

GOVERNMENT OF ODISHA
OFFICE OF THE DIRECTOR, VIGILANCE, ODISHA, CUTTACK

No. 13233 /VG,
DGVIG-GEN-PROP-0007-2021

Date. 08.06.2022

TENDER CALL NOTICE

Scaled tenders are invited from interested & reputed Travel Agencies/Tour Operators or private individuals, having experience in providing vehicles to offices of Central Govt./ State Govt./ PSUs located anywhere in the State of Odisha for at least 2 (two) years, for providing diesel driven 38 (thirty eight) numbers of "Mahindra Bolero" with BS-VI compliant vehicles, having A.C. facility including driver, having seating capacity of not less than 7 (seven) including driver, which shall conform to the General Terms and conditions (**Annexure-I**) and Special Terms and conditions (**Annexure-II**) for official use in various districts under Odisha Vigilance on monthly rent basis for a period of three years from the date of signing of Agreement/Contract. Further, the Contract may be renewed for a period of two years more subject to satisfaction of the Tender Calling Authority;

1. The vehicle must be in Road Worthy condition, shall not be more than 1 (one) year old from the date of initial registration and must have valid Registration Certificate, Insurance Certificate (comprehensive insurance including 3rd party), Fitness Certificate, valid Contract Carriage Permit, proof of up to date tax payment etc. which are mandatory for plying of vehicle.
2. The Driver of the vehicle must have a valid Driving License for driving light transport passenger vehicle and should be experienced in driving transport passenger vehicle for minimum 3 years.
3. The Driver should be well behaved, gentle and obedient in nature.
4. The maximum hiring charges is capped at Rs. 31,000/- (Rupees Thirty One Thousand) only per month per vehicle. The details are enumerated in General Terms and Condition in the bid document.
5. Further, GST and other Taxes, if any will be claimed over and above the hire charges in monthly bill to be submitted by the successful bidder after award of contract.

6. The Vehicle must achieve a minimum average mileage of 10 KM per litre. However, for each vehicle the (Kilometer per litre) K.M.P.L., shall be fixed by the Tender Calling Authority as per prevailing Govt. stipulations, subject to revision from time to time.
7. The application form of tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. can be obtained from Vigilance Directorate, Cuttack on payment of Rs.100/- (Rupees One Hundred) on all working days during the tender application period or can be downloaded from the website www.odishavigilance.gov.in or <https://tendersodisha.gov.in> during the tender application period. In case the application form is downloaded from Odisha Vigilance website or from Tenders Odisha, the applicant shall furnish a Demand Draft of Rs.100/- (Rupees One Hundred) only payable at Cuttack towards the cost of application drawn in favour of A.I.G. of Police, Vigilance, Odisha, Cuttack along with the application. The said amount is non-refundable in nature.
8. Submission of more than one competitive bids by the same firm in response to the Tender Call Notice is prohibited. All such bids except the one received first will be cancelled by the tender calling authority. The decision in this regard by the Tender Calling Authority shall be final and binding on the bidders.
9. The details of the vehicles and drivers should be specifically provided in the prescribed format (**Annexure-III**) along with the "Technical Bid" (**Annexure-IV**) while submitting the Tender.
10. Financial details shall be submitted in "Financial Bid" format which is attached as **Annexure-V**.
11. The bidder shall submit "Technical Bid" in the prescribed format along with all related documents including terms & conditions and general information for the tender in a **Scaled Envelope-1** superscribed with "**Technical Bid**".
12. Similarly, the **Scaled Envelope-2** containing Financial bid should also be superscribed with "**Financial Bid**".

13. Both the Sealed Envelopes 1 & 2 mentioned in previous points (Technical Bid & Financial Bid) shall be placed in a larger single sealed cover and shall be sent to **the A.I.G. of Police, Vigilance, Odisha, Nuapatna, Near Circuit House, Cuttack-753001** by Speed Post/ Registered Post/ Courier/ by hand through special messenger, superscribing as "**Tender for Hiring of Vehicle as per Tender Call Notice No. 13233**".
14. Further, the detail address for communication including Contact No. & Email ID of the Bidder must be clearly mentioned on each of the envelopes.
15. The Tender completed in all respect should reach the undersigned on or before 29.06.2022 by 5.30 p.m. positively. The opening of bid will be done on 30.06.2022 at 11.30 a.m. in the presence of the bidders or their authorized representatives at the Mini Conference Hall of Vigilance Directorate, Cuttack. Any change of the schedule, due to unavoidable circumstances, if any will be notified in Odisha Vigilance website i.e., www.odishavigilance.gov.in.
16. The tenders received after the stipulated date and time will not be taken into consideration and will be liable for rejection.
17. All disputes which may arise relating to this tender are subject to judicial jurisdiction of the competent Court at Cuttack only.
18. It is to certify that this tender document contains **19 pages** only.

PCistra
8.6.2022
A.I.G. of Police, Vigilance,
Odisha, Cuttack
(Seal & Signature)
**A.I.G. of Police, Vigilance,
Odisha, Cuttack**

Memo No. 13234 /VG,

Dated. 08.06.2022

Copy forwarded to DSP(SA)/ R.I., Vigilance, Vigilance Directorate, Cuttack for information and necessary action.

The DSP(SA) is directed to display the same in the website of Odisha, Vigilance, i.e., www.odishavigilance.gov.in and at <https://tendersodisha.gov.in> of Tenders Odisha for wide circulation.

The R.I., Vigilance is directed to display the same in the Notice Board for information of all.

PCisra
8.6.2022

A.I.G. of Police, Vigilance,
Odisha, Cuttack

GENERAL TERMS & CONDITIONS

The following terms and conditions must be fulfilled by the successful Bidder/s for providing 38 (Thirty Eight) numbers of “Mahindra Bolero” with BS-VI compliant vehicles, having A.C. facility and diesel driven including driver on hire on monthly rent basis to Odisha Vigilance.

1. The hired vehicles, during period of contract, shall have all necessary valid MV documents such as valid Registration Certificate, Insurance Certificate (comprehensive insurance including 3rd party), 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. Odisha Vigilance Organization shall not be responsible for any damage/loss caused to hired vehicles or loss of life / injury made to any person or damage to any property on account of use of hired vehicle in any manner whatsoever. The hirer shall be responsible for all such litigation.
2. The bidder has to submit an undertaking regarding noninvolvement of the vehicle and driver in any case registered in any Offices/ Police station within the territory of India at **Annexure-III**. Successful bidder shall submit the character and antecedents certificates obtained from the local Police establishment, in respect of all the drivers within one month of signing of agreement or engagement of vehicle whichever is earlier before the Tender Calling Authority.
3. The driver should be well trained, well conversant with roads and routes and adjoining areas as well as having good eyesight, devoid of bad habits and having proper valid driving 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 Calling Authority. The driver should always remain with the vehicle during entire period of duty. In case of any emergency, the driver may seek permission from the concerned officer to whom the vehicle is attached at the time of duty.

4. It shall be the responsibility of the bidder to provide a good driver and the salary along with legal dues of the driver shall be borne by the bidder. The service provider shall also comply with the provisions of labour Law, EPF, GIS, Minimum Wages Act applicable and other statutory compliances.
5. In case of breakdown for reasons whatsoever, the replacement of a vehicle of the same or better model shall be provided by the bidder immediately.
6. In case a driver along with vehicle does not report for duty regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other sources.
7. The vehicles shall report for duty throughout the month. If in any day, the vehicle becomes unavailable for duty for reasons not relatable to this office, it shall be treated as "No Service Day" and pro-rata deduction shall be made for each "No Service Day" @ agreed monthly rent divided by 30 days.
8. In case of emergency duties, the driver will have to report for duty as per the requirement of Tender Calling Authority beyond 8 hours of official duty including Govt. holidays. Further, in case of need, the services of a vehicle attached to a particular district can also be utilized for tours/ secret operations and intelligence collection etc. throughout the State of Odisha and also beyond the State. No extra payment shall be demanded for the said purpose by the bidder.
9. Monthly hire charges of successful bidder will be paid in every succeeding month, as far as possible within fifteen days of submission of bills by the service provider and no advance payment shall be made.
10. Moreover, the cost of diesel consumed by the vehicles shall be borne by respective Establishments of Vigilance Organization where the vehicles will be engaged. All expenditure of the vehicles towards repair, replacement of spare parts, lubricating oil of Engine, Gear Box & different Coolants, Tyres & Tubes, Battery etc. shall be borne by the successful bidder.

11. The vehicle shall not be more than 1 (one) year old from the date of initial registration and should be in good running condition during the period of contract.
12. In case the service provider intends to withdraw the services of his vehicles and terminate the agreement, it shall be mandatory upon him to grant three months notice before such withdrawal of service and termination of agreement. In such case, the Tender Calling Authority shall have the discretion to forfeit the entire amount of Performance Security Deposit. If the bidder violates any of the terms of contract, then also the Tender Calling Authority shall forfeit the entire amount of Performance Security Deposit. The decision in this regard by Tender Calling Authority shall be final and binding on the bidder.
13. The drivers who are supposed to be deployed by the bidder shall neither have any right for any claim whatsoever such as employer & employee relationship with the Tender Calling Authority nor shall be entitled to claim other facilities as admissible for regular/ contractual/ outsourced employees.
14. The tenders (also called bids) which are not submitted in prescribed format or in prescribed manner shall be rejected by the Tender Calling Authority at the risk and responsibility of the bidder. The decision in this regard by Tender Calling Authority shall be final and binding on the bidder.
15. 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 tenders. They shall not be allowed to participate in any deliberations. However, clarification, if any, required by the Tender Calling Authority shall be provided by the bidder(s).
16. All or any of the tenders (or bids) submitted can be rejected without assigning any reason thereof by the Tender Calling Authority. No claim whatsoever shall be admissible for the alleged loss/damage suffered by the bidders on account of such rejections by the Tender Calling Authority.

17. 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.
18. Non-submission of any documents will attract rejection of the bid. The decision regarding such rejection of bid(s) by tender calling authority is final and binding on the bidder(s).
19. In case, two or more bidders are found to be I.-1, i.e., Financial Bid amount submitted by them are found to be equal then preference shall be given to the bidder having highest average annual turnover for last 3 (three) financial years. Secondly, if average annual turnover for last 3 (three) financial years are equal, then preference shall be given to the bidder having highest period (years) of experience for providing similar services in Central Govt./ State Govt./ PSUs. Duly authenticated documentary proof in this regard should be attached in the Technical Bid document.
20. The bidder should have neither been blacklisted by any Central/State Government/Local Bodies/Public Sector Undertakings nor have been remarked adversely by any Hon'ble Courts of law for last five years prior to this bid.
21. An Affidavit in shape of undertaking to this effect shall be submitted by the bidder(s) that: "I/we, on behalf of M/s _____, address _____ GSTN _____ hereby undertake that my/our entity had neither been blacklisted by any Central/State Government/Local Bodies/Public Sector Undertakings nor had been remarked adversely by any Hon'ble Courts of law for last five years prior to this bid".
22. All communication and information should be provided in clearly legible writing and in Odia/ English language only. Moreover, the financial details shall be mentioned both in numerical and words neatly and without any overwriting/ cutting in the Financial Bid document.

PCeitra
8.6.2022

A.I.G. of Police, Vigilance,
Odisha, Cuttack
(Seal & Signature)

SPECIAL TERMS & CONDITIONS

The following special terms and conditions must be fulfilled by successful bidder for providing 38 (Thirty Eight) numbers of Mahindra Bolero including drivers on hire on monthly rent basis to Odisha Vigilance.

1. The proposed 38 vehicles may be utilized in 28 establishments located in the Revenue/Police Districts under Vigilance Directorate, Cuttack mentioned as follows with number of vehicles proposed to be attached mentioned against each subject to change as per requirement; (i)Cuttack-4, (ii)Jagatsinghpur-1, (iii)Kendrapara-1, (iv)Jajpur-1, (v)Puri-1, (vi)Khordha-4, (vii)Nayagarh-1, (viii)Balasore-1, (ix)Bhadrak-1, (x)Mayurbhanj-1, (xi)Sambalpur-1, (xii)Bargarh-1, (xiii)Jharsuguda-1, (xiv)Deogarh-1, (xv)Balangir-1, (xvi)Subarnapur-1, (xvii)Dhenkanal-1, (xviii)Angul-1, (xix) Keonjhar-1, (xx)Sundargarh-1, (xxi) Rourkela-1, (xxii) Gajapati-1, (xxiii) Berhampur-2, (xxiv)Boudh-1, (xxv)Kalahandi-1, (xxvi)Nuapada-1, (xxvii)Koraput-1, (xxviii)Rayagada-1, (xxix)Nabarangpur-1, (xxx)Malkangiri-1 and (xxxi) Kandhamal-1.

The decision regarding mobilization/ utilization/ engagement of these hired vehicles to any other existing/ new locations will be varied as per work related requirements by the Tender Calling Authority. Such decision regarding mobilization/ utilization/ engagement will be binding on the bidder.

2. Bidder(s) shall ensure their experience criteria of at least 2 (two) years for providing vehicles to offices of Central Govt. / State Govt. / PSUs located anywhere in the State of Odisha before submission of their bid. Documentary evidence in this regard shall be attached.
3. The successful bidder shall ensure provision of roof luggage carrier on each vehicle. The cost towards such arrangement shall be borne by the successful bidder.

4. (i) Keeping in view the concept of hassle free communication, confidential duty and subsequent solution between user and service provider, the intended 38 vehicles to be hired by Vigilance Organization shall be owned by the bidder. The details in respect of vehicles/drivers shall be provided by the bidder in **PART-A of Annexure-III**.

(ii) Moreover, those bidders who are intending to provide newly procured vehicles owned by them shall be given more preference. Such bidders shall submit their declaration as per **PART-B of Annexure-III**.

5. Proper logbook shall be maintained by the users on behalf of the Tender Calling Authority as per practices followed in respect of other Govt. vehicles. Kilometer reading and fuel drawn shall be recorded in relevant columns on daily basis. The same shall be verified by an authorized officer of respective establishment before drawal of fuel charges.

6. Successful Bidder shall have to enter into an agreement with the A.I.G. of Police, Vigilance, Odisha, Cuttack before issuance of work order and subsequent deployment of vehicles. The proposed vehicles should be deployed within 60 (sixty) days from the date of issuance of work order, failing which the contract shall deemed to be cancelled at discretion of the Tender Calling Authority.

7. **Performance security:** The successful bidder has to furnish a security deposit at the rate of 3% of the total amount of the order (counted for 3 years) excluding all taxes in the form of NSC/FDR/Bank Guarantee from any nationalized bank payable at Cuttack and duly pledged in favor of the Tender Calling Authority, i.e. A.I.G. of Police, Vigilance, Odisha, Cuttack.

8. **Helpdesk:** Successful Bidder shall provide a helpdesk 24x7 in its office with dedicated phone/mobile number and e-mail ID to ensure seamless resolution of issues, faults, problems for smooth operation of the fleet management. Bidder shall provide details of one Project Manager-cum-Supervisor for Odisha Vigilance who shall operate the Help Desk and such details shall be submitted by successful bidder at the time of signing the agreement.
9. Apart from managing helpdesk, the Project Manager-cum-Supervisor provided by successful bidder shall also ensure substitute driver as well as vehicle in case of leave of existing driver or absence otherwise and breakdown of vehicles respectively forthwith on the recommendation of respective establishment heads in which the vehicle shall be engaged and shall make necessary arrangements in advance in order to avoid any dislocation of duties.
10. The service provider will provide the Email ID for receiving all correspondences and submit an undertaking that "I will receive all correspondences through Email" as per **Annexure- VII**.
11. Successful Bidder shall ensure engagement of the hired vehicles for 24x7 basis in the office so that the vehicles will be utilized in emergency during odd hours/beyond official hours. The decision in this regard by Tender Calling Authority shall be final and binding on the bidder.
12. Further, the successful Bidder shall ensure that the vehicles engaged with Vigilance Organization on hiring charge basis shall in no case be utilized for other hiring purposes.
13. Average Annual Turnover of the bidder for last three financial years, ending 31st March of 2022 should not be less than Rs. 70 Lakhs.

14. The bidder should ensure numbering of pages serially while submitting the tender document and properly fill the Index Page (**Annexure-VI**). All the papers/documents (in all pages) submitted by the bidder should be adduced with original signature with date and seal of the authorized person of the bidding entity.
15. The Technical Committee has the rights to reject the tender of any bidder(s) on the basis of noncompliance/non-submission of information/documents during evaluation. The decision in this regard by Technical Committee shall be final and binding.
16. The Tender Calling 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.
17. This office reserves right to cancel the bidding process at any stage without assigning any reason thereof.
18. **Termination:** Tender Calling 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 terms and conditions or the service is found to be unsatisfactory. In such circumstances of termination of contract, the service provider will immediately stop the services and the hire charges upto date of termination of service will be met on production of bills/documents by the bidder.

PC Shra
8.6.2022

A.I.G. of Police, Vigilance,
Odisha, Cuttack
(Seal & Signature)

**A.I.G. of Police, Vigilance,
Odisha, Cuttack**

GENERAL INFORMATION OF VEHICLES PROPOSED FOR HIRING

PART-A

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

- 1) Registration No. of Vehicle (Copy Enclosed) :
- 2) Type of 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 vehicle :

- 9) Fitness Certificate validity :
- 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 answer to the above is Yes, then answer the following.
 - i) What was the total claim amount? :
 - ii) What was the actual payment made by Insurance company? :
- 15) Name/ Address of the Driver :

- 16) D.L. No. & Validity of the D.L. of the Driver :
(Copy Enclosed)
- 17) Aadhaar/ Voter ID/ PAN No. of the Driver :
(Copy Enclosed)

CERTIFICATE

- (i) Certified that the above vehicle bearing regd. 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, i.e. 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

PART-B

(For Bidders who desire to provide newly purchased vehicles)

Declaration

I/we..... hereby declare that, I/we shall provide newly purchased 38 (Thirty Eight) numbers of “Mahindra Bolero” with BS-VI compliant vehicles, having A.C. facility and diesel driven, having seating capacity of not less than 7 (seven) including driver to Odisha Vigilance as per Tender Call Notice No. _____.

Further, the details of vehicles and drivers contained in **PART-A** above shall be submitted by me/us at the time of signing of agreement.

Place:

Date:

Seal & Signature
of the Tenderer

TECHNICAL BID

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

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

2. Name & Address 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 commercial vehicle | : | Yes /No |
| (iii) | We have attached certified photocopy of RC Book of the vehicle offered | : | Yes /No |
| (iv) | We have attached certified copy of GST Registration | : | Yes /No |
| (v) | We have valid GST Registration | : | Yes /No |
| (vi) | We have valid PAN/TAN | : | Yes /No |
| (vii) | Average Annual Turnover for last three financial years of the bidder is more than Rs. 70 Lakh | : | Yes /No |

- If reply to (v), (vi) and (vii) above is/are Yes, then provide following details

| | |
|---|--|
| GST Registration No. (Copy Enclosed) | |
| PAN/TAN No. (Copy Enclosed) | |
| Average Annual Turnover for last three financial years (Proof Enclosed) | |

4. Additional evaluation Criteria:

| | | | |
|----|--|---|--------|
| a) | Total number of commercially registered cars owned by us (Please fill number opposite) | : | |
| b) | During past five years, i.e, from 2017-18 to 2021-22, we have provided four wheelers on hire for over one year period to Central Govt./ State Govt./PSUs | : | Yes/No |
| c) | We have the requisite experience of 2 years for providing vehicles to Central Govt./ State Govt./ PSUs. in the State of Odisha | : | Yes/No |

*If reply to (b) or/and (c) above is/are Yes, then provide name & address of such offices along with a certified copy of such Contract Order/ Agreement copy.

Date :

Place :

Seal & Signature
of the Tenderer

FINANCIAL BID

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

- (i) Name & Address of the Proprietor/ Director(s)/ Partners :
- (ii) Telephone No. :
- (iii) Fax No. :
- (iv) Mobile No. :
- (v) Email ID :
- (vi) Rate of Hire Charges
(Excluding GST and other taxes, if any)

| Sl. No. | Make, Model of Vehicle | Monthly Hire Charges in Rupees (In words) |
|---------|------------------------|---|
| | | |

Date :

Place :

Seal & Signature
of the Tenderer

Annexure-VI

INDEX PAGE

| Sl. No. | Document Details | Page No. | Remarks, if any |
|---------|---|----------|-----------------|
| 1. | General Information Of Vehicle in Annexure-III (separately for each vehicle) | | |
| 2. | Copies of Registration Certificates of all 38 Vehicles as per Annexure-III | | |
| 3. | D.L. copies of all Drivers as per Annexure-III | | |
| 4. | Technical Bid (Annexure-IV) | | |
| 5. | Certified copy of GST Registration as per Annexure-IV | | |
| 6. | Certified copy of PAN/TAN as per Annexure-IV | | |
| 7. | Past Experience (certified copy of previous Contract Order/ Agreement copy) as per Annexure-IV | | |
| 8. | Proof of Average Annual Turnover for last three financial years as per Annexure-IV | | |
| 9. | Undertaking as per Annexure-VII | | |
| 10. | Others, if any | | |

Form of Undertaking

I/We..... hereby agree to receive all communication with regards to hiring of vehicle for Odisha Vigilance on the Email ID provided by me/us in the tender form.

Place:

Date:

Seal & Signature
of the Tenderer