# पटना महानगर क्षेत्र प्राधिकार

पंत भवन, सातवां तल्ला, नेहरू पथ, पटना–800001
Email: ceo.pmaa@gmail.com

पत्रांक–प०महा०क्षे०प्रा० / वि०वा०कि०–25 / 2024 1188 पटना, दिनांक–26-11-26

## आम–सूचना

एतद् द्वारा सूचित किया जाता है कि पटना महानगर क्षेत्र प्राधिकार, बिहार, पटना के पदाधिकारियों एवं स्थल निरीक्षण–सह–कार्यालयी उपयोग हेतु 03 (तीन) भाडे का वाहन उपलब्ध कराने हेतु पुनः कोटेशन आमंत्रित किया जाता है, जिसकी अंतिम तिथि सूचना प्रकाशन होने के 07 (सात) दिनों तक है।

26/11/26

अधीक्षण अभियंता
पटना महानगर क्षेत्र प्राधिकार।

# PATNA METROPOLITAN AREA AUTHORITY (PMAA)

Pant Bhawan, 7th Floor, Nehru Road, Patna – 800001
Email: ceo.pmaa@gmail.com

## Notice Inviting Quotation for Hiring of Vehicles on Monthly Basis

**No:** NIQ-03/2026 **PMAA, Patna** **Date:** 26-Nov **December, 2026**

**Patna metropolitan area authority (pmaa),** Patna invites sealed quotations from agencies for hiring of various types of Vechicles on monthly basis. Details regarding eligibility Criteria, Terms and Conditions etc. may be obtained from PMAA office at the above mentioned address on any working day or from the office website of PMAA whose link is https://pmaa.bihar.gov.in/.

Quotations in one large envelope marked as quotation for Hiring of field Vehicles at PMAA Containing two separate sealed envelopes marked as **(i) Technical Bid- Hiring of Vehicles at PMAA, and (ii) Financial Bid- Hiring of Vehicles at PMAA,** should be submitted.

**Last Date:** Tenders should be submitted through Registered/Speed Post/courier in the office of the PMAA, Pant Bhawan, 7th Floor, Nehru Road, Patna – 800001 on or before 7th December, 2026, till 03:00PM.

**Date & Time for Opening of Tenders:-** 7th December, 2026 at 03:30 PM in the PMAA office.

26/11/26

Superintending Engineer
**Patna Metropolitan Area Authority.**

RAJ

# Tender Document: Hiring of Vehicles on Monthly and Daily Basis

Patna Metropolitan Area Authority (PMAA), desires to hire various kinds of vehicles on monthly as well as on daily basis for field inspections of site Visite. Accordingly, tenders are invited under two-bid system from interested agencies having excellent track record. The details are as follows

## 1. Eligibility Conditions and Documents for Technical bids

a. The agency should have average turnover of at least Rs. 20 lakh per year in the past 03 years 2023-24, 2024-25, 2025-26 or Rs. 60 lakh for the 03 years combined (self-attested copy of Audit Report need to be submitted).
b. The agency should be an income tax payer (self-attested copies of PAN card and income tax return filed for the relevant period need to be enclosed).
c. The agency should have valid registration under GST (A copy of GST Registration Certificate must be enclosed).
d. An Earnest Money Deposit of Rs. 40,000/- in the form of Demand Draft in favor of CEO, PMAA Patna need to be enclosed with the technical bid. It will be refunded to the unsuccessful bidder after completion of the bid.
e. Experience of providing vehicles to **government** department /PSU/ Universities would be desirable. Relevant documents Should be submitted with the technical bid.
f. The agency should produce a self declaration of Non Blacklisting/ termination/Non debarment through an affidavit.

## 2. Terms and Conditions

a. The contract would be valid for 12 Months from the date of contract and can be extended of further for one Year at the sole discretion of PMAA. **The Annual rate revision shall be considered upto maximum 10% Increment provided fuel prices & Govt. Wage rate (for Driver) during the year have been increased substantially. The Agency must ensure to provide Minimum specified Wage to the Driver as per the prevailing Labour code & should produce an affidavit for the same.**
b. The vehicle provided must be registered in Bihar and properly insured.
c. Vehicle model should not be of earlier than Jan 2023. All vehicles should be with A.C
d. The Driver must have the licenses and properly dressed up with Khaki or white Shirt & trousers during the duty hours.
e. The Agencies will be solely responsible for any misconduct of the drivers.
f. No advance payment would be made.
g. TDS will be deducted at source from hiring bill's as per the Income Tax Act
h. The PMAA reserves the right to terminate the contract with 30 days' notice without assigning any reason.
i. In case of any Loss, damage or accident, total responsibility lies with agency driver, he will be fully responsible in case unauthorized/ illegal materials are found in the vehicle during the use of the officials of the PMAA.

j. Parking & toll taxes will be reimbursable on Producing actual Payment's receipt.
k. Payment shall be made preferably after the submission of invoices in duplicate by the Agency.
l. The Vehicle should be in hygienic condition and should be provided on time Replacement of vehicle shall be done immediately in case repair, maintenance or any other condition with equally good condition vehicle. The agency shall be responsible for appropriate insurance coverage. In this regard, the agency shall maintain Drivers compensation: Agency shall also maintain comprehensive general liability insurance, including contractual liability coverage adequate to cover the indemnity of obligation against all damage to any property arising out of, or in connection with, the services which result from the fault of the agency, or its driver. The Agency shall provide PMAA with certification thereof upon request.
m. The Agency should have enough resources to repair their vehicles in minimum possible time. When required, they should be in a position to substitute/replace or arrange extra vehicle at very short notice.
n. The Agency shall not employ any person as driver who has not completed 18 years of age. The agency shall comply with all statutory provisions as laid down under various Labour Laws like Minimum wages, Contract Labour Act etc. In case of violation of any such statutory provisions, the agency will be solely responsible.
o. The Agency shall be solely liable for any legal issues.
p. The Agency whose tender for monthly hiring is accepted shall deposit Performance Security for an amount of Rs. 2,00,000/- (Rs. Two Lakh) Only within 10 days from the issue of offer of work order. It should be submitted in the mode of DD/Bank Guarantee in favor of CEO, PMAA, Patna. The contract shall be signed only after furnishing of performance security shall be forfeited by the PMAA and the Agency shall be blacklisted in addition to the termination of the contract.
q. The vehicles must possess Commercial registration number.

**3. Additional Terms and Conditions for Monthly Hired Vehicle:** In addition to terms and conditions mentioned above in para-2, the following additional terms and conditions shall be applicable on vehicles taken on monthly hire:-

a. The driver should have at least 2 years of work experience and should be of minimum 23 years of age.
b. The driver shall be in proper dress khaki or white shirt-dark pant. He should be well aware of and should meticulously follow traffic rules. Behavior of the driver should be extremely courteous and refined. He should have absolutely clean background and police record.
c. Driver shall be provided with mobile phone for smooth communication and the cost shall be borne by agency.
d. The duty timing of the monthly hired driver would be normally from 8 am to 8 Pm but could be longer as per requirement and need. Accordingly, the driver needs to be paid/compensated for overtime and other allowances by the agency.

e. One day compulsory rest in a week shall be given to the driver. On the day of rest. alternate driver shall be provided by the agency as per need of the PMAA
f. The agency will have to provide the replacement of driver in case of any eventuality. PMAA has the right to ask the agency for removal of any Driver, who is not found competent or disciplined.
g. Once assigned, the vehicle will not be changed replaced without prior permission of the PMAA.
h. There shall be separate log book for monthly vehicle maintained by the driver agency. All entries in the log book will be verified countersigned by the concerned officers in the respective log book of the vehicle.
i. In case of failure to provide vehicle on time, PMAA will procure a vehicle from open market and the charges paid to such vehicle will be deducted from the monthly bill of the Agency. In addition, a penalty of Rs. 1000/- per day till the date of default shall also be charged by the PMAA from the Agency, which will be deducted from the bill.
j. The Agency shall submit attested copies of owner book. insurance papers and other papers of the vehicle and attested copies of driving license of the Driver.

**4. Bidding Process, Evaluation of bids and Contract**

a) Tenders shall be submitted in two envelopes separately for technical and financial bids. These two envelopes shall be sealed in another large envelope and shall be submitted as described in the first part of this document.
b) The technical bid would be opened and evaluated first. Financial bids of only those bidders who qualify in technical bid would be opened for evaluation. Technical bid should contain all the documents and testimonials as given in the eligibility condition.
c) Financial bid shall be submitted in two forms as prescribed in Schedule-l. The last column of these forms show the calculation of total cost for a fixed number of km which shall be considered for evaluation of financial bid and deciding the LI bidder.
d) For monthly hiring of vehicle. L1 bidder would be determined on the basis of average of the total cost for all the three types of vehicle taken together (average of total of one month rent for 1500 K.M. or 2000 K.M., as required, of all three vehicles), as given in Schedule-I.
e) The successful bidders will enter into contract with PMAA as per above terms and conditions within a week of finalization of the bidding process. Failure on the part of bidder to do so may result in cancellation of its bids and PMAA mas at its liberty negotiate with other bidders for the contract at L1 prices.
f) In case of unsatisfactory service by selected agencies or cancellation of contract within the contract period, PMAA can obtain service from any other bidders at LI prices of each vehicle.
g) Bidders must submit the Financial bid only in the presribed format (Schedule - I of original Quotation Document), failing to which their Financial bid may be rejected.

# Schedule-I

## Financial bid for Monthly hiring of vehicle

Name of Agency.....

Address.....

.....

Contact Person.....

Phone No.....

| Sr. No. | Type Model of Vehicle | Rate including fuel, drivers salary etc. (In Rs. And Paisa) | | For Bid Evaluation:- Running 1500 km in a month (C+D*500) | For Bid Evaluation:- Running 2000 km in a month (C+D*1000) |
|---|---|---|---|---|---|
| | | Monthly rent for upto 1000 km running | Beyond 1000 km, Rate per km | | |
| A | B | C | D | E | F |
| 1 | Scorpio, Ertiga, XL-6. | | | | |
| 2 | Bolero, Xylo | | | | |
| 3 | Swift Dezire, Tata Zest, Ciaz. Honda City | | | | |
| For Bid Evaluation: Average cost (total of column & divided by3) | | | | | |

**Notes:**

a) The above mentioned any of the vehicles may be used with **Full Body Vinyl Stickers sticking** or similar. The PMAA will bear the cost of any addition like sticking or similar for one time only for one year. No replacement of vehicle will be allowed during the contract period. In case of replacement of vehicle, the cost of branding (Full Body Vinyl Stickers sticking or similar) will be bear by the selected Agency.

b) The rates should be inclusive of all the incidental cost like Petrol Diesel, insurance, rval tax, servicing charge etc, as well as payment made to Driver.

c) Duty hours would be from 8 am to 8 pm on all days, including Saturdays, Sundays and holidays. The time is indicative only and it may change as per need and duty timings could be higher.

d) The Vehicle would be used for outstation journey too Outstation allowance (night halt) 1200 per night will be paid directly to the Driver by the PMAA.

e) Max distance payable from garage to office & office to garage is 100 km each side.

f) The bidder has to quote the rate for specific model & the submit the price justification / breakup for the same.