

Request for Proposal (RFP)

For Engagement of Service Provider for Hiring of Private Vehicles for Official Use

By

CONTROLLER OF ACCOUNTS ODISHA,
BHUBANESWAR

OCTOBER- 2022

Controller of Accounts Odisha, Bhubaneswar
3rd Floor, Treasury & Accounts Bhawan, Unit-III,
Bhubaneswar-751001

Important Information for the Service Providers

Particulars	Details
Bid Inviting Authority	Controller of Accounts Odisha, Bhubaneswar, Department of Finance, Govt. Of Odisha
Request for Proposal No:	
RFP publication date	25-10-2022
Place of submission of bid documents	Controller of Accounts Odisha, Bhubaneswar, Department of Finance, Govt. Of Odisha, at 3 rd Floor, Treasury & Accounts Bhawan, Unit-III, Kharavel Nagar, Bhubaneswar.
Address for correspondence	Controller of Accounts Odisha, Bhubaneswar, Department of Finance, Govt. Of Odisha, at 3 rd Floor, Treasury & Accounts Bhawan, Unit-III, Kharavel Nagar, Bhubaneswar- 751001
Last date and time for submission of proposal/bid	Date : 21-11-2022 Time: 5.30 PM Venue: Controller of Accounts Odisha, Unit-III, Kharavel Nagar, Bhubaneswar.
Tentative Date, time and venue for opening of Technical bids	Date : 22-11-2022 Time: 3.00 PM Controller of Accounts Odisha, Unit-III, Kharavel Nagar, Bhubaneswar
Tentative Date, time and venue for declaration of technical bid .	Date : 23-11-2022 Time: 5.30 pm Venue: Controller of Accounts Odisha, Unit-III, Kharavel Nagar, Bhubaneswar
Tentative date for opening of financial bids	Date : 24-11-2022 Time: 3.00 PM Venue: Controller of Accounts Odisha, Unit-III, Kharavel Nagar, Bhubaneswar
Contact Person	Mr Ganeswar Nayak, Asst. Controller of Accounts (Sr.), Controller of Accounts Odisha, Bhubaneswar Contact No: 6370830985

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CONTROLLER OF ACCOUNTS ODISHA, BHUBANESWAR

Letter No. - /CA. 1770 Date 20.10.22

CAO-DE-ESTT-0011-2022

TENDER CALL NOTICE

Sealed quotations/tenders are invited from interested reputed Travel Agencies/Tour Operators having registration in both GST & GeM Platform for providing 01 (One) no. of **Bolero** vehicle for official use in office of the Controller of Accounts Odisha, Under Finance Department, Government of Odisha, Bhubaneswar on monthly basis. The Terms and Conditions in respect of such engagement of Service Provider/agency are mentioned in detail below this notice.

The monthly rate of hiring charges excluding GST and Fuel cost should be quoted separately in the financial bid document at **Annexure-II**. The service provider while quoting hiring charges for the vehicle must take a note of the fact that the maximum rate of hiring charges per month excluding taxes should not exceed Rs. 31,000/- at any cost including cost of driver & reprise on the vehicle.

The Quotation complete in all respect and containing Technical Bid (**Annexure-I**), Financial Bid (**Annexure-II**), Bid Declaration Form(**Annexure-III**) along with all supporting documents should be sent through post/courier/dropped in the tender box placed in Establishment Section o/o Controller of Accounts Odisha, Bhubaneswar (3rd Floor) on or before 21-11-2022 5.30 PM and shall be opened on Dt. 22-11-2022 at 3.00 PM in presence of the Service Providers or their authorized representative. The representative will attend the meeting with proper authorisation letter otherwise no one shall be permitted to attend the meeting.

The application form of Quotation/tender containing bid Documents as well as detail Terms and conditions for hiring of vehicles will be available in the cash counter of this Office on payment of Rs.100/- during the office hours of all working days from 25-10-2022. The same can also be downloaded from IFMS Portal, from the following link: <https://www.caodisha.nic.in/tenderinfo.php> . In case the application form is downloaded from the aforesaid Govt. website then the bidder should furnish a Demand Draft for an amount of Rs.100/- (Rupees One Hundred) drawn in favour of Controller of Accounts, Odisha, Bhubaneswar or deposit an amount of Rs.100/- only in the cash counter of this office towards the cost of application fee & deposit a copy of the same with the tender documents.

Handwritten signature

20.10.22

Controller of Accounts

Odisha, Bhubaneswar,

Treasury & Accounts Bhawan

Unit-III, Kharavelanagar, BBSR

TERMS AND CONDITIONS FOR HIRING OF VEHICLES

The following terms and conditions must be fulfilled by the successful Service Provider for providing the vehicles on monthly hired basis.

- Both G.S.T and GeM registration are compulsory for any Service Provider to participate in this bidding process.
- The hired vehicles, during the period of contract, shall have all necessary valid MV documents such as:- Valid Registration Certificate, , comprehensive Insurance Certificate, Fitness Certificate, Pollution Under Control Certificate(preferably BS-IV/BS VI compliant), Valid contract carriage Permit/commercial license , proof of up to date Tax Payment etc. and valid D.L of the Driver should be available all the time.
- The Controller of Accounts odisha shall not be responsible for any damage/loss caused to hired vehicle or loss of life/injury made to any person or damage to any property on account of use of hired vehicle any manner whatsoever. The Service Provider shall be responsible for all such litigation.
- The hiring charges to be paid on monthly basis is final for the entire contract period and does not include cost of fuel which is to be paid separately basing on actual consumption of fuel and lubricants as per existing Government norms.
- The minimum average mileage will be 10 K.m/litre. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of the Engine, Gear Box and differential Coolant, Tyres and Tubes, Battery etc. including repairing of the vehicle will be borne by the service provider.
- It shall be the responsibility of the Service Provider to provide a good Driver having a valid Driving License and the salary of the Driver shall be borne by the service Provider.
- It is the responsibility of the service provider to have necessary police verification certificate in favour of the drivers engaged for the hired vehicles.
- The Car and Driver shall be at the disposal of the Authority during the period of engagement. In no way the engaged vehicles can be used for private and commercial purpose beyond office hours and on holidays.
- In the case of contracted vehicles, same Car and Driver should be sent daily. Any change in vehicles or Drivers will be allowed only in exceptional circumstances and that too with the prior information/approval of the Authority.

- The drivers of the vehicles provided must follow traffic rules and other regulations prescribed by the Govt. from time to time. Drivers should be familiar with all important places in Bhubaneswar and outstations.
- The Authority will not be responsible for any traffic challan, loss, damage or accident to the vehicle or to Driver.
- The daily record indicating time and mileage for the vehicle shall be maintained by the driver. Telephone facility (24 X 7 hours) must be available with the service provider and Driver.
- It is the responsibility of the service provider to update the log book of the vehicle once in every 72 Hrs.
- Monthly hire charges of selected Service Provider will be paid in every succeeding month, as far as possible within 15 days of the submission of bills by the Service Provider and no advance payment will be made. TDS as per GST and IT Act and Rules will be applicable as per Rule.
- The vehicles **shall not be more than 3 years** and **shall not run more than 50,000 K.M.** from the initial registration and also in good running condition during the period of contract.
- The service provider is not allowed to sublet the contract at any cost.
- The vehicle shall report for duty for minimum of 25 days in a month.
- In case of breakdown for reasons whatsoever the replacement of a vehicle of the same or better model shall be provided by the service provider.
- Controller of Accounts Odisha reserves the right to discontinue with the hiring immediately when there is no requirement of such vehicles with one month notice.
- The vehicle shall move all over Odisha as and when required for tour on official purpose.

CONTRACT VALIDITY:

The rate quoted by the successful service provider shall remain valid for a period of three (3) years. The contract with the successful service provider will be for a period of one (01) year which may be extended further upon satisfactory performance.

BID SECURITY DECLARATION :

- The Service Providers has to submit a Bid Security Declaration in Prescribed Format (**Annexure –III**) at the time of submission of his bid documents.
- The successful Service Provider is required to pay Bid Security i.e. 3% of the total value of the contract as per Government in Finance Department O.M. No PT15-FIN-COD-MISC-0007-2019-8475/F dt.05.04.2022.

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INSTRUCTIONS TO THE SELECTED SERVICE PROVIDER :

- The engagement and employment of Drivers and payment of wages to them as per existing provisions of various labour laws and regulation and is the sole responsibility of the Service Provider and any breach of such laws or regulation shall be deemed to be breach of this contract.
- In case of non-availability of vehicles, penalty as decided by Controller of Accounts Odisha shall be imposed in addition to deduction at pro-rata basis for that day.
- The selected Service Provider will have to execute agreement with Controller of Accounts Odisha within the period 15 days from the date of receipt of order.
- If the services are found to be unsatisfactory, Controller of Accounts Odisha) reserves the right to terminate the agreement with prior intimation at any time.
- In case the Service Provider intend to withdraw the services of his vehicle and terminate the agreement, it shall be mandatory upon him to grant one-month notice before such withdrawal of service and termination of agreement.
- If the Service Provider violates any of the terms of contract, the entire amount of Performance Guarantee will be forfeited.
- The service provider shall provide the correct and complete address of office with telephone number for service of notice and other communication by Controller of Accounts Odisha from time to time.

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TECHNICAL BID FOR HIRING VEHICLES

1. Registration Number of Vehicle:-
2. Type of Vehicle:-
3. Year of Manufacture:-
4. Model:-
5. Date of Registration:-
6. Name and Address of Owner of Vehicle:-

7. Fitness Certificate Validity :-
8. Permit Validity:-
9. Insurance Validity:-

10. Name and Address of Driver:-

11. DL No. and Validity of the DL of the Driver:-

12. Mileage per Liter :-
13. Name, address and Contact No. of the Service
Provider (Self declaration)

N.B: The service provider should furnish copy of the valid documents in support of the information entered in the above mentioned points.

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

**Seal & Signature of the
Quotationer/ Tenderer**

Annexure-I
20.10.22

Annexure-II

FORMAT FOR FINANCIAL BID

Sl No	Description of Vehicle (Registration Number)	Hiring Charges per month (in INR) (Excl. GST and Fuel cost)	GST (in INR)	Total Hiring Charges (in INR)
1				
2				
3				
Grand Total				

N.B: The total cost for vehicles excluding GST will be considered for selection of the L1 service provider.

**Seal & Signature of the
Quotationer/ Tenderer**

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Annexure-III

Bid Security/EMD Declaration- Format

To,

The Controller
Controller of Accounts
Odisha,
Under Department of
Finance, Govt. of Odisha

Reference:

(1) RFP No. _____ of CA(O)

We , irrevocably declare as under:

I/We understand that, as per RFP No. _____.Dt. _____ of Tender/
bid conditions, bids must be supported by a Bid Security Declaration in
lieu of Earnest Money Deposit.

I/ We hereby accept that our organization may be disqualified from bidding
for any contract with Controller of Accounts Odisha for a period of Three
years from the date of disqualification as may be notified by Controller of
Accounts Odisha (without prejudice to Controller of Accounts Odisha rights
to claim damages or any other legal recourse) if,

1) Our organization is in a breach of any of the obligations under the bid
conditions,

2) Our organization have withdrawn or unilaterally modified/ amended/
revised our organization Bid during the bid validity period specified in the
form of Bid or extended period, if any.

3) On acceptance of our bid by Controller of Accounts Odisha, Our
organization failed to deposit the prescribed Security Deposit or fails to
execute the agreement or fails to commence the execution of the work in
accordance with the terms and conditions and within the specified time.

Signature:

Name & designation of the authorized person signing the Bid-Securing
Declaration Form:

Duly authorized to sign the bid for and on behalf of: _____
(complete name of Bidder)

Anand
20.10.22