

# GOVERNMENT OF ODISHA

## ODIA LANGUAGE, LITERATURE & CULTURE DEPARTMENT

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No. OLLCD-OE1-VEH-0001-2022

9274

/ OLLCD, Date-

04.07.2023

### TENDER CALL NOTICE

In continuation of this Office Tender Call Notice No. 8389/OLLCD, Dtd. 05.06.2023, sealed Tender Papers are invited in the prescribed format as given in **Annexure-III** from the interested and reputed Travel Agencies, Tour Operators and Private Individuals having valid GST Registration Certificate for providing **01 (one) BS IV/ BS VI compliant Petrol driven vehicles (Tiago/Bolt/Celerio)** having sitting capacity not more than 05 including Driver which must conform to the terms and conditions given in **Annexure-I** for official use in the Directorate Wing of Odia Language, Literature & Culture Department on monthly rent basis for a period of one year from the date of signing of the Agreement/ Contract. The said Contract may be renewed for a further period of one year subject to satisfaction of the Tender Inviting Authority.

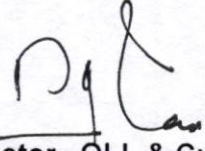
1. The Vehicles must be in road-worthy condition and shall not be more than three years old from the date of initial registration and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, Contract Carriage Permit, proof of up-to-date tax payment, etc. which are mandatory for plying of the vehicles.
2. The Drivers of the vehicles must have valid commercial Driving License for driving light transport passenger vehicles and should be experienced enough in driving transport passenger vehicles for a minimum period of 03 years.
3. The Drivers should be well-behaved, gentle and obedient in nature.
4. A sum of **Rs. 5,000/-** (Rupees five thousand) only shall be deposited by the applicant in shape of Account Payee Bank Draft drawn in favour of the Director, Odia Language, Literature & Culture Department, Odisha, Bhubaneswar, if selected.
5. The monthly rate of hiring shall be quoted in the General Bid Information (excluding Fuel and Lubricants).
6. The maximum hiring charge is capped to **Rs. 20,000/- per month per vehicle**.
7. The vehicles must achieve a minimum average mileage of 17 K.M. per litre. However, for each vehicle, the Kilometre per litre shall be fixed by the Tender Inviting Authority as per the prevailing Govt. stipulations subject to revision from time to time.
8. Submission of more than one competitive bid by the same firm or individual in response to this Tender is prohibited. The decision in this regard by the Tender Inviting Authority shall be final and binding on the bidders.
9. Details of the make and year of manufacture of the vehicles, Registration No., mileage (Kms. covered per litre) and name of the Drivers with Driving License No. and its period of validity should be specifically mentioned in the General Bid Information to be furnished with the bid documents.
10. The details of the vehicles and Drivers should be specifically provided in the prescribed format at **Annexure-II** along with the "Technical Bid" at **Annexure-III** while submitting the Tender.
11. Financial details shall be submitted in "Financial Bid" format which should be attached as **Annexure-IV**.
12. The bidder shall submit "Technical Bid" in the prescribed format along with all relevant





documents including the terms and conditions and general information for the tender in a **Sealed Envelope-1** superscribed with "**Technical Bid**". Similarly, the **Sealed Envelope-2** containing Financial Bid should also be superscribed with "**Financial Bid**".

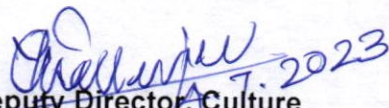
13. Both the **Sealed Envelopes 1 and 2** mentioned in the previous points (Technical Bid and Financial Bid) shall be kept in a larger single sealed cover and shall be sent to the Director & Additional Secretary to Govt., Odia Language. Literature & Culture Department, Sanskruti Bhawan, State Museum Campus, Kalpana Square, Bhubaneswar-751014 by **Speed Post/Registered Post** only superscribed as "Tender for Hiring of Vehicles as per Tender Call Notice No. \_\_\_\_\_".
14. The detailed address for communication including Contact No. and e-mail ID of the Bidder must be clearly mentioned on each of the envelopes.
15. The quotations complete in all respect should reach the undersigned **on or before 14 .07.2023 by 5.00 P.M.** and shall be opened on the next working day, i.e. on **15.07.2023** at 11.30 A.M. in presence of the bidders or their authorised representatives in the office chamber of the Director, OLL & Culture, Sanskruti Bhawan, State Museum Campus, Kalpana Square, Bhubaneswar-751014. Any change in the schedule due to unavoidable circumstances, if any will be notified in the official website of the Odia Language, Literature & Culture Department, i.e. **culture.odisha.gov.in** .
16. The Form and Annexures of this Tender containing general bid information and terms and conditions for hiring of vehicles will be available in the official website of the Odia Language, Literature & Culture Department, i.e. **culture.odisha.gov.in** from the date of advertisement of this Notice in the local dailies.
17. The applicant shall deposit a non-refundable amount of Rs.100/- (Rupees One hundred) only in shape of Account Payee Bank Draft drawn in favour of the Director, Odia Language, Literature & Culture Department, Odisha, Bhubaneswar towards the cost of application along with his/ her application.
18. The bid documents received after the stipulated date and time will not be taken into consideration under any circumstances and will be rejected.
19. All disputes relating to this Tender are subject to judicial jurisdiction of the competent Court at Bhubaneswar only.
20. The present requirement of vehicle is one; but more vehicles may be empanelled for future, if required.

  
Director , OLL & Culture

Memo No. 9275 /OLLCD,

Date- 04.07.2023

Copy along with copies of Annexure-I to V forwarded to the O.I.C., State Portal Group, IT Centre, North Annex Building, Odisha State Secretariat (Ground Floor), Bhubaneswar/ M/s. Luminous Infoways Pvt. Ltd., N-6/373, IRC Village, Bhubaneswar with a request to upload the Notice in the Official Website of the Odia Language, Literature & Culture Department.

  
Deputy Director, Culture

Memo No. 9276 /OLLCD,

Date- 04/07/2023

Copy forwarded to all Departments of Government with a request to display the Notice in



their Notice Boards for wide publicity.

Deputy Director, Culture

Memo No. 9277 /OLLCD,

Date- 04.07.2023

Copy forwarded to Accounts Section (Directorate Wing), Odia Language, Literature & Culture Department for information and necessary action.

Deputy Director, Culture

Memo No. 9278 /OLLCD,

Date- 04.07.2023

Copy forwarded to the Notice Board of the Directorate Wing, OLL & Culture Department, Sanskruti Bhawan, Bhubaneswar for information and necessary action.

Deputy Director, Culture

## ANNEXURE-I

### TERMS & CONDITIONS FOR HIRING OF VEHICLES

The following terms and conditions must be fulfilled by the successful bidder for providing vehicle on monthly rent basis.

1. The hired vehicles during period of contract shall have all necessary valid MV documents such as valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution Under Control (PUC) Certificate, valid Contract Carriage Permit, proof of up to date tax payment, etc. and valid Driving License of the Driver available all the times. The Directorate Wing of OLL & Culture Department shall not be responsible for any damage/loss caused to the hired vehicles or loss of life/injury made to any person or damages to any property on account of use of the hired vehicles in any manner whatsoever. The hirer shall be responsible for all such litigation.
2. The bidder will have to submit an undertaking regarding non involvement of the vehicle and Driver in any case registered in any offices/ police station within the territory of India at **Annexure-II**. Successful bidder shall submit the character and antecedent certificates obtained from the local police establishments in respect of the Drivers within one month of signing of the agreement or engagement of the vehicle whichever is earlier before the Tender Inviting Authority.
3. The Driver should be well-trained and well conversant with the roads and routes and adjoining areas as well as having good eyesight, devoid of bad habits and having proper valid license. The Driver should observe all etiquette and protocol while performing duty and shall be neatly dressed as well as carry a cell phone in proper working condition for which no separate payment shall be made by the Tender Inviting Authority. The Driver should always remain with the vehicle during his entire duty hours.
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 Owner. The service provider shall also comply with the provisions of Labour Law, EPF, GIS and Minimum Wages Act as applicable and other statutory provisions.
5. In case of breakdown for reasons whatsoever, another vehicle of the same or better model shall be provided by the bidder immediately.
6. In case, the Driver along with the vehicle does not report regularly, the Authority shall be at the liberty to cancel the agreement and may engage vehicle from other source.
7. The vehicles shall be reported for duty for minimum 24 days in a month.
8. In case of emergency, the Driver will have to report for duty as per the requirement of the hirer even on Govt. holidays. No extra payment shall be demanded for this purpose.

9. The hiring charges to be paid for monthly basis is final; but will not include cost of fuel which is to be paid separately basing on actual consumption and lubricants as per the existing Government norms. All the expenditure of the vehicle towards repair, replacement of spare parts, lubricants of the Engine, Gear Box and Coolant, Tyres, Tubes, Battery, etc. will be borne by the successful bidder.
10. Monthly hire charges and reimbursements towards cost of fuel (as per actual) and lubricants (as per Govt. norms) of the selected bidder will be paid in every succeeding month as far as possible within fifteen days of submission of the bills by the service provider and in no case advance payment will be made.
11. The vehicle shall not be more than 3 years old from the initial registration and in good running condition during the period of contract. Vehicles older than five years should be replaced by new vehicles by the Service Provider.
12. The vehicles shall be kept under optimum running condition and avoid accidents attributable to lack of maintenance/upkeep. The hired vehicles cannot be used for any private / commercial purpose beyond office hours or during holidays.
13. Hiring shall be limited to the ceiling of maximum of 2000Kms in a month.
14. If the services of the vehicle or Driver are found to be unsatisfactory, the client shall have liberty to give one month notice for termination of the Agreement.
15. In case, the service provider intends to withdraw the services of his vehicle and terminate the Agreement, it will be obligatory for him to give one month notice before such withdrawal of service and termination of the agreement.
16. If the bidder violates any of the terms of contract, Government shall forfeit the entire security deposit.
17. The Drivers who are supposed to be engaged by the bidder shall have no right in any manner for any claim as per "Employer-Employee Relationship" with the Tender Inviting Authority nor shall be entitled to claim other facilities as admissible for regular/ contractual/outsourced employees.
18. The tenders also called as bids which are not submitted in prescribed format or in prescribed manner shall be rejected by the Tender Inviting Authority. The decision in this regard by Tender Inviting Authority shall be final and binding on the bidder.
19. A bid once submitted cannot be withdrawn. The bidder or his authorized representative (one person only) will be allowed to be present at the time of opening of the tenders. They shall not be allowed to participate in any deliberations. However, clarification, if any, required by the Tender Inviting Authority shall be provided by the bidder(s).
20. The financial Bid of a bidder will be considered only, if the Technical Bid along with duly authenticated documents as asked for in the bid are found to be satisfactory and in order.
21. Non-submission of any of the required documents or information will attract rejection of the submitted bid. The decision in this regard by the Tender Inviting Authority is final and binding on the bidder(s).



22. In case, two or more bidders are found to be equal, then preference shall be given to the bidder having of more experience in providing similar service in Central Govt./State Govt./PSUs. Duly authenticated documentary proof in this regard should be submitted with the Technical Bid.
23. The bidder should have neither been blacklisted by any Central/ State Government/ Local Bodies/ Public Sector Undertakings nor remarked adverse by any Hon'ble Courts of Law during the last five years prior to this bid.
24. A following affidavit in shape of undertaking to this effect shall be submitted by the bidders. "I/We on behalf of M/s\_\_\_\_\_, address\_\_\_\_\_GSTN\_\_\_\_\_ hereby undertake that my/our entity has neither been blacklisted by any Central /State Government/ Local Bodies/ Public Sector Undertakings nor remarked adverse by any Hon'ble Courts of law during the last five years prior to this bid."
25. Proper Log Book shall be maintained by the user on behalf of the Tender Inviting Authority as per the practices followed for the Govt. vehicles. Kilometers run and fuel filled up shall be recored in the relevant columns of the Log Book on daily basis. The same shall be verified by an authorized Officer of the respective establishment before drawal of fuel charges.
26. Successful Bidder shall have to enter into an agreement with the Director of the Odia Language, Literature & Culture Department before issuance of the Work Order and subsequent engagement of the vehicles. The proposed vehicles should be provided within 15 days from the date of issuance of the Work Order failing which the contract shall deem to be cancelled at discretion of the Tender Inviting Authority.
27. The Tender Inviting Authority reserves all rights to decide the requirement of number of vehicles to be hired on the basis of actual requirements/need at any point of time.
28. The Office of the Director, Odia Language, Literature & Culture Department reserves all rights to cancel the bidding process at any stage without assigning any reason thereof.
29. The Tender Inviting Authority shall have the discretion to terminate the contract at any time if the service provider fails to comply with the statutory provisions as well as the terms and conditions or the service is found to be unsatisfactory. In such circumstances of termination of the contract, the service provider shall have to stop the services immediately and the charges up to the date of termination of service shall be recouped on production of bills/documents by the Bidder.

**GENERAL INFORMATION OF VEHICLES PROPOSED FOR HIRING**

**PART-A**

(For bidders who desire to provide the existing vehicles available with them)

1.	Registration No. of the Vehicle (Copy enclosed)	:
2.	Type of the Vehicle(AC/Non-AC))	.
3.	Year of Manufacture	
4.	Model	
5.	Date of Registration	
6.	Total distance run in Kilometer (Vehicle wise) as on the date of bidding	
7.	Rate of fuel consumption/ Mileage per litre	
8.	Name & Address details of the Owner of the Vehicle	
9.	Validation of the Fitness Certificate	
10.	Permit Validity	
11.	PUC validity	
12.	Insurance Validity	
13.	Has any Insurance claim been made for the vehicle in the past? Yes/ No	
14.	If the answer to the above is yes, then answer the following: i)What was the total claimed amount ? ii) What was the actual payment made by the Insurance Company?	
15.	Name/ Address of the Driver	
16.	D.L. No. & Validity of the D.L. of the Driver (Copy enclosed)	
17.	Aadhar/ Voter ID/ PAN No. of the Driver (Copy enclosed)	

**CERTIFICATE**

- (i) Certified that the above vehicle bearing Regn. No. \_\_\_\_\_ has not been involved in any case registered in any Offices/Police Station within the territory of India.
- (ii) Certified that the above Driver, Sri \_\_\_\_\_ has not been involved in any case registered in any Offices/ Police Station within the territory of India.
- (iii) Certified that the information submitted above is true to the best of my knowledge and belief.

Seal & Signature of the Tenderer

**ANNEXURE-III**

**TECHNICAL BID**

(To be submitted in a separate sealed envelope superscribed as "Technical Bid")

1. Name , Address & Mobile No. of the Tenderer :

2. Name , Address & Mobile No. of the Service Provider/  
Proprietor/ Director :

3. Qualifying criteria for Technical Bid

(i)	The vehicle is/shall be owned by us	Yes/No
(ii)	The vehicle is/shall be registered as a commercial vehicle	Yes/No
(iii)	We have attached certified photocopy of RC Book of the vehicle offered	Yes/No
(iv)	We have valid GST Registration	Yes/No
(v)	We have valid PAN/TAN	Yes/No

If the reply to (iv) and (v) above is yes, then provide the following details:

GST Registration (Copy Enclosed)	
PAN/TAN No. (Copy Enclosed)	

4. Additional Evaluation Criteria:

(a)	Total number of commercially registered cars owned by me (Please furnish the number)	
(b)	During the past five years, i.e. from 2018-19 to 2022-23, we have provided four wheelers on hire for over one year to the Central Govt./State Govt./ PSU	Yes/No
(c)	We have the requisite experience of 2 years for providing vehicles to the Central Govt./State Govt./ PSUs in the State of Odisha	Yes/No

Date :

Place :

Seal & Signature of the Tenderer



**FINANCIAL BID**

(To be submitted in a separate sealed envelope superscribed as "Financial Bid")

(i) Name, Address & Mobile No. of the Service Provider/  
Proprietor/ Director :

(ii) Mobile No. :

(iii) E mail Id :

(iv) Rate of Hire Charges  
(Excluding GST and other Taxes, if any)

Sl. No.	Make and Model of the Vehicle	Monthly Hire Charges in Rupees (in Words)

Date :

Place :

Seal & Signature of the Tenderer

**ANNEXURE-V****INDEX PAGE**

<b>Sl. No.</b>	<b>Document Details</b>	<b>Page No.</b>
1	General Information of the Vehicle in <b>Annexure-II</b> (Separate for each Vehicle )	
2	Copy of Registration Certificates of all vehicles as per <b>Annexure- II</b>	
3	Copy of D.L. of all Drivers as per <b>Annexure-II</b>	
4	Technical Bid as per <b>Annexure- III</b>	
5	Certified copy of the GST Registration as per <b>Annexure-III</b>	
6	Certified copy of PAN/TAN as per <b>Annexure-III</b>	
7	Past Experience(Certified copy of previous Contract Order/ Agreement ) as per <b>Annexure-III</b>	
8	Others, if any	