

TENDER FOR HIRING OF VEHICLES

INSTRUCTION TO BIDDERS

1. MGNREGS Odisha Society, Panchayati Raj & Drinking Water Department invites sealed tenders from **Registered Travel Agencies** for hiring **commercial light petrol vehicles (AC)** on monthly rental basis and **commercial light petrol/diesel vehicles (AC)** on daily rental basis respectively.
2. The 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. The bidder (s) can submit separate bid for both type of services (Daily/ Monthly basis) or for one only.
3. The tender must be accompanied with **EMD** amount of **Rs.20,000/-** (Rupees Twenty Thousand) only in technical bid in the form of Demand Draft / Pay Order, drawn on any Nationalized / Scheduled Bank in favour of **MGNREGS Odisha Society** payable at Bhubaneswar. Tenders not accompanied with EMD will not be considered and **EMD must be accompanied separately for both type of services (Daily/ Monthly basis)**. EMD of the unsuccessful bidders will be returned without interest on finalization of 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 of **Rs.60,000/-** (Rupees Sixty Thousand) for providing vehicles on monthly basis and **Rs.20,000/-** (Rupees Twenty Thousand) only for providing vehicles on daily basis in shape of Demand Draft / pay order, drawn on any Nationalized / Scheduled in favour of **MGNREGS Odisha Society** payable at Bhubaneswar at the time of signing of the contract. The performance security shall be refunded after completion of the terms of contract, subject to satisfactory completion of the job during the contract period. 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 to 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 **MGNREGS Odisha Society** by **01/06/2022 at 5:30 PM** and the technical bids will be opened at **11:30 AM on 02/06/2022**.
7. The financial bids of those bidders shall be opened on **03/06/2022 at 11:30 AM**, whose technical bids are found to be qualified.

Eligibility Criteria

1. The agency should have provided vehicles to **at least 3** Govt./ Semi-Govt. Organizations/ PSUs etc. in Odisha (At least three different organizations) during the last three financial years i.e. 2018-19 to 2020-21. (Self-attested copies of **Work Orders received from Government / Semi-Government/ PSUs / Banks etc. during last three Financial Years i.e. 2018-19, 2019-20 & 2020-21** are to be furnished).
2. The agency should have Annual Turnover of **Rupees Thirty Lakhs** in each of the last three financial years i.e. 2018-19, 2019-20 & 2020-21 (**Audited Profit & Loss Accounts and Balance Sheets of the last three financial years**) are to be submitted. Provisional Profit & Loss Accounts and Balance Sheets shall not be considered.
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 conditioned vehicles (not more than **3 years old**).
- Submission of EMD in form of Demand Draft/ Pay Order.
- Undertaking that the firm has not been debarred/ blacklisted by any Govt. Organization Semi-Govt. Organization / PSU.
- Undertaking that the vehicles to be provided will not belong to any **employee of MGNREGS Odisha Society or his/her relative.**
- Rates must be quoted only as per format.

TERMS AND CONDITIONS FOR HIRING OF VEHICLE

1. The commercial light petrol vehicles (**preferably BS-IV**) or above on monthly basis and petrol/diesel vehicles on 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 contract shall initially be for a period of **one year** with effect from the date of signing of 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.

The minimum mileage (KM per litre of petrol and lubricant to be reimbursed) to be quoted should not be less than as detailed below (as per latest Finance Department Circular: - 30464 dated-06.09.2019):

Sl. No	Type of Vehicle (AC)	Minimum K.M. per one litre of Petrol	Minimum K.M. per one litre of lubricant
1.	Tiago/Bolt/Celerio (Petrol)	17	1,000
2.	Zest/ Tigor/ Swift Dzire Xcent/ Etios (Petrol)	17	1,000

(The monthly hire charges should not exceed the maximum limit as fixed by Finance Department.)

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 (rate/Km, rate/hour) for providing the vehicle 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 should be clearly mentioned separately in terms of Percentage in the designated places in the financial bid (Cover-B). However, these are not to be taken into consideration for evaluation purpose.
6. The vehicles to be provided should not be more than **3 years old**.
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 agency will be responsible for proper maintenance, insurance and other liabilities in respect of the vehicles. 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, proofs of up to date tax payments, D.L.s of the Drivers, 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 & 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. The driver of the vehicle should 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 (Local & Long), **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.

Important Points:

1. Monthly rental vehicles should be **petrol commercial vehicles** only.
2. The vehicles to be provided should not be more than **3 years old**.
3. For providing the vehicle on a **monthly basis**, the monthly rate (**excluding petrol & lubricant cost**) should **include** the cost of Tyres, Tubes,

battery & consumables, all major and minor maintenance work with spares and all payments towards driver's salary, his fooding cost, overtime and mobile Phone.

4. For providing the vehicle on a **daily basis (long & local tour)**, the per/Km or per/hour rate should **include** the cost fuel (Diesel/Petrol), Lubricants (Mobil), 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).
5. A bidder can submit bid for one or both types of services (Daily / Monthly basis).
6. Interested bidders may submit their tender to MGNREGS Odisha Society through Speed Post/ Registered Post/ Courier only.
7. The Registered office or one of the Branch offices of the bidder should have been located within Bhubaneswar Municipal Corporation area.

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, the comparative statement shall be prepared on the basis of Per Km. (long tour) or per hour price (local tour) quoted. The lowest bidder (s) has to **agree** to the other charges like lowest halting charge, night halt, extra Km. Rate, etc. offered by other bidders in the tender.

g) In case of monthly vehicle, the comparative statement shall be prepared by taking Monthly Rent, lubricant charge and fuel for 2,500 KM.

In case of monthly vehicle, the minimum mileage (KM per Litre of petrol and lubricant to be reimbursed) to be quoted should not be less than as detailed below:

Sl. No	Type of Vehicle (AC)	Minimum K.M. per one litre of diesel	Minimum K.M. per one litre of lubricant
1.	Tiago/Bolt/Celerio (Petrol)	17	1,000
2.	Zest/Tigor/Swift Dzire Xcent/Etios (Petrol)	17	1,000

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

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 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

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

1	Name of the Organization	
2	Address of the organization with telephone no. & fax	
3	Email id of the Organization	
4	Name of authorized signatory	
5	Specimen signature of the authorized signatory	
6	Telephone number of authorized signatory	
7	Instrument No. and date of the EMD of Rs. 20,000/- 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. 2018-19, 2019-20 & 2020-21.	(Attach self-attested copies of Audited Profit & Loss Accounts and Balance Sheets of the last three financial years i.e. 2018-19, 2019-20 & 2020-21.
13	Proof of provision of vehicles to at least 3 (Three) Govt./ Semi-Govt. Organizations / PSUs / Banks etc. during the last three financial years i.e. 2018-19 to 2020-21	(Attach self-attested copies of Work Orders received from Government / Semi-Government / PSUs/ Banks etc. (At least three different organizations) during last three Financial Years i.e. 2018-19, 2019-20 & 2020-21)
14	Undertaking to provide good conditioned vehicles (not more than 3 years old) along with all necessary documents required under traffic rule.	Attach the undertaking with signature & seal of the Organization
15	Undertaking that the vehicle to be provided will not belong to any employee of MGNREGS Odisha Society or his/her relative.	Attach the undertaking with signature & seal of the organization
16	Undertaking that the firm has not been debarred/ blacklisted by any Govt. Organization / Semi Government Organization / PSUs	Attach the undertaking 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)	Local Tour (Within 200 KM per day)		Long Tour (Above 200 KM)		
		Rate per Hour (10 KM free per Hour) (Rs.)	Rate per extra KM (Rs.)	Rate per KM (Rs.)	Halting Charge per Hour (Beyond Running Hours 50 k.m./ Hr.) (Rs.) **	Rate for Night Halt (Rs.)
1	2	3	4	5	6	7
1	Tiago/ Bolt/ Celerio					
2	Zest/ Tigor/ Swift Dzire /Xcent/ Etios					
3	Innova					
4	Bolero					

** Halting charges in case of Long tour are not allowed from 11 PM to 6 AM, if the vehicle halted for night.

B. Monthly Basis Rate (exclusive of GST)

Sl. No.	Type of Vehicle (AC)	*K.M. per one Litre of petrol/diesel	*K.M. per one Litre of lubricant	Monthly Rent excluding fuel & lubricant per vehicle (Rs.)
1	2	3	4	5
1	Tiago/ Bolt/ Celerio (Petrol)			
2	Zest/ Tigor/ Swift Dzire / Xcent/ Etios (Petrol)			

* Pl. refer to the criteria of Min. KM per one Litre of petrol & KM per one liter of lubricant mentioned in the Evaluation procedure [Clause 7(g) mentioned under the important points mentioned in tender document]

C. GST: Please mention the % of GST as applicable:_____.

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)