

TENDERER'S PROFILE
(To be filled in & returned with the documents)
(Information with Paper cost and EMD to be submitted for the vehicles
on Daily Rent Basis)

1.	Name of Proprietor / Partner / Director. (In Capital letters)	
2.	Details of 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. _____ Dt. _____ dawn on Bank _____
4.	Details of amount of Earnest Money Deposit	Rs. 10,000/- D.D. / B.C. No. _____ Dt. _____ dawn on Bank _____
5.	Service Tax Registration No. (Photo copy must be attached)	
6.	Income Tax Account No. / PAN / GIR No. (Last I.T. Clearance certificate to be attached)	
7.	Details of past experience of similar nature of work at least for three years. (Photo copy to be attached)	

DECLARATION

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

Signature of Authorized person
Full Name:
Seal:

MGNREGS ODISHA SOCIETY
PANCHAYATI RAJ & DRINKING WATER DEPARTMENT
Odisha, Bhubaneswar – 751 012
General Terms & Conditions

1. The bidders are to deposit **Rs. 500/-** towards cost of tender documents (Non Refundable) in shape of Bank Draft / Banker's Cheque in favour of the "MGNREGS Odisha Society, Bhubaneswar". The tender documents submitted without paper cost shall not be entertained at any stage.
2. The bidders are to deposit **Rs. 10,000/-** as EMD in shape of Bank Draft / Banker's Cheque in favour of the "MGNREGS Odisha Society, 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 bidders soon after completion / finalization of the tender process.
3. The authorization letters if any to be enclosed in the tender with due attestation.
4. The quoted rate will be inclusive of all taxes. The percentage of Service Taxes/ GSTN is to be mentioned clearly against each items. The rates to be quoted in tabular form.
5. The contract / rates of the successful bidder for the year 2019-20 may be extendable, up-to two years subject to satisfactory performance to be reviewed by the undersigned at the end of 1st year of contract.
6. No conditional tender will be accepted by the authority from the bidders.
7. No advance payment will be made to the successful party after acceptance of tender or execution of order.
8. Original documents are to be produced for verification by the members of the committee at the time of opening of technical bid..
9. If any information / document furnished by the bidders with the tender papers are found to be misleading or incorrect at any stage their tenders will be rejected without assigning reasons thereof
10. The tenders received beyond the scheduled date and time will not be entertained / considered at any cost.
11. The undersigned / committee reserves 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.
12. In case the vehicle don't report regularly in time, the authority will be at liberty to reject the arrangement and may engage vehicle from other source. In case of any legal dispute, it will be adjudicated within the jurisdiction of Bhubaneswar court only.
13. All pages of the bids are to be signed & stamped by the bidder.
14. Selection of the items will be followed on finalization of samples whenever is necessary.
15. Details of information are to be furnished in the Tender's Profile and following **Two Bid (Technical & Financial)**. 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 "**HIRING OF VEHICLES (Daily Rent Basis) FOR THE YEAR 2019-20**" 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. The Tender received after due date and time shall not be taken into account for consideration.
18. For any services / supply the firm / organization should not be blacklisted by any Government organization. But later on If so found, the action deemed to fit will be initiated against the firm as per the law.
19. The Mission Director, MGNREGS Odisha Society reserves the rights to terminate the contract at any time without notice if the supplier / firm fails to make the supply within the specified time or in accordance with the specifications & samples
20. In case of exigencies / visit of State Guest / protocol duties, hiring of vehicles will be from the empaneled agency of State Guest House / Home Department (Protocol) / OTDC.

Sd/-
Mission Director

FINANCIAL BID

HIRING OF DIFFERENT VEHICLES ON DAILY RENT BASIS FOR THE YEAR: 2019-20

Description	A/C VEHICLE								
	Indica	Indigo	Swift	Bolero	Travera	Innova	Bus with sitting capacity		
							18	32	42
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 one year old by 31.03.2018.
2. Minimum mileage would be followed according to the guideline of Government.
3. Any type of repair & servicing will be borne by the firm as & when required during the period of hiring.
4. The consumption of HSD / lubricant will be borne by the firm.
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 driver of the vehicle should have valid driving license.
7. The wages and fooding etc. of the driver will be borne by the firm.
8. The vehicle shall be used both inside & out side of the district for supervision of work of MGNREGS Odisha Society & also PR & DW Department.
9. The rate for monthly basis should be quoted separately for each type of vehicle and the mileage per liter of the vehicle will be mentioned in the tender.
10. Only taxi permitted vehicle will be provided by the firm.
11. Service Tax/GSTN would be reimbursed over and above the hire charges and TDS will be applicable to the bill.
12. The agency should be registered under appropriate laws / acts of Govt. for providing vehicles on daily rent basis.
13. The agency is to ensure reporting & exit time of the vehicle and recording of full signature of travelers alonging the designation in the duty slip of the hire vehicle.
14. The agency is also to record time of entry & exit along with KM reading in the duty slip at the gate point of the MGNREGS Odisha Society by the security guard on duty.

Signature of the bidder with office seal