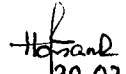


OFFICE OF THE CHIEF RESIDENT COMMISSIONER,
GOVERNMENT OF ODISHA, NEW DELHI

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 so as to reach the Manager, Odisha Bhawan, 4-Bordoloi Marg, Chanakypuri, New Delhi-110021 before 5.00 PM on 07.03.2019.
2. The tender documents can be obtained from the Manager, Odisha Bhawan, 4-Bordoloi Marg, Chanakypuri, New Delhi-110021 during the office hours (10 AM to 5 PM) on **payment of Rs.500/-(non-refundable)** till 2.00 PM of 07.03.2019. The same can also be downloaded from the website <http://www.rcodisha.gov.in>. For the forms downloaded from the website mentioned above, the intending bidders will have to pay an amount of **Rs. 500/- in shape of Account Payee Demand Draft** in favour of Manager, Odisha Bhawan, Chanakypuri, New Delhi at the time of submission of tender paper.
3. The Technical bids shall be opened at 11.00 AM on 08.03.2019 in the presence of bidders or their authorized representatives in the Conference Hall of Odisha Niwas Basement at 4-Bordoloi Marg, Chanakypuri, New Delhi-110021 by the Tender Committee appointed by the Chief Resident Commissioner, Government of Odisha, New Delhi. The Financial bids of the bidders whose Technical bids are found acceptable shall be opened on date 11.03.2019 at 3.00 PM.
4. The Tender Document duly filled in shall be submitted in original. The bidders may, however, retain a photocopy for their reference.


20.02.2019
Manager

Odisha Bhawan
New Delhi

**OFFICE OF THE CHIEF RESIDENT COMMISSIONER
GOVERNMENT OF ODISHA, NEW DELHI**

Office of the Chief Resident Commissioner, Government of Odisha, New Delhi hires vehicles to meet the transportation needs of its guests and officers. A list of agencies will be empanelled for this. Office of the Chief Resident Commissioner, Government of Odisha, New Delhi will hereafter be called as "Authority" and successful bidder(s) allotted contract will be called "Agency".

1. Scope of the Contract:

- a. To make available required number of AC vehicles against the required number of days on the agreed rate. Generally, the vehicles will be required at Odisha Bhawan, 1-Niti Marg, New Delhi. However, occasionally vehicles may be called at any place in NCR.
- b. The distance for the purpose of payment shall be measured by Kilometer reading at Odisha Bhawan, 1-Niti Marg, New Delhi at the beginning and end of the journey. It will be the duty of driver to obtain the signature of the guests or an authorized person/ Receptionist in Odisha Bhawan. The meter reading of the vehicles will be recorded on arrival and at the end of the journey and fare will be calculated on the basis of the same.

2. Period of Contract

The contract will be valid for a period of one year from the date of the agreement with the condition that the same may be extended for a further period of same spell by the **Chief Resident Commissioner, Government of Odisha, New Delhi**.

3. Agreement

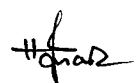
The empanelled agency shall have to sign the contract agreement and deposit the security amount within 15 days of receipt of the letter of Acceptance of Bid failing which the proposed contract shall be cancelled and the EMD shall be forfeited.

4. Earnest Money Deposit (EMD)

- a. An EMD of Rs. 20,000/- shall be deposited vide Demand Draft favouring "**PAO, O/o Resident Commissioner, Government of Odisha, New Delhi**".
- b. The EMD of Bidders shall be returned to them within one month of completion of the process. No interest will be payable on the deposit.
- c. The EMD of successful bidder(s) will be adjusted towards the Security Deposit of the Contract. In this case, the validity of the EMD will be extended up to the required period.
- d. The bid not accompanied with the EMD will be outrightly rejected.
- e. The EMD may be forfeited, if the bidder withdraws his bid during the period of validity specified by the bidder on the bid form, or in the case of successful bidder, if the bidder fails to sign the contract agreement and fails to deposit the Security Deposit within the stipulated time limit.

5. Security Deposit

1. Within 7 days of receipt of the Letter of Acceptance of Bid, the successful bidder will furnish a Security Deposit amounting to Rs. **50,000/-** (Rupees Fifty Thousand Only) by FDR favouring of "**PAO, O/o Resident Commissioner, Government of Odisha, New Delhi**".



2. The Security Deposit will be refunded to the Agency 'after one month of successful completion of contract period and all bills are settled'. No interest will be payable on Security Deposit.

6. Responsibility of the Agency

- a. The Agency will be informed about requirement of vehicle(s) reasonably in advance. Sometimes the agency will have to make available vehicle(s) to the Odisha Bhawan even on a short notice or on oral instruction and irrespective of the number of vehicles intended for use, they shall be made available without any delay even on holidays and at odd hours.
- b. In case of emergency, the agency should be able to provide vehicle(s) to Odisha Bhawan or the place intimated within 10-15 minutes.
- c. The vehicle provided to the Odisha Bhawan should not have been registered earlier than the year 2016.
- d. In any event of break down of the vehicle hired, whether within or outside Delhi, the agency shall provide a replacement at the earliest failing which Odisha Bhawan or its officer will be free to hire a vehicle. Any extra payment over and above the rates of contract will have to be borne by the agency.
- e. Initial kilometer reading of the vehicle called for duty will be noted at reaching Odisha Bhawan by the officer on duty at Odisha Bhawan and closing reading shall be noted by the guests for whom the vehicle was hired or Officers on duty at Odisha Bhawan when the vehicle has been asked to report after dropping the guests.
- f. It will be the responsibility of the driver to record the kilometer reading, the place of visits and details of Officials who are using the vehicle and other particulars duly countersigned on daily basis by the officer on duty at Odisha Bhawan.
- g. The vehicle should be in good and roadworthy condition, taxes paid up to date, with comprehensive Insurance coverage, permits and all other statutory requirements for playing on the road in National Capital Region.
- h. The contractor should have a minimum of 3 years experience in providing vehicles to reputed organizations such a State Government Bhavans, Star hotels, Embassies/ High Commission, reputed public/ Private sector organizations, etc. Credentials to prove above have to be attached along with the Bid.
- i. It is not the responsibility of the Odisha Bhawan in case of any unfortunate accident/ mishap or tragedy occurred during the time vehicle is in service for Odisha Bhawan purpose. No liability in this regard shall be borne by the Odisha Bhawan.
- j. A name board, provided by the Odisha Bhawan should be exhibited in the hired vehicle while on duty.

7. About the Drivers:

- i. The 'Agency' will be responsible for ensuring discipline of the drivers. The drivers should wear uniform and shoes provided by the 'Agency' and be well versed with the routes in Delhi especially to all Government offices and Embassies etc.
- ii. The drivers should be holding valid commercial driving License with minimum three years experience and have mobile phone facilities and should have cleared Police verification. The Police Verification shall be the responsibility of the 'Agency'.
- iii. The 'Agency' will ensure the strict compliance of all the labour laws, payment of wages Act, Accidental Insurance and other statutory provisions. Government of Odisha will not be liable for any omission and commission by the 'Agency' in this regard.



- iv. The 'Agency' will indemnify the Government of Odisha for any litigation on account of dispute with its employees or other Government institution.
- v. The 'Agency' shall maintain all the mandatory registers prescribed under law.
- vi. It will be the primary responsibility of the Agency to maintain high standards of service.
- vii. Each driver will obtain feedback of his service in the prescribed form about each guest and submit it to the Officer on duty at Odisha Bhawan for each trip.
- viii. The hygiene, cleanliness to be given importance and Agency will ensure that drivers are highly disciplined, courteous and presentable.
- ix. The vehicle should always be neat, clean, well maintained and fully equipped with essentials for journey.

8. Indemnity

The 'Agency' will indemnify the 'Authority', for any and all proceedings, actions for loss, damage, cost and expense arising out of any action on the part of the 'Agency' / drivers of any of its obligations under this agreement/ contract or on account of failure of the 'agency' to comply with applicable laws, rules and other provisions of applicable rules.

9. Termination Clause

- a. The 'Authority' may terminate the contract immediately or on giving a notice 30 days ahead, if any deficiency of service of any kind is noticed for which the 'Agency' may also be asked to pay penalty as per the agreement.
- b. In case the 'Agency' wishes to terminate the contract three months notice has to be given to the 'Authority'.

10. Penalty Clause

- a. In case of complaint of deficiency of service, the 'Agency' is liable to be penalized which will not be less than Rs. 200/- in each case. The decision of 'authority' will be final and binding.
- b. In case the 'Agency' is not able to provide the required number of vehicles, it will be open to the 'Authority' to avail service from some other source and in that case, the excess payment between the agreed rate and the rate claimed by the other provider will be imposed on the agency without giving the 'Agency' an opportunity of being heard. However, the decision of the 'Authority' will be final.

11. Payment Clause

The 'Agency' will submit the bills for payment for a month in the first week of succeeding month. The payment will be made on monthly basis. No advance payment will be made at any instance.

12. Dispute clause

In case of dispute, the decision of the Chief Resident Commissioner, Govt. of Odisha, New Delhi 110021 will be final and binding. Litigation if any, is limited to the Courts at New Delhi.

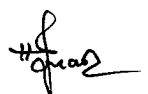
13. Bidding

The willing bidders are required to submit two bids i.e. Technical bid in **Annexure-I** and Financial bid in **Annexure-II** in two separate sealed envelopes.

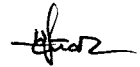
14. Submission of Technical and Financial Bids

The tender documents shall be submitted in two separate covers as shown below;

- a. Sealed cover "A" superscribed as "Technical Bid" and it will contain the documents required for pre-qualifications as detailed below.
- b. Sealed cover "B" superscribed as "Financial Bid" and it will contain the rate quoted by the agency and it should be in the prescribed form only. The fact whether it is inclusive of all Taxes or not has to be indicated. If inclusive of Tax, the break ups shall be shown.



- c. Both these sealed covers shall be put in a bigger cover which should also be sealed and superscribed as “Tender for providing vehicles with Driver on hire basis for the year 2019-20” and may be sent by Registered post with AD addressed to the Manager, Odisha Bhawan, 4-Bordoloi Marg, Chanakaypuri, New Delhi – 110021.
- d. The “Authority” reserves the right to either accept or reject any or all the Tenders without assigning any reason thereof..
15. The technical bid will be opened and scrutinized first and the agencies who have submitted their documents in order and fulfilled the requisite conditions will be shortlisted for opening of their financial bids. The decision of “Authority” in short listing the bidders will be final. After analysis of the financial bid, the bid of the Agency offering the best value for money will be selected and awarded the contract subject to signing an agreement. The authority is not bound to accept the lowest tender or for that matter the decision of the “Authority” will be final.
16. **Technical qualification:**
Criteria for technical qualification will be as under:
- i. The agency should be in business for the last 3 years and have necessary registration / PAN number, GST etc.
 - ii. It should be located within 8 Km radius of Odisha Bhawan;
 - iii. It should be having experience of providing services to reputed organization(s) for the last 3 years viz. Central/ State Governments / PSUs / Embassies/ Hotels/ Reputed private sector companies etc.
 - iv. It should have adequate number of vehicles in each category (10 each in group A & group B as in Annex-A) having registered in or after 2016.
 - v. It should have a minimum fleet of 20 vehicles.
 - vi. The “agency” should not have been blacklisted by any Government Organizations.
 - vii. The turnover should be minimum of one Crore rupees per year on an average.



Technical Bid

1. Name of the Agency and address:
2. Professional Registration No:
3. Name of Owner/ Partners and with recent photo:
4. Address & Tel. Number of Agency/ Owner
Partner and fax number and email address:
5. Year of Establishment of the Agency:
6. GST registration Number (with photocopy):
7. PAN Number (with photocopy)
8. Provident Fund A/c number & ESI Number;
9. Details of yearly turnover (**minimum one crore**) of last three years:
(Auditor's report of last three years and proof of tax paid)
 - a) Year 2017-18
 - b) Year 2016-17
 - c) Year 2015-16

(The turnover should be minimum one Crore rupees per year on an average of three years as indicated above for meeting the eligibility criteria.)

10. Details of the services provided in the three years to the company/ organization such as Central Government, State Government / reputed private or Public sector companies/ Bank/ Hospitals/ Embassy/ High Commission, etc. (with photocopy of the documentary proof)

Sl.No	Name, address, contact no. of the organization	Contract period(from & To)	Annual contract amount	Details of services (no. of vehicles)provided	Contract still on (Yes/No)

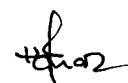
11. Number of vehicles registered after 1st January 2016 (minimum 20 vehicles)
12. Details of vehicles on a separate sheet as in **Annex-A**. The group A and group B vehicles should be of minimum 10 each per group totaling a minimum of 20 vehicles.

Signature of the Bidder

Name & Designation

Countersigned by the 'authority'

Note:- Photocopy of providing satisfactory service of clients such as State Government Bhavans. Star Hotels, Embassies, etc. Should be listed in the tender and certificates of experience etc. should be submitted along with tender without which the Odisha Bhawan authorities may not take cognizance of the claims made in the tender.



Details of vehicle available with the agency having registered on or after 2016

Group 'A' Vehicles

Sl. No	Type of vehicle (Make) AC- Maruti Swift Dzire, Maruti Ciaz, Maruti Ertiga, Toyota Etios	Month & Year of Registration

Group 'B' Vehicles

Sl. No	Type of vehicle (Make) AC – Honda City, Toyota Innova, Toyota Corolla, Toyota Corolla Altis	Month & Year of Registration

**Signature of Bidder
Name & Designation**



Financial Bid**FORMAT FOR QUOTING RATES (inclusive of all taxes, Statutory Dues)**

Name of firm

Sl. No	Maker & Model of Car (All AC)	For hiring within Delhi								
		For 8 hours up to 80 Km	For 10 hours up to 80 Km	For 4 hours up to 40 Km	Over time per hour beyond 4/8/10 hour	Additional charge per Km exceeding 40/80 Km	Monthly Charges for 2000km 250 hrs (25days)	Monthly Charges for 2500km 250 hrs (Full month)	Monthly Charges for 3000km 300 hrs (Full month)	Monthly Charges for 3600km 360 hrs (Full month)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
Group- A vehicles				50 % of Column -3	5 % of Column -3	1 % of Column -3				
1	Maruti Swift dZire									
2	Maruti Ciaz									
3	Maruti Ertiga									
4	Toyota Etios									
Group- B vehicles										
5	Honda City									
6	Toyota Innova									
7	Toyota Corolla									
8	Toyota Corolla Altis									

- 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 out of the two.

Signature of Bidder
with Seal
