



**ODISHA POLICE
DISTRICT HEADQUARTER
SUNDARGARH**

**Address : At-District Police Office, Sundargarh.
Po/District-Sundargarh, odisha, PIN-770001**

Contact No. : 06622-273324

E-mail : spsng.orpol@nic.in

No. 1032 / RO

Date. 08 .05. 2025

TENDER CALL NOTICE FOR HIRING OF VEHICLES

Sealed tenders are invited from registered travel agencies for hiring of commercial light vehicles on monthly basis. Details regarding eligibility criteria, terms & conditions and the formats of submission of tender (Technical & Financial bid) are mentioned in the tender document which may be downloaded from the **sundargarh.odisha.gov.in** Interested agencies may submit their tenders in a sealed envelope with super-Scribing on the top of the sealed envelopes as "Tender for Hiring of Vehicles for NH patrol on Monthly basis to Supdt. of Police, sundargarh.

The tender should reach the office of the undersigned by **25.05.2025 (5:00 PM)**. The tenders will be opened on **28.05.2025 (12:00 Noon) at DPO, Sundargarh** for finalization of Technical Bid. The Financial Bid will be opened on **28.05.2024 (12:00 Noon) at DPO, Sundargarh**. The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof.

**Superintendent of Police
Sundargarh.**

TENDER FOR HIRING OF VEHICLES FOR NH PATROL

Instructions to Service Provides

1. Sealed tenders are invited from interested reputed Travel Agencies / Tour Operators or private individuals for hiring of **Bolero Neo of white colour (Diesel) vehicles** to be used in Highway Patrolling in the district of Sundargarh, which shall conform to the terms and conditions (Annexure-I) for Highway Patrolling in the State on monthly rent basis.
2. The tender is to be submitted in two parts i.e. **Technical Bid (Cover-A) and Financial Bid (Cover-B)**. The format and document to be submitted in technical and financial bid are mentioned in the tender document. The service providers should submit their technical and financial bid separately in two separate envelops and these two envelops should be put into another cover envelop super-scribed as **“Tender for Hiring of Light Motor Vehicles on monthly basis” to O/o the Supdt. of Police, Sundargarh.**

The technical and financial bid envelops should be clearly marked as **“Technical Bid & Financial Bid”** on the top of the relevant envelops.

3. The tender completed in all respect should reach the undersigned by 25.05.2025 (5:00 PM). And shall be opened on **28.05.2025 (12:00 Noon)** in presence of the service providers or their authorized representative for finalization of Technical Bid.
4. The Financial Bid of those service providers shall be opened on **28.05.2025 (12:00 Noon)** whose technical bids are found to be qualified.
5. The application form of tender containing General Bid Information & Terms and conditions for hiring of vehicles etc. will be available with the office of the Superintendent of Police, Sundargarh on payment of Rs. 100/- (Rupees one hundred) only **from 10.05.25 to 25.05.2025** or can be down loaded from the District Police Website **sundargarh.odisha.gov.in from 10.05.25 to 25.05.2025** In case the tender document is down loaded from Websites, the applicant shall furnish a Demand Draft for an amount of Rs. 100/- (Rupees one hundred) only towards the cost of application along with the application.



**Superintendent of Police
Sundargarh.
(Tender Calling Authority)**

TERMS & CONDITIONS FOR HIRING OF VEHICLES

Annexure-I

1. Bolero Neo of white colour (diesel) vehicle is to be used for highway patrolling as this vehicle is found to be spacious and suitable for highway patrolling.

2. **Additional fitment** :

(a) Fitment by the service provider : Minor modification is to be done by the service provider for fixing of some equipments / gadgets etc and accommodation of a stretcher, stickering of the vehicle etc.

The user agency may request further fitment at its cost during the course of hire on need basis.

(b) Fitment by the user agency : Siren cum PA system, Static VHF set, Safety light bar, Stretcher, Fire extinguisher, Ropes, First Aid Kit, GPS based resource tracking system etc. The vehicle will be bracketed on outside as “Highway Patrol Vehicle”.

3. **No of vehicles required for the district** :

Service providers are required to submit bids for **02 (Two)** nos. of vehicles.

4. **Other Conditions**

- The vehicle must be in Road Worthy condition, shall not be more than **two years old** from the date of initial registration and must not have covered more than 3000 KMs.
- The contract will remain valid for a period of 02 years and can be extended by 01 year at the discretion of the user.
- The vehicle more than three years old or already covering 02 lakhs KMs which ever is earlier will not be used and the service provide must replace in time during the contract period.
- The Driver should be well behaved, gentle and obedient in nature.
- The service provider shall provide vehicles on hire basis.
- The service provider will provide driver holding a valid LMV license.
- In the event of any breakdown / servicing and repairing of vehicles, the service provider at his own cost shall make alternate arrangement by providing similar vehicle.
- Service provider shall ensure that vehicle is deployed at designated location on time.
- Drivers of the vehicles deployed for the duties are required to maintain polite and courteous behavior towards public as well as the departmental staff.

5. **Area Coverage** :

Service providers are required to submit bids for following nos. of vehicles as mentioned below.

Sl. No.	Name of the district	No. of vehicles required for patrolling
1.	Sundargarh	02 nos

6. Other Special Conditions :

- The hired vehicles, during period of contract, shall have all necessary valid MV documents such as valid Commercial Registration Certificates, Insurance Certificate, Fitness Certificate, proof of up to date tax payment etc. The user agency hiring the vehicle shall not be responsible for any damage/loss caused to hired vehicle or loss of life/injury made to any person or damaged to any property on account of use of hired vehicle any manner whatsoever. The hirer shall be responsible for all such litigations.
- The hire charges to be paid for monthly basis is final but does not include cost of diesel, which is to be paid separately basing on actual consumption and lubricants as per existing Government norms. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of Engine, Gear Box and differential coolant, tyres and tubes, battery etc. will be borne by the bidder.
- KMPL shall be fixed by the user or its authorised representative on the day of reporting as per the actual POL test report.
- It shall be the responsibility of the service provider to provide **3 (three) separate drivers on 8 hour shift** for each vehicle.
- The salary and other legal dues of the drivers shall be borne by the service provider. The service provider will provide the names of drivers with address, DL details in advance for verification by the users.
- The service provider will comply the labour law, EPF, GIS, minimum wages act applicable and other statutory compliances.
- The driver will put on identity card given by the service provider. The driver has to put on the safety jacket provided by the user.
- The service provider is responsible to depute suitable substitute driver in case of absence of the driver engaged.
- The user will provide the diesel (as per actual).
- The user will maintain record of daily kilometer run and time from the point of departure to arrival and it will be signed by the authorised signatory of the user. As per the GPS kilometres recording.
- The service provider shall up-date the log book on daily basis.
- The service provider will provide the e-mail id for receiving correspondences and submit an undertaking that **“I will receive all correspondences through e-mail”**.
- **Performance security:** The successful bidder shall have to enter into an agreement with the tender calling authority for successful completion of stipulated period and also for

performance warrantee for a period of 02 (two) years extendable to another one year. In this regard the bidder has to furnish the security deposit at the rate of **Rs. 1 Lakh per vehicle in the form of NSC/Post Office Savings Bank A/c /FDR/ Bank Guarantee** from any nationalised bank duly pledged in favour of Tender Calling Authority.

- If the bidder violates any of the terms of contract, the Tender Calling Authority shall forfeit the entire amount of performance security deposit.
- The bidder will submit a checklist as per Annexure-III regarding the documents enclosed in the tender.
- **Each page of this tender document should be signed by the bidder with seal in token of having read, understood and accepted the terms and conditions of this contract.**
- The tenders (also called bids), not submitted in prescribed format, in the prescribed manner or required security deposit etc shall be rejected by the Tender Committee at the risk and responsibility of the bidder.
- The tender calling authority shall make arrangements in his office for issuing a written acknowledgement, under proper seal hand signature of the filled in tenders, provided those are submitted on or before the due date. The acknowledgement shall be issued even if the Tenders are dropped in a sealed box. The acknowledgement receipt shall mention, among others, the tender call notice number.
- A bid submitted cannot be withdrawn. The bidder or his authorized representative (one person only) will be allowed to be present at the time of opening of tenders. They will not participate in the discussions. Clarifications sought, if any may be provided by them.
- All or any of the tenders (or bids) submitted can be rejected without assigning any reason thereof. No claim, whatsoever, shall be admissible for the alleged loss/damage suffered by the bidders on account of such rejections.
- **Termination:** Tender Calling Authority shall have the discretion to terminate agreement / work order at any time if the service provider fails to comply the statutory rules or the service is found to be satisfactory. Whereupon the agency will immediately cease the provision of the services and submit a bill for costs incurred to provide the contracted services to the date of termination.
- Either party can terminate the contract by giving 60 days notice without assigning any reason.
- **Penalty:** In case of noncompliance of the standards of the services to be provided as per this agreement, the user would be at liberty to levy such penalty.

Sl. No	Nature of default	Penalties
1.	Non replacement of vehicle/driver in case of breakdown of vehicle or not reporting of driver	Sum total of delay less than one hour in a month : No penalty For delay more than sum total of one hour in a month for each hour and part there of : Rs 1000/-
2.	Delay in arrival of vehicle / driver at the schedule time and schedule place.	Sum total of delay less than one hour in a month : No penalty For delay more than sum total of one hour in a month for each hour and part there of : Rs 1000/-
3.	Misbehaviour by driver / unacceptable behaviour by driver	Penalty of Rs. 1,000/- for each instance.
4.	Driver in intoxicated stage	Penalty of Rs. 10,000/- for each instance.
5.	Using same driver for more than 8 hours.	Penalty of Rs. 2,000/- for each instance.

- The penalty will be deducted from the monthly charges to be paid by the service provider and penalty of Rs. 12,000/- or more in a month for any one vehicle will be considered as on unsatisfactory service.
- The tenders/bids received in the prescribed time shall be opened by the tender committee at the prescribed date time and place. Any bid found incorrect or incomplete in any manner would be summarily rejected by the said committee.
- The authorities are not bound to accept the lowest financial bid.
- All the disputes shall be subjected to the jurisdiction of civil courts situated at Sundargarh.



**Superintendent of Police
Sundargarh.
(Tender Calling Authority)**

TENDER FORM
Part-I-Technical Bid-Cover A

(The documents have to be arranged serially as per the order mentioned below)

1.	Name of the Organization	
2.	Address of the organization with telephone no. & fax	
3.	E-mail id of the Organization	
4.	Name of authorized signatory	
5.	Specimen signature of the authorized signatory	
6.	Telephone number of authorized signatory	
7.	Instrument No. and date of the tender document cost of Rs. _____ (Non-Refundable) submitted by the organization.	(In shape of Demand Draft)
8.	Registration No. of the Firm	(Attach self-attested copy of the Registration Certificate of the firm)
9.	GST Registration	(Attach self-attested copy of GST Registration Certificate)
10.	PAN	(Attach self-attested copy of PAN card)
11.	Turnover for last 3 Financial Years i.e. 2018-19, 2019-20 and 2020-21.	(Attach self-attested copies of Audited Profit & Loss Accounts and Balance Sheets of the last three financial years i.e. 2018-19, 2019-20 and 2020-21)
12.	Proof of provision of vehicles to at least 2 (two) Govt. / Semi Govt. Organizations / PSUs / Banks etc. During the last three financial years i.e. 2018-19, 2019-20 and 2020-21	(Attach self-attested copies of Work Orders received from govt. / Semi Govt. / PSUs / Banks etc. (At least three different organizations) during last three Financial Years i.e. i.e. 2018-19, 2019-20 and 2020-21)
13.	Undertaking to provide good conditioned vehicles (not more than 2 years old) along with all necessary documents required under traffic rule.	Attach the undertaking with signature & seal of the Organization.
14.	Undertaking that the vehicle to be provided will not belong to any employee of Odisha Police or his / her relative.	Attach the undertaking with signature & seal of the organization.
15.	Undertaking that the firm has not been debarred / blacklisted by any Govt. Organization / Semi Government Organization / PSUs.	Attach the undertaking with signature & seal of the organization.

DECLARATION:

I/we hereby certify that the terms and conditions given with the tender notice 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 your organization in future.

Place :**Date:**

(Signature & Seal of the Authorized Signatory)

ANNEXURE: - III

Check List of documents to be enclosed to General bid Form

(Reference Sl. 9 of General Conditions of contract)

Sl. No.	Description	Remarks (Yes (Y), No (N), Not Applicable (NA) (√ Tick whichever is applicable)		
		Y	N	NA
1	Scanned copies of Tender document signed by the bidder or Authorized Person on all pages along with seal.			
2	Scanned Self-Attested Photo copy of PAN Card and IT return for Assessment year 2018-19.			
3	Scanned Self-Attested Photo copy of Experience Certificate			
4	Scanned Self Attested Photo copy of the computerized receipt (Online/RTGS/NEFT) towards payment of cost of Tender Paper.			
5	Scanned Self attested Photo copy of the computerized receipt (Online/RTGS/NEFT/DD) towards payment of cost of EMD/Bid Security.			
6	Scanned Self-Attested Photo copy of valid GST Registration Certificate.			
7	Self-Attested Photo copy of "Partnership Deed" duly registered, if applicable			
8	Self-Attested copy of Bid form duly filled and signed.			
9	Self-Attested copy of the Check list duly filled in			
10	Self attested copy of Undertaking regarding genuineness of the documents/information submitted duly filled in and signed.			

Signature & Seal of the bidder

TENDER FORM

Part II – Financial Bid – Cover B

A. Monthly Basis Rate (Exclusive of GST)

Sl. No.	Type of Vehicle	Monthly rent excluding fuel & lubricant per vehicle including 3 independent drivers for 8 hours shift (Rs.)
1.	Bolero Neo Colour-White (Diesel Model)	

B. 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.

Place:

Date:

(Signature & Seal of the Authorized Signatory)

Form of Undertaking

I _____ hereby agree to receive all communication with regards to hiring of vehicle for NH patrol on the e-mail id _____ provide by me in the tender form.

Place :

Date :

(Signature & Seal of the Authorized Signatory)