

OFFICE OF THE DISTRICT AUDIT OFFICER, LOCAL FUND AUDIT, JAJPUR
AT /PO-CHANDIKHOLE, DIST-JAJPUR . . PIN-755044
E- Mail Id - daolfajajpur@gmail.com

No 801

Date:16.02.2022

TENDER CALL NOTICE FOR HIRING OF VEHICLES

Sealed tenders are invited from registered travel agencies for hiring of commercial light vehicles on a **monthly & daily basis**. Details regarding eligibility criteria, terms & conditions and the formats of submission of tender (Technical & Financial bid) are mentioned in the tender document which may be downloaded from the website: <https://jajpur.nic.in> or collected from the District Audit Office(LFA), Jajpur, Chandikhole , Odisha on any working day. Interested agencies may submit their tenders in sealed envelopes (separately for technical and financial) with super-scribing on the top of the master sealed envelope as "Tender for Hiring of Vehicles on Monthly & Daily Basis to District Audit Office (LFA) , Jajpur , Chandikhole, Odisha.

The tenders should reach the office of the undersigned by **08.03.2022 (till 5.30 P.M)**. The Tenders will be opened on **09.03.2022 at 11 A.M** for finalization of Technical Bid. The Financial Bid will be opened on **10.03.2022 at 11 A.M** . The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof.

Sd/-
District Audit Officer (LFA)
Jajpur, Chandikhole

TENDER FOR HIRING OF VEHICLES

INSTRUCTION TO BIDDERS

1. Sealed tenders are invited from Registered Travel Agencies for hiring of commercial light petrol vehicles (AC) on monthly rental basis and commercial light petrol/diesel vehicles (AC) on daily rental basis respectively for engagement by District Audit Office (LFA) Jajpur , Chandikhole, Odisha.
2. The Interested bidders may download the tender document from the website <https://jajpur.nic.in> or collect from the District Audit Office(LFA), Jajpur, Chandikhole , Odisha on any working day. and submit the same to District Audit Office (LFA) Jajpur , Chandikhole, Odisha. **The bidder(s) can submit separate bid for both type of services (Daily/ Monthly basis) or for one only.**
3. The tender must be accompanied by tender document cost of Rs. 500/- (Rupees five Hundred) (inclusive of GST)- Non refundable and EMD amount of Rs. 5,000/- (Rupees Five Thousand) only in technical bid by way of Demand Draft/Pay Order, drawn on any Nationalized/Scheduled

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Bank in favour of District Audit Officer(LFA),Jajpur, Chandikhole payable at Chandikhole.Tenders not accompanied by tender document cost and & EMD will not be considered and the tender document cost and EMD must be accompanied separately for both type of service (Daily/ Monthly basis). EMD of the unsuccessful bidders will be returned without interest on finalization of bid. EMD of the successful bidder (s) will be returned after submission of performance security.

4. The Successful bidders (s) shall have to submit a performance security of Rs.10,000/- |(Rupees Ten Thousand) for monthly basis and Rs. 10,000/-(Rupees Ten Thousand) only for daily basis respectively in shape of Demand Draft/pay order, drawn on any Nationalized/Scheduled Bank in favour of District Audit Officer(LFA),Jajpur, Chandikhole payable at Chandikhole at the time of signing of the contract. The performance security shall be refunded after completion of the terms of contract, subject to satisfactory completion of the job during the contract period. If the successful bidder violates any of the terms & conditions of the contract, the performance security shall be liable for forfeiture.
5. The tender will have to be submitted in two parts i.e Technical Bid (Cover-A) and Financial Bid (Cover-B). The formats & documents to be submitted in technical & financial bid are mentioned in the tender document. The bidders should submit their technical and financial bid separately in two envelopes and these two envelopes should be put into another cover envelope super-scribed as "Tender for Hiring of Vehicles on Monthly /Daily Basis to District Audit Office (LFA),Jajpur , Chandikhole, Odisha . The Technical & Financial Bid envelopes should be clearly marked as Technical Bid & Financial Bid on the top of the relevant envelopes. The tenders (Cover & Inner envelops) should be addressed to:

The District Audit Officer (LFA) ,Jajpur , Chandikhole-755044 , Odisha .

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6. The tender should reach the District Audit Office (LFA),Jajpur, Chandikhole , Odisha by **08/03/2022 (5.30 PM)** and the tenders will be opened at 11 AM on **09/03/2022** for finalization of Technical Bid.
7. The financial bids shall be opened on **10/03/2022** at 11 A.M (of those whose technical bids are found to be qualified)

Eligibility Criteria

1. The agency should have provided vehicles to Govt./ Semi-Govt. Organizations /PSUs etc. in Odisha during the last five financial years i.e 2016-17 to 2020-21.(Self attested copies of work Orders received from Government/Semi- Government/PSUs/ Banks etc. during last five financial years are to be furnished)
2. The agency should have valid GST registration , GeM Registration & PAN (Self Attested copies of GST Registration Certificate, GeM Registration Certificate & PAN card are 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 of the agency
- Undertaking to provide good conditioned vehicles (not more than 3 years old)
- Submission of EMD in form of Demand Draft/ Pay Order.
- Undertaking that the agency has not been debarred/ blacklisted by any Govt. Organization Semi- Govt. Organization/PSU in past.
- Undertaking that the vehicle to be provided does not belong to any employee of District Audit Office(LFA),Jajpur , Chandikhole, Odisha or his/ her relative.
- Rates must be quoted only as per format.

TERMS AND CONDITIONS FOR HIRING VEHICLE

1. The commercial light petrol vehicles (Preferably BS-IV) on monthly basis and petrol /diesel vehicles on daily basis will be used by District Audit Office(LFA),Jajpur, Chandikhole, Odisha for its daily official work

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and carrying official to Govt. Offices / Departments and other offices at different places across the state.

2. The period of contract shall initially be for a period of one year with effect from the date of signing of contract.
3. In case of vehicle on a monthly basis , the monthly rate to be paid to the agency for providing the vehicle is inclusive of cost of tyres & tubes, consumables all major and minor maintenance works with spares and all payments towards driver's salary, his fooding cost, overtime and mobile phone (for incoming calls). However, the cost of fuel (Petrol) and Lubricant (Mobil) are not included in the monthly rate, which will be reimbursed as per actual at the rate of fuel consumption depending upon the type of vehicle used.

The minimum mileage (KM per liter of petrol and lubricant to be reimbursed) to be quoted should not be less than as detailed below (as per Finance Department Circular No 30464 dated 06.09.2019).

SL NO	Type of Vehicle (AC)	Minimum K.M per one liter of petrol	Minimum K.M per one liter of lubricant
1	Tiago/Bolt/Celerio(Petrol)	17	1,000

(The Monthly hire charges should not exceed the maximum limit as fixed by finance Department)

Evaluation of the price quoted shall be made taking an average of monthly 1,500 KM of running per vehicle.

4. In case of vehicle on a daily basis , the daily rate (rate/KM.rate/hour) for providing the vehicle is inclusive of the cost of fuel (Diesel/ Petrol), Lubricants (Mobil), cost of tyres & tubes, consumables, all major and minor maintenance work with spares and all payments towards driver's salary, his fooding cost, overtime and mobile phone to driver.
5. GST should be clearly mentioned separately in terms of percentage in the designated places in the financial bid (Cover-B) .However, these are not to be taken into consideration for evaluation purpose.
6. The vehicle to be provided should not be more than 3 years old.

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7. The agency will be responsible for the regular service maintenance, insurance and other liabilities in respect of the vehicles provided.
8. The toll gate charge parking charge if any during the travel shall initially be borne by the agency and are to be paid by the driver at the point of charging. The charges incurred during each month will be reimbursed as per the actual amount paid on producing the original receipt along with the monthly bill.
9. The agency is required to provide clean vehicle with good quality clean seat covers and mobile phone (for incoming calls) for the driver for which no extra payment shall be made.
10. The driver should be well- dressed, disciplined, well behaved and non-alcoholic.
11. The driver should have at least 3 years of driving experience and should be well versed with the roads of Jajpur and Kendrapara Districts as well City Roads of Odisha.
12. 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 fooding expenses,etc
13. Payment of Road Tax shall be borne by the agency.
14. Salary of the driver shall be borne by the agency.
15. The agency 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 section of 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.



16. The hired vehicles ,during the period of contract, shall have all necessary valid MV documents such as valid Registration Certificates ,Insurance Certificates ,Fitness Certificates , valid contract carriage permits, proofs of up to date tax payments, D.L.s of the Drivers etc. available all the time. District Audit Officer(LFA),Jajpur, Chandikhole, Odisha shall not be responsible for any damage/loss caused to the hired vehicle or loss of life/ injury made to any person or damage to any property on account of use of hired vehicles in any manner whatsoever. The service provider i.e the Travel Agency shall be responsible for all such litigations.
17. The agency shall obtain certificates from competent authority regarding vehicle fitness , vehicle registration, comprehensive insurance , payment of road tax, etc. The Drivers shall always carry all necessary documents like Registration papers, Insurance papers, pollution clearance certificate, RTO tax payment papers, valid driving licenses and all other documents that should accompany the vehicles as per rules & regulation of applicable laws.
18. If the vehicle / driver does not report for duty on any day without prior intimation, twice of the proportionate cost will be deducted from the bill.
19. The police /court case (Legal disputes) in respect to the vehicle during of the period of engagement will be at the risk & cost of the travel agency.
20. District Audit Officer(LFA), Jajpur, Chandikhole, Odisha will not be responsible for any dispute except paying the hire charges.
21. The driver has to be present in Head Quarter/Residence Office along with vehicle for use by Officer at any time even during holidays.
22. Rates to be finalized shall be fixed for a period of one year from the date of agreement. However, in case of vehicles hired on monthly basis the cost of fuel (Petrol & Mobil) shall be paid at the prevailing rate on the days of travel.
23. The vehicles will be provided on regular basis and will not be replaced without prior permission.
24. The vehicles allotted for District Audit Officer(LFA), Jajpur , Odisha shall be used exclusively for District Audit Officer(LFA) , Jajpur , Odisha.

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25. The Agency is liable to provide vehicles during Office hours and beyond office hours on all working days. The agency shall also have to provide the vehicles on Sunday as well as other public holidays as and when required by the authority for the Official work.

26. Beyond Office hour, the safe keeping of the vehicles is the responsibility of the agency .In exigencies, the vehicles can be kept in the Office premise of District Audit Officer(LFA), Jajpur, Chandikhole, Odisha.

27. 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 District Audit Office(LFA), Jajpur, Chandikhole, Odisha will make the travel agency liable for Blacklisting.

28. In case the driver proceeds on leave the agency shall obtain prior approval/ permission from District Audit Officer(LFA, Jajpur, Chandikhole ,Odisha . Further, the agency shall provide suitable substitute.

29. If for any reason the driver is unable to attend the Office on any date/time for which prior permission from District Audit Officer(LFA), Jajpur, Chandikhole , Odisha has not been obtained ,it is the responsibility of the agency to provide a suitable substitute immediately .The payment in respect of the overlapping period of the substitute, if any shall be borne by the agency. In case no substitute is provided in time, the authority shall have the right to hire a vehicle from the market and any additional expenditure incurred by the authority shall be borne by the travel agency.

30. The driver of the vehicle shall maintain record of daily mileage and time from the point of departure to arrival. For this purpose, the following norms have to be followed.

A. In case the vehicle is being kept in the Office campus of District Audit Officer(LFA), Jajpur ,Chandikhole , Odisha ,then the kilometer reading & time

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shall start from the Office campus of District Audit Officer(LFA), Jajpur, Chandikhole , Odisha and end at the same also.

B. In case the vehicle is being kept under the custody of the travel agency, then the kilometer reading & time shall start from the residence of the Officer concerned and end there also. The cost of kilometer from the O/o travel agency to the residence of Officer concerned (to & fro) shall be borne by travel agency.

C. In case the vehicle is hired on monthly basis but not attached to any specific officer i.e the vehicle is in common pool, the point of kilometer reading & time of arrival shall start from the District Audit Office(LFA), Jajpur, Chandikhole, Odisha and end at the same place as a centre of destination . The cost of kilometer from the O/o travel agency to District Audit Office (LFA), Jajpur, Chandikhole, Odisha (to & from) shall be borne by the travel agency.

31.The agency would 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.

32. It is the sole discretion of District Audit Officer(LFA), Jajpur, Chandikhole, Odisha to extend the period of the contract beyond the agreement period on the ground of satisfactory service or terminate the contract prematurely on the ground of unsatisfactory service, disobedience of orders, negligence in duty and unruly behavior of driver if noticed in duty.

33. In case of any emergency or when required, the service provider shall provide a vehicle on production of requisition duly signed by the competent authority.

34. The agency has to give an undertaking that the vehicle does not belong to any employee of District Audit Office(LFA), Jajpur, Chandikhole, Odisha or his /her relative. At any point of time if the declaration given by the agency will be found to be incorrect then contract shall be cancelled &the performance security shall be forfeited.

35. Period of Service: One year from the date of signing of contract.



36. **Termination:** District Audit Officer(LFA), Jajpur, Chandikhole, Odisha shall have the discretion to terminate the agreement/work order at any time whereupon the agency will immediately cease the provision of the service and submit a bill for costs incurred to provide the contracted service to the date of termination.

37. **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 authority of District Audit Office(LFA), Jajpur, Chandikhole, Odisha. In case of daily basis (Local & Long), duplicate duty slips have to be maintained and one slip has to be retained by the Officer using the vehicle with noting of starting /closing kilometers and time and signature on the duty slip (both original & duplicate)

38. **Arbitration :** District Audit Officer(LFA), Jajpur ,Chandikhole , Odisha and the selected agency will make every effort to resolve amicably by direct negotiation on any disagreement or dispute arising between them in connection with the work assigned. In case of their failure to resolve, the matter will be referred to Director, Local Fund Audit, Odisha , Bhubaneswar whose decision will be final and binding on both the parties. The arbitration proceeding if any shall be held in Bhubaneswar.

39. **Legal Jurisdiction:** All legal disputes are subject to the jurisdiction of Bhubaneswar courts only.

40. **In addition to the above terms and conditions, the agency will abide by all other terms and conditions and notifications mentioned in the F.D.O.M No 30464 Dated 06.09.2019 and herein attached model Service Provider Agreement.**

Important Points:-

1. Monthly rental vehicles should be petrol commercial vehicles only.
2. The vehicles to be provided should not be more than 3 years old.
3. For providing the vehicle on a monthly basis, the monthly rate (excluding petrol & lubricant cost) should include the cost of tyres tubes, battery & consumables, all major and minor maintenance work

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- with spares and all payments towards drivers salary, his fooding ,overtime and mobile phone cost.
4. For providing the vehicle on a daily basis (long & local tour), the per /Km or per/hour rate should include the cost of fuel(Diesel/Petrol), Lubricants (Mobil), Tyres & Tubes ,consumables, all major and minor maintenance work with spares and all payments towards driver's salary, his fooding , overtime and mobile phone cost.
 5. Interested bidders may submit their tender to District Audit Officer(LFA), Jajpur, Chandikhole, Odisha through Speed post/Registered post only.
 6. The Registered Office or one of the Branch Offices of the bidder should have been located within Bhubaneswar/ Cuttack Municipal Corporation area or Jajpur /Kendrapara District.
 7. **A bidder can submit bid for one or both types of services (Daily/Monthly basis)**

Evaluation and Selection:

- A. Evaluation shall be done separately for Daily Basis and Monthly Basis.
 - B. The bids shall be evaluated in two stages i.e technical evaluation and financial evaluation.
 - C. The Financial bids shall be opened of those bidders who will qualify in the technical evaluation.
 - D. Technical & financial Bids shall be opened in the presence of the technically qualified bidders/ representatives who choose to attend in person at the address given below at the scheduled time :
- District Audit Office(LFA),Jajpur, Chandikhole-755044, Odisha**
- E. GST will not be taken into consideration for evaluation purpose.
 - F. In case of daily basis, the comparative statement shall be prepared on the basis of per KM.(long tour) or per hour price (local tour) quoted. The lowest bidder (s) has to agree to the other charges like lowest halting charge, night halt, extra KM. Rate,etc. offered by other bidders in the tender.

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G. In case of monthly vehicle, the comparative statement shall be prepared by taking Monthly Rent and fuel (Petrol & lubricant) charge for 1,500KM on an average.

In case of monthly vehicle, the minimum mileage (km per Litre of petrol and lubricant to be reimbursed) to be quoted should not be less than as detailed below:

SL NO	Type of Vehicle (AC)	Minimum K.M per one liter of petrol	Minimum K.M per one liter of lubricant
1	Tiago/Bolt/Celerio(Petrol)	17	1,000

Evaluation of the price quoted shall be made by taking an average monthly 1,500 KM of running per vehicle.

Any effort by a bidder to influence District Audit Officer (LFA), Jajpur, Chandikhole, Odisha in its decision on bid evaluation or placement of work order may result in rejection of the bidder's offer.

Award of Contract:

The lowest evaluated bid (for the type of vehicle) shall be decided based on the lowest evaluated price bid for each type of vehicle in both the category (Daily & Monthly basis) and the L1 bidder shall be decided accordingly.

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 agree to L1 price,

If the successful bidder fails to execute the order, the performance security of the Bidder will be forfeited and the Bidder will be debarred for 3 years from District Audit Office(LFA), Jajpur, Chandikhole, Odisha.

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TENDER FORM

Part 1- Technical Bid – Cover A

(The documents have to be arranged serially as mentioned below)

1	Name of the Travel Agency	
2	Address of the Travel Agency with Telephone No and Fax	
3	Email Id of the Travel Agency	
4	Name of the Authorised Signatory	
5	Specimen Signature of the Authorised Signatory	
6	Telephone number of the Authorised Signatory	
7	Instrument No and date of tender document cost of Rs 500/- (Non-refundable) submitted by the Travel Agency	In shape of Demand Draft
8	Instrument No and date of the EMD of Rs 5,000/- submitted by the Travel Agency	In shape of Demand Draft
9	Registration No of the Travel Agency	(Attach self-attested copy of the Registration Certificate)
10	GST Registration No	(Attach self-attested copy of the GST Registration Certificate)
11	GeM Registration No	(Attach self-attested copy of the GeM Registration Certificate)
12	PAN	(Attach self-attested copy of the PAN card)
13	Proof of provision of vehicles to Govt/Semi-Govt Organisations/PSUs / Banks etc during last 5 years	(Attach self-attested copies of Work Orders received from Government / Semi-Government /PSUs / Banks etc during last 5 years)
14	Undertaking to provide good conditioned vehicles (not more than 3 years old) along with all necessary documents required under traffic rule	Attach the undertaking with signature & seal of the Travel Agency
15	Undertaking that the vehicle (to be supplied) does not belong to any employee of the District Audit Office , Jajpur , Chandikhole or his/her relative.	Attach the undertaking with signature & seal of the Travel Agency
16	Undertaking that the Travel Agency has not been debarred / blacklisted by any Government / Semi-Government Organisation /PSUs/Banks etc in the past	Attach the undertaking with signature & seal of the Travel Agency

DECLARATION:

I/we hereby certify that the terms and conditions given with the tender have been read carefully and acceptable to me / us and that the information furnished above are full and correct to the best of my /our knowledge. I/we understand that in case of any deviation/false information in the above statement at any stage, our Agency will be blacklisted/debarred and will not have any dealings with your organisation in future.

Place:

(Signature & Seal of the Authorised Signatory)

Date

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TENDER FORM
PART II-Financial Bid-Cover B

A. Daily basis Rate (exclusive of GST)

Sl No	Type of Vehicle(AC)	Local Tour(Within 200 KM per day)		Long Tour (Above 200 KM per day)		
		3	4	5	6	7
1	Tiago/Bolt/Celer					
2	Zest/Tigor/Swift Dzire/Xcent/Etio					
3	Innova					
4	Bolero					

** Halting charges in case of Long tour are not allowed from 11 P.M to 6 A.M , if the vehicle halted for night

B. Monthly Basis Rate (exclusive of GST)

Sl No	Type of Vehicle (AC)	*KM per one litre of Petrol	*KM per one litre of Lubricant	Monthly Rent excluding fuel & Lubricant per vehicle
1	2	3	4	5
1	Tiago/Bolt/Celerio(Petrol)			

***Please refer to the criteria of Minimum KM per one litre of petrol & KM per one litre of lubricant mentioned in the Evaluation procedure {Clause 7(g) mentioned under the important points mentioned in tender document}**

C. GST : Please mention the % of GST as applicable :-----

Note: GST will be paid extra as applicable and will not be taken into account for evaluation.

Place:

Signature & Seal of the Authorised Signatory

Date:

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