



# Bhubaneswar Smart City Limited

Block-1, 5<sup>th</sup> Floor, BMC- Bhawani Mall, Saheed Nagar, Bhubaneswar- 751007

E-mail Id: bbsr.bscl@gov.in, CIN: U74990OR2016PLC020016

Telephone-0674- 2548428 FAX: 0674-2540811

No. 1143/BSCL/ 01/2021

Date: 13/04/2021

## **Request for Proposal (RFP) to provide vehicles on monthly hiring basis to Bhubaneswar Smart City Limited (BSCL), Bhubaneswar.**

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M/s. Bhubaneswar Smart City Limited (BSCL), Bhubaneswar invites sealed proposals from registered and experienced Travel Agencies to provide different types of vehicles on monthly hiring basis for an initial period of one year to Bhubaneswar Smart City Limited, Bhubaneswar. The details of Terms of Reference (ToR) can be downloaded from the website of BSCL i.e. [www.smartcitybhubaneswar.gov.in](http://www.smartcitybhubaneswar.gov.in). Interested agencies may submit their proposal in a sealed cover super-scribing as "RFP to provide vehicles on monthly hiring basis to BSCL" with advertisement number and Date to the General Manager (Admin), Bhubaneswar Smart City Limited, 5<sup>th</sup> Floor, Block-1, BMC Bhawani Mall, Saheed Nagar, Bhubaneswar-751007 through Speed Post / Registered Post / Courier services only, which should reach on or before 11.00 A.M on 26.04.2021 positively and the same will be opened at 3.00 PM on the same day. Proposal received after the due date and time shall be rejected. The undersigned reserves the right to reject any or all the tender without assigning any reason thereof.

By order

**General Manager (Administration)**  
**Bhubaneswar Smart city Limited**



# **Bhubaneswar Smart City Limited**

Block-1, 5th Floor, BMC- Bhawani Mall, Saheed Nagar, Bhubaneswar- 751007

E-mail Id: [bbsr.bscl@gmail.com](mailto:bbsr.bscl@gmail.com), CIN: U74990OR2016PLC020016

Telephone-0674- 2548428 FAX: 0674-2540811

## **Hiring of Vehicles for Bhubaneswar Smart City Limited (BSCL)**

**RFP No. 1143/ BSCL/01/2021**

**Dated- 13.04.2021**

ISSUED BY

### **BHUBANESWAR SMART CITY LIMITED**

**5<sup>th</sup> Floor, Bhawani Mall, Saheed Nagar**

**Bhubaneswar, Odisha**

Interested bidders are requested to download the bid document from the BSCL website  
“<https://www.smartcitybhubaneswar.gov.in>”.

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## 1. Important Dates & Information

Information	Details
<b>Bid Inviting Authority</b>	Bhubaneswar Smart City Limited
<b>Correspondence Address</b>	The General Manager (Administration) Bhubaneswar Smart City Limited (BSCL) Block – 1, 5th Floor, BMC Bhawani Mall, Saheed Nagar, Bhubaneswar – 751007, Odisha; Ph No. - 0674- 2548508
<b>BID Name</b>	RFP for Hiring of vehicles for Bhubaneswar Smart City Limited (BSCL).
<b>Place of Delivery &amp; Execution</b>	Bhubaneswar Smart City Limited (BSCL), Bhubaneswar
<b>Non Refundable BID Cost</b>	<b>INR 1,000/-</b> in the form of Demand Draft drawn on a Nationalized Bank/Scheduled Commercial Bank in favor of “Bhubaneswar Smart City Limited” and payable at Bhubaneswar, Odisha.
<b>EMD</b>	<b>INR 50,000/-</b> towards EMD in the form of Demand Draft drawn on a Nationalized Bank in favor of “Bhubaneswar Smart City Limited“ and payable at Bhubaneswar, Odisha
<b>Last Date and Time for submission of Bid</b>	26.04.2021 up to 11.00 AM
<b>Date and Time of opening of Prequalification Bids (PQ)</b>	26.04.2021 at 03.00 PM
<b>Date and Time of opening of Commercial Bid (CB)</b>	Time & Date will be informed through proper channel to Prequalified bidder.
<b>Place of obtaining RFP Documents</b>	Website:- <a href="http://www.smartcitybhubaneswar.gov.in/">www.smartcitybhubaneswar.gov.in/</a>

**Sd/-**  
**GENERAL MANAGER (Administration)**

## **2. Instruction to Bidder**

### **a. INTRODUCTION**

Bhubaneswar Smart City Limited (the “**Authority**”) intends to hire vehicle on annual rate contract basis initially for a period of one year (extendable to another one year) from highly reputed, capable and experienced vehicle agencies / firms / Cab/ Taxi service providers (the “**Bidder**”) having experience for supply of vehicle for use by Bhubaneswar Smart City Limited (BSCL) at Bhubaneswar, Odisha on monthly rental basis / as and when required.

The actual requirement of vehicle may increase or decrease at the time of awarding the Agreement and/ or during the Agreement period at the same rate and terms & conditions set forth in the agreement.

### **b. GENERAL INFORMATION**

- (i) The Agreement will be initially for a period of one year, commencing from the date of signing of the agreement, which may be extended for a further period of 1 (one) year on the same terms and conditions depending upon the requirement of the Authority. The Authority, however, reserves the right to terminate / curtail the Agreement at any time after giving one month’s notice without assigning any reason.
- (ii) Interested bidders are requested to download the bid document from the BSCL website “<https://www.smartcitybhubaneswar.gov.in>”. The tender advertisement has also been published in a leading newspaper for wide circulation.
- (iii) The Pre-qualification bids will be opened on 26-04-2021 at 03:00 PM in presence of the Bidders or their authorized representatives, if they so desire. The Commercial Bid date & time will be informed in respect of only those bidders who qualify in the Pre-qualification bid assessment.
- (iv) The filled in sealed envelopes containing Pre-qualification Bid and Commercial Bid in two different envelopes shall be submitted in the Office of Bhubaneswar Smart City Limited, Bhubaneswar by Registered Post, Courier service or dropping in the tender box. Bids received after due date and time shall not be entertained.
- (v) Sealed Bids are invited from vehicle agencies / firms / Cab/ Taxi service providers for **Supply of Vehicles on Hire/Rental Basis for Bhubaneswar Smart City Limited (BSCL)**. The Bid document shall be deposited along with a non-refundable tender document fee of in shape of Demand Draft drawn in favor of Bhubaneswar Smart City Limited, Bhubaneswar.
- (vi) Bidders are requested to go through the procurement notice document carefully and participate in the bidding process with all necessary details as required.
- (vii) This document is issued by BSCL, which is the sole point of contact during the selection process. The **Nodal Officer** responsible for entire process is **General Manager (Administration)**.
- (viii) The Bhubaneswar Smart City Limited reserves the right to cancel any or all bids without assigning any reason thereof.

### **3. Pre-Qualification / Eligibility Criteria**

- I. Sealed bids are hereby invited from eligible bidders in two parts (Part – 1: Pre-qualification Bid and Part – 2: Commercial Bid) who satisfies the following (i) a Bidder can be a company incorporated under the Indian Companies Act (ii) a society registered under the Societies Registration Act, 1860 (or other applicable laws) or (v) a Partnership firm registered under The Partnership act, 1932 or the Limited Liability Partnership (LLP) incorporated under Limited Liability Partnership Act 2008 Government of India (vi) a Proprietorship firm.
- II. Firm/ Agency should have their own registered office in Bhubaneswar, Odisha. *(Enclosed - An attested copy of the registration certificate of offices in Bhubaneswar, Odisha).*
- III. A Bidder should be a single entity. No JV/ Consortium allowed.
- IV. Minimum 02 years of experience in the field of transport service provider.
- V. The Bidder should be able to provide a minimum 10 (ten) vehicles fleet (Hatchback/ Sedan/ SUV/ MUV) of make not older than January'2018 registered in Odisha under commercial vehicle category. The list should also indicate the date of registration of the car. (It is mandatory to submit a copy of the original Registration Certificate, Insurance Certificate, Fitness Certificate, proof of up to date tax payment, PUCC)
- VI. Bidders must submit applicable tax registrations proof (PAN, GST certificate, etc.).
- VII. The Bidder should have a minimum annual turnover of INR 30 (Thirty) Lakh during last three financial years i.e., 2017-18, 2018-19, 2019-20. Audited balance sheet must be submitted.

### **4. SUBMISSION AND MARKING OF PROPOSAL**

- I. The tender shall be prepared and submitted separately in sealed envelopes in two parts clearly indicating on the covers **“Part – 1: Prequalification Bid”** and **“Part – 2: Commercial Bid”** respectively.
- II. The covers shall be super scribed **“Hiring of Vehicles for the office of Bhubaneswar Smart City Limited, Bhubaneswar, Odisha”**.
- III. The envelopes shall be properly closed and sealed. If the bids are not submitted separately and are not sealed properly, those shall not be considered at all.
- IV. Bids submitted through Telegraphic, Fax and Emails will not be accepted.
- V. The bid shall be typed or written in indelible ink and each page shall be initialled by the authorized signatory having Power of Attorney. All the alterations,

omissions, additions, or any other amendments made to the TENDER shall also be initialled by the person(s) signing the TENDER.

VI. Each of the envelopes, both outer and inner, must be super-scribed with the following information:

- I. Name & address of Tenderer
- II. Contact person name & phone number
- III. Tender Name & its Due Date

**(A) Part – 1: Prequalification Bid should contain the following information**

- i. Submission of Tender Document Cost in the form of Demand Draft
- ii. Submission of Bid Security / EMD in the form of Demand Draft
- iii. General Information of Bidder (Annexure – 1)
- iv. Power of Attorney (Annexure – 2)
- v. Self-attested copy of Incorporation / Registration Certificate of firm
- vi. Address proof of registered office in Bhubaneswar
- vii. Self-attested copy of PAN Card
- viii. Self-attested copy of GST Certificate
- ix. Undertaking that the firm has not been debarred/ blacklisted by any Govt. / Semi-Govt. Organizations / PSUs / Banks etc. in India (Annexure - 3).
- x. Undertaking that the vehicles to be provided will not belong to any employee of Bhubaneswar Smart City Limited (Annexure - 4).
- xi. Undertaking to provide good conditioned vehicles of not more than 3 years old BS IV / VI vehicle (Annexure – 5).
- xii. Signed copy of RFP document along with corrigendum/ addendum, if any.

**(B) Part – 2: Financial Bid should contain the following information**

- i. Financial proposal as per format provided at Annexure –6.

All envelopes complete in all respects with all necessary attachments/ enclosures/ annexures should be addressed to:

**General Manager(Administration)**

Bhubaneswar Smart City Limited

Block – 1, 5th Floor, BMC Bhawani Mall,

Saheed Nagar, Bhubaneswar, Khordha-751007, Odisha

Tel: 0674 254 8508, Web: [www.smartcitybhubaneswar.gov.in](http://www.smartcitybhubaneswar.gov.in)

Email: [bbsr.bscl@gov.in](mailto:bbsr.bscl@gov.in)

## **5. SERVICE PROVIDER / AGENCY OBLIGATIONS**

- I. The selected agency shall agree to terms and conditions of the contract and shall ensure full compliance to them.
- II. Agency agrees to provide quality services as per SLAs mentioned in the contract.
- III. Agency to ensure that all maintenance work related to assigned vehicle shall be carried out in off duty hours.
- IV. In the event of break-down, servicing & repairs of the assigned vehicle, the service provider at his own cost shall make alternate arrangement by providing similar or higher class of vehicle(s) for which agreement is entered into. Failure to do so will evoke penalty or possible termination of contract.
- V. The Agency shall not be allowed to sub-let the contract.
- VI. The Agency shall only provide vehicles which shall have the comprehensive insurance coverage.
- VII. Police verifications for drivers to be deployed must be submitted by the Agency. Upon approval of BSCL, the proposed drivers will be deployed.
- VIII. Vehicle and driver should not be changed without prior approval of the authority.

### **a. VEHICLES TO BE DEPLOYED**

- I. The Agency will deploy the vehicle, which is well maintained, cleaned thoroughly both internally and externally. Vehicle shall be equipped with medical kit. The vehicle should have a mobile charger and ambient freshener.
- II. All parts of the vehicle must be properly functioning including the spares.
- III. If the vehicle needs to be away for some reasons like refuelling, petty repairing etc., it should be with the knowledge of the Controlling Officer of the Authority. Moving away without the knowledge of the Controlling Officer of BSCL will be considered as non-available and will be liable for penalty.

### **b. DRIVERS TO BE DEPLOYED**

The Agency shall be responsible for the acts and deeds of drivers of the vehicles that include the followings:

- I. All costs associated with deployment of drivers such as driver's salary, uniform, out of pocket expense, reimbursement, etc. are to be born by the selected agency and the cost needs to be covered under the commercial proposal. No additional payment to be made by the authority to the selected agency in this regard.
- II. Drivers possessing a valid commercial driving license shall be deployed by the agency.
- III. Driver should be properly dressed in neat and clean attire. The Agency shall provide at his own cost, proper uniform and badges as per STATE MOTOR VEHICLE RULES (amended up to date) and photo identity cards to the drivers.



- IV. The driver of the vehicle deployed for duties must maintain polite & courteous behaviour towards users as well as other staffs of the Mission Directorate. Following may be construed as “Misbehaviour” and shall attract penalties as per provisions of the contract. Repeated instances may result in termination of services.
- a) Denial of duty during contract period;
  - b) Use of abusive language;
  - c) Consumption of Tobacco, Gutkha ,Cigarette,pan,etc while driving;
- V. The driver in no case shall report to duty in an inebriated state or consume alcohol while on duty. In such an event, Authority shall have full rights to terminate the contract with immediate effect.
- VI. Driver must be having a mobile phone and contact number be provided to the Authority. The agency shall bear any cost related to the mobile call charges by the drivers.
- VII. In an event that for any reasons the driver changes his contact number during the tenure of the contract then Agency will immediately notify the Authority of the above change.
- VIII. The driver shall be reachable at all times during duty hours.

**c. STATUTORY RULES COMPLIANCES AND TAXES**

- I. The Agency shall take comprehensive insurance cover with third party unlimited liability risk of the vehicles detailed for the user department requirement. User shall not be liable for any damages whatsoever to public property and / or any third person due to any accident arising out of and in the course of deployment of service provider’s vehicle.
- II. The Agency shall be solely responsible for any claims by any third party and/or employees of user department travelling in the vehicle for any injuries caused by the driver of the vehicle whether by accident or otherwise.
- III. The user department will in no way be responsible for violation of traffic rules and / or infringement of any other law for the time being in force, either by the driver of the vehicle or by the service provider. The driver as well as Agency shall comply with relevant rules and regulations of Motor Vehicles Act and Rules applicable at present or in future during the tenure of the contract and as may be enforced from time to time for which user departments would not be held liable/responsible in any manner what so-ever. Onus of compliance of all the applicable Laws/Acts/Rules including those under Motor Vehicle Acts/Rules shall rest with the Agency only and user/user departments will not be liable in any manner.

- IV. The Agency shall be responsible for ensuring compliance with the provision related to Labour Law and especially Minimum Wages Act, Payment of Wages Act, PF, ESI Act, Payment of Bonus Act, Contract Labour [R&A] Act, Workmen Compensation Act etc. as applicable from time to time. The employees of the Agency shall not be deemed to be employees of the user department and hence the compliance of the applicable acts laws will be the sole responsibility of the Agency.
- V. The Agency shall be personally responsible for any theft, misconduct and/or disobedience on the part of drivers so provided by him.
- VI. During the contract period, if the vehicle is seized or detained or requisitioned by Police/Motor Vehicle Authority or any other authorities for whatsoever reasons that will be at the Agency's risk. Also, alternate vehicle of similar or higher category will be provided by Agency without any extra charges.
- VII. The police/ court case (Legal disputes) in respect to the vehicle during of the period of engagement will be at the risk & cost of the agency.
- VIII. The vehicles deployed for duty shall at no point of time carry any person other than personnel authorized by the Authority.
- IX. The vehicle cannot be put to any private/commercial use beyond the duty hours or on holidays. Unauthorized use of the vehicle by the driver/service provider will lead to unilateral termination of the contract with immediate effect. The Agency has to ensure the safety of passenger by avoiding negligent driving by their drivers such as over speeding, rash driving, and driving vehicle without brakes/defective brakes.

**d. Log-Book Maintenance**

- a) The concerned agency will maintain a detailed log book as per the format approved by the authority highlighting vehicle usage in terms of KM running, Date, Time, Purpose, etc.
- b) The log book must be signed on daily basis/at the end of each trip as specified by the authority during the contract period.

**6. Selection Procedure**

The bidder should submit their responses as per the given format in this document in following manner:

- (a) Response to Pre-qualification Bid (original in hard copy in 1st envelope)
  - (b) Commercial Bid (1 original in hard copy in 2nd envelope)
- (i) Prices should not be indicated in the Pre-qualification Bid, but should be indicated in the Commercial Bid only.
  - (ii) The above two envelopes should be put in another single sealed envelope clearly marked as "Procurement Notice for Hiring of Vehicles for BSCL".
  - (iii) All the pages of the Bid must be sequentially numbered, initialed and stamped by the authorized person or persons who signed the Bid.

- (iv) The bid/proposal submitted without EMD and Tender fee will be rejected
- (v) The agency shall furnish necessary documents in support of eligibility Criteria. Failure to furnish any of the document or falsification may lead to disqualification of the agency.
- (vi) Acceptance Copy of the procurement notice document duly signed by Authorized Person.
- (vii) Commercial bids of those Bidders who are qualified in Pre-qualification evaluation will only be opened. The commercial evaluation shall be done based on the details submitted by the bidder as per the format provided.
- (viii) Least cost based method (L1) shall be used to select the Bidder for hiring of vehicle.
- (ix) For any reason, if L1 denies in fulfilling the requirement stated in this document, then L2 will be selected as successful bidder.
- (x) The selected bidder must mobilize the vehicles on hire basis within 7 days of issuance of purchase order.
- (xi) After issues of the purchase order if L1 fails in supplying the items as per the requirement of this document, then the EMD of L1 bidder will be forfeited.

## **7. PENALTY**

- a) In case of vehicle provided by the concerned agency is not as per terms and conditions of this tender document, this will attract penalty amounting to INR 1500/- per day per vehicle.
- b) 1% of the daily amount (on prorated basis) will be deducted in case of delayed reporting by the driver and INR 1500/- per day will be deducted in case of non-availability of vehicle on any day in case of hiring on monthly basis.
- c) Alternative vehicles will be provided immediately in case of break-down / accident etc. failing which the taxi will be hired from the open market and the expenses incurred thereon shall be deducted from the monthly bill of the Successful Bidder.
- d) If above continues on regular basis, the Authority reserves the right to cancel the Agreement without giving one month's notice and performance security of the Successful Bidder will be forfeited.

## **8. TERMINATION**

- a) The Authority shall have the right to terminate the Agreement, upon it giving 1 (one) month notice in writing.
- b) The selected Agency shall have the option to terminate this Agreement upon giving 1 (one) month notice in writing.
- c) Final payment after termination of the contract shall be released on submission of the logbook(s) of the vehicle, car pass and pass/id card issued to the driver, if any.

## **9. Payment Terms & Conditions**

- I. Payment to the successful bidder shall be made only after successful deployment of vehicles along with drivers as per requirement stipulated in this document and acceptance certificate issuance by the concerned authority. The Bidder has to submit **5%** of the Discovered amount towards **“Performance Security”** in the form of Demand Draft/Bank Guarantee issued by any Nationalized Bank/Scheduled Commercial Bank at Bhubaneswar in favor of Bhubaneswar Smart City Limited. This **“Performance Security”** will be released after 60 days of successful completion of contract period. Bidder will not claim any interest towards **“Performance Security”** or any other deposits.
- II. The bidder shall not raise any claim in any manner after the Bill amounts are cleared against the purchase order.
- III. Jurisdiction of Court – Civil Suits, if any, arising out of the contract shall have to be filed at Bhubaneswar under Khurda district. Write petitions, Civil & Criminal, shall be filed in the High Court of Odisha, Cuttack.
- IV. The EMD amount shall be returned to all the Bidders after receiving of Performance Security amount from the Successful Bidder.
- V. If at any point of time it is found that any certificate/ declaration/ documents/ materials submitted by the vendor is found to be false or incorrect, then the EMD and performance security will be forfeited and no payment shall be made in respect to the supply of the items.

## **10. ASSIGNMENT & CHANGE IN OWNERSHIP/MANAGEMENT**

- a) The selected Agency shall not assign or transfer its obligations and or rights under the Agreement to any third party, whether an associated entity or not, whether in whole or in part without the prior written consent of the Authority.
- b) The selected Agency shall immediately notify the Authority, of any change of ownership or management of the Agency’s business.

## **11. RESOLUTION OF DISPUTES**

The Authority and the selected agency will make every effort to resolve amicably by direct negotiation, any disagreement or dispute arising between them under or in connection with the work assigned. In case of their failure to resolve, the matter will be referred to Chief Executive Officer, Bhubaneswar Smart City Limited whose decision will be final and binding on both the parties. The arbitration proceedings if any shall be held in Bhubaneswar.

Accepted the above conditions of Bid.

(Signature of Bidder) Name:

Address:

## ANNEXURE – 1: GENERAL INFORMATION OF BIDDER

(Documents to be submitted in the manner as given below)

1.	Name of the agency:	
2.	Address with telephone no., fax and Email ID of the agency:	
3.	Date & Place of Incorporation /Registration:	(Attach self-attested copy of the Registration Certificate of the firm)
4.	Address of the Registered Office/ Branch office in Bhubaneswar	(Attach address proof)
5.	Name and designation of the authorized signatory:	
6.	Tender Document Cost:	(in shape of Demand Draft)
7.	Bid Security / EMD:	(in shape of Demand Draft)
8.	GST Certificate	(Attach self-attested copy of GST Registration Certificate)
9.	PAN Card	(Attach self-attested copy of PAN Card)
10.	Turnover Certificate duly certified and attested by Chartered Accountant for last 3 Financial Years i.e. 2017-18, 2018-19 & 2019-20	(Attach copies of Audited and Balance Sheets of the last three financial years i.e. 2017-18, 2018-19 & 2019-20)
11.	Undertaking to provide good conditioned vehicles (not more than 3 years old BS IV/VI compliance vehicle) along with all necessary documents required under traffic rule.	In the format provided at Annexure – 5. (Attach Undertaking with signature and stamp of the agency)
12.	Undertaking that the firm has not been debarred/ blacklisted by any Govt. / Semi-Govt. Organizations / PSUs / Banks etc. in India.	In the format provided at Annexure – 3. (Attach Undertaking on non-judicial stamp of Rs 20/- (original copy) with signature and stamp of the agency)
13.	Undertaking that the vehicles to be provided will not belong to any employee of Bhubaneswar Smart City Limited.	In the format provided at Annexure – 4. (Attach Undertaking with signature and stamp of the agency)

**DECLARATION:**

I/ we hereby certify that the terms and conditions given in the RFP have been read carefully and acceptable to me/ us and that the information furnished above are full and correct to the best of my/ our knowledge. I/ we understand that in case of any deviation/ false information in the above statement at any stage, our Firm/ Agency will be blacklisted/ debarred and will not have any dealing with Bhubaneswar Smart City Limited in future.

Place:

Date:

For and on behalf of:

Name of the Agency: .....

Name of the Authorized Signatory: .....

Designation of the Authorized Signatory: .....

**Annexure 2**

**Bidder's Authorization Letter**

*(To be submitted on Rs 100/- non-judicial stamp paper)*

To,

General Manager (Administration)  
Bhubaneswar Smart City Limited  
Block-1, 5<sup>th</sup> Floor  
BMC Bhawani Mall  
Saheed Nagar, Bhubaneswar - 751007

I/ We {Name/ Designation} hereby declare/ certify that {Name/ Designation} is hereby authorized to sign relevant documents on behalf of the company/ firm in dealing with RFP notice reference No. \_\_\_\_\_ dated \_\_\_\_\_. He/ She is also authorized to attend meetings & submit Technical & Price information/ clarifications as may be required by you in the course of processing the Bid. For the purpose of validation, his/ her verified signatures are as under.

Thanking you,

Name of the Bidder: -

Verified Signature:

Authorized Signatory: -

Seal of the Organization: -

Date: \_\_\_\_\_

Place: \_\_\_\_\_

**ANNEXURE – 3: UNDERTAKING REGARDING BLACKLISTING / NON -  
DEBARMENT**

(To be submitted on Rs 20/- non-judicial stamp paper)

To

**General Manager (Administration),**

Bhubaneswar Smart City Limited

5<sup>th</sup> Floor, Block - 1, BMC Bhawani Mall

Saheed Nagar, Bhubaneswar,

Khordha-751007

Odisha

We hereby confirm and declare that in pursuant to your RFP document dated ....., we, M/s -----, is not blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services during the last 5 years.

Place:

Date:

For and on behalf of:

Name of the Agency: .....

Name of the Authorized Signatory: .....

Designation of the Authorized Signatory: .....



**ANNEXURE - 4: UNDERTAKING REGARDING VEHICLE BELONGINGNESS**

(To be submitted on Bidders Letterhead)

To

**General Manager(Administration),**

Bhubaneswar Smart City Limited

5<sup>th</sup> Floor, Block - 1, BMC Bhawani Mall

Saheed Nagar, Bhubaneswar,

Khordha-751007

Odisha

We hereby confirm and declare that in pursuant to your RFP document dated ....., we, M/s -----, certify that the vehicle to be provided under this agreement will not belong to any employee of Bhubaneswar Smart City Limited, Bhubaneswar in whatsoever manner.

Place:

Date:

For and on behalf of:

Name of the Agency: .....

Name of the Authorized Signatory: .....

Designation of the Authorized Signatory: .....

**ANNEXURE - 5: UNDERTAKING TO PROVIDE GOOD CONDITIONED  
VEHICLES**

(To be submitted on Bidders Letterhead)

To

**Chief Executive Officer,**

Bhubaneswar Smart City Limited

5<sup>th</sup> Floor, Block - 1, BMC Bhawani Mall

Saheed Nagar, Bhubaneswar,

Khordha-751007

Odisha

We hereby confirm and declare that in pursuant to your RFP document dated ....., we will provide good conditioned vehicles (not more than 3 years old BS IV/VI compliance vehicle) along with all necessary documents required under traffic rule for the purpose of this agreement.

Place:

Date:

For and on behalf of:

Name of the Agency: .....

Name of the Authorized Signatory: .....

Designation of the Authorized Signatory: .....

**PART – 2: FINANCIAL BID**

**ANNEXURE – 6: FINANCIAL PROPOSAL**

(To be submitted on Bidders Letterhead)

Dated:

To

**General Manager(Administration),**

Bhubaneswar Smart City Limited

5<sup>th</sup> Floor, Block - 1, BMC Bhawani Mall

Saheed Nagar, Bhubaneswar,

Khordha-751007

Odisha

**RATE QUOTATION**

**A. Daily Basis Rate (Exclusive of GST)**

**1. Diesel Vehicle (All AC)**

SN	Type of Vehicle	Rate for 100kms/ 12 hours a day (Rs.)	Rate per extra km (Rs.)	Rate per extra hour (Rs.)
		(i)	(ii)	(iii)
1.	Tiago / Bolt / Celerio			
2.	Swift Dzire / Xcent / Etios			
3.	Ciaz / Honda City			
4.	Innova Crysta / Hexa / XUV			
5.	TUV / Bolero / Tata Sumo Gold / Ertiga			
6.	Scorpio / Creta / Mahindra Marazzo			

**2. Petrol Vehicle (All AC)**

SN	Type of Vehicle	Rate for 100kms/ 12 hours a day (Rs.)	Rate per extra km (Rs.)	Rate per extra hour (Rs.)
		(i)	(ii)	(iii)
1.	Tiago / Bolt / Celerio			
2.	Swift Dzire / Xcent / Etios			
3.	Ciaz / Honda City			
4.	Innova Crysta / Hexa / XUV			
5.	TUV / Bolero / Tata Sumo			

	Gold / Ertiga			
6.	Scorpio / Creta / Mahindra Marazzo			

**B. Monthly Basis Rate (Exclusive of GST)**

**1. Diesel Vehicle (All AC)**

SN	Type of Vehicle (Fuel supplied by BSCL)	Monthly Rate up to (Rs.)
1.	Tiago / Bolt / Celerio	
2.	Swift Dzire / Xcent / Etios	
3.	Ciaz / Honda City	
4.	Innova Crysta / Hexa / XUV	
5.	TUV / Bolero / Tata Sumo Gold / Ertiga	
6.	Scorpio / Creta / Mahindra Marazzo	

**2. Petrol Vehicle (All AC)**

SN	Type of Vehicle (Fuel supplied by BSCL)	Monthly Rate up to (Rs.)
		(i)
1.	Tiago / Bolt / Celerio	
2.	Swift Dzire / Xcent / Etios	
3.	Ciaz / Honda City	
4.	Innova Crysta / Hexa / XUV	
5.	TUV / Bolero / Tata Sumo Gold / Ertiga	
6.	Scorpio / Creta / Mahindra Marazzo	

**C. GST: Please mention the % of GST as applicable.....%**

Place:

Date:

For and on behalf of:

Name of the Agency: .....

Name of the Authorized Signatory: .....

Designation of the Authorized Signatory: .....

**Note:**

1. The rate quoted shall be inclusive of all the cost pertaining tyres & tubes, consumables, operation & maintenance inclusive of all major and minor work with spares, parts and all payments towards driver's salary, food cost, mobile phone and all other charges, as applicable.
2. In case of daily basis rate quote, the bidder quoting the lowest amount in (i) will be required to meet the lowest charges as offered by other bidders in the tender under rate per extra km (ii) and rate per extra hour (iii).
3. GST will be paid extra as applicable and will not be considered for evaluation.
4. The bidder must take into consideration the Finance Department, Government of Odisha circular no. 30464 dated 06.09.2019 while making the quotation for the above work.
5. The rate quoted shall be excluding cost of Fuel.