



# NABAKRUSHNA CHOUDHURY CENTRE FOR DEVELOPMENT STUDIES

Bhubaneswar - 751 013, Odisha

(ICSSR Institute in Collaboration with Government of Odisha)

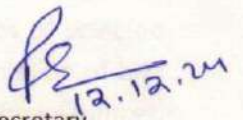
No. 536 / NCDS

## TENDER CALL NOTICE

Date: 13.12.24

Sealed quotations / tenders are hereby invited from interested reputed Service Providers ( Travel Agencies/ Tour Operators/Private Individuals) for providing 01 (one) no. of AC petrol/diesel vehicles (Swift Dzire/Zest/Xcent/Tigor ) or vehicles of similar model and segment having sitting capacity of five including driver, which shall conform to the terms and conditions stated in detail at Annexure-1 for official use in NABAKRUSHNA CHOUDHURY CENTRE FOR DEVELOPMENT STUDIES on monthly rent basis.

1. The service provider shall have a valid OGST registration to participate in the tendering process. Copy of the latest GST return should be provided with the bid documents.
2. The vehicle will be primarily used in Bhubaneswar city area with occasional trips to the other places.
3. The vehicle, during the period of contract, 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, fitness certificate, pollution under control certificate , valid contract carriage permit, proof of up-to-date tax payment etc. Mandatory for plying of vehicle. Copy of the documents should be attached with the bid documents.
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 transport passenger vehicle. Copy of the documents should be attached.
5. The driver should be well behaved, gentle and obedient in nature.
6. A sum of Rs. 5,000/- ( Rupees five thousand) only shall be deposited by the intending bidders in shape of account payee bank draft drawn in favour of "NABAKRUSHNA CHOUDHURY CENTRE FOR DEVELOPMENT STUDIES", payable at Bhubaneswar and submitted along with the tender as EMD/ BID security. After completion of tender process, the amount will be refunded to the unsuccessful bidders.
7. The monthly rate of hiring charges be quoted in the general bid information at Annexure – II (excluding fuel and GST as applicable).
8. The vehicle must achieve a fuel efficiency of 17 KM per litre.
9. The details of the make and year of manufacture of the vehicle , registration no., mileage (KM covered per litre) and name of the driver, driving license no. and period of validity should be specifically provided in the general bid information (Annexure-II) to be furnished along with the quotation/tender.
10. Last date for submission of the bid is 06-01-2025 at 5.30 p.m.. The bid /tender shall be submitted to the Secretary , NABAKRUSHNA CHOUDHURY CENTRE FOR DEVELOPMENT STUDIES, Plot-A, Chandrasekharpur, P.O. – RRL post office, Bhubaneswar -751013 in the enclosed format through courier/speed post /in person. The bidder intend to submit the tender in person / by hand must drop the sealed cover in the tender box. The envelope containing the bid should be super scribed on the top " Sealed quotation/tender for hiring of petrol/diesel vehicles" . Bids received beyond the last date /time shall not be accepted. The bid shall be opened on 07-01-2025 at 11.30 a.m. in the seminar hall of this office. Bidders or any of their authorised representatives can remain present at the time of opening of the bid.

  
Secretary,  
NCDS



TERMS & CONDITIONS FOR HIRING OF VEHICLES

The following terms and conditions must be fulfilled by the successful bidder for providing a vehicle on hire on monthly rent basis:

1. The hired vehicles, during the 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. Copy of the documents should be attached with the bid documents.
2. Nabakrushna Choudhury Centre for Development Studies (NCDS) 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 use of hired vehicle in any manner whatsoever. The vehicle provider shall be responsible for all such litigation.
3. The hire charges inclusive of taxes are to be paid on monthly basis. The maximum monthly hire charges, excluding taxes is **Rs.26,000.00**. Fuel will be provided by the office on basis of actual consumption of the vehicle and as per existing Government norms. The minimum average mileage in KMs per liter of Petrol/Diesel will be 17 KMs for A/C vehicles. All other expenditure such as Driver's remuneration, routine repair, payment of Insurance/Road Tax, servicing expenses, replacement of parts/lubricants/coolants/filter/tyres & tubes/battery, break-down/accident repair, etc. will be borne by the vehicle provider. **Nothing extra will be paid under any circumstances by this office other than the monthly hire charges.** The vehicle provider should ensure maintenance of the vehicle at regular interval without affecting the official duty.
4. It shall be the responsibility of the Service Provider to provide a good Driver. The Driver of the vehicle must have a valid Driving License for driving light transport passenger vehicles. The Driver should be well behaved, gentle and obedient in nature. Mobile phone facility (24X7 hours) must be available with the Service Provider and Driver under all circumstances.
5. In case the selected vehicle cannot be provided for hire service for whatever reasons, the vehicle provider has to provide another vehicle of the same or better model, and in same or better physical condition, at the same terms and conditions and same monthly hiring charges immediately without affecting the official duty with the prior permission /approval of the Authority.
6. The vehicle and the Driver shall be at the disposal of the Authority during the period of contract. The vehicle shall report for duty for minimum of 25 days in a month. The vehicle shall be used by senior officials of this office for official purpose on all State Govt. working days and also on holidays. If required, for official work without any extra payment. If on any day the vehicle becomes unavailable for duty for any reason not relatable to this office, it shall be treated as "**No Service Day**" and pro-rata deduction shall be made for each 'No-Service Day' @agreed monthly rent divided by 25 days. Monthly hire charges of selected bidder will be paid in every succeeding month within fifteen days of the submission of bills by the service provider and no advance payment shall be made under any circumstances. TDS as per IT Act and GST Act shall be deducted.



7. The vehicle log book shall be signed by the user of the vehicle for noting daily opening and closing kilometre readings. The total journey covered by the vehicle during the months will be as per the odometer reading which is to be reflected in the Log Books.
8. The vehicle shall not be more than **3 years old** from the date of initial registration to the last date of bidding. The vehicle must be presented for physical verification on the date of opening of bids along with all statutory and regulatory documents.
9. If the services are found to be unsatisfactory, the Authority reserves the right to terminate the agreement after giving one month notice.
10. In case the Service Provider intends to withdraw the services of the vehicle and terminate the agreement, it shall be mandatory to grant one month notice before such withdrawal of service and termination of agreement.
11. If the bidder violates any of the terms of contract, the Authority shall forfeit the entire amount of security deposit.
12. The period of the contract shall be initially for a period of 1 (one) year which can be renewed annually subject to satisfactory performance.
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 vehicles cannot be used for any private/commercial purpose beyond office hours or during holidays.
14. The drivers deployed by the Service Providers shall not have any right for any claim whatsoever like employer and employee relationship against the Department or office concerned and neither shall be entitled to other facilities admissible to regular/confirmed employees nor for any absorption in regular during the contract period or after expiry of the agreement.
15. Selection from amongst eligible vehicles shall be done on the basis of lowest bidding price. In case of lowest price bids of two or more vehicles being the same, vehicle with later date of registration shall be selected. However, if two or more vehicles have the same date of registration than the vehicle with lesser distance run (in its life time) shall be selected subject to being in satisfactory physical condition.
16. The bidder shall not be an employee of Nabakrushna Choudhury Centre for Development Studies (NCDS) office and shall not be a relative of any employee of this organization. An **Affidavit** has to be submitted by the bidder to this effect along with the bid. Any person who is an employee of NCDS shall not be made a partner to the contract by the bidder directly or indirectly in any manner whatsoever.
17. The bidder shall give an **Undertaking** that he/she or the firm has not been '**Black Listed**' by any organization/Government Department along with the bid.
18. The successful bidder(s) is/are required to execute **Service Provider Agreement** as per the **Annexure-II of Finance Department, Govt. of Odisha Office Memorandum No. 22924/F dt.14/08/2023** with this office within **07(seven) days** of receipt of Order regarding selection for providing vehicles on hired basis and is/are required to provide the selected vehicle(s) for hire **within 15 (fifteen)days** from execution of the Service Provider Agreement.




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- 19. This office reserves the right to increase the number of vehicles to be hired on basis of actual requirement/need of the officials and also to reject a vehicle, otherwise eligible as per the conditions laid down above, if the actual physical condition of the vehicle is found to be unsatisfactory.
- 20. The successful bidder is required to deposit 10% of the approved Hire Charge as **Performance Bid Security** in the form of Bank Guarantee from any Nationalised Bank Drawn in favour of '**Nabakrushna Choudhury Centre for Development Studies (At Bhubaneswar)**' covering the period of contract. In case, the contract is further renewed beyond the contract period, the Bank Guarantee will have to be renewed by the successful bidder. The Bank Guarantee will be returned after successful completion of period of agreement.
- 21. This Office reserves the right to cancel/modify the bidding process at any stage without assigning any reason thereof.

  
12.12.21

Secretary, ICARE  
**NABAKRUSHNA CHOUDHURY CENTRE  
FOR DEVELOPMENT STUDIES  
BHUBANESWAR**