

Government of Odisha
Office of the chief Resident Commissioner

Odisha Niwas, 4- Bordoloi Marg,
Chanakyapuri, New Delhi-110021

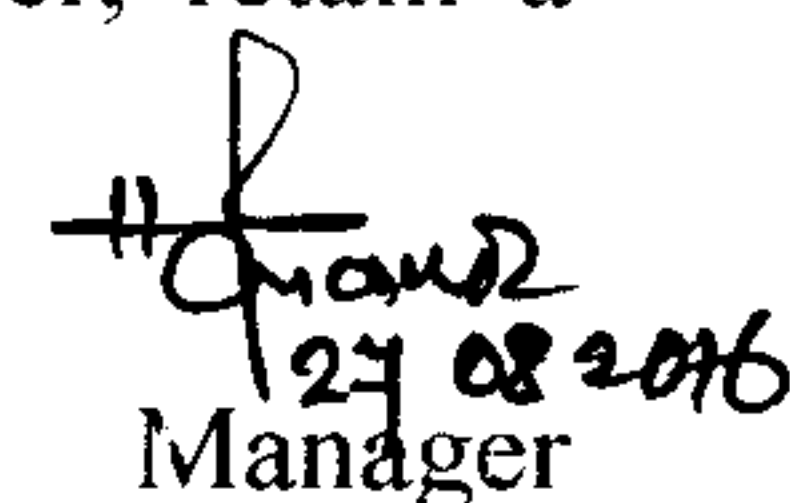
No 4209 /CRC Dated 29/08/2016

CRC-359/2016

TENDER CALL NOTICE

**(FOR HIRING OF CARS AND OTHER VEHICLES BY
ODISHA BHAWAN, NEW DELHI)**

1. Sealed bids are invited from intending Taxi Operators for hiring of DLY cars and other vehicles by Odisha Bhawan, New Delhi on the terms and conditions mentioned in the tender documents and in the format prescribed there in, so as to reach the Manager, Odisha Bhawan, 4-Bordoloi Marg, Chanakypuri, New Delhi-110021 before 5.00 PM on dated **16/09/2016**.
2. The tender document can be obtained during the office hours (10 AM to 5 PM) from the Reception Counter of Odisha Niwas, 4-Bordoloi Marg, Chanakyapuri, New Delhi-110021 on non-refundable payment of Rs. 1000/- till 2.00 PM of dated 16/09/2016. The same can also be downloaded from the site <http://www.rcodisha.gov.in>. For the forms downloaded from the site mentioned above, the tenderers will have to pay an additional non-refundable amount of Rs. 1000/- in shape of Account Payee Demand Draft in favour of "Odisha Bhawan, Govt. of Odisha," payable at New Delhi at the time of filing of application form.
3. The bids (except part-D) shall be opened at 11.00 AM dated **17/09/2016** in presence of bidders or their authorized representatives in the Conference Hall of Odisha Niwas Basement at 4-Bordoloi Marg, Chanakyapuri, New Delhi-110021 by the Tender Committee appointed by the Chief Resident Commissioner, Government of Odisha, New Delhi. Part-'D' of the bids shall be opened on the same day at 3.00 PM only in those cases, where in bidders are otherwise found acceptable to the tender Committee after scrutiny of the papers.
4. The Tender Document duly filled in shall be submitted in original. The bidders may, however, retain a photocopy for their reference.


Manager

Odisha Bhawan
New Delhi

CC to:

P.P.S to C.R.C/ S.P.S to S.R.C for kind information of C.R.C/S.R.C/A.R.C for information.

To the notice Board of Odisha Bhawan and Odisha Niwas.

To the offices of all the Resident Commissioners located at New Delhi. with a request to display it in their notice board for publicity.

To Sr. Programmer to upload the entire tender documents in the website of Chief Resident Commissioner, Government of Odisha, New Delhi

TENDER DOCUMENT

PART – A

GENERAL INFORMATION ABOUT THE BIDDER

1. Name of the firm, full address, telephone :
Numbers, FAX No. and E-mail ID etc.

Affix a Passport size photograph. in the :
space provided.
:
2. Constitution of firm (whether company, :
Partnership, proprietorship or others)
3. (i) If a Company, a copy of the Articles :
of Association and Certification of
Incorporation, name of Managing
Director should be submitted.
(ii) If a Partnership, name and full
address of all the Partner should be
furnished.
(iii) If Proprietorship, name and full
address of Proprietor should be
furnished.
4. Please state whether the applicant firm was :
black listed by any agency and/or
convicted of any criminal offence and/
or whether any criminal cases pending
against the firm and Managing Director,
other Directors, Partners, Proprietor, as the
case may be.
If not, an affidavit is to be submitted.
5. Registration number of firm as a Taxi ;
Operator (Attested copy of registration
Certificate to be enclosed)
6. Date of commencement of business as :
Travel Operator/ Taxi Operator?
7. Number of cars and other vehicles :
registered as taxis owned by the firm.
the vehicle Registration No., the make
and model (year) of each such car/
vehicle (attach separate sheet)

Space for
Photograph

8. How many vehicles are less than 3 years (registered after 01.09.2013) only and how many are air-conditioned. (AC & Heater combined facility).
9. How many taxis are more than 3 years old but less than 5 years old. (Regd. Date from 01.09.2011 to 31.08.2013)
10. List and submit the documentary evidence :
That you are in the business as taxi operators for the last 3 years.
11. How many vehicles at a time can you :
supply to Odisha Bhawan? (On a 0600 (six) hours notice)
12. Annual Turnover (Audited statement of :
Accounts) of last 3 financial years 2013-14, 2014-15 & 2015-16 should be enclosed)
13. The details of Earnest Money Deposit of :
Rs. 20,000/- (Rupees Twenty Thousand) only Demand Draft or Bankers Cheque number and date (Original DD/ Banker's Cheque should be enclosed).
14. The firm should furnish VAT, IT, Service Tax etc. clearance documents (whichever is applicable) from the concerned authorities located at NCT Delhi/ Government of India. The firm should also provide other supporting documents of Registration of firms and details as taxi operator (if required under Rules of Delhi Government) from the concerned RTO/ Transport Commissioner of NCT of Delhi.

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

**Signature of Bidder
with seal.**

- PLEASE NOTE:
1. Use separate sheet of paper for giving full information if the space Provided in this form is not sufficient. Only the President/ Chairman/ CEO shall sign the tender documents, indicating the full Name in capital letters.
 2. All the documents should be photocopied and illegible. These should be self attested.
 3. The documents should be indexed, submitted in order with pages flagged for each item for easy verification.
 4. The signature on photograph should be partly on photograph and partly outside

PART – B

GENERAL CONDITIONS OF CONTRACT

1. All the cars and other vehicles should have running milometer. **The distance for the purpose of payment shall be measured by milometer reading on arrival at Odisha Bhawan for beginning the journey and again at Odisha Bhawan at the end of journey.** It will be the duty of Driver to obtain the signatures of the guests and of the authorized persons of Odisha Bhawan on the "Travel Slips".
2. All the vehicles to be offered on hire shall be inspected by authorities and shall be certified in advance for acceptance with regard to their conditions, travel comfort and, in case of air-conditioned cars/ vehicles, the effectiveness of air-conditioning. The vehicles to be hired should not be registered earlier than 01.01.2013.
3. The request of Odisha Bhawan for flying the National Flag and putting red light on the top of car/ vehicle shall be carried out without any extra cost. The National Flag shall be as per specifications and red light shall be in operational condition as per prevailing guidelines of the Government.
4. Hired car/ vehicle shall carry up to as many guests as it is registered for with the R.T.O and shall also carry all the luggage of Guests without any extra cost. The full boot and sitting space shall be available to Guests as long as it remains on hire with Odisha Bhawan.
5. No passenger, other than Guests of Odisha Bhawan and Odisha Niwas, shall be carried by the Driver during the period of hire.
6. The drivers carrying state Guests must be in uniform and the Agency must ensure it failing which penalty @500/- in each instance of violation shall be charged.
7. No tip or money for purchase of fuel or for repairs etc. shall be asked or demanded from State Guests under any circumstance. The driver shall carry enough money with him for this purpose. He shall be available full time to State Guest of Odisha Bhawan/ Odisha Niwas and shall carry out all his rightful directions.
8. Driver should not be under the influence of alcoholic drinks, take drugs, and carry arms, weapons, knife and blades of any kind.
9. He shall not drive recklessly or dangerously or cause discomfort and tension to Guests due to speedy driving. He shall be polite, courteous and behave in a polite manner with the Guests and shall at least load and unload the luggage of the Guests voluntarily.
10. The driver shall not have any criminal background. The Taxi Operator shall have police verifications done and those, who are cleared on police verification only, shall be accepted to drive the car/ vehicle carrying the State Guests. The photographs and other necessary documents and information on drivers shall be submitted on demand for carrying out cross checking.

11. The hired car/ vehicle shall have all the necessary documents always available with driver for verification by Odisha Bhawan authorities. Similarly, the driver shall have available with him valid Driving License and shall produce it to Odisha Bhawan authorities on demand for verification. Unless all the necessary documents are available and found valid on check, the car/ vehicle shall not be hired even as it may have been issued the certificate for acceptance by Odisha Bhawan.

PART – C

SPECIAL CONDITIONS OF CONTRACT

The hiring rates quoted and accepted shall be valid for a period of one year counted from the date of issue of acceptance letter by Odisha Bhawan. The hiring rates shall not be changed during the period of validity for any reasons, whatsoever.

1. The hire charges shall be quoted in the format provided in Part 'D' subject to fixed overtime and night halt charges already mentioned therein.
2. All the payments shall be made after submission of bills accompanied with original 'Travel Slip'.
3. Payments shall be made by cheque.
4. Other things being equal, preference shall to firms owning more number of A.C passenger cars of less than 3 years old.
5. **More than one firm may be short listed and selected and a panel shall be prepared.**
6. All taxes payable shall be deducted by D.D.O at source. The tax credit certificates shall be issued accordingly.
7. If an air-conditioned vehicle is hired, the air-conditioned charges shall not be payable for the period from 1st November to 28th of February. The air-conditioned charges shall be deemed to be 5% of hire charges excluding overtime to driver and overnight halting charges.
8. No advance payment shall be made on any account.
9. No claim shall lie on Odisha Bhawan in case of any damage to vehicle for reasons, whatsoever, during the period of hire.
10. Odisha Bhawan reserves the right to deduct suitable amount not exceeding 10% of the Bill as penalty in case of misconduct of driver with the State Guests. (All the persons permitted to use the vehicle shall be deemed to be the State Guests for this purpose, whether formally declared as such or not.)
11. Penalties for inadequate supply of vehicles or poor services will be levied by Odisha Bhawan/ Odisha Niwas authority @ Rs. 500/- for each instance and will be deducted from bills submitted by the supplier.

12. Penalty will be levied for deliberately manipulating the kilometers and timing @ Rs. 500/- for each instance which will be deducted from the bill submitted by the supplier.
13. The Bidders should have minimum **annual turn over of Rs.50. lakh per annum** and they should attach audited statement of Accounts of previous three financial years i.e 2013-14, 2014-15 & 2015-16 without fail.
14. Bidders are advised to submit E.M.D. of **Rs.20,000/-** (Rupees Twenty Thousand) only in the form of Demand Draft or Bankers Cheque payable at Delhi and drawn in favour of Manager, Odisha Bhawan, Government of Odisha, New Delhi and give its details in column number 11 of Part-A of this document. Cash receipt for the amount will also be accepted. (The original Demand Draft/ Bankers Cheque/ Cash receipt be enclosed along with the Part-‘A’ of the tender document, failing which the tender document shall not be considered.)
15. The successful bidders shall furnish security deposit of **Rs.50,000/-** (Rupees Fifty Thousand) only in shape of Bank Guaranty/ Fixed Deposit pledged to “Govt. of Odisha, Odisha Bhawan, New Delhi” valid at least for a period of one year and three months. The agreement shall be signed only after the security deposit amount is deposited.
16. In case of any litigation arising out of any issue in this agreement, the same shall be confined to the territorial jurisdiction of the NCT of Delhi.

Evaluation of Bids:

Lowest rates quoted for hiring for use within Delhi, the rates quoted for 8 hours up to 80 KM run. .

I accept the above special conditions of this contract.

**Signature of Bidder
with seal**

PART – D

FORMAT FOR QUOTING RATES (inclusive of all taxes, Statutory dues)

Name of the firm

Sl. No.	Maker & Model of Car	For hiring within Delhi			
		For 8 hours up to 80 Km	For 4 hours up to 40 Km	Over time per hour beyond 8 hour	Additional charge per Km exceeding 80 Km use
(1)	(2)	(3)	(4)	(5)	(6)
1	Maruti Suzuki Swift DZire A.C		50% of Column-3	5% of Column-3	1% of column-3
2	Maruti Suzuki SX4 A.C				
3	Maruti Suzuki Ciaz A.C				
4	Honda City A.C				
5	Toyota Corolla Altis A.C				
6	Toyota Innova A.C				
7	Maruti Suzuki Ertiga A.C				
8	Maruti Suzuki Wagon-R				
9	Tata Indica Vista A.C.				
10	Maruti Suzuki Omini A.C.				

- N.B- 1. Rates in Column 4, 5 & 6 need not be quoted. It will be arrived out as per the percentage mentioned.**
2. Extra KM/ Hour whichever is higher will be paid

**Signature of Bidder
with Seal**