

## INSTRUCTION TO BIDDERS

1. Sealed tenders are invited from **Registered Agencies or Individual** for hiring of **commercial light diesel/petrol vehicles** (AC/Non-AC vehicles) to be engaged by CALA, NH – 42 (55), Angul on monthly basis.
2. The interested bidders may download the tender document from the website [www.angul.nic.in](http://www.angul.nic.in) and submit the same to CALA, NH – 42, Angul.
3. The tender must be accompanied by **EMD of Rs.10,000/- (Rupees Ten Thousand)** only in **technical bid** by way of Demand Draft in favour of (Competent Authority and LAO, NH, Angul) payable at Angul from any nationalized bank. Tenders not accompanied by tender document & EMD will not be considered. EMD of the unsuccessful bidders will be returned without interest on finalization of bid. EMD of the successful bidder (s) shall be converted as performance security deposit of the vehicle. The performance security shall be refunded on the same date after completion of the terms of contract.
4. The tender will have to be submitted in **Technical Bid and Financial Bid**. The formats & documents to be submitted in technical & financial bid are the tender document. The bidders should submit the bid by **cover envelop** super-scribed as "**Tender for Hiring of Vehicles on Monthly Basis for CALA, ANGUL**". The tenders should be addressed to:  
**Competent Authority and Land Acquisition Officer,**  
**NH – 42 (55), Collectorate,**  
**Angul, Odisha, Pin- 759122.**
5. The tender should reach the office of the **Competent Authority and Land Acquisition Officer, NH – 42 (55)**, by **11.02.2021 up to 5.00 PM**. and the tenders will be opened on **12.02.2021 at 11.00 A.M.**
6. The financial bids of those bidders shall be opened whose technical bids are found to be qualified.

### Eligibility Criteria

1. Preferably the agency having experience in providing vehicles to Govt./Semi-Govt. Organizations/PSUs etc. and they have to submit the self attested copies of work orders.
2. The agency should have valid PAN (A self-Attested copy of PAN Card is 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 in case of firm/ Agency/ Company

- 2 -
- Undertaking to provide good conditioned vehicles. However new vehicles shall be given preference.
  - Submission of Tender document & EMD in form of Demand Draft.
  - Undertaking that the Agency/ Organization/ Firm/ Company/Individual has not been debarred/ blacklisted by any Govt. Organization Semi-Govt. Organization / PSU
  - Rates must be quoted only as per format.

#### TERMS AND CONDITIONS FOR HIRING OF VEHICLE

1. The commercial light diesel/petrol vehicles (Bolero) on monthly basis will be used by CALA, Angul Staff for their daily official work and carrying officials to Govt. Offices/Departments and other offices at different places.
2. The period of contract shall initially be for **11 months** with effect from the date of signing of contract and may be extended further after satisfactory performance. Which shall be reviewed after 6 months of completion of engagement and if the service is found to be unsatisfactory then the contract shall be terminated.
3. The agency is required to provide clean vehicle with good quality clean seat covers with towels and **Mobile Phone (for incoming calls) for the driver for which no extra payment shall be made.**
4. The driver should have driving experience and should be well versed with the roads of the Block, District as well as roads within the state.
5. **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 food expenses, etc. and such running distances in KMs shall be checked, deducted and accordingly fuel cost shall be released.**
6. Payment of Road Tax shall be borne by the agency/ owner.
7. Salary of the driver shall be borne by the agency/ owner.
8. The agency/owner 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/owner.
9. The agency/ owner shall obtain vehicle fitness certificates from competent authority, vehicle registration, comprehensive insurance, payment of road tax, etc.
10. If the vehicle/driver does not report for duty on any day, twice of the proportionate cost will be deducted from the bill.
11. CALA, NH - 42, Angul will not be responsible for any dispute except paying the hire charges.
12. The vehicles will be provided on regular basis and will not be replaced without prior

permission.

13. 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 CALA will make the agency/owner liable for **Blacklisting**.
14. In case the driver proceeds on leave, the agency shall obtain prior approval/ permission from CALA, Angul. Further, the agency/owner shall provide a suitable substitute.
15. If for any reason the driver is unable to attend the office on any date/ time for which prior permission from CALA, ANGUL has not been obtained, it is the responsibility of the agency to provide a suitable substitute immediately.
16. The driver of the vehicle shall maintain record of daily mileage and time from the point of departure to arrival.
17. The agency must ensure that the driver (s) employed possesses a valid driving license. The driver of the vehicle should be well conversant with traffic rules and other regulations prescribed by the Govt. from time to time.
18. **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 by the CALA. In case of daily basis (Local & Long), **duplicate duty slips** have to be maintained and one slip has to be retained by the CALA using the vehicle with noting of starting / closing Kilometers and time & signature on the duty slip (both original & duplicate).

**Important Points:**

1. All vehicles to be provided should be **diesel/ petrol commercial vehicles** only.
2. For providing the vehicle on a **monthly basis**, the monthly rate (excluding diesel/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 food cost, overtime and mobile Phone.
3. A bidder to submit bid for Monthly basis.

**Evaluation and Selection:**

- a) Evaluation shall be done separately on Monthly Basis.
- b) The Financial Bids shall be opened for those bidders who will qualify in their technical bid evaluation.
- c) The Bids shall be opened in the presence of the technically qualified bidders or any of their authorised representatives and the **Competent Authority and Land Acquisition Officer, NH - 42, Angul, Odisha, Pin- 759122.**
- d) The comparative statement shall be prepared by taking Monthly Rent and fuel (diesel/ petrol & lubricant) charge.

**Award of Contract:**

- 4 -

- The lowest evaluated bid (for the type of vehicle) shall be decided based on the lowest evaluated price bid for each type of vehicle and the L1 bidder shall be decided accordingly after negotiation.
- If any agency submitted tenders for a old vehicle found to be L1 whereas if any agency submitted a tender for a vehicle of newer one found not to be L1 then separate circulation shall be done amongst the bidders quoted rates i.e. of the bidders who submitted tenders for providing old vehicles and those submitted for newer vehicles and accordingly decision shall be made.
- 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.

## 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 Office applied for	
2	Name of the Organization/Agency/ Individual	
3	Address of the organization/ Agency/ Individual with telephone no. & fax	
4	e-mail id of the Organization/Agency/ Individual	
5	Name of authorized signatory	
6	Specimen signature of the authorized signatory	
7	Instrument No. and date of the EMD of Rs.10,000/- (Rupees ten thousand only) (in shape of Demand Draft)	
8	Registration Certificate of the Firm (Partnership Agency/ Organization/ Firm / Company)  (Attach self-attested copy of the Registration Certificate in case of the Agency/ Organization/Firm/ Company)	
9	PAN (Attach self-attested copy of PAN Card)	
10	<b>Undertaking</b> to provide new vehicle or good conditioned vehicles	
11	<b>Undertaking</b> that the <b>vehicle to be provided</b> will not belong to any Govt. offices	
12	<b>Undertaking</b> that the firm <b>has not been debarred/ blacklisted by any Govt. Organization/Semi Government Organization.</b>	

#### 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 ~~true~~ and correct to the best of my/our knowledge.

Place: Angul

Date:

(Signature & Seal of the Authorized Signatory)

TENDER FORM

Part II - Financial Bid - Cover B

Monthly Basis Rate

Sl. No.	Type of Vehicle	**K.M. per one Liter of diesel/ Petrol	**K.M. per one Liter of lubricant	Monthly Rent excluding fuel & lubricant per vehicle (Rs.)
1	2	3	4	5
1.	Bolero (AC/ Non-AC)			
2.	Any other			

Place: Angul

Date:

(Signature & Seal of the Authorized Signatory)