

Quotation/Tender Call Notice for Hiring of Vehicle for State Youth Welfare Board, Odisha

Sealed quotations/tenders are invited from interested reputed Travel Agencies/Tour Operators for providing different AC Diesel driven vehicles as mentioned in the financial bid including driver, which shall conform to the Terms and conditions (Annexure-II) for official use in State Youth Welfare Board on monthly/daily rent basis:

01. The vehicle must be in Road Worthy condition, shall not be more than 1 year old from the date of initial registration and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid Contact Carriage Permit, proof of up to date tax payment etc. which are mandatory for plying of vehicle.
02. 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.
03. The Driver should be well behave, gentle and obedient in nature.
04. A sum of Rs. 50,000/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the Joint Secretary, SYWB and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
05. The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants)
06. The Vehicle must achieve a fuel efficiency as per the instruction of Finance Department Office Memorandum vide No. 34085/F, Bhubaneswar Dated 29.09.2012.
07. The details of the make and year of manufacture of the vehicle, registration no., mileage (Kms covered per litre) 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)
08. The Quotation completed in all respect should reach the undersigned on or before 25.04.2018 by 2.00 P.M. and shall be opened on the same day at 3.00 P.M. in presence of the bidders or their authorized representative.
09. The application form of quotation/tender containing General Bid Information & Terms and conditions for Hiring of vehicles etc. can be downloaded from Odisha Govt. website www.dsyesodisha.gov.in from Dated 11. 04.2018. In case the application form is downloaded from Govt. website, the applicant

shall furnish a Demand Draft for an amount Rs. 2,000 /- Rupees (Two Thousand) only towards the cost of application along with the application. The authority reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

Sd/-

Secretary, SYWB

TERMS & 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.

01. The hired vehicles, during period of contract, shall have all necessary valid MV document such as:- valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid Contract Carriage Permit, proof of up to 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/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.
02. 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.
03. 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.
04. 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.
05. 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.
06. The vehicle shall report for duty for minimum of 25 days in a month.
07. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
08. Monthly hire charges and reimbursements towards cost of diesel (as per actual) and lubricants (as per Govt. norms) 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.
09. The vehicle shall not be more than 1 year old from the initial registration and also in good running condition during the period of contract.

10. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
11. 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.
12. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
13. The starting km reading of the vehicle will be calculated from the office and finally closed the office everyday after completion of the duty no extra HSD will be supplied to the vehicle for idle movement of the vehicle other than office work.
14. The Contractor/Agency should at least own 10 vehicle with model not older than 2017 and vehicles registered as commercial vehicles.
15. The bidder should be registered with the appropriate Authority for the purpose of GST Tax. If already registered proof of application for registration for service tax (GST) must be submitted with the condition that registration certificate will be produced before signing the agreement/contract.
16. The bidder should have overall experience of 5 years in supplying at least 10 to 15 commercial/passenger vehicles in Govt. and Corporate office.
17. The Annual Turnover of the bidder should be at least Rs. 85 (Eighty Five Lakh) in the last two financial years. Audited financial statement of financial statement showing turnover duly certified by Chartered Accountant to be enclosed as proof of the same. IT return (or) Audited balance sheet reports two years (i.e. Assessment year 2016-17 & 2017-18 to be submitted).
18. Tenders evaluation will be done in two stages (a). Technical bid & (b) Financial bid. Each bid to be submitted in separate sealed envelopes super scribed as "Technical Bid and Financial Bid" respectively. All these 2 envelopes should be put in another envelop marked as "Tender for Hiring of Vehicle".
19. Those technically qualified will only be considered for price evaluation (Financial Bid). Price should not be quoted with technical bid otherwise the tender will be rejected without any correspondence.
20. The Contractor/Agency should not black listed.

21. After due evaluation of the bid (s) office will award the contract to monthly lowest evaluated responsive. That same Contractor/Agency will provide vehicle on daily basis.
22. In case of emergency, the Contractor/Agency should provide vehicle within 30 minutes. The driver of Agency should report for duty as per the requirement of hirer. No extra payment shall demanded.

Sd/-
Secretary, SYWB

Financial Bid- Monthly Hire of Vehicles

- 01. Registration No. of Vehicle :
- 02. Type of Vehicle (AC) :
- 03. Year of Manufacture :
- 04. Model :
- 05. Date of registration :
- 06. Name & complete address of the owner of vehicle :

- 07. Fitness Certificate validity :
- 08. Permit validity :
- 09. Insurance validity :
- 10. Name/Address of the Driver :
- 11. D.L. No. & Validity of the D.L. of the Driver :
- 12. Hire Charge of the vehicle per month excluding fuel cost :
- 13. Rate of fuel consumption/Mileage per litre :
- 14. Contact Number of the Service Provider (Tenderer/Quotationer)
Mobile Telephone.....

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

Seal & signature of the Quotationer/Tenderer

NB : To be quoted separately for

- 1. Indigo ECS/ Dezire/ Etios
- 2. Tavera/Bolero
- 3. Innova

FINANCIAL BID

(To be submitted on the letterhead of the Company/Firm)
On-call/Daily Basis below 200 Km per day (Local)

Sl. No.	Type of Vehicles (AC)	100 Km/10 Hrs	Rate (In Rs.)	Extra Km	Extra Hour
01.	Indigo ECS/ Dezire/ Etios				
02.	Tavera/Bolero				
03.	Innova				

**Signature of the Quotationer/
Tenderer with company seal**

FINANCIAL BID

(To be submitted on the letterhead of the Company/Firm)
On-call/Daily Basis below 250 Km per day (Long)

Sl. No.	Type of Vehicles (AC)	100 Km/10 Hrs	Rate (In Rs.)	Extra Km	Extra Hour
01.	Indigo ECS/ Dezire/ Etios				
02.	Tavera/Bolero				
03.	Innova				

**Signature of the Quotationer/
Tenderer with company seal**

