



REQUEST FOR PROPOSAL (RFP) FOR HIRING FOUR-WHEELER CAR



RFP Number: GECJH/Vehicle/01/2026

**Department of Science, Technology and Technical Education
Government of Bihar**

Government Engineering College Jehanabad, Walipur, Hulasganj, Jehanabad, Bihar, PIN 804407

Ashish Prasad
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Government Engineering College, Jehanabad

Tender Notice For Vehicle

REQUEST FOR PROPOSAL FOR HIRING CAR FOUR-WHEELER

Government Engineering College, Jehanabad invites scaled RFP from Registered and reputed agencies/ firms including partnership firms for supplying Four-Wheeler Car 01 (one) AC car vehicle (including driver & Fuel), on contract basis. for official use at " Government Engineering College, Jehanabad " for one year.

1. The contract will be signed between Government Engineering College, Jehanabad and the successful Bidder/ Agency.
2. To participate in the e-tendering process, the Bidder/ Agency are required to get themselves registered with ***eproc2.bihar.gov.in***.
3. The earnest money deposit (EMD) amount is Rs. 10,000/-.
4. **Scope of RFP work:** To supply one car with driver and fuel on a monthly contract basis for official use. The maximum quoted amount should not exceed **Rs. 40,000/- (Rupees Forty Thousand only) per month** under any circumstances. This rate will be inclusive of fuel, lubricants, all taxes (including GST), Toll Tax, maintenance charges, and monthly wages of the driver.
5. **Schedule for RFP Process:**

Sr.	Event Description	Timeline
5.1	Tender Reference No.	GECJH/Vehicle/01/2026
5.2	Start Date of Online Bidding on eproc2.bihar.gov.in	16.09.2026 from 10:00AM, on eproc2.bihar.gov.in, Portal
5.3	Last date & time of downloading the RFP	Till 16/10/2026 up to 3:00PM, on eproc2.bihar.gov.in, Portal
5.4	Pre-bid meeting	01/10/2026 at 3:00PM
5.5	Submission (upload) of online bidding document.	16/10/2026 till 5:00 PM, on eproc2.bihar.gov.in, Portal
5.6	Submission of EMD	Online/Offline by 16/10/2026 to Principal Office Government Engineering College Jehanaabd
5.7	Opening of Technical Bid	21/10/2026 on eproc2.bihar.gov.in
5.8	Opening of Financial Bid	23/10/2026 on eproc2.bihar.gov.in
5.9	Pre- bid meeting venue	Conference Hall, Ground Floor, Government Engineering College Jehanabad, Walipur, Hulasganj, Jehanabad, Bihar, PIN 804407
5.10	Contact person	Principal, Government Engineering College Jehanabad, Walipur, Hulasganj, Jehanabad, Bihar, PIN 804407 Mobile no.- 9006557345 Email ID.- principal@gecjehanabad.ac.in

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6. **Eligibility for participation:** Registered and reputed agencies, firms, proprietorships or partnership firms having A/C or Non-A/C cars for regular official use on rate contract basis may participate. Only those bidders shall be eligible whose vehicles are duly authorized by the concerned Regional Transport Office (RTO) for commercial transport use.
7. **Collection of RFP Documents:** The RFP document can be downloaded from eproc2.bihar.gov.in and submit the RFP document using the downloaded document.
8. **Period of Validity of Proposals:** The offer submitted by the bidder shall be valid for a period of one year from the date of engagement.
9. **Security Deposit:** The Bidder should deposit a DD / Pay order for Rs. 10000/- (Rs. Ten Thousand only) towards the earnest money (EMD) drawn in favour of Principal, Government Engineering College, Jehanabad, payable at Jehanabad. EMD of successful bidder will be converted to Security Deposit which will be returned after successful completion of the contract period. In case of unsatisfactory performance by the contractor, security Deposit will be forfeited. EMD of all unsuccessful Bidders will be returned after finalization of RFP. No interest will be payable on the Earnest Money Deposit. Proof of the same shall be uploaded on the eproc2.bihar.gov.in during the bid submission.
10. **Financial Bid:** The Financial Bid as prescribed in Annexure-III should be filled up. signed by competent authority and sealed along with enclosures super scribed as "RFP Document for Supplying of Car on monthly Hire Basis.
11. **Acceptance of RFP:** Lowest valid rate should normally be accepted. However, the RFP Accepting Authority does not bind himself to do so and reserves the right to reject any or all the RFPs for valid reason.
12. **Execution of Formal Agreement after acceptance of RFP:** The bidder whose RFP is approved for acceptance, shall within 7 days of the receipt of the Letter of Offer of Acceptance of Work, execute 'Formal Agreement' with the RFP Accepting Authority. Work Order will be issued to the successful bidder after the execution of the formal agreement.
13. **Execution of the work:** The execution of the work should be strictly in accordance with the terms and conditions of the contract. The Technical specifications which are an important part of the terms and conditions of the work should be adhered to.
14. **Payment to the firm /Agency (Proprietorship/Partnership):**
 - a. Payment to the executing firm / agency shall be made on monthly basis.
 - b. Separate monthly bills should be drawn against Car stating its registration no., make and model, total kilometre of run, if any, etc. The Tax as applicable should be shown separately.
 - c. All bills must be backed up by the copy of the daily log book.
 - d. Payment will be released to the firm agency through Comprehensive Financial Management System (CFMS) after scrutiny of bills and Allotment issued by the Department. GEC Jehanabad shall have the right to withhold payment in full or in partial.
15. RFP document/ Agreement, or any direction issued is not complied with or the firm / agency (contractor) is found to have committed any breach there of the contract may be terminated

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in addition to the forfeiture of the security deposit. The decision of the competent authority of the GEC Jehanabad will be final in this regard.

16. All further notification/corrigendum if any shall be posted on website eproc2.bihar.gov.in.

Confidentiality

This document contains privileged and confidential information pertaining to the requirement of Four-Wheeler Car for GEC Jehanabad. The access level for the document is specified above the address should honour access right by preventing intentional or accidental outside access scope.

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Technical Specification for Hiring Car

1. Only such bidder may apply whose car/vehicle has been duly authorized by the concerned regional Transport Office (R.T.O.) for use as commercial Transport and they have to submit all documents as per format of Technical Bid and financial Bid.
2. The vehicle should be in good condition. Comparatively new vehicles and of higher model will be given priority.
3. The contractor shall put into service only registered car with driver and Fuel.
4. The Car provided by the contractor should be in perfectly sound, road worthy and in working condition.
5. Vehicle owner should keep the vehicles in neat, clean and good running conditions with sheet cloth covers, which should be replaced with another set of washed covers once in a week. The vehicle owner should carry out the periodical maintenance of the vehicles supplied and ensure them always in good condition.
6. All payment towards lubricants, repairs, insurance, any taxes etc and any other expenditure related to vehicles is the vehicle owner's sole responsibility, all payment to the driver towards his salary, overtime etc is also the vehicle owner's responsibility.
7. The vehicle owner can be terminated by giving one months' notice in writing. In case of breach of terms and condition, GEC Jehanabad, reserves the right to terminate the contract without giving any notice.
8. In case of accident etc. GEC Jehanabad has no responsibility whatsoever towards, Police/RTA, court of law, injured parties, damages to the vehicle or property or any claim made for the loss etc. All these are entirely the vehicle owner's responsibility.
9. GEC Jehanabad reserves the right to accept or reject any tender or part of any tender or all tenders without assigning any reason thereof, irrespective of the fact whether the tender is the lowest or not.
10. The vehicle to be provided shall be a new Mahindra Scorpio (any model), Toyota Innova, or Maruti Suzuki Ertiga in excellent running condition. The quoted amount shall be inclusive of lubricants, all applicable taxes including GST, toll tax and parking charges, maintenance and servicing expenses, and the monthly wages of the driver. Fuel charges shall be paid based on the actual distance travelled (in kilometers) as per the quoted mileage. The total monthly bill, including fuel, lubricants, all applicable taxes including GST, toll tax and parking charges, shall not exceed Rs. 40,000/- (Rupees Forty Thousand only) under any circumstances, and no additional payment beyond the approved limit shall be entertained.
11. **Payment shall be made on the basis of the basic monthly charge and the actual utilization of the vehicle, taking into account the mileage (average kilometers per liter of fuel).**
12. In case vehicle owner refuses to supply vehicles ordered by GEC Jehanabad it will be viewed seriously, and contract will be terminated without giving any notice and their security money will be seized.
13. **The bid (technical and financial details of the bidder/agency) shall be submitted on or before the last date of submission in online mode only.** Tenders submitted after the stipulated date & time (closing date and time for uploading the tender and submission of EMD as mentioned in Clause 5, Notice Inviting Tender (NIT) shall not be considered and would summarily be rejected. The bidder must strictly comply with Clause No. 6 of the RFP for hiring Four-Wheeler Car.
14. The evaluation of tender will be done by the committee on the basis of weightage to Technical and Financial Proposal. **Financial bids shall be opened only for the vendors whose bids are found to be Technically fit/ substantially responsive and complying with minimum eligibility criteria mentioned Clause No. 6 of the RFP for hiring Four-Wheeler Car.**
15. **Weightage (Marks as per Evaluation Sheet-A)**
 - Technical Proposal: 50 Marks
 - Financial Proposal: 50 Marks
16. **Technical Proposal (50 Marks)**
 - Age of Vehicle: Maximum 30 Marks
 - Price of Vehicle: Maximum 20 Marks

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17. Financial Proposal (50 Marks)

• **Basic Charge with GST – Maximum 30 Marks**

- Lowest quoted rate = 30 Marks
- Other bidders: $Sf_1 = 30 \times \frac{\text{Lowest Basic Charge}}{\text{Bidder's Basic Charge}}$

• **Mileage of the vehicle (Average rate in KM per liter of fuel) – Maximum 20 Marks**

- Highest quoted mileage = 20 Marks
- Other bidders: $Sf_2 = 20 \times \frac{\text{Bidder's vehicle mileage}}{\text{Highest mileage}}$

• **Total Financial Score (F): $F = Sf_1 + Sf_2$**

Where,

Sf_1 = Financial Score for Basic Charge with GST (maximum 30 marks)

Sf_2 = Financial Score for Mileage of the Vehicle (maximum 20 marks)

F = Total Financial Score ($Sf_1 + Sf_2$, maximum 50 marks)

18. Final Score

$$\text{Final Score} = T + F$$

Where,

T = Technical Marks obtained (out of 50)

F = Financial Marks obtained (out of 50)

19. The work shall be awarded to that technically qualified bidder who secure higher marks in technical proposal and financial proposal combine.
20. After evaluation of Bid, the successful bidder will be informed separately.
21. The agencies must put their initial on each page submitted. All pages must be numbered and a note of this should be mentioned on covering letter. The Terms & Conditions duly signed should be attached with tender paper.
22. The supply of vehicle has to start services within 07 days of intimation. The tenderer may change vehicle of Quoted in tender by comparatively newer and higher model.
23. The full E.M.D. shall be forfeited in case of backing out of the offer before acceptance.
24. In case two or more bidders achieve same combined score, the bidder whose Financial Proposal shall result in least cost to GEC Jehanabad shall be declared as selected bidder eligible for award of Contract In case the Financial Proposal is minimum of two or more bidder, then tender will be executed through Lottery and the entire process will be Video graphed.
25. The contractor must have alternative arrangements. There should be adequate back up of car to cope with break down or maintenance, replacement of car shall be made by the Agency/Firm/Party with AC Class of Car for use as commercial Transport.
26. The driver assigned duly with car should be changed unless it is very urgent.
27. The car to be hired by Government Engineering College, Jehanabad shall be on monthly hiring basis, and therefore, for executive use by office of the Principal, Government Engineering College, Jehanabad. The car placed into service for Government Engineering College, Jehanabad cannot be hired out to any other organization and should be available whenever called for.
28. The car put into service should carry following documents and articles: -
- i. Valid Registration Certificate issued by concerned R.T.O. or D.T.O.
 - ii. Valid Pollution Under Control (PUC) Certificate (updated).
 - iii. Valid Road Tax Certificate (updated)
 - iv. Valid vehicle fitness Certificate (updated)
 - v. Valid Insurance Policy Documents (updated).
 - vi. Tool Box, Small Spares, Jack and Tyres (stopping) in useable conditions.

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29. The Contractor should insure that:
- The driver employed, holds valid driving license (Min. 02 years Exp.) is well behaved, having communication skills at least in Hindi/English, conversant with the rules and regulations of driving and the knowledge of roads around Government Engineering College, Jehanabad and other parts of local Bihar.
 - The driver shall wear neat and proper attire while on duty and maintain courteous behavior. All applicable rules and guidelines issued by the Central and State Governments, including COVID-19 protocols, shall be strictly followed.
 - The driver reports to the user on time and maintains punctuality during duty hours.
 - The driver does not consume alcoholic drink while on duty.
 - The driver always remains on duty with the vehicle and in case of any urgency, he shall seek permission of the user before leaving the vehicle (car).
30. In Case of any breakdown of car at the time of duty hour, the contractor shall make arrangement promptly for another car and no mileage from the garage up to the breakdown point shall be paid. In case the user of the broken-down car hires another car/vehicle, the amount of hiring the car shall be paid by the contractor/party.
31. The drivers on duty should ensure that the car is accompanied with a logbook issued for it. The log Book should be prescribed to the user of the car noting daily opening and closing meter (Kilometre) regarding at the point of reporting and released respectively. No extra mileage shall be allowed for a car to report from or to go back to garage of the user where ever feasible.
32. Car Drivers will be on duty for (24X7) hours. The time of reporting may vary as per requirement.
33. The RFP may be cancelled without any explanation or any reason.
34. The contract will be operative for financial year 2026-27, extendable by GEC Jehanabad for another period of one year subject to satisfactory working, on the same terms and conditions for further one year (Max. two times)
35. Income Tax at source under section 194 C of the Income Tax act 1961 from the contractor Bills (Tax will be deducted by GEC Jehanabad).
36. RFPs should be submitted in official RFP form only. If submitted in any other form the same will be rejected, no contractor shall be issued more than one RFP form.
37. RFPs received without prescribed Earnest Money Deposit (EMD) shall not be considered.
38. The RFP is liable to be ignored if complete information is not given there in or if the particulars and data (if any) asked for the schedule to the RFP are not filled in.
39. Agency/Firms/Party submitting RFPs should be considered to have read & accepted all terms and Conditions. No enquiries verbal or written shall be entertained in respect of acceptance and rejection of the RFP.
40. All legal disputes shall be subjected to jurisdiction of the Court of Jehanabad (Bihar).
41. The contractor shall submit duly signed undertaking.
42. GEC Jehanabad reserves the right to ask & require the contractor to remove any person (driver) deployed by the contractor without assigning any reasons of notice.
43. Without prejudice to any rights available under other clauses of the contract, GEC, Jehanabad reserves the right to cancel the contract in the event of any breach of the contractual conditions by the contractor and to recover from the contractor any loss or damages arising from such cancellation.

Signature of authorized Person of the Firm/Agency/Party

(Proprietorship/ Partnership) Pvt. Ltd. Etc.

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Evaluation Sheet – Vehicle Hiring**A. Technical Evaluation (50 Marks)**

Criteria	Condition	Max Marks	Marks Obtained
Age of Vehicle (30 Marks)	< 01 Month	30	
	01 – 12 Months	25	
	12 – 24 Months	12	
	24 – 36 Months	6	
	> 36 Months	0	
Price of Vehicle (20 Marks)	> 15 Lakhs	20	
	12 – 15 Lakhs	15	
	10 – 12 Lakhs	10	
	08 – 10 Lakhs	5	
	< 08 Lakhs	0	
Sub Total (Technical)	T	50	

B. Financial Evaluation (50 Marks)

Criteria	Condition / Formula	Max Marks	Marks Obtained
Basic Charge with GST	Lowest = 30 Marks; Others: $Sf1 = 30 \times \frac{\text{Lowest Basic Charge}}{\text{Bidder's Basic Charge}}$	30	
Mileage of the vehicle (Average rate in KM per litre of fuel)	Highest = 20 Marks; Others: $Sf2 = 20 \times \frac{\text{Bidder's vehicle mileage}}{\text{Highest mileage}}$	20	
Sub Total (Financial)	$F = Sf1 + Sf2$	50	

Final Score (as per Clause 18)

$$\text{Final Score} = T + F$$

Where,

- T = Marks obtained in Technical Evaluation
- F = Marks obtained in Financial Evaluation

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Technical bid documents
RFP No.: GECJH/Vehicle/01/2026

S.No.	Enclosure	Enclosed Yes/No
1	Copy of Motor vehicle registration Certificate	
2	Copy of Latest Pollution Test	
3	Copy of Road Tax	
4	Copy of Vehicle fitness	
5	Proof of Vehicle Insurance	
6	Proof of Price of Vehicle (invoice)	
7	Income Tax PAN of Agency/individual	
8	G.S.T Certificate of Agency/Individual	
9	EMD Details	

Signature of authorized Person of the Firm/Agency/Party
(Proprietorship/ Partnership) Pvt. Ltd. Etc. & Seal

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Technical bid documents
RFP No.: GECJH/Vehicle/01/2026

Application Performa for Vehicle owner/vehicle details

1. Name of the Vehicle Owner.....

2. Email ID.....Mobile No.

3. Vehicle Registration Number.....

4. Engine Number of vehicle.....

5. Chassis Number of Vehicle.....

6. GST

Certificate.....

.....

7. Pollution

Certificate.....

Self-Declaration/Verification

I.....do hereby solemnly affirm and declare that the information furnished here and document uploaded by me are true to the best of my knowledge. If the information given me is proved false at any point of time I will have to face punishment as per provision of law.

Dated:.....

Name of

Applicant:.....

Place:.....

Signature of

Applicant:.....

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Financial Bid for supply of vehicle

1. Clearly Mention Vehicle name, Model, Make, Year of Registration and Registration No.
2. Only air-conditioned vehicles, such as Mahindra Scorpio, Toyota Innova, or Maruti Suzuki Ertiga, shall be accepted. The bidder must clearly specify the exact make and model of the vehicle proposed to be provided in the bid.
3. The total monthly bill, including fuel, lubricants, maintenance, all applicable taxes (including GST), toll tax, parking charges, other incidental charges and monthly wages of the driver shall not exceed Rs. 40,000/- (Rupees Forty Thousand only) under any circumstances, and no additional payment beyond the approved limit shall be entertained.
4. To comply with the terms and conditions of the RFP, the bidder shall clearly specify the applicable rate(s) in the financial bid form.

Name of Bidder					
S.No.	Description of Vehicle & Services Provided	No.	Unit	Quoted Rate (in Rs.) inclusive of all taxes duty	<u>Quoted Amount in words</u>
1	2	3	4	5	6
1	Vehicle for Principal and Official use including, lubricants, all taxes (including GST), Toll Tax, maintenance cost, and monthly wages of the driver.	1	Basic Charge Per Month		
S.No.	Description of Vehicle & Services Provided	No.	Unit	Quoted Mileage (KM/litre) inclusive of all taxes duty	<u>Quoted Mileage in words</u>
1	Mileage of the vehicle (Average rate in Kilometer per litre of fuel)	-	Mileage (KM/litre)		

Signature of authorized person of the Firm/Agency/Party
(Proprietorship/ Partnership) Pvt. Ltd. Etc.

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