

TENDER CALL NOTICE

Bhubaneswar, dated the 9th December, 2022.

No.Adm-II-68/2022-23/ 6372 /CHSE/ Sealed Tenders are invited from Registered Travel Agencies/Tour Operators having GST Registration, IT-PAN for providing various categories of vehicles on hired basis.

The detailed Tender Documents along with last date and time of submission of Tender can be viewed and downloaded from the Official website of Council at <http://www.chseodisha.nic.in>.

The Council, in its discretion, reserves the right to accept or reject any or all of the Tender without assigning any reasons thereof.

By order of the Chairman


Finance Officer

Memo No. 6373 /CHSE Dt. 09.12.2022

Copy forwarded to the P.S. to Chairman/All officers/ All Zonal Offices / All Sections/ Office Notice Board for information of all concerned.


Finance Officer

Memo No. 6374 /CHSE Dt. 09.12.2022

Copy along with details of Quotation documents forwarded to Director, NIC, Bhubaneswar with a request to hoist the same in the Council website i.e. www.chseodisha.nic.in immediately.


Finance Officer

Memo No. 6375 /CHSE Dt. 09.12.2022

Copy forwarded to the Director, information and Public Relation Department, Odisha, Bhubaneswar for publication of the same in the local daily News Paper The Samaj & The Sambad in one insertion only, latest by 11.12.2022. The cost of the advertisement shall be borne by this Office as per the approved rate of Govt.


Finance Officer

COUNCIL OF HIGHER SECONDARY EDUCATION, ODISHA
PRAJNAPITHA, SAMANTAPUR, BHUBANESWAR-751013

The bidder shall confirm to the terms and conditions (Annexure-I) for providing:-
Supply of bulk numbers of different types of hired vehicles to the Council for a period of two years.

SCHEDULE FOR SUBMISSION OF TENDER DOCUMENTS

- a) Period of availability of Tender documents in the website:- Dt.10.12.2022
- b) Last date and time for submission of Tender Documents: 26.12.2022 (02:00 PM)
- c) Date & Time for opening of Tender Documents:-
 - (i) Technical Bids:- Dt. 27.12.2022(11:00 AM)
 - (ii) Financial Bids of eligible Bidders:-Dt. 27.12.2022 (3:00 PM)
- d) Likely date for engagement of vehicles:- Dt. 28.12.2022



ANNEXURE-1

COUNCIL OF HIGHER SECONDARY EDUCATION, ODISHA
PRAJNAPITHA, SAMANTAPUR, BHUBANESWAR-751013

GENERAL INFORMATION OF HIRING OF VEHICLES

The Council of Higher Secondary Education, Odisha, Bhubaneswar is an examining body conducting time bound Higher Secondary Examinations in the colleges located throughout different parts of the State. For conducting examination, the Council requires vehicles on hire “**as and when require basis**” to transport men and materials on short notice (sometimes on a day or two) to various colleges located throughout the State. During Examination period, the Council on a particular day may require 30-40 numbers of light motor vehicles (Tavera, Innova, Tata Sumo, Bolero, Ertiga, Indigo, Swift Dezire etc.) and 10-15 numbers of carrier vehicles (Mini Truck, TATA-407, 909,1109 Eicher-1110, 1095, 1009, Canter, Bus/Mini bus & Travellers etc.). In view of the above requirements of the Council, the intending Tenderer (travel agencies/tour operators etc.) should have the capability to provide such huge number of vehicles in a day on short notice, may be within 24 hours. Under the above circumstances, the Council invites Tenders from the interested bidders located at Bhubaneswar for supply of vehicles on hire basis with the following terms and conditions;

TERMS AND CONDITIONS OF THE TENDER

01. The Tender must be accompanied with a Bank Draft amounting to Rs.1000/- (Rupees One Thousand) only towards tender fee, which is non-refundable and another for Rs.10,000/- (Rupees Ten Thousand) only towards Earnest Money Deposits (EMD) drawn in any nationalized bank in favour of the “**FINANCE OFFICER, C.H.S.E, ODISHA**” payable at Bhubaneswar.
02. Tender in the prescribed format along with self attested copy of GST Registration Certificate, IT-PAN of the firm, copy of IT returns of last two years and also the terms and conditions of this Tender paper to be signed with date and seal as acceptance of Council.
03. The Bank Draft so deposited towards EMD shall be returned without interest to the unsuccessful Tenderers soon after finalization of Tenders and the EMD of the successful Tenderers shall be retained as Security deposit till termination of their contract/agreement.
04. Tender without EMD & Tender Fee shall be treated as invalid and shall not be taken into consideration.

Contd.....2/-

05. The open Tender has been invited from the eligible Travel agencies for supply of vehicles on hire basis to the Council in the prescribed format. The interested Tenderers are advised to submit two separate sealed envelopes superscribing "Technical Bid for supply of bulk nos. of different types of vehicles to CHSE(O), BBSR" and "Financial Bid for supply of bulk nos. of different types of vehicles to CHSE(O), BBSR". Both sealed envelope should be kept in another sealed envelope superscribing "Tender for supply of bulk nos. of different types of hired vehicles".
06. The Tender should be submitted in the prescribed Tender Format only. It should reach the **SECRETARY, COUNCIL OF HIGHER SECONDARY EDUCATION, ODISHA, BHUBANESWAR** in a sealed cover superscribing on the top of the envelop "**TENDER FOR SUPPLY OF BULK HIRED VEHICLES**" by **02:00 PM** on or before **Dt. 26.12.2022** in person or by Regd./Speed Post/in drop box available in ADM-II Section of CHSE, Odisha, Bhubaneswar. The Tenders received after the due date and time will be summarily rejected.
07. The Tenders shall be opened in presence of the Tenderers or their authorised agents, if any, as per scheduled date and time in the Conference Hall of the **C.H.S.E, ODISHA, BHUBANESWAR.**
08. **All vehicles carrying Examination confidential/Examination related documents and other ancillary official materials should have GPRS tracking.**
09. The Council reserves the right to accept/reject/negotiate any or all part of the Tender without assigning any reasons thereof.
10. The Tenderers should quote their rates inclusive of all taxes except toll gate charges and justified parking fees.
11. The rate shall be finalized on the basis of L-1 and the rate as would be finalized through this Tender process shall be valid for two years. The Council may enlist more than one Firm for supply of vehicles at the rate so finalized.
12. The firms to be enlisted shall have to enter into an agreement with the Council for the purpose of supplying vehicles for a period of two years. Further, the contract may be renewed for subsequent year on satisfactory performance of the firms concerned.
13. If the successful Tenderer fails to undertake the work, in such case **SECURITY MONEY** so deposited shall be forfeited and the Travel Agency shall be black listed.

14. The successful Tenderer/firm shall be required to supply the vehicles having valid fitness certificate, up to date Insurance, M.V. Tax clearance and having registration for commercial use. Self attested documents in support of the above along with the copy of the valid Driving License of the Driver are required to be submitted to the Council at the time of reporting of the vehicles. **Council will not be held responsible in case of Pvt./Personal vehicles are engaged for the said purpose.** The vehicles should be registered under carriage permit.
15. The Travel Agencies should comply with RTA and State Govt. Rules and Registrations in force and any breach of these rules shall be at the complete risk of the Travel agencies/bidders concerned and the Council shall, in no way, be responsible for any damage/losses/any incident occurred during the travel/journey and the expenditure incurred in such incidents shall be borne by the concerned travel agencies.
16. The Council shall not be held responsible for any legal dispute in connection with the vehicles/owner or any other accident and the travel agency shall be liable for any loss/damages caused due to negligence of the driver.
17. The starting and closing point of all the vehicles shall be from the premises of the Council at Plot No-C/2, Samantapur, Bhubaneswar 10 K.M will be permitted for the journey to the Council Office in a booking for to and fro journey to the Council Office.
18. The claim towards hiring charges shall be finalized basing upon the total Kilometers and hours mentioned in the duty slip as well as Log Book, and the terms fixed by CHSE.
19. To determine the detention hour charges in respect of long running duty the average running of vehicles shall be calculated at the rate of 50 K.M per hour in respect of light vehicles like Swift Dezire/ Bolero/ Qualis/ Tavera/ Innova/ Ertiga etc. and 40 K.M per hour in respect of heavy vehicles like Bus/Truck/Canter/Tata-407/Eicher/ Traveller/Pick-up Van/Winger/Tata Ace etc. The detention charge is admissible beyond the hours mentioned above.
20. Vehicles covering more than 200 K.Ms in duty slip shall be treated as long running duty. Vehicles covering up to 200 K.Ms in duty slip shall be treated as local running and the hiring charges will be made on the basis of hour wise local charges. Local charges at the rate of 10 Kms. per hour in respect of light vehicles and 08 Kms. per hour in respect of heavy vehicles shall be deducted from the total distance covered and the balance Kilometers shall be paid as per running kilometer rate. Illustration for calculation of hiring charges:-

Contd.....4/-

Light Vehicle		Heavy vehicle	
Bolero, Tavera, Ertiga, Innova, Honda City, Swift Dezire etc.	10 KM per hour to be deducted	Truck, Canter, Tata-407, Eicher, Tata-909, Bus, Travelers etc	8 KM per hour to be deducted

The local duty charges shall be paid on hour basis and after deduction of the minimum KM per hour as mentioned above against each vehicles and the amount will be paid @ of approved running rate per KM to the balance KM if any:

Illustration

1 .For Long Journey (Above-200 Kms.) (for a Bolero)

For Example:-

- (1) Rate per KM say 'A'
- (2) Rate for detention charges- say 'B'
- (3) Starting KM 17,147, Date.10.12.2021, Time 10.00 AM
- (4) Closing KM 17,527 Date.11.12.2021, Time 8.00 AM
- (5) Total KM covered -380 Kms.
- (6) Total hour engaged -22 hours
- (7) Total running hour- 7.5 hours
- (8) Total detention hour-14.5 hours

Calculation

Total KM charges -(380 km x A)

Detention charges (B x 14.5 hrs)

Total Billing charges- (380 km x A) + (14.5 x B)

2 For Local journey(within 200 Kms.) (For a Bolero)

- (1) Rate for local charges per hour- say 'X'
- (2) Starting KM 14,135, Date- 10.12.2021, Time-6.00 AM
- (3) Closing KM 14,292 , Date - 10.12.2021, Time-6.30 PM
- (4) Total KM covered - 157 KM
- (5) Total hour engaged- 12.5 hours

Calculation

Total admissible amount

Hour charge = (12.5 x X)

Extra km, = 157 km - (12.5 x 10 km/hrs) = 32 km

Kilometer charge - (32 km x A)

Total charges -{ (12.5 x X) + (32 x A)}

21. In case of hiring of vehicle for local duty a minimum of six hours shall be treated as duty period.
22. No part claim or advance for fuel shall be paid to the travel agencies for hiring of vehicles.
23. The first party shall place requisitions of required numbers of vehicles at least 12 hours before with the second party, if requirement is for more than three vehicles at a time. In case of one or two number of vehicles, the second party shall supply within one hour of the requisition.
24. The Second party will supply required number of commercial vehicles of perfectly running/road worthy conditions so as to cover the route in time and must be having paid up-to-date Road Tax, valid vehicle Insurance, road permit, fitness certificates of the vehicles, free from all mechanical troubles and valid driving license of the driver of the vehicle. Photo copies of all above documents be submitted to the Council office at the time of reporting of the vehicle or else the vehicle shall not be accepted for duty.
25. The second party shall be fully responsible for proper safety and confidentiality of transportation of men and materials of the authorized persons and materials of the first party to be transported. For any loss or damage caused during the tour/transit, the first party shall have the right to recover the loss from the second party and the second party agrees to bear the loss.
26. In the event of failure on the part of Second party to provide required number of vehicles within the stipulated time, the First party may impose fine on the Second party evaluating loss or inconveniences sustained by the First party, besides black listing the Second party.
27. In case of the vehicles supplied by the second party goes out of order en-route, the second party shall take immediate steps to make the vehicle road worthy immediately or replace the vehicle by supplying another vehicle to the spot at his own cost. In case the second party fails to comply the above, the first party shall hire vehicles from local market and the entire payment made to the third party shall be recovered from the second party.
28. The Second party shall ensure journey by the shortest possible route of the route chart provided by the First Party and the First party will instruct the deputed officials to ensure economical use of the vehicle and to countersign the tour particulars prepared by the driver of the vehicle. Driver of the vehicle as well as the user of the vehicle (deputed officials of the first party) shall jointly and severally be responsible for recording of any unusually high distance covered between any two destinations in the

assigned journey. Otherwise payment will be made as per road mileage fixed by Govt. of Odisha to the destination from the leaving place.

29. The tax deducted at source (TDS) shall be made by the First Party while making payment as per the provisions of the Income Tax and GST Act and Rules made there under in the applicable cases and a certificate to this effect shall be provided by the First Party.
30. In case of any dispute arises between both the parties while carrying out transactions as per this agreement the same shall be resolved through negotiations. Alternatively the dispute shall be referred to the authority, CHSE, Odisha for his decision and the decision of the Chairman shall be binding upon both the parties.
31. All disputes shall be under the jurisdiction of the court at the place where headquarter of the authority, who has executed this agreement, is located.
32. This agreement shall remain valid from the date of its execution for a period of two years unless it is extended for further period by mutual understanding. However, renewal of this agreement shall be on the satisfactory performance of the Second Party and on the same rate as well as same terms and conditions of this original agreement.


09/12/22
Finance Officer

COUNCIL OF HIGHER SECONDARY EDUCATION, ODISHA
PRAJNAPITHA, SAMANTAPUR, BHUBANESWAR-751013

APPLICATION TECHNICAL BID

For supply of bulk nos. of different types of vehicles to CHSE(O), BBSR.

1. Name of the Firm (in capital letters)

a) Name (s) of the Proprietor/Partners :

b) Address :-

c) Mobile No : _____

d) E-Mail-id : _____

e) G.S.T Regn. No : _____

f) (self signed copy enclosed) Yes/ No

g) PAN No : _____

h) (self signed copy enclosed) Yes/ No

i) Tender fee details :Rs. _____ (Rupees
_____)

j) BankDraft enclosed Yes/ No

k) Bank Draft No. _____ Date. _____

l) Name of the Bank _____

m) EMD detail :Rs. _____ (Rupees _____) Bank
Draft enclosed Yes/ No

n) Bank Draft No. _____ Date. _____

o) Name of the Bank _____

2. List of Documents Attached:

a) GST Regn. Certificate.

b) IT PAN Card.

c) Tender fee B.D Rs. 1000/-.

d) EMD. B.D Rs. 10000/-.

e) Duly signed & sealed terms and conditions of this Tender and Documents.

f) List of other documents, if any.

(i)

(ii)

(iii)

(iv) .

Signature of the Tenderer with Seal

APPLICATION FOR FINANCIAL BID

**Supply of bulk nos. of different types of vehicles to
CHSE, Odisha, Bhubaneswar.**

Rate of hiring charges in respect of the following vehicles
including all Taxes except Toll Gate charges.

Type of Vehicles	For long journey above 200 K.M		For Local duty within 200 K.M		No of vehicles can be supplied at a time.
	Rate per K.M	Detention Charges	Rate per Hour		
1	2	3	4	5	6
(1) Big Truck (10 MT Capacity)					
(2) Eicher-1110, TATA-1109 (8 Ton capacity)					
(3) Eicher-1095, TATA-909 (6 Ton capacity)					
(4) Eicher-1009 3 ½ Ton capacity					
(5) TATA- 407 2 ½ capacity					
(6) TATA Ace					
(7) Bus-up to 31 seaters					
(8) Bus-32 seaters and above					
(9) Travellers 14 Seaters and above (A.C)					
(10) Bolero/ Tavera / Ertiga /Similar type of vehicle (A.C.)					
(11) Innova (A.C.)					
(12) Swift Dezire or Similar type of type of vehicle (A.C.)					

Date:-

Signature of Tenderer with Seal



LIST OF DIFFEENT TYPES OF HIRED VEHICLES

Type of Vehicles

- (1) Big Truck - 10 MT Capacity
- (2) Eicher-1110/TATA-1109 - 8 Ton Capacity
- (3) Eicher- 1095/TATA-909 - 6 Ton Capacity
- (4) Eicher-1009 - 3 ½ Ton Capacity
- (5) TATA-407 - 2 ½ Ton Capacity
- (6) TATA Ace
- (7) Bus- up to 31 seaters
- (8) Bus- 32 seaters and above
- (9) Travellers 14 Seaters and above (A.C.)
- (10) Bolero/Tavera/ Ertiga or similar type of vehicles (A.C.)
- (11) Innova (A.C.)
- (12) Swift Dzire or similar type of vehicles (A.C.)