



CENTRE FOR MODERNIZING GOVERNMENT INITIATIVE (CMGI)
1212(A), Unit – 1, Sishu Bhawan Square, Bhubaneswar- 751009, Odisha, Telephone No. :
0674- 2598150/51

TENDER DOCUMENT

Tender Enquiry No. _: CMGI/PCU/VH/2013/184 /414, Dt 14.03.2018

HIRING OF VEHICLES

e-Tenders are invited from Travel agencies/ Commercial Vehicle Operators for “ **Providing Services of Hired Vehicles to CMGI**” .

Amendment of Tender: In case of any discrepancy between the Press Advertisement, other detailed provisions of the tender document and the updated version on the web (up to **6.00 P.M. on 27th March 2018**), the web-version will prevail. At any time prior to **27th March 2018**, CMGI reserves the right to add / modify / delete any portion of this document by issuance of an addendum, which would be published on the web site cmgi.org.in and will be binding on the bidders .

SCHEDULE OF EVENTS

1. Last Date For Submission of Tender:	16/04/2018 up to 2.00 PM
2. Opening of General Bid & Technical Bid	16/04/2018 at 3.00 PM
3. Opening of Commercial Bid	20/04/2018 at 3.30 PM
4. Submission of Tender	Through Government of Odisha e-Tender portal (https://tendersodisha.gov.in) on or before 16/04/2018 up to 2.00 PM



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To,

Sub: Selection of Travel agencies/ Commercial Vehicle Operators for “ Providing Services of Hired Vehicles to CMGI” .

Dear Sir/ Madam

CMGI proposes to engage Travel Agencies/ Commercial Vehicle Operators for “**Providing Services of Hired Vehicles to CMGI**” for a period of two years.

Sealed Tenders as per the terms and conditions contained in this tender document are invited from Travel agencies/ Commercial Vehicle Operators for “ Providing Services of Hired Vehicles to CMGI” .

Yours faithfully,

Executive Director,

CENTRE FOR MODERNIZING GOVERNMENT INITIATIVE (CMGI)



Terms and Conditions

The following Terms and Conditions must be fulfilled by the successful bidders for providing the vehicles on monthly rental basis for Official use by Centre for Modernizing Government Initiative (CMGI).

1. The bidder must be a proprietor / partnership firm / company under the Companies Act.
2. CMGI reserves to assign the work order to one agency or more.
3. No other charges (maintenance cost, engine oil etc.) shall be admissible to the successful/selected bidder/ travel agency. Bill against the monthly vehicle rental and fuel (diesel) charges (as per the L1 bidding price) of the selected travel agency/ Commercial vehicle operator only will be considered for release of payment.
4. The travel agency/ Commercial vehicle operator should be ready to engage the vehicle (s) 24 (hrs) X 7 (days) without any hesitation and no extra charge will be provided for night halt on monthly vehicle hire. Vehicle Bookings will be made through email / phone.
5. The Vehicles must be registered with the Transport Authorities for commercial use. Relevant support / documentary proof shall be enclosed.
6. Bidder must have valid road permit and other documents as required by the RTO. Comprehensive Insurance, road permit (minimum all Orissa permit), pollution certificate and other necessary documents should be up-to-date.
7. Initially the contract will be for a period of 3 (three) years and will be renewable further if services are found satisfactory.
8. The drivers & the vehicles to be provided under this contract shall not be changed without prior intimation to CMGI. The drivers should be residing within a radius of 10 k.ms. from CMGI office. He should also be willing to undertake duty during late/early hrs. and on holidays (including Sundays). However, the Vehicle shall be made available to CMGI at any date and time as and when required. The contractor should make necessary alternate arrangements to provide rest/leave to the drivers, and shall be responsible for payment of their salary and other dues.
9. The successful bidder should make alternate arrangement in case of any failure in providing the regular vehicle. If the successful firm fails 3 (three) times in a year to make alternate arrangement in absence of the regular vehicle, the work order shall be cancelled.
10. If on Sundays or any other holidays, CMGI asks for providing vehicles, the firm should be ready to engage the desired vehicle(s). Otherwise performance of the firm would be negatively evaluated. If the successful firm fails 3 times in a year to provide vehicle(s) on holidays, the work order shall be cancelled.
11. Vehicle should be provided for all days including Sundays and other holidays for monthly vehicles.
12. Normal duty Hour will be from 9 A.M. to 10 P.M. The time mentioned will be treated as normal time of office hours and the operator will have to provide vehicle for abovementioned time for monthly vehicles. Night charges will not be applicable for the mentioned period.
13. The kilometers covered by the vehicle from travel agency to CMGI and return shall not be included in the Contract and for billing purpose.
14. The Travel Agency should provide the Fitness Certificate of the Vehicle.



15. The drivers shall possess valid driving License, well behaved and punctual. The drivers should have at least 5 years of driving experience. The contractor/travel agency shall be required to change/replace the driver(s) in case not found suitable. The drivers should extend all normal courtesy (such as greeting, opening/closing door etc.) towards the user(s) and should present themselves for duty in a neat and clean appearance.
16. Documents like taxi permit, up-to-date registration certificate, up-to-date insurance (with 1st party insurance) etc. should be valid.
17. The Travel Agency shall provide replacement of the vehicle immediately (within reasonable time) in case of breakdown or any other problem.
18. CMGI is not responsible on any accident / any kind of damage to the vehicle during the use of the same by CMGI.
19. During the period of contract no request shall be entertained for any hike in the tender/accepted rates due to any reason.
20. The Selected Agency/ Commercial Vehicle Operator shall employ drivers without any previous criminal track record.
21. The driver must ensure daily update of log book.
22. Safety / Insurance: The Vendor shall ensure that only properly licensed and insured drivers with properly maintained vehicles provide the services.
23. No mileage will be allowed for lunch/tea of the driver. Driver should carry his lunch.
24. Rates once finalized will be fixed at least for a period of one year and used as base rate in case of Upward/downward change in rates in fuel prices.
25. Any complaint from the users regarding poor upkeep, maintenance, non-availability of above accessories or any misbehavior of the driver would attract a cut from the bill for that day(s) on pro rata basis @ 10% in the first instance, 20% in the second instance and removal of driver and/or vehicle from the fleet on the third instance either from per day rate or on pro rate basis.
26. Actual parking charges will be payable along with the monthly bills, only upon submission of the parking, bills.
27. CMGI reserves the right to cancel the work order if the performance of the selected agency is found to be not satisfactory and issue fresh work order in favor of the L2 bidder in L2 bidding price.
28. The contract is terminable within one month notice on either side. However, CMGI may terminate the contract in part or in full without notice in case of prolonged/frequent unsatisfactory service, breach of Terms & Conditions and non-compliance of the instructions given by designated CMGI officials.
29. If the performance of the selected Travel agency/ Commercial Vehicle Operator is found to be not satisfactory with reference to above, then the work order will be cancelled and the said agency will be blacklisted by CMGI.
- 30. Terms of Payment:**
 - (a) No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work.
 - (b) The bidder shall submit the Bill at each stage/in the first week of following month in respect of previous month (in case of monthly payments) for sanction of the amount of Bill respect of previous month (in case of monthly payments) for sanction of the amount of Bill and passing the Bill for payment.
 - (c) Payment will be paid based on the monthly hiring/rental charges and fuel



(diesel) charges towards total kilometers travelled in the month. Fuel charges will be determined based on the diesel price per litre in Bhubaneswar and total kilometers travelled in the month and the price determined in tender (mileage per liter of diesel).

(d) All payments shall be made by RTGS / cheque only.

Application Process:

The bidder should submit the following documents only through Government of Odisha e-Tender portal (<https://tendersodisha.gov.in>) on or before 16/04/2018 up to 2.00 PM:

- a. Proof of the bidder as a proprietorship / partnership firm / company under the Companies Act and must be in operation for three years from the data of tender.
- b) Photocopy of PAN Card of the proprietor / partnership firm / company allotted by Income Tax Authorities along with registration details.
- c) Address and contact no. of the bidder for communication.
- d) General Information for Hiring Vehicles : ANNEXURE – I
- e) Tenders through telegram, telex, fax, and/or hard copy etc. shall not be accepted.

MANDATORY OFFLINE SUBMISSION (ON OR BEFORE : 16.04.2018) :

- Earnest Money Deposit of Rs. 5,000/- (Rupees five thousand only).
- Bidder must submit Tender Fee of Rs. 2,000/- (Rupees two thousand only).

Financial Bid Evaluation Procedure:

The L1 bidder will be selected as per the procedure below

- The bidders are required to submit the financial bids as per the BOQ format only through Government of Odisha e-Tender portal (<https://tendersodisha.gov.int>) on or before 16/04/2018 up to 2.00 PM.
- L1 price will be determined based on the total price quoted towards monthly rental/hire charges and fuel price towards travelling of 2000 kilometers.
- Selection of the bidder will be done on L1 (lowest cost) method.
- The bidder who has quoted the lowest price for the required type of vehicle will be treated as L1 bidder and will be awarded the contract based on the requirement.
- CMGI reserves the right to award the contract to more than one bidder on the basis of lowest price quoted for each type of vehicle.
- In case of successful bidder, the EMD may be forfeited if the bidder fails to accept the Purchase Order.
- CMGI reserves the right to cancel the bid if it is found to be wrong in terms



of calculation in BoQ.

- On account of above, in case of any doubt regarding the BoQ of the e-Tender, the bidders are advised to personally meet and consult at Procurement and Contracting Unit (PCU), Centre for Modernizing Government Initiative (CMGI), 1212(A), Unit – 1, Sishu Bhawan Square, Bhubaneswar- 751009, Odisha for clarification regarding the BoQ.

Please Note:

- (a) CMGI reserves to assign the work order to one or more agencies.
- (b) No other charges (maintenance cost, engine oil etc.) shall be admissible to the successful/ selected bidder/ travel agency. Bill against the monthly vehicle rental and fuel (diesel) charges (as per the L1 bidding price) of the selected travel agency/ Commercial vehicle operator only will be considered for release of payment.
- (c) The travel agency/ Commercial vehicle operator should be ready to engage the vehicle (s) 24 (hrs) X 7 (days) without any hesitation and no extra charge will be provided for night halt on monthly vehicle hire.
- (d) Every month, the official (s) of CMGI will give their feedback regarding the quality of service of the agency/driver/vehicle based on which continuation of the travel agency with CMGI will be determined. Dissatisfaction of the officials regarding the quality of the service if the agency (ies) shall lead to termination of the work order. The customer satisfaction format will be shared with the successful bidder (s) along with the work order for their reference.

Signature of the Bidder:

Date:



ANNEXURE - I

GENERAL INFORMATION FOR HIRING VEHICLES

1. Registration No. of Vehicle :
2. Type of Vehicle (AC/Non-AC) :
3. Year of Manufacture :
4. Model :
5. Date of Registration :
6. Name & Complete address
Of the owner of the vehicle:
7. Fitness Certificate validity :
8. Permit validity :
9. Insurance validity :
10. Name / Address of the Driver :
11. D.L. No. & Validity of the D.L. of the Driver :
12. Contact Number of the Service provider (Travel agency):

Mobile No. :..... Telephone No.

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

Signature of the Bidder

Date: