

Government of Odisha
ST & SC Development, M & BC Welfare Department
Lokaseva Bhawan, Bhubaneswar

QUOTATION/TENDER CALL NOTICE

No. 2612 /SSD, Dated Bhubaneswar the,
STSCD-OM-MV-0004-2020

03rd Feb', 2025

Sealed quotations/tenders having valid GST Registration Certificate are invited in the prescribed formats from interested reputed Travel agencies/ Tour operators or private individuals for providing 06 (Six) nos. of Swift Dzire (petrol) or equivalent vehicle and 05 (Five) nos. of Tiago/Bolt/Celerio (petrol) or equivalent vehicles for the use in ST & SC Development, M & BCW, Department on monthly rent basis, which must confirm to the Terms and conditions (**Annexure-A**).

The application form of quotations/tenders containing General Bid Information & Terms and conditions for hiring of vehicles etc. will be available in the Department during the office hours on payment of Rs.1,000/- (Rupees One Thousand) only (non-refundable) from dt. **04.02.2025 to 03.03.2025**. In case, the application form is downloaded from the website, the applicant shall furnish a Demand Draft for an amount of Rs. 1,000/- (Rupees One Thousand) only (non-refundable), in favour of **DDO, ST & SC Development, M & BCW Department**, towards the cost of application along with the application.

Tender paper should reach the office of the **Deputy Director (OE-II), ST & SC Dev. M&BCW Department, Lokseva Bhawan, Bhubaneswar-751001** through **Speed Post/Registered Post** only on or before 03.03.2025 by 05:00 pm positively. And in case this date happens to be a holiday for any reason, the last date of receiving tender paper will be the immediate next working day at the same designated time & place.

The authority reserves the right to reject all or any of tender without assigning any reason thereof.


3/2/2025
Deputy Director

Memo No 2613 / SSD

Date 03/02/2025

Copy forwarded to all Departments of Government/all Heads of Department of Government for information with a request to kindly display it on their Notice Board for wider publicity.


3/2/2025
Deputy Director

Memo No 2614 / SSD

Date 03/02/2025

Copy along with the copy of Detailed Tender Call Notice (DTCN) forwarded to the Head, State Portal Group, Lokseva Bhawan /Sri Sujit Mukherjee, Special Officer (Statistics), SSD for hosting the Tender Call Notice in the Department website for wide publicity of the notice from 04.02.2025.


3/2/2025
Deputy Director

Memo No 2615 / SSD

Date 03/02/2025

Copy along with the copy of Tender papers (DTCN) forwarded to the Superintendent, Issue Section with a request to display in Notice Board of this Department for wide publication.


3/2/2025
Deputy Director

Memo No 2616 / SSD

Date 03/02/2025

Copy forwarded to JEA to Principal Secretary, SSD for kind information of Principal Secretary, SSD.



3/2/2025
Deputy Director

Memo No 2617 / SSD

Date 03/02/2025

Copy along with enclosure forwarded to Chief Receptionist/ DCP, Secretariat Security for information and necessary action.

They are requested to issue necessary Secretariat entry pass to the bidders to enable them to attend the pre-bid meeting on 12.02.2025 and opening of the bid on dated 11.03.2025 in this Department.


3/2/2025
Deputy Director

TERMS & CONDITIONS FOR HIRING OF VEHICLES

The following terms and conditions must be fulfilled by the successful bidder for providing the vehicles on monthly rent basis for use in this department.

1. The hired vehicles, during period of contract, shall have all necessary valid MV documents such as: Valid Registration Certificate, Insurance Certificate, Pollution 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.
2. The Department hiring the vehicle shall not be responsible for any damage/ loss caused to the hired vehicles or loss of life/ injury made to any person or damage to any property on account of use of the hired vehicles in any manner, whatsoever. The hirer (Service provider) shall be responsible for all such litigation.
3. The hire charges to be paid for monthly basis is final but does not include cost of fuel, which is to be paid separately basing on actual consumption. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of Engine, Gear Box & Differential Coolant, Tyres & Tubes, Battery etc. will be borne by the bidder.
4. It shall be the responsibility of the bidder to provide a good driver and the remuneration of the driver shall be borne by the bidder/service provider of the vehicle. The driver should be well behaved, gentle and obedient in nature and must not be alcoholic.
5. 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.
6. In case of vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice. Also penalty will be imposed.
7. The vehicles shall report for duty for minimum of 25 days in a month.
8. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be demanded.
9. Monthly hire charges and reimbursements towards cost of fuel (as per actual) of selected bidder will be paid in every succeeding month, as per as possible within 15 working days of the submission of bills by the service provider and no advance payment will be made.
10. 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.
11. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
12. 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.
13. If the service provider violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.


31/2/2025
Deputy Director

GENERAL BID INFORMATION

1. The service provider shall have a valid OGST registration to participate in the tender process.
2. The service provider, participating in the bidding process under the jurisdiction of Municipal Corporations, must be registered on GeM platform.
3. The vehicle must be in Road Warranty 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, Pollution Certificate, valid Contract Carriage Permit, proof of up-to-date tax payment etc. mandatory for plying of vehicle.
4. The Driver of the vehicle must have a valid Driving License for driving light transport passenger vehicles and should be sufficiently experienced in driving transport/passenger vehicle.
5. The monthly rate of hire charges (excluding fuel) to be quoted separately in the financial bid in **Format A**. The vehicle must achieve a fuel efficiency of 17Km per Litre as mentioned in FD OM No 22924, dated 14.08.2023.
6. The details of the make and year of manufacture of the vehicle, registration No., mileage (Kms covered per litre) and name of the Driver with Driving License no. and period of validity should be specifically provided in the General Information for Hiring Vehicles (**Annexure-B**) to be furnished with the Quotation/Tender.
7. The General Information for Hiring Vehicles (**Annexure-B**) must be filled separately & completely for each vehicle. A single General Information for Hiring of Vehicles (Annexure-B) for multiple number of vehicles will be treated as a single vehicle only.
8. A sum of Rs. 1,25,000/- (Rupees One Lakh Twenty Five Thousand) only shall be deposited by the intending bidders in shape of Account payee bank draft drawn in favor of **DDO, ST & SC Development, M & BCW Department** and submitted along with the tender as Bid Security /EMD. After completion of the tender process, the bank draft will be returned to the unsuccessful bidders.
9. The bid documents to be submitted by the bidders are listed below



- A. Detailed Tender Call Notice(DTCN) duly signed at every page by the authorized signatory of the bidder,
- B. 'General information for Hiring Vehicles' (Annexure-B) for each vehicle,
- C. Copy of RC of each vehicle in support of each 'General information for hiring of vehicle',
- D. Self-attested copy of OGST registration certificate of the agency,
- E. Declaration towards forfeiture of EMD in prescribed format (Format-B).
- F. Undertaking that the firm/agency has not been debarred / blacklisted by any Government / Govt. Organization/PSU.
- G. Demand Draft of Rs.1,000/- (Rupees One Thousand only) (non-refundable) towards cost of application.
- H. Demand Draft of Rs.1,25,000/- (Rupees One Lakh Twenty Five Thousand only) towards security deposit/EMD.

10.

- i. The bidders shall 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 Vehicles on Monthly Basis in reference to Advertisement No..../SSD dtd./...../2025**"
- ii. The Technical & Financial Bid envelopes should be clearly marked as **TECHNICAL BID & FINANCIAL BID** on the top of the respective envelope.
- iii. The tender (Cover & inner envelopes) to be addressed to:

The Deputy Director (OE-II)
ST & SC Dev. M&BCW Department
Lokseva Bhawan-751001, Odisha.

and the bidder should mention their details e.g. **name of the firm, address, mobile number, email address** etc. on each envelop.

- iv. The tender will be opened on 11.03.2025 at 12:30 PM in this department. In case the date of opening is postponed for any administrative reason the same will be intimated to the bidders telephonically/by email as given in their respective envelop.

11. All bid documents (*except Format-A*) should be kept inside the Technical Bid envelop. And only **Format-A** should be kept inside Financial Bid envelop.

12. Tender paper will be received through Speed Post/Registered Post only which should reach the office of the **Deputy Director (OE-II), ST & SC Dev. M&BCW Department, Lokseva Bhawan, Bhubaneswar-751001** on or before 03.03.2025 by 05:00 pm positively. And in case this date happens to be a holiday for any reason, the last date of receiving tender paper will be the immediate next working day at the same designated time & place.
13. A pre-bid meeting will be held on **12.02.2025** at 12:00 hrs in the conference hall of this department.
14. The undersigned reserves the right to reject all or any of tender without assigning any reason thereof.


3/2/2025
Deputy Director

GENERAL INFORMATION FOR HIRING VEHICLES

1. Name of the Service Provider :-
2. Complete Address :-
3. OGST Number:-
4. GeM Registration number:-
5. Registration No. of vehicle: -
6. Type of Vehicle (AC/Non-AC): -
7. Year of manufacture: -
8. Make & Model: -
9. Date of Registration: -
10. Name & complete address of the owner of vehicle: -
7. Fitness Certificate validity: -
8. Permit Validity: -
9. Insurance Validity: -
10. Rate of Fuel Consumption / Mileage per Litre:
11. Name/Address of Driver: -
11. D.L No. & Validity of the D.L of the Driver: -
12. Contact No. of Driver: -
13. Contact Number of the Service provider (Tenderer/ Bidder)
Mobile _____ Telephone _____

"Certified that the information furnished above is true to the best of my knowledge and belief"

Seal & Signature of the Tenderer

N.B: The above information must be filled in clearly and completely.



Format B

Declaration towards forfeiture of EMD

"I/We _____ proprietor(s) of the agency M/s. _____
Address: _____ do hereby declare that the EMD of Rs. _____
deposited by our agency as security deposit (EMD) against the tender call notice
no. _____ dated _____ of ST & SC Development, M&BCW Deptt. will
be liable for forfeiture, if our agency fails to provide the vehicle and execute the
contract as per the Detailed Tender Call Notice or violates any of the terms of
contract."

Authorized Signatory of the bidder (with seal)



Format A

HIRING OF VEHICLES ON MONTHLY RENT BASIS FOR USE IN ST & SC DEV. M&BCW DEPARTMENT

SL No.	Category of Vehicle	Maximum ceiling on monthly rent (excl. GST)	Offered monthly rent in Rs.	Remarks (If any)
1	Dzire (Petrol) or Equivalent	Rs. 26,000/-		
2	Celerio/Bolt (Petrol) or equivalent	Rs. 20,000/-		

Date:

Place:

Seal & Signature of the Tenderer

Name:

Seal:

