

DETAILED QUOTATION CALL NOTICE

PLANNING & CONVERGENCE DEPARTMENT,
GOVT. OF ODISHA



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

Name of the work

**Providing 02 (two) no. of Non A.C Indigo/Swift Dzire(Petrol)/Swift Dzire(Diesel)
driven vehicles having sitting capacity not more than five including driver.**

DIRECTORATE OF ECONOMICS & STATISTICS, ODISHA, BHUBANESWAR

O. O. No. __5657____/DES/MV - 32/2019

Dated Bhubaneswar, the 6th September, 2019.

Annexure-I

TENDER NOTICE

Sealed quotations/tenders are invited from interested reputed Travel Agencies/

Tour Operators or private individuals for providing one number of Non AC Indigo/Swift Dzire(Petrol)/Swift Dzire(Diesel) driven vehicles having sitting capacity not more than five 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 six months. 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 20.09.2019 at 5 P.M. The sealed tender will be opened in the presence of the committee of the DE&S on 21.09.2019 at 11 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 6 months i.e. 1.10.2019 to 31.03.2020.

In the covering sealed cover super scribed with "Tender for Hiring of Vehicle" there should be two separate sealed covers, one for Technical bid (Annexure-II) including terms and condition and general information containing financial bid (Annexure-III & IV).. The other containing Financial Bid (Annexure-C) 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. 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	Useage	Maximum amount payable per month excluding diesel and Tax as applicable.
1	A/C/Non AC vehicle	2	To be used up to 25 days per month	Rs. 20,000/-

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 Assistant 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-III).

6. The vehicle must achieve a minimum fuel efficiency of 17 Kms per liter in case of Indica eV2, 15 Kms per liter in case of Indigo, 14 Kms per liter in case of Swift Dzire (Petrol) and 17 Kms per liter in case of Swift Dzire (Diesel).
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_III).
8. The Quotation completed in all respect should reach the undersigned on or before 20.09.2019 by 5 P.M. and shall be opened at 21.09.2019 at 11 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. 6.09.2019 to Dt.20.09.2019 & 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 Assistant 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.


05.09.2019
DIRECTOR

Memo No. **5658**

/Dated **06.09.2019**

Copy forwarded to the Sri P. K. Mohapatra, Joint Director (Admn.)/ Sri B. N. Mohapatra, Deputy Director/ Sri N.K. Sahoo, DDO/ Sri S. N. Murmu, Establishment Officer/ Sri Kulamani Khatua, Section Officer for information and necessary action.

They are requested to attend the meeting of departmental committee for hiring of private vehicle in the office chamber of DE&S on 21.09.2019 at 11 A.M. positively for hiring of private vehicle for official use, being the members of departmental committee for hiring of private vehicle with reference to this office O.O. No. 5606, dated 4.09.2019 & Sri Kulamani Khatua, Section Officer is requested to convey the meeting for the purpose.



Joint Director

Memo No. **5659**

/Dated. **06.09.2019**

Copy of Tender Notice P.A. to DE&S for 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

Memo No. **5660** /Dated **06.09.2019**

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.



Joint Director

Memo No. **5661** /Dated **06.09.2019**

Copy of Tender Notice in shape of Annexure-I, II, III 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 web site of this Directorate immediately.



Joint Director

Memo No. **5662** /Dated **06.09.2019**

Copy forwarded to the Assistant 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.



Joint Director

Memo No. **5663** /Dated **06.09.2019**

Copy of Tender Notice forwarded to The Deputy Secretary to Govt., P & C Deptt. for information and necessary action with reference to Govt. in P & C Deptt. letter No. 6314/P, dated 13.06.2019.



Joint Director

Memo No. **5664** /Dated **06.09.2019**

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



Joint Director

Memo No. **5665** /Date. **06.09.2019**

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.



Joint Director

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 with proper uniforms for driving the vehicles. The driver should observe all etiquette and protocol while performing the duty and shall be neatly dressed and a 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.
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 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, replacement of spare parts. Lubricating oil of Engine, Gear Box & differential Coolant, Tyres & Tubes, Battery etc will be borne by the bidder.
4. 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.

5. In case of breakdown for reasons whatsoever the replacement of a vehicle of the same or better model shall be provided by the owner of the vehicle/bidder.
6. 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.
7. The vehicles shall report for duty for minimum of 25 days in a month.
8. In case of emergency, the driver will have report for duty as per the requirement of hirer. No extra payment shall be demanded.
9. 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.
10. 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.
11. The vender should have Pan No., and Regd. of service Tax, Photocopies of which to be submitted for proof.
12. The office shall not be responsible for any toll tax, 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.
13. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
14. 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.
15. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
16. 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/levis and to be understanding that there will be no increase or decrease in contract rate mentioned subject to maximum unit of Rs. 20,000/- in respect of car mentioned at Tender Call notice.
17. No additional terms and conditions from the tenderer over and above shall be entertained by the office.

**Signature of
Quotation/Tender Calling Authority.**

Annexure-IV

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**

ANNEXURE- C

FINANCIAL BID

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

1. Name of the Party
2. Address (with Tele. 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)

Sr. No.	Type of Vehicle	Monthly Hiring Charges (Exclusive of Tax, In Rupees per month)

Date:

Place:

Seal:

Signature of authorized person

Full Name _____

ANNEXURE- A

TECHNICAL BID

(To be submitted in a separate sealed envelope super-scribe as "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 photocopy 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. | Yes /No |
| 4. | We have the requisite experience of providing vehicles to
to Central Govt./ State Govt./ PSUS. | Yes/ No |

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

(Signature of Authorized Signatory with date & stamp.)