

**Government of Odisha
Home (SGH) Bhubaneswar**

TENDER CALL NOTICE

No. SGH(P)-15/2019. **1906** /SGH— Dt 11.06.2019

Sealed bids are invited from highly reputed and capable Taxi Operator Agencies/Firms having minimum 03 years of experience for supply of light weight vehicles for use by the State Guest House, Bhubaneswar *as and when required*.

The interested firms/agencies shall furnish their bids in original **on or before 27.06.2019 by 01.00 PM** with all credentials/documents as per the terms and conditions of the tender document. The tender documents can be obtained from the Reception counter, State Guest House on payment of **Rs.1,000/- (Rupees One Thousand)** only by cash till **05.00PM of 26.06.2019**.

The terms and conditions of the tender document can also be accessed from our website **www.homeodisha.gov.in**.

Manager, SGH-cum-Deputy Secy. to Govt.

Memo No 1907 /SGH.

Date 11.06.2019

Copy forwarded to the Deputy Director(Publication), I & PR Dept with request to publish the above tender call notice in two leading Odia daily for one day by **20.06.2019**.

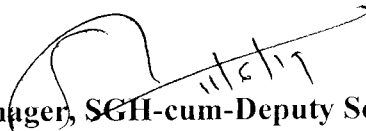
Manager, SGH-cum-Deputy Secy. to Govt.

Memo No 1908 /SGH.

Date 11.06.2019

Copy alongwith a copy of tender document forwarded to the NIC Coordinator, Home Dept with a request for placement of the same in the Home Dept website.

Copy to the Notice Board, State Guest House, Bhubaneswar for information.


Manager, SGH-cum-Deputy Secy. to Govt.

Government of Odisha
Home (SGH) Bhubaneswar
TENDER DOCUMENT

Sub: Inviting tender for hiring of taxi/car.

A. INVITATION TO BID

The State Guest House, Bhubaneswar intends to hire taxi on annual rate contract basis initially for a period of one year from highly reputed and capable Taxi Operator Agencies/Firms for the purpose of hiring Taxis on *as and when required basis* for the use of State Guests coming to Odisha. Sealed tenders are invited in two parts, (**Part I: Technical bid and Part II: Financial bid**) only, for hiring Taxis from Taxi operator agencies/firms who satisfy the following minimum pre-qualification criteria for empanelment:

1. Minimum 3 years experience in the field of transport service provider.
2. Should have carried out such works of minimum one year duration in the last two years for Government/semi-government/public sector undertakings, banks/MNCs etc.
3. Tenderers should have reasonable size of fleet of vehicles and annual business turnover of not less than 05 lakhs annually.
4. The vehicles should have valid Taxi permit.
5. Tenderers should have applicable tax registrations (PAN, Service Tax, GST etc.) supported by documentary evidence.
6. Tenderers should have their own office in Bhubaneswar.
7. Tendering firms/companies should have current account in scheduled commercial banks.
8. The vehicles must be in road worthy conditions, shall not be more than three years old from the date of initial registration, should have insurance certificate, fitness certificate, valid contract carriage permit, proof of up to date tax payment etc which are mandatory for playing the vehicles.

The tender schedules and bid form can be obtained from the Reception counter, State Guest House on payment of **Rs.1,000/- (Rupees One Thousand)** only by cash till **05.00PM of 26.06.2019**.

The Tender shall be prepared and submitted separately in sealed envelopes in two parts, viz. Part I and Part II clearly indicating on the covers "**Part I – Technical**" (Annexure I) and "**Part II – Financial**" (Annexure-II) respectively. The covers shall be super scribed "**Tender/Application for empanelment of Car Hiring agencies/Taxi operator agencies/firms for providing vehicles to State Guest House, Bhubaneswar**" and addressed to the Manager, State Guest House, Unit-V, Bhubaneswar, Odisha-751005. The envelopes shall be properly closed and sealed. If the bids are not submitted separately and are not sealed properly, those shall not be considered at all.

Telegraphic, Fax and E-mail, tenders will not be accepted. The full name, postal address, e-mail address and telefax / telephone number of the tenderer shall be written on the bottom left corner of the sealed envelope. Insertions, post scripts, additions and alterations shall not be valid unless confirmed by the tenderer signature. All copies of the tenders should be complete in all respects with all attachments/enclosures/annexure.

Incomplete forms or without proper documentary evidence etc. (desired above) will be out rightly rejected by the Authority.

The sealed tender quotations may be sent to the Manager, SGH by post or drooped in the Tender Box kept at State Guest House latest by 1.00 PM on 27.06.2019. The forms, received after the said date and time will not be accepted.

SECURITY MONEY

The intending Tenderer shall pay an earnest money of **Rs. 10,000/- (Rs. Ten Thousand only) by Demand Draft, in favour of the Manager, State Guest House, Bhubaneswar** drawn in any scheduled commercial bank payable at Bhubaneswar and should have validity for 03 months. The earnest money of the successful tenderer shall be retained as Security Deposit. No interest shall be paid on the security Deposit. If the successful tenderer refuses to sign the agreement subsequently, the Earnest Money shall stand forfeited. The Earnest Money of un-successful tenderer(s) shall be refunded without any interest. (PLEASE NOTE THAT EARNEST MONEY DRAFT SHOULD BE ATTACHED WITH PART I (Technical Bid) OF THE TENDER /APPLICATION) or ELSE THE APPLICATION WILL BE REJECTED).

OPENING OF THE TENDER: The part I of tender i.e Technical Bid will be opened on 27.06.2019 at 4.00 PM in the Office Chamber of Manager, State Guest House, Bhubaneswar. The Financial Bid of only those tenderers will be opened who are found eligible after the scrutiny of Part I. Timing for opening of the Financial Bid will be intimated to all the tenderers or their authorised representatives present during opening of Technical Bid. Tenderers or their authorised representatives may remain present at the time of opening of Technical Bid and Financial Bid in the Office Chamber of Manager-cum-Deputy secretary to Govt, State Guest House, Bhubaneswar.

B. TERMS & CONDITIONS

1. The bids along with the **EMD of Rs. 10, 000/- in the form of Accounts Payee Demand Draft drawn in favour of the Manager, State Guest House, Bhubaneswar** must be submitted by the stipulated date. The EMD shall be liable to be forfeited if the successful bidder fails to provide satisfactory service. The bids received without EMD or and after the due date and time will not be entertained.

2. Tender papers which are incomplete or not enclosed with required information and documents will not be considered. The tender paper should bear the signature of the Tenderer in full with name seal in each page. No overwriting inside the tender shall be allowed. In case of cuttings, the same may be authenticated by the Tenderer concerned by way of putting his signature & seal. The tender papers not filled in properly, tender papers with overwriting and without signature will be summarily rejected.

3. The tenderer is required to **quote the rate per day**. The quoted rate shall be inclusive of all kinds of taxes, levies & expenses, which will be borne exclusively by the Agency. The rates shall not be changed during the period of contract. The sealed tender should include the list of clients, experience certificate, financial status indicating annual turnover, latest certified copy of Income Tax return, Service Tax registration, G S T registration, E.P.F Registration & E.S.I code, any other document that he/ she feels relevant.

4. The Additional Chief Secretary to Govt, Home Dept or any other officer authorised by him at his discretion may impose additional conditions or delete any of the terms/ conditions as may be necessary in the overall interest of the State Guest House, Bhubaneswar.

The Additional Chief Secretary to Govt, Home Dept or any other officer authorised by him reserves the right to accept or reject any or all the tenders or to accept

in part or to reject the lowest tender without assigning any reason whatsoever and his/her decision shall be final and binding.

5. The contract shall remain in force initially for one year. The period of contract may be extended after the initial period of one year is over with mutual consent subject to satisfactory performance during the initial period. However the extension would be maximum for three years on the same terms and conditions of initial year.

6. **More than one firm may be shortlisted and selected and a panel may be prepared.**

7. If the performance of the service provider is found unsatisfactory or the terms and conditions of the contract are violated, The Additional Chief Secretary to Govt, Home Dept or any other officer authorised by him reserves the right to forfeit the performance security deposit and terminate the contract without assigning any reason.

8. The successful bidder should deposit a Performance Guarantee of **Rs 1,00,000/- (Rupees One Lakh) in the form of Accounts Payee Demand Draft/Banker Cheque** from a scheduled commercial bank, drawn in favour of the Manager, State Guest House, Bhubaneswar payable at Bhubaneswar only as security deposit at the time of signing the agreement.

9. The service provider shall adhere to all Rules, Regulations of Govt of Odisha & Government of India.

10. The Taxis registered under Taxi or commercial vehicle only should be provided.

11. The vehicle should be duly insured and the insurance cover should be valid throughout the period of contract. The Insurance cover, protecting the State Guest House, Bhubaneswar against all claims applicable under the Workman's Compensation Act, 1948 or other Acts as applicable, shall be taken by the contractor. The taxi/vehicle provider shall arrange necessary insurance cover for any claim arising out of mishap, if any, that may take place. In the event of any liability/claim falling on State Guest House, Bhubaneswar the same shall be reimbursed/indemnified by the taxi/vehicle provider.

12. The successful tenderer shall have to execute **an agreement in non Judicial Stamp Paper worth Rs.100/- (Rupees One Hundred)** only with The Additional Chief Secretary to Govt, Home Dept or any other Officer authorised by him. Tender papers of the Tenderers only who agree to all the clauses of Agreement will be considered.

13. The rates offered by the tenderers and acceptance by the State Guest House, Bhubaneswar will remain valid for a period of one year, thereafter these may be reviewed at the time of renewal of the contract provided any major changes occur in labour laws or Govt. decision affecting fuel pricing etc. However, this can be done only with the permission of The Additional Chief Secretary to Govt, Home Dept or any other Officer authorised by him.

14. Payments for the services rendered would be made on a monthly basis provided the claims are in order and are supported by the relevant duty slips, duly signed by the users. Payment of bills would take about three to four weeks time on an average. However, no interest/ penalty would be paid by State Guest House, Bhubaneswar in case of delay in payment due to official reason.

15. State Guest House, Bhubaneswar shall have the right not to utilize the services of the contractor at all or at any time for any period without giving any notice and reason. State Guest House, Bhubaneswar also reserve the right to hire taxis from any other service provider even during the period of contract. The contractor shall provide the vehicle any time during the day/night (i.e., on 24 hours x 7 days).

16. Any Private Taxi service provider who has been engaged in State Guest House, Bhubaneswar for more than one year and the service provided by the agency is not found to be satisfactory shall not be considered for participation in this tender.

17. Settlement of dispute by Arbitration: All disputes and differences of any kind shall be referred to The Additional Chief Secretary to Govt, Home Dept and settled by him who shall state his decision in writing, which will be binding on the service provider. However, any legal dispute, if raised, will be settled in the courts of Bhubaneswar jurisdiction only. Alternate settlement modes can be used for settling any legal dispute with mutual consent only. The provisions of Arbitration and Conciliation Act 1996 and the rules framed there under and in force shall be applicable to such proceedings.

C. Broad Scope of Work and Guidelines to be followed by the contractor providing cars to Guests/VIPs of the State Guest House, Bhubaneswar

1. Providing the vehicles (AC/Non AC) such as Car/SUVs etc. as and when requisitioned by the Manager, State Guest House/ any other Officer authorised by him.
2. The service provider must be able to provide sufficient variant of vehicles having valid taxi permit viz, Indigo, SX4, Dzire, Honda City, Corolla, Innova, etc.,.
3. The vehicles must be in road worthy conditions, shall not be more than three years old from the date of initial registration, insurance certificate, fitness certificate, valid contract carriage permit, proof of up to date tax payment etc which are mandatory for running the vehicle locally and throughout Odisha.
4. The driver should have a valid driving license, which should be produced by him as and when demanded by traffic personnel. Renewal of his driving license from time to time will be the sole responsibility of the Agency.
5. The drivers deployed should have reasonable experience with good driving record and should be able to converse in Odia and Hindi. He should be able to attend to minor repairs of vehicles on route, in case of need.
6. The driver in clean uniform must report for duty at the specified time. He should maintain a proper record of mileage on a daily basis and get the same authenticated by the user officer/staff. They should maintain duty slips with complete details of KMs travelled/time of relief, etc. duly authenticated by the officer's signature. Besides they should be neatly turned out and be polite, courteous and service oriented at all times.
7. All the papers viz. insurance, registration, road tax, pollution, permits, valid license, etc. related to each vehicle should be readily available in each of the vehicles/with the drivers.
8. Preferably, the service provider should have ability to liaison with Govt./Insurance Authorities. in case of breakdown of a vehicle for reasons whatsoever the replacement of the vehicle of the same/ better model should be provided by the agency.
9. The contractor shall provide taxi on written or verbal instructions over phone within the time specified therein. The Contractors shall also be required to provide taxi on short notice from the State Guest House, Bhubaneswar (say within an hour in case of emergency). In case the transport provider fails to provide taxi on our request either verbal over phone or written, the State Guest House shall be free to remove the transport provider from the panel of transport providers.
10. The persons engaged by the transport providers will be the employees of the Contractor and neither the Contractor nor the labourers shall have any right to claim any employment in the State Guest House, Bhubaneswar. .

11. The drivers/employees engaged by the contractor shall abide by the instructions provided by the authorized officers of the State Guest House, Bhubaneswar and vehicles/persons will have to undergo security check as and when required.

12. The contractor shall arrange to obtain police verification certificate regarding the antecedents of the persons engaged by him.

13.(a) The successful tenderer shall execute an agreement with the State Guest House, Bhubaneswar on stamped paper within one month of receipt of letter of acceptance. However, the issue of letter of acceptance by the State Guest House, Bhubaneswar shall be considered as binding contract, as though such an agreement has been executed and all the terms and conditions shall apply on this contract.

(b) The stamp duty shall be borne and paid by the operator.

14. (i) For deficiency in services and serious inconvenience caused to the State Guest House, Bhubaneswar penalty as decided by the Additional Chief Secretary to Govt, Home Dep tfor the relevant instance may become leviable. However, the State Guest House, Bhubaneswar will levy it only after giving due notice. In case of dispute an appeal may be made to the Additional Chief Secretary to Govt, Home Department whose verdict will be final in the matter.

(ii) It will be the sole responsibility of the operator to provide taxi (s)/vehicles as and when requisitioned by the State Guest House, Bhubaneswar including Night/Early Morning. Any delay will attract penalty as deemed fit by the State Guest House, Bhubaneswar as at 14 (i) above. Without prejudice to the above, the operator will also have to make alternate arrangements in case of breakdown of his vehicle(s). In case of failure, the Firm will be responsible to compensate all expenses incurred in this regard and the same will be deducted from any other bill and binding on the operator. Decision of the State Guest House, Bhubaneswar in this regard will be final and binding on the operator. Such compensation may be in addition to any penalty levied hereunder.

15. Penalty and compensation, if any, will be deducted from any pending bill of the service provider.

16. The Hiring Agency or its agents / employees / drivers committing any breach of terms and conditions mentioned herein and / or rendering unsatisfactory services, in the opinion of the State Guest House, Bhubaneswar shall render itself liable for summary termination of the agreement forthwith without any notice or any compensation in lieu thereof.

17. Without prejudice to above, contract will be terminated on last day of contract period or with a notice of one month on either side, during the contract.

18. (a) Punctuality of Time and Quality of service will be the essence of the Agreement.

(b) Therefore the renewal of the agreement will also be subject to punctuality of time and satisfactory performance by the service provider.

19. Insurance: The successful tenderer shall take "all risk policy" for the contract value for one year renewable thereafter if the contract is renewed by the State Guest House, Bhubaneswar. The contractor shall indemnify the State Guest House, Bhubaneswar for any loss or damage that occurs to persons or building or third party during the period of contract.

I/We hereby declare that I/we have read and understood the above instructions for the guidance of the tenderers.

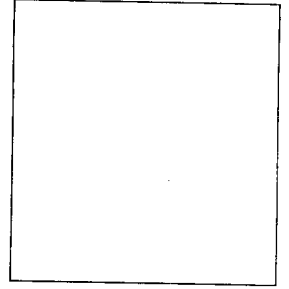
Signature of TENDERER

Seal

Address

Tender Form-I
Technical Bid for Hiring of Taxis at State Guest House,
Bhubaneswar.

1. Name & complete address of the Service Provider(with Mobile No)
2. Work experience in Government organisations/ PSUs (Detailed institution wise, year wise. Certificates from at least three institution/ PSUs should be enclosed).
3. PAN no of the Service Provider:
4. Whether the company is registered, if so, photocopy of the up to date registration certificate be enclosed.
5. Copies of Income Tax Returns, GST returns & Service Tax Returns from.2016-17 to 2018-19, Latest EPF registration and ESI code be enclosed.
6. Number of vehicles owned (please attach complete list) with details such as type/make/model of vehicle, condition/age of vehicle with their Registration, Taxi permit No. Etc. (attach documentary evidence)
7. Whether DD as Earnest Money Deposit for Rs.10,000/- is enclosed and if so, the details-
DD. No. & Date
Amount
Name of the Bank



Space for photograph

“Certified that the information submitted above is true to the best of my knowledge and belief.”

**Full name & Signature
of the Tenderer with seal.**

- NB: -
1. All the documents should be photocopied and duly attested by the tenderer himself.
 2. Self attested Passport size photograph of the Proprietor/ President/ Chairman of the agency should be pasted on the space indicated at the right hand top corner of this bid form. The signature should be partly on the photographs and partly outside the photograph

Tender Form-II
Financial Bid for Hiring of Taxis at State Guest House,
Bhubaneswar.

Annexure-II

Sub: Notice Inviting Tender for Hiring "Taxi" (Financial bid)

PART II – PRICE BID ONLY

NAME OF THE

CONTRACTOR/FIRM: - _____

ADDRESS: _____

PART - II – PRICE BID ONLY

Type of Vehicle	Rate/Km in Rs	Rate/Hour (Local) in Rs	Rate/Hour (Detention) in Rs
INNOVA			
Indigo			
Honda city/ SX4			
Corolla			

Note: 1. Rates quoted shall be rounded off in 50 paise. Rates quoted shall be inclusive of all Govt Taxes except parking, toll charges.

2. The lowest rates quoted under each category of vehicles by tenderers shall be applicable for all other tenderers. Only those tenders shall be considered for empanelment who would agree in writing to work at lowest rates quoted under each category of vehicles by other Tenderer/s. The work shall be given to empanelled agencies on rotation basis.

3. The Office reserves the right to review the case of any Tenderer whose services are found to be unsatisfactory and may cancel the contract if warranted.

Signature of the Tenderer with Date
Seal

PLACE: