

Plus  
Amh. 23/02/24



ଓଡ଼ିଶା ସରକାର  
ପଞ୍ଚାୟତ୍ତ୍ୱିରାଜ ଓ ପାନୀୟଜଳ ବିଭାଗ  
Government of Odisha  
Panchayati Raj & D.W Department

ଓଡ଼ିଶା ଲୋକସେବା ଭବନ  
ସଚିବାଳୟ ମାର୍ଗ, ଭୁବନେଶ୍ୱର-୭୫୧୦୦୧  
Odisha Lok Seva Bhawan,  
Sachibalaya Marg,  
Bhubaneswar – 751001  
Fax.0674 – 2391413  
E-mail-prsec.or@nic.in

No.PR-NREG-VEHICLE-0001-2022

4737

Date:

27-02-2024

## TENDER CALL NOTICE FOR HIRING VEHICLES

MGNREGS Odisha Society invites sealed tenders from reputed travel agencies/tour operators for hiring AC Petrol/Diesel vehicles on a **monthly & daily basis**. Details regarding eligibility criteria, terms & conditions and the formats for submission of tender (Technical & Financial bid) are mentioned in the tender document which may be downloaded from the website: <http://odishamgnregs.org/>. Interested agencies may submit their tenders in a sealed envelope super-scribing on the top of the sealed envelope as "**Tender for Hiring of Vehicles on Monthly & Daily Basis by MGNREGS Odisha Society, Panchayati Raj & Drinking Water Department**".

The tenders should reach the office of the undersigned by **19.03.2024 (till 5:30 PM)**. The Tenders will be opened tentatively on **20.03.2024 at 11 AM** for finalization of the Technical Bid. The Financial Bid will be opened tentatively on **21.03.2024 at 11 AM**. The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof.

*Tax 20/02/2024*  
Mission Director,

MGNREGS Odisha Society



PR-NREG-VEHICLE-0001-2022/01/2024



## TENDER FOR HIRING OF VEHICLES

### INSTRUCTION TO BIDDERS

1. MGNREGS Odisha Society, Panchayati Raj & Drinking Water Department invites sealed tenders from **Reputed Travel Agencies/Tour Operators** for providing AC Petrol/Diesel vehicles on hire basis for monthly rental and daily rental.
2. Interested bidders may download the tender document from the website <http://odishamgnregs.org/> and submit the same to MGNREGS Odisha Society, Panchayati Raj & Drinking Water Department. A bidder can apply for both the service (Daily or Monthly basis) or for only one service, however in case of applying for both the services , the bidder have to submit each bid **separately**.
3. The tender must be accompanied with **EMD** amount of **Rs.20,000/-** (Rupees Twenty Thousand) only for monthly rental basis and **Rs. 10,000/-** (Rupees Ten Thousand) only for daily rental basis in the respective technical bid in the form of a Demand Draft, drawn on any Nationalized / Scheduled Bank in favour of **MGNREGS Odisha Society** payable at Bhubaneswar. Tenders not accompanied with EMD will not be considered . EMD of the unsuccessful bidders will be returned without interest on finalization of the bid. EMD of the successful bidder (s) will be returned after submission of Performance Security.
4. The successful bidders(s) shall have to submit a performance security to the tune of **8%** of the approved negotiated amount in the shape of Demand Draft , drawn on any Nationalized / Scheduled Bank in favour of **MGNREGS Odisha Society** payable at Bhubaneswar at the time of signing of the contract. The performance security will be returned after completion period of agreement, subject to satisfactory performance of the service during the contract period. Further, if the successful bidder violates any of the terms & conditions of the contract, the performance security shall be liable for forfeiture.
5. The tender will have to be submitted in two parts i.e. **Technical Bid (Cover-A)** and **Financial Bid (Cover-B)**. The formats & documents to be submitted in technical & financial bid are mentioned in the tender document. The bidders should submit their **technical** and **financial** bid **separately** in **two envelopes** and these two envelopes should be put into **another cover envelope** super-

scribed as “**Tender for Hiring of Vehicles on Monthly/Daily Basis by MGNREGS Odisha Society, Panchayati Raj & Drinking Water Department.**”.

The Technical & Financial Bid envelopes should be clearly marked as **Technical Bid & Financial Bid** on the top of the relevant envelopes. The tenders (Cover & Inner envelopes) should be addressed to:

**MGNREGS Odisha Society,  
Panchayati Raj & Drinking Water Department,  
SIRD Campus, Unit-8,  
Bhubaneswar-751012, Odisha**

6. The tender should reach the office of **MGNREGS Odisha Society** by **19.03.2024 at 5:30 PM** and the technical bids will be opened at **11 AM on 20.03.2024**.
7. The financial bids of those bidders shall be opened tentatively on **21.03.2024 at 11 AM**, whose technical bids are found to be qualified.

#### Eligibility Criteria

1. The agency should have provided vehicles to Govt./ Semi-Govt. Organizations/ PSUs etc. in Odisha during the last three financial years successfully i.e. 2020-21 to 2022-23. (Self-attested copies of **Work Orders received from Government/ Semi-Government/ PSUs / Banks etc. during last three Financial Years i.e. 2020-21, 2021-22 & 2022-23** are to be furnished).
2. The agency should submit the Annual Turnover of last three financial years (i.e. 2020-21, 2021-22 and 2022-23) which includes Audited Profit & Loss Accounts & Balance sheet.
3. The agency should have valid **GST registration, GeM Registration & PAN**. (Self-attested copies of GST Registration Certificate, GeM Registration Certificate & PAN Card are to be submitted in the technical bid).

The bidders shall also furnish the following documents in support of their eligibility:

- Self-attested copy of registration certificate of firm.
  - Undertaking to provide good running condition vehicles and should not be more than **3 years old** from the date of the service request.
  - Submission of EMD in form of Demand Draft.

- o Undertaking that the firm has not been debarred/ blacklisted by any Govt. Organization Semi-Govt. Organization / PSU.
- o Undertaking that the vehicles to be provided will not belong to any **employee of MGNREGS Odisha Society or his/her relative.**
- o Rates must be quoted only as per format.

**TERMS AND CONDITIONS FOR HIRING OF VEHICLE**

1. The vehicle on monthly basis and daily basis will be used by MGNREGS Odisha Society for its daily official work and carrying officials to Govt. Offices / Departments and other offices at different places across the state.
2. The period of the contract shall initially be for a period of **one year** with effect from the date of signing of the contract.
3. In case of vehicle on a **monthly basis**, the monthly rate to be paid to the agency for providing the vehicle is inclusive of cost of tyres & tubes, consumables, all major and minor maintenance work with spares and all payments towards driver's salary, his fooding cost, overtime and mobile Phone (for incoming calls). However, the cost of fuel (Petrol), Lubricants (Mobil) are not included in the monthly rate, which will be reimbursed as per actual at the rate of fuel consumption depending upon the type of vehicle used.

| Sl. No. | Type of Vehicle (AC)                                   | *Maximum hire charges per month excluding taxes,lubricant and fuel cost (in Rs) | *Minimum KM per 1 Litre of fuel | *Minimum K.M. per one litre (@ Rs. 300/-) of lubricant |
|---------|--|---|---------------------------------|--|
| 1.      | Tiago/Bolt/Celerio or similar model                    | Rs. 20000 /-  | 17                              | 1,000  |
| 2.      | Zest/ Tigor/ Swift Dzire Xcent/ Etios or similar model | Rs. 26,000/-  | 17                              | 1,000  |

(\*The monthly hire charges should not exceed the maximum limit, or less from the minimum average fuel mileage and minimum KM/litre lubricant as fixed above)

**Evaluation of the price quoted shall be made taking an average of monthly 2,500 KM of running per vehicle.**

4. In case of vehicle on a **daily basis**, the daily rate shall be considered on basis of hire rate /per hour, rate/Km and rate/night halt for hiring the vehicle. Further, it is **inclusive** of the cost of fuel (Diesel/Petrol), Lubricants (Mobil), cost of tyres & tubes, consumables, all major and minor maintenance work with spares and all payments towards driver's salary, his fooding cost, overtime and mobile phone to the driver.
5. GST or any other taxes are not to be taken into consideration for evaluation purpose and are to be paid as applicable after submission of proper bill/invoice.
6. The vehicles to be provided should not be more than **3 years old** from the date of the service request.
7. The agency will be responsible for the regular service maintenance, insurance and other liabilities in respect of the vehicles provided.
8. The toll gate charge, parking charge, if any during the travel shall initially be borne by the agency and are to be paid by the driver at the point of charging. The charges incurred during each month will be reimbursed as per the actual amount paid on producing the original receipts along with the monthly bill.
9. The agency is required to provide clean vehicle with good quality clean seat covers and Mobile Phone (for incoming calls) for the driver for which no extra payment shall be made.
10. The driver should be well-dressed, disciplined, well behaved and non-alcoholic.
11. The driver should have at least **3 years** of driving experience in Bhubaneswar and should be well versed with the roads of the city as well as roads within the state.
12. No mileage will be allowed if the vehicle is used by the driver for his breakfast, lunch, dinner or any other personal work. No payment shall be made to the driver for his fooding expenses, etc.
13. Payment of Road Tax shall be borne by the agency.
14. Salary of the driver shall be borne by the agency.
15. The vehicles should be covered under comprehensive insurance. In case the hired vehicle is met with an accident resulting in loss or damage to property or life with respect to vehicle, driver, passenger or any third party as per the

liability under relevant sections of the Motor Vehicle Act, IPC and any other law in force, the hiring authority shall have no responsibility of whatsoever and will not entertain any claim in this regard under the said provision of the said Laws. The sole responsibility for any legal or financial implication would solely vest with the agency.

16. The hired vehicles, during the period of contract, shall have all necessary valid MV documents such as valid Registration Certificates, Insurance Certificates, Fitness Certificates, valid Contract Carriage Permits, PUC certificate, proofs of up to date tax payments, D.L.s of the Drivers for Light motor vehicle, etc. available all the times. MGNREGS Odisha Society shall not be responsible for any damage/loss caused to the hired vehicles or loss of life / injury made to any person or damage to any property on account of use of hired vehicles in any manner whatsoever. The service provider shall be responsible for all such litigations.
17. The agency shall obtain vehicle fitness certificates, vehicle registration, comprehensive insurance, payment of road tax, etc. from the competent authorities. The Drivers shall always carry all necessary documents like Registration papers, Insurance papers, Pollution under Control (PUC) clearances, RTO tax payment papers, valid driving licenses and all other documents that should accompany the vehicles as per rules & regulations of applicable laws. The Agency will obtain an undertaking from the drivers to the effect that they have not been criminally involved in any case and no case is pending in the police station & the court in respect of the vehicle engaged.
18. If the vehicle/driver does not report for duty on any day, twice of the proportionate cost will be deducted from the bill.
19. The police/ court case (Legal disputes) in respect to the vehicle during the period of engagement will be at the risk & cost of the travel agency.
20. MGNREGS Odisha Society will not be responsible for any dispute except paying the hire charges.
21. The driver has to be present in Head Quarter/Residence office along with vehicle for use by officer at any time even during holidays.
22. Rates shall be fixed for a period of **one year** from the date of agreement. However, in case of vehicles hired on monthly basis, the cost of fuel (Petrol/diesel & Mobil) shall be paid at the prevailing rate on the day of travel.
23. The vehicles will be provided on regular basis for **minimum 25 days** in a month and will not be replaced without prior permission.
24. The vehicles allotted for MGNREGS Odisha Society shall be used exclusively



for MGNREGS Odisha Society.

25. The Agency is liable to provide vehicles during office hours i.e. **9 AM to 8 PM** and it required beyond office hours on all working days. The agency shall also have to provide the vehicles on Sundays as well as other public holidays as and when required by the authority for the official work. Night Halt charges will not be applicable for monthly vehicles.
26. Beyond office hour, the safe keeping of the vehicles is the responsibility of the agency. In exigencies, the vehicles can be kept in the office premise of MGNREGS Odisha Society.
27. In case, the condition of vehicle is found unsatisfactory, it shall be returned for immediate replacement. In case no replacement is provided in time, the authority shall have the right to hire a vehicle from the market and additional cost incurred by the authority shall be deducted from the monthly payment due to the agency. Repeated failure to provide vehicles as and when required by the society will make the agency liable for **Blacklisting**.
28. In case the driver proceeds on leave, the agency shall obtain prior approval/ permission from MGNREGS Odisha Society. Further, the agency shall provide a suitable substitute.
29. If for any reason the driver is unable to attend the office on any date/ time for which prior permission from MGNREGS Odisha Society has not been obtained, it is the responsibility of the agency to provide a suitable substitute immediately. The payment in respect of the overlapping period of the substitute, if any, shall be borne by the agency. In case no substitute is provided in time, the authority shall have the right to hire a vehicle from the market and any additional expenditure incurred by the authority shall be borne by the agency.
30. The driver of the vehicle shall maintain record of daily mileage and time from the point of departure to arrival. For this purpose, the following norms have to be followed:
  - A. In case the vehicle is being kept in the office campus of MGNREGS Odisha Society, then the kilometer reading & time shall start from the office campus of MGNREGS Odisha Society and end at the same there also.
  - B. In case the vehicle is being kept under the custody of the travel agency, then the kilometer reading & time shall start from the residence of the officer concerned and end there also. The cost of kilometer from the O/o travel agency to the residence of officer concerned (to & fro) shall be borne by travel agency.





- C. In case the vehicle is hired on monthly basis but not attached to any specific officer, i.e., the vehicle is in common pool, the point of kilometer reading & time of arrival shall start from the MGNREGS Odisha Society office and end with the MGNREGS Odisha Society office as a centre of destination. The cost of kilometer from the O/o travel agency to MGNREGS Odisha Society (to & from) shall be borne by the travel agency.
31. The agency would ensure that the driver(s) employed possesses a valid driving license and should be well conversant with traffic rules and other regulations prescribed by the Govt. from time to time.
32. It is the sole discretion of MGNREGS Odisha Society to extend the period of the contract beyond the agreement period or terminate the contract prematurely on the ground of unsatisfactory services, disobedience of orders, negligence in duty and unruly behavior of drivers if noticed in duty.
33. In case of any emergency or when required, the service provider shall provide a vehicle on production of requisition duly signed by the competent authority.
34. The agency has to give an undertaking that the vehicle does not belong to any **employee of MGNREGS Odisha Society or his/her relative**. At any point of time if the declaration given by the agency will be found to be incorrect, then **contract shall be cancelled & the Performance Security shall be forfeited**.
35. **Period of Service: One year** from the date of signing of contract.
36. **Termination:** MGNREGS Odisha Society shall have the discretion to terminate agreement/ work order at any time whereupon the agency will immediately cease the provision of the services and submit a bill for costs incurred to provide the contracted services to the date of termination.
37. **Payment:** Payment shall be made on monthly basis after submission of bill in triplicate along with the daily logbook and duty slip signed by the designated authority of MGNREGS Odisha Society. In case of daily basis, **duplicate duty slips** have to be maintained and one slip has to be retained by the officers using the vehicle with noting of starting/ closing Kilometers and time and signature on the duty slip (both original & duplicate).
38. **Arbitration:** MGNREGS Odisha Society and the selected agency will make every effort to resolve amicably by direct negotiation, any disagreement or dispute arising between them under or in connection with the work assigned. In case of their failure to resolve, the matter will be referred to Director, Special Projects, MGNREGS Odisha Society whose decision will be final and binding on both the parties. The arbitration proceedings if any shall be held in

Bhubaneswar.

39. **Legal Jurisdiction:** All legal disputes are subject to the jurisdiction of the court of Bhubaneswar only.

40. The Registered office or one of the Branch offices of the bidder should have been located within Bhubaneswar Municipal Corporation area.

41. **Evaluation and Selection:**

- a. Evaluation shall be done separately for Daily Basis and Monthly Basis.
- b. The bids shall be evaluated in two stages i.e. technical evaluation and financial evaluation.
- c. The Financial Bids shall be opened of those bidders who will qualify in the technical evaluation.
- d. Technical & Financial Bids shall be opened in the presence of the bidders or their representatives, who choose to attend in person at the address given below:

**MGNREGS Odisha Society**

**Panchayati Raj & Drinking Water Department**

**SIRD Campus, Unit-8**

**Bhubaneswar-751012, Odisha**

- e. GST will not be taken into consideration for evaluation purpose.
- f. In case of daily basis tender, the comparative statement will be prepared on the basis of hiring charges per hour, rate per KM and Night Halt charges(10 PM to 6 AM) quoted by bidders by taking an average daily of 300 KM of running per vehicle.
- g. In case of monthly vehicle, the comparative statement will be prepared by taking Monthly Rent, lubricant charge and fuel mileage for **2,500 KM**.

**In case of monthly vehicle, the limit should not exceed the maximum hire charge, or less from minimum fuel mileage and minimum KM/litre lubricant as fixed and detailed below:**

| <b>Sl. No.</b> | <b>Type of Vehicle (AC)</b> | <b>Maximum hire charges per month excluding</b> | <b>Minimum KM per 1 Litre of fuel</b> | <b>Minimum K.M. per one litre (@ Rs.</b> |
|----------------|-----------------------------|---|---------------------------------------|--|
|----------------|-----------------------------|---|---------------------------------------|--|



|    |   | taxes, lubricant and fuel cost (in Rs) |    | 300/-) of lubricant |
|----|---|--|----|---------------------|
| 1. | Tiago/Bolt/Celerio of similar segment                 | Rs. 20000 /-                           | 17 | 1,000               |
| 2. | Zest/Tigor/Swift Dzire Xcent/Etios or similar segment | Rs. 26,000/-                           | 17 | 1,000               |

Any effort by a bidder to influence MGNREGS Odisha Society in its decision on

bid evaluation or placement of work order may result in rejection of the bidder's offer.

**Award of Contract:**

The lowest evaluated bid (for the type of vehicle) shall be decided based on the lowest evaluated price bid for each type of vehicle in both the category (Daily & Monthly basis) and the L1 bidder shall be decided accordingly.

There may be an empanelment of two or three agencies for each type of vehicle (to be decided by the tender inviting authority based on requirement of the type of vehicle), if after price negotiation, the L2/L3 agencies agree to the L1 price.

If the successful Bidder fails to execute the order, the Performance Security of the Bidder will be forfeited and the Bidder will be debarred for 3 three years from MGNREGS Odisha Society.

**TENDER FORM**

**Part I - Technical Bid – Cover A (Monthly//Daily)**

(The documents have to be arranged **serially** as per the order mentioned below)

|   |  |  |
|---|--|--|
| 1 | Name of the Organization                     |  |
| 2 | Address of the organization with contact no. |  |
| 3 | Email id of the Organization                 |  |

|    |   |   |
|----|---|---|
| 4  | Name of authorized signatory  |   |
| 5  | Specimen signature of the authorized signatory  |   |
| 6  | Contact number of authorized signatory  |   |
| 7  | Instrument No. and date of the EMD submitted by the organization  | (In shape of Demand Draft)  |
| 8  | Registration No. of the Firm  | (Attach self-attested copy of the Registration Certificate of the firm)   |
| 9  | GST Registration  | (Attach self-attested copy of GST Registration Certificate)   |
| 10 | GeM Registration  | (Attach self-attested copy of GeM Registration Certificate)   |
| 11 | PAN   | (Attach self-attested copy of PAN Card)   |
| 12 | Turnover for last 3 Financial Years i.e. 2020-21, 2021-22 & 2022-23.  | Attach self-attested copies of Audited Profit & Loss Accounts and Balance Sheets of the last three financial years i.e. 2020-21, 2021-22 & 2022-23.                         |
| 13 | Details of similar works undertaken in Govt./ Semi-Govt. Organizations / PSUs / Banks etc. during the last three financial years i.e. 2020-21 to 2022-23.   | Attach self-attested copies of Work Orders received from Government / Semi-Government / PSUs/ Banks etc. during last three Financial Years i.e. 2020-21, 2021-22 & 2022-23) |
| 14 | <b>Undertaking</b> to provide good running condition vehicles of not more than <b>3 years old</b> from the date of the service request, along with all necessary documents required under traffic rule. | Attach the <b>undertaking</b> with signature & seal of the Organization   |
| 15 | <b>Undertaking</b> that the <b>vehicle to be provided</b> will not belong to any <b>employee of MGNREGS Odisha Society or his/her relative.</b>   | Attach the <b>undertaking</b> with signature & seal of the organization   |
| 16 | <b>Undertaking</b> that the firm <b>has not been debarred/ blacklisted by any Govt. Organization / Semi Government Organization / PSUs</b>  | Attach the <b>undertaking</b> with signature & seal of the organization   |

**DECLARATION:**

I/ we hereby certify that the terms and conditions given with the tender notice have been read carefully and acceptable to me/ us and that the information furnished above are full and correct to the best of my/ our knowledge. I/ we understand that in case of any deviation/ false information in the above statement at any stage, our Firm/ Agency will be blacklisted/ debarred and will not have any dealing with your organization in future.

**Place:****Date:****(Signature & Seal of the Authorized Signatory)****TENDER FORM****Part II - Financial Bid - Cover B****A. Daily basis Rate ( exclusive of GST)\***

| Sl. No. | Type of Vehicle (AC)                                      | Hiring charges per hour(in Rs) | Rate per KM (in Rs.) | Night Halt Charges per Night (in Rs.) |
|---------|---|--------------------------------|----------------------|---------------------------------------|
| 1       | 2   | 3                              | 4                    | 5                                     |
| 1       | Tiago/ Bolt/ Celerio or similar segment                   |                                |                      |                                       |
| 2       | Zest/ Tigor/ Swift Dzire /Xcent/ Etios or similar segment |                                |                      |                                       |
| 3       | Ciaz/ Honda City  |                                |                      |                                       |
| 4       | Innova  |                                |                      |                                       |
| 5       | Bolero  |                                |                      |                                       |

\* Pl. refer Clause 41(f) mentioned under the "Terms and Conditions" in tender document for daily basis.

**B. Monthly Basis Rate (exclusive of GST)\*\***

| Sl. No. | Type of Vehicle (AC) | Monthly Rent per vehicle (in Rs.) excluding fuel,taxes | K.M. per 1 Litre fuel | K.M.per one Litre of lubricant |
|---------|----------------------|--|-----------------------|--------------------------------|
|---------|----------------------|--|-----------------------|--------------------------------|

|   |  | & lubricant cost |   |   |
|---|--|------------------|---|---|
| 1 | 2  | 3                | 4 | 5 |
| 1 | Tiago/ Bolt/ Celerio or similar segment                    |                  |   |   |
| 2 | Zest/ Tigor/ Swift Dzire / Xcent/ Etios or similar segment |                  |   |   |

**\*\* Pl. refer to the criteria of max. hire charge, Min. KM per one Litre of fuel & KM per one litre of lubricant mentioned in the Evaluation procedure [Clause 41(g)] under the "Terms and Conditions" in tender document.**

**Note: GST will be paid extra as applicable and will not be taken into account for evaluation.**

Place:

Date:

(Signature & Seal of the Authorized Signatory)

