



Bid Document for Hiring of Vehicles on Call Basis for the Directorate of TE & SCERT, Odisha, Bhubaneswar

General Information

- 1.** Tender Paper Cost – Rs. 500/-
- 2.** Sale of Bid Document – 13.12.2022 to 02.01.2022 (from 10.30 A.M. to 5.30 P.M. in all working days)
- 3.** Last date of submission of Tender Document up to date 02.01.2022 by 11.00 A.M.
- 4.** Opening of Tender Document (At 3.00 P.M. on 04.01.2022)

Directorate of TE & SCERT, Odisha,
Unit-4, Kharvela nagar, Bhubaneswar

TENDERER's PROFILE
PROVIDING DIFFERENT VEHICLES ON CALL BASIS

1	Name of Proprietor / Partner Director. (In Capital Letters)	
2	Details of Name of the Firm/Agency and address (Registered Office and Operating Branch)	Office Name:- Address:- Residence Address:- Mobile:- Fax No:- e-Mail I.D.:-
3	Details of amount towards Tender paper cost. (to be attached)	Rs. 500/- Money Receipt No..... Date:
4	Details of amount of earnest money deposit. (to be attached)	Rs. 10,000/- Bankers Cheque No..... Date: Drawn on Bank.....
5	GST Registration No. (Photo Copy must be attached)	
6	Income Tax Account No. / PAN / GIR No. (Last IT Clearance certificate to be attached)	
7	Detail of credentials of similar nature of work undertaken at least for three years in 3 Govt. offices. (Photo copy to be attached)	

DECLARATION

- I Son / Daughter / Wife of Shri
Proprietor / Partner / Director / authorized signatory of the Service Provider mentioned above that I
am competent to sign this declaration and execute these tender documents.
- I have carefully read and understood all the terms and conditions of the tender and undertake to abide
by them.
- The information / documents furnished along with the above application are true & authentic and to
the best of my knowledge and belief. I / we do hereby undertake that furnishing of any false
information / fabricated document would lead to rejection of my tender at any stage besides accruing
of liabilities towards prosecution under appropriate law.

Place:

Date:

Signature of Authorized Person

Full Name

Seal:

TERMS & CONDITIONS
for
PROVIDING DIFFERENT VEHICLES ON CALL BASIS

1. The Firm/Agency must be registered under CGST/SGST Act.
2. The tender documents submitted without paper cost shall not be entertained at any stage.
3. The tenders are to deposit **Rs. 10,000/-** as EMD in shape of Bankers Cheque favouring the Director, TE & SCERT, Bhubaneswar along with the tender documents. The tender documents submitted without EMD shall not be entertained at any stage. The EMD deposited will be refunded (Refundable without interest) to the unsuccessful Tenderers soon after completion/finalisation of the tendering process. The EMD of the successful Tenderer/s shall be retained as security deposit till completion of the assignment.
4. The authorization letters if any to be enclosed in the tender with due attestation.
5. The quoted amount must be excluding GST, which will be paid separately.
6. No conditional tender will be accepted by the authority from Tenderers.
7. No advance payment will be made to the party after acceptance of tender or execution of order.
8. Original documents are to be produced for verification by the members of the committee.
9. If any information / documents furnished by the Tenderers with the tender papers as asked for are found to be misleading or incorrect at any stage their tenders will be rejected without assigning reasons thereof.
10. The tenders received beyond the scheduled date and time will not be entertained / considered at any cost.
11. The undersigned / committee reserves the full right to accept in full or part or reject any or all the tenders without assigning any reason thereof. The undersigned / committee is not bound to accept the lowest rates.
12. In case of any legal dispute, it will be adjudicated within the jurisdiction of Bhubaneswar court only.
13. All pages of the bids are to be signed & stamped by the Tenderer.
14. Details of information are to be submitted following **Two Bids i.e. Technical Bid (Tenderers Profile with all relevant documents including paper cost & EMD) & Financial Bid**. The technical bid and the financial bid should be sealed by the bidder in separate envelopes duly superscribed and both the sealed envelopes are to be put in a bigger envelope which should also be sealed and duly superscribed.

15. The Tenderers should furnish the particulars in the specific format attached (to be sealed on sealing wax) in a sealed envelope superscribed as **“PROVIDING DIFFERENT VEHICLES ON CALL BASIS”** on the top of the sealed cover within the date & time in Tender Box available in TE & SCERT, Odisha, Bhubaneswar. No tender will be received by hand.
16. The technical bid and the financial bid shall be opened on the scheduled date and time in the Office of the Director, TE & SCERT, Bhubaneswar in the presence the Tenderers or their any authorized representative.
17. The Tenderers qualified in the technical bids shall be eligible for financial bid.
18. For any services / supply, the firm / organization should not be blacklisted by any government organization. If found later on, the action deemed to fit will be initiated against the firm as per the law.
19. The Tenderers providing minimum of 5 Nos. of commercial vehicle to govt. offices can participate in the Tender. The Tenderers should submit photocopy of the work orders at least 2 Nos. of different Govt. offices as documentary evidence.
20. During the period of contract, the hired vehicle shall have necessary valid documents such as :- M.V. Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution Under Control Certificate, Valid Contract carriage permit, Up to date tax payment, valid driving license of the driver and all Odisha permit for performing tour programs in different district across the State. The 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 any manner whatsoever. The agency concerned shall be responsible for all such litigation.
21. If the bidder violates any of the terms of contract, Director, TE & SCERT, Bhubaneswar shall forfeit the entire amount of security deposit.
22. The Director, TE & SCERT, Bhubaneswar reserves the rights to terminate the contract at any time without notice if the successful bidder fails to provide vehicles within the specified time.

**Sd-Director
TE & SCERT
Odisha, Bhubaneswar**

FINANCIAL BID-2
FOR
PROVIDING DIFFERENT CATEGORY OF VEHICLES ON CALL BASIS

Sl. No.	Type of Vehicle		Distance Slab	Rate (Excluding GST)
1	Light vehicle (Indica/Indigo/Innova/ Qualis/Scorpio/ Travera/Tata Sumo/ Bolero/ Xylo)	Less than 200 k.m. (Local)	AC Charge / k.m.	
			AC Charge / Hour	
			AC / Detention	
			AC / Extra k.m.	
			AC / Night Halt	
			Non-AC Charge / k.m.	
			Non-AC Charge / Hour	
			Non-AC / Detention	
			Non-AC / Extra k.m.	
		Non-AC / Night Halt		
		More than 200 k.m. (Long Route)	AC Charge / k.m.	
			AC Charge / Hour	
			AC / Detention	
			AC / Extra k.m.	
			AC / Night Halt	
			Non-AC Charge / k.m.	
			Non-AC Charge / Hour	
			Non-AC / Detention	
Non-AC / Extra k.m.				
Non-AC / Night Halt				
2	Mini Truck / Truck / Pickup Van	Less than 50 k.m.	Per Trip	
		51-100 k.m.	Per Trip	
		101 and above	Per Trip / Per Day	

3. The agency as to mention the rates also in case of
- i) Minimum fare per day for local journey.
 - ii) Minimum free charges as per k.m. / hour local & long journey respectively.

N.B: Please specify for each type of vehicle.

1. The Agency will replace the vehicle immediately on occasion of mechanical breakdown / non running of vehicle if any during the course of hiring.
2. The consumption of HSD / lubricant will be borne by the agency.
3. The vehicle must have valid documents as such as RC Book, all Odisha permit, up-to-date Road tax, permit & fitness certificate, insurance certificate, pollution under control and such other documents required for hiring the vehicle.

4. The driver of the vehicle should have valid driving license.
5. Only taxi permitted vehicle will be provided by the agency.
6. GST would be reimbursed over and above the hire charges.
7. The agency should be registered under appropriate Laws / Acts of Government for providing vehicles on daily rent basis.
8. The agency is to ensure reporting and exit time of vehicle and reporting of full signature of traveler along with designation in the duty slip of the hired vehicle. Overwriting on the duty slip as well as in the bill shall not be accepted in payment occasion.
9. Applicable TDS under the provisions will be deducted at the time of payment.
10. Toll Tax / Parking Fees, if any, will be reimbursed on production of the bills along with the taxi bill

Signature of the Bidder with seal