



**CENTRE FOR MODERNIZING GOVERNMENT INITIATIVE (CMGI)
PLOT NO – 1212A, SISHU BHAWAN SQUARE, UNIT – 1, BHUBANESWAR,
ODISHA, TELEPHONE NO. : 0674- 2598150/51
BHUBANESWAR-751009**

TENDER DOCUMENT

Tender Enquiry No. _ : CMGI/PCU/VH/2013/184/ 932 dt. 18.05.2016

HIRING OF VEHICLES

Last Date for Submission of Tender: Dt. 16.06.2016 by 2:00 PM

Place of Submission of Tender Document: **CENTRE FOR MODERNIZING
GOVERNMENT INITIATIVE (CMGI),
1212(A), SishuBhawan Square, Unit-
1, Bhubaneswar - 751009**

Date & Time of Tender Opening and Evaluation
of General & Technical Bid: Dt. 16.06.2016 at 3:00 PM

Date and Time of Opening of Financial Bid: Dt. 18.06.2016 at 3.00 PM

The tender document contains total 14 pages.

SECTION-I

TENDER CALL NOTICE

Sealed tenders are invited from interested reputed Travel Agencies/Tour Operators/ Private vehicle owners for providing Non AC/AC Diesel driven vehicles having sitting capacity not more than ten including driver, which shall conform to the Terms and conditions for official use in CMGI on rental basis.

1. The vehicle 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, Valid Contract Carriage Permit, 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 vehicle.
3. The driver should be well behaved, gentle and obedient in nature.
4. The rate towards vehicle hiring charges should be quoted separately in the financial bid (excluding fuel).
5. The details of the make and year of manufacture of the vehicle, registration no., mileage (Kms covered per litre) and name of the Driver with Driving License No. and period of validity should be specifically provided in the general bid information to be furnished with the Tender (Section VII)
6. The tenders completed in all respect should reach the undersigned on or before 16.06.2016 by 2:00 PM and shall be opened on the same day at 3:00 PM in the presence of the bidders or their authorized representatives.
7. The application form of tender containing General Bid Information & Terms and Conditions for Hiring of Vehicles etc. can be downloaded from the CMGI website, i.e., www.cmgi.org.in.
8. The authority reserves every right to accept/reject any or part there of the tender or the whole tender without assigning any reason thereof.

Sd/-

Procurement Officer

Signature of the Bidder:

Date:

SECTION-II
GENERAL INSTRUCTION TO BIDDERS

1.0 Eligibility criteria for the Travel Agents / Hire Taxi Operators:

The bidder

- 1.1. Should have at least 3 vehicles in his name with good working condition. The photocopy of the vehicle RC Books should be furnished by bidder along with the tender paper.
- 1.2. Should have at least 3 trained drivers having minimum 7 years of driving experience. The photocopy of the driving licenses should be furnished by bidder along with the tender paper.
- 1.3. The bidder should submit the following documents of the Firm
 - a) Photocopy of PAN Card of the Travel Agency/ vehicle (Taxi) owner/ allotted by Income Tax Authorities.
 - b) Address and contact no. of the firm for communication as per Section-V.
 - c) Bidder must submit Earnest Money Deposit of Rs. 10,000/- (Rupees ten thousand only).

2.0 Tender Information:

- 2.1. Tender document will be available at CMGI website <http://www.cmgi.org.in>. The tender document can be downloaded by any prospective bidder from the website free of cost. The document, after duly filled in, should be submitted at CMGI latest by 16.06.2016 at 2:00 P.M.
- 2.2. Tender fee of Rs.1000/- + 5% VAT (i.e., 1,050/-) must be submitted along with the General bid document in form of a Demand Draft, drawn on a Nationalized / Scheduled bank, in favour of Executive Director, Centre for modernizing Government Initiative, (CMGI) and payable at Bhubaneswar.
- 2.3. Tender EMD of Rs. 10,000/- must be submitted along with the General bid document in form of a Demand Draft, drawn on a Nationalized/Scheduled bank, in favour of Executive Director, Centre for modernizing Government Initiative, (CMGI) and payable at Bhubaneswar.
- 2.4. The tender shall be submitted to the Procurement Officer, CMGI, Bhubaneswar.
- 2.5. The bidder or his authorized representative may attend the tender opening committee meeting at the time and venue mentioned above for any clarification required by the committee or for any negotiations to be done by the committee. No correspondence in this regard will be done by CMGI.

- 2.6. Tenders through telegram, telex, fax, etc. shall not be accepted.
- 2.7. Format and Signing of Bid: The bidder shall submit only one proposal. The bidder who submits or participates in more than one proposal will be disqualified. The bidder shall submit the proposal in two parts.
 - First part comprises of General bid (documents as per Section II)
 - Second part Proposal in the given format as per Section IV.
- 2.8. If the proposal is not submitted in separate envelope duly marked as indicated above, this shall constitute grounds for declaring the proposal non-responsive.
- 2.9. Documents should be the responsibility of the Agency.
- 2.10. Financial Bid Evaluation Procedure.
- 2.11. The L1 bidder will be selected as per the procedure below
 - Selection of the bidder will be done on L1 (lowest cost) method.
 - The bidder who has quoted the lowest prices will be awarded the contract.
 - 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.
- 2.12. In case of successful bidder, the EMD may be forfeited if the bidder fails to accept the Purchase Order.

Signature of the Bidder with Date :

SECTION-III
GENERAL TERM & CONDITIONS

1. The Vehicles must be registered with the Transport Authorities for commercial use. Relevant support / documentary proof shall be enclosed.
2. Any breach in these rules shall be the risk of the contractor. CMGI would not be responsible for any damages / losses / incurred or arising out of this contract, other than payments at the agreed rates for the services availed.
3. 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.
4. Initially the contract will be for a period of 2 years and will be renewable further if services are found satisfactory.
5. 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.
6. The firm should have a provision to take bookings 24hrs x 7 days. The firms having preparedness for 24 hrs x 7 days are supposed to participate in the tendering process. Vehicle Bookings will be made through email /phone.
7. The successful firm 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.
8. 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.
9. Vehicle should be provided for all days including Sundays and other holidays for monthly vehicles.
10. 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.

11. The kilometers covered by the vehicle from travel agency to CMGI and return shall not be included in the Contract and for billing purpose.
12. The Vehicle should be in excellent condition and should be purchased within one year from the tender date.
13. The Travel Agency should provide the Fitness Certificate of the Vehicle.
14. The vehicles should be maximum 3 years old from the time of its initial purchase.
15. The vehicles & the drivers shall report in time at the designated place & at the designated time on a regular basis, duly fueled and in sound running condition.
16. The drivers detailed on vehicles assigned for CMGI duty should be well versed with the roads / routes and traffic regulations in Bhubaneswar.
17. The Travel Agency/Vehicle Owner should provide drivers with mobile phone.
18. The drivers shall possess valid driving License, well behaved and punctual. The drivers should have at least 7 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.
19. Documents like taxi permit, up-to-date registration certificate, up-to-date insurance (with 1st party insurance) etc. should be valid.
20. The Travel Agency/Vehicle owner shall provide replacement of the vehicle immediately (within reasonable time) in case of breakdown or any other problem.
21. The Travel Agency/Vehicle owner shall be solely responsible for the staff deployed on the vehicles and for any untoward situation occurring during the course of duty.
22. CMGI is not responsible on any accident / any kind of damage to the vehicle during the use of the same by CMGI.
23. During the period of contract no request shall be entertained for any hike in the tender/accepted rates due to any reason.
24. The Travel Agency/Vehicle owner shall employ drivers without any previous criminal track record.
25. The driver must ensure daily update of log book.
26. Vendors Responsibility
 - a) Vendors will be responsible for all coordination and supervision of drivers providing the services to CMGI.
 - b) Provide a central point of contact for CMGI to request the specific rides

required.

27. Safety / Insurance: The Vendor shall ensure that only properly licensed and insured drivers with properly maintained vehicles provide the services.
28. No mileage will be allowed for lunch/tea of the driver. Driver should carry his lunch.
29. Rates once finalized will be fixed at least for a period of two years and used as base rate in case of Upward/downward change in rates in fuel prices.
30. 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.
31. A daily record indicating time and mileage for each vehicle shall be maintained by the driver in a log book in a format as per govt. instructions and the log book shall be submitted to the concerned officer in CMGI regularly for scrutiny.
32. Actual parking charges will be payable along with the monthly bills, only upon submission of the parking, bills.
33. Notwithstanding anything else contained to the contrary in this RFP document, CMGI reserves the right to cancel / withdraw / modify fully or partially the "Invitation of Proposals" or to reject one or more of the proposals without assigning any reason and shall bear no liability whatsoever consequent upon such a decision.
34. 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 travel agency who have participated in the tendering process and willing to take up the order in L1 price.
35. 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.

36. Amendment of Invitation:

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 10th June 2016**), the web-version will prevail. At any time prior to **10th June 2016**, the Procurement & Contracting Unit, 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.

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

Signature of the Bidder:

Date:

GENERAL BID

The bidders should submit the following documents along with the tender papers;

- 1) Tender fee of Rs.1000/- + 5% VAT (i.e., 1,050/-) must be submitted along with the General bid document in form of a Demand Draft, drawn on a Nationalized/Scheduled bank, in favour of Executive Director, Centre for modernizing Government Initiative, (CMGI) and payable at Bhubaneswar.
- 2) Tender EMD of Rs. 10,000/- must be submitted along with the General bid document in form of a Demand Draft, drawn on a Nationalized/Scheduled bank, in favour of Executive Director, Centre for modernizing Government Initiative, (CMGI) and payable at Bhubaneswar.
- 3) Copy of valid Registration Certificate of the Vehicles,
- 4) Copy of valid Insurance Certificate,
- 5) Copy of Fitness Certificate,
- 6) Copy of Valid Contract Carriage Permit,
- 7) Copy of the driving licenses of the Drivers
- 8) 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 vehicle.
- 9) The driver should be well behaved, gentle and obedient in nature.
- 10) The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel).
- 11) The details of the make and year of manufacture of the vehicle, registration no., mileage (Kms covered per liter)
- 12) Photocopy of PAN Card of the Travel Agency/ vehicle (Taxi) owner/ allotted by Income Tax Authorities.

SECTION-IV
FINANCIAL BID

**FOR HIRING OF VEHICLE USE FOR OFFICIAL PURPOSE AT CENTRE FOR
MODERNIZING GOVERNMENT INITIATIVE (CMGI)**

1. **Monthly Rates:** Rates shall be inclusive of all taxes and levies except service tax & parking charges) of Taxis on monthly basis:

SI No.	Description / Type of Vehicle	Minimum Average Mileage Per Liter of Diesel	Maximum Hiring Charges per month * (Monthly Rental)
1.	Non A.C. Marshal/Mahindra Max/Bolero/Tata Sumo		
2.	Non A.C. Indica /Ambassador		
3.	A.C. Indica/ Ambassador		
4.	A/C Indigo / MarutiSwift Dezire/		

* Service tax would be reimbursed separately over and above the hire charges.

2. **Daily Rates for Out Station Hire :** Rates (all inclusive including all taxes and levies except service tax & parking charges) for Taxis as indicated below:

SI No.	Description / Type of Vehicle	Rate per km. (A)	Night Stay charges Per day (B)	Total (A+B)
1.	A.C. Indica			
2.	Non A.C. Indica			
3.	Innova/ Scorpio/ Tavera (A.C)			
4.	Bolero (A.C.)			

Note : Outstation means running of the vehicle beyond 200 kms on a particular day. Night Stay means if the vehicle is engaged beyond 1.00 AM for a particular day. If the vehicle is not engaged beyond 1.00 AM then night charges will not be paid.

Signature of the Bidder:

Date:



3. Daily Rates for Local Vehicle Hire : Rates (all inclusive including all taxes and levies except service tax & parking charges) for Taxis as indicated below:

Sl No.	Description / Type of Vehicle	Rate for full day (In Rs. Per day) (80 Km/8 hrs free) (A)	Rate for full day (In Rs. Per day) (40 Km/4hrs free) (A)	Rate per extra Kilometer (B)	Rate per extra Hour (C)	Total (A+B+C)
4.	A.C. Indica					
7. 9.	Scorpio (A.C.) Innova					
10. 12.	A.C. Indigo Tavera (A.C.)					
13.	Bolero (A.C.)					
14.	Non-A.C. Indigo					

Note : Local Vehicle hire should be for 80 Km/8 hrs free and additional charges should be charged on the above condition.

Signature of the Bidder:

Date:



Note:

- (a) Bidder has to quote for all the above types of vehicle. Non quotation of any or some of the items by the bidder will be liable for rejection.
- (b) CMGI reserves to assign the work order to one agency or more.
- (c) 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 only will be considered for release of payment.
- (d) The travel agency 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.
- (e) The maximum usage of the vehicle will be upto 5000 Km.
- (f) 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:



SECTION-V
GENERAL INFORMATION

Travel Agency/Vehicle Name			
Registered Office Address			
City		Pin	
State		Website	
Telephone		Cell	
Fax		E-mail	
Office Address (in Orissa)			
City		Pin	
State		Website	
Telephone		Cell	
Fax		E-mail	
Company Name			
Address			
City		Pin	
State		Website	
Telephone		Cell	
Fax		E-mail	

Signature of the Bidder

Date:



SECTION-VI

TERM & CONDITIONS FOR HIRING OF VEHICLE

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

1. The hired vehicles, during period of contract, shall have all necessary valid MV documents such as:- valid Registration Certificate, Insurance Certificate, Fitness Certificate valid Contract Carriage Permit 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 hirer shall be responsible for all such litigation.
2. The hire charges to be paid on monthly basis is final but does not include cost of diesel, which is to be paid separately basing on actual consumption as per existing Government norms. All the expenditure of the vehicle towards repair, replacement of spare parts, Gear Box & differential Coolant, Tyres & Tubes, Battery etc. will be borne of the bidder.
3. It shall be the responsibility of the bidder to provide a good driver and the salary of the driver shall be borne by the owner/travel agency.
4. In case of breakdown for reasons whatsoever the replacement of a vehicle of the same or better model shall be provided by the owner/travel agency of the vehicle/bidder.
5. 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.
6. The vehicles shall report for minimum of 25 days in a month.
7. In case of emergency, he driver will have to report for duty as per the requirement of hirer. No. extra payment shall be demanded.
8. Monthly hire charges and reimbursements towards cost of diesel (as per actual) (as per Govt. norms) of selected bidder will be paid in every succeeding month, as far as possible on submission of bills by the service provider and no advance payment will be made.
9. The vehicle shall not be more than 3 years old from the initial registration and also 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 the service provider intends to withdraw the services of his/her vehicle and terminate the agreement, it shall be mandatory upon him to grant one month notice before such with withdrawal of service and termination of agreement.
12. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.

Procurement Officer,
Centre for Modernizing Government Initiative (CMGI)



SECTION-VII

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. Proposed hire Charge of the vehicle per month
Excluding fuel cost :
13. Rate of fuel consumption / Mileage per litre :
14. 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:



SECTION-VIII

REPRESENTATIVE AUTHORIZATION LETTER

Date: _____

Ref: _____

To

**PROCUREMENT OFFICER,
CENTRE FOR MODERNIZING GOVERNMENT INITIATIVE (CMGI)
PLOT NO -1212A, SISHU BHAWAN SQUARE, UNIT – 1, BHUBANESWAR,
ODISHA, TELEPHONE NO. : 0674- 2598150/51
BHUBANESWAR-751009**

Ms. /Mr. _____ is hereby authorized to sign relevant documents on behalf of the company in dealing with invitation reference No. Enquiry No. **CMGI/PCU/VH/2013/184/ 932**, dated.18.05.2016 .She/He is also authorized to attend meeting & submit technical & commercial information as may be required by you in the course of processing above said application.

Thanking you,

Authorized Signatory

Representative Signature

Signature attested

Company Seal

Signature of the Bidder:

Date: