



1st March '23

Dear Sir/Madam,

Greetings from CARE India Solutions for Sustainable Development, Patna, Bihar!!!

CARE India Solutions for Sustainable Development (CISSD) is inviting quotations for providing vehicle on rental basis with driver on monthly as well as on-call for **districts in Bihar, Jharkhand & West Bengal** along with state headquarter, Patna for a duration of 1 year for the period from **1st April 2023 to 31st March 2024**. Terms and condition of the RFQ, formats for commercial bid are attached herewith.

1. This RFQ consists of:
 - a) Proposal format
 - b) Format of Commercial Bid
 - c) CARE- Standard Goods Vendor Agreement
2. Kindly submit the detailed Bid **as per prescribed format only in sealed cover** (Fill up the rates, take printout, sign & stamp on all pages and send your Bid) along with necessary documents in **hard copies** in **two separate (Technical and Commercial) sealed covers**.
 - 1) **Technical Bid**
 - 2) **Commercial Bid** ("Commercial Bid format" attached)
3. Submit to CISSD, Bihar (**H No. 14 Patliputra Colony, Patna-800 013, Bihar**) at Security Gate (To be dropped in **Person / Courier / Post** by the bidder in the assigned Tender Box. **The Bid receive through other modes will not be considered for further process.**)
4. Last date of submission of the complete Bid is on or by **15th March 2023 on or before 5:30 pm.**
5. Quote received after the bid closing date will not be entertained.
6. CARE India (CISSD) reserves its right to accept or reject any quotation without assigning any reasons thereof.
7. CARE representative may visit to your place before placing the final order.
8. There would not be any guarantee for minimum business assurance from CARE India.
9. No advance payment / security deposit is admissible.
10. The price quoted by you **for fixed rental /on-call charge** should be valid for 1 year. Cost of fuel (Diesel) shall be reviewed every quarter and the price ruling by government as on 1st day of the quarter shall be considered for calculating fuel charges.
11. Attached are our standard terms and conditions (Named "CISSD Terms & Condition") and submitting quote by your organization means that you abide by CISSD standard terms and conditions.
12. Any questions regarding contractual terms and conditions or Bid related queries must be directed to undersigned only.
13. If you have any query, please contact us at Procurement procurementbr@careindia.org
14. Please acknowledge the receipt of the same through return mail.

Action lead to cancellation of Bid:-

If bid received through other modes i.e. E-mail/ verbal/telephonic or bid being sent to any other address will be disqualified. If bid is received after the bid closing date will not be considered.

We look forward to having a closer business association with you.

Any questions regarding contractual terms and conditions or Bid format must be directed to:

Name	Mr. Jyoti Prakash – 7544005988 Mr. Paltasingi Lakshmana Rao – 8639653015
Address	CARE India Solutions for Sustainable Development (CISSD) 14, Patliputra Colony, Patna – 800 013, Bihar
Phone	+91- 612- 2274957, 2274389, 2270464 ,6631100

With regards,

Procurement Department

CARE India Solutions for Sustainable Development (CISSD)

14, Patliputra Colony, Patna, Bihar 800013, India | www.careindia.org

