

TENDER CALL NOTICE

HIRING OF TRAVEL AGENCY/AGENCIES FOR PROVIDING VEHICLE ON DAY CALL BASIS TO ODISHA LIVELIHOODS MISSION (OLM), DEPARTMENT OF MISSION SHAKTI

Odisha Livelihoods Mission (OLM), Mission Shakti Department, Govt. of Odisha invites sealed proposals from eligible travel agency to provide **"Hiring of vehicle on day call basis"** to State Mission Management Unit (SMMU) , OLM, Bhubaneswar. Bidders fulfilling the prescribed eligibility criteria of the tender can access and download the complete bid Document and other details from <https://missionshakti.odisha.gov.in/>

The bid calendars under the end-to-end process are:

Sl.No.	List of Key Events	Critical Dates
1	Date of Issue of tender	27.02.2025
2	Last Date for Submission of Bid	20.03.2025,3.30 P.M
3	Date of Opening of Technical Bid	20.03.2025,4.00 P.M
4	Date of Opening of Financial Bid	20.03.2025,5.00 P.M

The proposal complete in all respects must reach the undersigned by Speed Post/ Registered Post/ Courier only latest by **20.03.2025, 3:30 P.M.** in a sealed envelope clearly mentioning on the top of it " **Hiring of Travel Agency for providing Vehicle on Day Call basis to Odisha Livelihoods Mission, Department of Mission Shakti** ". The proposals received beyond the last date and time will be rejected. In case of any Addendum/ Clarification/ Corrigendum/ Extension regarding this tender, the same will be published in the above-mentioned official websites only. The authority reserves the right to reject any/ all proposals without any reason thereof.

By the Order of State Mission Director

Sd/-

**Joint Secretary cum Addl CEO (PS)
Odisha Livelihoods Mission**

Memo No: 259 Date: 25.02.2025

Copy to Additional Secretary, Department of Mission Shakti, for kind information of Commissioner cum Secretary, Department of Mission Shakti. Further, it is requested to publish the advertisement in the website of Department of Mission Shakti for wide publicity.

Sd/-

**Joint Secretary cum Addl CEO (PS)
Odisha Livelihoods Mission**

TENDER CALL NOTICE

FOR

**HIRING OF TRAVEL AGENCY FOR PROVIDING VEHICLE ON DAY CALL BASIS TO
ODSIHA LIVELIHOODS MISSION, DEPARTMENT OF MISSION SHAKTI**

**Odisha Livelihoods Mission,
SIRD & PR Campus, Unit-VIII, Bhubanswar-12**

PART-I

BIDDER DATA SHEET

Sl. No	Particular	Details
1.	Name of the Client	Odisha Livelihoods Mission (OLM), Mission Shakti Department, Govt. of Odisha
2.	Method of Selection	Least Cost System (responsive bid and lowest price)
3.	Availability of Tender Document	https://missionshakti.odisha.gov.in/
4.	Date of Issue of Tender	27.02.2025
5.	Last Date for submission of Proposal	20.03.2025, 3.30 P.M
6.	Date of opening of Technical Proposal	20.03.2025, 4.00 P.M
7.	Date of opening of Financial Proposal	20.03.2025, 5.00 P.M
8.	Bid Processing Fee (Non-Refundable)	Rs.1000/- + GST-18% = Rs. 1,180/- (Rupees One Thousand one hundred eighty only) in the form of demand draft drawn in favor of "Odisha Livelihoods Mission-NRLM" drawn in any Scheduled Commercial Bank payable at Bhubaneswar.
9.	Bid Security	Rs. 50,000/- (Rupees Fifty thousand only) in shape of Demand Draft in favour of "Odisha Livelihoods Mission-NRLM" drawn in any Scheduled Commercial Bank payable at Bhubaneswar
10.	Contact Person	Shr Rabi Prasad Mishra, Dy CEO (Admin & Procurement) ,OLM, Mobile No. 9937462008
11.	Address for Submission of Proposal	State Mission Director, Odisha Livelihoods Mission, SIRD & PR Campus, Unit-8, Bhubaneswar, Odisha, Pin Code: 751012 E-mail: - procure.olm@gmail.com
12.	Place of Opening of Proposal:	Conference Hall of OLM, SIRD & PR Campus, Unit-8, Bhubaneswar
13.	Joint Venture/ Consortium	Not Allowed

1. Sealed tenders are invited in the prescribed format from registered travel agencies having a valid GST certificate for providing **"Hiring of vehicle on call basis"** to SMMU, OLM, Bhubaneswar as per prescribed format in the Tender.

2. Bid Price

- a) All duties, taxes and other levies payable by the service provider under the contract shall be excluded in the total price.
- b) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- c) The Prices should be quoted in Indian Rupees only.

3. Eligibility Criteria of the Bidder:

- I. The bidder must have office in Bhubaneswar (Telephone Bill/Electricity Bill/ Rent agreement be enclosed)
- II. The service provider shall have a valid OGST registration to participate in the tendering. (Copy of the **Firm registration certificate** along with **PAN & GST certificate** to be enclosed)
- III. The service provider, participating in the bidding process under the jurisdiction of Municipal Corporations, shall be registered on GeM platform. (Copy of GeM registration certificate to be enclosed)
- IV. The vehicle 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 Certificate, Fitness Certificate, Pollution Certificate, valid Contract Carriage Permit, proof of up-to-date tax payment etc. mandatory for plying of vehicle.
- V. A sum of Rs. 1180/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of Odisha Livelihoods Mission-NRLM, payable at Bhubaneswar which will be submitted along with the tender as bid processing fee (nonrefundable).
- VI. A sum of Rs. 50,000/- shall be deposited by intending bidders in the form of an Account Payee Bank Draft drawn in favour of Odisha Livelihoods Mission-NRLM, payable at Bhubaneswar. This draft must be submitted along with the tender as a security deposit. After the completion of the tender process, the amount will be refunded to unsuccessful bidders. The security deposit of the successful bidders will be returned without interest upon the successful completion of the agreement. In case of successful bidder, the bid security/EMD may be forfeited if the bidder fails to accept the Work Order.
- VII. The agency should have **minimum 3 years** of experience in the same field. The agency should have provided vehicles to **at least 3** Govt. / Semi-Govt. Organizations / PSUs etc. in Odisha (At least three different organizations) during the period of 2021-22,2022-23 & 2023-24. The contract value of each assignment must not be less than 5 Lakh (Rupees Five lakhs only) per annum. (Self-attested copies of **Work Orders received from Government / Semi-Government/ PSUs / Banks during 2021-22,2022-23 & 2023-24** are to be furnished as per the Technical form-C). Contract renewals shall not be considered as new assignments.
- VIII. Average annual turnover during the last 3 financial years, i.e. 2021-22,2022-23 & 2023-24 should be at least Rupees Thirty-five lakhs or more (Audited financial Statement of last three financial year i.e. till 31st March 2024 to be enclosed)

- IX. Undertaking that firm is not debarred / blacklisted by Government/ Govt. Agency as per the Annexure-I.
- X. The agencies must have minimum 5 nos. of own commercial vehicle (like Tiago/ Celerio/Zest/Tigor/ Swift Dzire/ Ciaz/ Honda City / Xcent/Etios/ Innova/ Bus (32/52-Seater) etc) within 3 years old from date of initial registration. (RC copy of all own commercial vehicle model within 3 years old to be enclosed as per the format available in technical form-B)

If any of the above requirements are not met by the bidders, they will be considered non-responsive, and their financial bid will not be considered. Late or incomplete tenders will not be accepted. The bidder must sign and stamp each page of the tender document. The documents should be arranged in the order listed above, with each page signed and sealed

4. Performance Security:

The Bid Security/EMD of Successful bidders will be kept as performance security and will be refunded without interest within 30 days after satisfactory completion of the contract and after adjustment of dues/penalty if any. If the agency fails to provide the vehicle/service as per PO/agreement of OLM, the performance security shall be utilized or forfeited as the case may be by OLM.

5. Validity of Bid:

Tender shall remain valid for a period not less than 180 days after the last date of submission as specified in the tender document.

6. Bid Submission:

The bidders must submit their information in two separate envelopes: one for the Technical Bid and one for the Financial Bid. The Technical Bid should include Technical Forms A, B, and C (along with all required supporting documents), Annexure-I, Annexure-II, EMD, and Bid Processing Fee. The Financial Bid should contain only the financial quote of the bidder, as per the specified format. Both envelopes must be sealed and placed inside a third, main envelope, which should be properly labeled as 'Tender for Hiring of Travel Agency for Providing Vehicles on Day Call Basis to Odisha Livelihoods Mission, Department of Mission Shakti,' along with the bidder's name, address, and mobile number

7. Opening of the Proposal

A. The **FIRST ENVELOPE** containing TECHNICAL BID will be opened in the initial stage by the Client in presence of the bidder's representatives at the location, date specified in the Bidder Data Sheet. The Client will constitute a Consultant Evaluation Committee (CEC) to evaluate the proposals submitted by bidders. Only one representative with proper authorization letter from the participating bidder will be allowed to attend the bid opening meeting.

B. The **SECOND ENVELOPE** containing FINANCIAL BID only of the technically qualified bidders will be opened after completion of technical evaluation stage. The date for opening of the financial proposal will be intimated accordingly to the technically qualified bidders well in advance.

8. Criteria for Evaluation and award of contract:

Evaluation Criteria:

- A. Bidders who have qualify in minimum eligibility in technical evaluation and found responsive, their financial bid shall be opened.
 - B. The comparative statement will be prepared based on the Per Km rate (for long tours) and Per hour rate (for local tours) quoted for each proposed vehicle. The bidder offering the lowest prices for the Per Km rate (long tour), Per hour rate (local tour), and night halt charges for vehicle types such as Zest/Tigor/Swift Dzire/Xcent/Etios or an equivalent model in the same segment (as per Sl No. 2 of the financial bid) will be invited for price negotiations. These negotiations will involve the L1 prices of other vehicle models quoted by different agencies (i.e., Sl Nos. 1, 3, 4, 5, 6, 7, and 8 of the financial bid), as determined from the comparison sheet. The prices will be assessed and negotiated with respect to the lowest quoted prices for each vehicle category before finalizing the contract. If negotiations cannot be reached with a single agency, multiple agencies may be selected for the supply of vehicles on a daily basis.
 - C. The vehicle running within 200 K.M. per day within the district of OLM's Headquarters will be treated as Local tour and which includes 10 K.M. free coverage per hour and rest Kilometre will be charged on the basis of the Kilometre wise as per the quoted price of the bidder in the above 200 KM.
 - D. If the vehicle running more than 200 K.M per day outside the district of OLM's Head Quarter, it will be treated as long tour and the bidder will charge the rate only on Kilometre wise
 - E. Night halt charges for all vehicles shall be applicable if the vehicle running more than 200 K.M outside the district of OLM Head Quarter.
 - F. The bidder who quotes lowest price and responsive bidder shall be awarded the contract.
 - G. The rates/contract will be valid for a period of one year from the date of Contract. No adjustment of rates will be applicable within the time period. The contract shall be extended on satisfactory performance and at the discretion of State Mission Director, OLM.
 - H. If the successful bidder fails to execute the order, their performance security will be forfeited, and they will be debarred from the OLM office for three years. The second-lowest bidder (L2) will be invited to negotiate and sign the contract at the lowest bid price (L1).
9. Interested bidders may submit their sealed tender in the prescribed format mentioning **“Tender for Hiring of Travel Agency for providing Vehicles on Day Call Basis to Odisha Livelihoods Mission, Department of Mission Shakti”** on cover of the envelop to the “State Mission Director, Odisha Livelihoods Mission, SIRD Campus, Unit-VIII, Bhubaneswar, Odisha, PIN-751012” latest **by 20.03.2025 @ 3:30 P.M.**
 10. The details terms & conditions for providing Vehicle on Monthly and Call basis can downloaded from official website only i.e. **missionshakti.odisha.gov.in**
 11. In case of any Addendum/Clarification/Corrigendum/Extension regarding this tender, the same will be published in the above-mentioned official websites only.
 12. OLM reserves the right to accept or reject any tenders and to cancel the bidding process and reject all tenders at any time prior to award of contract.

PART-II

GENERAL TERMS AND CONDITIONS OF CONTRACT FOR HIRING OF VEHICLE

1. PERIOD OF CONTRACT

- a) The contract period will be initially for a period of one year, which can be extended subject to satisfactory performance.
- b) The authority reserves the right to terminate the Contract without assigning any reason thereof, at anytime during currency of contract by giving one-month notice. In the event of any such termination of the contract, the Travel Agency shall only be entitled to the entire amount for services actually provided under the Contract till the termination of Contract, subject to deductions if any under the terms of Contract and no other claims can be allowed or considered.
- c) In case of failure by the Travel Agency to fulfil its contractual obligations, the OLM reserves the right to rescind the Contract and the Security Deposit shall be forfeited.

2. USE OF VEHICLE

- a. The agency shall deploy BS-IV or above compliant petrol vehicles.
- b. The vehicle must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid Contract Carriage Permit, Proof of up-to-date tax payment etc. which are mandatory for plying of vehicle.
- c. The Agency shall be responsible for proper behaviors of all the persons employed by them. Without prejudice to the generality of above, the agency shall be bound to prohibit and prevent any employee from being intoxicated while on duty, trespassing or acting in any way detrimental or prejudicial to the interest of OLM.
- d. The firm should have a provision to take bookings 24 x 7.
- e. The Kilometres covered by the vehicle from travel agency to OLM and back shall not be included in the Contract and for billing purpose.
- f. The Travel Agency should provide the Fitness Certificate of the Vehicle.
- g. The vehicles & the drivers shall report in time at the designated place & at the designated time on requirement basis, duly fueled and in sound running condition.
- h. The drivers detailed on vehicles assigned for OLM duty should be well versed with the roads / routes and traffic regulations in Bhubaneswar.
- i. The drivers should extend all normal courtesy (such as greeting, opening/closing door etc.) towards the user(s) and should present themselves for duty in a neat and clean appearance.
- j. The wages and fooding etc. of the driver will be borne by the agency.
- k. The Travel Agency shall provide replacement of the vehicle immediately (within reasonable time) in case of breakdown or any other problem.
- l. The Travel Agency shall be solely responsible for the staff deployed on the vehicles and for any untoward situation occurring during the course of duty.
- m. OLM is not responsible on any accident / any kind of damage to the vehicle during the use of the same by OLM.
- n. The agency should be registered under appropriate Laws / Acts of Government for providing vehicles on daily rent basis.
- o. The agency is also to record time of entry and exit along with the Km. reading in the duty slip at the gate point of OLM by the security guard on duty.
- p. During the period of contract, no request shall be entertained for any hike in the tender/accepted rates due to any reason.
- q. The agency is to ensure reporting and exit time of vehicle and recording of full

signature of traveller along with designation in the duty slip of the hired vehicle.

3. STATUTORY LAWS

- a. The Agency will comply with all statutory provisions of law and keep OLM indemnified against all actions arising due to or act of the Agency/ his employees. The Driver of the vehicle provided should have valid professional D.L. with badge as provided in the M.V. Acts.
- b. The Vehicle should have all valid documents like RC Book, 1st Party Comprehensive Insurance, and Permits etc. in updated conditions for inspection of OLM Officials at any time.
- c. All Taxes and Insurance presently in force or to be levied in future during the Contractual period in respect of the vehicles shall have to be entirely borne by the Agency.
- d. Agency shall have valid Permit as per Statutory Provisions.
- e. Agency shall comply with all relevant Rules and Regulations of Motor Vehicle Act applicable at present and may be enforced from time to time.
- f. During the Contract period if the vehicle is seized or detained or requisitioned by Government Authorities for non compliance of relevant act/statutory requirement etc. or for any reason whatsoever penalty/compensation shall only be payable by the Agency besides the liability to provide for alternative vehicles without any loss.

4. COMPENSATION AND PENALTY

For vehicles to be provided on as and when required basis, if the agency fails to provide the vehicles as enumerated in the Agreement/ Order, the OLM reserves the right to get the vehicles through other Agencies at the risk and cost of the Travel without prejudice to the liability for termination, forfeiture of security deposit and other consequences.

5. PAYMENT OF BILLS

- a. The payment shall be made through online only, if the bills are complete in all respects and are found in order.
- b. Bills are payable once in a month. The Travel Agency is required to submit the monthly Bills and any other, relevant documents by 7th of the succeeding month and the payment shall be released within one month from the date of submission of Bill.
- c. Statutory deduction as per the Govt. rules/Tax law shall be deducted from the bills of the Agency.
- d. Overwriting on the duty slip as well as the bill shall not be accepted

6. JURISDICTION

The Contract shall be governed by the Laws of India. Any legal disputes arising out of this are subject to jurisdiction of Bhubaneswar only.

Technical Bid – Form A
GENERAL INFORMATION OF BIDDER

PART-III

1.	Name of Bidder. (In Capital letters)	
2.	Details of name of the firm and address (Telephone Bill/ Electricity Bill/ Rent agreement be enclosed)	Office: - Residence: - Mobile: - e-Mail I.D.:
3.	Details of amount towards paper cost.	Rs. 1180/- -D.D. / B.C. No Date: Drawn on Bank.....
4.	Details of amount of Security Deposit	Rs. 50000/- -D.D. / B.C. No Date: Drawn on Bank.....
5.	Registration Certificate of the Firm (Photo copy must be attached)	
6.	OGST Registration No. (Photo copy must be attached)	
7.	PAN No. (Photo copy must be attached)	
8.	GeM Registration Number (Photo copy must be attached)	
9.	Annual Average Turn Over for Last 3 Years (Audited financial Statement from Fy 2021 to 2024)	
10.	Technical Form B along with all Documents supporting required vehicles	
11.	Technical Form C along with documents in support of Experience for last 3 years	
12.	Undertaking that firm is not debarred / blacklisted by Government/ Govt. Agency.	

DECLARATION

- I Son / Daughter / Wife of Shri..... Proprietor / Partner / Director / authorized signatory of the Service Provider mentioned above that I am competent to sign this declaration and execute these tender documents.
- I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
- The information / documents furnished along with the above application are true & authentic and to the best of my knowledge and belief. I / we do hereby undertake that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides accruing of liabilities towards prosecution under appropriate law.

Place:

Signature of Authorized person

Date:

Full Name:

Seal:

Technical Bid – Form B

Detail information of vehicle registered in the name of the bidders

Sl.No	Make & Model of Vehicle (AC vehicles within 3 years old)-	Year of manufacturing	Year of registration	Vehicle registration No
1				
2				
3				
4				
5				

(Copy of the RC & Insurance of commercial vehicle model within 3 years old to be enclosed along with)

Place:

Date:

Signature of Authorized person

Full Name:

Seal:

Technical Bid – Form C

The agency should have **minimum 3 years** of experience in the same field. The agency should have provided vehicles to **at least 3 Govt. / Semi-Govt. Organizations / PSUs etc.** in Odisha (At least three different organizations) during the period of 2021-22,2022-23 & 2023-24. The contract value of each assignment **must not be less than 5 Lakh** (Rupees Five lakhs only) per annum. (Self-attested copies of **Work Orders received from Government / Semi-Government/ PSUs / Banks during 2021-22,2022-23 & 2023-24** are to be furnished). Contract renewals shall not be considered as new assignments.

Sl. No.	Name of the Department / Organization (with Address & Telephone No.)	Contract Period		Contract Value/Order Value of 5 Lakhs or More	Whether contract closed/Continued /Extended
		From	To		
1					
2					
3					
4					
5					

(Self-attested copies of Work Orders received from Government / Semi-Government/ PSUs / Banks during 2021-22,2022-23 & 2023-24 are to be furnished).

PART-IV

FINANCIAL BID

(To be enclosed in separate sealed envelope.)

Day Call basis Rate (exclusive of GST)

Sl.no	Type of vehicle	Long Tour (Above 200 KM per day)		Local Tour (Within 200 KM per day)
		Rate per KM (Charges for above 200 KM) in INR	Rate for Night Halt (Rs.)	Local Hourly rate for Below 200 KM (Per hour 10 KM free) in INR
1.	Tiago/ Celerio/Bolt or same model and segment of A.C vehicle			
2.	Zest/Tigor/ Swift Dzire/ Xcent/ Etios or same model and segment			
3.	Ciaz/ Honda or same model and segment			
4.	Innova			
5.	Bus A/C (32 Seated)			
6.	Bus A/C (52 Seated)			
7.	Bus Non-A/C (32 Seated)			
8.	Bus Non-A/C (52 Seated)			

- **(In case of local tour Extra rate per km charges will be treated same as rate per KM as long tour.)**
- **GST: Please mention the % of GST as applicable:**

Note: GST will be paid extra as applicable and will not be taken into account for evaluation.

We agree to the terms and conditions and rates mentioned in the quotation for the period as per the contract from the date of signing of the contract/receipt of the purchase order from OLM and also agree that the price will remain unchanged during that period.

Place:

Date:

(Signature & Seal of the Authorized Signatory)

ANNEXURE-I
(to be submitted with technical proposal)

FORMAT FOR AFFIDAVIT CERTIFYING THAT BIDDER IS NOT BLACKLISTED

Affidavit

I M/s. , (the name of the Bidder and addresses of the registered office) hereby certify and confirm that we or any of our promoter/s/chief executive officer/ directors/managers are not barred or blacklisted by any government or government instrumentality or public sector in India or in any other jurisdiction to which we or our Affiliates belong or in which we or our Affiliates conduct business from participating in any project or being awarded any contract, either individually or as member of a consortium and no such bar or blacklisting exists as on the Proposal Due Date.

We further confirm that we are aware our interest for Providing Vehicle on day call basis under OLM would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of this tender document at any stage of selection and/or thereafter during the term of the Contract.

Dated this.....Day of.....,2025

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

Signature: _____

ANNEXURE-II
BID SUBMISSION CHECK LIST

S/no	Description	Submitted (Yes/No)	Page No.
TECHNICAL BID			
(PART – III)(ORIGINAL)			
1	Filled in Bid Submission Check List (ANNEXURE-II)		
2	Technical Bid Form-A		
3	Copy of Certificate of Incorporation / Registration of the Bidder		
4	Copy of PAN		
5	Copy of Goods and Services Tax Identification Number (GSTIN)		
6	GeM Registration Certificate		
7	Prove of resident of office in Bhubaneswar (Telephone Bill/Electricity Bill/ Rent agreement be enclosed)		
8	Bid Processing Cost		
9	Bid Security		
10	Details information of the vehicle registered (Technical form-B)		
11	Average annual turnover during the last 3 financial years, i.e. 2021-22,2022-23 & 2023-24 (Audited financial Statement of last three financial year i.e. till 31st March 2024 to be enclosed)		
12	List of completed assignments (Past Experience Details) (Technical form-C) along with the copies of work orders for the respective assignments		
13	Undertaking that firm is not debarred / blacklisted by Government/ Govt. Agency as per the Annexure-I.		
FINANCIAL BID (Part-IV in a separate inner envelope)			