



ଓଡିଶା ଗ୍ରାମ୍ୟ ଉନ୍ନୟନ ଓ ବିପଣନ ସମିତି  
ପଞ୍ଚାୟତିରାଜ ଓ ପାନୀୟ ଜଳ ବିଭାଗ, ଓଡିଶା ସରକାର  
**Odisha Rural Development & Marketing Society**  
*creating competence and values in rural Odisha*  
Panchayati Raj and DW Department, Government of Odisha

**ORMAS**  
BHUBANESWAR

Notice No. **2978** /ORMAS/ADMN-67/2023

Date: **13.07.2023**

## **TENDER CALL NOTICE**

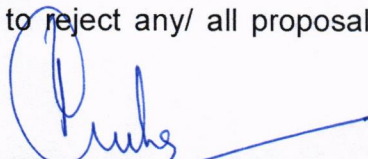
### **HIRING OF TRAVEL AGENCY FOR PROVIDING VEHICLE ON MONTHLY HIRING AND DAY CALL BASIS**

Odisha Rural Development & Marketing Society (ORMAS), Panchayati Raj & Drinking Water Department, Govt. of Odisha invites sealed proposals from eligible travel agency to provide (i) "**Hiring of vehicle on Monthly basis**" and (ii) "**Hiring of vehicle on day call basis**" to be deployed under Bidders fulfilling the prescribed eligibility criteria of the tender can access and download the complete bid Document and other details from [www.ormas.org](http://www.ormas.org)

The bid calendars under the end-to-end process are:

Sl. No.	List of Key Events	Critical Dates
1	Date of Issue of tender	13 <sup>th</sup> July'2023
2	Last Date for Submission of Bid	03 <sup>rd</sup> August'2023, 11:00 A.M.
3	Date of Opening of Technical Bid & Financial Bid	03 <sup>rd</sup> August'2023, 11:30 A.M.

The proposal complete in all respects must reach the undersigned by Speed Post/ Registered Post/Drop in the Tender Box only latest by **03<sup>rd</sup> August'2023, 11:00 A.M.** in a sealed envelope clearly mentioning on the top of it "**Hiring of Travel Agency for providing Vehicle on Monthly Hiring and Day Call basis**". The proposals received beyond the last date and time will be rejected. The authority reserves the right to reject any/ all proposals without any reason thereof.

  
Additional Secretary to Govt &  
Chief Executive Officer, ORMAS

Memo No. **2979** /ORMAS/ADMN-67/2023

Date: **13.07.2023**

- Copy to PA to Additional Secretary to Govt. (e-Governance), PR&DW Department, Odisha for information and necessary action. He is requested to publish the advertisement in the PR & DW Department website for wide publicity.
- Copy to Mr. S.S. Sahoo, Executive Assistant, ORMAS for publication in the website of ORMAS for wide publicity.

  
Additional Chief Executive Officer

# TENDER CALL NOTICE

FOR

**HIRING OF TRAVEL AGENCY FOR PROVIDING VEHICLE ON MONTHLY HIRING AND  
DAY CALL BASIS FOR**

**ODSIHA RURAL DEVELOPMENT & MARKETING SOCIETY  
(Tender Method as per Finance Department, Govt. of Odisha)**



**Odisha Rural Development and Marketing Society  
Panchayati Raj and Drinking Water Department**

*creating competence and values in rural Odisha*

SIRD & PR Campus, Unit – VIII, Bhubaneswar, Odisha – 751012  
Tel # 0674-2565870/71, E-mail: [ormashq@gmail.com](mailto:ormashq@gmail.com), URL: [www.ormas.org](http://www.ormas.org)

## **PART-I**

### **1. BIDDER DATA SHEET**

<b>Sl. No</b>	<b>Particular</b>	<b>Details</b>
1.	Name of the Client	Odisha Rural Development & Marketing Society (ORMAS), Panchayati Raj & DW Department, Govt. of Odisha
2.	Method of Selection	Least Cost (lowest and responsive bid)
3.	Availability of Tender Document	<a href="http://www.ormas.org">www.ormas.org</a>
4.	Date of Issue of Tender	13 <sup>th</sup> July'2023
5.	Last Date for submission of Proposal	03 <sup>rd</sup> August'2023, 11:00 A.M.
6.	Date of opening of Technical Proposal & Financial Proposal	03 <sup>rd</sup> August'2023, 11:30 A.M.
7.	Issue of Work Order	3 <sup>rd</sup> week of August'2023
8.	Expected Date of Commencement of Assignment	1 <sup>st</sup> week of September'2023
9.	Bid Processing Fee (Non-Refundable)	Rs.1000/- + GST-18% = Rs. 1,180/- (Rupees One Thousand one hundred eighty only) in the form of demand draft drawn in favor of "ORMAS" drawn in any Scheduled Commercial Bank payable at Bhubaneswar.
10.	Bid Security	Rs. 15,000/- (Rupees Fifteen thousand only) in shape of Demand Draft in favour of ORMAS" drawn in any Scheduled Commercial Bank payable at Bhubaneswar
11.	Performance Security	10% of the Contract Value in shape of <b>DD</b> in favour of ORMAS" drawn in any Scheduled Commercial Bank payable at Bhubaneswar
12.	Contact Person	Shri Dipak Srichandan, Deputy CEO (Admin), ORMAS, Mobile No. 9437133253
13.	<b>Address for Submission of Proposal</b>	Additional Secretary to Govt. & Chief Executive Officer, Odisha Rural Development & Marketing Society SIRD & PR Campus, Unit-8, Bhubaneswar, Odisha, Pin Code: 751012 E-mail: - <a href="mailto:ormashq@gmail.com">ormashq@gmail.com</a>
14.	<b>Place of Opening of Proposal:</b>	<b>Conference Hall of ORMAS, SIRD &amp; PR Campus, Unit-8, Bhubaneswar</b>
15.	<b>Joint Venture/ Consortium</b>	<b>Not Allowed</b>



**2.** Sealed tenders are invited in the prescribed format from registered travel agencies having a valid GST certificate for providing (i) **“Hiring of vehicle on Monthly basis”** and (ii) **“Hiring of vehicle on call basis”** to be deployed under ORMAS, Bhubaneswar. ***Interested bidder must submit their bid for both of the service (Monthly/Call Basis).***

### **3. Bid Price**

- a) All duties, taxes and other levies payable by the service provider under the contract shall be excluded in the total price.
- b) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- c) The Prices should be quoted in Indian Rupees only.

### **4. Eligibility Criteria of the Bidder:**

3.1 The bidder must have office in Bhubaneswar (Proof to be enclosed)

- a) The bidder shall furnish the following Self attested Document to establish the bidder's eligibility:-

- **Copy of Registration Certificate of Company/Firm.**
- **Copy of GST registration.**
- **Copy of PAN Card.**
- **Undertaking to provide good conditioned vehicles (not more than 3 years old)**
- **Undertaking that firm is not debarred / blacklisted by Government/ Govt. Agency.**

3.2 The agency should have **minimum 3 years** of experience in the same field. The agency should have provided vehicles to **at least 3** Govt. / Semi-Govt. Organizations / PSUs etc. in Odisha (At least three different organizations) during the period of 2019-20, 2020-21, 2021-22. The contract value of each assignment must not be less than 6 Lakh (Rupees six lakhs only) per annum. The firm shall be given added advantage having similar assignment irrespective of the value. (Self-attested copies of **Work Orders received from Government / Semi-Government/ PSUs / Banks during 2019-20, 2020-21, 2021-22** are to be furnished).

3.3 Average annual turnover during the last 3 financial years, i.e. 2019-20, 2020-21, 2021-22, should be at least Rupees Twenty five lakhs or more (Audited financial Statement of last three financial year i.e. till 31st March 2022 to be enclosed )

3.4 The agencies must have minimum 5 nos. of own commercial vehicle (like Tiago/ Celerio/Zest/Tigor/ Swift Dzire/ Ciaz/ Honda City / Xcent/Etios etc) within 3 years old from date of initial registration. Agency shall be given added advantage for having more own commercial vehicle and less year old vehicle. (RC copy of all own commercial vehicle model within 3 years old to be enclosed as per the format available in technical form-B)

3.5 EMD of Rs 15,000/- (Rupees fifteen thousand) in shape of DD drawn in favour of ORMAS.

3.6 Bid processing fee of Rs.1000/- + GST-18% = Rs. 1,180/- (Rupees One Thousand one hundred eighty only) in shape of DD drawn in favour of ORMAS.

Tender received late and incomplete will not be considered. The bidder should sign and stamp each page of the tender document. The documents are to be arranged serially as per the order mentioned above duly signed and sealed in each page.

## **5. Submission of Bid**

- a) The tender will have to be submitted in two parts i.e. Technical Bid (Cover-A which includes Technical form A, B & C) and Financial Bid (Cover-B which includes financial bid only). The formats & documents to be submitted in technical & financial bid are mentioned in the tender document. The bidders should submit their technical and financial bid separately in two envelopes and these two envelopes should be put into another cover envelop super-scribed as "Tender for Hiring of Travel Agency for providing hiring Vehicles on Monthly & Call Basis". The Technical & Financial Bid envelopes should be clearly marked as Technical Bid & Financial Bid on the top of the relevant envelopes. The tenders (Cover & inner envelopes) should be addressed to: "Additional Secretary to Govt. & Chief Executive Officer, Odisha Rural Development & Marketing Agency, SIRD Campus, Unit-VIII, Bhubaneswar, Odisha, PIN-751012".
- b) Technical Bid:-The firm shall furnish the eligibility documents to establish the bidder's eligibility
- c) The conditional bids shall not be considered and will be out rightly rejected in very first instance.
- d) All entries and pages in the tender form should be legible and filled clearly and signed by the authorized representative. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory to be attached. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected. However, the cuttings, if any, in the Technical Bid Application must be initiated by the person authorized to sign the tender.

## **6. Bid Processing Fee:**

The bidder shall furnish bid processing fee of 1000/- + GST-18% = Rs. 1,180/- (Rupees One Thousand one hundred eighty only) in the shape of Demand Draft in favour of "ORMAS". Any bid submitted without bid processing fee will be rejected. This fee is non-refundable in nature.

## **7. Bid Security/ EMD:**

The bidder shall furnish bid security/EMD of Rs 15000/- (Rupees fifteen thousand only) in the shape of Demand Draft in favour of "ORMAS". Any bid submitted without bid security/EMD will be rejected. The above bid security will be forfeited if a bidder withdraws its bid during the period of bid validity. The bid security/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. In case of successful bidder, the bid security/EMD may be forfeited if the bidder fails to accept the Work Order.

## **8. Performance Security:**

Successful bidders will be required to deposit 10% of Contract Value (total monthly charges for one year) in shape of DD 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 ORMAS, the performance security shall be utilized or forfeited as the case may be by ORMAS.

#### **9. Validity of Bid:**

Tender shall remain valid for a period not less than 180 days after the last date of submission as specified in the tender document.

#### **10. Evaluation and award of contract:**

- The financial bids of those bidders shall be opened whose technical bids are found to be eligible.
- Technical Evaluation shall be done jointly and financial evaluation shall be done separately for Daily Basis and Monthly Basis as per below:

##### **Monthly Basis**

- A. Technical bid shall be evaluated first for those bidders who fulfil the eligibility criteria.
- B. The technical bid shall be evaluated and marking shall be awarded as per the bidders credential
- C. Financial proposal shall be opened after the technical evaluation is completed and only those bidders who have qualify minimum score in technical evaluation shall qualify for financial bid opening. In the financial bid, the bidder with the lowest price shall be awarded the contract. The price quoted for monthly hiring charges in financial bid should not exceed the limit as fixed by Finance Department, Govt. of Odisha.
- D. In case two bidders quote the same lowest price, then the firm with the highest mark in the technical bid shall be awarded the contract. However, if two bidders quote the same lowest price and their technical mark also become equal, then in that case the bidder having more own commercial vehicle shall be awarded the contract for **monthly basis only**.
- E. Lubricant & Petrol will be reimbursed by the ORMAS on the basis of 1000 KM running per litre Mobil for all vehicles on Monthly Basis.

##### **Daily Basis**

- A. The technical evaluation shall be same for Monthly and Daily basis. Financial proposal shall be opened after the technical evaluation is completed and only those bidders who have qualify minimum eligibility in technical evaluation shall qualify for financial bid opening.
- B. The bidder who quote lowest price and responsive bidder shall be awarded the contract
- C. The comparative statement shall be prepared on the basis of Per Km. (long tour) and Per hour price (local tour) quoted of each vehicle proposed. The bidder who quote maximum lowest price in terms of Per Km. (long tour) price, Per hour price (local tour), & night halt charges shall be awarded the contract.
- D. The vehicle running within 200 K.M. per day within the district of ORMAS's Head quarters will be treated as Local tour and which includes 10 K.M. free coverage per hour and rest Kilometre will be charged on the basis of the Kilometre wise as per the quoted price of the bidder in the above 200 KM.

- E. If the vehicle running more than 200 K.M per day outside the district of ORMAS's Head Quarter, it will be treated as long tour and the bidder will charge the rate only on Kilometre wise
- F. Night halt charges for all vehicles shall be applicable if the vehicle running more than 200 K.M outside the district of ORMAS's Head Quarter.
- The rates/contract will be valid for a period of one year from the date of Contract. No adjustment of rates will be applicable within the time period. The contract shall be extended on satisfactory performance and at the discretion of Additional Secretary to Govt. & Chief Executive Officer, ORMAS.
- If the successful Bidder fails to execute the order, the Performance Security of the Bidder will be forfeited and the Bidder will be debarred for 3 three years from ORMAS HQ Office.
11. Interested bidders may submit their sealed tender in the prescribed format mentioning **“Tender for Hiring of Travel Agency for providing hiring Vehicles on Monthly & Call Basis”** on cover of the envelop to the “Chief Executive Officer, Odisha Rural Development & Marketing Agency, SIRD Campus, Unit-VIII, Bhubaneswar, Odisha, PIN-751012” latest by **03<sup>rd</sup> August'2023 @ 11:00 A.M.**
12. The details terms & conditions for providing Vehicle on Monthly and Call basis can be downloaded from official website only i.e. [www.ormas.org](http://www.ormas.org)
13. In case of any Addendum/Clarification/Corrigendum/Extension regarding this tender, the same will be published in the above mentioned official websites only.

**Additional Secretary to Govt &  
Chief Executive Officer,ORMAS**

## **PART-II**

### **GENERAL TERMS AND CONDITIONS OF CONTRACT FOR HIRING OF VEHICLE**

## **1. SERVICE**

- a) The vehicle on call basis or monthly basis will generally be required by the ORMAS 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 may be required for one year. Contract is extendable based on the past performance and discretion of the CEO, ORMAS.
- c) Providing litigation free vehicles in perfectly good running condition as and when required basis as per Annexure III. In any case, the Travel Agent should not change or alter vehicle without prior consent of ORMAS.
- d) The vehicle should not be more than three years old from the date of the contract. **Vehicles older than five years should be replaced by the service provider.** During replacement of the vehicle or driver, as the case may be, the pass/ id card issued, if any, shall be surrendered.

## **2. VALIDITY OF BID**

Bid shall remain valid for a period not less than 180 days after the deadline date specified for submission of Bid documents.

## **3. 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 ORMAS reserves the right to rescind the Contract and the Security Deposit shall be forfeited.

## **4. PERFORMANCE SECURITY DEPOSIT**

- a. Successful bidders will be required to deposit 10 % of Contract Value (total monthly charges for one year) in shape of DD 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 ORMAS, the security deposits shall be forfeited by ORMAS .
- b. 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.
- c. In case of successful bidder, the EMD may be forfeited if the bidder fails to accept the Purchase Order

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

- a. The drivers and the vehicles to be provided under this contract shall not be changed without prior intimation to ORMAS. He should also be willing to undertake



duty during late/early hours and on holidays. However, the Vehicle shall be made available to ORMAS 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.

- b. 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.
- c. 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.

## **6. USE OF VEHICLE FOR MONTHLY AND DAY CALL BASIS**

- a. The agency shall deploy BS-IV or above compliant petrol vehicles.
- b. The vehicle 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.
- c. During the period of Contract, the vehicle shall be exclusively used for ORMAS as per directives of Officer-in-charge of, ORMAS.
- d. The Agency shall be responsible for proper behaviors 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 ORMAS.
- e. 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.
- f. The firm should have a provision to take bookings 24 x 7
- g. The Kilometres covered by the vehicle from travel agency to ORMAS and back shall not be included in the Contract and for billing purpose.
- h. The Travel Agency should provide the Fitness Certificate of the Vehicle.
- i. 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.
- j. The drivers detailed on vehicles assigned for ORMAS duty should be well versed with the roads / routes and traffic regulations in Bhubaneswar.
- k. 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.
- l. The Travel Agency shall provide replacement of the vehicle immediately (within reasonable time) in case of breakdown or any other problem.
- m. 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.
- n. ORMAS is not responsible on any accident / any kind of damage to the vehicle during the use of the same by ORMAS.
- o. During the period of contract no request shall be entertained for any hike in the tender/accepted rates due to any reason.

## **7. STATUTORY LAWS**

- a. The Agency will comply with all statutory provisions of law and keep ORMAS 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 ORMAS 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.

## **8. 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 ORMAS 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 ORMAS 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.

## **9. 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 ORMAS 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-fulfillment 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.

#### **10. 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 ORMAS from time to time.
- 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.

#### **11. PAYMENT OF BILLS**

- a. The payment shall be made through online only, if the bills are complete in all respects and are found in order.
- b. 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.
- c. Statutory deduction as per the Govt. rules/Tax law shall be deducted from the bills of the Agency.
- d. Overwriting on the duty slip as well as the bill shall not be accepted

#### **12. JURISDICTION**

The Contract shall be governed by the Laws of India . Any legal disputes arising out of this are subject to jurisdiction of Bhubaneswar only.

#### **13. SELECTION OF AGENCY**

- a) The selection of agency for as and when required basis, and monthly required basis shall be made separately. For each category of services there are varieties of vehicles & varieties of rate break up such as night halt charges, local hourly rate, free kilometre per hour, fuel consumption etc which are mentioned in ANNEXURE-II & III( Price Bid)
- b) The vehicle running within 200 k.m. per day within the district of ORMAS'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.

- c) If the vehicle running more than 200 K.M per day out side the district of ORMAS's Head Quarter, it will be treated as long tour and the bidder will charge the rate only on Kilometer wise.
- d) Lubricant will be paid by the ORMAS on the basis of 1000 KM running per litre Mobil for all vehicles on Monthly Basis.
- e) Night halt charges Rs. 100 for all vehicles If the vehicle running more than 200 K.M outside the district of ORMAS's Head Quarter.
- f) Notwithstanding the above, the ORMAS reserves the right to accept or reject any tenders and to cancel the bidding process and reject all tenders at any time prior to award of contract .

### **PART-III**

#### **TENDER FORM**

##### **Technical Bid – Form A**

(The documents have to be arranged **serially** as per the order mentioned below)

#### **1. ORGANIZATION PROFILE**

a) Name \_\_\_\_\_

b) Regd. Address \_\_\_\_\_

c) Address of Office at  
Bhubaneswar \_\_\_\_\_

d) Number of Branches in Odisha if any (Please mention place & locations)  
\_\_\_\_\_

e) Name of authorized signatory (in block letters) :  
\_\_\_\_\_

f) Specimen signature of authorized signatory:-  
\_\_\_\_\_

g) Telephone/Mobile No. of authorized signatory of Firm:  
\_\_\_\_\_

h) Email Address of firm:  
\_\_\_\_\_

i) Contact Person's  
i) Name & Design. \_\_\_\_\_

ii) Tel No. Landline \_\_\_\_\_ Mobile \_\_\_\_\_

iii) Email ID \_\_\_\_\_

2. Type of Firm: \_\_\_\_\_

3. Bank Account Number with Branch and name of Bank  
\_\_\_\_\_

4. Registration no. of the Firm/Company: \_\_\_\_\_  
(Please enclose self attested photocopy)



5. PAN No. : \_\_\_\_\_  
(Please enclose self attested photocopy)

6. GST Regn. No.: \_\_\_\_\_  
(Please enclose self attested photocopy)

7. Annual Turnover for the last 3 financial years:  
In Indian Rupees.

2019-20 \_\_\_\_\_

2020-21 \_\_\_\_\_

2021-22 \_\_\_\_\_

Average:

(Please enclose copies of audited balance sheet and P&L A/c )

8. The agency should have provided vehicles to at least 3 Govt. / Semi-Govt. Organizations / PSUs etc. in Odisha (At least three different organizations) during the period of 2019-20, 2020-21 & 2021-22. The contract value of each assignment must not be less than 6 Lakh. The firm shall be given added advantage having similar assignment irrespective of the value.

(Self-attested copies of Work Orders received from Government / Semi-Government/ PSUs / Banks during 2019-20, 2020-21 & 2021-22 are to be furnished as per technical bid form-C).

9. The agencies must have minimum 5 nos of own commercial vehicle (like Tiago/ Celerio/Zest/Tigor/ Swift Dzire/ Ciaz/ Honda City / Xcent/Etios etc) within 3 years old from date of initial registration. Agency shall be given added advantage for having more own commercial vehicle and less year old vehicle. (RC copy of all own commercial vehicle model within 3 years old to be enclosed as per the format available in technical form-B)

10. Copy of latest GST certificate attached (Yes/No)  
(Please enclose self attested photocopy)

11. Earnest Money Details : D.D. No. \_\_\_\_\_ Date \_\_\_\_\_  
Amount : Rs.15,000  
Drawn on \_\_\_\_\_

12. Undertaking to provide good conditioned vehicles (not more than 3 years old).  
(Attach the undertaking with signature & seal of the Organization)

13. Undertaking that the firm has not been debarred/ blacklisted by any Govt. Organization / Semi Government Organization / PSUs.

(Attach the undertaking with signature & seal of the Organization)

14. Whether all documents submitted signed by the authorized signatory of the firm/agency (Yes/ No):

I / we hereby certify that the terms and conditions given with the tender call notice have been read carefully and acceptable to me/us and that the information furnished above is full and correct to the best of my /our knowledge. I / we understand that in case of any deviation in the above statement at any stage, my/our Firm/Agency will be blacklisted by your office and will not have any dealing with your office in future.

Signatures of authorized signatory

Name\_\_\_\_\_

Designation \_\_\_\_\_

Seal:

### Technical Bid – Form B

The agencies must have minimum 5 nos of own commercial vehicle Agency shall be given added advantage for having more own commercial vehicle and less old vehicle.

#### **Detail information of vehicle registered in the name of the firm**

Sl.No	Types of Vehicle(within 3 years old)	Year of manufacturing	Year of registration	Vehicle registration No	Insurance no and validity details
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

(Copy of the RC of commercial all own commercial vehicle model within 3 years old to be enclosed alongwith)

### Technical Bid – Form C

The agency should have provided vehicles to at least 3 Govt. / Semi-Govt. Organizations / PSUs etc. in Odisha (At least three different organizations) during the period of 2019-20, 2020-21, & 2021-22. The contract value of each assignment must not be less than 6 Lakh for aforesaid three assignments only. The firm shall be given added advantage having similar assignment irrespective of the value.

Sl. No.	Name of the Department / Organization (with Address & Telephone No.)	Contract Period		Contract Value/Order Value	Whether contract closed/not closed/extended
		From	To		
1					
2					
3					
4					
5					
6					
8					
9					
10					

(Self-attested copies of Work Orders received from Government / Semi-Government/ PSUs / Banks during 2019-20, 2020-21, & 2021-22. are to be furnished).

**PART-IV**

**TENDER FORM**

**(To be enclosed in separate sealed envelope.)**

**Financial Bid - Cover B**

**A. Monthly Basis Rate (exclusive of GST)**

Sl. No.	Type of Vehicle AC ( Petrol) BS IV compliant Petrol Vehicles	Minimum average mileage in K.M. per one Litre	K.M. per one Litre of lubricant	Maximum Hire Charges per month excluding taxes. In Rs.	Tentative No of Vehicle Required	Monthly Rent excluding fuel & lubricant per vehicle (Rs.) to be quoted by the agency	Total cost Excluding GST (In Rs.)
1	2	3	4		5	6	7
1	Tiago/ Celerio/Bolt or same model and segment	17	1000	20,000	2		
2	Zest/Tigor/ Swift Dzire/ Xcent/Etios or same model and segment	17	1000	26,000	1		
3	Ciaz/ Honda City or same model and segment	12	1000	30,000	1		
	<b>Total Cost for 4 nos of vehicle per month (In words _____</b>						

(The monthly hire charges should not exceed the maximum limit as fixed by finance Deptt.)

**B. Daily basis Rate (exclusive of GST)**



SIno	Type of vehicle	Long Tour (Above 200 KM per day)		Local Tour (Within 200 KM per day )
		Rate per KM (Charges for above 200 KM) in INR	Rate for Night Halt (Rs.)	Local Hourly rate for Below 200 KM( Per hour 10 KM free ) in INR
		AC	AC	AC
1.	Tiago/ Celerio/Bolt or same model and segment			
2.	Zest/Tigor/ Swift Dzire/ Xcent/Etios or same model and segment			
3.	Ciaz/ Honda or same model and segment			
4.	Innova			
5.	Bus Non A/C (40 Seated)			
6.	Bus Non A/C(52 Seated)			

- (In case of local tour Extra rate per km charges will be treated same as rate per KM as Long tour.)
- Having sitting capacity not more than 5 including driver.

3. GST: Please mention the % of GST as applicable:\_\_\_\_\_.

**Note: GST will be paid extra as applicable and will not be taken into account for evaluation.**

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/receipt of the purchase order from ORMAS and also agree that the price will remain unchanged during that period.

**Place:**

**Date:**

**(Signature & Seal of the Authorized Signatory)**

\*\*\*\*\*End of the document\*\*\*\*\*