contract, BSCL shall forfeit the entire amount of security deposit.
- k. In the event of break-down, servicing & repairs of the assigned vehicle the service provider at his own cost shall make alternate arrangement by providing similar or higher class of vehicle(s) for which agreement is entered into. Failure to do so will evoke penalty or possible termination of contract.
- l. The Agency shall not be allowed to sub-let the contract.
- m. The Agency shall only provide vehicles which shall have the comprehensive insurance coverage.
- n. Police verifications for deployed driver shall be ensured by the Agency.
- o. Agency shall update the log book at least once in every 72 hours. Failure to do so shall be penalized as per this contract. At the time of termination of contract, the service provider shall hand over the log book(s) to Bhubaneswar Smart City Ltd.
- p. The driver of the vehicle shall maintain the daily logbook regarding the mileage and time from the point of departure to arrival. For this purpose, the following norms have to be followed;
 - i. In case the vehicle is being kept in the office of Bhubaneswar Smart City Ltd then the kilometer reading & time shall start from the office Bhubaneswar Smart City Ltd and end at the same there also.
- q. The agency is required to provide the vehicle with good quality clean seat covers and Turkish towels.
- r. The Agency shall ensure that all electrical connections including lights (both brake and front), horn, turn indicators and other vehicle systems shall be periodically checked and maintained by the agency to avoid any inconvenience to user BSCL.
- s. The Agency shall ensure that the vehicle should be parked at the place as advised by the officer of Bhubaneswar Smart City Ltd and should be available, when not in duty. If the vehicle needs to be away for some reasons like refueling, petty repairing etc., it should be with the knowledge of the Controlling Officer of the Bhubaneswar Smart City Ltd where the vehicle has been deployed. Moving away without the knowledge of the Controlling Officer of Bhubaneswar Smart City Ltd will be considered as non-available and will be liable for penalty.

8.- Payment Terms

- i. The hire charges to be paid for monthly basis is final but does not include cost of fuel, which is to be paid separately as per existing Government norms. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of Engine, Gear Box & differential Coolant, Tyres & Tubes, Battery etc. will be borne by the bidder.
- ii. The agency shall be submitting monthly tax invoice must be billed separately and reimbursements towards cost of fuel (as per actual) and lubricants (as per Govt. norms) of selected bidder will be paid in every succeeding month, as per as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.
- iii. GST shall be applicable @12% on forward charge basis or @5% on reverse charge basis (RCM) upon the hiring charges only and not on fuel/lubricant reimbursement cost.

9. Agency Responsible:

The Agency shall be responsible for the acts and deeds of drivers of the vehicles that include the followings:

- i. Drivers possessing a valid commercial driving license shall be deployed by the agency.
- ii. Driver should be properly dressed in neat and clean attire. If required driver should wear uniform of specific color as per requirement of the Principal. The Agency shall provide at his own cost, proper uniform and badges as per STATE MOTOR VEHICLE RULES (amended up to date) and photo identity cards to the drivers.
- iii. The driver of the vehicle deployed for duties must maintain polite & courteous behavior towards users as well as other staffs of the concerned office. Following may be construed as "Misbehavior" and shall attract penalties as per provisions of the contract. Repeated instances may result in termination of services.
 - a) Denial of duty during contract period, or during hours as noticed by the BSCL management.
 - b) Use of abusive language;
- iv. No mileage will be allowed if the vehicle is used by the driver for his breakfast, lunch, dinner or any other personal work. No payment shall be made to the driver for his fooding expenses, etc.
- v. Salary of the driver shall be borne by the agency.
- vi. The driver in no case shall report to duty in an inebriated state or consume alcohol while on duty. In such an event, user BSCL shall have full rights to terminate the contract with immediate effect.
- vii. Driver must be having a mobile phone and contact number be provided to the office of Bhubaneswar Smart City Ltd. The agency shall bear any cost related to the mobile call charges by the drivers.
- viii. In an event that for any reasons the driver changes his contact number during the tenure of the contract then Agency will immediately notify the office of Bhubaneswar Smart City Ltd of the above change.
- ix. The driver shall be reachable at all times during duty hours.
- x. Gossiping with the guests and using mobile phone during driving is not allowed. In case of urgency, driver should park the vehicle with permission from the user and talk in the mobile to the minimum duration.
- xi. As soon as the driver is advised to attend any guest by the administration, the driver should call /SMSs the guest giving his mobile and vehicle details. Charges of calls/SMSs will be on agency's account.
- xii. Vehicle and driver should not be changed frequently. Any such changes should be informed by the agency to the authority well in advance for permission.
- xiii. The driver deployed by the agency shall not have any right for any claim whatsoever like employer and employee relationship against the BSCL or office concerned nor shall be entitled to other facilities admissible to regular/confirmed employees nor for any absorption in regular during contract period or after expiry of the agreement"

10. Statutory Rules Compliance & Taxes:

- i. The Agency shall take comprehensive insurance cover with third party unlimited liability risk of the vehicles detailed for the user BSCL requirement. User shall not be liable for any damages whatsoever to public property and / or any third person due to any accident arising out of and in the course of deployment of service provider's vehicle.
- ii. The Agency shall be solely responsible for any claims by any third party and/or employees of user BSCL travelling in the vehicle for any injuries caused by the driver of the vehicle whether by accident or otherwise.
- iii. The user BSCL will in no way be responsible for violation of traffic rules and / or infringement of any other law for the time being in force, either by the driver of the vehicle or by the service provider. The driver as well as Agency shall comply with relevant rules and regulations of Motor Vehicles Act and Rules applicable at present or in future during the tenure of the contract and as may be enforced from time to time for which user BSCLs would not be held liable/responsible in any manner what so-ever. Onus of compliance of all the applicable Laws/Acts/Rules including those under Motor Vehicle Acts/Rules shall rest with the Agency only and user/user BSCLs will not be liable in any manner.
- iv. The Agency shall be personally responsible for any theft, misconduct and/or disobedience on the part of drivers so provided by him.
- v. During the contract period, if the vehicle is seized or detained or requisitioned by Police/Motor Vehicle Authority or any other authorities for whatsoever reasons that will be at the Agency's risk. Also, alternate vehicle of similar or higher category will be provided by Agency without any extra charges.
- vi. the police/ court case (Legal disputes) in respect to the vehicle during or the period of engagement will be at the risk & cost of the agency.
- vi. Bhubaneswar Smart City Ltd will not be responsible for any dispute except for paying the hire charges.
- x. The vehicles deployed for duty shall at no point of time carry any person other than personnel authorized by user BSCL.
- xi. The vehicle cannot be put to any private/commercial use beyond the duty hours or on holidays. Unauthorized use of the vehicle by the driver/service provider will lead to unilateral termination of the contract with immediate effect. The Agency has to ensure the safety of passenger by avoiding negligent driving by their drivers such as over speeding, rash driving, and driving vehicle without brakes/defective brakes, immediate replacement. In case no replacement is provided in time, the authority shall have the right to hire a vehicle from the market and additional cost incurred by the authority shall be deducted from the monthly payment due to the agency. Repeated failure to provide vehicles as and when required by the society will make the agency liable for Blacklisting.

11. Terminations:

- a) The principal shall have the right to terminate the Agreement, upon it giving 01(one month) notice in writing.
- b) The Agency shall have the option to terminate the Agreement upon giving 01 (one) month notice in writing and upon refund of any rental fees paid in advance, over and above the notice period.
- c) Final payment after termination of the contract shall be released on submission of the log book(s) of the vehicle, car pass and pass/id card issued to the driver, if any.

12. Force majeure

Neither party to the Agreement shall be liable for failure to perform any of its obligations hereunder if prevented from doing so by reason of force majeure.

13. Entire agreement

The Agreement together with the schedules and annexes hereto constitutes the entire agreement and understanding between the Parties and supersede all previous agreements, understandings and/or representations between the Parties.

14. Waiver of remedies

No forbearance, delay or indulgence by either Party in enforcing the provisions of the Agreement shall prejudice or restrict the rights of either Party nor shall any waiver of its rights operate as a waiver of any subsequent breach and no right, power or remedy herein conferred upon or reserved for the Party is exclusive of any other power or remedy available to the Party and each such right, power or remedy shall be cumulative.

15. Assignment & change in ownership/management:

- a) The Agency shall not assign or transfer its obligations and or rights under the Agreement to any third party, whether an associated entity or not, whether in whole or in part without the prior written consent of the BSCL Authority.
- b) The Agency shall immediately notify Bhubaneswar Smart City Ltd of any change of ownership or management of the Agency's business.

16. Resolution of Disputes:

Bhubaneswar Smart City Ltd and the selected agency will make every effort to resolve amicably by direct negotiation, any disagreement or dispute arising between them under or in connection with the work assigned. The arbitration proceedings if any shall be held in Bhubaneswar.

LETTER COMPRISING THE TECHNICAL PROPOSAL

To

The General Manager (Admin)
 Bhubaneswar Smart City Limited
 5th Floor, BMC-ICOMC TOWER,
 BHOI NAGAR, UNIT – IX Bhubaneswar-751022

Sub: RFP for "Selection of agency for hired of vehicle to BSCL.

Dear Sir,

With reference to your RFP document dated, I/we, having examine the RFP document and understood its contents, hereby submit my/our Bid for the aforesaid project.

1. The Bid is unconditional and unqualified.
2. I/ We acknowledge that the Authority will be relying on the information provided in the Bid and the documents accompanying such Bid for selection of the Agency for the aforesaid project, and we certify that all information provided in the Bid and in Annexes is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such Bid are true copies of their respective originals.
3. This statement is made for the express purpose of our selection as an Agency for the management of the aforesaid Project.
4. All blank spaces shall be suitably filled up by the Bidder to reflect the particulars relating to such Bidder
5. I/ We shall make available to the Authority any additional information it may find necessary or require to supplement or authenticate the Bid.
6. I/ We acknowledge the right of the Authority to reject our Bid without assigning any reason or otherwise and hereby waive to the fullest extent permitted by applicable law our right to challenge the same on any account whatsoever.
7. I/ We certify that in the last five years have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
8. I/ We declare that:
 - (a) I/ We have examined and have no reservations to the Bidding Documents, including any Addendum issued by the Authority;
 - (b) I/ We do not have any conflict of interest in accordance with Clauses of the RFP document;
 - (c) I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, in respect of any RFP or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprise or any government, Central or State; and
 - (d) I/ We hereby certify that we have taken steps to ensure that in conformity with the provisions of the RFP document, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice and;
 - (e) the undertakings given by us along with the Bid in response to the RFP for the Project were true and correct as on the Bid Due Date and we shall continue to abide by them.
9. I/ We understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any Bid that you may receive.
10. I/ We believe that we satisfy(s) the Technical Capacity and Financial Capacity criteria and meet(s) all the requirements as specified in the RFP document and are/ is qualified to submit a Bid.
11. I certify that in regard to matters other than security and integrity of the country, we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.
12. I further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law.
13. I/ We further certify that no investigation by a regulatory authority is pending either against us or against our MD or any of our CEO/

Managers/ employees.

14. I/We further certify that we are not barred by the Central Government/ State Government or any entity controlled by it, from participating in any project and no bar subsists as on Bid Due Date
15. I/ We undertake that in case due to any change in facts or circumstances during the Bidding Process, we are attracted by the provisions of disqualification in terms of the provisions of this Request for Proposal; we shall intimate the Authority of the same immediately.
16. The power of attorney for signing of Bid as per format provided at Appendix iv, of the Request for Proposal, is also enclosed.
17. I/ We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the selection of the Bidder, or in connection with the selection/ Bidding Process itself, in respect of the above- mentioned Project and the terms and implementation thereof.
18. I/ We agree and undertake to abide by all the terms and conditions of the RFP document

1. I/ We certify that in terms of the Request for Proposal, my/our Annual turnover is Rs (Rs in words)

2. We agree and undertake to severally liable for all the obligations of the Agency under the Contract Agreement.

In witness thereof, I/we submit this Bid under and in accordance with the terms of the RFP document.

Date:

Yours faithfully,

Place:

(Signature, name and designation of the Authorized signatory)
Name and seal of Bidder

Bidders Details

The documents have to be arranged serially as per the order mentioned below)

1.	Name of the Service Provider	
2.	Address of the organization with telephone no, & fax	
3.	Email id of the Organization	
4.	Name of authorized signatory	
5.	Specimen signature of the authorized signatory	
6.	Telephone number of authorized signatories	
7.	DD No. and date of the RFP document cost of Rs.5000/- (Non-Refundable) submitted by the agency	(in shape of Demand Draft)
8.	DD No. and date of EMD Deposit	(in shape of Demand Draft)
9.	Registration Certificate of the Firm (Partnership Firm Company)	Attach self-attested copy of the Registration Certificate of the firm
10.	GST Registration	Attach self-attested copy of GST Registration Certificate
11.	PAN	(Attach self-attested copy of PAN CARD)
12.	Proof of providing of vehicles to at least 1 (One) Govt./ Semi-Govt. Organizations / PSUs / Banks etc. during the last three financial years i.e. 2022-23 to 2024-25	(Attach self-attested copies of Work Orders received from Government / Semi-Government / PSUs/ Banks etc. (At least three different organizations) during last three Financial Years i.e. 2022-23 to 2024-25)
13.	Undertaking to provide good conditioned vehicles (not more than 3 years old BS VI compliance vehicle) along with all necessary documents required under traffic rule	Attach the undertaking with signature & seal of the Organization
14.	Undertaking that the vehicle to be provided will not belong to any employee of hiring BSCIL or office.	Attach the undertaking with signature & seal of the organization
15.	Undertaking that the firm has not been debarred/ blacklisted by any Govt Organization/Semi Government Organization / PSUs	Attach the undertaking on a non-judicial stamp paper of Rs.50/- (Original Copy) with signature & seal of the organization

DECLARATION:

I/ we hereby certify that the terms and conditions given with the RFP notice have been read carefully and acceptable to me/ us and that the information furnished above are full and correct to the best of my/ our knowledge. I/ we understand that in case of any deviation/ false information in the above statement at any stage, our Firm/ Agency will be blacklisted/ debarred and will not have any dealing with your organization in future.

Place:

Date:

(Signature & Seal of the Authorized Signatory)

General Information

Sl No	Particulars	
1.	Name of the Service Provider	
2.	Complete Address	
3.	Bank Account No and IFSC Code	
4.	Registration No. of Vehicle	
5.	Year of Manufacture	
6.	Make & Model	
7.	Date of registration	
8.	Name & complete address of the owner of vehicle	
9.	Fitness Certificate validity	
10.	Pollution Certificate validity	
11.	Permit validity	
12.	Insurance validity	
13.	Name / Address of the Driver	
14.	D.L. No. & Validity of the D.L. of the Driver	
15.	Contact Number of the Service provider	
16.	Contact number of Driver	
17.	Proposed hire Charge of the vehicle per month excluding fuel cost	
18.	Rate of fuel consumption / Mileage per litre	

"Certified that the information submitted above is true to the best of my knowledge and belief."

Seal & Signature of Tenderer

Undertaking by the bidder

We have read and understood the terms and conditions of the tender and undertake to comply with all of them. We have also understood the bid evaluation criteria that the bids shall be evaluated first for technical compliance in toto and only those bidders which qualify the eligibility cum technical criteria as per in this document shall be considered for further evaluation of financial bids.

Name & Designation of the Authorized Signatory
Membership No:

Signature & Stamp of the Firm

Place
Date:

DECLARATION BY THE BIDDERS ON BLACKLISTING AND TERMINATION

(On stamp paper) Rs.50.00

We hereby certify that we, M/s_____ (Name of the bidder), having registered office at____ -
_____ address of the registered office) have not been debarred or
blacklisted by the Central Government, any State Government, a statutory authority or a public sector
undertaking.

The certificate below is to be provided by the Bidder. Yours

Sincerely,

SIGNATURE -Authorized Signatory &Date:

Full name and designation and, contact details with address
(Seal of organization)

Financial Information in INR				
Details	FY22-23	FY23-24	FY24-25	Average
Average Annual Turnover (in lakhs)				
<p>Supporting Documents:</p> <p>Audited certified financial statements for the last three FYs (preceding the Financial year in which the proposal is due) (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form).</p> <p><i>Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be outrightly rejected. No scanned copy will be entertained.</i></p>				

Signature and Seal of the Company Auditor with Date in original

Signatory [In full initials with Date and Seal]: _____

Communication Address of the Bidder:

[NB: No Scanned Signature will be entertained]

Financial details may contain more details

Activity wise turnover

- i. Gross profit
- ii. Net profit
- iii. Total Capacity Capital/Assets, Net worth etc.

* Halting charges in case of Long tour are not allowed from 11 PM to 6 AM if the vehicle halted for night.

A. Monthly Basis Rate (exclusive of GST)

Sl.No	Type of Vehicle	KM per one ltr fuel (Diesel/Petrol)	Monthly Rent excluding fuel per vehicle (Rs.)
a.	b.	c.	d.
1	Swift Dzire /Hyundai Aura /Honda Amaze-AC		
2	Bolero		
3	Toyota Innova Crysta		
Total Rate per Month			

Min. KM per one Litre of Petrol/Diesel mentioned in the Evaluation procedure [as per annexure—b) mentioned in RFP document]

B. GST: Please mention the % of GST as applicable:

Note.: GST will be paid extra as applicable and will not be considered for evaluation.

Place:

Date:

(Signature & Seal of the Authorized Signatory)

