

ODISHA SPACE APPLICATIONS CENTRE (ORSAC)
Dept. of Science & Technology, Govt. of Odisha
Plot No.45/48(P), Jayadev Vihar, Near Gopabandhu Academy of Administration
Unit-16, Bhubaneswar-751 023

TENDER NOTICE No.17 / 2018

Tender for Hiring of Vehicles

Sealed tenders are invited from reputed registered Travel Agents for empanelment to provide hired vehicles to the office of the undersigned. Bidding firms should have capabilities along with adequate supply experience in the concerned field.

Cost of Tender Paper : Rs. 1000/-
Period of Issue of Tender Paper : 22.11.2018 to 07.12.2018 (11AM to 4 PM)
Earnest Money Deposit : Rs.50,000/-
Last Date of Submission of Tender : 10.12.2018 upto 1 P.M.
Opening of Technical/Commercial Bid : 10.12.2018 at 3.30 P.M.

ORSAC reserves the right to accept/reject/modify and cancel the full tender or part thereof at any time without assigning any reason thereof.

For details, please visit <http://www.odisha.gov.in> or <http://www.orsac.gov.in> or in the above office for the tender papers.

CHIEF EXECUTIVE

TENDER NOTICE No.17/2018

Tender for (Empanelment of firm) providing vehicles

Sealed tenders are invited from reputed registered Travel Agencies / Firms registered with Government of Odisha as Travel Agencies and having experience of at-least three years of executing, preferably three similar contracts in Government/Public Sector Undertakings for empanelment as Travel agency at ORSAC for a period of one year.

1)**Tender Document:** Non-transferable tender documents for supply of vehicles stated above will be available from office of the Odisha Space Applications Centre (ORSAC), Bhubaneswar on payment of tender document cost as specified above. The tender document cost, which is non-refundable, is payable in shape of crossed Demand Draft of any Nationalized Bank/Scheduled Bank payable at Bhubaneswar drawn in favour of Odisha Space Applications Centre, Bhubaneswar, Odisha. This tender notice can be accessed through Internet in the ORSAC website: <http://www.orsac.gov.in> or from Govt. of Odisha web site <http://www.odisha.gov.in> and bid document can be downloaded. The downloaded bid document can also be used provided it is accompanied with a crossed Demand Draft towards cost of the tender document. Tenderers interested to receive tender documents by Registered Post should pay additional amount of Rs.200/- (Rupees two hundred) only. However, ORSAC will not be responsible for postal delays in delivery of the documents.

2) **Eligibility Criteria:**

- a) The tenderer should be a limited company in existence for 5 years as on 31st January,2018 (Photocopy of the Company Registration Certificate should be attached).
- b) The company must have an average annual turnover of Rs.50 lakhs or above for the last three years. (Audited Balance sheet of last 3 years should be attached).
- c) Supply experience at least 3 years with Govt./ PSU. Copies of work order and successful completion work must be attached)
- d) Must have service in Odisha, preferably in Bhubaneswar to ensure timely service.
- e) The agencies / firms having valid registration certificate, Income Tax clearance certificate, Goods & Service Tax (GST) registration and work experience are eligible to apply.

3) **Scope of work:**

- a) Supply vehicles for local as well as long distance use as and when required by the office as per direction of Officer-in-charge.

- b) The successful bidder/agency (hereinafter called Travel Agent) shall provide vehicles having paid up-to-date road tax valid vehicle insurance and taxi fitness certificate etc. and not more than 2 years old.
- c) The successful travel agent shall be responsible for proper and safe transportation of man and materials. The travel agent shall also be liable for maintaining safety and security of employees of the centre authorized to use vehicle as and when required, as well as of materials if any. The travel agent shall also maintain confidentiality of the travel plan.
- d) Driver deployed with vehicle shall be well mannered, non-alcoholic and must have valid driving license.
- e) The vendor must attend to complaints within one working day.
- f) The Tenderers are required to deposit Rs.50,000/- (Rupees Fifty thousand) only as Earnest Money Deposit (EMD) in shape of Bank Draft issued by a Nationalized Bank/Scheduled Bank payable at Bhubaneswar pledged in favour of Odisha Space Applications Centre, Bhubaneswar. The EMD of unsuccessful tenderers will be refunded back after selection of the final vendor. The EMD of the successful vendor is liable to be forfeited, if fails to abide the terms and conditions of the contract. The EMD of the successful vendor shall be returned after submission of performance security (Bank Guarantee).
- g) The tenders should be submitted after due compliance with guidelines given in the tender documents under Schedule (A) Conditions of Contract, Schedule (B)- Technical specifications, Schedule(C)- Delivery Destination, Schedule (D)- Bid Form & Schedule (E)- Price Schedule Tenders submitted in incomplete form shall be rejected outright.
- h) The filled in sealed tenders containing Techno-commercial Bid and Price Bid in double cover system as per instruction given in tender documents, shall be submitted in the Office of the ORSAC, Bhubaneswar by Registered Post/Courier service or dropping in the tender box. Tenders received after due date and time shall not be entertained.
- j) The tender papers will be available for sale in the office of ORSAC between 11.00 AM to 4.00 PM on Odisha Govt. official working days till 4 PM of 07.12.2018. The sealed tenders will be received in the tender box till 1.00 PM of 10.12.2018 in Office of the ORSAC. The techno-commercial bids will be opened on at 3.30 PM on 10.12.2018 in presence of the Tenderers or their authorized representatives, if they so desires. The Price Bids of Technically qualified bidders will be opened in presence of the tenderers or their authorized representatives on a date to be notified later on. The tender shall make a presentation of their product on that day.
- k) ORSAC reserves the right to cancel any or all tenders without assigning any reason thereof.

CHIEF EXECUTIVE

Schedule (A) – Conditions of contract for Tender No.17/2018 ORSAC

1. Submission of the Tender

The rate should be quoted strictly in the proforma As per Annexure-II. Quoting in any other proforma or elsewhere will not be entertained. Tender should be submitted in one envelope super scribed “Tender for empanelment to provide hired vehicles”.

The tender should be dropped in the office tender box or can be received through registered post/ speed post at the addressed mentioned below on or before by 1 pm of 10.12.2018 along with following documents (Annexure-I).

- 1) The Tenderers shall submit the following documents and information with the tender. Lack of complete and adequate information under any of the parameter may render the bid disqualified. The technical documents shall be tagged and indexed properly to find out the below mentioned document easily.

a) For Technical Bid:

- i) Copy of Tender Notice
- ii) Photocopy of the Firm Registration Certificate (Self attested)
- iii) Self-Attested copies of GST Registration certificate from the Govt. authority.
- iv) Self-Attested copies of Service Tax registration certificate & latest Service Tax Clearance Certificate issued by the competent authority (GST/PAN).
- v) Documents in support of supplies made during last 2 years to different Govt. and public sector undertaking.
- vi) Tender document amounting Rs. 1000/-
- vii) EMD amount Rs. 50,000/-
- viii) Self-Attested copies of Audited Balance Sheet for last 3 years
- ix) Service facility with details at Bhubaneswar & outside.
- x) Annual turnover of the Company
- xi) Undertaking to provide good condition vehicles (not more than 2 years old)
- xii) Undertaking that the firm has not be debarred/black listed by any Govt. organization/Semi-Government Organisation/PSU
- xiii) Undertaking that the vehicles to be provided will not belong to any employee of ORSAC or his/her relative.

b) For Price Bid:

- i) Filled up Annexure -II – Price Schedule

2. Period of Contract:

The initial period of contract is for one year from the date of agreement. On successful completion of the contract, if ORSAC desires the contract period may be extended subject to satisfactory performances and on mutual consent.

2.1 Termination of Contract:

ORSAC reserves the right to terminate the contract any time during currency of contract by giving 30 days notice of its intention to do so. In the event of any such termination of the

contract, the agency will only be entitled to payment for services actually provided under the contract till the termination of contract subject to deductions, if any, under the terms of contract. No other claims will be allowed or considered.

3.0 Aware of Work:

The successful bidder shall execute an agreement with ORSAC. However ORSAC reserves the right not to accept the lowest rate quoted by a tenderer and reject any or all the tenders without assigning any reason thereof. ORSAC, also reserves the right to empanel more than one agency at the lowest accepted price and also give work order parallel to such empaneled agencies.

3.1 The empaneled bidders have to deposit a security of Rs.50,000.00 (Rupees Fifty thousand) only as performance guarantee in shape of Bank Guarantee or Demand Draft. In case of non-supply of vehicle by the empaneled firms, or violation of any terms & conditions of this tender notice the security deposit will be forfeited. Requisition will be placed (minimum) before two days of the requirement.

4.0 Right of acceptance or rejection of tenderers:

The tender is liable to be rejected inter alia:

- a) If it is not in conformity with the instructions mentioned in the tender paper
- b) If it is not properly signed by the bidder
- c) If it is received by mail
- d) If it is received after the expiry of the due date and time
- e) If it is not enclosed with the Money Receipt/DD

5.0 The telephone communication round the clock with the agency should be ensured, so that he can be contacted at any time.

6.0 The vehicle and the driver deputed for the duty at ORSAC office should be of very high standards. The drivers should have up-to-date driving license, non-alcoholic and should be well mannered.

7.0 The vehicles will be always in good running condition. Diesel/Petrol & lubricants will be supplied by the agency. All repairs and maintenance of vehicles shall be the responsibility of the vendor.

8.0 Engagement of licensed driver, the payment thereof to the driver as wages under law shall be the sole responsibility of the vendor. ORSAC undertakes no liability for rash or negligent driving of the vehicle.

9.0 The vehicles given on hire should have valid taxi permit (use for commercial purpose), RC Book, all taxes cleared, valid insurance coverage and valid driving licenses of the driver (Details to be verified by ORSAC at the time of hiring).

10.0 Parking fee, toll fee etc. will be borne by the vendor and get reimbursed by raising bills.

11.0 The officer using the vehicle will not be responsible for any damage on accident during the engagement. The cost of all repairs will be borne by the vendor.

- 12.0 In case the vehicles to be supplied by the bidder go out of order in route the vendor shall take immediate steps to make the vehicle roadworthy immediately or replace the vehicle by supplying another vehicle to the spot.
- 13.0 If the supplied vehicle is found to be sub-standard then it can be sent back for which no charges would be paid.
- 14.0 Travel agent shall comply with all relevant rules and regulations of Act applicable at present and to be enforced from time to time.
- 15.0 The vehicle to be engaged should not belong to any employee of the ORSAC or his/her relative.
- 16.0 The Police/Court case (legal dispute) in respect to the vehicle during the period of engagement will be at the risk & cost of the travel agency.
- 17.0 ORSAC will not be responsible for any dispute except paying the hire charges of the vehicle.
- 18.0 If at any time during development of a vehicle it is noticed that the odometer/speedometer of vehicle has been tampered with, then vehicle will be returned and concerned bill will not be paid. Similarly, if inflated bill is submitted the same shall be rejected.
- 19.0 If the successful Bidder fails to execute the order, the Performance Security of the Bidder will be forfeited and the Bidder will be debarred/ black listed.
- 20.0 Execution of Agreement:
The successful bidder has to execute an agreement on non-judicial stamp paper of appropriate value within 10 days from issue of the work order. The above stamp paper will be arranged by the bidder for execution of agreement.
- 21.0 The agreement will be executed only with the authorized person/persons of the firm.
- 22.0 In case any dispute arising out of this contract/award of work between ORSAC and the travel agency, the decision of the ORSAC will be final and binding on the travel agency.
- 23.0 Payment Terms:
- a) All bills for the vehicle hired should accompany the duty slip duly signed and authenticated by user(s) and be submitted within 7 days of such hiring to the Officer-in-charge of ORSAC.
- b) All payments will be made through A/c payee cheques only as per Govt. Rules and regulations.
- 24.0 Arbitration:
In the event of any dispute, arising out of the contract the same shall be referred for arbitration to the Chief Executive, ORSAC, Bhubaneswar or any arbitrator appointed by him after due notice and such appointment and the award of the arbitrator shall be final and binding. The venue of arbitration will be at Bhubaneswar.

Chief Executive

Annexure-I**List of documents submission**

<u>Sl.No.</u>	Documents to be submitted	Submitted	Not submitted	Remarks
1	Copy of Tender Notice			
2	Photocopy of the Firm Registration Certificate (self attested)			
3	Self Attested copies of GST Registration certificate from the Govt. authority.			
4	SelfAttested copies of Service Tax registration certificate & latest Service Tax Clearance Certificate issued by the competent authority.			
5	Documents in support of supplies made during last 2 years to different Govt. and public sector undertaking			
6	Tender document amounting Rs. 1000/-			
7	EMD amount Rs. 50,000/-			
8	Self Attested copies of Audited Balance sheet for last 3 years			
9	Service facility with details at Bhubaneswar & outside			
10	Annual turnover statement of the Company (self attested)			
11	Undertaking to provide good condition vehicles (not morethan 2 years old)			
12	Undertaking that the firm has not be debarred/black listed by any Govt. organization/ Semi-Government Organisation/PSU			
13	Undertaking that the vehicles to be provided will not belong to any employee of ORSAC or his/her relative.			

Signature of Bidder

Annexure-II**Format for Quoting Price Offer**

Sl. No.	Type of Vehicles	Local Charges 8 hrs. 80 km.	Out station charges 250 kms. per day	Extra per km. rate	Extra per hour rate	Night Halt charges after 10 PM	GST (%)
A	Non AC Vehicle						
	Tata Indigo/ Swift Dezire						
	Tavera / Bolero						
	Scorpio						
	Innova						
B	AC Vehicle						
	Tata Indigo/ Swift Dezire						
	Tavera / Bolero						
	Scorpio						
	Innova						

Note: The above quoted rates inclusive of all the expenses and there shall not be any provision of fuel cost charges.

Signature of Bidder