

**Rate Contract for providing light motor vehicles to  
Jharkhand Renewable Energy Development Agency  
(JREDA) for office & Site work by a reputed travel  
agency on a rental basis.**

**Tender reference no.: 10/JREDA/Vehicles/26-27**



**Jharkhand Renewable Energy Development Agency  
(JREDA)**

3rd Floor, S.L.D.C. Building, Kusai Colony, Doranda, Ranchi-834002.

Ph.: 0651-2491161, Fax: 0651-2491165,

E-mail: [info@jreda.com](mailto:info@jreda.com); Website: [www.jreda.com](http://www.jreda.com)

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**JHARKHAND RENEWABLE ENERGY DEVELOPMENT AGENCY (JREDA)**  
**3<sup>rd</sup> Floor, SLDC Building, Kusai, Doranda, Ranchi- 834002.**  
**Ph.No: 2491161, Fax No: 0651-2491165**  
**Web site: [www.jreda.com](http://www.jreda.com), E-mail: [info@jreda.com](mailto:info@jreda.com)**

**e-Procurement Notice**

**Tender Reference No.: 10/JREDA/Vehicles/26-27**

**Dated: 15.05.2026**

Jharkhand Renewable Energy Development Agency (JREDA) is an autonomous body registered under the Societies Act, 1860, and is under the administrative control of the Department of Energy, Govt. of Jharkhand, for promoting the use of renewable energy sources, with its registered office at Kusai colony, Doranda, Ranchi, Jharkhand-834002. JREDA requires vehicles on a hire basis for official use as well as site visits in the state of Jharkhand.

Sealed bids are invited from financially sound suppliers/firms/agencies having experience in a similar nature of work for the following:

1	Name of the work	"Engagement of Agencies for "Rate Contract for providing light motor vehicles to Jharkhand Renewable Energy Development Agency (JREDA) for office & Site work by a reputed travel agency on a rental basis."
2	Estimated cost (in Rs.)	<b>₹ 15,000,00/- (Fifteen Lakhs Rupees Only/-) Inclusive of GST.</b>
3	Earnest Money Deposit (Refundable) (In Rs.)	<b>₹ 30,000/- (Thirty Thousand Rupees Only/-) Inclusive of GST.</b>
4	Cost of Tender Document (Bid Fees) Non-refundable (In Rs.)	<b>₹ 2,950/- (Two Thousand Nine Hundred Fifty Rupees Only/-) Inclusive of GST.</b>
5	Contract period	<b>12 (Twelve) Months</b>
6	Date of publication of NIT on website: <a href="http://jharkhandtenders.gov.in">http://jharkhandtenders.gov.in</a>	<b>18.05.2026 (Monday)</b>
7	Date & time of pre-bid queries at JREDA office	<b>25.05.2026 (Monday) up to 02:00 P.M.</b>
8	Last date & time for receipt of online bids	<b>16.06.2026 (Tuesday) up to 05:00 P.M.</b>
9	Submission of Bid fee & EMD (Online via SBI Payment Gateway of Jharkhand Tenders)	<b>16.06.2026 (Tuesday) up to 05:00 P.M.</b>
10	Technical Bid Opening Date	<b>19.06.2026 (Friday) at 03:00 P.M.</b>
11	Name & address of office inviting tender	Director, Jharkhand Renewable Energy Development Agency (JREDA) 3 <sup>rd</sup> Floor, SLDC Building, Kusai, Doranda, Ranchi- 834002 (Jharkhand)
12	Contact no. of the procurement officer	0651-2491163/67/61/7903935514
13	Helpline no. of e-procurement	0651-2491163/67/61

**Any corrigendum/addendum can be seen on the website: <http://jharkhandtenders.gov.in> & [www.jreda.com](http://www.jreda.com). Further details can be seen on the website: <http://jharkhandtenders.gov.in> & [www.jreda.com](http://www.jreda.com).**

**Sd/-  
Director,  
JREDA, Ranchi**

**JHARKHAND RENEWABLE ENERGY DEVELOPMENT AGENCY (JREDA)**  
**3<sup>rd</sup> Floor, SLDC Building, Kusai, Doranda, Ranchi- 834002.**  
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**List of Important Dates & Details of Bids**

**Tender Reference No.: 10/JREDA/Vehicles/26-27**

<b>List of important dates &amp; details of Bids</b>		
1.	Name of work	"Engagement of Agencies for "Rate Contract for providing light motor vehicles to Jharkhand Renewable Energy Development Agency (JREDA) for office & Site work by a reputed travel agency on a rental basis."
2.	Estimated Cost of NIB	<b>₹ 15,000,00/- inclusive of GST.</b>
3.	Engagement period	<b>12 (Twelve) Months</b>
4.	Tender Fee / Bid Fee (Non-Refundable) and Earnest Money Deposit (Refundable) should be deposited in the online mode via the SBI payment gateway.	The Bidder needs to submit the amount of ₹ <b>32,950/-</b> (Thirty-Two thousand Nine Hundred Fifty Rupees Only) online mode via SBI payment gateway on <a href="https://jharkhandtenders.gov.in">https://jharkhandtenders.gov.in</a> , which consists of the cost of the NIB document (non-refundable), is ₹ <b>2,950/-</b> (Inclusive of GST@ 18%) and Earnest Money Deposit (EMD) of ₹ <b>30,000/-</b> (Refundable).
5.	Mode of submission of tender	Online through <a href="https://jharkhandtenders.gov.in/">https://jharkhandtenders.gov.in/</a> up to <b>16.06.2026 (Tuesday) till 05:00 P.M.</b>
6.	<b>Publishing on the website</b>	<b>Date: 18.05.2026 (Monday)</b>
7.	Tender Documents can be filled from the Jharkhand tender <a href="https://jharkhandtenders.gov.in">https://jharkhandtenders.gov.in</a> on all working days.	<b>Start date: 19.05.2026 (Tuesday) Time: 03:00 P.M.</b>  <b>End date: 16.06.2026 (Tuesday) Time: 05:00 P.M.</b>
8.	Last Date & time for Submission of Pre-Bid Queries	<b>23.05.2026 (Saturday) Time: 02:00 P.M</b> At JREDA, Ranchi Office, 3rd Floor, SLDC Building, Kusai Colony, Doranda
9.	Technical Bid Opening Date	<b>19.06.2026 (Friday) at 03:00 P.M.</b>
10.	Authority inviting bids	Director, Jharkhand Renewable Energy Development Agency (JREDA)
11.	Address	Jharkhand Renewable Energy Development Agency (JREDA) 3rd Floor, SLDC Building, Kusai Colony, Doranda, Ranchi- 834002. Ph. No: <b>0651-2491161/63/67</b> <b>Mob. No: +91-7903935514</b> <b>Website: <a href="http://www.jreda.com">www.jreda.com</a>   E-mail: <a href="mailto:info@jreda.com">info@jreda.com</a></b>

## **GENERAL TERMS AND CONDITIONS**

**Online bid** is invited from Travel agencies for providing light motor vehicles to Jharkhand Renewable Energy Development Agency (JREDA) for office & Site work on a rental basis, having the prerequisite condition as detailed below:

### **A. KEY REQUIREMENTS:**

1. The vehicles should be in very good condition. However, preference will be accorded to the bidders deploying the new/latest vehicle.
2. The bidder shall provide the good-condition commercial vehicles with valid commercial registration.
3. The driver of the vehicles should have a valid driving license for at least 2 years, should not exhibit rude and careless behaviour, have knowledge of safety and security, be free from any alcoholic- narcotics addition and will not have any past accident history or any pending legal issue against the driver.
4. The Travel Agency should have its own operational office at Ranchi during the Contract period. Proof of that has to be submitted along with the bid.
5. The travel agency/vendor shall ensure that the vehicles provided will be free from all types of Govt levies, e.g., Regd. Fee, valid permit, Road Tax, Insurance, Pollution Control Certificate and if any applicable statutory obligation.
6. The Agency has submitted their organizational profiles as per the format placed at **Annexure-T3**
7. The information and/or documents shall be submitted by the bidder as per the format specified in this tender document.
8. Bidders have to quote the rate for all types of vehicles mentioned in the NIT. Bidders quoting for a single type of vehicle will be rejected.
9. **Technical Bid – details**

#### **Form I: Technical Bid – details**

Bidders shall submit the technical Bid in the formats (T-1 to T-10) (the "Technical Bid"). While submitting the Technical Bid, the Bidder shall, in particular, ensure that:

JREDA reserves the right to verify all Statements, information, and documents submitted by the Bidder in response to the NIB. Failure of JREDA to undertake such verification shall not relieve the Bidder of its obligations or liabilities hereunder, nor will it affect any rights of JREDA thereunder. In case it is found during the evaluation or at any time before signing of the Agreement or after its execution and during the period of subsistence thereof, that one or more of the eligibility conditions have not been met by the Bidder or the Bidder has made a material misrepresentation or has given any materially incorrect or false information, the Bidder shall be disqualified forthwith if not yet appointed as the Consultant either by issue of the Work Order or entering into of the Agreement, and if the Bidder has already been issued the Work Order or has entered into the Agreement, as the case may be, the same shall, notwithstanding anything to the contrary contained therein or in this NIB, be liable to be terminated, by a communication in writing by JREDA without JREDA being liable in any manner whatsoever to the Bidder or Consultant, as the case may be.

In such an event, JREDA shall forfeit and appropriate the Bid Security as mutually agreed pre-estimated compensation and damages payable to JREDA for, inter alia, time, cost, and effort of JREDA, without prejudice to any other right or remedy that may be available to JREDA.

## **Form II: Financial Bid – details**

**Bidders shall submit the Financial Bid in the prescribed BOQ (Excel sheet) online only, clearly indicating the cost of Consultant's service charges for "Engagement of Agencies for "Rate Contract for providing light motor vehicles to Jharkhand Renewable Energy Development Agency (JREDA) for office & Site work by a reputed travel agency on a rental basis. "In both figures and words, in Indian Rupees, and signed by the Bidder's authorized signatory.**

**Financial Bid shall be submitted online only. In case the financial Bid is not submitted online, the said bidder shall be disqualified from the NIB.**

While submitting the Financial Bid, the Bidder shall ensure the following:

- i. All the costs associated with the assignment shall be included in the Financial Bid, including taxes. The total amount indicated in the Financial Bid shall be without any condition attached or subject to any assumption, and shall be final and binding. In case any assumption or condition is indicated in the Financial Bid, it shall be considered non-responsive and liable to be rejected.
- ii. The Financial Bid shall take into account all expenses and tax liabilities, excluding the GST / Service Tax. For the avoidance of doubt, it is clarified that all taxes that are applicable or may become applicable shall be deemed to be included in the costs shown under different items of the Financial Bid. Further, all payments shall be subject to the deduction of taxes at source as per applicable laws.
- iii. Toll tax and Parking charges shall be paid by JREDA on an actual basis, subject to submission of documentary evidence/toll receipts regarding the same.
- iv. Costs (including breakdown of costs) shall be expressed in INR.
- v. Duly quoted & digitally signed Bill of Quantity (BOQ) in the file supplied by JREDA
- vi. Declaration by Bidder in the format Annexure T3 form of Bid in .pdf format.

**NOTE: - All the documents should be digitally signed by the Bidder.**

## ELIGIBILITY CRITERIA:

1. The bidder should be a registered travel agency

### 2. Work Experience:

The bidders should have adequate experience in similar work or in the tour and travel business, providing vehicles/taxis to the Central/State Government/Semi-Government/Public Sector Unit (PSU)/State Nodal Agency (SNA)/State Designated Agency (SDA).

In this regard, bidders must have experience with a single (01 nos.) work order of 3 years' duration within the last 7 years, along with supporting documents such as a work order, along with experience certificate, /Payment advice/GST invoice must be submitted.

Or

Three (03 nos.) separate work orders, each of 1 year's duration, within the last 7 years, along with supporting documents such as work order along with, experience certificate/Payment advice/GST invoices, must be submitted.

**Definition of Similar Work:** The words "Similar Work" shall mean the experience in providing commercial vehicles to the Central/State Government/Semi-Government/Public Sector Unit (PSU)/State Nodal Agency (SNA)/State Designated Agency (SDA).

3. Bidders should also have a minimum average annual turnover of **30%** to the estimated project cost (**i.e., Rs. 4.5 Lakhs**) in the past three years as per **Annexure-T4**.
4. Bidder should have a **positive** net worth as per **Annexure-T8**.
5. Bidders should submit a copy of the GST Registration Certificate & PAN with the ITR of the last three preceding financial years ending **on 31<sup>st</sup> March 2025**.
6. **Submission of Bid Fees & EMD:**
  - a. The Bidder needs to submit the amount of ₹ **32,950/- (Thirty-Two thousand Nine Hundred Fifty Rupees Only)** in online mode via the SBI payment gateway on <https://jharkhandtenders.gov.in>, which includes the cost of the NIB document (non-refundable), is ₹ **2,950/-** (Inclusive of GST@ 18%) and Earnest Money Deposit (EMD) of ₹ **30,000/-** (Refundable).
  - b. **Submission of Security Deposit:**

The shortlisted Bidder has to submit a Security Deposit @10% of the work order value, in the form of DD/BG/FDR, in favour of the Director, JREDA, Payable at Ranchi.
  - c. If the security deposit is not submitted within the stipulated period from the date of issue of the work order, then JREDA shall cancel the work order.
  - d. In case the vendor is Blacklisted or debarred from any Govt. organization, then the bids may be rejected by JREDA as per **Annexure-T7**

## TERMS AND CONDITIONS:

1. The contract for providing vehicles on a monthly and daily basis will be given to the lowest bidder while meeting all the terms and conditions given in the tender document.

2. Type of vehicles required to be supplied:

Sl. No.	Type of vehicles	No. of vehicles	Mileage	Category/Terms of use
1	TATA Indigo / Swift Dezire / TATA Zest / Honda Amaze or equivalent AC vehicle	01	10 KM/Litre	30-31 days a month @ 12 hrs. per day (including Sundays and other Holidays). Additional Hours shall be paid as per the same ratio proportion of the discovered fixed rate.
2	Bolero/Ertiga or equivalent AC vehicle	01	10 KM/Litre	30-31 days a month @ 12 hrs. per day (including Sundays and other Holidays). Additional Hours shall be paid as per the same ratio proportion of the discovered fixed rate.
3	Innova/Scorpio/TATA Safari/XUV700/ TATA Harrier with an AC vehicle	01	08 KM/Litre	30-31 days a month @ 12 hrs. per day (including Sundays and other Holidays). Additional Hours shall be paid as per the same ratio proportion of the discovered fixed rate.

**Note: Toll tax and Parking charges shall be paid by JREDA on an actual basis, subject to submission of documentary evidence/toll receipts regarding the same.**

3. The contract for the above vehicles shall be valid for one year from the commencement of the contract up to the date of signing of the contract, subject to the clause at Sr. No. (25) of these terms & conditions. If the performance of the service provider is found to be satisfactory, then further extension of a one-year period may be given as per the requirement of JREDA.
4. The service provider should be duly registered with the concerned Central/State Govt. authorities and should be a well-established Taxi agency/firm (hereinafter referred to as the "agency/firm"). Such vehicle providers should also submit details of other such Govt. Organizations/semi-Govt. Organization to which they have extended similar service in the recent past as well as the present.
5. The vehicles shall be for the exclusive use of this office and should not be used by the service provider for any other purpose.
6. The vehicle shall be made available on all days, including Saturday, Sunday & Holidays, if required.
7. The service provider should have sufficient numbers of vehicles and drivers with them. In case of breakdown of the vehicle or non-availability of the driver at any time.
8. The rate quoted should be for a commercially registered vehicle and shall be in proper running condition. The vehicles should be kept in neat, clean and in perfect running condition with clean interiors and proper upholstery.
9. The service provider shall provide dedicated commercial vehicles and drivers, and any change in vehicle and/or driver should be made only in very exceptional circumstances. Replacement of the vehicle/driver should be provided in the event of a breakdown of the vehicle/non-availability of the driver. The driver should have a

Transport License, and their antecedents should be duly verified by the Police authorities, at the instance of the service provider.

10. In case the condition of the vehicles is not found to be satisfactory, they shall be returned for immediate replacement. In case no replacement is provided on time, the office of the Director, JREDA, to whom the vehicle has been provided, would have the right to hire a vehicle from the market, and the additional cost incurred by the office will be borne by the service provider.
11. The service provider would ensure that the drivers employed have a valid driving license and a clean driving record. The driver of the vehicle provided must follow traffic rules and all other regulations prescribed by the Govt from time to time. The driver shall observe all the etiquette and protocol while performing his duty & shall be neatly dressed in proper uniform.
12. The drivers employed along with the vehicle should satisfy the following conditions:
  - i) The service provider shall provide the name and addresses of the drivers.
  - ii) Drivers should have a minimum of 3 years of driving experience. They should have vehicle Transport Licenses for driving passenger vehicles on hire. They should also not be involved in more than two accidents or challans for negligent driving.
  - iii) The driver(s) shall observe all the etiquette and protocol while performing duty.
  - iv) Once a driver has been allotted to a particular vehicle, he should remain with the same vehicle for a period of at least one year. Any change in the designated driver should be intimated to the concerned officer 24 hours before such a change is effected.
  - v) The driver should be provided with a mobile phone. They should carry a mobile phone in working conditions for which no separate payment shall be made by this office.
  - vi) Driver should be decent and well behaved and should not have any criminal Cases against him, and should not have any past history of accidents.
  - vii) The car should be kept clean and odour-free, and suitable for official use.
13. In case of vehicle breakdown, a substitute vehicle shall be provided by the service provider immediately. In case the vehicle does not report within a reasonable time or does not report at all, the Department would have the right to hire a vehicle from the market, and the additional cost incurred by the Department will be borne by the Contractor. In case neither a substitute vehicle is provided, nor a vehicle is hired by the Department, proportionate contract charges are liable to be deducted from the contract charges payable.
14. The vehicle should be registered with the concerned department of the Central/State Govt. The agency/firm should have adequate contact numbers of telephones/mobiles round the clock.
15. JREDA reserves the right to reject all or any of the offers without assigning any reason thereof, and the decision of this office shall be final and binding.
16. The billing will be done monthly to the Director, JREDA, to whom the vehicle has been hired, and the bills will be submitted in triplicate by the first week of the succeeding month.
17. A daily record indicating time and mileage for each vehicle shall be maintained by the driver in a log book in a format as per JREDA instructions. The logbook shall be submitted to the office of JREDA regularly for scrutiny in respect of the vehicles. The

time and mileage shall be taken into account from the reporting point.

18. Financial bids of only those service providers would be opened who have qualified in respect of the technical bids.
19. Once the hiring of vehicles commences from a particular service provider, the vehicles and the drivers should not be changed unless so requested by JREDA to whom the vehicle has been hired. The vehicle must be available at any time of the day as desired by JREDA.
20. On awarding of the contract, the service provider has to furnish certified copies of RC books in respect of all hired vehicles to JREDA.
21. JREDA shall be liable to pay the hiring charges only in respect of the Vehicles hired. Any other charges, including monthly, daily charges of the driver, including all other expenses, repair and maintenance of the vehicle, insurance, oil and any other incidental expenses shall be borne by the service provider.
22. They should provide their Service Tax Registration Certificate number & PAN card with the Income Tax Return of the last financial year.
23. **A penalty of Rs. 500/- per day per vehicle may be levied if any vehicle or driver, or service provider fails to meet the above terms & conditions on any day.**
24. In case of an accident, any claims and damages arising therefrom shall be met by the service provider. The service provider shall undertake to indemnify the Department against all damages/charges arising on account of or connected with the negligence of the service provider or his staff or any person under his control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof. This office shall not be responsible for any challan, loss, damage or any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage, or legal expenses on this account shall be borne by the service provider.
25. The service provider will comply with the Labour Laws in force, and all liabilities in this connection will be theirs. The agency will be solely responsible for strict compliance with all the rules and regulations notified by Govt from time to time for the operation of commercial vehicles.
26. The Department will not be under any obligation, legal or otherwise, to provide any employment to any of the personnel of the service provider during or after the expiry of the hire period. The Department recognizes no employer-employee relationship between the Department and the personnel deployed by the service provider. The Department shall not be responsible financially or otherwise for any injury to the vehicle or driver or person deployed by the service provider during the course of hire.
27. The contract between JREDA and the service provider can be cancelled after a prior notice of one month from either side, in the event of poor service or violation of any of the conditions stipulated.
28. Any matter during the period of this agreement, which has not been specifically covered by this agreement, shall be decided by the Director, JREDA, whose decision shall be final and conclusive.
29. No additional terms & conditions over and above the conditions stipulated above shall be entertained by JREDA.

30. In case of any dispute of any kind and in any respect whatsoever, the decision of the Director, JREDA, shall be final and binding.

**31. Submission of Bids**

The bidder shall submit the proposal through online mode only, and the Bidder needs to submit the amount of ₹ **32,950/- (Thirty-Two Thousand Nine Hundred Fifty Rupees Only)** online mode via SBI payment gateway on <https://jharkhandtenders.gov.in>, which consists of the cost of the NIB document (non-refundable), is ₹ **2,950/-** (Inclusive of GST@ 18%) and Earnest Money Deposit (EMD) of ₹ **30,000/-** (Refundable) for participation in the NIB. However, during the course of evaluation of the proposal, the competent authority has the right to carry out due diligence in a fashion relevant to understanding the facts.

**Timeline for Submission of Bid:**

- Bids from Bidders, complete in all respects, must be received by JREDA on or before the date mentioned in the Notice for Inviting Bid.
- JREDA may extend the deadline for submission of bids by issuing an agenda/corrigendum, in which case all rights and obligations of JREDA and the bidders previously subject to the original deadline will be subject to the new deadline.
- Detailed Instructions & Documents to be furnished for Bidding.

**32. Submission of Security Deposit:** On acceptance of the bid:

**A) The shortlisted Bidder** has to submit a Security Deposit @10% of the work order value, in the form of a DD/BG/FDR from a nationalized bank in favour of the Director, JREDA Payable at Ranchi.

**B)** If the security deposit is not submitted within the stipulated period from the date of issue of the work order, then JREDA shall cancel the work order.

**C)** After submission of the Security deposit, the EMD will be returned to the successful bidder after 30 days.

33. The technical bid shall not mention any financial matters such as the amount quoted per month, etc. Upon observance of any such mention in the Technical Bid, the tender will be summarily rejected.

34. The Service Provider shall undertake to indemnify the department against all damages/charges arising on account of or connected with the negligence of the service provider or his staff or any person under his control, whether in respect of accident injury to the person or damages to the property of any member of the public or any person.

35. All expenses relating to the salary and allowances of the driver shall be borne by the Service Provider. Likewise, all expenditures related to the vehicle, including insurance, maintenance & fuel, etc., will also be borne by the Service Provider.

36. The rate should be clearly indicated in words as well as in figures on **a Monthly and Daily** basis. The quoted rate should be separate for all the vehicles. No further enhancement will be considered arising out of any taxes or duties during the tenure of the work order. The successful bidder will be paid service tax extra on production of a paid-up receipt against the order. The financial rate should be submitted as per the Proforma given at **Annexure-T10**.

### 37. Agreement

The Shortlisted Bidder shall enter into an agreement within 15 days from the issue of the work order in the office of Director JREDA, Ranchi, on non-judicial stamp paper of appropriate value after deposit of the security money, failing which the Work Order may be cancelled. Uploaded documents by the shortlisted Consultant in NIB will be verified with the original before signing the agreement.

### 38. Period of Engagement

Bidder shall be engaged by JREDA for 365 days from the date of the work order issued, which may be extended for one (01) year as per JREDA's requirements. However, the projects in hand at the time of completion of the 365 days would have to be completed by the bidder within the time period, as may be mutually agreed, without any extra cost. It is suggested to complete the said work as mentioned in the SOW of the NIB for the further payment process. The period of engagement to complete said work under the NIB is mentioned below:

S. No.	Event	Timeline
1.	Date of Work order between JREDA and the Selected Bidder through the tendering process.	X Day
2.	Date of Agreement between JREDA and the Selected Bidder through the tendering process.	X+15 Days

### 39. Terms of Payment:

Payment will be made monthly basis after the Engineer-in-Charge verifies the submitted bills and supporting documents.

### 40. Engineer-in-Charge

The Concerned Electrical Executive Engineer of JREDA will be the Engineer-In-Charge of the work. The shortlisted Consultant shall have to be in regular contact with the Engineer-In-Charge for the successful execution of the work.

### 41. Cancellation of Contract

JREDA will be at liberty to terminate in part or in full the awarded contract without prejudicing its rights and affecting the obligations of the Consultant by giving 15 (Fifteen) days' notice in writing in the following events:

- a. The term of the Agreement expires; other appropriate action for non-compliance with the order. During the contract period, if any type, or
- b. Termination of Agreement by JREDA due to non-performance during the execution of Work; or
- c. Performance is below the expected level; or
- d. Non-adherence to the timelines of the project; or
- e. Quality of work is not satisfactory.
- f. Other terms and conditions are enumerated in the said **JREDA NIB No. 10/JREDA/Vehicles/26-27**, which will be the integral part of this contract.

### 42. ARBITRATION

All disputes arising out of or in connection with the present contract shall be finally settled under the Arbitration and Conciliation Act'1996.

**43. Sub-Letting**

In no case will subletting of the contract be allowed. If the Consultant contravenes this condition, JREDA reserve the right to cancel the work contract.

**44. Jurisdiction of Court**

All legal disputes between the parties shall be subject to the jurisdiction of the Jharkhand High Court, Ranchi only.

Agreed and accepted the above terms and conditions

(Signature & Seal of the Firm/ Agency/  
Supplier)

**FORM I: Covering Letter (on Bidder's letterhead)**

**Tender Reference No.: 10/JREDA/Vehicles/26-27**

Date:

To,  
The Director,  
Jharkhand Renewable Energy Development Agency (JREDA)  
3rd Floor, SLDC Building, Kusai Colony, Doranda, Ranchi, Jharkhand.

**Sub: Rate Contract for providing light motor vehicles to Jharkhand Renewable Energy Development Agency (JREDA) for office & Site work by a reputed travel agency on a rental basis.**

Dear Sir,

1. Having examined the NIB, we, the undersigned, offer to propose for the Engagement of Consultants with JREDA, in full conformity with the said NIB.
2. We have read the provisions of NIB and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.
3. We agree to abide by this Proposal, consisting of this letter, the Pre-qualification and Technical Proposal, the duly notarised written power of attorney, and all attachments, including the presentation to be made to the evaluation Committee, if required, it shall remain binding upon us and at any time before the expiration of the period of engagement.
4. Until the formal final Contract is prepared and executed between us, this Proposal, together with your written acceptance of the Proposal and your notification of award, shall constitute a binding contract between us.
5. We hereby declare that all the information and statements made in this proposal are true & correct. We accept that any misinterpretation contained in it may lead to our disqualification.
6. We understand you are not bound to accept any proposal you receive.

Signature..... In the capacity of .....Duly authorized to sign Proposal for and on behalf of.....

Date.....

Place.....

**Technical Proposal Formats**

The Bidders are required to submit their Technical Proposals in the formats given as **Annexure T1 to T10.**

**Annexure-T1: Covering Letter**

**Tender Reference No.: 10/JREDA/Vehicles/26-27**

(On bidder's letterhead)

From:

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To:

The Director,  
Jharkhand Renewable Energy Development Agency (JREDA), 3rd Floor, S.L.D.C. Building,  
Kusai Colony, Doranda, Ranchi -834002.

**Sub: Rate Contract for providing light motor vehicles to Jharkhand Renewable Energy Development Agency (JREDA) for office & Site work by a reputed travel agency on a rental basis.**

The hiring of a bidder/firm \_\_\_\_\_ regarding,  
I/we, bidder/firm, herewith \_\_\_\_\_ enclose the Technical Proposal for the **Rate Contract for providing light motor vehicles to Jharkhand Renewable Energy Development Agency (JREDA) for office & Site work by a reputed travel agency on a rental basis.**

Yours faithfully,

Signature & Seal

Full Name & Address:

## Annexure-T2: Covering Letter

Tender Reference No.: 10/JREDA/Vehicles/26-27

S. No	Particulars	Uploaded or not	Page No. in the Technical Bid
1	<b>Bidder</b> shall submit the online Receipt of Earnest Money Deposit (EMD) of ₹ <b>30,000/-</b> (Refundable) and NIB document-Bid Fees (Non-refundable) of ₹ <b>2,950/-</b> (Inclusive of GST@ 18%) for participation in the NIB		
2	Audited balance sheet of the last three years (2022-2023, 2023-24 & 2024-25) ITR (2023-24, 2024-25, 2025-26, 2026-27).		
3	PAN Card		
4	Service Tax/ GST Certificate		
5	Covering letter (Annexure-T1)		
6	Checklist for technical bid (Annexure-T2)		
7	Information about the Bidding Firm (Annexure-T3)		
8	Average Annual turnover (Annexure-T4)		
9	Contact person for the NIB (Annexure-T5)		
10	Assignment of similar nature of work during the last 7 years (Annexure-T6)		
11	Declaration by the bidder (Annexure-T7)		
12	Net worth Certificate (Annexure- T8)		
13	Technical Summary Bid Checklist for NIB (Annexure – T9)		

**\* Please write the page number in the box.**

**Please ensure:**

I.

(Signature of Authorised Signatory)

**Name:**  
**Designation:**  
**Company seal:**

**Annexure-T3: Information about the Bidding Firm**

**Tender Reference No.: 10/JREDA/Vehicles/26-27**

(To be submitted on the official letterhead of the company)

<b>SL. No.</b>	<b>Particulars</b>	
1.	Name of the Bidder	
2.	Address of Bidder with Telephone, fax and email	
3.	Address of the Registered Office	
4.	Other details and remarks, if any	

Yours faithfully,

**Name:**

**Designation:**

**Company seal:**

## Annexure-T4: Format for Financial Requirement – Annual Turnover

### Tender Reference No.: 10/JREDA/Vehicles/26-27

[On the letterhead of Bidding Company]

To,

The Director,  
Jharkhand Renewable Energy Development Agency  
3rd Floor, S.L.D.C. Building,  
Kusai Colony, Doranda, Ranchi – 834002.

Sir,

**Sub: Rate Contract for providing light motor vehicles to Jharkhand Renewable Energy Development Agency (JREDA) for office & Site work by a reputed travel agency on a rental basis.**

We certify that the Bidding Company had an average Annual Turnover of ₹ .\_\_\_\_\_Based on audited annual accounts of the last three years ending **31.03.2025**.

Sl. No.	Financial Year	Turnover (in ₹ .)
1	2022-23	
2	2023-24	
3	2024-25	

**Authorized Signatory (Power of Attorney holder)**

**Statutory Auditor**

**(Stamp & Signature)**

**(Stamp & Signature)**

**Date:**

**Membership No.-  
UDIN No.-**

**Note:** a. Average Annual Turnover will be calculated based on the annual Turnover of the three consecutive years.  
b. This Certificate should be issued by the Chartered Accountant (CA) who has issued the Audited Account with UID no.

**Annexure-T5: Contact Person for the NIB**

**Tender Reference No.: 10/JREDA/Vehicles/26-27**

[On the letterhead of Bidding Company]

<b>1</b>	Contact Person name for the NIB	
<b>2</b>	Designation	
<b>3</b>	Contact No. (phone & mobile)	
<b>4</b>	Fax No.	
<b>5</b>	E-mail ID	
<b>6</b>	Corresponding address with pin code	
<b>7</b>	Remarks	

(Signature of Authorized Signatory)

**Name:**

**Designation:**

**Company Seal:**

## Annexure-T6: Assignments of Similar Nature During the Last 3 Years

**Tender Reference No.: 10/JREDA/Vehicles/26-27**

**Sub: Rate Contract for providing light motor vehicles to Jharkhand Renewable Energy Development Agency (JREDA) for office & Site work by a reputed travel agency on a rental basis.**

S. No	Scope of work	Name of the assignment and brief document	Work Order/Purchase Order No. / LoA	Experience Certificate/ Payment Advice/GST Invoice	Assignment Awarded by	Remarks
			Page No.	Page No.		
1						
2						
3						

**Full Name & Address**

**Signature & Seal**

Note: Please attach documentary proof.

**Annexure-T7: Declaration by the Bidder**  
**Tender Reference No.: 10/JREDA/Vehicles/26-27**

(To be submitted on the official letterhead of the company)

I/We (hereinafter referred to as the Bidder) being desirous of tendering for the rate contract for work under the above-mentioned tender and having fully understood the nature of the work and having carefully noted all the terms and conditions, specifications, etc., as mentioned in the tender document, Do Hereby Declare That

1. The Bidder is fully aware of all the requirements of the tender document and agrees with all provisions of the tender document.
2. The Bidder is capable of executing and completing the work as required in the tender.
3. The Bidder accepts all risks and responsibilities directly or indirectly connected with the performance of the tender.
4. The Bidder has not been influenced by any statement or promises of JREDA or any of its employees, but only by the tender document.
5. The Bidder is financially solvent and sound to execute the work.
6. The Bidder is sufficiently experienced and competent to perform the contract to the satisfaction of JREDA.
7. The information and the statements submitted with the tender are true and correct.
8. The Bidder **has not been debarred or blacklisted** from a similar type of work by any SDA/PSU/Government Dept.
9. This offer shall remain valid for six months from the date of opening of the tender.
10. The Bidder gives the assurance to execute the tendered work as per the specifications, terms and conditions.
11. The Bidder accepts that the earnest money be absolutely forfeited by JREDA if the Bidder fails to undertake the work or sign the contract within the stipulated period.

(Signature of Authorised Signatory)

**Name:**

**Designation:**

**Company:**

**Seal:**

**Annexure-T8: Format for Financial Requirement - Net Worth Certificate**

**Tender Reference No.: 10/JREDA/Vehicles/26-27**

**[On the letterhead of Bidding Company]**

**To,**

**The Director,  
Jharkhand Renewable Energy Development Agency  
3rd Floor, S.L.D.C. Building,  
Kusai Colony, Doranda, Ranchi - 834002**

Dear Sir,

**Sub: Rate Contract for providing light motor vehicles to Jharkhand Renewable Energy Development Agency (JREDA) for office & Site work by a reputed travel agency on a rental basis**

This is to certify that the net worth of \_\_\_\_\_ {Insert the name of Bidding Company}, as of **31st March 2025**, is ₹ . \_\_\_\_\_ The details are appended below.

<b>Particulars Amount</b>	<b>Amount (In ₹ )</b>
Equity Share Capital	
Add: Reserves	
Subtract: Revaluation Reserve	
Subtract: Intangible Assets	
Subtract: Miscellaneous Expenditure to the extent not written off and carried forward losses	
<b>Net Worth as on 31st March 2025</b>	

**Membership No.-**

**UDIN No.-**

**Authorized Signatory Statutory Auditor**

**(Stamp & Signature)**

## Annexure-T9: Technical Summary Bid Checklist for NIB

**Tender Reference No.: 10/JREDA/Vehicles/26-27**

SI. No.	Documents Name	Details of Documents	Submitted Document Page No.
1	Name of the firm		
2	Office address of the firm		
3	Telephone No. of the firm		
4	Mobile phone No. of the firm		
5	E-mail address of the firm		
6	Name of Contact Person		
7	Mobile No. of Contact Person		
8	E-mail ID of the contact Person		
9	GST/TIN/TAN no. of the Firm		
10	PAN No		
11	Whether the firm/ Company/Corporation/Proprietorship/ Society/LLP.		
12	Date of establishment of the firm		
13	Contact Details and Address of the Firm/ Company's Office in Jharkhand.		
14	Receipt of Tender fee (Non-refundable) and Earnest Money Deposit (Refundable) should be deposited in online mode via SBI payment gateway.		
15	Name & Address of partner, in case of a partnership firm, please enclose a copy of the partnership deed/power of attorney		
16	CIN No.-Check & Verify CIN No. in this website and attach the Screenshot: - <b><a href="https://www.mca.gov.in/mcafoportal/findCIN.do">https://www.mca.gov.in/mcafoportal/findCIN.do</a></b>		
17	Annual turnover for financial years. (ITR & Balance Sheet) (Audited financial statements, accounts and balance sheets of latest 3 years.) Check UDIN No. in this website: <b><a href="https://udin.icaai.org/search-udin">https://udin.icaai.org/search-udin</a></b> Check & Verify UDIN No. in this website and attached Screenshot	UDINNo.: -  CA Membership No.: -	
18	Networth Certificate Check UDIN No. in this website: - <b><a href="https://udin.icaai.org/search-udin">https://udin.icaai.org/search-udin</a></b> Check & Verify UDIN No. in this website and attach the Screenshot	UDINNo.: -  CA Membership No.: -	

## Annexure-T10: Financial Bid

**Tender Reference No.: 10/JREDA/Vehicles/26-27**

Sl.	Name of vehicle	Qty.	Rate per vehicle per day, excluding fuel charges, inclusive of all applicable taxes, duties, levies, and other charges, but excluding GST (in ₹ ).		Rate per vehicle per month, excluding fuel charges, inclusive of all applicable taxes, duties, levies, and other charges, but excluding GST (in ₹ ).	
			In Figures	In Words	In Figures	In Words
1.	TATA Indigo / Swift Dezire / TATA Zest / Honda Amaze or equivalent AC vehicle	01				
2	Bolero/Ertiga or equivalent AC vehicle	01				
3	Innova/Scorpio/TATASafari/XUV700/ TATA Harrier with an AC vehicle	01				

**Note:**

1. The above-quoted rate should include accommodation, food for the driver, all taxes, duties & charges.
2. The prices shall remain FIRM till completion of the Assignment.
- 3. Toll tax and Parking charges shall be paid by JREDA on an actual basis, subject to submission of documentary evidence/toll receipts regarding the same.**
- 4. Do not submit the Price bid (SCHEDULE OF PRICE BID) along with the technical submission else the bidder was disqualifying for participation of the bid.**

Agreed and accepted the above terms and conditions

(Signature & Seal of the Firm/ Agency/ Supplier)