



Bihar State Panchayat Resource Institute

बिहार राज्य पंचायत संसाधन संस्था

Panchayati Raj Department, Government of Bihar

1st Floor, Secretariat, Vikas Bhawan, Patna – 800015 Tel: 0612-2219175

Email:- info.bgsys@bihar.gov.in, Website: www.bgsys.bihar.gov.in &

<https://state.bihar.gov.in/biharprd/CitizenHome.html>



Ref: BGSYS/Admin & HR/Vehicle/1116/2024/1905

Date: 10/02/2026

OPEN E-TENDER NOTICE

BSPRI invites open online E-Tender through e-proc portal for “**Empanelment of agencies for hiring vehicles on rental basis (Monthly/Daily/Outstation) with driver for BSPRI office, Patna Headquarter & DPRC office, across all 38 districts of Bihar State**”. Bids must be submitted in both online and offline mode.

- Online Submission: Upload the complete bid documents on the e-procurement portal <https://eproc2.bihar.gov.in>.
- Offline Submission: A hard copy of the complete Technical Bid, duly signed by the authorized signatory, must be submitted to the BSPRI Office, 1st floor, Room No - 116, New Secretariat, Vikas Bhawan, Patna- 800015, by the due date and time.

Last date & Time for submission: **On or before 03:00 PM on 17.03.2026, the complete bidding document can be downloaded from the following websites:**

- <https://eproc2.bihar.gov.in>,
- www.bgsys.bihar.gov.in.

Note: Bids submitted only in online or only in offline mode shall be summarily rejected. Submission in both modes is mandatory.

(CEO cum Project Director)

BSPRI, Panchayati Raj Department, Bihar



Bihar State Panchayat Resource Institute

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Email: info.bgsys@bihar.gov.in, Website: www.bgsys.bihar.gov.in &

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Request for Empanelment (RFE)

THROUGH E-PROC PORTAL FOR EMPANELMENT OF AGENCIES FOR HIRING OF VEHICLE ON RENTAL BASIS (MONTHLY/DAILY/OUTSTATION) WITH DRIVER FOR BSPRI OFFICE, PATNA & DPRC OF ALL 38 DISTRICTS OF BIHAR STATE.

Tender Reference No:

BSPRI/Admin & HR/Vehicle/1116/2024/ 1904

Date: 10/02/2026

Contact Us,

Bihar State Panchayat Resource Institute (BSPRI),
Panchayati Raj Department, Government of Bihar,

1st Floor, New Secretariat, Vikas Bhawan, Patna – 800015. During office Hours from 09:30 A.M. to 6:00 P.M.
(Monday to Friday) Contact no: 0612- 2219175 Email: info.bgsys@bihar.gov.in

A

ONLINE REQUEST FOR EMPANELMENT

To be published on the e-Proc2 portal: eproc2.bihar.gov.in & BSPRI website: bgsys.bihar.gov.in & Various local Newspaper.

1. You are invited to submit your technical bid for empanelment of agencies online through e-proc portal hiring of vehicle on rental basis (Monthly/Daily/Outstation) with driver for BSPRI office, Patna & DPRC of all 38 districts of Bihar state.
2. **Important Dates and Times/Bid Document:** Last Date and Time for Submission of Bids in online mode through e-proc portal: **On or before 3:00 PM on 17/03/2026**, Opening of technical bid: **at 03:30 PM of 17/03/2026** in the presence of bidders, who choose to attend.

Venue for submission of hard copy of technical bid: 1st Floor, Room No.: 116, New Secretariat, Vikas Bhawan, Patna – 800015.

Bids submitted only in online or only in offline mode shall be summarily rejected. Submission in both modes is mandatory.

3. **Pre Bid:** Pre-bid meeting on **26/02/2026 at 11:00 AM**. Venue: **Director cum Project Director chamber, 1st floor, New secretariat, Vikas Bhawan Patna-800015.**
4. Tender Cost and Tender Processing fee to be paid online mode only **Tender Cost: Nil and Tender Processing fee: Rs.590/- (Rs. Five hundred ninety only).**
5. **Email ID and contact details**
Tender & Prebid Related email ID: info.bgsys@bihar.gov.in and Contact Details: 0612- 2219175 (if not able to contact kindly visit BSPRI, 1st Floor, New Secretariat, Vikas Bhawan, Patna – 800015). During office Hours from 09:30 A.M. to 6:00 P.M. (Monday to Friday)

For eproc2 related: Email Id: eproc2support@bihar.gov.in Toll Free Number: 1800 572 6571 (Working Hours: 8AM to 7PM (All days in week except Sunday and few selected state holidays) - eProc 2.0 Help Desk Address: : For support related to e-tendering process - mjunction services limited RJ Complex, 2nd Floor, Canara Bank Campus, Khajpura, Ashiana Road, P.S. - Shastri Nagar, Patna 800 014, Bihar.

6. Corrigendum/ Addendum/ amendments if any, will be published on the website www.bgsys.bihar.gov.in/ & <https://www.eproc2.bihar.gov.in> itself. All such corrigendum/ addendum/ amendments shall be binding on all the bidders. The bidders are also advised to visit the aforementioned website on regular basis for checking of corrigendum/ addendum/ amendments, if any.
7. **EMD refundable:**
Rs. 15,000/- (Rupees fifteen thousand Only) for BSPRI office, Patna to be paid by DD/Bank Guarantee and **Rs. 10,000/- (Rupees ten thousand Only)** for each applied District to be paid by DD/Bank Guarantee. This shall be returned to unsuccessful bidder after completion or rejection of bid process.

(The bidders which are registered Micro/Small scale unit seeking exemption for payment of EMD should submit valid copy of "UDYAM REGISTRATION CERTIFICATE" along with annexure page details).

8. **Qualification criteria:**
 - a) The agency must be registered under the Goods and Services Tax (GST). A certified copy of the GST certificate must be attached.
 - b) The agency is required to have an office in Patna, or the agency must produce a self-certificate to establish an office within 15 days for effective communication.

- c) The agency should demonstrate an average annual turnover of **Rs. 50 (fifty lakhs)** during the last three completed financial years (2022-2023, 2023-24 & 2024-25). Attach a copy of the audited balance sheet for each of these years.
- d) The agency must have a minimum of **five years of experience** in supplying vehicles on a rental basis to government departments. Attach certified copies of work orders for each instance.
- e) The agency shall provide **five work order/agreement** in last three financial year (i.e. 2022-2023, 2023-24 & 2024-25) the service shall continue for minimum one year.
- f) The agency is required to provide its PAN number. Attach a photocopy of the PAN card.
- g) The model of the vehicle should be from the year 2021 and above, with commercial registration/ registration.
- h) The service provider must submit a stamped affidavit worth Rs. 1000 declaring that they are not blacklisted in any government department on the date of submission of bid.
- i) Non-compliance with any qualification criterion may result in the rejection of the bid.

9. Contract Period:

The contract period for this work will initially be **two years** and can be extended by mutual consent for a further **one year or more**, subject to a needs assessment and the performance of the service provider. The rate may increase if **Patna Collectorate increase the rates**.

10. Submission of Bids:

- a) A bidder shall submit technical bid in online mode through e-proc portal along with hard copy in a sealed envelope, using their own stationery, Financial as per details attached in **Annexure-B**. No need to submit financial details.
- b) The envelope containing bids must clearly bear, on its cover, the name of the bid, as well as the full name and address of the bidder.
- c) Bidders are requested to provide/submit their technical bid in online & offline mode on or before **March 17, 2026, up to 03:00 PM**.

11. Validity Period of bid

The bid shall remain valid for a period of **not less than 180 days** after the specified deadline date for submission.

12. Evaluation of technical bid:

The BSPRI will evaluate the technical document that are determined to be substantially responsive, i.e., those that:

- (a) **Are properly signed, and bids will be evaluated schedule-wise.**
- (b) **Conform to the other terms and conditions and qualification criteria.**

13. Award of contract:

- a) The BSPRI will award the contract to the bidder:
 - i) Who qualify in technical criteria as mentioned in Clause-5.
 - ii) **The bidder awarded the contract shall be required to furnish a performance security of Rs. 60,000 (Rupees sixty thousand only) for BSPRI office, Patna with the requisite validity (i.e., 2 years) in the form of a Bank Guarantee and Rs. 30,000 (Thirty thousand only) for each applied district with the requisite validity (i.e., 2 years) in the form of a Bank Guarantee.**
- b) **Notwithstanding the above, the CEO cum Project Director, BSPRI, Patna, reserves the right to:**
 - iii) Accept or reject any bid,
 - iv) Cancel the bidding process at any time prior to the award of the contract.
- c) **Before the expiration of the bid validity period, the BSPRI will notify the bidder/bidders whose offer/offers have been accepted of the award of the contract/contracts. The terms of the accepted offer/offers shall be incorporated into the purchase order.**

Handwritten signature/initials

14 . Payments

Payment shall normally be made within 30 working days (excluding Sundays and holidays) after the submission of the monthly/rental invoice.

We look forward to receiving your quotations and thank you for your interest in this Society.


(CEO cum Project Director)
BSPRI, Panchayati Raj Department

Enclosures: -

Annexure-A- Formats of experience of supplying of Vehicle on rental basis.

Annexure-B- Financial Details

Annexure-C - Other terms and conditions.

Annexure-D- Bank Guarantee Format

Annexure-E- List of State/District for which service required.

Annexure: - A

Having experience of service of Vehicle on rental basis (Monthly/Daily/Outstation) (Proof to be attached)

Subject: Bid for Hiring of _____

Details information regarding order executed

- a) Bidder should fill each column. Use extra sheet if the space below is insufficient.
- b) Enclose certificate copies of the purchase order in chronology.

Sl.	Reference to order no. and date	Order amount	Name of the office/authority for which service provided

Authorized Signature of supplies with stamp

Date:

Place:



Annexure: B

Financial Details

(BSPRI office, Patna & DPRC of all 38 districts of Bihar state.)

Sl.no	Type of vehicle	Rate per month (without fuel & including driver) (all taxes included)	Rate per month with fuel up to 1000 km & including driver (all taxes included)	Rate per km if distance exceeds 1000 km in a month (all taxes included)	Rate per day for running up to 80 km or 08 hours including fuel & driver (all taxes included)	Rate per km for running more than 80 km in a day (all taxes included)	Rate per hour for running more than 08 hours in a day (all taxes included)
1	Tata Sumo / Mahindra Bolero / Mahindra Bolero neo	31,900.00	39,000.00	13.25	2,050.00	14.00	150.00
2	Maruti Swift Dzire / Tata Tigor / Hyundai Aura / Honda Amaze	32,500.00	39,000.00	13.25	2,150.00	14.50	150.00
3	Honda City / Maruti Ciaz / Hyundai Verna / Tata Camry / Skoda slavia	35,000.00	45,000.00	15.95	2,490.00	15.00	150.00
4	Mahindra Scorpio	37,000.00	46,000.00	16.00	2,400.00	16.80	150.00
5	Toyota Innova / Maruti Ertiga / Mahindra Marazzo / Kia Carens	45,900.00	49,900.00	16.00	2,400.00	17.00	150.00
6	Toyota Innova Crysta / Tata Safari Storm / Mahindra Scorpio N	55,000.00	64,000.00	19.00	3,200.00	20.00	190.00

Note: Ref. Patna Collectorate letter no.: 1365 dated 13.05.2025.

Place:.....

Signature of Bidder.....

Date:.....

Name:

Business Address:

(Handwritten signature)

Annexure – C

Other Terms and Conditions

1. Vehicle Requirements

- Vehicles must be commercially registered and validly insured for the entire contract period.
- Vehicles must be clean, roadworthy, and conform to the approved make/model and technical specifications.
- Only vehicles of model year 2021 or later shall be deployed.
- Vehicles must display proper number plates, valid permits, pollution certificates, and fitness certificates at all times.

2. Driver Requirements

- Drivers must possess a valid driving license and shall be properly dressed during duty hours.
- Drivers must carry a functional mobile phone at all times.
- Any misconduct, indiscipline, rash driving, or misbehaviour shall be the sole responsibility of the Service Provider.
- Drivers must have a clean background and valid police verification.
- Frequent change of drivers without prior written approval of BSPRI shall not be permitted.

3. Financial Terms

- TDS shall be deducted as per applicable Government rules.
- No hire charges shall be payable for any day on which the vehicle does not meet the prescribed specifications or is found unfit for use.

4. Contractual Terms

- BSPRI reserves the right to terminate the contract:
 - With notice, in case of deficiency or unsatisfactory services.
 - Without notice, in case of serious breach, misconduct, or unauthorized acts.
- Rental rates shall remain firm and shall be revised if Patna district rate may be revised.
- Payments shall be made within 30 days from the date of submission of correct invoices.
- The Service Provider shall submit:
 - Attested copies of RC Book, Insurance, Permit, Fitness & Pollution certificates for a minimum of five vehicles on the time of contract.
 - Driver details with attested driving license copies for each vehicle deployed, as per requirement on the time of vehicle deployed.

5. Operational Terms

- A log book shall be maintained for each vehicle, duly certified by the authorized officer.
- Parking charges and toll taxes are included in given price list.
- The monthly vehicles shall be provided on call, at any time during the day, as and when requisitioned by BSPRI.

6. Responsibility and Insurance

- The Service Provider shall be fully responsible for any loss, damage, accident, or legal liability arising during the operation of the vehicle.
- Adequate insurance coverage for vehicles, drivers, and third-party liability must be maintained throughout the contract period.

7. Penalty Clauses

7.1 Non-Availability of Vehicle (Per-Day Basis)

- Non-availability of a vehicle for any full working day shall attract a penalty of Rs. 500/- per day per vehicle, in addition to non-payment of hire charges for that day.
- Penalty shall be calculated strictly on a per-day basis.

7.2 Half-Day Absence

- If a vehicle is withdrawn, delayed, or unavailable for more than 2 hours during working hours, it shall be treated as half-day absence.
- 50% of the daily hire charges shall be deducted, along with a penalty of Rs. 250/- per instance.

7.3 Continuous Absence

- If a vehicle remains unavailable for three (3) consecutive days, the contract for that vehicle shall be deemed to have lapsed automatically without further notice.

- BSPRI shall have the right to allot the work to the next empanelled agency at the risk and cost of the defaulting Service Provider.

7.4 Vehicle Condition & Quality

- If the vehicle is found to be:
 - Poorly maintained,
 - Not clean,
 - Mechanically unsound,
 - Not matching approved specifications,

a penalty of Rs. 500/- per day shall be imposed until rectification, along with non-payment of hire charges for the affected day(s).

7.5 Failure to Provide Replacement Vehicle

- In case of breakdown, repair, or maintenance, immediate replacement vehicle must be provided.
- Failure to arrange replacement within 2 hours shall attract:
 - Penalty of Rs. 500/- per day, and
 - Deduction of applicable hire charges.

7.6 On-Call Requirement

- The Service Provider must arrange a vehicle at any time when demanded by BSPRI.
- Failure to provide an on-call vehicle without valid justification shall attract a penalty of Rs. 500/- per instance.

7.7 Unsatisfactory Explanation & Blacklisting

- If non-performance, absence, or deficiency occurs without satisfactory justification, BSPRI reserves the right to:
 - Blacklist / debar the Service Provider for a period deemed appropriate.
 - Terminate the contract and forfeit further empanelment rights and performance security.
- Blacklisting shall be applicable after due notice and opportunity to explain, unless the breach is severe or repetitive.

8. Empanelment and Replacement

- Agencies technically responsive shall be empanelled.
- BSPRI reserves the right to utilize services of any empanelled agency based on performance.
- Replacement of vehicles or drivers shall be mandatory whenever directed by BSPRI.

9. Compliance

- Only commercially/valid registered vehicles shall be deployed.
- Any violation of statutory or contractual obligations shall be treated as a material breach.

Annexure – D

Bank Guarantee No..... Valid Upto.....

To:

**Director cum Project Director
Bihar State Panchayat Resource Institute,
Panchayati Raj Department, Govt. of Bihar
1st Floor, New Secretariat, Vikas Bhawan, Patna**

WHEREAS (bidder name & address) hereinafter called "the agency" has undertaken, in pursuance of **Contract no.....**, **Dt:/...../2026** for hiring of vehicle on rental basis (Monthly/Daily/Outstation) with driver for BSPRI office, Patna & DPRC of all 38 districts of Bihar state hereinafter called "the Contract".

AND WHEREAS it has been stipulated by you in the said Contract that the Agency shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with the agency EMD obligation in accordance with the contract.

AND WHEREAS we have agreed to give the agency a Guarantee: THERE FOR WE hereby affirm that we are Guarantors and responsible to you, on behalf of the agency, up to a total of **Rs.**/- (.....) and we undertake to pay you, upon your first written demand declaring the Agency to be in default under the Contract and without cavil or argument, any sum or sums within the limit of **Rs.** (Rupees) (Amount of Guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the applicant before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract or of the Goods and related Services to be supplied thereunder or of any of the contract documents which may be made between you and the Applicant shall in any way release us from any liability under this Guarantee, and we hereby waive notice of any such change, addition or modification.

This Guarantee shall be valid until Six Months (i.e.) 180 days following the Completion date of the Contract including any warranty obligations and any demand for payment under it must be received by us at this office on or before that date.

We (Bank name) of India lastly under take not to revoke this Guarantee during is currency except with the previous consent of the Government in writing.

(1) Notwithstanding contained herein

(i) (Our liability under this bank Guarantee shall not exceed **Rs.**/- (.....))

(ii) This Bank Guarantee Shall be valid up to, and

(iii) We are liable to pay the Guaranteed amount for any part thereof under this bank Guarantee as demand CEO cum Project Director, BSPRI and only if CEO cum Project Director, BSPRI Serve Upon as a written claim on or before (Date or expiry of Guarantee)

(iv) Bank Account Details of BSPRI:

Account Holder Name: Bihar Gram Swaraj Yojna Society (BPSP)

Account No.-0352101039713

IFS Code: CNRB0000352

Bank Name: Canara Bank

Bank Branch: South Gandhi maidan, Patna-800001

(v) GST No. of BSPRI/BSPRI- **10PTNB03728E1D6**



This guarantee is Valid till the day of

for

Signature and Seal of Guarantors

.....
.....
.....

Date

Address:
.....

Annexure-E

List of State Hedquater for which service required:

S.No.	Name he location	Tick if service shall be provided by the agency	Provide full address of your office
1.	BSPRI Hedquater (Patna)		

List of districts for which service required:

S.No.	Name of District	Tick the name of the district in which service shall be provided by the agency	Provide full address /contact of your office
1	BHOJPUR		
2	VAISHALI		
3	SHEOHAR		
4	NAWADA		
5	AURANGABAD		
6	BEGUSARAI		
7	ROHTAS		
8	KAIMUR		
9	EAST CHAMPARAN		
10	SAHARSA		
11	SUPAUL		
12	KISHANGANJ		
13	PATNA		
14	PURNIA		
15	ARWAL		
16	BHAGALPUR		
17	MUZAFFARPUR		
18	JAMUI		
19	WEST CHAMPARAN		
20	NALANDA		
21	LAKHISARAI		
22	MUNGER		
23	JEHANABAD		
24	KHAGARIA		
25	KATIHAR		
26	GOPALGANJ		
27	MADHEPURA		
28	SAMASTIPUR		
29	MADHUBANI		
30	GAYA		
31	SITAMARHI		
32	BANKA		
33	BUXAR		
34	SIWAN		
35	SHEIKHPURA		
36	DARBHANGA		
37	SARAN		
38	ARARIA		

Place:

Date:

Signature of owner.....

Name:

Business Address:

-----End of the Document-----