



REQUEST FOR BID (RFQ)
For
AGENCY FOR PROVIDING VEHICLE SERVICES

**PROVIDING VEHICLE SERVICES ON RENTAL BASIS (MONTHLY AS WELL
AS ON-CALL) IN BIHAR, JHARKHAND AND WEST BENGAL (WB)**

CARE INDIA (Bihar)
14, Patliputra Colony, Patna – 800 013, Bihar

About CARE

CARE India Solutions for Sustainable Development (CISSD) is a relief and development organization and manages a dynamic, multi sector social development and emergency humanitarian response programs across fifteen states in India.

CARE India, Bihar is leading a project, Maternal and New-born Health (MNH), that aims to help and substantially improve the survival and healthcare for women, new-borns, and children, especially in rural areas of Bihar. This project is being supported by the Bill and Melinda Gates Foundation (BMGF) and runs in partnership with a number of reputed international health organizations and universities.

Project Background & Need Assessment:

CARE is providing technical support and assistance to GoB to improve Health and Nutrition outcomes across the State. The Bihar TSU aimed to support the Health and Social Welfare (ICDS) Departments of the GoB in their endeavour to achieve rapid and sustainable change in health and nutrition.

Requirements

Hiring an agency for providing Vehicles on rental basis (Monthly as well as on call) as and when required: For implementation of the above all projects CARE India staff members travel frequently to field locations, districts, and blocks. This necessitates to execute a long-term rate contract for vehicle hiring (Monthly as well as On Call) detail requirement is given in **Annexure-1**

GUIDELINES FOR BID PREPARATION

Award of the contract resulting from this RFP will be based upon the most responsive Agencies whose offer will be the most advantageous to CARE India in terms of cost, functionality, providing good quality of vehicle services in all assigned areas. Agency should be in a position to provide credit facilities and preferred to have self-owned fleet of vehicle.

TECHNICAL ELIGIBILITY CRITERIA

1. The Technical eligibility criterion shall be as per the Table 1 given below:

S.No	Eligibility criteria for Bidders	Mandatory Documents
1	The Bidder must be an established entity under Companies Act 1956/2013; OR Limited Liability Partnership Act 2008; OR Partnership firm under partnership Act 1932 Or a Proprietorship firm	For Company / LLP (Limited Liability Partnership Act, 2008) – Self-Attested Copy of the certificate of incorporation issued by the Registrar of Companies (RoC), For Partnership Firm – Self-Attested Copy of Partnership Deed. For Proprietary Firm – Self-Attested Copy of IT return for Assessment Year (FY) 2021-22 in the name of the Proprietor

S.No	Eligibility criteria for Bidders	Mandatory Documents
		<p>or</p> <p>Declaration from a Chartered Accountant that the firm is a Proprietary firm.</p>
2	<p>The Bidder must have experience in the business of providing commercial vehicles on rental / on-call basis to reputed organization, during the last 5 years, as on the Bid due date and must have executed similar Purchase Order (s) / contracts having a cumulative value of 1 Crore during the last Five Years.</p>	<p>1. Self-Attested Copy of Purchase Order / Contract / Experience Certificate indicating the value of business done issued by contracting Authority.</p>
3	<p>The Bidder must have a minimum annual average turnover of INR 50 lacs from business during FY 2017-18, FY 2018-19, FY 2019-20, FY 2020-21, and FY 2021-22.</p>	<p>Self-attested copies of these documents for concerned financial years:</p> <p>a) Audited Profit & loss statement for FY 2017-18, FY 2018-19, FY 2019-20, FY 2020-21, and FY 2021-22. Or b) Certificate issued by Chartered Accountant (CA) highlighting Bidder's turnover from business.</p>
4	<p>The Bidder must provide self-attested scanned copies of:</p> <p>(i) PAN Card.</p> <p>(ii) Income Tax Returns (ITR) of five assessment Years FY 2017-18, FY 2018-19, FY 2019-20, FY 2020-21, and FY 2021-22</p> <p>(iii) GST Registration Certificate.</p>	<p>Self-attested copies of</p> <p>1) Copy of PAN Card; AND Copy of Income Tax Return filled and submitted by the Bidder for five assessment years FY 2017-18, FY 2018-19, FY 2019-20, FY 2020-21, and FY 2021-22.</p> <p>2) GST Registration Certificate</p>
5	<p>The Bidder must have a minimum of five self-owned vehicles registered in the name of the Bidder or its Director / Owner. The vehicle should not be more than five years old vehicle.</p>	<p>1. Registration Certificate of the vehicle in the name of the Bidder / or its Director / Owner 2. Current Insurance copy of the vehicle</p>

Evaluation process:

- Bidders must comply with all technical criterion mentioned above to technically qualify for the financial evaluation process. Bidders who fail to comply even for one of the above-mentioned criteria shall be considered as technically disqualified and their financial Bid shall not be consider for evaluation.
- Commercial bid of all technically qualified bidders shall be opened, evaluated to identify the L1 bidder(s).
- Care India shall be authorized to accept any or all bids or reject any or all bids at its sole discretion.

The organizations invited to submit a Bid are expected to adhere to the General Conditions which are attached.

CARE India reserves the right to reject any or all offers and discontinue this RFQ process without obligation. CARE India may award the contract to more than one agency.

TECHNICAL CONTACT

Any questions concerning technical specifications or Scope of Work (SOW) requirements will be addressed in **Pre-Bid meeting** which will be conducted at **2.00 PM on 04.03.2023** Venue of meeting - CARE India, **Ashoka Hall**,14-Patliputra colony, Patna. Interested Bidders may also join online, online invitation shall be sent to prospective Bidders and link shall also be available in our company website at <https://www.careindia.org/tenders/>

Last date of submission of the complete Bid is by **15th March 2023 till 5:30 pm.** submit the detailed Bid **as per prescribed format only in sealed cover in two separate sealed cover**. All pages of both **Technical and Commercial Bid** shall be signed and stamped (Organizational seal) by the Authorized person of the Bidder and all sealed covers should be superscribed with **“Offer for provision of vehicle on rental / on-call basis”**. Bids to be sent through person / courier / post so as to reach the office of CARE India Solutions for Sustainable Development (CISSD) at the following address:

CARE India Solutions for Sustainable Development (CISSD)

14, Patliputra Colony,
Patna, Bihar 800013, India

1) Technical Bid

2) Commercial Bid

Note: Please **do not** send your Bid through E-mail. Bids sent through E mail shall be summarily rejected.

Terms and conditions for Vehicle hiring on Monthly as well as on-Call basis.

- The Fixed cost and Variable cost for all vehicle categories under Monthly as well as on-Call basis to be separately quoted in allotted box of the Excel doc. – “Vehicle Rate “. Total of Fixed and Variable cost for a particular category of vehicle shall be the admissible rate for the category. Rates for Bihar, Jharkhand, and West Bengal to be separately quoted.
- Contract shall be in force during the period – **01.04.2023 - 31.03.2024.**
- Bidders declare mileage for each category of vehicle, i.e. Km/ Litre of Diesel.
- No rate variation on fixed cost shall be permissible during the tenure of the contract including cost for extra hours and Driver night halt charges.
- Prices of fuel cost shall be reviewed after every quarter separately for the three locations for each category of vehicle and revised rates as determined shall be effective for the next quarter only. No interim change in price during the quarter shall be permitted. The change in rate shall be applicable on variable component of quoted rates and on rates for extra Km for both Monthly as well as on-call vehicles. Separate rate variation calculation shall be undertaken for separate locations.
- Base price to be considered for calculation of price variation shall be the price of diesel as ruling on 1st day of the 1st month of the previous quarter for that location. Final Price for calculation of price variation shall be the price of diesel as ruling on the last day of the last month of the preceding quarter.
- Example for price variation calculation for the quarter April 2023 – June 2023.

Case 1: Upward revision in price for INOVA category of vehicle:

Assuming Price of Diesel in Patna as on 01.04.2023 – Rs 100

Declared mileage for Inova – 8Km/ Ltr.

Assuming Price of Diesel in Patna as on 30.06.2023 – Rs 103

Change in price for diesel :103-100 = Rs 3

Admissible Rate increase: $103/8 - 100/8 = \text{Rs } 0.375 \approx \text{Rs } 0.38 / \text{Km}$

Revised rate applicable for Innova category shall be as under:

Monthly Category:

- 3000 Km and & 12 Hrs. –
April quarter Rate for Variable cost factor: Rs 35000
July quarter Rate for Variable cost factor: $35000 + 3000 \times 0.38 = \text{Rs } 36140$

- Admissible Extra Km rate for monthly category:

Assuming the effective rate for the April quarter is Rs 12 / km, the revised rate for July quarter shall be $Rs\ 12 + 0.38 = Rs\ 12.38$.

Similarly for all other Km slabs on Monthly call and ON call category, rate increase shall be applicable for all categories of vehicles. Similarly for a decrease in Diesel price, the effective rate for July quarter shall be similarly calculated.

Note:

- Declared Mileage for each category of vehicle to be used for determining the rate variation for that vehicle category.

Contact Person:

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

Name	Mr. Jyoti Prakash – 7544005988 Mr. Paltasingi Lakshmana Rao - 8639653015
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