



Dr. Tribikram Pradhan
Addl. Resident Commissioner

GOVERNMENT OF ODISHA
OFFICE OF THE CHIEF RESIDENT COMMISSIONER
4-Bordoloi Marg, Chanakyapuri
New Delhi – 110021
Tel: 23019771, Fax:23010839
Email: rc.odisha@gmail.com
Website: http://rcodisha.gov.in

No. 5516 /PRC Date: 28th November, 2014
RC – 219/ 2014

To

The Director
Information & Public Relations Department
Government of Odisha
Bhubaneswar – 751 001

Sub: - Publishing of Tender Notice in Newspaper.

Sir,

Enclosed herewith please find a Tender Notice inviting tender for hiring of Cars and other vehicles by Odisha Bhawan, New Delhi. The tender may please be published in two prominent English daily newspapers published from New Delhi by dated **08.12.2014**.

Yours faithfully,


Addl. Resident Commissioner

Memo No. 5517 /CRC. Dated, New Delhi, the 28/11/2014

Copy forwarded to Head of Portal Group, I.T. Centre, Secretariat, Odisha, Bhubaneswar for information and necessary action. He is requested to place this tender notice in the tender section of the website www.orissa.gov.in for information of all concerned.


Addl. Resident Commissioner

Memo No. 5518 /CRC. Dated, New Delhi, the

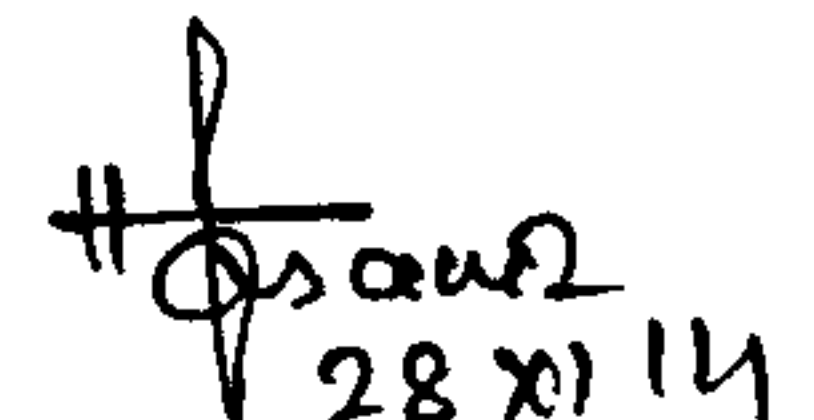
Copy forwarded to Senior Programmer for information and necessary action. He is requested to place this tender notice in the website of this office for information of all concerned.


Addl. Resident Commissioner

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 Sadan, 4, Bordoloi Marg, Chanakypuri, New Delhi-110021 before 5.00 PM on 24/12/2014.
2. The tender document can be obtained during the office hours (10 AM to 5 PM) from the Manager, Odisha Bhawan, 1-Niti Marg, Chanakyapuri, New Delhi-110021 on non-refundable payment of ₹500/- till 2.00 PM of 24/12/2014. 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 ₹500/-, in shape of Account Payee Demand Draft in favour of Manager, Odisha Bhawan, Chanakyapuri, New Delhi at the time of filing of application form.
3. The bids (except part-D) shall be opened at 11.00 AM on 29/12/2014 in the 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 Committee appointed by the Chief Resident Commissioner, Government of Odisha, New Delhi. Part-'D' of the bids shall be opened on 29/12/2014 at 3.00 PM only in those cases, where in bidders are otherwise found acceptable to the 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.


28.12.14
Manager
Odisha Bhawan
New Delhi

CC to:

PPS to CRC for kind information of CRC/ SRC/ ARC for information.

To the notice Board of Odisha Bhawan and Odisha Niwas.

To the offices of all the Resident Commissioners located at New Delhi.

To System Administrator to upload the entire tender documents in the website of Chief Resident Commissioner, Government of Odisha, Odisha Niwas.

To the concerned file.

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.
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 firm, name and full
address of all the Partners should be
furnished.
(iii) If Proprietorship, name and full
address of Proprietor should be
furnished.
4. Please state whether the applicant firm was :
ever 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, in separate sheet of paper, if
any.
5. Registration number and details as Taxi :
Operator (Attested copy of registration as
Taxi Operator from RTO/ TC of Delhi to
be enclosed, if applicable).
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. Give
the vehicle Registration No., the make and
model (year) of each such car/ vehicle
(attach separate sheet)

8. How many of above are less than 4 years (registered after 01.01.2011) only and how many are air-conditioned. (AC & Heater combined facility).
9. How many taxis are more than 4 years old but less than 6 years? (Regd. Date from 01/01/2009 to 31/12/2010).
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 hours notice)
12. The details of Earnest Money Deposit of :
₹10,000/- (Rupees Ten Thousand) only Demand Draft or Bankers Cheque number and date (Original DD/ Banker's Cheque should be enclosed).
13. Annual Turnover (Audited statement of :
accounts of last 3 years i.e 2011-2012, 2012-2013, 2013-2014 should be enclosed)
14. The firm should be 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
Manager, Odisha Bhawan**

Signature of Bidder

PLEASE NOTE: 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.

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” to be issued by Odisha Bhawan.
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 01/01/2011.
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 circumstances. 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 State Guests due to speedy driving. He shall be polite, courteous and behave in a polite manner with the State Guests and shall at least load and unload the luggage of the State 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 check.
11. The hired car/ vehicle shall have all the necessary documents always available with driver for verification of Odisha Bhawan. Similarly, the driver shall have available with him valid Driving License and shall produce it to Odisha Bhawan 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 be given to firms owning more number of 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 over night 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 @ ₹ 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 @ ₹ 500/- for each instance which will be deducted from the bill submitted by the supplier.
13. The successful bidders shall furnish security deposit of ₹30,000/- (Rupees Thirty Thousand) only in shape of Demand Draft/ Postal Deposits, valid at least for a period of one year and three months, payable at Delhi, in favour of Manager, Odisha Bhawan, Government of Odisha. The agreement shall be signed only after the security deposit amount is deposited.
14. Bidders are advised to submit E.M.D. of ₹10,000/- (Rupees Ten Thousand) only 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. 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:

For hiring for use within Delhi, the rates quoted ‘for 8 hours up to 80 KM run’ shall be added to additional charges payable for use for next 30 KM (calculated on the basis of rates quoted in column 6 of Part-D). The lowest of rates so arrived at shall be lowest rates quoted.

I accept the above special conditions of this contract.

**Signature of
Manager, Odisha Bhawan**

Signature of Bidder

PART – D

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

Name of firm

Sl. No.	Make & Model of Car	For hiring within Delhi			
		For 4 hours up to 40 Km	For 8 hours up to 80 Km	Over time per hour beyond 8 hours	Additional charge per Km exceeding 80 Km use
(1)	(2)	(3)	(4)	(5)	(6)
1.	Indigo Diesel A.C.			₹_____ per hour	₹_____ per km.
2.	Indigo A.C. CNG			₹_____ per hour	₹_____ per km.
3.	Maruti Swift Dezire A.C			₹_____ per hour	₹_____ per km.
4.	Maruti SX4 A.C			₹_____ per hour	₹_____ per km.
5.	Honda City A.C			₹_____ per hour	₹_____ per km.
6.	Innova CNG			₹_____ per hour	₹_____ per km.
7.	Corolla A.C			₹_____ per hour	₹_____ per km.
8.	Corolla Altis A.C			₹_____ per hour	₹_____ per km.
9.	Maruti Esteem A.C.			₹_____ per hour	₹_____ per km.
10.	Maruti Esteem A.C. CNG			₹_____ per hour	₹_____ per km.
11.	Maruti Omini A.C. CNG			₹_____ per hour	₹_____ per km.
12.	Maruti Wagon-R CNG			₹_____ per hour	₹_____ per km.
13.	Indica A.C. CNG			₹_____ per hour	₹_____ per km.

**Signature of
Manager, Odisha Bhawan**

Signature of Bidder