

GOVT OF ODISHA
Directorate of Scheduled Castes & Scheduled Tribes
RESEARCH & TRAINING INSTITUTE (SCSTRTI),
CRPF Square, Bhubaneswar-751003, Odisha,
Email Id- scstrti@yahoo.co.in Telephone No.0674-2563649/2563645

No: 2007/ S & S -04/24(pt)

Date. 04.07.2024

**QUOTATION CALL NOTICE FOR PROVIDING
DIFFERENT TYPES OF VEHICLES**

Sealed quotations are invited from reputed travel agencies, tour operators or private individuals to provide vehicles on a monthly rental basis for official use and for temporary period (as and when required) for both local and long use by the Directorate of Scheduled Castes & Scheduled Tribes Research and Training Institute (SCSTRTI), CRPF Square, Bhubaneswar.

Submission and Opening of Quotation will be as per following dates mentioned below.

Availability of Quotation documents in the website of SCSTRTI:	05/07/2024 to 25/07/2024
Last date and time for submission of bid:	25/07/2024 (5:30 PM)
Date and time of opening of bid:	26/07/2024 (04:00 PM)

Interested parties are requested to submit their rates for monthly rental vehicles in the formats provided in **Annexure 'A'** and vehicles for temporary period (as and when required) in the format at **Annexure 'B'** as per the detail terms and conditions as mentioned in **Annexure 'C'**. Complete quotations must be submitted along with the required documents as prescribed at **Annexure 'D'** via Registered post/ Speed post only. Detailed information regarding the Quotation Call Notice are available on the SCSTRTI website (www.scstrti.in) & Govt. website www.odisha.gov.in .

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

Sd/-
Director

Memo No. 2008

Dated.04.07.2024

Copy to Notice Board of ST & SC Dev. M. and BCW Department / SCSTRTI / ATLC and Head Portal Group Secretariat IT Centre, Bhubaneswar.

Sd/-
Dy. Director (Admn.)

Annexure 'A'

Monthly rental basis for official use

Sl. No.	Type of vehicle(Car) & Model	Minimum Average Fuel Mileage	Maximum Hire Charges per month (excluding taxes)
1	Zest/ Tigor/ Swift Dezire/Xcent/ Etios (Petrol), etc or above {N.B.- Preference will be given to the vehicles of model like Honda City/ Ciaz /Verna(petrol)}	17k.m. / litre	Rs.26,000/-

APPLICATION & GENERAL INFORMATION FOR HIRING VEHICLES

(A copy of relevant documents must be attached)

Sl. No	Particular	
1	Name of the Service Provider	
2	Complete Address	
3	OGST Number	
4	GeM Registration Number	
5	Bank A/C No. & IFSC Code	
6	Registration No. of Vehicle	
7	Year of Manufacture	
8	Make & Model	
9	Date of Registration	
10	Name & complete address of the Owner of the Vehicle	
11	Fitness Certificate validity	
12	Pollution Certificate validity	
13	Permit validity	
14	Insurance validity	
15	Name & Address of Driver	
16	D.L.No. & Validity of D.L. of the Driver	
17	Proposed hire charges of the vehicle per month excluding fuel cost	
18	Rate of fuel consumption/Mileage per liter	
19	Contact Number of the Service Provider (Bidder/Quotationer)	

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

Signature of the Bidder

Rate on Good Transportation Vehicles

Sl. No.	Type of Vehicles	Local Trip up 0 to 50 Km			Local Trip (50 to 100 km)			Local Trip (100 to 200 km)			Long Trip (above 200 km)		Remarks	
		Per day (12 hr)	Extra per hr	Per KM	Per day (12 hr)	Extra per hr	Per KM	Per day (12 hr)	Extra per hr	Per KM	Per KM	Detention		Night Halt
1	Pickup van/Tata AC Small													
2	Pickup van/Tata AC Big													
3	Truck Small													
4	Mini Truck Medium													
5	Big Truck													

1. Contact Number of the Service Provider (Bidder)

Mobile _____ Telephone _____ e-mail_____.

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

Signature of the Bidder

Annexure 'C'

Terms and Conditions

The following terms and conditions as fixed by Government in **F.D.O.M.No.22924/F., dated 14.8.2023** must be fulfilled by the successful bidder for providing a vehicle (car) on hire on a monthly rental basis and as and when required basis.

1. The service provider shall have a valid OGST registration to participate in the tendering.
2. The vehicle must be in Road Worthy condition, shall not be more than 03 years old from the date of initial registration, and must have a valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution Certificate, valid Contract Carriage Permit, proof of up-to-date tax payment, etc. which are mandatory for plying of vehicle.
3. The Driver of the vehicle must have a valid Driving License for driving a light transport passenger vehicle and should be sufficiently experienced in driving a transport/ passenger vehicle.
4. The Driver should be well-behaved, gentle and obedient. He should be neatly dressed in proper uniform and should maintain all protocol while on duty. He should have a specific Mobile number to attend the calls round the clock, if required. No separate payment shall be made for the same.
5. The agency shall submit a Demand Draft of **Rs. 1000/-** towards bid processing fees (Non-refundable) drawn through any Nationalized Bank in favour of the Director, SCSTRTI, Bhubaneswar.
6. A sum of **Rs. 5,000/-** shall be deposited by the intending bidders in the shape of an Account Payee Bank Draft drawn in favour of the Director SCSTRTI, Bhubaneswar, and submitted along with the tender as a security deposit. After completion of the tender process, the amount will be refunded to unsuccessful bidders without interest.
7. The application form of quotation /tender containing General Bid Information, price format & Terms and conditions for Hiring of Vehicles etc. will be available with the Office of the Directorate of Scheduled Castes & Scheduled Tribes Research and Training Institute (SCSTRTI) CRPF Square, Bhubaneswar on monthly rent basis and annual basis can be downloaded from SCSTRTI official website (www.scstrti.in) or the Govt. of Odisha website (www.odisha.gov.in) **from 05/07/2024 to 25.07.2024.**
8. The monthly rate of hire charge should be quoted separately in the general bid information (excluding fuel and lubricants).
9. The Monthly vehicle must achieve a fuel efficiency of minimum average mileage of **17 (Seventeen) Kms per liter.**
10. The details of the make and year of manufacture of the vehicle, registration no., mileage (Kms covered per liter) 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 Quotation/Tender in the format specified Application Form (**Annexure-A**).
11. The hired vehicles, during the period of the contract, shall have all necessary valid MV documents such as a valid Registration Certificate, Insurance Certificate, Pollution 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 which are mandatory for plying of vehicle. Preference will be given to new/latest BS-VI emission-compliant vehicles.
12. The 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 the use of the hired vehicle in any manner whatsoever. The service provider shall be responsible for all such litigation.
13. The Service Providers will ensure that the vehicle is kept under optimum running condition and avoid accidents attributable to lack of maintenance/upkeep. The hired vehicle cannot be used for any private/commercial purpose beyond office hours or during holidays.
14. The hire charges to be paid every month are final but do not include the cost of fuel, which is to be paid separately based on actual consumption and 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.
15. 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.
16. 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.

17. In case the vehicle does not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
18. The vehicle shall report for duty for a minimum of 25 days in a month. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be demanded.
19. Monthly hire charges and reimbursement towards the cost of fuel (as per actual) of the selected bidder will be paid every succeeding month, as far as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.
20. The hiring may be discontinued immediately when the vehicle is no longer required for office.
21. The selected/successful bidder will have to execute an Agreement with the Authority as per Government in **F.D.O.M.No.22924/F., Dt. 14.8.2023.**
22. The period of the contract shall be initially for 02 (two) years which can be extended subject to satisfactory performance.
23. If the services are found to be unsatisfactory, the client shall give 01 (one) months' notice and terminate the agreement.
24. In case the service provider intends to withdraw the services of his vehicle and terminate the agreement, it shall be mandatory for him to give 01(One) months' notice before such withdrawal of service and termination of the agreement.
25. If the bidder violates any of the terms of the contract, this Office shall forfeit the entire amount of security deposit.
26. The bidder/firm/ service provider may submit their bid in Three separate sealed envelopes on or before the due date. Envelope ONE marked in bold, as "General Bid" shall contain all supporting documents to ascertain the eligibility of the firm to participate in the bidding process. Envelop Two marked in bold, as "Financial Bid" Shall contain a detailed schedule of prices for the proposal as per Annexure-A and Annexure-B. Both the sealed envelopes are to be put in one large envelope which should be superscribed as 'Quotation for providing of vehicles". The envelopes are to be addressed to the Director, SCSTRTI, CRPF Square, Bhubaneswar-751003.
27. The Complete quotations must be submitted via Registered post/Speed post. Quotation completed before **25.07.2024 by 1:00 PM** all respect should reach the undersigned on or p.m. and shall be opened on **26.07.2024 at 3:00 p.m.** in the presence of the bidders or their authorized representatives.
28. The Firms/Individuals whose services were previously found unsatisfactory, need not apply. The same will not be considered.
29. The undersigned will not be responsible for late / non-receipt of the quotations sent by Registered & Speed post.
30. Clear and legible copies of all documents should be attached.
31. The travel agency of the vehicles has to execute an agreement in a stamped paper before the vehicle is engaged.
The Authority reserves the right to cancel the tender/quotation or any part of it at any time without assigning any reason thereof.

Documents Required

1. Copy a valid OGST registration to participate in the tendering.
2. Copy of PAN Card copy
3. The agency shall submit a Demand Draft of Rs. 1000/- towards bid processing fees (Non-refundable) drawn through any Nationalized Bank in favour of the Director, SCSTRTI, Bhubaneswar.
4. Up-to-date copy of the GST deposit acknowledgment payment receipt.
5. A sum of Rs. 5,000/- shall be deposited by the intending bidders in the shape of an Account Payee Bank Draft drawn in favour of the Director SCSTRTI, Bhubaneswar, and submitted along with the tender as a security deposit. After completion of the tender process, the amount will be refunded to unsuccessful bidders without interest.
6. The firm/agency shall submit the price offer as per the format in Annexure 'A' & 'B' The rates should be excluding all Taxes
7. The experienced firms shall be given preference. The bidder needs to enclose an order copy of continuous experience in providing vehicles on a monthly and annual basis to Govt. Organizations at least for 05 (Five) years.
8. The bidder shall submit a statement on Annual Turnover of Rs.50 lakh and above per year for the last 3 years.
9. Self-declaration for never been blacklisted

Signature of the Bidder