



ODISHA BIODIVERSITY BOARD

Regional Plant Resource Centre Campus
Nayapalli, Bhubaneswar-15, Odisha
Forest & Environment Deptt. Govt. of Odisha
Tel No.0674-2552006, Email : msobb@rediffmail.com

File. No. Estt/159/OBB/2022/ 5760

Date: 6/3/23

TENDER CALL NOTICE FOR HIRING OF VEHICLES

Sealed Tenders are invited from reputed Travel Agencies/Tour Operators having GST & PAN number for providing vehicles for official tours (mentioned below) on hire with Driver on Monthly, Local & Long-distance travel to forest and non-forest areas of Odisha.

Category of vehicle

Nature of engagement

- | | |
|--|-------------------------------|
| 1. Mahindra-Bolero/Xylo, AC / Non AC | Local & Long distance |
| 2. Toyota-Innova/ Suzuki Dzire AC / Non AC | Monthly/Local & Long distance |
| 3. Suzuki Dzire, AC / Non AC | Local & Long distance |

The travel agencies/Tour Operators should quote their rates as per the terms and conditions for each type of vehicle. The firm should have sufficient number of vehicles to supply at short notice. The quotation should reach the undersigned in sealed cover prescribed "TENDER CALL NOTICE FOR HIRING VEHICLES" on before dated. **27.03.23** (5.30P.M). The tender paper you can be downloaded on date; **06.03.23** in the website of (www.odishabiodiversityboard.in) or can be collected during the office hour from the office of OBB, Bhubaneswar. The Tenderer should provide their price towards supply of different types of vehicles on hiring basis to OBB as mentioned in ANNEXURE-I.

TERMS & CONDITIONS FOR HIRING OF VEHICLES

The following terms and conditions must be fulfilled by the successful bidder for providing vehicles on hire on monthly/long/local basis.

1. The tender format is a **two bid formats; thus tenderers need to submit the Technical Bids and Financial Bids separately**. The envelopes must be sealed properly and clearly written the Technical Bid or the Price Bid on the top. The Tenderers must include the tender paper and EMD cost and the required documents mentioned in the terms and conditions in the Technical Bid envelope except the price information. The technical bids will be examined and only the qualified firms price bids will be considered.
2. The tender documents should submit to "The Member Secretary, Odisha Biodiversity Board, Nayapalli, Bhubaneswar-751015". The tenderers need to enclose Rs.400/- in favour of "The Member Secretary, Odisha Biodiversity Board, payable at Bhubaneswar as the paper cost of the tender document

3. The firms should submit the tender documents by hand in the Drop Box placed at the office of OBB or Speed Post/Registered Post/ Courier Service. Last date of the receipt of tender documents is dt. **27.03.2023 (up to 3. 30P.M)**. The tenders will be opened by the Tender Committee of Odisha Biodiversity Board on dt. **27.03.2023 (at 5 P.M)** in presence of the authorized representatives of the firms who like to be present at the time.
4. The rates quoted by the firms should be valid for period of 12 months from the date of signing the agreement. The rates should be quoted in the format provided by office (Annexure-I). The paper format is available in the office of the Odisha Biodiversity Board or the same can also be downloaded from the web site www.odishabiodiversityboard.in. This document needs to be provided in the Price Bid Envelope.
5. Copy of PAN and GST to be submitted.
6. Undertaking that the firm has not been blacklisted by any Govt. Organization/Institution need to be submitted.
7. The hired vehicles, during period of contract shall have all necessary valid MV documents such as: - valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution Under Control Certificate, valid Contract Carriage permit. Proof of up to date tax payment etc. and D.L. of the driver available all the times. 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 damages to any property on account of use of hired vehicle any manner whatsoever. The hirer shall be responsible for all such litigation.
8. The agency must have transaction of the Rs. 50 lakhs or above per year during the last three financial years only related to travels. It is mandatory. The firms need to submit documents in support of this.
9. The agency must have 8 numbers of owned vehicles in possession during the financial year 2022-23. It is mandatory to provide supporting document are required.
10. In case of breakdown for whatever reasons the replacement of a vehicle of the same or better model shall be provided by the owner of the vehicle/bidder.
11. It shall be the responsibility of the bidder to provide a good driver having a valid commercial license to drive a light motor vehicle and should have adequate driving experience.
12. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
13. Notwithstanding the above, the office of OBB reserves the right to accept or reject any quotation and to cancel the quotation process and rejects all quotations at any time prior to the issue of hiring order.

14. 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.
15. If the bidder violates any of the terms of contact, this office shall forfeit the entire amount of security deposit.
16. All the toll and parking fees required during the travel period will be paid by the office.
17. The bidder will not charge extra cost for the use of the vehicle in the forest areas during the travel.
18. The bidder needs to submit minimum of three performance certificates citing the satisfactory performance of supplying vehicles to Government Organizations. It is mandatory.
19. Per day running above 250 kms for Dzire will be charged as per km rate and below 250 kms running will be charges as per local day basis.
20. Per day running above 300 kms for Bolero/Innova/Xylo or etc like this type of vehicle will be charged as per km rate and below 300 kms running will be charges as per local day basis.
21. Detention will be calculated as per 50 km in 1 hour and rest hour will be charged as extra hour.
22. Kilometres and time will be charged to and fro of travels office.
23. Night halt rates quoted not allowed.
24. One day will be calculated for 12 hours, extra hour will be charged.
25. All vehicles should be supplied to OBB in good condition.
26. For monthly hiring the vehicle cannot be used for any other purpose other than OBB work.
27. Work may be assigned on holidays, weekends and after hours.
28. Payment will be made for monthly hiring and the POL as per the distance covered.
29. The vehicles should not be more than 2 years old, preferable white colour. The Innova need to have a bucket seat. It is mandatory. The model should be new one.
30. The monthly rate of hire is quoted separately in the general bid information (excluding fuel and lubricants).
31. The vehicle must achieve a fuel efficiency per litre as mentioned in the Annexure - I.

32. The hire charge to be paid for monthly basis is final but does not include cost of diesel 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, Lubricants oil of Engine, Gear Box & differential Coolant, Tyres & Tubes, Battery etc. will be borne by the bidder.
33. In case of the vehicle do not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source.
34. Monthly hire charges and reimbursements towards cost of diesel (as per actual) and lubricants (as per Govt. norms) of selected bidder will be paid in every succeeding month, within 15 days of the submission of bills by the service provider and no advance payment will be made.
35. The form needs to deposit Rs 20,000/- as the EMD in favour of Odisha Biodiversity Board in the shape of Bank Draft.

Maha K Nayak
06/03/2023

Member Secretary

Memo No. 5761 / OBB, Bhubaneswar.

Date. 6/3/23

Copy to All Scientist / / OBB, Bhubaneswar for information & necessary action.

Maha K Nayak
06/03/2023

Member Secretary

Memo No. 5762 / OBB, Bhubaneswar.

Date. 6/3/23

Copy to Dr. Shubhransu Nayak, Project Coordinator of OBB to upload the notice at official website of OBB.

Maha K Nayak
06/03/2023

Member Secretary

Memo No. 5763 / OBB, Bhubaneswar.

Date. 6/3/23

Copy to Notice Board of Regional Plant Resource Centre/ Integrated Coastal Zone Management Project & Centre for Environment Studies.

Maha K Nayak
06/03/2023

Member Secretary

ANNEXURE-I

(Price quoted in the following prescribed format)

A) LONG CHARGES:

Name of the Travel Agencies/ Owners/ etc. of Vehicle	Type of Vehicle	Per K.M. in Rs.	Detention per hour in Rs.
	(i) A.C		
	- Mahindra Bolero/ Xylo		
	- Toyota Innova		
	- Suzuki Dzire		
	(ii) Non- A.C		
	- Mahindra Bolero/ Xylo		
	- Toyota Innova		
	- Suzuki Dzire		

B) LOCAL CHARGES:

Name of the Travel Agencies/ Owners/ etc. of Vehicle	Type of Vehicle	Per day Charge in Rs.	Fuel consumption per liter in K.M.
	(i) A.C		
	- Mahindra Bolero/ Xylo		
	- Toyota Innova		
	- Suzuki Dzire		
	(i) Non- A.C		
	- Mahindra Bolero/ Xylo		
	- Toyota Innova		
	- Suzuki Dzire		

C) MONTHLY CHARGES:

Name of the Travel Agencies/ Owners/ etc. of Vehicle	Monthly Hire charges	Fuel consumption K.M. / LTR.	Lubricant consumption K.M/ LTR.	Other statuary taxes if any	Grand Total

The Monthly vehicle charges should not be more than as given by the Department of finance, Govt of Odisha. Details are mentioned below.

Moh L Nayak
05/03/2013

Member Secretary