



INSTITUTE ON MANAGEMENT OF AGRICULTURAL EXTENSION ( IMAGE )

( AN AUTONOMOUS INSTITUTE OF GOVERNMENT OF ODISHA )

Siripur, BHUBANESWAR-751003, Odisha

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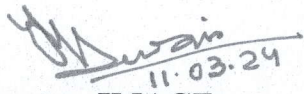
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## TENDER CALL NOTICE

No. 1340 date. 11/03/2024

Sealed Tenders are invited from interested registered Travel Agencies for providing vehicles on monthly/daily basis/long run basis for O/o the Director, IMAGE.

The sealed tender document completed in all aspects along with all supporting documents should reach to the office of the undersigned through Speed Post/Registered Post/Courier Services within 19/03/2024, 5.00 PM. The tender document may be downloaded from the departmental website [www.agri.odisha.gov.in](http://www.agri.odisha.gov.in) from 11/03/2024. The Tender document must be submitted along with the EMD of Rs.50,000/- and Tender Paper Cost of Rs.1000/- in shape of Demand Draft in favour of the Director, IMAGE, Bhubaneswar. The authority reserves the right to accept or reject any tender without assigning any reasons thereof.

  
11.03.24  
Director, IMAGE

**INSTITUTE ON MANAGEMENT OF AGRICULTURAL EXTENSION (IMAGE)  
SIRIPUR, BHUBANESWAR-751003**

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**TERMS OF REFERENCES FOR EMPANELMENT OF TRAVEL AGENCIES  
FOR HIRING OF DIFFERENT SEGMENT OF VEHICLES**

**EXPRESSION OF INTEREST**

Institute on Management of Agricultural Extension, here in after known as IMAGE, is an Autonomous Society under the Department of Agriculture & Farmers' Empowerment, Government. of Odisha established under the Indian Society Act , 1860. Being a State Level Training Institute, IMAGE requires different segment of vehicles for different training programmes, workshops, conferences and district visits of officers for monitoring and supervision of schemes. Apart from these, IMAGE also provides vehicles for different offices under the Department of Agriculture and Farmers' Empowerment, Odisha.

Expression of Interest is invited from interested and registered Travel Agencies having large fleet of vehicles in their panel for empanelment under IMAGE for providing different segment of vehicles monthly/daily basis/long run basis. The period of empanelment shall be for duration of **one year** which can be extended further on mutual consent subject to satisfactory functioning of the agency.

**TERMS OF REFERENCE**

The following terms and conditions must be fulfilled by the successful bidder for providing different segment of vehicles for hiring on monthly/ daily/ long run basis.

1. The agency have shall have to furnish all necessary valid MV documents such as : Valid Registration Certificate, Insurance Certificate, Fitness Certificate, Contract Carriage Permit, Proof of up to date tax payment and D.L of the driver, available all the times. The Client will not be responsible for loss of life/ injury made to any person or damage to any property on account of use of hired vehicle any manner whatsoever. The agency will be responsible for the same.
2. Client will bear the fuel cost on actual consumption basis as per the verification of log book. The hiring charges will be paid on submission of Tax Invoice. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of Engine, Gear Box & differential Coolant, Tyres & Tubes, batter etc. will be borne by the bidder.
3. It shall be the responsibility of the bidder to provide a well behaved good driver.
4. 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 as quick as possible.
5. In case of the vehicle do not report in time, the authority will be at liberty to reject the agreement and may engage vehicle from other source.
6. The monthly hired vehicles shall report on duty for minimum of 26 days in a month.
7. In case of emergency, the driver will have to report for duty as per requirement of the authority for which no extra payment shall be demanded.
8. Monthly/ daily/ long run basis hiring charges and reimbursements towards fuel cost (as per actual) of selected bidder will be paid in every succeeding month as far as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.
9. The vehicle shall not be of more than 3 years old from the initial registration at the time hiring and also in good running condition during the period of contract.
10. During journey the agency has to bear the day to day expenses of the driver.
11. During driving, use of mobile phone by the driver is restricted.
12. If the services are found to be unsatisfactory, the client (IMAGE) may give one month notice and terminate the agreement.

13. In case the service provider intends to withdraw the services of his vehicle and terminate the agreement, it shall be mandatory upon him to serve one month notice before such withdrawal of service and termination of agreement.
14. If the bidder violates any of the terms of contract, Government may forfeit the entire amount of security deposit and blacklist the agency.

**A) Agency/Service Provider Obligation:**

- a. Service provider agrees to terms and conditions of the contract and shall ensure full compliance to them.
- b. Agency agrees to provide quality service as per SLAs mentioned in the contract.
- c. Agency to ensure that all maintenance work related to assigned vehicle shall be carried out in off duty hours.
- d. In the event of break-down, servicing & repairs of the assigned vehicle the service provider at his own cost shall make alternate arrangement by providing similar or higher class of vehicle(s) for which agreement is entered into. Failure to do so will evoke penalty or possible termination at contract.
- e. The Agency shall not be allowed to sub-let the Contract.
- f. The Agency shall only provide vehicles which have the comprehensive insurance.
- g. Police verifications for deployed driver shall be ensured by the Agency.
- h. Agency shall update the log book at least once in every 72 hours. Failure to do so shall be penalized as per this contract. At the time of termination of contract, the service provider shall hand over the log book (s) to IMAGE.

**B) Vehicles:**

- a. The vehicle should have commercial registration. The vehicle should not be more than three years old at the time of the Service request. 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.
- b. The agency will deploy the vehicle, which is well maintained, cleaned thoroughly both internally and externally. Vehicle shall be equipped with medical kit. The vehicle should have a mobile charger and ambient freshener.
- c. The agency shall ensure that all electrical connections including lights (both brake and front), horn, turn indicators and other vehicle systems shall be periodically checked and maintained by Service Provider to avoid any inconvenience to user department.
- d. Agency shall ensure that the vehicle should be parked at the place as advised by the hirer and should be available, when not in duty. If the vehicle needs to be away for some reasons like re-fuelling, petty repairing etc., it should be with the knowledge of the Controlling Officer. Moving away without the knowledge of the Controlling Officer will be considered as non-available and will be liable for penalty.

**C) Driver Deployed:**

The agency shall be responsible for the acts and deeds of drivers of the vehicles that include following:

- a. Drivers that possess a valid commercial driving license shall be deployed by the agency.
- b. Driver should be properly dressed in neat and clean attire, if required driver should wear Uniform of specific colour as per requirement. The Agency shall provide at his own cost proper uniform and badges as per STATE MOTOR VEHICLES RULES (amended up to date) and photo identity cards to the drivers.
- c. The driver of the vehicle deployed for duties should maintain polite & courteous behaviour towards department users as well as to other departmental staff. Any type of "Misbehaviour" shall attract penalties as per provisions of the contract. Repeated instances may result in termination of services.

- d. The Driver in no case shall report to duty in an inebriated state of consuming alcohol. In such an event user department shall have full rights to terminate the contract with immediate effect.
- e. Driver must be provided with a working mobile phone and contact no. to be provided to user department.
- f. In an event that for any reasons the driver changes his contact no. during the tenure of the contract, then agency will immediately notify the user of the above change.
- g. The driver shall be reachable at all times during duty hours.
- h. Gossiping with the guests and using mobile phone during driving is not allowed. In case of urgency, driver should park the vehicle with permission from the user and talk in the mobile for the minimum duration.
- i. As soon as the driver is advised to attend any guest by the administration, the driver should call/ SMSs the guest giving his mobile and vehicle details. Charges of call/ SMSs will be on agency's account.
- j. Vehicle and driver should not be changed frequently. Any such changes should be informed by the agency to the authority well in advance for permission.

**D) Statutory Rules Compliance & Taxes:**

- a. The hiring charges do not include fuel cost (Petrol/Diesel) which is to be paid separately basing on actual consumption as per existing Government norms. All the expenditure of the vehicle towards repair maintenance, replacement of spare parts, lubricating oil of engine, gear box and differential coolant, tyres and tubes, better etc. and salary of the driver, payment of insurance/ road tax etc. required for operation of vehicle in a state will be borne by the agency.
- b. The agency shall take comprehensive insurance cover with third party unlimited liability risk of the vehicles detailed for the user department requirement. User shall not be liable for any damages whatsoever to public property and / or any third party due to any accident during service.
- c. The agency shall be solely responsible for any claims by any third party and / or employees of user department travelling in the vehicle for any injuries caused by the driver of the vehicle whether by accident or otherwise.
- d. The user department will in no way be responsible for violation of traffic rules and/ or infringement of any other law for the time being in force, either by the driver of the vehicle or by the service provider. The driver as well as agency shall comply with relevant rules and regulations of motor vehicles and rules applicable at present or in future during the tenure of the contract and as may be enforced from time to time for which user department would not be held liable/ responsible in any manner whatsoever. Onus of compliance of all the applicable laws/ acts/ rules including those under motor vehicle act/rules shall rest with the agency only and user/ user departments will not be liable in any manner.
- e. The agency shall be responsible for ensuring compliance with the provision related to labour law and especially minimum wages act, payment of wages act, P.F, ESI act, Payment of bonus act, Contract labour (R & A) act, workman compensation act etc. as applicable from time to time. The employees of the agency shall not be deemed to be employees of the user department and hence the compliance of the applicable acts and laws will be the sole responsibility of the agency.
- f. The agency shall be responsible for any theft, misconduct and/ or disobedience on the part of drivers so provided by him
- g. During the contract period, if the vehicle is seized or detained or requisitioned by police/ motor vehicle authority or any other authority or whatsoever reasons that will be at the

service provider's risk. Also, alternate vehicle of similar or hire category will be provided by agency without any extra charges.

- h. The vehicles deployed for duty for the user department shall at no point of time carry any person other than personnel authorized by user department.
- i. The vehicle cannot be put to any private/ commercial use beyond the duty hours or on holidays. Unauthorized use of the vehicle by the driver/ service provider will lead to unilateral termination of the contract with immediate effect. The agency has to ensure the safety of passenger by avoiding negligent driving by their drivers such as over speeding, rash driving and driving vehicle without brakes/ defective breaks.
- j. In case of hiring of vehicles on daily/long run basis, the mileage count will start from the location of pickup and no extra Kilometers from the garage to the pickup point will be provided. The mileage count will also terminate at the dropping point and not up to the garage.

**EMD:**

The bid document must be accompanied with an EMD amounting to **Rs.50,000/-** in the form of an account payee Demand Draft in favor of Director, IMAGE, Bhubaneswar, Odisha in any scheduled commercial bank payable at Bhubaneswar. EMD of the unsuccessful bidders will be returned without any interest within one month of completion of the process.

**ELIGIBILITY CRITERIA:**

| Sl. No. | Eligibility Criteria   | Supporting Documents                                   |
|---------|--|--|
| 1.      | The Agency must be a registered firm / company having at least 3 years experience as tour operator/travel agent.   | Certificate of Incorporation/Registration Certificate  |
| 2.      | The Agency should have average Annual Turnover of at least Rs.20.00 lakh during the last three financial years (2020-2021, 2021-22, 2022-23) specifically from travel agency business. | ITR and Turnover Certificate from Chartered Accountant |
| 3.      | Agency must have experience of providing vehicles to State/Central Government agencies in the last 5 years.  | Relevant Experience Certificate                        |
| 4.      | The Agency must be registered under OGST Act.  | OGST Registration Certificate                          |
| 5.      | The Agency must not be blacklisted by any agency.  | Self Declaration in the Bidders' Letter Head           |

## **PERFORMANCE SECURITY:**

The Selected Agency for providing vehicles on monthly basis will have to submit a Performance Security @5% of the Annual Contract Value including GST in form of Bank Guarantee or account payee Demand Draft in favor of Director, IMAGE, Bhubaneswar, Odisha in any scheduled commercial bank payable at Bhubaneswar within 7 days of issue of Letter of Award. The performance security shall remain valid for a period of 90 days beyond the date of completion of the contractual obligation. The agency will have no claim for interest in case of Demand Draft.

## **BIDDING PROCESS:**

The bid should be submitted in the 2 bid form-

### **1. Technical Bid**

### **2. Financial Bid**

## **TECHNICAL BID**

The technical bid shall accompany the profile of the agency, past experience, proof of similar works handled in the past, turnover for three years duly certified by the Chartered Accountant and other relevant documents to confirm the eligibility criteria. The technical bid shall be submitted in a closed envelope superscribed as "TECHNICAL BID FOR EMPANELMENT OF TRAVEL AGENCIES FOR HIRING OF DIFFERENT SEGMENT OF VEHICLES BY IMAGE"

## **FINANCIAL BID**

The Agency shall submit the Financial Bid document in proper sealed cover superscribing "Proposal for Financial Bid" as per **Annexure- A**. Both technical bid and financial bid should be put in a bigger Envelop and sealed, superscribed as bid for "EMPANELMENT OF TRAVEL AGENCIES FOR HIRING OF DIFFERENT SEGMENT OF VEHICLES BY IMAGE"

## **BID VALIDITY**

The bid shall remain valid for a period of 90 days.

## **BID OPENING**

The technical bid shall be opened on **20.03.2023** in the presence of the bidders or through their authorized representative. The financial bid shall be opened on the same day for only those bidders who qualify the minimum eligibility criteria.

## **BID SCHEDULE**

| Sl. No. | Particulars                              | Date        | Time     |
|---------|--|-------------|----------|
| a)      | Issue of bid document                    | 11.03.2024  |          |
| b)      | Last date of receipt of bid document     | 19.03.2024. | 5.00 PM. |
| c)      | Opening of the Technical & Financial bid | 20.03.2024  | 3.00 PM. |



## **SELECTION PROCESS:**

The technical bids will be opened first and shall be scrutinized to verify the minimum eligibility criteria. Those who fulfill all the criteria will be short listed.

The Financial Bids of the shortlisted agencies shall be opened and the lowest quote of each categories of vehicle will be the discovered price. The financial bid of each category of vehicle will be kept on ascending order. All other short-listed agencies who have the eligibility criteria will be offered for empanelment subject to the condition that they agree to supply vehicle at the lowest discovered price. However, preference for allotment of vehicle on day to day basis will be given to the first lowest quoted agencies followed by 2nd, 3rd and so on.

## **OTHER TERMS & CONDITIONS**

1. Tenders received after the due date and time shall not be considered.
2. Director, IMAGE reserves the right to accept or reject any tender or its part without assigning any reasonthereof.
3. For any query and clarification, interested agencies may contact Er.Kailash Nag, AEE (Agril.), IMAGE, Mob-8895534501 or by mail [imagebbsr@rediffmail.com](mailto:imagebbsr@rediffmail.com).
4. Wherever specific terms and conditions have not been spelt out in tender document, rules as contained in Odisha Government Financial Rules (OGFR) shall apply.
5. The Tender Document may be downloaded from the Departmental website [www.agri.odisha.gov.in](http://www.agri.odisha.gov.in).
6. The bids as per details given above should be submitted to the Director, IMAGE, Siripur, Bhubaneswar: 751003 with a Demand Draft in favour of Director, IMAGE towards tender processing fee of Rs. 1000/- (Non-refundable).
7. Bids without Tender processing fee and EMD will be out rightly rejected.
8. Selection of the Agency in this process should not be considered as binding on the Authority to award any task / work subsequently. This shall be done at the discretion of the IMAGE.
9. The selected Agency has to submit the bills after completion of the tour to IMAGE for settlement of claims along with other relevant supporting documents, duty slip and detail report duly counter signed by the authorized person.

Sd/  
Director, IMAGE

**ANNEXURE-A1**

**FORMAT FOR FINANCIAL BID FOR MONTHLY HIRING OF VEHICLE**

**Name of the Agency/Bidder:**

| <b>Type of Vehicle</b>                        | <b>Monthly Hiring Charges Excluding POL (in Rs.)</b> | <b>Average Mileage (Km/Ltr)</b> |
|---|--|---------------------------------|
| <b>Tiago/ Bolt/ Celerio</b>                   |  |                                 |
| <b>Zest/ Tigor/ Swift Dzire/ Xcent/ Etios</b> |  |                                 |
| <b>Ciaz/Honda City</b>                        |  |                                 |
| <b>Innova/ Hexa/ XUV 500</b>                  |  |                                 |
| <b>Bolero/TUV300</b>                          |  |                                 |

- NB:**
- The GST is extra and applicable as per govt. norms.
  - The maximum monthly hiring charges must be within the ceiling referred to the FDOM No. 30464 dated 06.09.2019.
  - The Average Mileage must be above the minimum mileage referred to the FDOM No. 30464 dated 06.09.2019.

**Signature of the Bidder**



**ANNEXURE-A2**

**FORMAT FOR FINANCIAL BID FOR HIRING OF VEHICLE ON DAILY BASIS**  
**(WITHIN 200KM)**

**Name of the Agency/Bidder:**

| <b>Type of Vehicle</b>                        | <b>Per day charges (Rs.)</b> | <b>Average Mileage (Km/Lit)</b> | <b>Detention charges per hour (Rs.)</b> |
|---|------------------------------|---------------------------------|---|
| <b>Tiago/ Bolt/ Celerio</b>                   |                              |                                 |   |
| <b>Zest/ Tigor/ Swift Dzire/ Xcent/ Etios</b> |                              |                                 |   |
| <b>Ciaz/Honda City</b>                        |                              |                                 |   |
| <b>Innova/ Hexa/ XUV 500</b>                  |                              |                                 |   |
| <b>Bolero/TUV300</b>                          |                              |                                 |   |
| <b>AC Mini Coach (40 capacity)</b>            |                              |                                 |   |
| <b>AC Mini Coach (26 capacity)</b>            |                              |                                 |   |
| <b>AC Mini Coach (17 capacity)</b>            |                              |                                 |   |
| <b>AC Mini Coach (13 capacity)</b>            |                              |                                 |   |

**NB:**

- The GST is extra and applicable as per govt. norms.
- Detention Charges will be applicable after 12 hours.
- Toll and Parking Fee will be paid extra as per actual.

**Signature of the Bidder**

**ANNEXURE-A3**

**FORMAT FOR FINANCIAL BID FOR HIRING OF VEHICLE ON DAILY BASIS  
(BEYOND 200KM)**

**Name of the Agency/Bidder:**

| <b>Type of Vehicle</b>                        | <b>Rate per KM<br/>(Rs.)</b> | <b>Night Halt<br/>Charges (Rs.)</b> |
|---|------------------------------|-------------------------------------|
| <b>Tiago/ Bolt/ Celerio</b>                   |                              |                                     |
| <b>Zest/ Tigor/ Swift Dzire/ Xcent/ Etios</b> |                              |                                     |
| <b>Ciaz/Honda City</b>                        |                              |                                     |
| <b>Innova/ Hexa/ XUV 500</b>                  |                              |                                     |
| <b>Bolero/TUV300</b>                          |                              |                                     |
| <b>AC Mini Coach<br/>(40 capacity)</b>        |                              |                                     |
| <b>AC Mini Coach (26 capacity)</b>            |                              |                                     |
| <b>AC Mini Coach (17 capacity)</b>            |                              |                                     |
| <b>AC Mini Coach (13 capacity)</b>            |                              |                                     |

**NB:**

- The GST is extra and applicable as per govt. norms.
- Toll and Parking Fee will be paid extra as per actual.

**Signature of the Bidder**

## **ANNEXURE-B**

### **FORMAT FOR FURNISHING GENERAL DETAILS OF THE AGENCY**

| <b>SL.</b> | <b>ITEMS</b>   | <b>DETAILS</b> |
|------------|--|----------------|
| <b>1</b>   | Name of the Agency   |                |
| <b>2</b>   | Name of the Proprietor   |                |
| <b>3</b>   | AADHAR of the Proprietor   |                |
| <b>4</b>   | Registered Office<br>(Address, tel. no mail etc)                             |                |
| <b>5</b>   | Reg. No./License of Travel Agency  |                |
| <b>6</b>   | Average Annual Turnover for<br>last 3 FY<br>(CA Certificate to be furnished) |                |
| <b>7</b>   | Experience of Agency (in detail)<br>(Experience Certificate to be attached)  |                |
| <b>8</b>   | Type of vehicles and No. of Vehicles<br>owned by the agency                  |                |
| <b>9</b>   | Type of vehicles proposed to be deployed                                     |                |
| <b>10</b>  | PAN No. & GSTN of the Agency   |                |
| <b>11</b>  | EMD of Rs. 50,000/- (Details)  |                |
| <b>12</b>  | Tender Processing Fee of Rs. 1000/-<br>(Details)                             |                |

Certified that the information given above are true to best of my knowledge. Further I am to state that I have not been black listed by any other Government Office and I am a bonafide Service Provider having cleared all GST and Income Tax Liabilities.

**Signature of the Applicant**