

बिहार स्वास्थ्य विज्ञान विश्वविद्यालय
BIHAR UNIVERSITY OF HEALTH SCIENCES

198

मीठापुर पटना & 800001 (बिहार)
Tel-0612-2356912, 2356913, Email-registrarbuhs-bih@gov.in



**TENDER DOCUMENT FOR RATE CONTRACT FOR HIRING OF
VEHICLES**

ON MONTHLY AND DAILY -BASIS. (with driver fuel and maintenance)

05/12/2026.

198

S. NO.	INDEX	PAGE NO.
1.	INVITATION FOR TENDER	3
2.	REQUIREMENT OF VEHICLES SPECIFIED AS UNDER	4
3.	INSTRUCTIONS TO TENDERERS	4
4.	DOCUMENTS TO BE SUBMITTED	4
5.	EARNEST MONEY DEPOSIT	5
6.	PERFORMANCE BANK GUARANTEE	5
7.	LAST DATE FOR SUBMISSION OF TENDER	5
8.	EFFECT AND VALIDITY OF OFFER	5
9.	OPENING OF PRICE BID AND EMPANELMENT AT L-1 RATE	5-6
10.	ACCEPTANCE OF TENDER	6
11.	DURATION OF CONTRACT	6
12.	SCOPE OF WORK WITH SOME CONDITIONS	6-8
13.	DUTIES AND RESPONSIBILITIES OF BIDDER .	8
14.	SUBCONTRACTING NOT ALLOWED/ PENALTIES/PAYMENT / ILLEGAL GRATIFICATION/ EXIT CLAUSE /NOTICES AND GENERAL	8 – 11
15.	ANNEXURE –I TO IX	12-21

e

5

9/05/2026

बिहार स्वास्थ्य विज्ञान विश्वविद्यालय

BIHAR UNIVERSITY OF HEALTH SCIENCES

मीठापुर पटना & 800001 (बिहार)

Tel-0612-2356912, 2356913, Email-registrarbuhs-bih@gov.in

Lekha -2023/2023(II).1689/2026

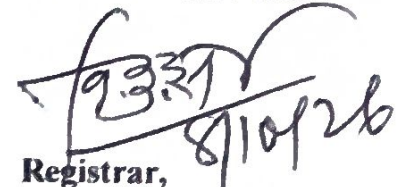
Patna / date 08/10/2026

NOTICE FOR INVITATION OF TENDER

Bihar University of Health Sciences (BUHS), Patna, invites online tenders through the Bihar Government e-Procurement Portal <https://eproc2.bihar.gov.in> under the Two-Bid System (Technical Bid and Financial Bid) from reputed, experienced and financially sound Agencies/Firms/Companies for providing commercial vehicles on monthly and daily hiring basis.(with driver fuel and maintenance) for the Bihar University of Health Sciences (BUHS), Patna.. The bidding document can be downloaded from the Bihar Government e-Procurement Portal <https://eproc2.bihar.gov.in> All bids must be accompanied by Earnest Money Deposit (EMD) as specified below and submitted online within the stipulated time.

1	Bid Value	₹12000000/- (Rupees One caror and twenty Lakh Only) for Two years.
2	EMD	₹6,00,000/- (Rupees Six Lakh Only) shall be submitted through on line https://eproc2.bihar.gov.in portal for Two years.
3	Date of publication	09.10.2026
4	Date of downloading of tender document	09.10.2026
5	Pre Bid Meeting	15.10.2026 Time-2:00 PM
6	Last Date of submission of tender (online)	29.10.2026 Time-4:00 PM
7	Opening of Technical Bid (online)	29.10.2026 Time-5:00 PM
8	Last Date & Time for Submission of EMD (Online Mode)	28.10.2026
9	Opening of Financial Bid of only eligible technically qualified bidder as determined by the Committee.	To be informed after checking the eligibility of Bidders
10	Place of the Pre Bid Meeting	Conference Hall Bihar University of Health Sciences, Mithapur, Patna, Bihar- 800001
11	Address for communication	Registrar, Bihar University of Health Sciences, Mithapur, Patna, Bihar- 800001, Email-registrarbuhs-bih@gov.in

Tender documents/ Bids may be submitted online on the Bihar Government e-Procurement Portal .



Registrar,

Bihar University of Health Sciences, Patna

145

1. REQUIREMENT OF VEHICLES SPECIFIED AS UNDER

The University requires vehicles under two categories: Group-A and Group-B. Under Group-A, the University intends to hire approximately 05-06 commercial vehicles on a monthly contract basis for official use. The number of vehicles may increase or decrease depending upon operational requirements and the successful bidder under this group may be considered for empanelment for a period of two years. Under Group-B, the University intends to hire around 20-25 commercial vehicles on a daily contract basis primarily for inspection, examination and other duties. The daily requirement may vary as per the University's needs, and the number of vehicles may be increased or decreased accordingly. The successful bidder under this group may be considered for empanelment for two years, subject to requirement and performance.

2 INSTRUCTIONS TO TENDERERS

- a. Bids are invited from experienced Tour and Travel Agencies/Firms/Companies having the requisite experience and financial capacity to provide for 20-25 commercial vehicles at a time for Group-B as per the requirements of the University.
- b. The vehicles offered by the bidder shall not be more than five (5) years old as on the date of award of the Contract and shall be duly registered for commercial use with the competent authority.
- c. All vehicles should be in excellent working condition with good seats and upholstery, clean seat covers, comfortable seating, cushioned arrangements, and other basic fittings/accessories such as a radio and music system to ensure maximum comfort for the officers.
- d. The bidding agency/firm must fulfill all eligibility criteria mentioned in the tender and must upload self-attested copies of all required supporting documents; bids failing to meet any of the prescribed eligibility conditions shall be treated as non-eligible and will be rejected.
- e. The Bidder shall provide petrol / diesel vehicles complying with the latest emission norms. The tender shall follow a two-bid system comprising a Technical Bid—containing details of technical capability, past experience, list of organizations served, work orders, and a Financial Bid, in which the bidder shall quote rates as per the prescribed annexure including fuel, lubricants, maintenance and applicable taxes. The tender is strictly non-transferable, and each page of the tender document must be duly signed and sealed by the Bidder or an authorized signatory before online submission on Bihar Government e-Procurement Portal. The Bidder may submit bids for all groups, i.e., "Group A" and "Group B", on the Bihar Government e-Procurement Portal.
- f. Bidders may submit their queries/clarifications regarding the Tender Document before the scheduled date of the Pre-Bid Meeting through hard copy, e-mail, or Speed Post to the University. The queries should reach the University before the date and time fixed for the Pre-Bid Meeting. Queries received after the stipulated date and time may not be considered.

3 DOCUMENTS TO BE SUBMITTED (ELIGIBILITY CRITERIA)

- i. The bidder should submit the following documents along with the Technical Bid in Annexure-I and the Financial Bid in Annexure-II.
- ii. Experience certificate or work orders for supplying vehicles, preferably to Government / Government Undertaking/Autonomous Bodies /University, for a period of at least 5 years.
- ii. At least two copies of such Work Orders and Performance Certificates (from the organizations for which work experience has been shown in the Bid) must be submitted along with the Technical Bid. The Agency should not

have been blacklisted by any Government department/Agency. Annexure-VI

- iv. Copy of relevant registration documents certifying its entity as a proprietorship/partnership/company.
- vi. Documents pertaining to the number of vehicles owned/leased by the Bidder and the Registration Certificate copies of the vehicles which will be put into operation at Bihar University of Health Sciences, Patna. Bihar University of Health Sciences, Patna, reserves the right to inspect the vehicles in the garage or at the address provided by the Bidder before the award of the Contract and conduct physical verification.
- vii. Self-attested copies of the Goods and Services Tax (GST) Registration Certificate, Income Tax Returns for the last three years at least 03 years: 2022–2023, 2023–2024, and 2024–2025., and PAN of the firm/company.
- viii. Annual Audited Balance Sheet for at least 03 years: 2022–2023, 2023–2024, and 2024–2025.
- g. The bidder must have a minimum average annual turnover of ₹ 200,00,000 (Two Crore) during the last three financial years, i.e. FY 2022-23, FY 2023-24, and FY 2024-25 from supply of Vehicle. A certificate from a registered Chartered Accountant / CA Firm on official letterhead must be submitted in original in this regard.

4. EARNEST MONEY DEPOSIT

An amount of Rs. Rs.6,00,000/- (Rupees Six Lakh only) as Earnest Money Deposit for bidders applying for all groups, through online the Bihar Government e-Procurement Portal <https://eproc2.bihar.gov.in> should be submitted along with the bid, failing which the bid shall be disqualified / rejected. No interest will be payable by the University on the Earnest Money Deposit. The Earnest Money Deposit of the successful bidder will be deposited into the account of Bihar University of Health Sciences, Patna. The EMD of the unsuccessful bidders will be returned after the Contract is finalized, within 30 days.. MSE (Micro and Small Enterprise) firms registered with NSIC/Udyam shall be exempted from payment of EMD, subject to submission of valid online registration certificates along with the bid.

5. PERFORMANCE BANK GUARANTEE

Ten percent (10%) of the Contract value off all group as Performance Bank Guarantee drawn in favor of The Registrar, Bihar University of Health Sciences, Patna, on nationalized /scheduled bank should be deposited by the successful bidder within ten days of award of the Contract. Performance Bank guarantee will be forfeited to breach of any of the terms & conditions of the Tender documents besides it may also be blacklisted .The performance security Will be refunded to the bidder without any interest whatsoever, after the performance and completion of the contract in all respects.

6. LAST DATE FOR SUBMISSION OF TENDER

The last date and time for submission of the Tender shall be strictly as per the Schedule published on the Bihar Government e-Procurement Portal.

7. EFFECT AND VALIDITY OF OFFER

The tender shall remain valid for a period of one hundred eighty (180) days from the date of tender opening.

8. OPENING OF PRICE BID

The Price Bid shall be opened online on the Bihar Government e-Procurement Portal as per the date and time notified by the University. The bidders may view the price bid opening status through their e-Procurement Portal account. The University reserves the right to accept or reject any bid during the online evaluation process as per e-Procurement Portal guidelines. L1 shall also be carried out separately for each Group on the basis of the

113
respective Gross Evaluated Value.

8.1 Empanelment at L1 Rate:

In case the University requires additional vehicles or services beyond the capacity offered by the L1 bidder, the University may offer the **L1 rate of the respective Group** to the other technically qualified and eligible bidders (L2, L3 and so on).

If any such bidder agrees in writing to provide the vehicles/services at the applicable **L1 rate and on the same terms and conditions of the Tender**, the University may enter into a Rate Contract with and empanel such bidder(s), subject to the requirements of the University and fulfillment of all applicable statutory and contractual conditions. The empanelment shall not confer any guaranteed quantity or minimum business upon the empanelled bidder(s), and deployment shall be made as per the actual requirement of the University. In the event that the empanelled/financially eligible bidder fails or refuses to provide the required vehicle(s) for any reason, the University reserves the right to hire/procure the required vehicle(s) from any other available vehicle service provider in the local market, at the same approved/contracted rate, without any liability to the University. The empanelled bidder shall have no claim for compensation or additional payment on account of such alternative arrangement.

9. ACCEPTANCE OF TENDER

The bidder shall acknowledge the acceptance of the tender within the stipulated time as notified by the University. Upon acceptance, The bidder must comply with all terms, conditions, and specifications mentioned in the tender document. The bidder shall commence the assigned work/services from the date specified in the work order. Failure to adhere to the instructions or timelines may lead to cancellation of the tender without any liability to the University. The bidder must ensure continuous compliance with all statutory, administrative, and operational requirements during the contract period.

10. DURATION OF CONTRACT

The period of Contract for hiring vehicles /vehicle (GROUP A, GROUP B), shall be for two years from the date of award of the Contract subject to further extension another one year on rendering satisfactory services on mutually acceptable terms & conditions and rates at the sole discretion of Bihar University Of Health Sciences, Patna. However, it will be obligatory on the part of Bidder to continue to work at the rates prevailing on the last date of Contract even beyond the period of Contract for at least 03 (three) months. The approved rate will not be enhanced during the period of the Contract.

11. SCOPE OF WORK WITH SOME CONDITIONS

- a. The vehicles are required as per the necessity from the date of issue of work order. The Contracted vehicles are to be used by the Officials of Bihar University of Health Sciences, Patna, and for the official purpose of the University only.
- b. The duty time and kilometers will be calculated as per the reporting time and releasing time of the vehicle on each day. The distance traveled is measured on Garage-to-Garage basis subject to limiting the distance from the Garage to the designated pickup / dropping point (which is normally their residence of the user) to 5 km each way.
- c. Extra run of ½ hour for reporting and ½ hour for garaging will be entertained. The bill to be prepared on the basis of Day & Time/ Kilometer figures in the reported release column of the duty slip. The payment of the vehicles hired will be made on monthly basis and daily basis.
- d. The Log Book/duty slip shall be maintained by The bidder.
- e. In case of loss or damage of the Log Book or duty slip by any means, the decision of the Competent Authority

regarding payment shall be final and binding.

f. The Registrar of Bihar University of Health Sciences, Patna, shall operate the Contract, and his decisions shall be binding on the Bidder.

g. While on duty, the driver must carry proper and up-to-date documents of the vehicle. He is driving, along with a valid driving license.

h. No compromise will be made by the University regarding punctuality, cleanliness/obedience, promptness, behavior, etc. Discourteous or careless drivers will not be tolerated and should be replaced on demand.

i. The bidder is solely responsible for all actions, including payment of any type of claims arising out of infringement of rules, regulations, accidents, or any other unseen incident / happening. In case any vehicle is withdrawn for maintenance /repair /breakdown, a substitute vehicle of the same or higher make/model should be provided forthwith. In case of emergency, i.e., breakdown en-route, The bidder shall have to arrange for an alternate vehicle for escorting persons and materials, failing which vehicles shall be hired from any other source/sources at the risk and cost of the bidder. In the event of an emergency, such as a vehicle breakdown en route, The bidder must immediately arrange for an alternative vehicle to transport the men and materials. Failing this, the University will hire a vehicle from other sources, at the bidder's sole risk and expense.

j. The University, to whom the vehicle shall report, is empowered to return the vehicle if he finds it unsuitable, and no payment will be made for that day.

k. The bidder must have an office in Bihar with a supervisor who will be available round the clock (24x7) on his fixed or mobile telephone to respond to calls for services.

l. The day will be reckoned from mid-night to mid-night.

m. The liability arising out of any accident involving the hired vehicle, under the relevant sections of the Motor Vehicles Act and IPC, shall rest solely with the Bidder. The hiring authority shall have no responsibility whatsoever and will not entertain any claim in this regard under any provision of law.

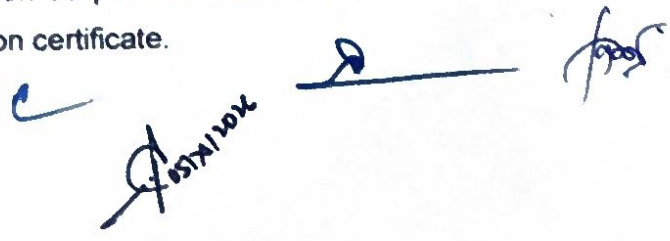
n. The engagement and employment of drivers, and the payment of wages to them as per the existing provisions of various labor laws or regulations, must be strictly adhered to; failing which it shall be deemed a breach of this Contract.

p. The vehicle and drivers, once deployed, shall not ordinarily be changed and, in any case, shall not be changed without the prior written permission/consent of the Transport Department of Bihar University of Health Sciences, Patna. In case the car/vehicle driver is changed without prior consent/intimation to the University, 25% of the charges payable for that day shall be deducted for each such occasion.

q. The bidder shall, whenever called upon, place at the disposal of Bihar University of Health Sciences, Patna, such number of vehicles as may be required, even if the number of vehicles demanded exceeds the number originally agreed to be supplied for execution of the Contract. Such additional vehicles shall be provided at the same rates and on the same terms and conditions.

r. Bihar University of Health Sciences, Patna, will reimburse toll tax, parking charge wherever incurred on submission of original receipt. The driver should be provided with petty cash by The bidder for the purpose.

s. The vehicles deployed during the Contractual period at any point of time should be well maintained and in perfect running condition as per Bihar University of Health Sciences, Patna, requirement with proper pollution check and valid pollution certificate.



(11)

t. The maintenance cost, charges of fuel (petrol/diesel/), road tax, permit fee, passenger Tax, Border Tax, challans, salary of the driver, the overtime and mobile phone charges of driver etc. are the responsibility of The bidder and should be paid by the Bidder.

u. The provided vehicle must be fully and comprehensively insured covering the risk to the driver and all passengers also.

v. The Vehicles sent to Bihar University of Health Sciences, Patna, office on requisition must have all relevant documents like Registration Certificate / Driving license / Insurance / Road Tax Receipt / Permit fee / Pollution Certificates / Passenger Tax / Border Tax, etc. The vehicles should be licensed and shall conform to all Govt. rules and regulation being in force from time to time. The University shall have the right to verify the original documents pertaining to Vehicles and Drivers as and when required. If the vehicle does not report at the requisitioned time or is not found in good condition or without proper documents, the vehicle may be rejected and sent back. No payment shall be made on account of the vehicle so rejected.

w. No advance payment, in any case would be made.

x. The color of the car/vehicle will preferably be white.

12. DUTIES AND RESPONSIBILITIES OF BIDDER.

i. The bidder shall provide, at his own cost, trained drivers having valid licenses and other employees with the necessary tools, instruments, equipment, etc., for the safe, effective, and efficient execution of the work contemplated under this Contract.

ii. The bidder shall provide, at his own cost, all drivers and other staff with necessary identity cards and licenses, which they shall display on their person to distinguish them from unauthorized persons.

iii. The bidder shall provide two sets of proper uniform (including one pair of shoes) to each driver annually, and all drivers must report for duty in uniform only.

iv. The bidder shall be responsible for the proper and orderly conduct of his staff /workers while performing their duties under this Contract and shall employ only such persons whose character has been duly verified by the Police.

v. The official in charge of the Transport shall be at liberty to object to and require The bidder to remove forthwith any person employed by The bidder if, in the opinion of the Transport In-Charge, such person is disobedient, insubordinate, misconducts himself, is incompetent, or negligent in the proper discharge of his duties, or whose employment is otherwise considered undesirable. Such person shall not be redeployed by The bidder without the written permission of the official-in-charge. Any person so removed shall be replaced by a competent substitute. The decision of the Competent Authority shall be final and shall not be questioned on any grounds whatsoever.

vi. Insurance of all drivers, , and vehicles shall be the responsibility of the Bidder.

13. SUBCONTRACTING NOT ALLOWED

The successful bidder shall not subcontract, transfer, or assign the task to any other agency without the prior written approval of Bihar University of Health Sciences, Patna. In case the bidder contravenes this condition, Bihar University of Health Sciences, Patna, shall be entitled to award the Contract to another party at the cost and risk of the Bidder, and all expenses incurred on this account shall be recoverable from him.

14. Penalties

PENALTY / DEDUCTION SCHEDULE

The following penalties/deductions shall be applicable for violations of the terms and conditions of the Contract. The penalties shall be imposed based on the number of instances of violation by the vehicle/agency during the contract period.

S. No.	Type of Violation	First Instance (₹)	Second Instance (₹)	Third & Subsequent Instance (₹)	Remarks
1	Non-functioning of AC during duty	500/-	1,000/-	2,000/-	Penalty shall be imposed for each occasion.
2	Failure to supply vehicle(s) as per requisition	500/-	1,000/-	2,000/-	In addition to penalty, the University may hire vehicle(s) from the open market at the risk and cost of the bidder.
3	Failure to provide an alternate vehicle within one hour of vehicle breakdown	500/-	1,000/-	2,000/-	No rental charges shall be payable for the affected vehicle for that day. The University may arrange an alternative vehicle at the risk and cost of the bidder.
4	Tampering with the vehicle's meter/odometer or other recording device	500/-	1,000/-	2,000/-	The University may take further contractual action, including termination of the Contract and forfeiture of Performance Security, in accordance with the applicable terms and rules.
5	Use of the vehicle attached to the University for any other private/commercial purpose without prior permission	1,000/-	2,000/-	3,000/-	Penalty shall be imposed for each contravention.
6	Change of driver without prior written intimation/permission of the University	500/-	1,000/-	2,000/-	Penalty shall be imposed for each occasion.
7	Delay of more than 30 minutes by the driver in reporting for duty	500/-	800/-	1,000/-	No rental charges shall be payable for the affected period/day, as applicable.

General Conditions Relating to Penalties

1. The above penalties shall be imposed after recording the violation and providing the bidder/agency an

opportunity to submit its explanation, wherever considered necessary by the Competent Authority.

2. The imposition of penalty shall be without prejudice to the University's right to recover any additional expenditure incurred for making alternative arrangements, wherever specifically provided under the Contract.
3. Repeated or serious violations may, subject to the applicable rules and the terms of the Contract, result in termination of the Contract and/or other appropriate contractual action.
4. No penalty shall be imposed twice for the same instance of the same violation. However, each separate or subsequent violation may attract the applicable penalty prescribed in the above schedule.
5. The decision of the Competent Authority regarding the occurrence of a violation and the applicable contractual action shall be taken in accordance with the terms and conditions of the Contract and applicable rules.

15. PAYMENT

For doing the work indicated in clause 11 & 12, The bidder will be paid according to the approved rate contract of the University. Approved Schedule of Rates as per Annexure-II (Group A & Group B).

- I. The payment for hiring vehicle service will be made on a monthly /daily basis.
- II. The rates given in the Schedule of Rates at Annexure-II will be binding on both parties, and no change in the rates will be permissible during the term of the Contract.
- III. Subject to any deductions which Bihar University of Health Sciences, Patna, is authorized to make under the terms of the Contract or any other applicable provisions while accepting the tender, The bidder shall be entitled to payment as under The bidder shall prepare and submit monthly/daily bills in proper form along with a copy of the log book /duty slip.
- IV. The payment of the amount claimed will be processed after necessary verification of the correctness of the claim. The aforementioned payment will ordinarily be made within 15 working days of submission of the bills, after deduction of applicable taxes at source.
- V. A claim for services rendered under this Contract shall be made by the bidder to Bihar University of Health Sciences, Patna, within three months.
- VI. If he does not prefer such claim within the said period, he shall be deemed to have forfeited his right in respect thereof and shall not be entitled to any payment on that account.
- VII. No claim in respect of under-payment to The bidder shall be considered valid or entertained unless a claim in writing is made within three months from the date on which payment of the original claim was made.
- VIII. Any claim for such under-payment not received within the stipulated three-month period shall be liable to be summarily rejected by Bihar University of Health Sciences, Patna, Payment shall be made through NEFT/RTGS/Online Transfer only.
- IX. Bihar University of Health Sciences, Patna, shall have the right to recover any over-payment which may have been made to The bidder by inadvertence, error, or any other cause whatsoever, from the Bidder's bills, the security deposit, or any other amounts due to him.
- " A daily Log Book shall be maintained and shall be signed by the user and the concerned authorized staff of the University.
- XI. The Log Book shall be in the prescribed format, and all columns shall be filled in properly Payment of any Government tax or duty for plying the vehicles will be the liability of The bidder .

16. ILLEGAL GRATIFICATION

Any bribe, commission, gift or advantage given, promised, or offered by or on behalf of The bidder or his partner,

[Handwritten signatures and initials]

agent, or servant, or anyone acting on his or their behalf, to any employee of Bihar University of Health Sciences, Patna, or to any person on his or their behalf, in relation to obtaining or executing this or any other contract with the University, shall entitle Bihar University of Health Sciences, Patna, to rescind all contracts with the Bidder, The bidder may incur in addition to any criminal liability.

17. EXIT CLAUSE

Bihar University of Health Sciences, Patna, shall have the liberty to terminate the Contract by serving an advance notice of 30 days to The bidder in case there are sufficient reasons for doing so, as determined by the Authority. Similarly, The bidder shall provide 3 months' advance notice to the University in case of termination of the Agreement."

18. Notices

All official notices shall be sent to The bidder through both email and registered post. A notice will be deemed to have been duly served once it is successfully delivered to the registered email address or received by post. The bidder shall acknowledge receipt of notices sent by email within 24 hours, while notices sent by post shall be considered delivered within three working days of dispatch. It shall be the responsibility of The bidder to ensure that their email and postal address remain active and updated throughout the contract period.

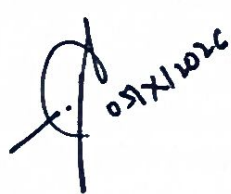
19. General

Any clarification regarding the meaning, intent, or interpretation of any of the provisions of these terms and conditions shall be sought from the Registrar, Bihar University of Health Sciences, and Patna, whose decision in the matter shall be final and binding. Any dispute arising out of the Contract or its terms and conditions shall be resolved within the legal jurisdiction of Patna District. Any other matter relevant to, but not covered in, the Contract shall also be decided by making reference to the Registrar, Bihar University of Health Sciences, Patna, whose decision shall be final and binding.

(Signature of Bidder with seal)

Declaration I /We hereby declare that the particulars given above are correct and complete to the best of my knowledge.







(Signature of Bidder with seal)

TECHNICAL BID FORMATE

ANNEXURE - I

Sl. No.	Information/Document Required from the Agency/Firm/Company	Description	Page number
1	Name of the Agency/Firm/Company:		
2	Registration Number of the Agency/Firm/Company etc.: Month and Year of Commencement of Passenger/Tourist Vehicle Hiring Business (Duly self-attested photocopy of certificate to be uploaded)		
3	Details of Proprietor/Owner/Partner: Name, Address, Designation, Telephone No., Fax No., E-mail ID		
4	PAN Number and Goods & Service Tax (GST) Number of the Agency/Firm/Company: Duly self-attested photocopy of certificate to be submitted.		
5	Turnover Certificate: The bidder must have a minimum average annual turnover of ₹ 200,00,000 (Two Crore) during the last three financial years, i.e. FY 2022-23, FY 2023-24, and FY 2024-25 from supply of Vehicle. A certificate from a registered Chartered Accountant / CA Firm on official letterhead must be submitted in original in this regard.		
6	Legal Status/Nature of Ownership: Sole Proprietor, Partnership Firm, Limited Company, Corporation, etc. (Upload proof).		
7	Existing Total Passenger/Tourist Vehicles Owned /lease in the Name of the Agency/Firm/Company: Vehicle Requirement: • Group -A Bidder must have at least 5 vehicles registered won or leased. (attach RC or leased agreement)		
8	Experience: Whether having at least 5 years' experience FY(2020-2021 , 2021-2022 , 2022-23 to 2024-25) in providing vehicles, preferably to Government/Government Undertakings/Autonomous bodies/Universities (duly self-attested photocopy of certificate to be submitted).		
9	Acceptance of Terms & Conditions: The bidder/authorized signatory must sign (with the necessary authority letter) and affix the stamp of the firm/company on each page of the bid document to confirm acceptance of the terms and conditions contained in the bid documents.		

(Signature of Bidder with seal)

Annexure II

Financial Bid Format

Rates for AC vehicles (on Monthly Basis) Group-A

The Financial Rates shall be quoted only through the Bihar Government e-Procurement Portal <https://eproc2.bihar.gov> Portal. No financial quote or price details shall be uploaded or attached with the Technical Bid, failing which the Technical Bid shall be treated as non-responsive and liable for rejection.

Sl. No.	Vehicle Details	Monthly Rate (1,500 KM per Month) without GST (₹) (A)	Rate in Words (B)	Rate for Extra KM beyond 1,500 KM without GST (₹/KM) (C)	Rate in Words (D)	GST (%) (E)
1	Innova Crysta / Tata Safari / Equivalent (AC)	₹ _____ per Month	_____	₹ _____ / KM	_____	____ %
2	Scorpio / Equivalent (AC)	₹ _____ per Month	_____	₹ _____ / KM	_____	____ %
3	Swift Dzire / Equivalent (AC)	₹ _____ per Month	_____	₹ _____ / KM	_____	____ %

Note:

1. Rates should be inclusive of driver, fuel & Maintenance etc. as no other charges apart from GST will be provided.
2. Toll tax or parking etc. will be reimbursed separately on production of valid receipt.
3. In case of any breakdown, alternate arrangement shall be made by the agency.
4. While taking out the vehicle, closing and opening of meter reading will be noted for deduction on the total run for the month.
5. Lowest bidder will be decided based on the quoted rate under column i.e. A & C
6. Lowest Bidder (L1) = A+C. (per km extra rate).

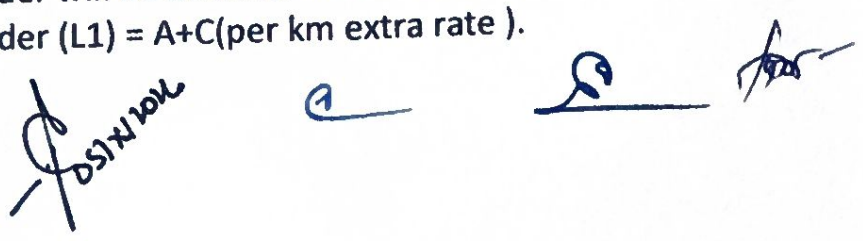
Rates for AC vehicles (on daily Basis) Group-B

The Financial Rates shall be quoted only through Bihar Government e-Procurement Portal <https://eproc2.bihar.gov>. No financial quote or price details shall be uploaded or attached with the Technical Bid, failing which the Technical Bid shall be treated as non-responsive and liable for rejection.

Sl. No.	Vehicle Details	Daily Rate (150 KM per Day) without GST (₹) (A)	Rate in Words (B)	Rate for Extra KM beyond 150 KM without GST (₹/KM) (C)	Rate in Words (D)	GST (%) (E)
1	Innova Crysta / Tata Safari / Equivalent (AC)	₹ _____ / Day	_____	₹ _____ / KM	_____	____ %
2	Scorpio / Equivalent (AC)	₹ _____ / Day	_____	₹ _____ / KM	_____	____ %
3	Swift Dzire / Equivalent (AC)	₹ _____ / Day	_____	₹ _____ / KM	_____	____ %

Note:

1. Rates should be inclusive of driver, fuel & Maintenance etc. as no other charges apart from GST will be provided.
2. Toll tax or parking etc. will be reimbursed separately on production of valid receipt.
3. In case of any breakdown, alternate arrangement shall be made by the agency.
4. While taking out the vehicle, closing and opening of meter reading will be noted for deduction on the total run for the month.
5. Lowest bidder will be decided based on the quoted rate under column i.e. A & C
6. Lowest Bidder (L1) = A+C(per km extra rate).



ANNEXURE - III

List of present and past clients in the following format.
(Please use a separate sheet if required, without changing the format.)

Please upload client certificates, work orders, and performance certificates clearly indicating the period of the contract.

Sl. No.	Financial year	Name of the Organization with Complete Postal address	Name & Designation of the contact person with Tel/Mobile Nos. , Email ID's.	Period for which the Contract is/was awarded.	Name/Number of the passenger Vehicle deployed by your firm on site.
1.	2020-2021				
2.	2021-2022				
3.	2022-2023				
4.	2023-2024				
5.	2024-2025				

(Signature of Bidder with seal)

[Handwritten mark]

[Handwritten signature]

[Handwritten signature]

ANNEXURE - IV
ACCEPTANCE OF THE TENDERERS

(On Bidders Letter head)

All the clauses of the tender document and terms and conditions enumerated from pages 1 to 12 have been read and understood by me/ us. It is certified that I/we/ am/are submitting this bid by accepting the terms and Conditions of the Tender Notification as well as the Tender Document.



Signature of the authorized signatory

Name:

Date:

Bidders Seal:



 05/11/2026



15

ANNEXURE - V

MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER

Date: ____/____/____

To

The Registrar,
Bihar University of Health Sciences, Patna

Sub: Authorization for release of payment/dues from Bihar University of Health Sciences, Patna
through Electronic Fund Transfer/RTGS Transfer.

Name of the Agency/Firm/Company: _____

Address of the Party: _____

City: _____ Pin Code: _____

E-Mail ID: _____ Mobile No.: _____

Permanent Account Number (PAN): _____

Particulars of Bank:

Bank Name: _____

Branch Name: _____

Branch Place: _____

Branch City: _____

PIN Code: _____

Branch Code: _____

MICR No.: _____

(9-digit number appearing on the MICR Bank of the Cheques supplied by the Bank. Please upload a Xerox copy
of a cheque for ensuring accuracy of bank name, branch name, and code number.)

IFSC Code: _____ (11-digit alphanumeric code)

Account Type: ☐ Savings ☐ Current ☐ Cash Credit

Account Number: _____

DECLARATION

I hereby declare that the particulars given above are correct and complete. If any transaction is delayed or not effected for reasons of incomplete or incorrect information, I shall not hold the Registrar, Bihar University of Health Sciences, Patna, responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for the purpose of credit of amount through NEFT/RTGS Transfer.

Place: _____

Date: _____

Signature of Authorized Person

(Name & Designation)

e


01/12/2026. 

Annexure-VI**Blacklisted/ Debarred Declaration by the Bidder:**

1. I/We have downloaded the tender from the internet site and I/We have not tampered /modified the tender documents in any manner. In case the same is found tampered/ modified, I/We understand that my/our offer shall be summarily rejected and I/We are liable to be banned from doing business with Bihar University of Health Sciences, Patna ,Bihar and/or prosecuted as per laws.
2. I/We have read and fully understood all the terms and conditions contained in Tender document regarding terms & conditions of the contract& rules and I/we agree to abide them.
3. I/We have neither currently nor on any previous occasion have not been blacklisted/ debarred and no legal cases are pending
4. I/We have not been prosecuted by any court of law defaulter for any Bank/Financial organization etc.

Place:-

(Signature of Bidder with seal)

Date:-

✓

✓ 05/11/2021.  

Annexure-VII

AFFIDAVIT REGARDING CLEAN TRACK OF BIDDER
(ON A STAMP PAPER OF RS. 1000/-)

Registrar,

Bihar University of Health Sciences,

Mithapur, Patna, Bihar- 800001

Dear Sir

RE: Tender Enquiry Number..... Services at Bihar University of Health Sciences, Patna ,Bihar
dated For Providing

I / We have carefully gone through the Terms and Conditions contained in the above Referred Tender Document. I/We hereby declare that my Company/Firm is neither currently nor on any previous occasion has not been blacklisted/ debarred and no legal cases are pending before any of the Central/State Departments /Institutions /Local Bodies/Municipalities/ PSU /Public Sector Banks/Public Limited Company/ Autonomous bodies .

In addition to this, I also declare that there are no Vigilance/CBI/FEMA cases either currently or in any previous occasion against the company/firm. I/We certify that I am the competent officer in my company/firm to make this declaration.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, our security may be forfeited in full and the bid, if any to the extent accepted may be cancelled at any stage and the contract may be terminated and we shall be barred from bidding in future against any other tender.

Place: -

(Signature of Bidder with seal)

Date: -

Address:   

179

Annexure-VIII

ANNUAL TURNOVER STATEMENT (At the Letter Head of Chartered Accountant)

ANNUAL TURNOVER STATEMENT

(On the letter head of Statutory Auditor)

I/We have examined the book of accounts and other relevant records of
(Name of the Bidding Firm), having its registered office at
(full address of bidding firm) and do hereby certify that Annual gross turnover
of the bidding firm and its Profit after Tax to turnover ratio for the last three Financial years as per
the audited books of accounts is as under:-

FINANCIAL PERFORMANCE DETAILS

Sno	Financial Year	Turnover in INR	Profit After Tax in INR	Ratio of Profit after Tax to Turnover
1	2022-23			
2	2023-24			
3	2024-25			

Rs..... and the average of the Ratio of Profit after Tax to the Gross Turnover for
the last three financial years is.

Signature of CA (with Stamp of Firm)

Name

Registration Number

UDIN Number

Date _

Place-



Annexure – IX

INOTARISED AFFIDAVIT

(On Rs. 100/- Non-Judicial Stamp Paper)-

- I, undersigned (Name) (Designation) duly authorized representative of
(Name of Proprietorship/Firm/Company/Agency) hereby undertake affirm confirm and declare that-
1. Undersigned is fully competent and authorized from Proprietorship/Firm/Company/Agency to make this affidavit to bind such Proprietorship/Firm/Company/Agency.
 2. All details / Information/documents furnished by the Proprietorship/Firm Agency in the bid document is true and correct.
 3. Proprietorship/Firm/Company/Agency is fully solvent and legally/financially competent to perform terms and conditions of the Tender.
 4. Proprietorship/Firm/Company/Agency is duly registered under various relevant government notifications and all dues have been paid as on date.
 5. Proprietorship/Firm/Company/Agency hereby agrees and fully understands that notwithstanding anything contrary contained in the Tender document and without prejudice to any of the rights and remedies of Bihar University of Health Sciences, Patna, Bihar. Bihar University of Health Sciences, Patna, Bihar shall be entitled in its sole discretion to determine that a bidder is to be disqualified at any stage of the process and its participation in Tender process and/or its Technical Proposal and/or Financial Bid dropped from further consideration for any reason.

Undersigned, on behalf of Proprietorship/Firm/Company/Agency does hereby solemnly declare and affirm that the above declarations are true and correct in all respects and we hold responsibilities for the same. No part of it is false and nothing has been concealed. Any false/incorrect submission shall be make Proprietorship/Firm/Company/Agency as well as undersigned personally liable for all Civil/Criminal obligations including complaint to police and other authorities.

Deponent Signature..... Name.....

Designation.....

Aadhar No.

E-mail id.....

Mobile No.....

Landline No. Fax No.

Address

(Copy of Authorization Letter from Proprietorship/Firm/Company/Agency enclosed)





