



**CENTRAL TOOL ROOM & TRAINING CENTRE  
BHUBAESWAR**

**Tender No: CTTC/BBS/A&A/Admn./Vehicle Hiring/2022-23, dt.03.05.2023**

**TENDER DOCUMENT**

Name of works	<b>Hiring of Vehicles with Drivers on monthly basis for a period of One(1) year for Official use of Central Tool Room &amp; Training Centre, Bhubaneswar</b>
NIT for Rs.	<b>Total Rs. 10,00,000.00 (Rupees Ten Lakhs only)</b>
Tender Paper Cost	<b>Rs.1000.00</b>

**CENTRAL TOOL ROOM & TRAINING CENTRE**

(Govt. of India, Ministry of MSME)  
B-36, Chandaka Industrial Area  
Bhubaneswar-751024  
[www.cttc.gov.in](http://www.cttc.gov.in)  
Odisha

**SCHEDULE TO TENDER**  
**CENTRAL TOOL ROOM & TRAINING CENTRE**  
**(Government of India, Ministry of MSME)**  
(email: cttc@cttc.gov.in)

**I. TENDER SCHEDULE:-**

<b>Tender Enquiry No.</b>	::	<b>CTTC/2022-23/BBS/A&amp;A/Admn./Vehicle Hiring/2022-23</b>
<b>Name of work</b>	::	<b>Hiring of Vehicles with Drivers on monthly basis for a period of 01(One) year for Official use of Central Tool Room &amp; Training Centre, Bhubaneswar</b>
<b>Work schedule/Scope of work</b>	::	Details as per <b>Appendix –“A”</b> of the Tender Document
<b>Estimated cost</b>	::	<b>Rs. 10,00,000.00</b> <b>(Rupees Two Lakh Seventy Eight Thousand One Hundred Ninety Four only)</b>
<b>E.M.D (In INR)</b>	::	<b>2.5% Fixed Rs. 25,000.00 (Rupees Twenty Five Thousand only)</b> [Note: - EMD Should be valid at least for 90 days from the date of opening of tender. If thereafter validity of the E.M.D. requires extension, the participated firms will bound to extend the validity suitably].
<b>Tender fee [In INR &amp; Nonrefundable]</b>	::	Rs.1000.00
<b>Date of Invitation of Tender Offline</b>	::	<b>On 18/05/2023</b>
<b>Last date &amp; time of submission offline documents in tender Box placed at CTTC,BBSR</b>	::	By 1500 Hrs on <b>05/06/2023</b>
<b>Date &amp; time of opening tender(Technical bid)</b>	::	At 1600 Hrs on <b>05/06/2023</b>
<b>Validity of offer</b>	::	The tender shall remain open for acceptance till 90 days from the date of opening of bid and accepted rate shall remain valid during the services execution period including extended period if any.
<b>Tender Opening Venue</b>	::	O/o General Manager, CTTC, B-36, Chandaka Industrial Area, Bhubaneswar-751024

**Signature of Tenderer**

**Signature of Bidder**

**SCOPE OF WORK FOR HIRING OF VEHICLES**

Tenders are invited by the General Manager, Central Tool & Training Centre, Chandaka Industrial Area, Bhubaneswar from reputed parties/agencies supplying vehicles with drivers on a Monthly Hire-basis for a period of 01(One) year for official use of Central Tool Room & Training Centre, Bhubaneswar. Interested parties/agencies who are willing to comply with the terms and conditions annexed to this notice, may submit their bids in sealed envelope containing all the relevant documents to **General Manager, Central Tool Room & Training Centre, B-36, Chandaka Industrial Estate, Infocity Square, Bhubaneswar-751024.**

The tender documents should be attached with Technical Bid (Annexure-A), Financial Bid in BOQ Format (Annexure-B), and Tender Acceptance Letter (Annexure-C). The Financial Bid/Bids will be taken up only if the technical specifications are found satisfactory; otherwise, the Tender will be straightway rejected.

The details of the Vehicles to be hired are as under:

<b>Sr. No.</b>	<b>Category</b>	<b>Only AC</b>	<b>Description</b>	<b>Rate Contract (Rs)</b>
1.	Sedan-Luxury vehicle (Honda City /Hyundai Verna / Maruti Ciaz, etc.)	AC	Minimum Hiring Charge	
			Rate per hour for Local Tour	
			Rate per Extra KM (Local/long)	
			Detention per hour (Long)	
			Night Halt charges	
2.	Sedan - Normal Vehicle (Maruti Dzire, Toyota Etios, Honda – Amaze, etc.)	AC	Minimum Hiring Charge	
			Rate per hour for Local Tour	
			Rate per Extra KM (Local/long)	
			Detention per hour (Long)	
			Night Halt charges	
3.	MPV (Innova etc. or equivalent)	AC	Minimum Hiring Charge	
			Rate per hour for Local Tour	
			Rate per Extra KM (Local/long)	
			Detention per hour (Long)	
			Night Halt charges	
4.	SUV (Mahindra -Bolero, Scorpio, XUV or equivalent)	AC	Minimum Hiring Charge	
			Rate per hour for Local Tour	
			Rate per Extra KM (Local/long)	

			Detention per hour (Long)	
			Night Halt charges	
<p><b>If needed, the vendor should be able to provide more vehicles at the same rates and terms and conditions;</b></p> <p>Rates are to be quoted for Petrol/Diesel &amp; CNG Vehicle/ Electric Vehicle separately</p> <p><b>* In any case, the payment would be made based on the actual usage of the vehicles, irrespective of the numbers mentioned above.</b></p>				

## Data Sheet

Item	Description
Name of the Hirer	CTTC, Bhubaneswar
Tender Inviting Authority	General Manager, CTTC, Bhubaneswar
Tender Name	Hiring of Vehicles
Tender No.	CTTC/BBS/A&A/ADMIN/09/TE-No.
Method of Selection	
Language of Bid Submission	ENGLISH
Currency	Indian Rupees (INR)
Period of Hiring	05.06.2023 to 04.06.2024

**Tender for the hiring of Motor Vehicle for CTTC, Bhubaneswar:** Tender documents may be downloaded from CTTC, Bhubaneswar website: [www.cttc.gov.in](http://www.cttc.gov.in). Bidders are advised to go through the instructions provided in **Appendix-B** regarding Instructions for Tender Submission.

### Bid Submission:

Bids shall be submitted offline only to General Manager, CTTC, Bhubaneswar. Xerox copy of Bid documents also to be attached.

- The tenderer should ensure that the attached documents being submitted by him are eligible and genuine.

**GENERAL TERMS AND CONDITIONS OF THE TENDER NOTICE:**

- 1) The service provider should be a proprietorship/ partnership/ registered firm/ company and the vehicle(s) should be registered in Bhubaneswar, Odisha only.
- 2) The service provider should have a minimum of 3 years in experience of providing vehicles to any govt. department and relevant documents to substantiate the same should also be submitted with the technical bid in the specified format (**Annexure F**).
- 3) The contract for providing vehicles will be given to the lowest bidder who fulfills all the terms and conditions given in the tender document. To safeguard against failure by the successful service provider in providing a requisite number of vehicles, this office may impanel other service providers who are prepared to provide service as per the same terms and conditions as that of L-I (A firm that has quoted the lowest rates) tenderer.
- 4) **This office reserves the right to revise the requirements of vehicles being hired.** The number of 'staff car', 'Mid-sized & small sized' vehicles mentioned is not fixed. It is as per the present requirement:

**If needed, the vendor should be able to provide more vehicles at the same rates and terms and conditions.**

- 5) The payment shall be made based on the actual usage of the vehicles, irrespective of the numbers mentioned above.
- 6) Rates to be quoted for Petrol/Diesel & CNG vehicles separately as based on the fuel type separate rates are applicable.
- 7) The tenderer should ensure that after getting the contract the vehicle deployed by him are of the latest model (**not older than three years**) and shall have clean seat covers/ towels, car perfume, and should be in good running condition for which no extra payment would be made. Vehicles should be comprehensively insured and should carry necessary permits/ clearance from the Transport Authority or any other concerned authority. The vehicles should also carry necessary pollution certificates issued by the competent authority. **Undertaking in this regard would be required to be submitted by the tenderer along with the technical bid.**
- 8) The vehicles shall be for the exclusive use of this Office and should not be used by the Service Provider for any other purpose.
- 9) The vehicles shall be made available on all days including Saturday, Sunday & Holidays, if required.
- 10) The calculation of mileage shall be **from the reporting point to the reporting point** and will not be calculated on the garage to garage basis. For this purpose, the service provider shall ensure that the odometer of the supplied vehicle is properly sealed. In case of any doubt, the authorized officer of this Office may get the odometer of the vehicle checked from any authorized workshop at the cost of the Service Provider.
- 11) LPG Cylinders should not be used for running the vehicle in any case.
- 12) In case of any breakdown of the vehicle on duty, the service provider shall make arrangements for providing another vehicle.

- 13) The service provider shall provide the name & address/es of the drivers presently employed by him **(Annexure D)**.
- 14) The tenderer should ensure that after getting the contract the drivers deputed for service to this Office do not have any Police records/ Criminal cases (previous or pending) against them. The service provider should make adequate enquiries about the antecedents of the drivers before deputing them for service to this office. **Undertaking in this regard would be required to be submitted by the tenderer along with the technical bid.**
- 15) The driver(s) shall observe all the etiquette and protocol while performing duty. They should wear a **proper uniform** & must carry a mobile phone in working conditions, for which, **no separate payment** shall be made by this office.
- 16) The driver(s) deputed on duty should carry a valid driving license. They should also not have been involved in more than two punch or challan/s for negligent driving. The Service Provider should also ensure that they have arrangements for establishing contact and round-the-clock service. For this purpose, they should have adequate numbers of telephones/mobiles. Undertaking in this regard would be required to be submitted by the tenderer along with the technical bid.
- 17) This Office shall not be responsible for any challan, loss, damage, or any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by the Service Provider. Undertaking in this regard would be required to be submitted by the tenderer along with the technical bid.
- 18) The drivers should be well conversant with the roads and routes of Bhubaneswar, Odisha. The operation and functions of the drivers shall be governed as per the Motor Vehicles Act and Rules.
- 19) The drivers should always remain with the vehicle during the entire period of duty. In case of any need, they should seek permission from the concerned officers.
- 20) The tenderer should ensure that after getting the contract the drivers deputed by him have a minimum experience of three years of driving, which should be verifiable from the date of issuance of his driving license.
- 21) During the period of operation, the driver should not ordinarily be changed unless desired/allowed by this office. If any vehicle does not report for duty on any day(s) or the driver reports late or there is a violation of any other provision of the tender, then an amount calculated on a pro-rata basis per day shall be deducted from the monthly bill of that vehicle. **Any such penalty would be deducted by this office from the monthly bill without giving any prior notice.**

- 22) **The service provider should provide a single contact person/ supervisor for the fleet deployed to this office. It would be the responsibility of the supervisor to keep track of the vehicles, also any instruction regarding vehicles would be communicated by this office to the supervisor through phone or WhatsApp. It would be the responsibility of the supervisor to ensure that the vehicle reaches the desired location and report to the desired officer within time.**
- 23) A daily record indicating the time and mileage for each vehicle shall be maintained in a log - book which should be submitted to the concerned officer of this Office for scrutiny & payment of the bills.
- 24) This Office will reimburse taxes including GST, toll tax, and parking charges against the production of documentary evidence.
- 25) All expenses relating to the salary and allowances of the driver shall be borne by the Service Provider. Like-wise all expenditure related to the vehicle including insurance, maintenance & fuel etc. will also be borne by the Service Provider. The service provider shall provide the vehicle filling the fuel etc. and in no circumstances the driver should ask the guest to fill the fuel or pay the toll tax, parking charges etc.
- 26) The Service Provider shall undertake to indemnify the department against all damages/charges arising on account of or connected with the negligence of the Service Provider or his staff or any person under his control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof.
- 27) The service provider shall provide the vehicle of the make/model as per the terms of the contract/tender during the entire period of the contract and should not change the vehicle without prior information and approval from this office. In emergency and rare circumstances, this condition can be waived off by this office temporarily.
- 28) The service provider will comply with labour laws in force and all liabilities in this connection will be his responsibility.
- 29) The contract will be initially for a period of twelve months which may be further extended on satisfactory services on the same terms and conditions.
- 30) In case quality of service by the Service Provider is found unsatisfactory, this Office may terminate the contract after giving 15 days' notice. In case of such termination, services of other empanelled Service Providers will be utilized at the contracted rates.

- 31) **Bidders have to submit a Bid Security (Earnest Money) of Rs. 25,000/- (Rupees Twenty Five Thousand only) in the form of Demand Draft/ Fixed Deposit Receipt (FDR) or Bank Guarantee from a Nationalized Bank in favor of Central Tool Room & Training Centre, Bhubaneswar along with their bids. The Bid Security should remain valid for a period of at least forty-five (45) days beyond the date of bid validity.**
- 32) **On acceptance of the bid, the Service Provider has to submit Performance Security of an amount equivalent to 5% of the value of the entire period of the contract in the form of Fixed Deposit Receipt (FDR) or Bank Guarantee from a Commercial Bank in favor of CTTC, Bhubaneswar at the time of awarding the contract. The Performance security should remain valid for a period of at least sixty days beyond the date of completion of the contract.**
- 33) During the period of this agreement, any matter which has not been specifically covered by this agreement shall be decided by the competent authority of this Office whose decision shall be final.
- 34) No conditional bids shall be entertained by this Office and all conditional bids will be rejected summarily.
- 35) In case of any dispute of any kind and in any respect whatsoever, the decision of this Office shall be final and binding.
- 36) This Office reserves the right to require fulfillment of other conditions, not expressly mentioned, which are consistent with the use of vehicles on hire by this office.
- 37) Contract can be terminated by either party prematurely by giving advance notice of one month.
- 38) Proof of payment of appropriate GST will be required to be submitted to this Office.

Enclose:

- Annexure-A: Technical Bid
- Annexure-B: Financial Bid
- Annexure-C: Tender Acceptance Letter
- Annexure-D: Details of Regular Drivers
- Annexure-E: Details of Current fleet of vehicles
- Annexure-F: Experience Details

**(GENERAL MANAGER)**  
**CENTRAL TOOL ROOM &**  
**TRAINING CENTRE, BHUBANESWAR**



**Annexure - A**

**TECHNICAL BID**

**Qualifying criteria for Quotation**

**(Documents to be attached to substantiate every information)**

<b>Sr. No.</b>	<b>Technical Parameter</b>
1	Name, Address (In Bhubaneswar), and Telephone no. of Service provider
2	Details of the regular drivers as per Annexure D & Undertaking
3	Details of the vehicles as per Annexure E & Undertaking
4	Experience details as per Annexure F
5	ITR for Assessment Year 2019-20, 2020-21, 2021-22
6	Valid GST Registration & PAN
7	Undertaking to indemnify the department against all damages/charges
8	All pages of the tender document must be signed by the bidders, in token of his / their understanding/acceptance.

I have read the terms & conditions of the Tender Notice and it is to certify that the information furnished above is true & correct.

Signature

Name of Authorized Signatory

## **Technical BID UNDERTAKING**

From: (Full name and address of the Bidder) \_\_\_\_\_

To,

Dear Sir/Madam,

If the work of providing vehicles to your office on monthly hiring basis is provided to me, then I undertake that:

1. The vehicles provided by me to your office would be of latest model and would not be older than 2 years.
2. I would ensure that the drivers provided by me to your office do not have any Police records/ Criminal cases (previous or pending) against them nor they have been involved in more than two punch or challan/s for negligent driving. I would make adequate enquiries about the antecedents of the drivers before deputing them for service to this Office.
3. Your office shall not be responsible for any challan, loss, damage or any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by me.
4. The drivers deployed by me would have experience of minimum 3 years.
5. I undertake to indemnify the department against all damages/charges arising on account of or connected with the negligence on my part or my staff or any person under my control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof.

Signature

Name of Authorized Signatory

**Annexure-B**

**FINANCIAL BID  
HIRING OF VEHICLE (ANNUAL RATE CONTRACT)**

**TENDER NO:**

**Date:**

**1) Name of the Travel Agency : -**

**2) Name of the Owner/Proprietor : -**

**3) Postal Address with Phone/Mobile No. : -**

**4) Distance from CTTC, Bhubaneswar : -**

**5) PAN No. \_\_\_\_\_ GST NO: \_\_\_\_\_ Service Tax Regn.  
No. \_\_\_\_\_**

**6) Details about the Vehicles and Tariff:**

Type of Vehicle	Minimum Hiring charges	No. of Vehicles available	Free KMs per hour for Local Tour	Rate per hour (Rs.) for Local Tour	Rate per hour (Rs.) for Local Tor	Rate per extra KM (Rs.)		Detention Rate per hour (Applicable for long tour only)	Ning halt charges (If any)	Remarks
						Local Tour	Long Tour (More than 200 KMS)			
SEDAN (Toyota-Etios/Honda-Amaze, Maruti-Desire etc.)										
SEDAN-LUXURY (Honda City, Maruti-Ciaz, Hyundai-Verna etc.)										
SUV (Mahinda-Bolero, Scorpio, Xuv. Chevrolet-Tavera etc)										
MPV (Innova etc.)										

Detention: At average running of 50 KMs/hour. Rest of the hour will be treated as detention hours.  
 @Up to 200 KMS the travel will be treated as Local and beyond 200 KMS will be treated as Long Travel. Only on long travel detention rate will be charged.

In the event of empanelment of our travel agency in CTTC- Bhubaneswar, we shall be very prompt in our service. We are bound to follow the terms & conditions as and when implemented/amended by CTTC, Bhubaneswar. The above price is our lowest competitive price for the service.

Date:

Place:

**Signature of  
Owner/Proprietor with seal**

**PRICE BID UNDERTAKING**

(Tender name/no.) \_\_\_\_\_

and related activities envisaged in the Bid document.

1. I/We have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
2. I/We offer to work at the rates as indicated in the price Bid.
3. I/We undertake that I /We have carefully studied all terms and conditions of the tender and shall abide by them. Further, it is certified that I/We have never been blacklisted by any Govt./PSU Department.

Signature  
Name of Authorized Signatory

**TENDER ACCEPTANCE LETTER  
(To be given on Company/Firm Letter Head)**

**Date:**

**To,**

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**Sub: Acceptance of Terms & Conditions of Tender.**

**Tender Reference No:**

**Name of Tender / Work: -**

**Dear Sir,**

- 1. I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work' from the website(s) namely:**

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**as per your advertisement, given in the above mentioned website(s).**

- 2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / We shall abide hereby by the terms / conditions / clauses contained therein.**
- 3. The corrigendum(s) issued from time to time by your department/ organization too have also been taken into consideration, while submitting this acceptance letter.**
- 4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.**
- 5. In case any provisions of this tender are found violated, then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full earnest money deposit absolutely.**

**Signature  
Name of Authorized Signatory**

**Annexure-D****Details of Regular Drivers**  
(Minimum 5 drivers' details required)

<b>Sr. No.</b>	<b>Driver Name</b>	<b>License Number</b>	<b>Issuing Authority</b>	<b>Issue Date</b>	<b>Valid Upto</b>	<b>Private/ commercial</b>
1						
2						
3						
4						
5						

**Annexure-E****Details of Current fleet of vehicles**

(Minimum 5 vehicle details required. Also legible copy of RC, Insurance & PUC to be attached)

<b>Sr. No.</b>	<b>Registration Number</b>	<b>Owned/Leased/Hired</b>	<b>Make and Model</b>	<b>Manufacturing date</b>	<b>Insurance Number &amp; Validity date</b>	<b>PUC Number and validity date</b>
1						
2						
3						
4						

**Annexure-F**

**Experience Details**

(Copy of completion certificates to be attached)

<b>Sr. No.</b>	<b>Name of hirer</b>	<b>Hiring Period</b>	<b>Number of vehicles supplied</b>	<b>Completion certificate date</b>
1				
2				
3				
<ul style="list-style-type: none"><li>• Experience certificate would be considered for that financial year in which minimum 7 month's service has been provided</li></ul>				