Sealed quotations are invited from interested reputed Travel Agencies/Tour Operators having registration in both GST & GeM Platform for providing 01(one) No. of Tiago/ Bolt/ Celerio/Zest/Tigor/Swift Dzire/Xcent/Etios Petrol Driven vehicle for use of Senior Officers of the D.G. of Police-cum-I.G.P. & D.C.S., Odisha Under Home Department, Government of Odisha, Bhubaneswar on monthly basis. The Terms and Conditions in respect of such engagement of Service Provider/agency are mentioned in detail below this notice.

The monthly rate of hiring charges excluding GST and Fuel cost should be quoted in a format for technical bid enclosed separately as per the terms & conditions for hiring of vehicle provided in Annexure-I. The service provider while quoting hiring charges for the vehicle must take a note of the fact that the maximum rate of hiring charges per month excluding taxes should not exceed Rs.20,000/- in type of vehicles Tiago/Bolt/Celerio and Rs.26,000/ (in type of vehicles Zest/Tigor/Swift Dzire/Xcent/Etios(petrol)) at any cost including cost of driver & reprise on the vehicle.

The Quotation complete in all respect and containing general information (Annexure-II), Financial Bid (copy enclosed), Bid Declaration Form (copy enclosed) along with all supporting documents should be sent through post/courier/dropped in the tender box placed in the office chamber of Sri Prasanta Mishra, Administrative Officer, OF Branch O/o D.G.P.-cum-I.G.P. & D.C.S., Odisha, Bhubaneswar (3rd Floor) on or before 25.10.2023 and shall be opened on 26.10.2023 in presence of the Service Providers or their authorized representative. The representative will attend the meeting with proper authorization letter otherwise no one shall be permitted to attend the meeting.

1. The service provider shall have a valid GST registration to participate in the tendering.
2. The Service Provider, participating in the bidding process under the jurisdiction of Municipal Corporations shall be registered on GeM platform.
3. 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 playing of the vehicle.

P.T.O.
4. The Driver of the vehicle must have a valid Driving License for driving, light transport passenger vehicle and should be sufficiently experienced in driving light transport passenger vehicle.

5. The Driver should be well behaved, gentle and obedient in nature.

6. A sum of Rs.5000/- shall be deposited by the intending, bidders in shape of Account Payee Bank Draft drawn in favour of the DDO. Administrative Officer O/o the DG of Prisons & DCS Odisha, Bhubaneswar and the draft should be submitted along with the quotation paper as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.

7. The monthly rate of hire charge be quoted separately in general bid information (excluding fuel and lubricants).

8. The vehicle must achieve a fuel efficiency of 17 (Seventeen) Kms. Per disorder.

9. The details of the make and year of manufacture of the vehicle, Registration No .Mileage (K.Ms. 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 (Annexure-III).

10. The quotation completed in all respect should reach the undersigned on or before 25.10.2023 by 5.00 P.M. and shall be opened on the 26.10.2023 in presence of the bidders or their authorized representatives.

11. The application form of quotation containing General Bid information & Terms and conditions for hiring of Vehicles etc. will be available with Office Establishment Section of DG of Prisons and DCS, Odisha, Bhubaneswar on all working days on payment of Rs.1000/- from 11.00 A.M. to 5.00 P.M. or can be downloaded from the prison website http://prisons.odisha.gov.in from 11.10.2023. In case the application form is downloaded from the website, the applicant shall furnish a Demand Draft for an amount of Rs.1000/- (Rupees one thousand) only towards cost application along with the application.

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

   Memo No. 16276

   Addl. I.G. of Prisons
   Odisha, Bhubaneswar
   Dated 10/10/2023

   Copy forwarded to All Directorates with a request to display the notice in their Notice Board for wide publicity /Notice Board of DG of Prisons & DCS. Odisha, Bhubaneswar, Budget Section / Addl. Secretary to Government Home (Jail) Department for information and necessary action.

   Addl. I.G. of Prisons
   Odisha, Bhubaneswar

   P.TO.
Memo No. 16244

Copy to D.I.G. Prisons (Hqrs) for information and necessary action.

Addl. I.G. of Prisons
Odisha, Bhubaneswar

Dated 10/10/2023
## Important Information for the Service Providers

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bid Inviting Authority</td>
<td>D.G. of Police-cum-I.G. of Prisons &amp; D.C.S., Odisha, Bhubaneswar, Heads of Department Building, 3rd Floor, Unit-V, Bhubaneswar-751001</td>
</tr>
<tr>
<td>Place of submission of bid documents</td>
<td>D.G. of Police-cum-I.G. of Prisons &amp; D.C.S., Odisha, Bhubaneswar Heads of Department Building, 3rd Floor, Unit-V, Bhubaneswar-751001</td>
</tr>
<tr>
<td>Address for correspondence</td>
<td>D.G. of Police-cum-I.G. of Prisons &amp; D.C.S., Odisha, Bhubaneswar Heads of Department Building, 3rd Floor, Unit-V, Bhubaneswar-751001</td>
</tr>
<tr>
<td>Last date and time for submission of proposal/bid</td>
<td>Date: D.G. of Police-cum-I.G. of Prisons &amp; D.C.S., Odisha, Bhubaneswar Heads of Department Building, 3rd Floor, Unit-V, Bhubaneswar-751001</td>
</tr>
<tr>
<td>Tentative Date, time and venue for opening of Technical bids</td>
<td>Date: D.G. of Police-cum-I.G. of Prisons &amp; D.C.S., Odisha, Bhubaneswar Heads of Department Building, 3rd Floor, Unit-V, Bhubaneswar-751001</td>
</tr>
<tr>
<td>Tentative Date, time and venue for declaration of technical bid</td>
<td>Date: D.G. of Police-cum-I.G. of Prisons &amp; D.C.S., Odisha, Bhubaneswar Heads of Department Building, 3rd Floor, Unit-V, Bhubaneswar-751001</td>
</tr>
<tr>
<td>Tentative date for opening of financial bids</td>
<td>Date: D.G. of Police-cum-I.G. of Prisons &amp; D.C.S., Odisha, Bhubaneswar Heads of Department Building, 3rd Floor, Unit-V, Bhubaneswar-751001</td>
</tr>
<tr>
<td>Contact Person</td>
<td>Sri Prasanta Mishra, Administrative Officer, D.G. of Police-cum-I.G. of Prisons &amp; D.C.S., Odisha, Bhubaneswar Contact No.7978952132 / 9437112945</td>
</tr>
</tbody>
</table>

P.T.O.
ANNEXURE-II

TERMS AND CONDITIONS FOR HIRING OF VEHICLES

The following terms and conditions must be fulfilled by the successful Service Provider for providing the vehicles on monthly hired basis.

- Both G.S.T. and GeM registration are compulsory for any Service Provider to participate in this bidding process.
- The hired vehicles, during the period of contract, shall have all necessary valid MV documents such as:- Valid Registration Certificate, comprehensive Insurance Certificate, Fitness Certificate, Pollution Under Control Certificate(preferably BS-IV/compliant), Valid contract carriage Permit/commercial license, proof of up to date Tax Payment etc. and valid D.L. of the Driver should be available all the time.
- The D.G.P & D.C.S., Odisha shall not be responsible for any damage/loss caused to hired vehicle 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 Service Provider shall be responsible for all such litigation.
- The hiring charges to be paid on monthly basis is final for the entire contract period and does not include cost of fuel which is to be paid separately basing on actual consumption of fuel and lubricants as per existing Government norms.
- The minimum average mileage will be 17 K.M/ litre. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of the Engine, Gear Box and differential Coolant, Tyres and Tubes, Battery etc. including repairing of the vehicle will be borne by the service provider.
- It shall be the responsibility of the Service Provider to provide a good Driver having a valid Driving License and the salary of the Driver shall be borne by the Service Provider.
- It is the responsibility of the service provider to have necessary Police verification certificate in favour of the drivers engaged for the hired vehicles.
- The Car and Driver shall be at the disposal of the Authority during the period of engagement. In no way the engaged vehicles can be used for private and commercial purpose beyond office hours and on holidays.

P.T.O.
• In the case of contracted vehicles, same Car and Driver should be sent daily. Any change in vehicles or Drivers will be allowed only in exceptional circumstances and that too with the prior information/approval of the Authority.

• The drivers of the vehicles provided must follow traffic rules and other regulations prescribed by the Government from time to time. Drivers should be familiar with all important places in Bhubaneswar and outstations.

• The Authority will not be responsible for any traffic challan, loss, damage or accident to the vehicle or to Driver.

• The daily record indicating time and mileage for the vehicle shall be maintained by the driver. Telephone facility (24 X 7 hours) must be available with the service provider and Drivers.

• It is the responsibility of the service provider to update the log book of the vehicle once in every 72 Hrs.

• Monthly hire charges of selected Service Provider will be paid in every succeeding month, as far as possible within 15 days of the submission of bills by the Service Provider and no advance payment will be made. TDS as per GST and IT Act and Rules will be applicable as per Rule.

• The vehicles shall not be more than 3 years old from the initial registration and also in good running condition during the period of contract.

• The service provider is not allowed to sublet the contract at any cost.

• The vehicle shall report for duty for minimum of 25 days in a month.

• In case of breakdown for reasons whatsoever the replacement of a vehicle of the same or better model shall be provided by the service provider.

• D.G. of Prisons & D.C.S., Odisha reserves the right to discontinue with the hiring immediately when there is no requirement of such vehicles with one month notice.

• The vehicle shall move all over Odisha as and when required for tour on official purpose.

• In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be demanded.

• If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.

P.T.O.
- In case the service provider intends to withdraw the services of his vehicle and terminate the agreement, it shall be mandatory upon his to grant one month notice before such withdrawal of service and termination of agreement.

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

**CONTRACT VALIDITY:**

The rate quoted by the successful service provider shall remain valid for a period of 03(three) years. The contract with the successful service provider will be for a period 01(one) year which may be extended further upon satisfactory performance.

**BID SECURITY DECLARATION:**

- The Service Providers has to submit a Bid Security Declaration in Prescribed Format at the time of submission of his bid documents.

- The successful Service Provider is required to pay Bid Security i.e. 3% of the total value of the contract as per Government in Finance Department O.M. No.PT15-FIN-COD-MISC-0007-2019-8475/F dated 05.04.2022.
ANNEXURE-III

GENERAL INFORMATION FOR HIRING VEHICLES

1. Registration Number of Vehicle:
2. Type of Vehicle: (AC/Non-AC)
3. Year of Manufacture:
4. Model:
5. Date of Registration:
6. Name and Address of Owner of Vehicle:
7. Fitness Certificate Validity:
8. Permit Validity:
9. Insurance Validity:
10. Name and Address of Driver:
11. DL No. and Validity of the DL of the Driver:
12. Proposed hire charge of the vehicle per month:
13. Mileage per Liter:
14. Name, address and Contact No. of the Service Provider

N:B: The Service provider should furnish copy of the valid documents in support of the information entered in the above mentioned points

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

Seal & Signature of the Quotationer / Tenderer
INSTRUCTIONS TO THE SELECTED SERVICE PROVIDER:

- The engagement and employment of Drivers and payment of wages to them as per existing provisions of various labour laws and regulation and is the sole responsibility of the Service Provider and any breach of such laws or regulation shall be deemed to be breach of this contact.
- In case of non-availability of vehicles, penalty as decided by D.G. of Prisons & D.C.S., Odisha shall be imposed in addition to deduction at pro-rata basis for that day.
- The selected Service Provider will have to execute agreement with Controller of Accounts Odisha within the period 15 days from the date of receipt of order.
- If the services are found to be unsatisfactory, D.G. of Prisons & D.C.S., Odisha reserves the right to terminate the agreement with prior intimation at any time.
- In case the Service Provider intend 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.
- If the Service Provider violates any of the terms of contract, the entire amount of Performance Guarantee will be forfeited.
- The Service provider shall provide the correct and complete address of office with telephone number for service of notice and other communication by D.G. of Prisons & D.C.S., Odisha from time to time.
# FORMAT FOR FINANCIAL BID

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Description of Vehicle (Registration Number)</th>
<th>Hiring Charges per month (in INR) (Excl. GST and Fuel cost)</th>
<th>GST (in INR)</th>
<th>Total Hiring Charges (in INR)</th>
</tr>
</thead>
</table>

Grand Total

N:B: - The total cost for vehicles excluding GST will be considered for selection of the L1 Service provider.

Seal & Signature of the Quotationer / Tenderer
Bid Security / EMD Declaration- Format

To,

The D.G. of Prisons & D.C.S.,
Odisha, Bhubaneswar.
Under Department of Home,
Government of Odisha.

Reference:

(1) OE/MISC-20/22 Letter No. ______________________ Dt. __________________

We, ______________________ Irrevocably declare as under.
I/We understand that, as per REP No. ______________________ Dt. __________________ of
Tender/Quotation bid conditions, bids must be supported by a Bid Security Declaration in lieu of
Earnest Money Deposit.
I/ We hereby accept that our organization may be disqualified from bidding for any contract
with D.G. of Prisons & D.C.S., Odisha for a period of 03(three) years from the date of
disqualification as may be notified by D.G. of Prisons & D.C.S., Odisha (without prejudice to
D.G. of Prisons & D.C.S., Odisha rights to claim damages or any other legal recourse) if,

1) Out organization is in a breach of any of the obligations under the bid conditions.
2) Our organization have withdrawn or unilaterally modified/ amended/ revised our
organization Bid during the bid validity period specified in the form of Bid or extended
period, if any.
3) On acceptance of our bid by D.G. of Prisons & D.C.S., Odisha our organization failed to
deposit the prescribed Security Deposit or fails to execute the agreement or fails to
commence the execution of the work in accordance with the terms and conditions and
within the specified time.

Signature:

Name & Designation of the authorized person signing the Bid-Securing Declaration Form:
Duly authorized to sign the bid for and on behalf of: ______________________
(complete name of Bidder)