



DISTRICT PROJECT OFFICE
SAMAGRA SHIKSHA, CUTTACK

No. 855 / Date 27/02/23.

Quotation Call Notice

Sealed Quotations/Tenders are invited from intending Reputed Travel Agencies/ Tour Operators/ Proprietors(Private Individuals)having valid GST Registration certificate for providing one vehicle (Scorpio/Creta/ Mahindra Marazzo) in the prescribed format(Annexure-II) for use in the Office of District Project Coordinator, Samagra Shiksha, Cuttack on monthly hire basis. **Preference will be given to Petrol driven vehicle** The detailed terms and conditions for hiring of the vehicles is indicated in Annexure-I, which can be downloaded from official website <http://www.osepa.odisha.gov.in> and <http://www.cuttack.nic.in>.

The quotations complete in all respect should reach to the undersigned on or before **9th March 2023** by 5:30 P.M which will be opened on **10th March 2023 at 4:00 P.M** in the Office Chamber of the A.D.M(Gen.),Cuttack in presence of the quotationers or their authorized representatives.

By order of the Collector-cum-Chairman.

District Project Coordinator,
Samagra Shiksha, Cuttack

No. 856 / Date 27/02/23.....

Copy to the Notice Board of Collectorate, Cuttack/ D.E.O, Cuttack/ D.P.O, SS, Cuttack for wide publication.

District Project Coordinator,
Samagra Shiksha, Cuttack

Details of Quotation Call Notice No. 855, dated: 27/02 of DPO, Samagra Shiksha, Cuttack.

Sealed quotations/Tenders are invited from interested Travel Agencies/ Tour Operators or Proprietors (private individuals) having valid GST Registration Certificate for providing one vehicle (Scorpio/Creta/Mahindra Marazzo), which shall confirm to the Terms and conditions (Annexure-I) for use in District Project Office, Samagra Shiksha, Cuttack on monthly hire basis. **Preference will be given to Petrol driven vehicle.** The monthly quoted hire charges of the vehicles should not exceed the maximum charges and mileage fixed by the Govt. vide Finance Deptt, Odisha, Memo no.30464/f/Dtd:06.09.2019 as specified below:

Sl. No.	Type of vehicle	Maximum hire charges per month	Mileage in Km. Per Litre
1	Scorpio/ Creta/ Mahindra Marazzo	Rs. 37,000/-	10Km/pl

In view of pollution being high through use of diesel vehicles, it is preferable to hire BS-VI compliant petrol vehicles.

- 1) The vehicles must be in Road Worthy condition, shall not be more than 3 years old from the date of initial registration and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution Under Control (PUC) 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 License for driving light transport passenger vehicle and should be sufficiently experienced in driving transport passenger vehicle.
- 3) The Driver should be well behaved, gentle and obedient in nature.
- 4) A sum of Rs. 5000/- (Rupees Five Thousand) only shall be deposited as EMD (refundable) by the intending bidders/quotationers in shape of Bank Demand Draft drawn on any nationalised bank in favour of the **District Project Coordinator, SS, Cuttack** payable at Cuttack.
- 5) The EMD submitted by the successful bidder will be retained without any interest till the vehicle is to be used in DPO, SS, Cuttack.
- 6) The monthly rate of hire charges shall be quoted separately in the general bid information (excluding fuel and lubricants). Maximum ceiling for hire charges per month is as mentioned above, includes all types of expenditure but not limited to i.e. halting charge, wages of Driver, accommodation of Driver, repair maintenance & Engine oil of vehicle etc. No extra charges will be paid.
- 7) The vehicle must achieve a fuel efficiency of minimum average mileage of 10Kmpl with maximum hire charges of Rs. 37,000/- per month.
- 8) The details of the make and year of manufacture of the vehicle, registration no., mileage (Kms covered per litre), name of the Driver with Driving License No. and period of validity should be specifically provided in the general bid information (at Annexure-II) to be furnished with the Quotation/ Tender.
- 9) The initial contract period will be for 2 years, which may be extended further for 1 year on satisfactory performance. Each party can cancel the contract by giving at least 30 days of notice.
- 10) The Quotation completed in all respect should reach the undersigned by **Registered Post or Speed Post** only on or before **9th March-2023 by 5:30 P.M** and shall be opened on **10th March 2023 at 4:00 P.M** in Office Chamber of Addl. District Magistrate (Gen.), Cuttack in presence of the bidders or their authorized representatives.
- 11) The Application for quotation/tender containing general bid information and Terms & Conditions for hiring of vehicle can be downloaded from the website <http://www.osepa.odisha.gov.in> and <http://www.cuttack.nic.in>.

District Project Coordinator,

CRITERIA FOR EVALUATION OF BIDS:

Technical Bid:- The technical bids of the bidders will be opened in the first stage and will be evaluated on following criteria:-

- The tender document with all pages duly signed with official seal.
- Copy of Income tax PAN card.
- Copy of GST registration.
- Earnest Money Deposit in form of demand draft.
- Photocopies of the vehicle related documents owned by the firm.
- Insurance of vehicle and Driver License.
- A self-certificate to the effect that the tenderer has not been blacklisted by Central/State Govt./Public Sector Units or its contracts have not been terminated on account of poor performance.

Financial Bid: The financial bids will be opened only in respect of those firms, which meet the technical bid criteria mentioned above.

Bid Evaluation Methodology:

Evaluation of the Technical and Financial proposals will be based on **Quality cum Cost Based Selection mode with weighted average of 70:30 for technical and financial proposals respectively.**

In the first phase the Technical Proposals shall be evaluated on the basis of minimum eligibility criteria as mentioned in this tender document.

In the second phase, the bidders which satisfy the minimum eligibility criteria shall be given marks based on Table: 1 of this tender. Accordingly, firms will be ranked based on the marks allotted to them.

Table: 1

Sl. No.	Evaluation Criteria	Maximum Score
1	Age of the Vehicle from the date of initial registration	<ul style="list-style-type: none">• 0 to 3 months: 50 marks• More than 3 months to 6 months: 40 marks• More than 6 months to 1 year: 30 marks• More than 1 year to 2 years: 20 marks• More than 2 years to 3 years: 10 marks• More than 3 years: 0 marks Subject to maximum marks of 50
2	Interview with proposed Driver to ascertain behaviour, experience, skill/knowledge test etc.	Subject to maximum marks of 50
TOTAL		100

In the third phase the firms shall be short listed and will be invited for opening of financial bid.

Technical Score (Ts): The Technical marks of participants shall be as per the point scoring methodology. Authority may include a panel of experts to evaluate the technical bids. The bidders shall be invited for a PowerPoint presentation/discussion with proposed Driver in front of the committee.

Opening of Financial Proposal:

The financial proposals of the top 5 bidders ranked after the presentation/interview shall be opened.

Financial Score: The lowest financial proposal will be given a financial score of 100 points. The financial scores of other proposals will be computed as follows:

$$F_s = 100 \times FM1/F1$$

(F1 = amount of Financial Proposal as proposed by the bidder; FM1 = Lowest financial quote)

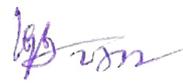
Combined and Final Evaluation

Proposals will finally be ranked according to their combined technical (Ts) and financial (Fs) scores as follows:

$$S = T_s \times T_w + F_s \times F_w$$

(Where S is the combined score, and Tw and Fw are weights assigned to Technical Proposal and Financial Proposal that shall be **0.70** and **0.30** respectively).

The Selected Applicant shall be the First Ranked Applicant (having the highest combined score). The Second and third Ranked Applicant may be kept in reserve and may be invited for negotiations and they shall be considered for engagement at the rate agreed by the selected agency in the event of withdrawal, failure of the selected agency or on the event of increase in volume of work, or for any other reason.



TERMS & CONDITIONS FOR HIRING OF VEHICLES

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

- 1) The hired vehicles, during period of contract, shall have all necessary valid MV documents such as:- Valid Registration Certificate, Valid Insurance Certificate, Valid Fitness Certificate, Valid Contract Carriage Permit, Pollution under Control certificate, proof of up-to-date tax payment etc. and D.L of the driver available all the times. The Department/Office hiring the vehicle shall not be responsible for any damage/loss caused to hired vehicles 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 owner of the vehicle shall be responsible for all such litigation.
- 2) Service provider/Travel Agency is required to furnish copy of GST registration compulsorily to provide vehicle on hire basis to the Govt. office.
- 3) The Authority will not carry any stolen / contraband / forest articles / excise articles etc. in the vehicle and will not violate provisions of MV Laws and will use the vehicle at his risk and responsibility and if anything happens in violation of the previous of MV Laws etc., the owner of the vehicle will not be held responsible for the same. On the other hand during the strike, bandh, dharana any mass, Public, Political movement if any harm, injuries, damages is caused to the vehicle the same shall be borne by the Insurance of the Owner of the vehicle.
- 4) The hire charges to be paid on monthly basis is final but does not include fuel cost. The cost of fuel is to be borne by this office basing on actual consumption recorded as per logbook. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of Engine, Gear Box & differential Coolant, Tyres & Tubes, Battery etc. will be borne by the bidder.
- 5) It shall be the responsibility of the bidder to provide a good driver. The salary and other accommodation of the driver shall be borne by the owner.
- 6) In case of breakdown for reasons whatsoever the replacement of a vehicle of the same or better model shall be provided by the owner of the vehicle/bidder for smooth functioning of Office Work.
- 7) In case of primary driver taking holiday from office due to emergency situation it is the responsibility of the owner/Agency to provide backup with due approval of the Authority..
- 8) In case of the vehicle do not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source.
- 9) In case if the vehicle is not available hiring charges will be deducted from monthly hire charges proportionately.

- 10) Without prior intimation to the Authority the owner of the vehicle can not frequently change the Driver of the vehicle.
- 11) Monthly hire charges of selected bidder will be paid in every succeeding month, as far as possible within fifteen days of the submission of bills by the service provider along with all related documents and no advance payment will be made.
- 12) The vehicle shall not be more than 3 year old from the initial registration and also in good running condition during the period of contract.
- 13) If the services are found to be unsatisfactory, the client shall give one month notice for termination of agreement.
- 14) In case the service provider intends to withdraw the services of his vehicle and terminate the agreement, it shall be mandatory upon him to submit one month notice before such withdrawal of service and termination of agreement otherwise the EMD submitted by him will be forfeited.
- 15) The vehicle shall be parked and be available for service in official premises of DPO, SS, Cuttack and this condition is applicable for all days of the month including public holidays and hours beyond official time.(two days per month for repair & maintenance is to be excluded).
- 16) The hired vehicles cannot be used for any private/commercial purpose beyond office hours or during holidays.
- 17) The Authority is kept at liberty to move anywhere within the state of Odisha for official journey.
- 18) If the bidder violates any of the terms of contract, the Authority shall forfeit the entire amount of EMD.

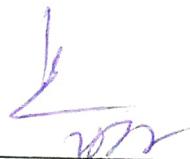

**Dist. Project Coordinator,
Samagra Shiksha, Cuttack.**

Annexure-II**GENERAL INFORMATION FOR HIRING VEHICLES**

(To be furnished by Quotationer)

Sl No.	Particulars	Information
1	Registration no. of Vehicle	
2	Type of Vehicle (AC/Non AC)	
3	Fuel used(Petrol/Diesel)	
4	Year of Manufacture	
5	Model	
6	Date of Registration	
7	Name and complete Address /contact no. of the owner of the vehicle	
8	Fitness certificate validity	
9	Permit Validity	
10	Insurance Validity	
11	Pollution under Control Certificate validity till	
12	Name and Address of the Driver	
13	D.L. No. & Validity of D.L of the Driver	
14	Has the Service Provider provided vehicle to any Govt. Deptt./Offices(Yes/No).	
15	If Yes Please mention the name of the Deptt./Office	

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

Date:**Place:****Full signature of the Quotationer with Seal**

Financial Bid Undertaking

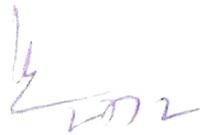
(on letter-head of the bidder)

UNDERTAKING

1. I submit the Financial Bid for "Monthly Contract hiring of taxis (i.e. Taxi registered vehicles with all India Tourist Permit) by the Authority" as envisaged in the Tender document.
2. I have thoroughly examined and understood all the terms and conditions as contained in the Tender document, and agree to abide by them.
3. I offer the rate(s) as indicated in the Financial Bid inclusive of all applicable charges, duties and taxes except applicable GST. The rates are in Indian Rupee.
4. I understand and agree that in case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.
5. I also agree that the quoted rates shall remain firm throughout the tenure of the contract and no revision will be considered for any reason.

Place:

Date:



Annexure – III B

(To be kept in a separate envelope)

SCHEDULE OF RATES TO BE QUOTED FOR HIRING OF VEHICLE

Type of Vehicle: (Scorpio/Creta/ Mahindra Marazzo)
Petrol/Diesel:

Sl. No.	Description	Lumpsum Monthly Hire Charges (in Rs.)
i.	Lumpsum Monthly Hire Charges	
ii	Prevailing GST	
iii (i.e. i + ii)	Grand Total Monthly Hire Charges	
iv.	Mileage per litre	

Note: GST will be payable by Authority as per prevailing rate and should be clearly spelt out by the tenderers.

Signature of the Authorised Signatory

Name: _____

Mobile/Tel _____

Designation _____

Address:

