

**TENDER CALL NOTICE FOR HIRING OF VEHICLES BY ODISHA STATE BOARD OF PHARMACY,
BHUBANESWAR**

Tender call Notice No. 2385 /OSBP Dated 03/05/2025

Sealed quotations are invited from reputed travel agencies for hiring of vehicles on rate contract basis (daily rental) by Odisha State Board of Pharmacy, Bhubaneswar. The last date of tender submission is **16/05/2025 up to 05.00 P.M.** The sealed tender will be received by Speed Post/Registered Post/Courier only in Odisha State Board of Pharmacy, P.O – Mancheswar Railway Colony, Bhubaneswar - 751017. No hand delivery is acceptable. Tender received after the scheduled date and time will not be considered. The authority is not responsible for any postal delay. The authority reserves the right to cancel the bids without assigning any reason thereof. More details are available in website www.dmetodisha.gov.in , www.osbp.in and <https://khordha.odisha.gov.in>.

Sd/-

Member Secretary
OSBP, Bhubaneswar

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3/5/25

TENDER CALL NOTICE FOR HIRING OF VEHICLES BY ODISHA STATE BOARD OF PHARMACY,
BHUBANESWAR

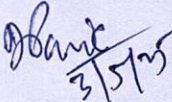
Tender call Notice No. 2385 /OSBP Dated 03/05/2025

Sealed quotations are invited from reputed travel agencies for the hiring of vehicles on rate contract basis (daily rental) for office use and transportation of answer books by Odisha State Board of Pharmacy, Bhubaneswar. Interested eligible Bidders may obtain detail of the tender call notice from the website www.dmetodisha.gov.in, www.osbp.in and <https://khordha.odisha.gov.in>. The last date of submission of the quotation is **16/05/2025 up to 05.00 P.M.** The sealed tender will be received by Speed Post/Registered Post/Courier only in Odisha State Board of Pharmacy, P.O – Mancheswar Railway Colony, Bhubaneswar - 751017. No hand delivery is acceptable. Tender received after the scheduled date and time will not be considered. The authority is not responsible for any postal delay. The authority reserves the right to cancel the bid/s without assigning any reason thereof.

Particulars about submission of bid document are as follows:

Tender document cost	Nil
Bid Security (EMD)	Rs.5000/-
Date of availability of Bidding in the website www.dmetodisha.gov.in	03/05/2025
Last date and time for submission of bids	16/05/2025 up to 5:00 PM
Time and date of opening of bids	19/05/2025 at 4:00 PM
Place of opening of bids	O/o The Director of Medical Education and Training, Odisha, Heads of Dept. Building, Bhubaneswar - 751001
Address for submission of bids	Odisha State Board of Pharmacy, P.O – Mancheswar Railway Colony, Bhubaneswar - 751017

Sd/-
Member Secretary
OSBP, Bhubaneswar


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1. General instructions to bidders

- a. The vehicles will be hired by Odisha State Board of Pharmacy, Bhubaneswar on rate contract basis (daily rental) for office use and transporting of answer books.
- b. The agency must provide vehicles that are road worthy and not more than three (03) years old from the date of initial registration and must be BS-IV/VI compliant.
- c. The vehicles must have a valid registration, up-to-date insurance certificate, PUC, fitness certificate, fastag etc.
- d. The agency should have valid GSTIN registration and PAN.
- e. The comparative statement shall be prepared on the basis price quoted in the price bids.
- f. The lowest bidder/s has to agree to the other charges like lowest halting charge, detention charge, night halt charge, extra Km. rate etc. offered by other bidders in the tender.
- g. The vehicle must achieve fuel efficiency as per the latest Finance Department, Govt. of Odisha, OM No. 22924/F COD-MV-004-2028 dated 14/8/2023.
- h. The daily rent rate (rate/Km, rate/hour) for providing the vehicle shall be inclusive of the cost of fuel (petrol/diesel), lubricants/engine oil, cost of tyres/tubes, consumables, all major and minor maintenance work with spares and all payments towards driver's salary/tips, his fooding cost, overtime and mobile phone to the driver.

2. Bid Security (EMD)

- a. The tenderer has to submit a Demand Draft (Banker's Cheque/pay order of Rs. 5000/- (Rupees five thousand only) in favour of ORISSA STATE BOARD OF PHARMACY, BHUBANESWAR payable at Bhubaneswar drawn in any scheduled Bank towards EMD except MSME (copy of the certificate to that effect may be attached).
- b. In no case, the EMD Money in cash or other forms will be accepted at the time of opening of the bid.
- c. No request for adjustment of claims, if any, will be accepted.
- d. The EMD of unsuccessful tenderers will be refunded as soon as possible after the tenders are finalized without interest.

3. Procedure for submission of tenders/bids

- a. The bidders must submit their bids as required in **two parts in separate sealed covers** prominently superscribed as **Part – I (Technical Bid)** and **Part – II (Financial Bid)** and also indicating on each of the covers the "Tender call Notice No. 2385 & Date 03/05/2025 for hiring of vehicles". These two bids (technical and financial bids) are placed inside a third envelope and superscribed as "**Tender call Notice No.2385 & Date 03/05/2025 for hiring of vehicles** " on the top of the envelope and submit by **Registered Post/Speed Post/Courier only** to Odisha State Board of Pharmacy, P.O – Mancheswar Railway Colony, Bhubaneswar - 751017 within the due date and time as stipulated in Tender. The sealed envelope must show the name of the tenderer and his address.
- b. All the documents submitted must have the signature and seal of the tenderer.

- c. All the documents must be submitted in a sequential manner with separator/flags to help in quick scanning of the topics. Wherever possible, data in tabular form should be given.
- d. **Part – I (Technical Bid) (Annexure – 1, 2)**
 - i. Annexure 1 & 2 along with the required documents should be signed with seal and submitted in the Part – I (Technical bid) of this tender document.
- e. **Part – II (Financial Bid) (Annexure – 3)**
 - i. The quoted price shall be given in Part – II (Financial Bid) in the prescribed format as per Annexure – 3 of this tender document.
 - ii. Price quoted should be in INR. Tax components as applicable should be mentioned clearly in the financial bid.

4. Bid opening and evaluation

- a. The Technical bids will be opened in the presence of the bidders or their representatives who choose to attend at the appointed place and time.
- b. The bid of any bidder who has not complied with terms and conditions prescribed in the Technical bid will be summarily rejected.
- c. Financial bid of only the technically qualified bidders will be opened for evaluation in the presence of qualified bidders who choose to attend at the appointed place and time.

5. Award of contract

- a. The lowest evaluated bid (for the type of vehicle) shall be decided based on the lowest evaluated price bid for each type of vehicle and the L1 bidder shall be decided accordingly.
- b. There may be empanelment of two or three agencies for each type of vehicle (to be decided by the tender inviting authority based on requirement of the type of vehicle), if after price negotiation, the L2/L3 agencies agree to the L1 price of the concerned category of vehicle.
- c. If the successful Bidder fails to execute the order, the order will be given to the subsequent bidder (L2/L3) and the defaulting bidder will be debarred for 3 three years from OSBP, Bhubaneswar.

6. Terms and conditions for hiring of vehicle

I. The agency's obligations

- a. The selected agency shall agree to terms and conditions of the contract and shall ensure full compliance to them.
- b. The agency shall ensure that vehicle deployed shall arrive at designated location on time.
- c. In an event of delay in arrival beyond 30 minutes, user shall have right to hire other taxi services (which may or may not be of similar hired car category). The fare charges shall be charged to agency.

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- d. In the event of break-down, the service provider shall repair the assigned vehicle at its own cost and shall also 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.
- e. The agency shall not be allowed to sub-let the contract.
- f. The agency shall only provide vehicles which have the comprehensive insurance, coverage.
- g. Police verifications for deployed driver shall be ensured by the agency.
- h. The toll gate charge, parking charge, if any during the travel shall initially be borne by the agency and are to be paid by the driver at the point of charging. The charges incurred during each hire will be reimbursed as per the actual amount paid on producing the original receipts along with the invoice.

II. Vehicles to be deployed

- a. The vehicle should have commercial license.
- b. The vehicle to be provided should not be more than three years old from the date of the initial registration.
- c. The agency will deploy the vehicle, which is well maintained, cleaned thoroughly both internally and externally. Vehicle shall be equipped with medical kit.
- d. The kilometer reading and time shall start from the O/o of the OSBP, Bhubaneswar and also end there.
- e. The kilometer reading and time shall start from the O/o of the OSBP, Bhubaneswar and end there also. The cost of vehicle movement from the O/o travel agency to OSBP, Bhubaneswar (to & fro) shall be borne by travel agency.
- f. The hired vehicle shall have all necessary valid Motor Vehicle documents such as valid registration certificates, insurance certificates, fitness certificates, valid contract carriage permits, proofs of up-to-date tax payments, D.L. of the drivers, etc. available all the times.
- g. OSBP, Bhubaneswar shall not be responsible for any damage/loss caused to the hired vehicles or loss of life/injury made to any person or damage to any property on account of use of hired vehicles in any manner whatsoever. The service provider shall be responsible for all such litigations.
- h. The drivers shall always carry all necessary documents like registration papers, insurance papers, pollution under control (PUC) clearances, RTO tax payment papers, valid driving licenses and all other documents that should accompany the vehicles as per rules & regulations of applicable laws.

III. Driver to be engaged

- a. The agency shall be responsible for the acts and deeds of drivers of the vehicles.
- b. Only drivers possessing a valid commercial driving license shall be deployed by the agency.

- c. The driver of the vehicle deployed for user department duties must maintain polite & courteous behaviour towards users as well as to other staffs of the OSBP, Bhubaneswar.
- d. The driver should not deny duty during contract period or during hours as noticed by user department.
- e. He should not use of abusive language
- f. No mileage will be allowed if the vehicle is used by the driver for his breakfast, lunch, dinner or any other personal work. No payment shall be made to the driver for his fooding expenses, etc.
- g. The driver in no case shall report to duty in an inebriated state or consume alcohol while on duty. In such an event, OSBP, Bhubaneswar shall have full rights to terminate the contract with immediate effect.
- h. Driver must be having a mobile phone and contact number be provided to OSBP, Bhubaneswar.
- i. Gossiping with the guests and using mobile phone during driving is not allowed. In case of urgency, driver should park the vehicle with permission from the user and talk in the mobile to the minimum duration.

IV. Statutory rules compliance and taxes

- a. All the expenditure of the vehicle towards repair, maintenance, replacement of spare parts, lubricating oil of engine, gear box & differential coolant, tyres & tubes, battery etc. and salary of the driver, payment of insurance/road tax etc. required for operation of vehicle in the state will be borne by the agency.
- b. The agency shall take comprehensive insurance cover with third party unlimited liability risk of the vehicles.
- c. OSBP, Bhubaneswar 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.
- d. The agency shall be solely responsible for any claims by any third party and/or user(s) travelling in the vehicle for any injuries caused by the driver of the vehicle whether by accident or otherwise.
- e. OSBP, Bhubaneswar 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 i.e. OSBP, Bhubaneswar will not be liable in any manner.
- f. The agency shall be responsible for any theft, misconduct and/or disobedience on the part of drivers so provided by him.

- g. During the use, 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.
- h. The police/court case (legal disputes) in respect to the vehicle during of the period of hiring will be at the risk & cost of the agency.
- i. OSBP, Bhubaneswar will not be responsible for any dispute except for paying the hire charges.
- j. The vehicles deployed for duty shall at no point of time carry any person other than personnel authorized by OSBP, Bhubaneswar.
- k. 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.
- l. In case, the condition of vehicle is found unsatisfactory, it shall be returned for immediate replacement. In case no replacement is provided in time, the authority shall have the right to hire a vehicle from the market and additional cost incurred by the authority shall be deducted from the monthly payment due to the agency.
- m. Repeated failure to provide vehicles as and when required by the OSBP, Bhubaneswar will make the agency liable for Blacklisting.

V. The obligations of hirer

- a. Payment shall be made on after submission of bill and duty slip signed by the user/designated authority OSBP, Bhubaneswar.
- b. In case of daily rental (Local and Long distance), duplicate duty slips have to be maintained and one slip has to be retained by the user the vehicle (OSBP staff) with noting of starting/closing Kilometers and time and signature on the duty slip (both original & duplicate).
- c. The hiring charges of the vehicle shall be credited into the bank account of the agency through online mode/NEFT within 30 days from the date of receipt of bills complete in all respect.
- d. OSBP, Bhubaneswar shall pay the agency all amounts on an invoice that are not the subject of a bonafide dispute within 30 days of receipt of a valid invoice that complies in all material respects in terms of this tender.
- e. The payment shall be subject to any deductions such as penalties, statutory deduction etc.
- f. OSBP, Bhubaneswar shall be responsible for costs relating to toll gate charges, parking charges and other statutory levies, if any paid during the journey would be billed on actual and shall be paid by OSBP, Bhubaneswar.
- g. All distances shall be calculated from the reporting point. No payment shall be made for journey from garage/agency office/ drivers' residence to reporting point.
- h. Rates to be finalized shall be fixed for a period of two years from the date of issue of first order or for 04 (four) examinations conducted by OSBP, Bhubaneswar whichever

is earlier. No change/alteration of the rate and/or vehicle type provided will be acceptable on any account during the tender period.

7. Terminations

OSBP, Bhubaneswar has all rights to accept/reject any tender or all tenders without assigning any reasons thereof and also shall have the right to terminate rate contract without assigning any reasons thereof.

8. Resolution of disputes:

The hirer & the agency shall make all efforts to resolve amicably by direct informal negotiation on any disagreement or dispute arising between them under or in connection with this contract. All disputes arising out of the contract shall be referred to courts under the jurisdiction of the Bhubaneswar court only.

9. All the above terms and conditions shall form a part of the Work Order.

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(in the letter head of the bidder)

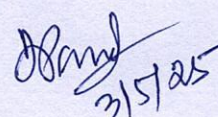
(Technical Bid)

Sl. No.	Description	Details
1	Name of the agency	
2	Official Address	
3	Name of the authorised person with designation	
4	E-mail	
5	Mobile No.	
7	TIN/PAN No.	
8	GSTIN No.	
9	Any other document submitted	
10	Bank Details	
	Beneficiary Name	
	Bank Name	
	Branch Name	
	Account No	
	IFSC Code	

Date:

Place:

Signature of the bidder with date and seal



(in the letter head of the bidder)

Part – I
(Technical Bid)

Sl. No.	Name of the documents	Submitted (Yes/No)	Page No. (if yes)
1.	Copy of GSTIN Number		
2.	Copy of PAN Card		
3.	Bid security/EMD as DD (Rs.5000/-)		
4.	Copy of Income Tax return (last 3 years)		
5.	Client list in support of provision of vehicles to at least 3 (Three) Govt./Semi-Govt. Organizations/ PSUs/ Banks/ reputed private organisations etc. (Attach self-attested copies of Work Orders)		
6.	Undertaking that the agency has not been debarred/ blacklisted by any Govt. Organization/Semi Government Organization/PSUs Attach the undertaking on a non-judicial stamp paper of Rs.20/- (Original Copy) with signature & seal of the organization as per Annexure - 4		
7.	Documents in support of turn over for 2021-22, 2022-23 and 2023-24 (certified by the Chartered Accountant) as per Annexure - 5		
8.	Tender document with signature and seal in each page		

NB: The required documents are to be signed with seal and submitted along with the Technical bid.

Date:

Place:

Signature of the bidder with date and seal

[Handwritten Signature]
3/5/25

(in the letter head of the bidder)

Part – II
(FINANCIAL BID)

A. FOR LONG TOUR (ABOVE 200 KM/DAY)

SI No	Type of vehicle	Hire charge per day (8 hrs)	Rate for detention beyond 8 hrs within 6AM to 11PM (rate per hour)	Rate for night halt (rate per night)	Minimum KM per one litre of fuel
1	Dzire AC Diesel				17
2	Innova (Crysta) AC Diesel				9
3	Innova AC Diesel				9
4	Bolero/Tata Sumo Gold/Ertiga AC Diesel				10
5	Tata Ace/Force/Mahindra/Minidor (GVM up to 2000 kg) Non-AC diesel				10

Detention charges in case of Long Tour are not allowed from 11 PM to 06 AM if vehicle is halted for night.

The kilometer reading and time shall start from the O/o of the OSBP, Bhubaneswar and also end there.

Parking expenses, toll fee extra as per actuals (if any).

GST – Please mention the % of GST as applicable:

GST will be paid as per Govt. rules and will not be taken into account for evaluation bids.

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B. FOR LOCAL TOUR (WITHIN 200 KM/DAY) *

Sl No	Type of vehicle	Hire charge for full day (8 hrs)	Rate for detention beyond 8 hrs (rate per hour)	Hire charge for half day (4 hrs)	Minimum KM per one litre of fuel
1	Dzire AC Diesel				17
2	Innova (Crysta) AC Diesel				9
3	Innova AC Diesel				9
4	Bolero/Tata Sumo Gold/Ertiga AC Diesel				10
5	Tata Ace/Force/Mahindra/Minidor (GVM up to 2000 kg) Non-AC diesel				10

*Minimum booking hour for Local Tour will be 4 hours for all category of vehicles for Local Tour.

The kilometer reading and time shall start from the O/o of the OSBP, Bhubaneswar and also end there.

Parking expenses, toll fee extra as per actuals (if any)

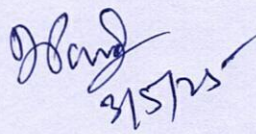
GST – Please mention the % of GST as applicable:

GST will be paid as per Govt. rules and will not be taken into account for evaluation.

Date:

Place:

Signature of the bidder with date and seal



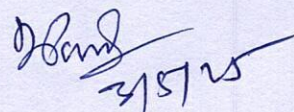
DECLARATION
(Affidavit before Executive Magistrate/Notary Public)

Name & Address of the :

I, S/o
....., Address do
solemnly pledge and affirm the following:

1. That, I/We am the Proprietor/Partner/Director/Authorized signatory of M/s
2. That, I/We do declare that, I/We have carefully read all the terms & Conditions of the Tender no. /OSBP Dated and that the information furnished in this tender call notice 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 agency will be blacklisted/debarred and will not have any dealing with your organization in future.
3. That, the approved rate will remain valid for a period of 24 months from the date of issue of the first purchase order or for 04 (four) examinations conducted by OSBP, Bhubaneswar whichever is earlier. No change/alteration of the rate and/or quality of item supplied will be made on any account during the tender period. I will abide with all the terms & conditions set forth in the Tender call Notice No. /OSBP Dated
4. I/We, Proprietor/Partner/Director of the company declare that, I/We have not been debarred/blacklisted by any State Govt./Union Territory/Govt. of India/Govt. Organization/Govt. Health Institutions.
5. I/We do hereby declare that, I/we will provide the vehicles quoted as per the terms, conditions & specification of the tender document.
6. That, no Police case and/or case by CBI/FEMA/Income tax/GST authorities are pending against the Proprietor/Partner/Director of the company and also against the company.

Signature of the bidder with date
and seal



Annexure – 5

(To be furnished in the head of the auditor/Chartered Accountant)

ANNUAL TURNOVER STATEMENT

The Annual Turnover of M/s..... for the following years are given below and certified that the statement is true and correct.

Sl No.	Financial Year	Turnover in Lakhs (Rs.)
1	2021-22	
2	2022-23	
3	2023-24	
Annual turnover (for the above three years) in Lakh (Rs.)		

Date:
Accountant

Place:

Signature of the Auditor/Chartered

Name

Note: To be issued in the letter head of the Auditor/Chartered Accountant.

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