



**GOVERNMENT OF ODISHA
HIGHER EDUCATION DEPARTMENT**

Tender Document

Part A: “Supply of one Maruti Suzuki D’Zire (Diesel) Car on monthly basis”.

Part B: “Supply of Cars & Buses on need basis”

Tender Document No: 04/2018/OHEPEE

Dated:01/11/ 2018

Issued by;

PMUOHEPEE,
Higher Education Department,
Pustak Bhawan (2nd Floor),
A-11, Suka Vihar,
Bhubaneswar-751022

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SCHEDULE OF TENDER

Tender No.	04/2018/OHEPEE
Name of the tender issuer	SPD OHEPEE – cum - Joint Secretary to Govt., Higher Education Department, Govt. of Odisha
Scope of Work (Part A)	“Supply of one Maruti Suzuki D’Zire (Diesel) Car on monthly basis”
Scope of Work (Part B)	“Supply of Cars & Buses on need basis”
Cost /fee of Tender Documents	<ul style="list-style-type: none"> • Tender document is free of cost. • Tender document can be downloaded by tenderers from Government of Odisha, Higher Education Department’s website i.e. www.dheodisha.gov.in
Earnest Money Deposit (EMD) (Two Different EMDs to be submitted if one bidder is applying for both parts of the tender)	<ul style="list-style-type: none"> • Rs. 5,000/- (Rupees Five Thousand Only) • EMD shall be in the form of Demand Draft payable in favor of; “OHEPEE, Higher Education Department”, drawn from any nationalized bank.
Date of issue of tender document	01.11.2018
Date of Pre Bid clarification meeting	08.11.2018 at 11:00 A.M
Last Date for Submission of Bids	22.11.2018 by 11:00 A.M
Date of Opening of Technical Bids	22.11.2018 at 03:00 P.M
Date of Price Bid Opening	To be communicated to bidders who successfully qualified in Technical bid
Name of the contact person for Communication	SPD OHEPEE – cum - Joint Secretary to Govt., Higher Education Department, Govt. of Odisha Bhubaneswar
Contact Number	0674-2545484
Address for Communication	Pustak Bhawan (2nd Floor), A-11, Suka Vihar, Bhubaneswar-751022

BID NOTICE

Sealed tenders are invited from interested reputed Travel Agencies/Tour Operators or private individuals for “Supply of one Maruti Suzuki D’Zire (Diesel) Car on monthly basis” and “Supply of Cars & Buses on need basis” which shall adapt to the Terms and conditions, in PMU OHEPEE, Higher Education Department, Pustak Bhawan (2nd Floor), A-11, Suka Vihar, Bhubaneswar-751022 on monthly rent basis for official use of PMU OHEPEE.

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 Registration Certificate, Insurance Certificate, Fitness Certificate, valid Contract Carriage Permit, proof of up to date tax payment etc. which are mandatory for plying of vehicle.

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. The Driver should be well behaved, gentle and obedient in nature.

ELIGIBILITY CRITERIA

The firm;

- 1) Must be registered in India under **GST Act**.
- 2) Must have a valid PAN.
- 3) Should have a registered office / branch office in Bhubaneswar, Odisha.
- 4) Must submit copy of balance sheet certified by the Chartered Accountant / acknowledgement of Income tax return as a proof in the Technical bid in case of proprietorship.
- 5) Should not have been blacklisted by any State Government/ / Central Govt / PSU in India .A self-declaration is required as per **Annexure IV**.
- 6) Vendor should have already been provided services for hiring of four wheelers to any of the central/state government organizations within last 2 financial years.
- 7) The vehicle should;
 - be in good running condition
 - have pollution clearance certificate
 - not be under any police case or not be involved in any road accident in past
 - the driver should have a valid driving license

BID SUBMISSION

The Bid shall be submitted in three parts, the EMD, Technical Bid & the Price Bid.

- a) **Earnest money Deposit (EMD):** Bidder has to submit an EMD of Rs 5,000/- (Rupees Five Thousand Only) in the form of Demand draft drawn from any nationalized Bank in favor of "OHEPEE, Higher Education Department" payable at Bhubaneswar. The EMD should be sealed in one envelope marked as "EMD". Two Different EMDs to be submitted if one bidder is applying for both parts of the tender.
- b) **The Technical Bid**(Both for Part A& Part B)should be sealed in another envelope marked as "Technical Bid".
- The bidder should fill-up the format given in **Annexure I (A) &I(B)** .No alteration / modification in the format shall be permitted.
 - Details of the tenderer as per **Annexure II**, duly filled in, signed and complete in all respects.
 - A self-declaration that the tenderer has not been blacklisted by any State Government/ / Central Govt / PSU in India as per **Annexure IV**.
 - Audited balance sheet / turnover copy certified by CA /copy of acknowledgement of Income Tax return for the year 2017-18.
- c) **The Price Bid** shall be sealed in an envelope marked as "Price Bid" and shall contain the price bid as per **Annexure III (A) & III (B)** duly completed in all respects.
1. The three separate envelopes containing EMD, Technical Bid and Price Bid should be sealed in one envelope and should be addressed as per tender schedule.
 2. Bidder shall submit the sealed envelope addressing to;

The SPD OHEPEE – cum - Joint Secretary to Govt.,
Higher Education Department,
Govt. of Odisha,
Pustak Bhawan (2nd Floor),
A-11,Suka Vihar,
Bhubaneswar-751022

and send it through either **Speed Post** or **Registered Post** only (no other means will be entertained). Each envelope should bear the name of bidder, along with the tender number.However the authorities shall not be responsible for postal delays in receipt of the bids.

GENERAL TERMS AND CONDITIONS OF THE BID

Note: Bidders must read these conditions carefully and comply strictly while submitting their bids.

- I. Prospective Bidders are requested to remain updated for any notices/amendments/clarifications etc. to the Tender Document through the website www.dheodisha.gov.in/ or the notice board of the office address mentioned at "Schedule of Tender". Separate notifications may not be necessary issued for such notices/amendments /clarifications etc. in the print media or individually.
- II. The Bidders should note that Prices should not be indicated in the Technical Bid and should be quoted only in the Price Bid. In case the prices are indicated in the Technical Bid, the tender shall stand rejected.
- III. The bids not submitted in prescribed format or in prescribed manner, shall be rejected by the Tender Committee at the risk and responsibility of the bidder.
- IV. All the information as called for in the tender document should be submitted truly, clearly, legibly, transparently, unambiguously and without using abbreviations.
- V. The total figures should be written in figures followed by words
- VI. Each page of the tender document should be signed by the bidder with seal, in token of having understood and accepted the terms and conditions of the contract and serially numbered and page marked.
- VII. The bidder or his authorized representative (one person only) will be allowed to be present at the time of pre bid meeting and at the time of opening of Technical Bid.
- VIII. "Price Bid" shall be opened only in those cases, where the offered items have fulfilled the prescribed technical specifications. The decision of the Purchase Committee will be final.
- IX. A bid submitted cannot be withdrawn.
- X. The Tendering Authority reserves the right to accept any bid, and to terminate the bid process and reject all bids at any time prior to award of contract, without assigning reasons & without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the action.
- XI. **PMU OHEPEE** shall examine & determine whether each bid is of acceptable quality, is generally complete & is substantially responsive to the bidding documents.
 - a. A substantially responsive bid is one that conforms to all the terms, conditions and specifications of the bidding documents without material

deviations, objections, conditionally or reservation. If a bid is not substantially responsive, it shall be rejected by the PMU OHEPEE.

- b. In case of tenders containing any conditions or deviations or reservations about contents of tender document, PMU OHEPEE may ask for withdrawal of such conditions/deviations/reservations. If the bidder does not withdraw such conditions/deviations/ reservations, the tender shall be treated as non-responsive. PMU OHEPEE's decision regarding responsiveness or non-responsiveness of a tender shall be final and binding.

- XII. **PMU OHEPEE** shall issue LoA (Letter of Award) to the successful bidder by a Registered Letter /Speed Post or per bearer. Duly signed and stamped duplicate copy of LoA has to be returned by the successful bidder within 7 (Seven) working days of receipt of LoA as token of acknowledgement. Issuance of LoA against an offer made shall constitute a legal and binding contract between **PMU OHEPEE** and the successful bidder.
- XIII. **Validity of Contract:** The contract will remain valid for a period of One (1) year from the date of acknowledging the LoA (Letter of Award). However the contract may be extended up to one more year after careful consideration by the competent authority.
- XIV. Successful bidder is required to submit **PERFORMANCE BANK GUARANTEE (PBG)** for an amount of Rs. 20,000 /- (Rupees Twenty Thousand Only) in the form of a Fixed Deposit Receipt / Bank Guarantee from a commercial bank to OHEPEE, Higher Education Department, Bhubaneswar, within 7 (Seven) working days of acceptance of LoA (Letter of Award).
- XV. All payments will be made within 30 working days of submission of invoice, based on completion of respective terms & conditions.
- XVI. Any notice given by one party to the other pursuant to this contract shall be sent in writing to "The SPD OHEPEE cum Joint Secretary to Govt" , Higher Education Department at Pustak Bhawan (2nd Floor), A-11, Suka Vihar, Bhubaneswar-751022.
- XVII. The Department 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.
- XVIII. 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. 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.
- XIX. Failure to render the service as per the approved technical specification may lead to forfeiture of PBG and blacklisting of the suppliers.

- XX. All the disputes shall be subjected to the jurisdiction of civil Courts situated in Bhubaneswar.
- XXI. Any matter which has not been covered under these provisions shall be governed as per the provisions of Odisha State Government Rules.

PART A

“Supply of one Maruti Suzuki D’Zire (Diesel) Car on monthly basis”

TERMS & CONDITIONS

The following terms and conditions must be fulfilled by the successful bidder for providing a vehicle on hire on monthly rent basis. 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 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 to any property on account of use of hired vehicle anymanner whatsoever. The hirer shall be responsible for all such litigation.

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, Tyre & Tubes, Battery etc. will be borne by the bidder. 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. 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.

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. In case of emergency, the driver will have to report for duty as per the requirement of hirer.

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. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement. 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. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.

VEHICLE & DRIVER DETAILS

Vehicle Details:

- Make/Model: Maruti Suzuki D'Zire (Diesel)
- Type of Vehicle (AC/Non-AC):
- Year of Manufacture:
- Registration No. of Vehicle:
- Date of registration:
- Name & complete address of the owner of vehicle:
- Fitness Certificate validity:
- Permit validity:
- Insurance validity:

Driver Details:

- Name/ Address of the Driver:
- D.L.No. & Validity of the D.L:

ANNEXURE – I(A)

TECHNICAL SPECIFICATIONS

Make/Model of Vehicle	Minimum Average Mileage per Km	Minimum Duty Days per month
(1)	(2)	(3)
Maruti Suzuki D'Zire (Diesel)		

ANNEXURE – II(A)

PRICE SCHEDULE

To,

The SPD OHEPEE cum Joint Secretary to Government,
Higher Education Department,
Pustak Bhawan (2nd Floor),
A-11, Suka Vihar,
Bhubaneswar-751022

Ref: Tender No. _____ Dated _____

Sir,

I/We _____ hereby offer to supply the following vehicles at the prices indicated below:

Make/Model of Vehicle	Hire Charges per month (excluding cost of Diesel)	Diesel Cost per K.m	GST %	Total Amount
Maruti Suzuki D'Zire (Diesel)				

1. It is herewith certified that I/we have understood the Terms & Conditions of the bid and our offer is to supply vehicles strictly in accordance with the requirements and the terms mentioned in the bid.

Date:

Place:

Signature & Seal of the Tenderer

PART B

“Supply of Cars & Buses on need basis”

ANNEXURE – I(B)

TECHNICAL SPECIFICATIONS

SI No	Type of Vehicle	Local Travel		Outstation travel			
		Minimum Distance to be covered (In Km)	Minimum Duty Hour	Minimum Distance to be covered (In Km)	Minimum Duty Hour	Detention Hours	Night Halt Duration
1	Hatchback (4 Seated)						
2	Sedan (4 Seated)						
3	MUV/SUV (7 Seated)						
4	Bus (60 Seated)			Not Applicable			

ANNEXURE – II(B)

PRICE SCHEDULE

To,

The SPD OHEPEE cum Joint Secretary to Govt.,
Higher Education Department,
Pustak Bhawan (2nd Floor),
A-11, Suka Vihar,
Bhubaneswar-751022

Ref: Tender No. _____ Dated _____

Sir,

I/We _____ hereby offer to supply the following vehicles at the prices indicated below:

A. For Local Travels

Sl No	Type of Vehicle	Rate per Day	Fuel Charge (per K.M)	GST	Total Amount (In INR)	Remarks (If Any)
1	Hatchback (4 Seated)					
2	Sedan (4 Seated)					
3	MUV/SUV (7 Seated)					
4	Bus (60 Seated)					

P.T.O

A. For Outstation Travels

SI No	Type of Vehicle	Rate Per Km	Detention Charges	Night Halt Charges *	GST	Total Amount (In INR)	Remarks (If Any)
1	Hatchback (4 Seated)						
2	Sedan (4 Seated)						
3	MUV/SUV (7 Seated)						

* In case detention charge levied in invoice the night halt charge cannot be levied.

1. It is herewith certified that we have understood the general Terms & conditions of the bid and our offer is to supply vehicles strictly in accordance with the requirements and the terms mentioned in the bid.

Date:

Place:

Signature & Seal of the Tenderer

ANNEXURE – III

DETAILS OF THE TENDERER

Sl. No	Particular	
1	Name of the firm/Agency	
2	Registered office Address & Complete postal address	
3	Telephone Number & E-Mail Id	
4	Name of Authorized Signatory (in block letters)	
5	Contact No. of authorized signatory	
6	Type of Organization/Firm (Proprietary/ Partnership/Pvt.Ltd./Public Ltd (Tenderer has to provide relevant documents establishing the fact that they are partnership/Joint/Limited/Sole Proprietary)
7	Date of Establishment and Experience in business (In number of years)	
8	G.S.T.Registration No.	
9	PAN No.	
10	Details of Earnest Money Deposit & cost of tender to be paid (i.e. D.D.NO. and bank detail etc.)	
11	Audited annual financial statement of 2017-18	Photocopy of the audited Balance Sheet and Profit & Loss account is to be attached.

Date:

Place:

Signature & Seal of the Tenderer

SELF DECLARATION FOR NOT BLACK LISTED

To,

The SPD OHEPEE cum Joint Secretary to Govt,
Higher Education Department,
Pustak Bhawan (2nd Floor),
A-11, Suka Vihar,
Bhubaneswar-751022

Ref: Tender No. _____ Dated _____

Sir,

I / We.....hereby confirm that our firm has not
been banned or black listed by any Government organization/Financial
institution/Court /Public sector Unit /Central Government.

Date:

Place:

Signature&Sealofthe Tenderer