JHARKHAND STATE KHADI AND VILLAGE INDUSTRIES BOARD (JSK&VIB)

2nd Floor, Udyog Bhawan, Ratu Road, Ranchi – 834001, Jharkhand

NOTICE INVITING e-TENDER

(Through e-procurement mode only over https://jharkhandtenders.gov.in/)

Tender Notice No- NIT-02/JSKVIB/VECHILE/2026-27, Dt-19-05-2026

TENDER NOTICE FOR HIRING OF VEHICLE ON MONTHLY/DAILY BASIS

SECTION – 1

E-tenders are invited by The CEO, Jharkhand State Khadi & Village Industries Board from reputed, experienced and financially sound company/ partnership firm/ agency for hiring of vehicles, as per details given below:-

Name of work	Selection of agency for hiring vehicles (Large & Small)
Online Sale/Download Date of Tender Documents	From: 20.05.2026 (10:00 Hrs.) (https://jharkhandtenders.gov.in)
Pre-bid meeting	22.05.2026 at 13:30 Hrs. (2nd Floor, Udyog Bhawan, Ratu Road, Ranchi – 834001)
Last Date and Time to submit pre-bid queries	25.05.2026 (05:00 PM)
Publishing of corrigendum, if any	28.05.2026 (05:00 PM)
Last Date for submission of Bid	10.06.2026 at 3:00 P.M.
Date and time of opening Technical bid	11.06.2026 at 3:30 P.M. at JSK&VIB office Ranchi.
Date and time of opening Financial bid	Will be intimated later by Competent Authority to the technically qualified bidders only
Cost of tender document (Payable Online Payment Mode only)	Rs. 1500/- (Rupees One Thousand Five Hundred) Only (Non-Refundable)
Earnest Money Deposit: refundable but non-interest bearing (Payable Online Payment Mode only)	Rs. 30,000/- (Thirty Thousand) only is to be received through online mode only. Bidders can use internet banking facility for faster processing of Tender fee Alternatively, Bidders can use NEFT/RTGS challan generated for the tender from http://jharkhandtenders.gov.in. portal. Refund will only be issued to Originated bank account used for the payment of EMD. So, bidders are advised NOT to close the above Bank Account used for online payment NEFT/RTGS of EMD.

Contact Details: E-Mail ID: jskvib123@gmail.com

Note: Jharkhand State Khadi and Village Industries Board (JSK&VIB) reserves the right to accept/cancel/reschedule tenders without assigning any reasons. Prospective bidders are advised to regularly visit www.jharkhandkhadi.net & https://jharkhandtenders.gov.in for Corrigendum /Amendments / any updates etc., if any, it will be notified on this portal only and no separate advertisement will be made.

19/05/26

Chief Executive Officer,
Jharkhand State Khadi and
Village Industries Board, Ranchi

TENDER DOCUMENT
For "Hiring of Vehicles (Large & Small)" for the

Jharkhand State Khadi and Village Industries Board (JSK&VIB)
2nd Floor, Udyog Bhawan, Ratu Road, Ranchi – 834001

(Tender Notice No- NIT-02/JSKVIB/VECHILE/2026-27, Dt-19-05-2026)

1. INTRODUCTION

The Jharkhand State Khadi & Village Industries Board invites e-tenders in Two Bids (Technical & Financial) format, from eligible and experienced bidders **for Hiring of Vehicles (Large & Small)** as per the specifications and terms & conditions mentioned in this tender document.

This procurement is being undertaken to support the Khadi and Village Industries sector in Jharkhand by providing vehicle support service to the board.

The tender process will be conducted in accordance with the Jharkhand Procurement of Goods and Services Manual and all applicable rules and regulations of the Government of Jharkhand.

2. BACKGROUND

Jharkhand State Khadi and Village Industries Board (JSKVIB), Government of Jharkhand was established in 2004. The organization is responsible for promoting Khadi and Village Industries across the State. It undertakes multiple initiatives to support Khadi and related activities, ensuring the growth and sustenance of this vital sector.

3. SCOPE OF WORK

Overview

This e-Tender is on "rate contract basis for a period of One (01) year". Further extendable up to Two (02) years subject to satisfaction of the JSK&VIB, Ranchi and on mutual consent of both the parties subject to the condition/rules framed by the Government from time to time.

INVITATION TO BID

1. GENERAL INSTRUCTIONS

i. The tender document would be available on Jharkhand Tenders website https://jharkhandtenders.gov.in /as per schedule of events.

ii. The detailed terms and conditions for this assignment is provided in Section 3 of this document.

iii. The selected bidder(s) will be called Supplier for the purpose of this tender and for the whole duration of the contract thereof.

iv. Notice regarding issue of this Tender will also be displayed on the website of JSKVIB https://www.jharkhandkhadi.net

v. Any subsequent corrigendum/clarifications related to this Tender Document will be published on the website of JSKVIB https://www.jharkhandkhadi.net / and website of on Jharkhand Tenders website https://jharkhandtenders.gov.in / All such subsequent corrigenda/ clarifications shall be binding on the bidders.

vi. The bidders are advised to study this Tender document carefully before submitting their bids in response to the bid Invitation. Submission of a bid in response to this invitation shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

vii. The bidders will need to upload their bid and the documents at Jharkhand Tenders website https://jharkhandtenders.gov.in / The format for Submission of Technical Bids have been given at Annexure-I of this Tender document and shall be followed by the bidder.

viii. The Buyer is not bound to accept any bids, and at its sole discretion reserves the right to annul the selection process at any time prior to the award of contract without assigning any reasons to the bidders whatsoever and without thereby incurring any liability to the bidders.

ix. Tender Document Fee: Rs. 1500/- (Rupees One Thousand Five Hundred) Only (Non-Refundable) payable in online mode only.

x. Earnest Money Deposit: refundable but non-interest bearing (Payable Online Payment Mode only) Rs. 30,000/- (Thirty Thousand) only.

xi. The Registration number of the firm along with the GST No. allotted by the GST Authorities, PAN, GST with a copy of each of the above documents is to be submitted with Technical Bid.

xii. For a bidder, who has submitted the tender, it will be automatically assumed that bidder had accepted all the terms and conditions of the tender. No request for deviation in the terms and conditions of the tender will be entertained. If there is any deviation from the terms and conditions of the tender or the bidder has submitted conditional bids, the bid will be summarily rejected.

xiii. At the technical bid opening, bidders must present a clear, hard copy of all the documents they previously submitted for the technical bid.

SECTION – 2

ELIGIBILITY CRITERIA

TECHNICAL BID:-

All the Bidders/ Agencies must fulfill the following eligibility criteria and submit the documents **in Online Mode Only** and the declarations (duly self-attested with stamp) in support of their claim along with the Technical Bid. The Financial Bids of only those bidders who meet all the eligibility technical criteria will be considered for opening. The bids not meeting the criteria and not accompanied with the requisite documents shall be treated as non-responsive, hence rejected; and the corresponding financial bid shall also not be opened.

1. The Agency/ Firm must be registered as travel agency or operation of transport business (tour operators) with Govt. of Jharkhand.
2. The Agency/ Firm must indicate the fleet strength i.e. nos. of cars registered in the name of firm or owner of the firm
3. The Agency must have registered office in Ranchi.
4. The Agency must have GSTIN Number and have to submit a self-attested copy of certificate of Registration.
5. The Agency must submit a self-attested copy of PAN card.
6. The Agency must submit Income Tax Return for last three years (2022-23, 2023-24 & 2024-25) Copies to be attached.
7. The Agency must have overall experience of 03 years in supplying vehicles to Institution (s)/ Govt. organization/ PSUs etc.
8. All the vehicles must be of latest model/ registration with specific make and model.
9. The agency must have to attach a turnover certificate duly signed by the chartered Accountant for the last three financial years i.e. F.Y. 2022-23, 2023-24 & 2024-25.
10. Minimum average annual turnover for F.Y. 2022-23, 2023-24 & 2024-25 should not be less than INR 10.00 lakhs
11. An undertaking duly notarized to the effect that the firm has not been blacklisted/ banned/ suspended/ debarred from any organization/ Board and no case is pending with the police or in court of law against their name. If the same is found at any point of time in any circumstance, the Contractor/Agency shall be terminated, and performance guarantee shall be forfeited.
12. **Earnest Money Deposit (EMD)/Bid Securing declaration in lieu of Earnest Money Deposit EMD):**

    The bidders must submit the required EMD for bid security with technical bid and agree to submit the **Performance Security (10% of the total contract value)** on the event of award of contract within 15 days of issue of Letter of Acceptance (LOA). The letter for award of contract will be issued to selected Agency only after receipt of above performance guarantee. The Contractor/Agency, after receipt of work order, will give a declaration as per Performa attached as Annexure III)

a. All bids submitted in response to this Tender document shall be accompanied by Earnest Money Deposit (EMD) of Rs. 30,000/- (Rupees Thirty Thousand Only). The EMD shall be paid through online mode only.

b. The Board shall reject any bid not accompanied by an appropriate bid security, as non-responsive

or

If the bidder is claiming for exemption (Tender fee & EMD), then bidder should submit the copy of MSME Udyam Registration verified by the District Industries Centre (DIC)

c. **The bid security shall be returned within 15 days or earliest of following events:**

i. Expiry of validity of bid security or

ii. Execution of contract and submission of performance security by the successful bidder or

iii. Cancellation of the procurement process or

iv. Withdrawal of bid prior to the deadline for presenting bids when withdrawal is permitted.

d. **The bid security may be forfeited:**

i. If a Bidder withdraws its bid during the period of bid validity.

ii. If the successful Bidder fails to Sign the Contract within the required time frame or fails to Furnish a performance security within timelines.

13. Copy of entire tender document must be numbered page-wise and duly self-attested and stamped on each page as a token of acceptance of our terms and conditions.

14. The bidder must submit at least one Customer Satisfactory Performance Reports (CSPR) where the Agency has been working/ worked during last three years starting from F.Y. 2022-23, 2023-24 & 2024-25.

EVALUATION OF TECHNICAL BID

a) The tender committee of the Board will open the Technical Bids in presence of the Bidders or of their representatives who attend on the fixed time and date. They must bring proper authorization from their firm/ agency at the time of opening of the bids failing which they will not be allowed to participate in the opening of process.

b) The bid of any bidder who has not complied with one or more of the conditions prescribed in the terms and conditions will be summarily rejected.

c) The bidder must produce the original documents towards the eligibility/qualifying criteria on the date of opening of tender for verification. Besides this Board reserves the right to verify the document submitted from those Boards/organizations who have issued such certificates.

EVALUATION OF FINANCIAL BID

a) Financial bids of only the technically qualified bidders will be opened for evaluation in presence of qualified bidders with prior intimation.

b) The financial bid shall contain the exact charges as applicable against the vehicles (as per the tender) on Monthly/Daily basis as follows:-

1. Monthly rate with Driver & Fuel for upto 1000 kms per month along with mileage in Kilometer (KM) / Litre (Ltr) beyond/Exceeding monthly limit 1000 kms.
2. Monthly rate with Driver without fuel for upto 1000 kms per month.
3. Monthly rate without Driver and Fuel.
4. Daily rate with Driver along with mileage in Kilometer (KM) / Litre (Ltr) as the case may be as per **annexure II** of Financial Bid.

Further, the Board also reserves the right to cancel the financial bid of any agency, if it is found that the charges quoted are not reasonable or unjustified.

SECTION – 3

TERMS & CONDITIONS

1. The vehicle (for AC vehicles only) must be in excellent condition and must indicate date of registration of 2023 or after.

2. The hiring of vehicles is initially for a period of one-year (which may be extended further every year up to a maximum of 03 (Three) years, based on satisfactory performance) from the date of contract. The period of contract may be curtailed or extended depending upon the performance of the agency and requirement of the Board. The Vehicle should run with Petrol/ Diesel only.

3. The vehicles are required on monthly basis & daily basis. In case of the absence of the Driver, the agency has to provide the substitute. If the agency fails to provide the substitute of Driver/ vehicle, a penalty as per **clause 32 of section 3** shall be imposed.

4. The agency will take care of Insurance of the Vehicles as well as of the Drivers.

5. The driver running the vehicle should have valid driving license and vehicle should be registered with the concerned authorities of Govt. of Jharkhand. A certificate for this effect should be provided. The drivers of the vehicle must follow traffic rules and other regulations prescribed by the Govt. from time to time. Original copies of Registration, Pollution Certificate, and Insurance of Vehicle & Driving License of Driver must be produced before engagement of vehicle. While on official duty all the required documents mentioned earlier in this para should be kept in Driver's custody (i.e. inside the vehicles).

6. The drivers must observe all etiquette and protocol while performing the duty. Driver must be neatly dressed, should wear proper uniform with Name Plate to be decided by the Board at the time of engagement for which no extra payment will be provided and must carry a mobile phone in working condition, for which, no separate payment shall be made by the Board.

7. In case, if there is a situation in which vehicle/driver is required to be changed, prior intimation must be given to the Board Office on phone or in writing well before any change in the incumbents.

8. Driver selected by the agency will be at least 02 (Two) years experience of driving official vehicle before his engagement.

9. The agency shall be responsible for any thefts/ burglary/ damage caused to the employee/ guest of the Board travelling in the vehicle(s). The compensation arising from such activities shall be borne by the agency.

10. All maintenance & servicing of vehicles should be done by the agency at their own cost. The interior and exterior conditions of the vehicles should be well maintained.

11. In case of breakdown, the agency will be responsible for the repair and maintenance of the vehicle and will arrange alternate vehicle within one hour. Board will not pay any type of compensation for replacement/maintenance/ damage of the vehicle.

12. In case of frequent violation of the terms and conditions, the contract can be terminated forthwith at the cost of the agency.

13. The vehicles provided to the Board must have valid permits from the authorities concerned.

14. The Board reserves the right to relax any of the eligibility criteria given in the tender document for award of contract in the best interest of the Board.

15. The Board is not bound to accept the lowest rates and reserves the right to accept tender in whole or in part or can reject it entirely without assigning any reason.

16. In case of default or abrogation of the conditions stipulated, the EMD shall stand forfeited.

17. The vehicle is to be delivered within 7 days from the date of issue of the offer or from the effective date, whichever is earlier.

18. The agency should submit their bid(s) in the format attached.

19. The agency shall be abided by all statutory laws, rules and regulations of the State Govt. & Central Govt. as per jurisdiction.

20. All the certificates and testimonials desired in tender as per the eligibility criteria will be verified with the original documents to be presented by the firms/ agencies on the date of opening of Technical bids. Accordingly, all the bidders participating in bidding process must attend the bid opening and come prepared with the entire original documents of which copies have been submitted with the tender for verification. Any bidder is found absent on the date of opening or fails to submit the original documents; their offers will be summarily rejected.

21. It is the responsibility of the agency to pay the wages to the drivers as per the prevailing Minimum Wages Act, as notified by the Ministry of Labour/ Dept. of Labour Govt. of Jharkhand, India from time to time. The drivers must be paid not less than the minimum wage. The contract may be cancelled if any complaints are received from the drivers in this regard.

22. During the agreement period, all road safety measures must be taken care of by the agency for the vehicle and the personnel engaged under this contract. Any safety hazard occurring during the lease/contract period shall be the sole responsibility of the Agency. The Board shall in no way be liable for any such incident occurring during or in connection with this contract.

23. The Board rules shall be binding for execution of the contract. Further in case of any dispute arising out of or in connection with the aforesaid contract either during subsistence of the contract or thereafter, the CEO JSK&VIB, Ranchi is the sole arbitrator to decide the same or his decision is final and binding on both the parties. If differences persist even after arbitration and there are compelling reasons to go to the court, it will be decided in the court of Ranchi, Jharkhand, India only.

24. The vehicles are hired/ not hired considering the requirement of the Board.

25. The Agency (contractor) should make arrangement of his own, for the stay / accommodation of the drivers for outstation tour.

26. The quoted rate and net payable bill amount in INR (Rs.) shall remain firm and fixed throughout the contract period, and **no escalation or variation** shall be allowed on account of changes in taxes, duties, duties, levies, cess, toll tax, parking charges, GST or any other statutory impositions.

27. The Board reserves the right to cancel/ reject any or all proposals without assigning any reason thereof.

28. The Board reserves the right to accept whole or any part to the tender and the same shall be binding on the contractor.

29. The need for the vehicle may increase/ decrease as per requirement of the board office.

30. The contract cannot be outsourced to third party.

31. The start and releasing point of vehicle will be JSK&VIB, Ranchi, Jharkhand, India.

32. **PENALTIES**

S.N.	Reasons of Penalty	Amount (Rs.)
1	Not reporting at all for duty	Rs.1000/-
2	For late reporting per occasion	Rs.1000/- per hr. or part thereof
3	Unclean or non-road worthiness vehicle deployed	Rs. 2000/- per incident
4	Misbehavior of driver / non following instruction of JSK&VIB Ranchi	Rs. 2000/- per day or part thereof
5	Any lapse noticed during operation of contract other than listed in clause of penalties	Rs. 2000/- per incident

The decision of JSK&VIB Ranchi on all types of penalties shall be final and binding on the agency.

33. **ARBITRATION:**

In case of any dispute or difference arising out of or in connection with the tender conditions/ job order and contract, the Board and the contract will address the dispute/ difference for a mutual resolution and failing which, the matter shall be referred for arbitration to a sole Arbitrator to be appointed by the Board.

34. **JURISDICTION:**

The Court at Ranchi alone will have the jurisdiction to try any matter, dispute or reference between parties arising out of this tender/ contract. It is specifically agreed that no court outside and other than Jharkhand court shall have jurisdiction in the matter.

35. **FORCE MAJEURE**

If at any time during the execution of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, acts of God etc., may prevent either party to discharge his obligation, the affected party shall promptly notify the other party about the happening of such an event. Neither party shall be reason for such event to be entitled to terminate the contract in respect of such performance of their obligations. The performance of any obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed to if any or seven days, whichever is more, either party may at its option terminate the contract.

36. **PERFORMANCE GUARANTEE:**

The successful Agencies shall have to deposit **10% of the contract value** as security deposit in the form of Bank Guarantee issued by a Nationalized/Scheduled Commercial Bank/NSC/Post Office fixed deposit in favour of CEO, JSK&VIB Ranchi, which should be valid for 60 days beyond the period of contract.

37. **FAST TAG CHARGE AT TOLL PLAZA:**

Fast tag charge at Toll Plaza will be borne by JSK&VIB.

TECHNICAL BID – HIRING OF VEHICLES
QUALIFYING REQUIREMENT DATA

Sl. No.	General Particulars of the Agency	Details to be filled up by the Bidder
1.	(a) Name of the Agency	
	(b) Registered address with telephone nos., mobile no. & E-mail ID	
	(c) Year of Establishment/ Incorporation	
	(d) Authorized Person's a. Name & Designation b. Tel. No. Landline c. E-mail ID: d. Mobile e. fax:	
2.	Type of Firm: Private Ltd. Company / Public Ltd. Company / Partnership Firm / PSU. (Please enclose copy of Memorandum/ Articles of Association/ Certificate of Incorporation)	
3.	Details of payment of tender fee	
4.	Details of submission of Earnest Money Deposit	
5.	The firm/ agency should be registered with GST Department	GST No. (Copy of self-attested certificate attached) Yes/ No
6.	The firm/ agency should have PAN No.	PAN No. (Copy of self-attested certificate attached) Yes/ No
7.	The bidder should have at least three (3) years' experience in work of similar nature with Govt. offices/PSUs etc., within Last five years and must have executed the similar contract as mentioned in the eligibility criteria (Copy of the award letters and experience letters to be attached)	Yes/ No
8.	No. of fleet (Cars) with details and regarding registration on the name of Large Vehicle: - 1 2 3 4 Small Vehicle: - 1 2 3 4	Copy of registration enclosed. Yes/ No

9.	Copy of Work Order & Satisfactory Performance Yes/ No Report from at least one client where the Agency has been working/ worked during last three years (i,e. Financial Year 2022-23, 2023-24 & 2024-25) to be Attached	Yes/ No
10.	Certificate for average annual turnover duly Yes/ No approved and signed by the Chartered Accountant (Financial Year 2022-23, 2023-24 & 2024-25)	Yes/ No
11.	Notary public affidavit regarding declaration of being not blacklisted by any Union/State Govt./PSU of Union or State Govt.	

Note: Agencies/ Bidders not submitting full information/ documents at the first instance shall be rejected.

Signature with stamp: .....

Date: .....

Full Name: .....

Address: .....

Annexure – II

FINANCIAL BID (All rates should be for AC vehicles)

Sl. No.	Name of the Vehicle	1		2	3	4		Remarks
		Monthly		Monthly	Monthly	Daily		
		Monthly Rate with Driver & Fuel for upto 1000 Kms per month (in INR)	Rate per Km beyond Monthly maximum Limit of 1000 Kms (In INR)	Monthly Rate with Driver without Fuel for upto 1000 Kms per month (in INR)	Monthly Rate Without Driver & Fuel (in INR)	Per Day vehicle rent with Driver (in INR)	Mileage in Km per Ltr (in INR)	
Large Vehicle								
1	Innova Crysta							
2	Scorpio							
3	Tata Safari							
	Or Equivalent / Higher Version							
Small Vehicle (Cars)								
1	Dzire							
2	Maruti Ertiga							
3	Bolero							
4	Tata Sumo (Gold)							
5	Tata Indigo							
	Or Equivalent / Higher Version							

Signature with stamp: .....

Date: .....

Full Name: .....

Address: .....

DECLARATION

1. Vehicles are required to be used by The Chairman, The CEO, The Dy. CEO and Staffs etc. as well as for events, Mela, Fair, organized by the Board, Head office JSK&VIB in Ranchi, other places within State of Jharkhand and other state as per requirement.
2. Rates are Inclusive of Vehicle Maintenance Cost, Insurance, Road Tax, duties, Levies, check gate, parking charges, Driver's outstation stay charges & GST etc.
3. Any shortfalls in running kilometers (Kms.) of any month can be used next subsequent month.

Signature with stamp: .....

Date: .....

Full Name: .....

Address: .....