Quotation Call Notice

Sealed Quotations are invited from interested reputed Travel Agencies/Tour Operators or private individuals for providing one number of AC Zest/ Tigor/ Swift Dzire / Xcent / Etios (Petrol) driven vehicles having sitting capacity not more than five including driver, which shall conform to the Terms and conditions as per the quotation documents available at www.odisha.gov.in or www.ripaesodisha.nic.in for official use in the office of the Regional Institute of Planning, Applied Economics & Statistics (RIPAE&S), Odisha, A/65, Nayapalli, Bhubaneswar-751012 on monthly rent basis.

The detail of the quotation documents for hiring of the vehicle may either be downloaded from the website or obtained in person from the Director, RIPAES, Odisha, Bhubaneswar on payments of Rs.100/- in cash or in shape of Bank draft in favour of Assistant Director, RIPAES, Bhubaneswar on any working day from 10.08.2020 to 24.08.2020 between 11 A.M to 4.00 P.M. The downloaded quotation documents from the website should be submitted along with Bank Draft/Bankers Cheque of Rs.100/- (non-refundable). The quotation documents will be received through Speed Post/Registered Post /by hand or submitted in the sealed box in RIPAES during the office hour on or before 25.08.2020 by 5 P.M.

The authority reserves the right to reject any or all quotation without assigning any reason thereof.

Memo No. 1716 / RIPAES 17/2020 Date: 06.08.2020

Copy of the Quotation Call Notice (Hard copy & Soft copy) forwarded to Director, I&PR Department, with a request to take necessary action for early publication of the Tender Call Notice in two widely circulated Odia daily newspapers. As the RIPAES is a Heads of the Department under Planning & Convergence Department, the cost of the advertisement of the quotation may please be borne by the I & P R Department.

Memo No. 1717 / RIPAES 17/2020 Date : 06.08.2020

Copy along with hard copy and soft copy of the Quotation Call Notice and Quotation Documents forwarded to NIC, Bhubaneswar for hosting in the website of Director, Regional Institute of Planning, Applied Economics & Statistics, A/65, Nayapalli, Odisha, Bhubaneswar i.e., www.ripaesodisha.nic.in.

Memo No. 1718 / RIPAES 17/2020 Date: 06.08.2020

Copy to Head Portal Group IT Centre, Ground Floor, Odisha Secretarate Annex Building, Bhubaneswar to float the above Notice in Official Website of Govt. Of Odisha

Memo No. 1719(2) / RIPAES 17/2020 Date: 06.08.2020

Copy to Notice Board of Director, Regional Institute of Planning, Applied Economics & Statistics Odisha Bhubaneswar for necessary display.

Memo No. 1720 / RIPAES 17/2020 Date: 06.08.2020

Copy forwarded to the Deputy Secretary to Government, Planning & Convergence Department for favour of information.
REGIONAL INSTITUTE OF PLANNING, APPLIED ECONOMICS AND STATISTICS, ODISHA, BHUBANESWAR

BID DOCUMENT / QUOTATION CALL DOCUMENTS

The detail of the quotation documents for hiring one number of AC Zest/ Tigor/ Swift Dzire / Xcent / Etios (Petrol) driven vehicles having sitting capacity not more than five including driver which will be officially used by Director, Regional Institute of Planning, Applied Economics & Statistics Odisha at Plot No- A/65, Nayapalli, Bhubaneswar-12 is furnished below.

A. Instruction for submitting the BID application:
   i) Quotationers should carefully read the TERMS AND CONDITIONS FOR HIRING OF VEHICLE before making the application.
   ii) Quotitioner should fill-up TECHNICAL BID and place it in a separate sealed cover and superscribed it as “TECHNICAL BID” and fill-up the “FINANCIAL BID” and put it in a separate sealed cover and super-scribed it as “FINANCIAL BID”.
   iii) Both the above mentioned sealed covers “TECHNICAL BID” and “FINANCIAL BID” should be placed in one sealed cover and super-scribed as “QUOTATION FOR HIRING OF VEHICLE FOR RIPAE&S” and furnished to the DIRECTOR, RIPAE&S either through speed post / registered post so as to reach the RIPAE&S as per the prescribed dateline or put in the sealed box superscribed as “QUOTATION DOCUMENT” for hiring of Vehicle in RIPAE&S by date line.
   iv) The Technical Bid will be opened and evaluated first. If the terms and conditioners are found satisfactory in the technical bid, then the Financial Bid of the quotitioner will be opened for evaluation.

B. Details of Bid document and date lines

| Period of issue Quotation Call Documents | From 10.08.2020 to 24.08.2020 up to 4.00 P.M (On all working days only) |
| Last date & time for submission of completed quotation call Documents | Date:- 25.08.2020 by 5.00 P.M |
| Postal address for submitting the filled in Quotation call documents | Office of the Director, Regional Institute of Planning, Applied Economics & Statistics, A/65, Nayapalli, Odisha Bhubaneswar-12. (Contact No.0674-2392283) |
| Place, date & time for opening of Technical & Financial Bids | Office of the Director, Regional Institute of Planning, Applied Economics & Statistics, A/65, Nayapalli, Odisha, Bhubaneswar-12. Date:- 26.08.2020 at 3.30 P.M. All the Quotations may be present at the time of opening of all bids. |
| Likely date of commencement of required services | Date:- 01.09.2020 |
| Terms and Condition for hiring of the Vehicle | Annexure I |
| “TECHNICAL BID” for Hiring of the Vehicle | Annexure II |
| Financial Bid | Annexure – III |

Director, RIPAE&S
TERMS AND CONDITIONS FOR HIRING OF VEHICLES

The following terms and conditions must be fulfilled by the successful quotationers for providing a vehicle on hire on monthly rent 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, 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. The Driver should be well behaved, gentle and obedient in nature. The driver should always remain with the vehicle during entire period of duty. In case of any urgency, the driver may seek permission from the concerned officer.

3. A sum of Rs. 5000/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the Assistant Director, RIPAE&S, Odisha, Bhubaneswar and submitted along with the quotation as the security deposit. After completion of process, the amount will be refunded to unsuccessful bidders.

4. The vehicle must achieve a minimum fuel efficiency of 17 Kms per litre in case of AC Zest / Tigor / Swift Dzire / Xcent / Etios (Petrol). It is preferable to hire BS-IV or above compliant vehicle. The maximum hire charges of the vehicle per month excluding taxes is Rs. 26,000/- (Rupees twenty six thousand only).

5. The details of the quotationers (Travel Agencies/Tour Operators or private individuals), vehicle and the Driver should be specifically provided in the “Technical Bid” to be furnished with the Quotation as per the format given at Annexure-II.

6. The monthly rate of hire charge be quoted separately in the “Financial Bid” information (excluding fuel and lubricants) at Annexure-III.

7. 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, 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 damages to any property on account of use of hired vehicle any manner whatsoever. The hirer shall be responsible for all such litigation.

8. If the owner is other than the agency providing the service, the agency (service provider) should have an agreement with the owner of the vehicle to hire the vehicle on behalf of the owner for the period of the contract. The copy of the agreement must be attached.

9. The quotationer / bidder must have GST Registration Number.
10. The hire charges to be paid for monthly basis is final but does not include cost of POL, which is to be paid separately basing on actual consumption and lubricants as per existing Government norms. 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. It shall be the responsibility of the bidder to give salary of the driver every month. It shall be borne by the owner.

11. 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.

12. The vehicles shall report for duty for minimum of 25 days in a month. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.

13. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement. In case the service provider intends to withdraw the services of his vehicle and terminate the agreement, it shall be mandatory upon him to grant one month notice before such withdrawal of service and termination of agreement.

14. The agreement for hiring of vehicle will be generally for a period of one year for the date of agreement which can be extended depending upon the satisfactory performance and consent of both the parties.

15. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.

16. The tender committee will decide the quotation on the basis of the date of registration of Vehicles & condition of Vehicles and the quoted hire charge by the quotationers.

17. The hired vehicles cannot be used for any private / commercial purpose beyond office hours or during holidays.

18. The selected bidder will have to execute an agreement with the Director, RIPAE&S. ...

19. Agency to ensure that all maintenance work related to assigned vehicle shall be carried out in off duty hours.

20. The Agency shall not be allowed to sublet the Contract & should have comprehensive insurance.

21. Agency shall update the logbook atleast once in every 72 hours. Failure to do so shall be penalised as per this contract. At the time of termination of contract, the service provider shall hand over the logbooks to the principal.

22. Agency shall ensure that the vehicle should be parked at the place as advised by the principal and should be available, when not in duty. If the vehicle needs to be away for some reasons like refuelling, petty repairing etc. it should be the knowledge of the controlling officer of the Principal. Moving away without the knowledge of the Controlling Officer will be considered as nonavailable and will be liable for penalty.
23. Vehicle and driver should not be changed frequently; Any such changes should be informed by the agency to the authority well in advance for permission.

24. The Milage count will start from the location of Pickup and no extra Kilometers from the garage to the Pickup point will be provided. The mileage count will also terminate at the dropping point and not up to the garage.

25. The payment shall be subject to any deductions such as penalties, statutory deductions like GST/SST as deemed proper.

Signature of Quotation / Tender Calling Authority.
TECHNICAL BID
(For hiring of Vehicle for RIPAE&S)

1. Name of the Service Provider (Travel Agencies/Tour Operators or private individuals)
2. Complete Address of the proprietor of the Service Provider
3. Contact Number of the service provider: Tel. No. E. mail Address
4. PAN No. of the Service provider (Attach Copy of the PAN)
5. Valid GST Registration Number of the service provider (Enclose Copy of the GST Registration)
6. Registration No of Vehicle:- (Attach copy of the RC Book)
7. Type of Vehicle (AC / Non AC):-
8. Year of Manufacture :-
9. Model :-
10. Date of registration :-
11. Name and complete address of the owner of vehicle :-
12. If the owner is other than the service provider, the service provider should have an agreement with the owner of the vehicle to hire the vehicle on behalf of the owner for the period of the contract with the RIPAE&S i.e. a minimum period of one year. (Attach copy of the agreement)
13. Fitness Certificate validity: (Attach copy of the certificate)
14. Permit validity: (Attach copy of the certificate)
15. Insurance validity (Attach copy of the insurance certificate)
16. Name /Address of the Driver- (Attach Copy of the address proof, Aadhar Card / Ration Card / Driving License / Any Government identification proof)
17. Driving License No & Validity of the D.L. of the Driver:- (Attach copy of the DL)

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

Seal & Signature of the Quotationer/Tenderer
FINANCIAL BID
(For hiring of Vehicle for RIPAE&S)
(To be furnished in a separate sealed cover superscribed as "FINANCIAL BID"

1. Name of the Quotationer:

2. Address with contact No. & e-mail address

3. Name & address of the Proprietor (With mobile Number).

4. Account Payee Bank Draft No. & Date:
   (Towards Security Deposit)

5. Vehicle Details.
   a. Registration No of Vehicle:- (Attach copy of the RC Book)
   b. Type of Vehicle (AC / Non AC):-
   c. Year of Manufacture :-
   d. Model :-
   e. Date of registration :-

6. Rate of Hiring Charges
   (Excluding of Service tax /GST & fuel and lubricant)

<table>
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<th>Sl No.</th>
<th>Type of Vehicle</th>
<th>Monthly Hiring Charges (Excluding of Service tax /GST &amp; fuel and lubricant)</th>
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Date :-

Place :-

Signature of authorised person
Full Name :-