

DIRECTORATE OF ECONOMICS AND STATISTICS: ODISHA: BHUBANESWAR

Parisankshyan Bhawan, Heads of Department Building Campus

Unit-V, Bhubaneswar, PIN-751001



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Office order No 1525/DES-VSSS-MISC-0006-2023 ate 9 / 3 / 23

DETAILED QUOTATION CALL NOTICE
PLANNING & CONVERGENCE DEPARTMENT,
GOVT. OF ODISHA



**DIRECTORATE OF ECONOMICS & STATISTICS,
ODISHA, BHUBANESWAR**

Name of the work

Providing 01 (one) Bolero/Scorpio driven vehicles including driver for official use.



TENDER NOTICE

Sealed quotations/tenders are invited from interested reputed Travel Agencies/ Tour Operators or private individuals for providing one Bolero/Scorpio driven vehicle having sitting capacity not more than nine including driver, which shall conform to the Terms and conditions (Annexure-III) for official use in the Directorate of Economics & Statistics, Odisha, Bhubaneswar on monthly rent basis for a period of one year. Interested Parties/ Agencies with experienced at least 2 (two) years and also comply with the terms and conditions annexed to this notice may submit their bids in sealed condition addressed to the Director, Directorate of Economics & Statistics, Arthaniti 'O' Parisankhyan Bhawan, H.O.D. Building Campus, Unit-V, Bhubaneswar, PIN-751001 on or before **17.03.2023** at **5 P.M.** The sealed tender will be opened in the presence of the committee of the DE&S on **18.03.2023** at **11:30 A.M.** in the conference hall of DE&S. All the bidders are requested to be present themselves or through their authorized representative on the scheduled date and time mentioned above along with original documents of the vehicle. Under the tender, vehicle is required to be provided for a period of 12 months i.e. 1.04.2023 to 31.3.2024.

In the covering sealed cover super scribed with "Tender for Hiring of Vehicle" and the sealed tender should contain two separate sealed envelope, one for Technical bid (Annexure-II) including terms and condition and general information containing financial bid (Annexure-IV & I).. The other containing Financial Bid (Annexure-III) should be clearly marked "Technical Bid" or "Financial Bid" on their respective envelopes. Technical Bid should contain documents evidence (i) year of manufacture of the vehicle. (ii) Previous experience of Govt. agencies served (iii) vehicle requisited under commercial purpose as per motor vehicle Act 1988 (iv) Service Tax Regd. No/ GST registration no. etc. (v) Copy of Agreement between the Proprietor and owner of the vehicle. The financial bid will be taken up only if the technical bid is found satisfactory; otherwise the tender will be straight way rejected.

The details of the vehicle to be hired are as mentioned below.

Sl No.	Category	No. of vehicle required	Usage	Maximum amount payable per month excluding diesel and Tax as applicable.
1	Bolero/Scorpio etc	1	To be used up to 25 days per month	Rs. 31,000/- (For Bolero) Rs. 37,000/- (For Scorpio)

1. The vehicle must be in Road Worthy condition, shall not be more than 3 years old from the date of initial registration and must have valid Contract Carriage Permit, proof of up to date tax payment etc. which are mandatory for plying of vehicle.
2. The Driver of the vehicle must have a valid Driving License for driving light transport passenger vehicle and should be sufficiently experienced in driving transport passenger vehicle.
3. The Driver should be well behaved, gentle and obedient in nature.

4. A sum of Rs. 5000/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the Deputy Director (in charge of DDO), Directorate of Economics & Statistics, Odisha, Bhubaneswar and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
5. The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants) (follow Annexure-I).
6. The vehicle must achieve a minimum fuel efficiency of 10 Kms per liter.
7. The details of the make and year of manufacture of the vehicle, registration no., milage (Kms covered per litter) and name of the Driver with Driving License No. and period of validity should be specifically provided in the general bid information to be furnished with the Quotation/Tender (Annexure_I).
8. The Quotation completed in all respect should reach the undersigned on or before **17.03.2023** by 5 P.M. and shall be opened at **18.03.2023** at **11:30 A.M.** in presence of the bidder or their authorized representatives.
9. The application form of quotation/ tender containing General Bid information & Terms and conditions for Hiring of Vehicles etc. will be available with the website www.desorissa.nic.in from Dt. **9.03.2023** to Dt. **17.03.2023** & the applicant shall deposit a non refundable amount of (Rs. 100/- (Rupees One hundred) only towards the cost of application in shape of demand draft in favour of Deputy Director (in charge of DDO), Directorate of Economics & Statistics, Odisha, Bhubaneswar along with the application.
10. The period of agreement for supplying of vehicle shall depend upon the period for which estimate is sanctioned.
11. The authority reserves the right to reject any or all quotations without assigning any reason thereof.

Memo No. 1526 /Dated 9 - 3 - 23

JOINT DIRECTOR (Admn.)

Copy forwarded to P.A. to DE&S for kind information of DE&S/ Sri P. M. Dwibedy, Joint Director (Admn.)/ Sri Harmohan Biswal, Deputy Director (Agriculture Census)/ Smt. S. Prangya, Accounts Officer/ Smt. Sagarika Das, Establishment Officer for information and necessary action.

They are requested to attend the meeting of departmental committee for hiring of private vehicle in the Conference Hall of DE&S on **18.03.2023** at **11:30 A.M.**.. positively for hiring of private vehicle for official use, being the members of departmental committee of hiring of private vehicle with reference to this office O.O. No. 5614, dated 1.11.2021 & / Smt. Sagarika Das, Establishment Officer is requested to convey the meeting for the purpose.

Memo No. 1527 /Dated 9 - 3 - 23

Joint Director (Admn.)

Copy of Tender Notice P.A. to DE&S for kind information and necessary action.

P.A. to DE&S is requested to put the tender box for submission of bid before the date of auction.

Joint Director (Admn.)

Memo No. 1528 /Dated 9.3.23

Copy of Tender Notice forwarded to All Deptt. of Govt./ All Heads of Deptt. for information and necessary action.

They are requested to make the wide circulation of the Tender Sale Notice.


9/3/23
Joint Director(Admn.)

Memo No. 1529 /Dated 9.3.23

Copy of Tender Notice in shape of Annexure-I, II, III, IV & V forwarded to the Deputy Director, Computer Section of DE&S for information and necessary action.

He is requested to publish the said notice in the website of this Directorate immediately.


9/3/23
Joint Director(Admn.)

Memo No. 1530 /Dated 9.3.23

Copy forwarded to the Deputy Director (in charge of DDO), DE&S, Odisha, BBSR for information and necessary action.

He is requested to receive the amount deposited by the Quotationer /Tenderer towards cost of application along with the necessary Annexures.


9/3/23
Joint Director(Admn.)

Memo No. 1531 /Dated 9.3.23

Copy of Tender Notice forwarded to The Assistant Director to Govt., P & C Deptt. for information and necessary action with reference to Govt. in P & C Deptt. letter No. 1711/P, dated 31.01.2023.


9/3/23
Joint Director(Admn.)

Memo No. 1532 /Dated 9.3.23

Copy of Tender Notice to Notice Board of DE&S Bhubaneswar.


9/3/23
Joint Director(Admn.)

Memo No. 1533 /Date 9.3.23

Copy to Head, Portal Group IT centre, Ground Floor, Odisha, secretariat Annex building BBSR to float the above notice in official website of Govt. of Odisha.


9/3/23
Joint Director(Admn.)

GENERAL INFORMATION FOR HIRING VEHICLES.

- 1 Registration No of Vehicle-:
- 2 Type of Vehicle(AC/Non AC)-:
- 3 Year of Manufacture-:
- 4 Model-:
- 5 Date of registration-:
- 6 Name and complete address of the owner of vehicle-:
- 7 Fitness Certificate validity-:
- 8 Permit validity-:
- 9 Insurance validity-:
- 10 Name /Address of the Driver-:
- 11 D.L. No & Validity of the D.L. of the Driver-:
- 12 Proposed hire Charge of the vehicle per month excluding fuel cost.-:
- 13 Rate of fuel consumption/Mileage -:per liter
- 14 Contact Number of the Service Provider(Tenderer/Quotationer)
Mobile No.....
Telephone No.....

“Certified that the information submitted above is true to the best of my knowledge and belief.”

**Seal & Signature of the
Quotationer/Tenderer**

TECHNICAL BID

Name, Address & Telephone No. of Tenderer :

Name and Address of the
Provider/Partner/Director :

Qualifying criteria for Technical Bid :

- | | | |
|--|---|--------|
| 1. The vehicle is owned by us | : | Yes/No |
| 2. The vehicle is registered as commercial vehicle | : | Yes/No |
| 3. We have attached certified photo copy of RC Book
Of the vehicle offered | : | Yes/No |
| 4. We have valid Service Tax Registration/GST Registration: | : | Yes/No |
| 5. We have attached certified copy of Service Tax
Registration/GST Registration | : | Yes/No |
| 6. We have valid PAN | : | Yes/No |

Additional evaluation Criteria:

1. Total number of commercially registered cars owned by us : _____
(Please fill number opposite)
2. The Registration No. & Year of make, model & type of the
Vehicle intended to supply to Department. : _____
3. In the year 2016-17, we provide cars on hire for over one
Year to Central Govt./State Govt./PSUs : _____
4. We have the requisite experience of providing vehicles to
Central Govt./State Govt./PSUs : _____

If reply to 3 & 4 above is Yes, then provide name & address of such offices.

(Signature of Authorized Signatory with date & stamp)

FINANCIAL BID

(To be submitted in a separate sealed envelope super-scribe as "Financial Bid")

1. Name, of the Party :
2. Address (with Telé. No. & Fax No.) :
3. Name & Address of the Proprietor/ Director :
(with mobile Number)
4. Vehicle Details :
5. Rate of Hiring Charges :
(Exclusive of Service Tax/GST & Other charges)

Sl. No	Type of Vehicle	Monthly Hiring Chages (Exclusive of Tax, in Rs. Per month)

Date:
Place:
Seal:

Signature of authorized person

Full Name _____

TERMS AND CONDITIONS FOR HIRING OF VEHICLES.

The following terms and conditions must be fulfilled by the successful bidder for providing a vehicle on hire on monthly rent basis.

1. The driver should be well trained, well conversant with roads and routes and adjourn areas as well as having good eye sight, devoid of bad habits and having proper valid driving license for driving the vehicle. The driver should observe all etiquette and protocol while performing the duty and shall be properly dressed in neat and clean attire, if required the driver should wear uniform of specific colour as per the requirement of Director, E & S, Odisha BBSR and the agency shall provide at his own cost proper uniform and badges as per STATE MOTOR VEHICLE RULES (amended up to date) and photo identity card to the driver. The driver should carry a mobile phone in working condition for which no separate payment shall made by the department. The driver should always remain with the vehicle during entire period of duty. In case of any urgency, the driver may seek permission from the concerned officer. The Driver of the vehicle deployed for the user Department duties maintain polite and courteous behaviour towards Department users as well as the other Departmental Staffs. Following may be construed as "Misbehaviour" and shall be attract penalties as per provisions of the contract. Repeated instances may result in termination of services. The Driver in no case shall report to duty in an inebriated state or consume alcohol while on duty. In such an event user Department shall have full rights to terminate the contract with immediate effect. The Driver shall be reachable at all times during duty hours. In an event that for any reasons the driver changes his contact number during the tenure of the contract then Agency will immediately notify the user Department of the above change. Gossiping with guests and using mobile phone during driving is not allowed. In case of urgency, driver should park the vehicle with permission from the user and talk in the mobile to the minimum duration. As soon as the driver is advised to attend any guest by the administration, the driver should call/SMSs the guest giving his mobile and vehicle details, Charges of calls /SMS will be on agency's account. The vehicle and driver should not be changed frequently. Any such changes should be informed by the

- agency to the authority well in advance for permission. Police verification for deployed driver shall be ensured by the Agency.
2. The hired vehicles, during period of contract, shall have all necessary valid MV documents such as :- Valid Registration Certificate, Insurance Certificate, Fitness Certificate, Valid Contract Carriage Permit, Proof of upto date tax payment, agreement deed between the proprietor and the owner of the vehicle etc. and D.L. of the driver available all the times. The Department/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 hirer shall be responsible for all such litigation.
 3. 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. All the expenditure of the vehicle towards repair, maintenance, replacement of spare parts. Lubricating oil of Engine, Gear Box & differential Coolant, Tyres & Tubes, Battery etc. and salary of the Driver, payment of insurance/Road tax etc. required for operation of vehicle in a state will be borne by the Agency. The Agency is to ensure that all maintenance work related to assigned vehicle shall be carried out in off duty hours. The Directorate shall be responsible for costs relating to fuel, toll gate charges, parking charges and oil topping up between services and other statutory levies, if any, paid during the journey would be billed on actual and shall be paid by office.
 4. The Agency shall take comprehensive insurance over with third party unlimited liability risk of the vehicle detailed for the user Department requirement. User shall not be liable for any damages whatsoever to public property and / or any third person due to any accident arising out of and in the course of deployment of Service Provider's vehicle. The Agency shall be solely responsible for any claims by any third party and/or employees of user Department travelling in the vehicle for any injuries caused by the Driver of the vehicle whether by accident or otherwise.
 5. It shall be the responsibility of the bidder to provide a good driver and the salary of the driver shall be borne by the owner.
 6. The vehicle should have commercial license. The vehicle should not be more than three years old from the date of the service request. Vehicles older than five years should be replaced by the service provider. During replacement of the vehicle or driver, as the case may be, the pass/id card issued, if any, shall be surrendered.

7. The Agency to ensure that vehicle deployed shall arrive at designated location on time. In an event of delay in arrival beyond 15 minutes, user shall have right to hire other taxi service (which may or may not be of similar hired car category). The fare charges shall be charged to service provider.
8. The Agency will deploy the vehicle, which is well maintained, cleaned thoroughly both internally and externally. The vehicle shall be equipped with medical kit. The vehicle should have a mobile charger and ambient freshener. The Agency shall ensure that all electrical connections including lights (both brake and front), horn, turn indicators and other vehicle systems shall be periodically checked and maintained by the Service Provider to avoid any inconvenience to user Department.
9. The Agency to ensure that all the maintenance work related to assigned vehicle shall be carried out in off duty hour. In the event of breakdown, servicing & repair of the assigned vehicle for reasons whatsoever, the service provider at its own cost shall make alternate arrangement by providing similar or higher class of vehicle. Failure to do so will evoke penalty or possible termination of contract. The Agency shall not allowed to sub-let the contract.
10. In case of the vehicle do not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source.
11. The vehicles shall report for duty for minimum of 25 days in a month.
12. In case of emergency, the driver will have report for duty as per the requirement of hirer. No extra payment shall be demanded.
13. Monthly hire charges and reimbursements towards cost of petrol/diesel (as per actual) and lubricants (as per Government norms) of selected bidder will be paid in every succeeding months, as per as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made. The user Department shall pay the vendor all amounts on an invoice that are not the subject of a bonafide disput within 15 days after Department's receipt of a valid invoice that complies in all material respects in terms of the Agreement. The payment shall be subject to any deductions such as penalties, statutory deduction etc.
14. The Agency shall update the log book at least once in every 72 hours. The Directorate shall accept the Log Book entries updated by Driver. Failure to do so shall be penalized as per the contract. At the time of termination of contract, the service provider shall hand over the log book to the Directorate.

15. The vehicle shall not be more than 3 years old from the initial registration and also in good running condition during the period of contract.
16. The vender should have Pan No., and Regd. of service Tax, Photocopies of which to be submitted for proof.
17. The Agency shall ensure that the vehicle should be parked at the place as advice by the Directorate and should be available, when not in duty. If the vehicle needs to be away for some reasons like refuelling, petty repairing etc., it should be the knowledge of the Controlling Officer of the Directorate. Moving away without the knowledge of the Controlling Officer of the Directorate will be considered as non-available and will be liable for penalty.
18. The user Department will no way be responsible for violation of traffic rules and / or infringement of any other law for the time being in force, either by the Driver of the vehicle or by the Service Provider.
19. The Agency shall be responsible for ensuing compliance with the provision related to Labour Law and especially Minimum Wages Act, Payment of Wages Act, PF, ESI Act, Payment of Bonus Act, Contract Labour (R & A) Act, Workmen Compensation Act etc. as applicable from time to time. The employees of the Agency shall not be deemed to be employees of the user Department and hence the compliance of the applicable acts laws will be the sole responsibility of the Agency.
20. The Agency shall be personally responsible for any theft, misconduct and /or disobedience on the part of Driver so provided by him.
21. The office shall not be responsible for fine charged by M.V.I., Police or other agencies, parking, losses, damages, any accident of the vehicle or for the injury to the driver or any other third party. All such expenses on this account shall be borne by the vender/supplier of vehicles and there will be no reimbursement from the department in this regard.
22. During contract period, if the vehicle is seized or detained or requisitioned by Police/Motor Vehicle Authority or any other Authorities for whatsoever reasons that will be at the Service Provider's risk. Also, alternate vehicle of similar or higher category will be provided by Agency without any extra charges.
23. The vehicle cannot be put to any private/commercial use beyond the duty hours or on holidays. Unauthorized use of the vehicle by the driver/service provider will be lead to unilateral termination of the contract with immediate effect. The Agency has to

- ensure the safety of the passenger by avoiding negligent driving by its driver such as over speeding, rash driving and driving vehicle without brakes/defective brakes.
24. The mileage count will start from the location of pickup and no extra kilometres from the garage to the pickup point will be provided. The mileage count will also terminate at the dropping point and not up to the garage.
25. The principal shall have the right to terminate the agreement upon it giving 3 (three) month notice in writing.
26. In case the service provider intends to withdraw the services of his/her vehicle and terminate the agreement, it shall be mandatory upon him to grant 3 (three) month notice in writing and upon refund of any rental fees paid in advance, over and above the notice period before such withdrawal of service and termination of agreement. Final payment after termination of the contract shall be released on submission of the Log Book of the vehicle, car pass and pass/id card issued to the Driver, if any.
27. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
28. The rules are to be quoted for hiring on monthly basis (Rs. per month). The rule quoted should be exclusive of all taxes GST, rates/duties/levies and to be understanding that there will be no increase or decrease in contract rate mentioned subject to maximum unit in respect of vehicle mentioned at Tender Call notice.
29. No additional terms and conditions from the tenderer over and above shall be entertained by the office.


Signature of

Quotation/Tender Calling Authority.