



CENTRE FOR MODERNIZING GOVERNMENT INITIATIVE (CMGI)
A-2, 1st Floor, Toshali Bhawan, Satya Nagar, Bhubaneswar, Telephone No –
0674-2573310

TENDER DOCUMENT

Tender Enquiry No. CMGI/PCU/VH/2021/757/ 476 Dt.01.06.2022

HIRING OF VEHICLES

Open Tenders are invited from Travel agencies/ Commercial Vehicle Operators for
“Providing Services of Four Hired Vehicles (Swift Dezire) 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 Dt. 20.06.2022**), the web-version will prevail. At any time prior to **Dt. 20.06.2022**, CMGI reserves the right to add / modify / delete any portion of this document by issuance of an addendum/corrigendum, which would be published on the web site cmgi.org.in and will be binding on the bidders.

SCHEDULE OF EVENTS

Last Date For Submission of Tender:	23.06.2022 up to 2.00 PM
Opening of the Tender	24.06.2022 at 3.30 PM



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 travel agency or more.
3. No other charges (maintenance cost, engine oil etc.) shall be admissible to the successful/selected bidder/ travel agency. Other than monthly rental charges and fuel (Petrol) charges as per the L1 bidding price of the selected travel agency/ Commercial vehicle operator.
4. The travel agency/ Commercial vehicle operator should be ready to engage the vehicle (s) beyond office hours (on holidays) based on requirement of CMGI as per the rate fixed in the tender. Vehicle Bookings will be made through email / phone.
5. The Vehicles must be registered with the Transport Authorities for commercial use. Relevant supporting 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 2 (two) 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. The vehicles hired shall be in good condition and shall not be more than 3 years old as on the date of engagement.
11. Normal duty hours 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.
12. The kilometers covered by the vehicle from travel agency to CMGI and return shall not be included in the Contract and for billing purpose.
13. The Travel Agency should provide the Fitness Certificate of the Vehicle.
14. The drivers of the vehicle assigned to CMGI duty should be well versed with the roads / routes and traffic regulations in Bhubaneswar.
15. The drivers shall possess valid driving License and should be 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) and fitness certificate should be provided at the time of engagement of the vehicles.
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 are provided for hiring.
23. No mileage will be allowed for lunch/tea of the driver. Driver should carry his lunch.
24. 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.
25. Actual parking charges will be payable along with the monthly bills, only upon submission of the parking, bills.
26. 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.
27. CMGI reserves the right to cancel the work order if the performance of the selected travel agency is found to be not satisfactory and issue fresh work order in favor of the L2 bidder.
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. Office Memorandum of Finance Department, Government of Odisha vide number 30464, date : 06.09.2019 shall be followed for this tender. Therefore, the bidders are requested to refer to the aforementioned Office Memorandum of Finance Department, Government of Odisha.



37) 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 (Petrol) charges towards total kilometers travelled in the month. Fuel charges will be determined based on the petrol price per litre in Bhubaneswar and total kilometers travelled in the month and the price determined in tender (mileage per liter of petrol).
- (d) All payments shall be made by RTGS / cheque only.

Please Note:

- (a) CMGI reserves to assign the work order to one or more travel agencies.
- (b) No other charges (maintenance cost, engine oil etc.) shall be admissible to the successful/ selected bidder/ travel agency. Other than the monthly vehicle rental and fuel (Petrol) charges (as per the L1 bidding price) of the selected travel agency/ Commercial vehicle operator.
- (c) If the engaged vehicle is withdrawn/down for maintenance, then the travel agency/vehicle operator should provide one substitute vehicle with the similar condition without any delay or compromise.
- (d) If the driver takes leave, then the travel agency/vehicle operator should provide one substitute driver.
- (e) 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 of the agency (ies) shall lead to termination of the work order.

Signature of the Bidder:

Date:



Application Process:

The closed tender envelope containing the following documents inside, should reach at the following address on or before 23.06.2022 up to 2.00 PM.

Procurement Officer, Centre for Modernizing Government Initiative (CMGI), A-2, 1st Floor, Toshali Bhawan, Satya Nagar, Bhubaneswar, Telephone No – 0674-2573310
General Bid Documents:

- a. Photocopy of PAN Card of the bidder.
- b. Photocopy of GST Registration number of the bidder.
- c. Address and contact no. of the bidder for communication.
- d. General Information for Hiring Vehicles : ANNEXURE – I
- e. Financial bid as per the Financial Bid Format placed at ANNEXURE II

Financial Bid Evaluation

- CMGI shall evaluate the bids to determine whether they are complete, whether any computational errors have been made whether documents have been properly signed and whether bids are generally in order.
- If there is discrepancy between words and figures, the amount in words **shall prevail** prior to detailed evaluation; CMGI will determine the substantial responsiveness of each bid to the bid document. A substantially responsive bid is one, which confirms to all the terms and conditions of bid documents without material deviation. A bid determined as substantially non-responsive will be rejected by CMGI.
- CMGI shall evaluate in detail and compare the substantially responsive bids illustrated below and comparison of bids shall be on the price of the services offered inclusive of all levies and charges (GST, which shall be paid extra as per actual) as indicated in the price schedule in Financial bid of the bid document.
- In addition to the monthly rental charges, fuel (Petrol) charges @ 17 Kms per 1 litre of fuel (Petrol) will be paid on monthly basis to the selected Travel agency/ Commercial Vehicle Operator based on the total kilometers travelled for a particular month. The selected Travel agency has to submit the fuel bill along with the monthly bill for release of the due payment.
- 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.
- CMGI reserves the right to reject any or all tenders without assigning any reason thereof.

Signature of the Bidder:

Date:



ANNEXURE - I

GENERAL INFORMATION FOR HIRING VEHICLES

1. Registration No. of Vehicle :
2. Type of Vehicle (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:



ANNEXURE – II

FINANCIAL BID FORMAT

Monthly Basis

Sl. No.	Type of Vehicles	Monthly fixed rental rate towards vehicle hire (exclusive of GST) in Rs.
1	Swift Dezire (AC) or equivalent	

Please Note :

- 1) GST will be paid as per the prevailing rule.
- 2) In addition to the monthly rental charges, fuel (Petrol) charges @ 17 Kms per 1 litre of fuel will be paid on monthly basis to the selected Travel agency/ Commercial Vehicle Operator based on the total kilometers travelled for a particular month. The selected Travel agency has to submit the fuel bill along with the monthly bill for release of the due payment.

Date :

Signature of the Bidder :

Place: