


**OFFICE OF THE DIRECTORATE OF PUBLIC PROSECUTIONS,
B-2, 4TH Floor, Toshali Bhawan,
Satya Nagar, BBSR-751007**

TENDER DOCUMENT FOR HIRING OF TRAVEL AGENCY FOR PROVIDING HIRED

VEHICLES ON MONTHLY BASIS

Sealed quotation/ Tenders are invited from interested reputed Travel Agencies/ Tour Operators/Individuals from Cuttack City for providing 01 (one) number of Zest/Tigor/ Swift Dzire/Xcent/Etios (Petrol) which shall conform to the terms and conditions for official use in Office of the Directorate of Public Prosecutions, Odisha, Bhubaneswar on monthly rent basis.

- 1) The vehicle must be in road worthy condition, must have valid Registration Certificate. Insurance Certificate. 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 licence for driving light transport passenger vehicle and transport passenger vehicle. The driver should be well behaved, gentle and obedient in nature.
- 4) A sum of Rs.3000/- shall be deposited by the intending bidder in shape of Account Payee Bank Draft drawn in favour of the **Special Officer-cum-D.D.O, Directorate of Public Prosecutions** and submitted along with the tender as a security deposit. After completion of tender process the amount will be refunded to unsuccessful bidder.
- 5) The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants) which should **as per Finance Department circular no.30464/F dated 06.09.2019.**
- 6) The vehicle must achieve a fuel efficiency as per Finance Department circular **No. 30464/F dated 06.09.2019.**
- 7) The details of make and year of manufacture of the vehicle, registration no. should be specifically provided in the technical bid to be furnished with the quotation tender.
- 8) The quotation completed in all respect should reach the undersigned on or before 28.12.2022 by 03 P.M. and shall be opened soon after in presence of the bidder or their authorized representative.
- 9) The application form of quotation/ tender containing General Bid Information and terms and conditions for hiring of vehicle etc. are available with the Office website www.dppodisha.nic.in of this Directorate


 Seal & Signature of Quotation/
 Tender Calling Authority
 Designation

TERMS & CONDITIONS FOR HIRING OF VEHICLES

Annexure-1

The following terms and conditions must be fulfilled by the successful bidder for providing a vehicle on hire on monthly basis.

1. The hired vehicles, during period of contracts, shall have all necessary valid MV documents such as Registration Certificate, Insurance Certificate, Fitness Certificate, valid Contract Carriage Permit, Proof of up to date Tax Payment etc./and D.L.. of the driver available all the times. The Office hiring the vehicle shall not be responsible for any damage/loss caused to hired vehicle or loss of life / injury made to any person or damaged to any property on account of use of hired vehicle any manner whatsoever. The hirer shall not be responsible for all such litigations.

2. The hire charges to be paid for monthly basis but does not include cost of fuel, which is to be paid separately basing on actual consumption and lubricants as per existing Government norms. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of Engine, Gear Box & different Coolant. Tyres & Tubes, Battery etc. will be borne by the bidder.

3. It shall be the responsibility of the bidder to provide a good driver and the salary of the drivers shall be borne by the owner.

4. In case of break down for reasons whatsoever the replacement of the vehicle of the same or better model shall be provided by the owner of the vehicle/bidder.

5. In case of vehicle do not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source.

6. The vehicle shall report for duty for minimum of 25 days in a month. Normal office hour shall be from 9 A.M to 8 P.M. In case of emergency the driver will have to report for duty as per the requirement of the hirer. No extra payment shall be demanded.

8. Monthly hire charges & reimbursement towards cost of Petrol (as per actual) of selected bidder will be paid in every succeeding month, as far as possible within 15 days of the submission of the bills by the service provider and no advanced payment will be made.

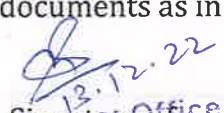
9. The vehicle shall be in good running condition during the period of contract.

10. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.

11. In case service provider intends 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 & termination of agreement.

12. If the bidder violates any of the terms of contract, the entire amount of security deposit shall be forfeited.

13. The Agency has to furnish information as well as all documents as in Annexure-II


Signature of _____
Officer
Quotation Tender Calling Authority
Public Prosecutions
Odisha, Bhubaneswar

Annexure-II

GENERAL INFORMATION/ELIGIBILITY CRITERIA OF THE AGENCY

1. The bidder must have Office in Bhubaneswar
2. Copy of the Registration Certificate Number of the Company/firm
3. Copy of the PAN No. of the Firm:
4. Copy of the latest Audited Financial Statement of the Firm:
5. Copy of the latest GST Return
8. Undertaking by the agencies that the tenderer is not blacklisted by any other Govt. agencies.
9. Undertaking to provide good conditioned vehicle.

TENDER FORM

Technical Bid

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

1. Organization Profile

a) Name _____

b) Registered Address _____

e) Address of Office at

d) Number of branches in Odisha if any (please mention place & locations)

e) Name of Authorised Signatory (in block letters):

f) Specimen signature of the Authorised Signatory: _____

g) Telephone/Mobile No. of Authorised Signatory of firm:

h) E-mail address of firm: _____

i) Contact Person's

• Name & Designation _____

• Tel. No. landline _____ Mobile _____

• E-mail ID _____

2. Type of Firm: Proprietorship/ Pvt. Ltd./Public Ltd. Cooperative/NGO/PSU

3. Bank Account No, with Branch and Name of Bank

4. Registration No. of the firm/ company: _____

(Please enclose self-attested photocopy)

5. PAN No. _____

(Please enclose self-attested photocopy)

6. GST Registration No. _____

(Please enclose self-attested photocopy)

7. Copy of latest GST return attached (Yes/No)

(Please enclose self-attested photocopy)

8. Earnest Money Deposit Details:

DD No. _____ Date _____

Amount Rs.3000/-

Drawn on _____

9. Undertaking to provide good conditioned vehicles (not more than 3 years old)
(Attach the undertaking with signature and seal of the Organisation)

10. Undertaking that the firm/ Individual has not been debarred/blacklisted by any
Government Organisation/Semi-Government Organisation/PSUS

(Attach the undertaking with signature and seal of the Organisation)

11. Whether all documents submitted signed by the authorised signatory of the
firm/agency (Yes/No):

I /we hereby certify that the terms and conditions given with the tender call notice have been read carefully and acceptable to me/us and that the information: furnished above is full and correct to the best of my/our knowledge. I/we understand that in case of any deviation in the above statement at any stage, my /our firm/agency will be blacklisted by your Office and will not have any dealing with your Office in future.

Signature of Authorised Signatory

Name _____

Designation _____

Seal: _____

To be enclosed in separate scaled envelope

TENDER FORM

Financial Bid

Monthly Basis Rate (exclusive of GST)

SL.No.	Type of Vehicle	KM per one litre of fuel	KM per one litre of lubricant	No. of vehicles	Monthly rent excluding fuel and lubricant per vehicle (in Rs.)	Total cost excluding GST (in Rs.)
1	2	3	4	5	6	7
Total cost for the vehicles per month (in words):						

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

GST: Please mention the % of GST applicable: _____

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

We agree to the terms and conditions and rates mentioned in the quotation for the period as per the contract from the date of signing of the contract/receipt of the purchase order and also agree that the price will remain unchanged during that period.

Place:

(Signature and seal of Authorised Signatory)

Date:

Eligibility Criteria

SL. No.	Parameters	Maximum Marks
1.	The intended company/firm/individual belongs to Bhubaneswar City.	(Yes/No)
2.	Provided Copy of Registration Certificate of Company/Firm	(Yes/No)
3.	Provided Copy of PAN Card	(Yes/No)
4.	Provided Copy of latest GST return	(Yes/No)
5.	EMD of RS. 3000/- drawn in favour of Special Officer-cum-D.D.O, Directorate of Public Prosecutions, Odisha, Bhubaneswar.	(Yes/No)
6.	The agency should have minimum 3 years of experience in the same field	(Yes/No)
7.	Provided Undertaking to provide good conditioned vehicles.	(Yes/No)
8.	Provided Undertaking that firm is not debarred/blacklisted by Government	(Yes/No)