

TENDERER's PROFILE
PROVIDING OF DIFFERENT VEHICLES ON MONTHLY & DAILY RENT BASIS
(To be filled in & returned with the documents)

1.	Name of Proprietor / Partner / Director. (In Capital letters)	
2.	Details of name of the firm and address (Registered Office and Operating Branch)	Office:-
		Residence:-
		Mobile :-
		Fax No :-
		e-Mail I.D.:
3.	Details of amount towards paper cost.	Rs. 500/- D.D. / B.C. No Date: Drawn on Bank.....
4.	Details of amount of Earnest Money Deposit	Rs. 10,000/- D.D. / B.C. No Date: Drawn on Bank.....
5.	Details of up-dated e-filing acknowledgement should be furnished.	
6.	GST Registration No. (Photo copy must be attached)	
7.	Income Tax Account No. / PAN / GIR No. (Last IT Clearance certificate to be attached)	
8.	Details of credentials of similar nature of work at least for three years in 3 Govt. offices. (Photo copy to be attached)	

DECLARATION

- I Son / Daughter / Wife of Shri Proprietor / Partner / Director / authorized signatory of the Service Provider mentioned above that I am competent to sign this declaration and execute these tender documents.
- I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
- The information / documents furnished along with the above application are true & authentic and to the best of my knowledge and belief. I / we do hereby undertake that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides accruing of liabilities towards prosecution under appropriate law.

Place:
Date:

Signature of Authorized person
Full Name:
Seal:

TERMS & CONDITIONS
PROVIDING OF DIFFERENT VEHICLES ON MONTHLY & DAILY RENT BASIS

- 1) The firm must be registered under CGST / SGST Act.
- 2) The tenderers are to deposit **Rs. 500/-** towards cost of tender documents (Non Refundable) in shape of Bank Draft / Banker's Cheque favouring the Director, SIRD & PR, Bhubaneswar. The tender documents submitted without paper cost shall not be entertained at any stage.
- 3) The tenderers are to deposit **Rs. 10,000/-** as EMD in shape of Bank Draft / Banker's Cheque favouring the Director, SIRD & PR, Bhubaneswar along with the tender documents. The tender documents submitted without EMD shall not be entertained at any stage. The EMD deposited will be refunded (Refundable without interest) to the unsuccessful tenderers soon after completion / finalization of the tendering process.
- 4) The authorization letters if any to be enclosed in the tender with due attestation.
- 5) The quoted amount must be excluding GST, which will be made payment separately.
- 6) The contract / rates of the successful bidder for the year 2019-20 may be extendable, up-to two years subject to satisfactory performance review by the undersigned at the end of 1st year of contract.
- 7) No conditional tender will be accepted by the authority from the tenderers.
- 8) No advance payment will be made to the party after acceptance of tender or execution of order.
- 9) Original documents are to be produced for verification by the members of the committee.
- 10) If any information / document furnished by the tenderers with the tender papers as asked for are found to be misleading or incorrect at any stage their tenders will be rejected without assigning reasons thereof.
- 11) The tenders received beyond the scheduled date and time will not be entertained / considered at any cost.
- 12) The undersigned / committee reserve the full right to accept in full or part or reject any or all the tenders without assigning any reason thereof. The undersigned / committee is not bound to accept the lowest rates.
- 13) In case of any legal dispute, it will be adjudicated within the jurisdiction of Bhubaneswar court only.
- 14) All pages of the bids are to be signed & stamped by the tenderer.
- 15) Details of information are to be submitted following **Two Bids i.e. Technical Bid (Tenderer's Profile with all relevant documents including paper cost & EMD) & Financial Bid**. The technical bid and the financial bid should be sealed by the bidder in separate envelope duly superscribed and both these sealed envelope are to be put in a bigger envelope which should also be sealed and duly superscribed.
- 16) The Tenderers should furnish the particulars in the specific format attached (to be sealed on sealing wax) in a sealed envelope superscribed as **"PROVIDING OF DIFFERENT VEHICLES ON MONTHLY & DAILY RENT BASIS"** on the top to the sealed cover within the date & time specified above by Registered / Speed Post / Courier Service. No Tender will be received by hand. The authority shall not be responsible for any postal delay.
- 17) The technical bid and the financial bid shall be opened on the scheduled date and time in the office of the Director, SIRD & PR, Bhubaneswar in presence of the tenderers or their any authorized representative.
- 18) The tenderers qualified in the technical bids shall be eligible for the financial bid.
- 19) Penalty @ Rs. 300/- per day on account of delay in providing services will be levied for non-compliance of assigned work without any reason thereof & the same will be deducted from the monthly bill of the successful bidder.
- 20) For any services / supply, the firm / organization should not be blacklisted by any Government organization If found later on, the action deemed to fit will be initiated against the firm as per the law.
- 21) The tenderes providing minimum of 10 Nos of commercial vehicles to Government offices can participate in the tender. The tenderes should submit photo copy of the work orders / contract agreement at least 3 Nos. of different Government offices as documentary evidence for the last 3 Years.
- 22) The annual transaction / turnover of the tenderers having not less than 12 Lakhs per annum can participate in the tender.

- 23) The tenderers having minimum of 5 Nos. of their own commercial vehicle can participate in the tender. Photo copy of the registration certificate of the vehicles should be attached with the technical bid.
- 24) During the period of contract, the Hired vehicle shall have all necessary valid documents such as:- M.V. Registration Certificate, Insurance Certificate, Fitness Certificate, valid contract carriage permit, Up to date tax payment, Valid Driving Licence of the Driver and all Odisha permit for performing tour programmes in different districts across the state. The Office hiring the vehicle shall not be responsible for any damage / loss caused to hired vehicles or loss of life / injury made to any person or damage to any property on account of use of hired vehicle any manner whatsoever. The Agency concerned shall be responsible for all such litigation.
- 25) The hire charges to be paid for monthly basis is final but does not include cost of diesel, which is to be paid separately basing on actual consumption and lubricants as per existing Government norms.
- 26) All the expenditure of the vehicle towards repair, replacement of spare parts, lubricating oil of engine, Gear Box and differential coolant, Tyres and Tubes, Battery etc. will be borne by the bidder.
- 27) It shall be the responsibility of the bidder to provide a well behaved and punctual driver and the salary of the driver shall be borne by the successful bidder.
- 28) In case of breakdown for reason whatsoever the replacement of a vehicle of the same or better model shall be provided by the successful bidder.
- 29) In case of the vehicle do not report regularly on time, the authority will be at liberty to reject the arrangement and may engage vehicle from other source.
- 30) The vehicle shall report for duty for minimum of 25 days in a month.
- 31) In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
- 32) Monthly hire charges and reimbursements towards cost of diesel (as per actual) and lubricants (as per the norms of Government of Odisha) of selected bidder will be paid in every succeeding month as per as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.
- 33) The vehicle shall not be more than two years of old from the initial registration and also in good running condition during the period of contract.
- 34) If the services are found to be unsatisfactory, the client shall give one month notice & terminate the agreement.
- 35) In case the service provider intends to withdraw the services of his vehicle and terminate the agreement, it shall be mandatory upon him to grant one month notice before such withdrawal of service and termination of agreement.
- 36) If the bidder violates any of the terms of contract, SIRD & PR, Bhubaneswar shall forfeit the entire amount of security deposit.
- 37) After finalization of the tender, the successful bidder shall furnish information in Annexure-III as prescribed by the Government of Odisha.
- 38) In case of no tenderer found suitable, the monthly hiring of vehicles will be as per the Finance Department circular.
- 39) The price quoted by the tenderers exceeding the rate of monthly higher charges & offering below the mileage prescribed by the Government of Odisha shall not be taken into account.
- 40) In case of exigencies / visit of State Guest / protocol duties, hiring of vehicles will be from the empanelled agency of State Guest House / Home Department (Protocol) / OTDC.
- 41) The Interested tenderers may contact Sri Prasanna Kumar Nayak of ETC, Bhubaneswar (Phone No. 9438721095) for any clarification thereof.
- 42) The Director, SIRD & PR reserves the rights to terminate the contract at any time without notice if the successful bidder fails to provide vehicles within the specified time.

DIRECTOR

FINANCIAL BID-1

PROVIDING OF DIFFERENT VEHICLES ON MONTHLY RENT BASIS

Description	Approved rate & Kms. as per O. M. No. 27037/F; Dt. 08.10.2015		Amount of Monthly Charges (Excluding cost of Diesel)	Minimum average mileage in Km / Per Ltr.
	Monthly Charges	Minimum average mileage in Km / Per Ltr.		
Indigo	Rs. 18,000	15 Kms.		
Swift Dzire	Rs. 20,000	17 Kms.		
Bolero	Rs. 20,000	10 Kms.		

1. The vehicle should not be more than two years old from the initial registration.
2. Minimum mileage would be followed according to the guideline of Government.
3. Any type of repair & servicing will be borne by the agency as & when required during the period of hiring.
4. The consumption of HSD / lubricant will be borne by the agency.
5. The vehicle must have valid documents as such as RC Book, all Odisha permit, up-to-date Road tax, permit & fitness certificate, insurance certificate and such other documents required for hiring the vehicle.
6. The vehicle should be at disposal of undersigned both in working and holidays for performing duties.
7. The driver of the vehicle should have valid driving license.
8. The wages and fooding etc. of the driver will be borne by the agency.
9. The monthly charges should be quoted separately for each type of vehicle & the mileage per litre of the vehicle will be mentioned in the tender.
10. Only taxi permitted vehicle will be provided by the agency.
11. GST would be reimbursed over & above the hire charges.
12. The agency should be registered under appropriate laws / acts of Government for providing vehicles on monthly rent basis.
13. The agency is to ensure reporting and exit time of vehicle and recording of full signature of traveler along with designation in the duty slip of the hired vehicle.
14. The agency is also to record time of entry and exit along with the Km. reading in the duty slip at the gate point of SIRD & PR by the security guard on duty.

Signature of the bidder with office seal

FINANCIAL BID-2
PROVIDING OF DIFFERENT CATEGORY OF VEHICLES ON DAILY RENT BASIS

Description	Category & Sitting Capacity of Bus.						Different category of A.C. vehicles.				
	A.C			Non A.C.			Indigo	Swift Dzire	Bolero	Tavera	Innova
	24	32	52	24	32	52					
Local (Per hour with free 10 Kms)											
Charges for extra K.M.											
Long run per K.M.											
Detention charges per hour											
Night Halt											

- 1) The vehicle should not be more than two years old from the initial registration.
- 2) Any type of repair & servicing will be borne by the agency as & when required during the period of hiring
- 3) The consumption of HSD / lubricant will be borne by the agency.
- 4) The vehicle must have valid documents as such as RC Book, all Odisha permit, up-to-date Road tax, permit & fitness certificate, insurance certificate and such other documents required for hiring the vehicle.
- 5) The driver of the vehicle should have valid driving license.
- 6) The wages and fooding etc. of the driver will be borne by the agency.
- 7) The vehicle shall be used both inside and outside the district for supervision of work of SIRD & PR, MLTC & ETC and also P.R. & D.W. Department.
- 8) Only taxi permitted vehicle will be provided by the agency.
- 9) GST would be reimbursed over and above the hire charges.
- 10) The agency should be registered under appropriate Laws / Acts of Government for providing vehicles on daily rent basis.
- 11) The agency is to ensure reporting and exit time of vehicle and recording of full signature of traveler along with designation in the duty slip of the hired vehicle.
- 12) The agency is also to record time of entry and exit along with the Km. reading in the duty slip at the gate point of SIRD & PR by the security guard on duty.

Signature of the bidder with office seal