



Govt. of Bihar

# BIHAR INDUSTRIAL AREA DEVELOPMENT AUTHORITY

( A Govt. of Bihar Undertaking )

1st Floor, Udyog Bhawan, East Gandhi Maidan, Patna - 800004  
Phones : 0612-2675002, 2675991. Email : [dgm.id@bihar.gov.in](mailto:dgm.id@bihar.gov.in)

## TENDER FOR HIRING OF COMMERCIAL VEHICLES TENDER NOTICE No - 01/HK/VEHICLE/BIADA-2025-26

Sealed tenders are invited from reputed registered travel agencies under "Two-bid" system-Technical Bid and Financial Bid to provide commercial vehicles on hiring basis to the Bihar Industrial Area Development Authority hereinafter called BIADA.

Detailed information of the Tender Document can be seen & downloaded from the BIADA website <https://biada1.bihar.gov.in> The bidder has to submit non-refundable tender processing fee of 1000/- (Rupees One Thousand only) through a demand draft in favour of Bihar Industrial Area Development Authority payable at Patna along with the Technical Bid. Tender Document complete in all respects in a sealed envelope to be dropped in Tender Box by 5:00 p.m. on 03-10-2025 Technical bid will be opened on 04-10-2025 at 11:00 a.m. at BIADA, Patna. The tenders received late or tenders without Processing Fee/Conditional tenders/Incomplete Tenders in any respect would be rejected. The BIADA reserves the right to accept or reject any or all tenders without assigning any reason. The finalized bidder will have to enter into a legal contract/agreement with the BIADA before rendering its services.

For further details please visit : [www.state.bihar.gov.in/prdbihar](http://www.state.bihar.gov.in/prdbihar)

Sd/-

Executive Director(Operation)  
BIADA, PATNA

PR- 015037 (Industrial) 2025-26

नशे से बचने का है एक ही उपचार, दृढ़ संकल्प और परिवार से प्यार



# BIHAR INDUSTRIAL AREA DEVELOPMENT AUTHORITY

( A Govt. of Bihar Undertaking )

1st Floor, Udyog Bhawan, East Gandhi Maidan, Patna - 800004

Phones : 0612-2675002, 2675991

Email : [dgm.id@bihar.gov.in](mailto:dgm.id@bihar.gov.in)


Mobile No.- 9631594344

## TENDER FOR HIRING OF COMMERCIAL VEHICLES

**TENDER NOTICE No - 01/HK/VEHICLE/BIADA-2025-26**

Sealed tenders are invited from reputed registered travel agencies under "Two-bid" system-Technical Bid and Financial Bid to provide commercial vehicles on hiring basis to the Bihar Industrial Area Development Authority hereinafter called BIADA.

Detailed information of the Tender Document can be seen & downloaded from the BIADA website <https://biada1.bihar.gov.in> The bidder has to submit non-refundable tender processing fee of 1000/- (Rupees One Thousand only) through a demand draft in favour of Bihar Industrial Area Development Authority payable at Patna along with the Technical Bid. Tender Document complete in all respects in a sealed envelope to be dropped in Tender Box by **5:00 p.m. on 03-10-2025** Technical bid will be opened on **04-10-2025 at 11:00 a.m.** at BIADA, Patna. The tenders received late or tenders without Processing Fee/Conditional tenders/Incomplete Tenders in any respect would be rejected. The BIADA reserves the right to accept or reject any or all tenders without assigning any reason. The finalized bidder will have to enter into a legal contract/agreement with the BIADA before rendering its services.

  
Executive Director(Operation)  
BIADA, PATNA



# BIHAR INDUSTRIAL AREA DEVELOPMENT AUTHORITY

( A Govt. of Bihar Undertaking )

1st Floor, Udyog Bhawan, East Gandhi Maidan, Patna - 800004

Phones : 0612-2675002, 2675991

Email : [dgm.id@bihar.gov.in](mailto:dgm.id@bihar.gov.in)

Mobile No.- 9631594344

## TENDER FOR HIRING OF COMMERCIAL VEHICLES

TENDER NOTICE No- 01/HK/VEHICLE/BIADA-2025-26

Sealed tenders are invited from reputed registered travel agencies under "Two-bid" system-Technical Bid and Financial Bid to provide commercial vehicles on hiring basis to the Bihar Industrial Area Development Authority hereinafter called BIADA.

The bidder has to submit non-refundable tender processing fee of 1000/- (Rupees One Thousand only) through a demand draft in favour of Bihar Industrial Area Development Authority payable at Patna along with the Technical Bid. Tender Document complete in all respects in a sealed envelope to be dropped in Tender Box by **5:00 p.m. on 03.10.2025**. Technical bid will be opened on **04.10.2025 at 11:00 a.m.** at BIADA, Patna. The tenders received late or tenders without Processing Fee/Conditional tenders/Incomplete Tenders in any respect would be rejected. The BIADA reserves the right to accept or reject any or all tenders without assigning any reason. The finalized bidder will have to enter into a legal contract/agreement with the BIADA before rendering its services. Any query relating to this tender may be enquired on Email : [dgm.id@bihar.gov.in](mailto:dgm.id@bihar.gov.in)

## II. ELIGIBILITY CRITERIA

1. The Bidder must be a legally constituted Proprietary firm/Partnership firm/ Limited Company/Corporate Body, who possess the required licenses, registrations etc., for providing commercial vehicles on monthly rent and daily need basis requirement.
2. The Bidder shall have an experience of travel agency services for at least **5 year** supported by document justifying such experience
3. Financial Turnover during last 3 financial years ending **31st March 2024** should at least be Rupees 50 Lakh. Audited Balance Sheet must be attached.
4. There should be no case pending with the police/court against the Proprietor/Firm/Partner or the Company (Bidder). The Bidder should not have been black listed by any dept. or institution of Govt. of Bihar
5. The bidder must have experience of providing services of travel agency to Govt. of India/Govt. of Bihar or its organisation with at least two work



**another envelope**, clearly indicating "TECHNICAL BID" and "FINANCIAL BID" with the details of the Bidder. Both sealed Technical & Financial Bid's envelopes should be **put in one envelope and must be superscribed "Tender for Hiring of vehicles"** with the name, address & phone nos. of the Bidder. The tender must be dropped in Tender Box of BIADA up to the date and time mentioned in the tender notice and the technical bid will be opened in Conference Hall, BIADA on the day and time specified for the same. The bidders may be presented at the time of opening of Bid.

2. The Bidder shall acquaint himself dully with BIADA working environment before quoting the rates. No compensation on account of any difficulties will be entertained at a later date after award of works.
3. That the technical bid shall be opened first and only the eligible bidders selected by Tender Committee shall participate in the financial bid which shall be opened on the date further fixed by the Tender Committee. Least Cost Rate Shall be Considered for selection.
4. In case the Bid being submitted by a firm, it must be signed separately by each partner thereof or in the event of the absence of any partner, it must be signed on his behalf by a person holding a power of attorney authorizing him to do so or in the case of a company, the tender be signed in the manner laid down in the said Company's Article of the Association. The signatures on the tenders will be deemed to be the authorized signatures.
5. **An Index page showing contents/annexure & page no. should be annexed first followed by relevant documents with proper page numbering & signed by the owner of the firm or his Authorized Signatory** as token of acceptance of Terms & Conditions. In case the tenders are signed by the Authorized signatory, a copy of the power of attorney/ authorization may be enclosed along with tender.
6. The bidder must ensure that the conditions laid down for submissions of offers are complete and correctly filled. The rates and units shall not be overwritten and shall be in both i.e. figures and words.
7. In case two or more agencies are found to have quoted Lower price two or more categories than all are empanelled for their respective categories the Internal Purchase Committee may recommend for selection of all such agencies to have quoted lower rate. The decision of the Managing Director BIADA shall be final.
8. Any changes with respect to this tender will be notified through website [www.biada1.bihar.gov.in](http://www.biada1.bihar.gov.in) only.
9. BIADA reserves the right to accept or reject any or all the tenders at any stage without assigning any reason.
10. It shall be ensured that every page of Tender document is dully numbered and signed with seal of the bidder without any cutting and over writing.

*dhj*

otherwise any amount during the journey expense by the BIADA official towards fuel or break down of the vehicles; penalty will be imposed, as double of the amount spent by the BIADA official.

13. Driver should be well behaved, courteous and well versed with Bihar Route.
14. Driver should have driving licence and mobile phone with him for the purpose of communication. No mileage will be allowed for dinner/ lunch/etc. to the driver.
15. The meter readings shall start/ terminate from and to the place of demand in Patna as may be required but chargeable distance from vehicle garage in this respect shall not be more than 5 KM in each way. The definition of the "night halt" means the detention of the driver overnight.
16. Parking charges, toll charges while on duty to BIADA shall be payable on actual basis on submission of payment receipt / challan with the monthly bill
17. In case agency fail to provide the particular vehicle, agency can provide other vehicle of same category and duly intimate the concern controlling officer
18. Agency will provide vehicle in proper good condition with sufficient fuel
19. The quoted rate for hire charges/ month includes driver salary, cost of fuel and lubrication etc. The quoted rate shall be inclusive of taxes, fees and other charges and nothing shall be paid over and above the fixed rate of the vehicle.
20. The agency should submit their bill with duly signed logged book / duty slip. Payment will be made after deduction of any taxes as per government rule applicable
21. The period of agreement will be initial for two year from the date of agreement and it may be extended for further one year depending upon satisfactory performance. During the period of agreement quoted rate will not be changed.
22. The decision of Managing Director, BIADA in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Agency.
23. An agreement shall be signed with the designated/authorised person of the successful agency.
24. The Managing Director, BIADA shall be the sole authority to decide and judge the quality of the service rendered by the Agency and all other matters and his decision shall be final and binding.
25. **Termination:** The Contract may be terminated by giving one month prior notice, in case the agency:
  - a. Assigns or sub-contracts any of this service.
  - b. Violation/contravention of any of the terms and conditions mentioned herein.

**ANNEXURE-I**  
(To be submitted on Letter Head of the Registered Agency)

**TECHNICAL BID**  
**PERFORMA FOR PROVIDING COMMERCIAL VEHICLES ON HIRING BASIS**

Technical Bid should indicate following information along with the Self-attested photocopies of supporting documents:

1. Name of Firm/Agency: \_\_\_\_\_

2. Registered address: \_\_\_\_\_  
\_\_\_\_\_

3. Branch Address, if any \_\_\_\_\_  
\_\_\_\_\_

4. Phone/Fax No. \_\_\_\_\_

5. Email Address: \_\_\_\_\_

6. Type of Organization: \_\_\_\_\_

(Whether sole proprietorship/partnership/society/  
Private Limited for Cooperative body etc. attach proof)

7. Name of Proprietor/Partners/  
Directorsof the Organization/Firm. \_\_\_\_\_

**Payment Details**

DD No. \_\_\_\_\_

Date \_\_\_\_\_

Amount \_\_\_\_\_

Bank \_\_\_\_\_

Sl. No.	Documentary Proof of	Registration No. with Date & validity up to	Proof Attached (IfYes then Page no.)
1	Proof of incorporation/Proof of registration		
2	Work experience certificate		
3	Financial turnover (last 3 years)		
4	Affidavit that no case pending with police / court		
5	Service tax registration / GST		
6	PAN Number		
7	Income tax return for the last three years		
8	Self undertaking attached regarding information submitted is correct		



**ANNEXURE-III**  
(To be submitted on Letter Head of the Registered Agency)  
**FINANCIAL BID**  
**PERFORMA FOR PROVIDING COMMERCIAL VEHICLES ON HIRING BASIS**

S.No.	Type of vehicle	Rate in Rupees (Exclusive of all the taxes)			
		Local Booking	Outstation Booking		
		Full day (80 Km/12 Hr	Basic Rate (Rs.)/Km	Night Halt	Minimum Chargeable (KM) Per Day
1	InnovaCrysta AC (Bucket Seat)				
2	Scorpio (New Model)/ HundaiCreta AC and Other Equivalent Vehicle				
3	Swift Dezire/Other Equivalent Vehicle AC				

**Note:-** "Equivalent vehicle" in any category means vehicle whose on road price is equivalent to the vehicle as specified in any category above.

Name and Signature of the bidder along with seal

dy

working on

National holidays and Sundays would be of the Agency.

14. It is clearly understood by both the parties that this agreement is a commercial agreement and not one is creating any employment.
15. Any loss due to negligence, if proved will be compensated by the Agency.
16. Decision of BIADA in regard to interpretation of the Terms and Conditions and the Contract Agreement shall be final and binding on the Agency.
17. That in case of any loss being suffered by BIADA or the violation of the terms and conditions of contract; the BIADA shall have right to deduct all claims against Agency and BIADA shall have right to forfeit and deduct the claim amount from the security amount partly or entirely as per the claim.
18. That in case if the Agency withdraws from the contract within the period of contract, the BIADA shall forfeit the security amount without any refund.
19. The terms and condition and rates will be as per tender document and contractor hereby agree to commence the work as per tender documents
20. This is responsibility of contractor that all paper/document/Driving licence related with vehicle to be submitted during his contract period will be correct and true.
21. **Termination:** The Contract may be terminated by giving one months notice, in case the agency:
  - a. Assigns or sub-contracts any of this service.
  - b. Violation/contravention of any of the terms and conditions mentioned herein.
  - c. Does not improve the performance of the services in spite of instructions.
  - d. Any violation of instruction/agreement or suppression of facts.
  - e. Agency being declared insolvent by competent court of law.

If agency willing to exit this contract, a two months notice in advance should be produced by the agency.

**22. Penalty:**

- a. In case of pre mature termination of the contract due to any of the clauses of **Termination** the Bank Guarantee shall be forfeited.
- b. If agency fail to comply satisfactory services penalty can be imposed upto 10% of the amount of the particular bill and this regard decision of the managing director of the BIADA will be final.
- c. If agency fails to provide vehicle for any day/days to office then penalty can be shall be impose on daily rates for such number of days.

**23. Arbitration:** In case of any dispute or differences rising on terms and condition, the same shall be settled by reference to arbitration by sole Arbitrator to be appointment by managing director, BIADA

**24. Jurisdiction:** In case of any dispute, the jurisdiction shall be the Court at Patna only.

