

Odisha Tourism Development Corporation Limited

Panthanivas Old Block, Lewis Road, Bhubaneswar

TERMS OF REFERENCES FOR EMPANELMENT OF TRAVEL AGENTS FOR HIRING OF CAB AND TOURIST VEHICLES

EXPRESSION OF INTEREST

Odisha Tourism Development Corporation, a Government of Odisha Undertaking is operating largest chain of Hotel and Tour Operator services in the State. OTDC has the largest fleet of Air-conditioned vehicles of different categories. Being a State PSU, the Corporation provides vehicle on hire to different Government Departments, PSUs on regular basis apart from regular Tourists. Very often different departments of Government of Odisha, PSUs and other corporates hire vehicles in bulk from OTDC during conferences and conventions. OTDC has the reputation of providing vehicles more than 500 numbers a day on hire on special occasions like World Cup Hockey, Asian Athletics, Khelo India, All India Forest Meet, National Textile Meet etc. In these occasions OTDC require vehicle of different categories in large number on hire basis

Expression of Interest is invited from reputed experienced Tour Operators/ Travel Agents having large fleet of vehicle in their panel for empanelment in OTDC as a Tour Operator.

TERMS OF REFERENCE AND ELIGIBILITY CRITERIA:

1. The Agency shall provide different categories of vehicle in excellent condition with experienced chauffeur in uniform as and when required by OTDC in short notice. The period of empanelment shall be for a duration of one year which can be extended further on mutual consent subject to satisfactory functioning of the operator

Sl.No.	Type of Vehicle	Age of the Vehicle	Add-on service	Crew detail
1	Volvo AC Non-Sleeper Coach (minimum 40 seater)	≤ 3 years	Staff in uniform	Driver with experience not less than 5 years with one Helper
2	AC Coach, Non-Sleeper (minimum 40 seater)	≤ 3 years	Staff in uniform	Driver with experience not less than 5 years with one Helper
3	Mini Coach (minimum 20 seater)	≤ 3 years	Staff in uniform	Driver with experience not less than 3 years with one Helper

4	Mini Coach (minimum 12 seater)	≤ 3 years	Staff in uniform	Driver with experience not less than 3 years with one Helper
5	SUV (Innova Crysta)	≤ 1 years	Staff in uniform, no scar or denting in the vehicle	Driver with experience not less than 3 years
6	SUV (Innova) / Scorpio	Not older than 5 years	Staff in uniform	Driver with experience not less than 3 years
7	SUV AC Bolero / Tavera / Zylo	Not older than 5 years	Staff in uniform	Driver with experience not less than 3 years
8	Luxury Car (Honda City / Skoda & equivalent)	Not older than 2 years	Staff in uniform, no scar or denting in the vehicle	Driver with experience not less than 3 years
9	Mercedes C Class & above / Audi	Not older than 2 years	Staff in uniform, no scar or denting in the vehicle	Driver with experience not less than 3 years
10	AC Indigo / Swift / Dzire & equivalent	Not older than 5 years	Staff in uniform	Driver with experience not less than 3 years

2. **Price for different categories of vehicles will be quoted on hourly basis only. Km. rate will be @ 9% of hourly charges.**
3. Average running km. per hour will be 40 km. for Coaches and 50 km. for SUV/ Car for the purpose of halting charges. Night halt (10 PM to 6 AM) & detention charges shall be paid extra as per the rate below :

Type of Vehicle	Detention charges per hour	Night-halt charges (10 PM – 6 AM)	Minimum hours of hiring	Eligible for Km. rate
Volvo AC Non-Sleeper Coach (minimum 40 seater)	Rs.500/-	Rs.500/-	5 hours	Above 200 km. per day (Below 200 km. per day will be charged on hourly basis)
AC Coach, Non-Sleeper (minimum 40 seater)	Rs.200/-	Rs.400/-	-do-	-do-
Mini Coach (minimum 20 seater)	Rs.100/-	Rs.400/-	5 hours	Above 200 km. per day (Below 200 km. per day will be charged on hourly basis)

Mini Coach (minimum 12 seater)	Rs.95/-	Rs.400/-	5 hours	-do-
SUV (Innova Crysta)	Rs. 40/-	Rs.200/-	-do-	-do-
SUV (Innova) / Scorpio	Rs. 40/-	Rs.200/-	-do-	-do-
SUV AC Bolero / Tavera / Zylo	Rs. 40/-	Rs.200/-	-do-	-do-
Luxury Car (Honda City / Skoda & equivalent	Rs.100/-	Rs.200/-	12 hours	-do-
Mercedes C Class & above / Audi	Rs.300/-	Rs.400/-	-do-	-do-
AC Indigo / Swift / Dzire& equivalent	Rs. 35/-	Rs.200/-	5 hours	-do-

4. The Agency shall deploy experienced and non-alcoholic crew members with valid professional driving license for safe drive. The crew shall remain all the time with the vehicle.
5. All the vehicles to be deployed must be having proper permit, comprehensive insurance, fitness etc.
6. The cost of POL, maintenance of all kind, wages of the crew and all other expenses are to be borne by the agency. Only toll tax will be borne by OTDC on actual basis.
7. OTDC shall not be responsible for any accident or mishap of any kind whatsoever.
8. The crew member must be in clean white uniform and the vehicles exterior & interior should be cleaned properly before duty.
9. The crew member of each vehicle must have mobile for immediate contact
10. No advance payment shall be given to the driver.

SECURITY DEPOSIT:

Bid Security Declaration: Bidders shall submit Bid Security Declaration in lieu of Bid Security Deposit along with the bid. The declaration is to be furnished by the bidding agency along with the proposal. Without the requisite Bid Security Declaration, the bid shall be treated as non-responsive and rejected. The format for Bid Security Declaration has been provided in **Annexure-X**

ELIGIBILITY CRITERIA:

1. The Agency must be a registered firm / company having at least 3 years experience as tour operator / travel agent (recognized by Govt. of India or State).
2. The Agency should have average Annual Turnover of at least Rs.1.00 Cr. per annum in any 3 years out of last 5 financial years specifically from tour operator & travel agency business.
3. Agency must have supplied at least 100 vehicles for any event, convention etc. organized by State / Central Government agencies in the last 5 years.
4. The Agency must have GST registration
5. Copy of PAN / TAN

PERFORMANCE SECURITY:

The Selected Agency have to submit a Performance Security for an amount of Rs.2,00,000/- (Rupees two lakh) in the form of an account payee Demand Draft/ Bank Guarantee in favour of Managing Director, OTDC Ltd., Odisha within 7 days of issue of letter of award. The performance security shall remain valid for a period of 30 days beyond the date of completion of the contractual obligation.

BIDDING PROCESS:

The offer should be submitted in the 2 bid form -

- 1. Technical Bid**
- 2. Financial Bid**

TECHNICAL BID

The technical bid shall accompany the profile of the agency, past experience, proof of similar work handled in the past, turnover for three years duly certified by the Chartered Accountant and other relevant document to confirm the eligibility criteria. The technical bid shall be submitted in a closed envelop super scribed as “TECHNICAL BID FOR EMPANELING OF AGENCIES FOR HIRING OF CAB AND TOURIST VEHICLES TO OTDC”

FINANCIAL BID

The Agency shall submit the Financial Bid document in proper sealed cover super scribing “**Proposal for Financial Bid**” as per Annexure - A. Both technical bid and financial bid should be put in a bigger Envelop and sealed, super scribed as bid for “Empanelment of Travel Agents of Hiring of Coach & Tourist Vehicle”.

BID VALIDITY

The bid shall remain valid for a period of 60 days.

BID OPENING

The technical bid shall be opened on **28.09.2021** in the presence of the bidders or through their authorized representative. The financial bid shall be opened later for only those bidders who qualify the minimum eligibility criteria.

BID SCHEDULE

Sl.No.	Particulars	Date	Time
a)	Issue of bid document	06.09.2021	
b)	Last date for receipt of queries on bid document	15.09.2021	
c)	Pre-bid meet	18.09.2021	11.00 A.M. (Venue – Panthanivas Conference Hall) Lewis Road, Bhubaneswar-14
d)	Issue of clarification & addendum to the EoI	22.09.2021	
e)	Last date of receipt of bid document	28.09.2021	3.00 P.M.
f)	Opening of the technical bid	28.09.2021	3.30 P.M.
g)	Opening of Financial Bid	Intimated later	

THE SELECTION PROCESS:

The technical bids will be opened first and shall be scrutinized to verify the eligibility criteria. Those who fulfill all the criteria will be short listed.

The Financial Bids of the shortlisted agencies shall be opened and the lowest quote of each categories of vehicle will be the discovered price. The financial bid of each category of vehicle will be kept on ascending order. All other short-listed agencies who have the eligibility criteria will be offered for empanelment subject to the condition that they agree to supply vehicle at the lowest discovered price. However, preference for allotment of vehicle on day to day basis will be given to the first lowest quoted agencies followed by 2nd, 3rd and so on.

OTHER TERMS & CONDITIONS

1. Tenders received after the due date and time shall not be considered.
2. MD, OTDC reserves the right to accept or reject any tender or its part without assigning any reason thereof.

3. For any query and clarification, interested agencies may contact Sri P.K. Biswal, DM(TTT), OTDC or by mail otdc@panthanivas.com.
4. Wherever specific terms and conditions have not been spelt out in tender document, rules as contained in Odisha Government Financial Rules (OGFR) shall apply.
5. The bids as per details given above should be submitted to the Managing Director, OTDC Ltd., Lewis Road, Bhubaneswar, 751014.
6. Selection of the Agency in this process should not be construed as binding on the Authority to award any task / work subsequently. This shall be done at the discretion of the OTDC.
7. The selected Agency has to submit the bills after completion of the tour to OTDC for settlement of claims along with other relevant supporting documents, duty slip and detail report duly counter signed by the authorized person.
8. Settlement of bill shall be done on fortnight basis. The bill of each fortnight will be submitted by the Agency within 7 days of next fortnight and will be cleared by OTDC within 15 days from date of submission of Bill.
9. All the vehicles to be deployed must have GPS tracking facilities.
10. Revision of rates : In every month there will be a review of fuel cost. The km rates will be adjusted as per the company fuel consumption norm of each categories of vehicle and fuel rate prevailing on last day of the month

Sd/-
Managing Director,
OTDC Ltd.

FORMAT FOR FINANCIAL BID

Name of Agency :

Type of Vehicle	Rate per hour
Volvo AC Non-Sleeper Coach (minimum 40 seater)	
AC Coach, Non-Sleeper (minimum 40 seater)	
Mini Coach (minimum 20 seater)	
Mini Coach (minimum 12 seater)	
SUV (Innova Crysta)	
SUV (Innova) / Scorpio	
SUV AC Bolero / Tavera / Zyro	
Luxury Car (Honda City / Skoda & equivalent)	
Mercedes C Class & above / Audi	
AC Indigo / Swift / Dzire& equivalent	

Signature of the Bidder

N.B.: The rate quoted should be exclusive of all taxes & duties

FORMAT FOR FINANCIAL BID FOR MONTHLY HIRING OF VEHICLE

Name of Agency :

Type of Vehicle	Rate per month
SUV (Innova Crysta)	
SUV (Innova) / Scorpio	
AC Indigo / Swift / Dzire & equivalent	

Terms & Condition

- Maximum kms covered – 3000 km per month
- Total hour covered – 300 hours per month
- Working days – 26 days
- Toll & parking will be charged as per actual
- Extra Km will be charged as per rate approved for travel agent.
- Extra hour will be charged as per rate approved for travel agent.

Signature of the Bidder

N.B.: The rate quoted should be exclusive of all taxes & duties

Annexure-X

(To be submitted on letter head of the applicant duly signed by authorized signatory)

Date:

To,

The Managing Director
Odisha Tourism Development Corporation Ltd.
Lewis Road, Bhubaneswar - 751014, Odisha

Sub: Bid Security Declaration for Empanelment of Travel Agents for hiring of CAB and
Tourist Vehicles

Sir,

I/We, the undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Security Declaration. I/We accept that I/We may be blacklisted from bidding for any contract with OTDC for a period of 5 years from the date of notification if I am/ we are in breach of any obligation under the bid conditions, I/We

a. have withdrawn/ modified/ amended, impairs or derogates from the tender, my/ our Bid during the period of validity specified in the form of Bid; or

b. having been notified of the acceptance of our Bid by OTDC during the period of bid validity (i) fail or refuse to execute the contract/ agreement, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the subject bid conditions.

The bid security declaration shall be valid for a minimum period of 90 days from the proposal submission due date or till the date of selection of the preferred bidder, whichever is later. On request from OTDC, the Bidders would be required to extend the validity of the Bid Security Declaration on the same terms and conditions.

I/We understand that this Bid Security Declaration shall cease to be valid if I am/ we are not the successful bidder, upon the earlier of (i) the receipt of your notification of the name of the successful bidder; or (ii) thirty days after the expiration of the validity of my/ our Bid Proposal.

Yours Faithfully,

Signature of Authorized Person and seal

Name & designation:

Name of the Bidding Entity/ Firm

FORMAT FOR FURNISHING DETAILS OF THE APPLICANTS

Sl.	Items	Details
1	Name of the Applicant	
2	Registered Office (Address, tel.no., mail etc.)	
3	Redg.No./License of Travel Agents / Tour Operator	
4	Average Annual Turnover for last 3 years (CA Certificate to be furnished)	
5	Net Worth of Travel Agent / Tour Operator as on 31 st March 2020 / 2021 (CA Certificate to be furnished)	
6	Experience of Travel Agent / Tour Operator (in detail)	
7	Type of vehicles owned by Travel Agent / Tour Operator.	
8	Type of vehicles proposed to be deployed	
9	PAN No. & GSTN	

Signature of Applicant