**TENDER DOCUMENT**

**FOR**

**HIRING OF VEHICLE ON MONTHLY AND CALL BASIS FOR STATE MISSION MANGEMENT UNIT**

**ODISHA LIVELIHOODS MISSION ,**

**3RD Floor ,MGNREGS SOCIETY BUILDING,**

**SIRD CAMPUS , UNIT -VIII**

**BHUBANESWAR**

**(Limited Tender Method under NRLM)**

**INVITATION FOR TENDER FOR HIRING OF VEHICLE FOR MONTHLY AND ON CALL BASIS FOR STATE MISSION MANAGEMENT UNIT, ODISHA LIVELIHOODS MISSION**

1. Sealed tenders are invited in the prescribed format from the travel agencies / tour operators having valid and up to date PAN/Service Tax Registration No. for(i) **“Monthly hiring of vehicle”** and (ii) **“Hiring of vehicle on call basis”** to be deployed underSMMU,OLM.

**2. INSTRUCTIONS TO THE BIDDERS.**

**A)** The tender shall be received in two parts in two separate sealed envelopes

 **Part-I**: **Technical Bid (Qualifying Bid) & Part-II: Financial Bid**

The two separate sealed envelopes indicating as above shall be covered in a third envelope super scribing the name of items, tender number, due date of opening of the bid and complete address of the tenderer shall be submitted to State Mission Director, OLM, 3rd floor of MGNREGS Society Building, SIRD Campus, Unit-8, Bhubaneswar-751012.

 **B)** i) **EMD: Rs.10,000.00** (Rupees Ten thousand) only in shape of Demand Draft/Bankers Cheque /Pay order in favour of Odisha Livelihoods Mission (NRLM) drawn on any Nationalised bank in India payable at Bhubaneswar”. The agency shall not claim interest money on EMD.

ii) **Place, date & time for submission of bid**: Office of the State Mission Director, OLM, 3rd Floor of MGNREGS Society Building, Bhubaneswar- 751012 on or before- 28th December 2015 up to 11.00 A.M.

iii) **Place, date &, time for opening of bid:** Office of the State Mission Director, Odisha Livelihoods Mission,3rd Floor of MGNREGS Society Building, Bhubaneswar on - 28/12/2015 **at 11.30 A.M.**

**C)** **The Technical Bid should be accompanied with following documents:**

 **Eligibility criteria for the Bidder:**

1. Previous supply of hired vehicles to any Government /PSU during last three years (proof to be enclosed).
2. Proof of Service Tax registrations are to be attached.
3. Whether all vehicles to be engaged are having commercial vehicle permit (proof to be enclosed).
4. Average turnover during the last 3 years, ending 31st March of the previous financial year i.e till 31st March 2015 , should be at least Rs 10 Lakhs. (proof to be enclosed).
5. Certified Audited Financial Statement of last 3 years. Documents to be attached.
6. The vehicle must be in Road Worthy condition, shall not be more than 3 years old from the date of initial registration, as on last date for submission of bid. ( copy to be enclosed)
7. The agency 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 applying of vehicle.
8. Photocopy of the firm registration number allotted by Service Tax Department.
9. Photocopy of PAN Card of the proprietorship / partnership firm / company allotted by Income Tax Authorities along with registration details. ( copy to be enclosed)
10. Address and contact number of authorised representative of the firm for communication as per **Annexure**
11. Bidder must submit Earnest Money Deposit of **Rs 10,000/-** (Rupees ten thousand only).

 **3. GENERAL TERMS AND CONDITIONS OF CONTRACT FOR HIRING OF VEHICLE**

1. **SCOPE OF WORK**

a)The vehicle on call basis or monthly basis will generally be required by the State Mission Management Unit, OLM for its official work and carrying officers/ consultants to Government Offices/ Departments and field tour within Orissa.

b) Providing litigation free vehicles on fixed monthly hiring basis. The different types of vehicles (as per Annexure-II (B) may be required during financial year 2015-16 . Contract is extendable based on the past performance and discretion of the State Mission Director.

c) Providing litigation free vehicles in perfectly good running condition as and when required basis as per Annexure. In any case, the Travel Agent should not change or alter vehicle without prior consent of SMMU-OLM.

d) The agency can give their consent to provide the vehicle at lowest approved price

e) The agency should provide vehicles to OLM, BBSR as and when required basis only on getting the telephonic requisition from the authorized Officials of OLM.

**4. PERIOD OF CONTRACT**

a) The contract period will be for a period of one year (from the date of contract). The contract will be renewed on yearly basis on successful execution of service.

b) The authority reserves the right to terminate the Contract without assigning any reason thereof, at anytime during currency of contract by giving one month notice. In the event of any such termination of the contract, the Travel Agent shall only be entitled to the entire amount for services actually provided under the Contract till the termination of Contract, subject to deductions if any under the terms of Contract and no other claims can be allowed or considered.

c) In case of failure by the Travel Agent to fulfil his contractual obligations, the OLM reserves the right to rescind the Contract and the Security Deposit shall be forfeited.

**5. PERFORMANCE SECURITY DEPOSIT**

1. Successful bidders will be required to deposit 5 % of Contract Value (total monthly charges for one year) as Security Deposit, and will be refunded 28 days after satisfactory completion of the contract and after adjustment of dues if any. If the agency fails to provide the vehicle/service as per agreement of OLM, the security deposits shall be utilised or forfeited as the case may be by SMMU-OLM .
2. The EMD (which will not carry any interest) of the unsuccessful bidders will be refunded on execution of agreement with the successful bidder on production of Performance Security deposit.
3. In case of successful bidder, the EMD may be forfeited if the bidder fails to accept the Purchase Order

**6. RUNNING & MAINTENANCE OF VEHICLE SUPPLIED ON FIXED MONTHLY CHARGES.**

1. The drivers and the vehicles to be provided under this contract shall not be changed without prior intimation to SMMU-OLM. He should also be willing to undertake duty during late/early hours and on holidays. However, the Vehicle shall be made available to SMMU-OLM on any day and as and when required. The agency should make necessary alternate arrangements to provide rest/leave to the drivers, and shall be responsible for payment of their salary and other statutory dues if any.
2. Normal maintenance kit, first aid box, torch with 3 cell battery and umbrella shall be always made available within the vehicle by the Travel Agency along with vehicle documents.
3. The vehicle shall be kept in good running conditions at all times by the agency. Purchase of fuel, lubricants, spares etc. will be arranged by the Agency at their own cost. Maintenance repair frequent check up, servicing, overhauling, payment of wages to Driver etc. will be the responsibility of the agency and no claim whatsoever on this will be entertained. If the vehicle is sent to garage or filling station, agency shall not claim for these empty trips as well as the time involved for the purpose.

**7. USE OF VEHICLE FOR MONTHLY and AS AND WHEN REQD. BASIS**

1. During the period of Contract, the vehicle shall be exclusively used for SMMU-OLM as per directives of Officer-in-charge of, SMMU-OLM.
2. The Agency shall be responsible for proper behaviours of all the persons employed by them. Without prejudice to the generality of above, the agency shall be bound to prohibit and prevent any employee from being intoxicated while on duty, trespassing or acting in any way detrimental or prejudicial to the interest of SMMU-OLM.
3. Normal Office Hour will be from 8.30 A.M. to 8.30 P.M. The time mentioned will be treated as normal time of office hours and the operator will have to provide vehicle for above mentioned time for monthly vehicles. Night charges will not be applicable during the contract period.
4. The firm should have a provision to take bookings 24 x 7
5. The Kilometres covered by the vehicle from travel agency to OLM and back shall not be included in the Contract and for billing purpose.
6. The Travel Agency should provide the Fitness Certificate of the Vehicle.
7. The vehicles & the drivers shall report in time at the designated place & at the designated time on a regular basis, duly fuelled and in sound running condition.
8. The drivers detailed on vehicles assigned for OLM duty should be well versed with the roads / routes and traffic regulations in Bhubaneswar.
9. The Travel Agency would provide drivers with mobile phone.
10. The drivers shall possess valid driving License, should be at least matriculate, well behaved and punctual. The contractor shall be required to change/replace the driver(s) in case not found suitable. The drivers should extend all normal courtesy (such as greeting, opening/closing door etc.) towards the user(s) and should present themselves for duty in a neat and clean appearance.
11. The Travel Agency shall provide replacement of the vehicle immediately (within reasonable time) in case of breakdown or any other problem.
12. The Travel Agency shall be solely responsible for the staff deployed on the vehicles and for any untoward situation occurring during the course of duty.
13. OLM is not responsible on any accident / any kind of damage to the vehicle during the use of the same by OLM.
14. During the period of contract no request shall be entertained for any hike in the tender/accepted rates due to any reason.

**8. STATUTORY LAWS**

a) The Agency will comply with all statutory provisions of law and keep OLM indemnified against all actions arising due to or act of the Agency/ his employees. The Driver of the vehicle provided should have valid professional D.L. with badge as provided in the M.V. Acts.

b) The Vehicle should have all valid documents like RC Book, 1st Party Comprehensive Insurance, and Permits etc. in updated conditions for inspection of OLM Officials at any time.

c) All Taxes and Insurance presently in force or to be levied in future during the Contractual period in respect of the vehicles shall have to be entirely borne by the Agency.

d) Agency shall have valid Permit as per Statutory Provisions.

e) Agency shall comply with all relevant Rules and Regulations of Motor Vehicle Act applicable at present and may be enforced from time to time.

f) During the Contract period if the vehicle is seized or detained or requisitioned by Government Authorities for non compliance of relevant act/statutory requirement etc. or for any reason whatsoever penalty/compensation shall only be payable by the Agency besides the liability to provide for alternative vehicles without any loss.

**09. COMPENSATION AND PENALTY**

a) For Vehicles to be provided on fixed monthly charges basis the vehicle shall remain in service for a minimum of 12 hours duty. In case of non-reporting of the vehicles, the Agency shall provide replacement of an equally good vehicle immediately, failing which SMMU-OLM will treat the vehicle not on job for the aforesaid period.

b) For vehicles to be provided on as and when required basis, if the agency fails to provide the vehicles as enumerated in the Agreement/ Order, the SMMU-OLM reserves the right to get the vehicles through other Agencies at the risk and cost of the Travel without prejudice to the liability for termination, forfeiture of security deposit and other consequences.

1. **EMPLOYMENT LIABILITY**

a) The Travel Agent shall be solely and exclusively responsible for engaging or employing Drivers. All employees engaged by the Travel Agent shall be on their pay roll. The SMMU-OLM will have no liability what so ever concerning the remuneration of the Driver(s) of the Travel Agent or of the payment of the owner(s) of the Vehicle. The Travel Agent shall make regular and full payment of all Wages to its Drivers. The Travel Agent shall be directly responsible for any disputes arising between them and the drivers indemnified against losses, damages or claims arising thereof including any workmen’s compensation etc.

b) In case of non-fulfilment of any obligations under the Contract or law, the Officer-in-charge reserves the right to withhold payments due to the Travel Agent. The Travel Agent shall at his own expenses carry and maintain such Insurance with reputed Insurance Company/Companies as may be required under any Law or Regulation.

**11. MAINTENANCE OF LOG BOOK FOR VEHICLES TO BE PROVIDED ON FIXED MONTHLY CHARGES BASIS.**

a) Log Book should be maintained by the Agency to record details of use of Vehicle(s), which is to be countersigned by the Officer-in-Charge of the OLM on daily basis.

b) The Travel Agency shall ensure perfect functioning of speedometer and horn in all vehicles (the agency shall arrange to repair/replace the speedometer within 24 hours of any day without fail.

c) The Agency shall further submit relevant Log Books within the first week of following month for verification.

**12. PAYMENT OF BILLS**

a) For the vehicles to be provided on as and when required basis, Bills shall be submitted every month or before 7th of succeeding month. Under normal circumstances, payment will be made within 14 days from the date of submission of Bill.

b) The payment shall be made through Account Payee Cheque only, if the bills are complete in all respects and are found in order.

c) For the vehicles provided on fixed monthly charges basis, the Bills are payable once in a month. The Travel Agency is required to submit the monthly Bills along with the Log Book of the vehicles and any other, relevant documents by 7th of the succeeding month and the payment shall be released within 14 days from the date of submission of Bill in order.

d) Statutory deduction as per the Govt. rules/Tax law shall be deducted from the bills of the Agency.

e) OLM will release service tax so claimed in the bill to the agency while settling the hire charges bill of a period. But the agency has to provide proof of deposit of such service tax while preferring the subsequent bill to OLM.

f) Overwriting on the duty slip as well as the bill shall not be accepted

**13. JURISDICTION**

The Contract shall be governed by the Laws of India .

**14. SELECTION OF AGENCY**

1. The selection of agency for as and when required basis, and monthly required basis shall be made jointly. For each category of services there are varieties of vehicles & varieties of rate break up such as detention charges, night halt charges, free kilometre per hour, fuel consumption etc which are mentioned in ANNEXURE-II & III( Price Bid). *Please Note that the Local Hourly rate for below 200 Km for different vehicle has already been fixed.*
2. The vehicle running within 200 k.m. per day within the district of SMMU,OLM’s Head quarters will be treated as Local tour and which includes 10 k.m free coverage per hour and rest Kilometer will be charged on the basis of the Kilometre wise as per the quoted price of the bidder in the above 200 KM.The local hourly rate below 200 km has been already mentioned in the Rate column which is fixed.
3. If the vehicle running more than 200 K.M per day out side the district of SMMU,OLM’s Head Quarter, it will be treated as long tour and the bidder will charge the rate only on Kilometer wise of lowest price.
4. Lubricant will be paid by the OLM on the basis of 1000 KM running per litre Mobil for all vehicles on Monthly Basis.
5. Night halt charges Rs. 100 for all vehicles If the vehicle running more than 200 K.M outside the district of SMMU,OLM’s Head Quarter.

**15. DECLARATION BY THE BIDDER:**

It is hereby declared that I/We the undersigned, have read and examined all the terms and conditions etc. of the tender document for which I/We have signed and submitted the bid under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the tender document are fully acceptable to me/us and I/We will abide by the conditions of the terms and conditions and I/we will be liable to drivers’ credibility.

Name of the Travel Agency / Tour Operator

Address

Tel No.

Designation:

On behalf of:

Signature:

Date:

Place:

 **ANNEXURE: I**

**Detail information of Vehicles and Drivers**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sl no | Type of vehicle ( Latest Designed) | Year of Manufacture | Vehicle Registration Number | Year of Registration | Name of the Driver with Contact Number | Driving License Number | Insurance No and Validity Details |
| 1 | Indica eV2 |  |  |  |  |  |  |
| 2 | Maruti Swift Dezire(Petrol) |  |  |  |  |  |  |
| 3 | Maruti Swift Dezire (Diesel) |  |  |  |  |  |  |
| 4 | Indigo |  |  |  |  |  |  |
| 5 | Bolero SLX ( 6+1 seated |  |  |  |  |  |  |
| 6 | Innova |  |  |  |  |  |  |
| 7 | Tavera |  |  |  |  |  |  |
| 8 | \*Scorpio/ Honda City/  |  |  |  |  |  |  |

**Odisha Livelihoods Mission (OLM)**

**Bhubaneswar**

**INFORMATION SHEET**

|  |  |  |
| --- | --- | --- |
| **Sl No.** | **Details to be furnished enclosed** | **Enclosed /Not Enclosed** |
| 1 | Name & Address of the Tenderer Organization/ Agency with phone number, email and name and telephone/mobile number of contact person |  |
| 2 | PAN No. (Please attach copy) | *.* |
| 3 | Please attach Audited Financial statements ( Profit & loss & Balance sheet) of the firm/company, duly certified by Chartered Accountant for last 3 financial years i,e till 31st March 2015 . |  |
| 4 | Service Tax Registration No. (Please attach copy) |  |
| 5 | In case the tenders are signed by the AuthorizedSignatory, a copy of the power of attorney/authorization may be enclosed along with tender |  |
| 6 | Details of the Demand Draft of Rs 10,000.00  |  |
| 7. | Copy of Commercial vehicle permit for the vehicle to be engaged |  |
| 8. | Work order/ Contract copy of previously supplied hired vehicle to any Government/PSU during last three years I,e till 30.11.2015 |  |
| 9 | All Vehicle Worthy condition and not more than three years old.(Proof to be enclosed) |  |

**ANNEXURE: II**

**PRICE BID FOR MONTHLY HIRING VEHICLE**

1. **Vehicle to be hired on Monthly Basis:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Slno** | **Type of Diesel Engine vehicle (Latest Designed)** | **Monthly hiring Charge to be quoted by the agency (excluding fuels and lubricants) in INR** | **Minimum HSD Average Mileage (Km/per Lit)** | **Maximum Hire Charges per month****(excluding tax) in INR** |
| **AC** | **AC** | **AC** |
|  | Indica eV2 |  | 17 kmpl | 16,000 |
|  | Maruti Swift Dezire(Petrol) |  | 14 kmpl | 20,000 |
|  | Maruti Swift Dezire (Diesel) |  | 17 kmpl | 20,000 |
|  | Indigo |  | 15 Kmpl | 18,000 |
|  | Bolero SLX ( 6+1 seated |  | 10 kmpl | 20,000 |
|  | Innova |  | 09 kmpl | 30,000 |
|  | Tavera |  | 10 kmpl | 30,000 |
|  | \*Scorpio/ Honda City/  |  | 12 kmpl |  |

\*The agency shall quote their price independently at Sl.No 7

**ANNEXURE: III**

**PRICE BID FOR HIRING OF VEHICLE ON CALL BASIS**

1. **Vehicle to be hired on call basis:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Slno** | **Type of vehicle** | **Rate per KM (Charges for above 200 KM) in INR** | **Detention Charges per hour on outstation duty above 200 KM in INR** | **Local Hourly rate for Below 200 KM( Per hour 10 KM free ) in INR** |
| **AC** | **AC** | **AC** |
|  | Indica eV2/ Indica Vista |  | **20.00** | **80** |
|  | Indigo |  | **20.00** | **85** |
|  | Maritu Dezire |  | **20.00** | **100** |
|  | Tavera/Bolero SLX (6+1 seated) |  | **25.00** | **100** |
|  | Innova |  | **25.00** | **125** |
|  | Mini Bus (32 Seated) | **AC** | **Non-AC** | **150.00** | **150.00** | **AC** | **Non-AC** |
|  |  | **500** | **340** |
|  | Bus ( 52 Seated) | **AC** | **Non-AC** | **200.00** | **200.00** | **AC** | **Non-AC** |
|  |  | **1000** | **650** |

We agree to the terms and conditions and rates mentioned in the quotation for the period as per the contract from the date of signing of the contract from OLM and also agree that the price will remain unchanged during that period.

**Name of the bidder**

**With complete address**

Place:

Date :