

DETAIL QUOTATION CALL NOTICE

The State Government of Odisha, through the Works Department shall host the 75th Annual Session of the Indian Roads Congress-2015 at Bhubaneswar, Odisha.

1. *Objective:*

The objective of the assignment is for ***providing vehicles on hire for five days during the convention of the 75th Annual Session of the Indian Roads Congress to be held from January 18-22, 2015 at Janata Maidan, Bhubaneswar, Odisha.***

2. *Period of Service :*

The contract for engagement for the proposed assignment shall be from January 1, 2015 to January 31, 2015.

3. *Required Qualifying Criteria & Experience:*

A. REQUIREMENT OF VEHICLES

1. The total number of vehicles required will be approximately 500 numbers, as per the table provided below, which is subject to change depending upon the requirement of Convener, Transport Committee. The Convener, Transport Committee reserves the right to reduce/increase the numbers of vehicles during the event.

Category	Description of Vehicle	Number of Vehicles Required
I	A. Innova	60 Nos
	B. Scorpio or Equivalent	40 Nos
II	Indigo / ETIOS / VERITO or Equivalent	250 Nos
III	Indica or Equivalent	140 Nos
IV	Tata Winger (AC)	10 Nos

2. All the vehicles must have air-conditioning facility in operative condition. Non-air-conditioned vehicles shall not be considered at all, under any circumstances.
3. The vehicles shall be used from **18.01.2015 to 22.01.2015** for five days only during the event. About 10% of the vehicles may be required to be engaged before and after the event.

B. QUALIFYING CRITERIA FOR THE BIDDER

1. The bidder should have PAN card and valid service tax registration.
2. The bidder must demonstrate to have engaged himself in such business during the last three years.
3. The bidder must have financial turnover of **Rs. 30 lakh** in any of the past three financial years from this type of business. A certificate from the Chartered Accountant shall be attached in the bid.
4. The bidder shall quote the rates in the format attached with bidding document.

5. The responsive proposals shall be evaluated on the least cost basis and if required further negotiation will be made with lowest responsive bidder.
4. *The Convener, Transport Committee, on behalf of the Local Organising Committee, 75th IRC Annual Session, Bhubaneswar, Odisha* now invites reputed firms in the vehicle rental business/ travel agents satisfying the qualifying and experience criteria laid down in the document for providing vehicles on hire for five days during the convention of the 75th Annual Session of the Indian Roads Congress to be held from January 18-22, 2015 at Janata Maidan, Bhubaneswar, Odisha to submit their proposal with the following terms and conditions. Interested firms must provide information indicating that they are qualified to perform the assignment.

TERMS & CONDITIONS

1. The vehicles should be in good running condition and should not be more than 3 years old, with valid registration certificate, insurance, contract carriage permit, fitness certificate and other documents which are mandatory for plying of vehicles as per OMV Act and other applicable Acts / Rules in force.
2. The service provider shall deploy adequate number of staff at the IRC venue for effective control, monitoring & management of vehicles.
3. The service provider shall replace the break down vehicles within one hour.
4. All the drivers must possess valid driving license and active mobile phones.
5. The vehicles are meant for local run only, within the municipal city limits of Bhubaneswar, for a maximum run of 60 Km per day.
6. Any guest who has been allotted with a vehicle and intends to take it outside the jurisdiction, shall pay the extra cost to the driver. It shall be the sole responsibility of the service provider to collect dues from the user and the Convener, IRC shall not be held responsible for any such payment.
7. The vehicle will be utilized from 7.30 A.M to 11 P.M., with one hour lunch break, for the purpose of collecting the delegates from respective hotels/ guest houses/ airports/ railway station/ bus stand to the venue and dropping them back.
8. The vehicles assigned to LOC of IRC by the service provider can not be utilized for any other purpose without permission of the Convener, Transport Committee during the assignment period.
9. Fuel and food of the driver shall be provided by the service provider.
10. The service provider shall provide information such as registration number of the vehicle, name, address, mobile number of the respective drivers prior to 10th January 2015 in order to prepare the Id-cards for the drivers and Car-pass for the vehicles. Change of vehicles, is permitted maximum up to 16th of January 2015 and not beyond that in any case.
11. Vehicles are not allowed to carry any contraband substance during the period of use. If anything is found the service provider will be held responsible.
12. The driver of the vehicle has to carry the original registration certificate, insurance paper of the vehicle, fitness certificate & his driving license with him always.
13. The vehicles are to be parked in the area provided near the IRC venue only. Any fine or punishment to be imposed by the Commissionerate Police for parking outside the venue will be borne by the service provider.
14. The driver should be well behaved, gentle and obedient in nature and a teetotaler.

15. Any driver, found intoxicated, drunken, or misbehaving during duty hours, shall be removed by the Convener, Transport Committee without assigning any reason thereof. The service provider shall replace the driver immediately.
 16. Spare drivers should be readily available for replacement for any misconduct/ intoxicated/ falling sick drivers if found of the any other exigency, the bio data of such spare drivers should be provided by 13th January 2015.
 17. The vehicles should report to duty in the morning with adequate fuel everyday at the desired place as instructed to them in the previous day.
 18. The IRC committee hiring the vehicles 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.
 19. All expenditure of the vehicle towards replacement of spare parts, lubricants, oil, fuel, tyres, tubes, Battery shall be borne by the bidder.
 20. If AC will not be used by the user, or not functioning during travel, 25% of accepted rates shall be deducted from the bill.
 21. The service may be split between two or more agencies, if the authority desires.
5. A sum of Rs 30000/- shall be deposited by the intending bidder in shape of Demand Draft (Account Payee) drawn in favour of LOS,75th IRC and submitted with tender as security deposit. After completion of IRC the same will be refunded to successful as well as unsuccessful bidders.
 6. The selection of the firm shall be made on the basis of their experience, capability and capacity to execute the assignment and least cost to the Local Organising Committee,75th IRC Annual Session-2015, Bhubaneswar.
 7. Interested firms may obtain further information at the address given below from 14:00 to 20:00 Hours on all working days.
 8. All communications including terms of reference and firm's contract for the proposed assignment shall be issued in English language only.
 9. Proposals in complete shape must be delivered to the address below by no later than 17:00 Hours September 25, 2014.



(Bijay Kumar Sahu)

**Convener, Transport Committee – cum-
Superintending Engineer
IRC LOC Office, First Floor, Nirman Soudha,
Bhubaneswar - 751001
Tel : 0674 – 2396365 ; Email : 75thirc@gmail.com**

FORMAT FOR TECHICAL PROPOSAL

(The forwarding letter should be in a letter head of the bidder)

To,

**The Convener, Transport Committee – cum- Superintending Engineer
IRC LOC Office, First Floor, Nirman Soudha,
Bhubaneswar - 751001**

Sub: Technical Proposal for providing vehicles on hire for five days during the convention of the 75th Annual Session of the Indian Roads Congress to be held from January 18-22, 2015 at Janata Maidan, Bhubaneswar, Odisha.

Sir,

Please find herewith our technical proposal for the aforesaid assignment with relevant information as below.

1. Name of the Agency / Firm :
2. PAN CARD No.
(Xerox Copy to be attached)
3. SERVICE TAX No.
(Copy of Registration Certificate to be furnished)
4. Business carried out in last 3 Years in similar assignments:
5. Turn-over of the Bidder in last 3 Years to be furnished from Chartered Accountant
6. Any one of the Registration e.g. Shop / SSI / PF or with Tourism Department

All Terms & conditions of Quotation Call Notice is accepted.

Signature of the Bidder.

FORMAT FOR FINANCIAL PROPOSAL

(The forwarding letter should be in a letter head of the bidder)

To,

**The Convener, Transport Committee – cum- Superintending Engineer
IRC LOC Office, First Floor, Nirman Soudha,
Bhubaneswar - 751001**

Sub: Financial Proposal for providing vehicles on hire for five days during the convention of the 75th Annual Session of the Indian Roads Congress to be held from January 18-22, 2015 at Janata Maidan, Bhubaneswar, Odisha.

Sir,

Please find herewith our financial proposal for the aforesaid assignment with relevant information as below.

1. Name of the Agency / Firm :

2. Details of Financial Offer:

Category	Description of Vehicle	Number of Vehicles Required	Rate per Vehicle per Day (Exclusive of Service Taxes)
I	A. Innova	60 Nos	
	B. Scorpio or Equivalent	40 Nos	
II	Indigo / ETIOS / VERITO or Equivalent	250 Nos	
III	Indica or Equivalent	140 Nos	
IV	Tata Winger (AC)	10 Nos	

All Terms & conditions of Quotation Call Notice is accepted.

Signature of the Bidder.