

INVITATION FOR “EXPRESSION OF INTEREST (EOI)” FOR HIRING OF 26/17/13 SEATER BUS FOR OFFICE USE

Central Tool Room & Training Centre (CTTC)-Bhubaneswar invites Expression of Interest (EOI) for “**Empanelment of Travel Agency for Hiring of AC/Non-AC Bus (26/17/13 Seater) for Office use**”. The Empanelment will be valid for one year. However, the successful bidder shall supply the vehicles only on call basis/monthly basis. Tender Paper containing general and specific terms & conditions, list of required documents and bid formats can be downloaded from the website: www.cttc.gov.in. The last date of receipt of the sealed tender along with all the required documents is dt. **06.03.2025(2.00 pm)**. **The Tender can be submitted by Post/Courier or physically dropped in the box kept at the Main gate of the centre.** The sealed tenders will be opened on the same date at 3.00 PM. Delayed receipt of Tender papers due to postal/courier service shall not be taken into consideration.



CENTRAL TOOL ROOM & TRAINING CENTRE

(Ministry of Micro, Small & Medium Enterprises, Govt. of India)

B-36, Chandaka Industrial Area, Bhubaneswar-751024

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E-Mail: cttc@cttc.gov.in, Website: www.cttc.gov.in



CENTRAL TOOL ROOM & TRAINING CENTRE, BHUBANESWAR

(Govt. of India Society: An Indo-Danish Project)
MINISTRY OF MICRO, SMALL & MEDICUM ENTERPRISES

EXPRESSION OF INTEREST FOR HIRING OF VEHICLES

EOI No.:CTTC/BBS/ADMN/Hiring of Vehicles(EOI), DT.19.02.2025

Time schedule for bid process:

Date of publication of EOI Notification	20.02.2025
Last date and Time for submission of duly filled EOI	06.03.2025(2:00PM)
Date and Time of the opening of Technical Bid	06.03.2025(3:00PM)
Date and Time of the opening Financial Bid	06.03.2025(4:30PM)

**CENTRAL TOOL ROOM & TRAINING CENTRE, BHUBANESWAR
Plot No.B-36, Chandaka Industrial Area, Patia, Bhubaneswar-751024**

1. INTRODUCTION:

MSME –Technology Centre, Bhubaneswar (**Central Tool Room & Training Centre**) has been erected under Technical Co-operation programme between Government of India and Govt. of Denmark as a Govt. of India Society. The land is provided by the state Government of Odisha. The organization started its activities in month of October 1991 with the Training Department followed production in the year 1994.

The Society shall primarily assist in the technological upgrading and development of small scale enterprises in the metal and plastic processing industries through introducing modern production technologies and applying precision tools, as well as providing training, consultancy and service facilities for such industries and improving the skills and knowledge of the staff of the Tool Room in performing such functions.

- To provide well trained craftsmen and women in the fields of machining, fitting and tool and the die making.
- To provide training for machinists/fitters, tool and die makers and other engaged in occupations related to the fields. To provide Multi fold enhancement of Skill Development activities through up-gradation of infrastructure facilities, setting up of extension and franchise centers' for outreach programs.

2. GENERAL INFORMATION

CTTC, Bhubaneswar invites sealed bids under "**TWO BID SYSTEM**" for hiring of Vehicle (BUS) at CTTC Campus, Plot No. B-36, Chandaka Industrial Estate, Patia, Bhubaneswar-751024 for various official purposes.

The contract will be initially for a period of one year and can be extended for further period of two years thus making total in 3 years on mutually agreed terms & conditions depending upon the satisfactory services of contractor.

The details of the bid are given below:-

- a. **Description of Services:** Hiring of Vehicles like Bus, Traveler, Winger etc. for various official purposes for CTTC Campus, Plot No. B-36, Chandaka Industrial Area, Patia, Bhubaneswar-751024. for a period of one year.
- b. **Closing date & time for submission of bids:** 06.03.2025, 2:00PM
- c. **Date & time of opening of Bid:** 06.03.2025, 3:00PM
 - i. Technical bid: (In presence of the bidders or their authorized representatives.)
 - ii. Financial bid: After evaluation of Technical Bid
 - iii. Bid validity upto: 90 days from the date of opening of financial bid

d. Correspondence Address: The General Manager of Central Tool Room & Training Centre, Bhubaneswar, Plot No.B-36, Chandaka Industrial Area, Patia, Bhubaneswar-751024.

"**TWO BIDSSYSTEM**" shall be followed for this bid. Bidder should take due care to submit the bid in accordance with requirement in sealed covers. Bids received shall be evaluated as per the Criteria prescribed in the bid document. CTTC will not entertain any modifications subsequent to opening of bids and bids not conforming to bids conditions shall be liable to be rejected. Therefore, bidder's are advised to submit their bids complete in all respects as per requirement of bid document specifying their acceptance to all the clauses of Bid Evaluation Criteria, General terms and conditions and compliance to the Scope of Work requirement etc.

Bid documents for Hiring Vehicles at CTTC, Bhubaneswar can be downloaded from CTTC Website (www.cttc.gov.in).

The EMD draft should be kept in the Technical Bid Cover. The Technical bid and the financial bid should be sealed by the bidders in separate covers duly super scribed as "Technical Bid" and "Financial Bid" respectively. Both these sealed covers should then be kept in a bigger cover which should also be sealed & duly superscripted as "Bid documents for hiring of vehicle for CTTC, Bhubaneswar" and to be dropped in the tender box kept at Security Gate, CTTC, Bhubaneswar during office hours from 9:00 AM to 5:00 PM.

In case of any clarification required relating to this bid, the same can be sought from the following officers of CTTC, Bhubaneswar:

- a. **Sh. Susant Kumar Rout** Mob.9437965670,E-mail: skrout@cttc.gov.in
- b. **Sh. Kishore Chandra Nayak**, Admin. Officer, Mob. 9437211923,
E-mail: kcn8428@gmail.com

3. GENERAL TERMS & CONDITIONS

- 1) The vehicle to be provided shall be of 'commercial' type and should have all the valid relevant papers/documents viz.: Registration, Permit, Road Tax, Insurance, etc. and preferably not more than three years old.
- 2) The quoted price shall be inclusive of all, i.e. fuel, maintenance, driver's charges, etc. However, Parking/ Toll charges will be paid extra by CTTC on submission of original token/slips/receipts duly signed by the user of the vehicle/concerned CTTC official.
- 3) Extra Charges for hours/Kms, In excess, whichever is higher, will be considered.
- 4) The minimum charges will be considered for 10 hrs./ 100 km or 05 hrs./ 50 km irrespective of consumption of the same. Garage-in Garage-out charges shall be considered for 10KMs(5KM In + 5 KM Out) and 1 Hr (½ Hr In + ½ Hr Out) considering reporting at CTTC Campus, Plot No B-36, Chandaka Industrial Area, Patia, Bhubaneswar-751024. [Apart from reporting at ctcc Campus, Garage In-Out will be considered in excess of 5 Km and ½ Hr.].
- 5) The Driver/s must have valid driving license(s) and active mobile phones (to be provided by the agency) while on duty.
- 6) The quoted price will be valid for 1 year from the date of acceptance of work order. CTTC Bhubaneswar will place work order as and when required.
- 7) No payment will be made in advance. The payment shall be released on completion of service, on submission of bill in triplicate, satisfactory service and based on the certification of service by the concerned CTTC Officials/Departments. Deduction(s) (TDS, etc.), if any and as applicable will be deducted during payment. The PAN No. & Bank Details (A/c No., Bank Name & Branch, IFS Code of Bank, etc.) should be mentioned on all the Bills for payment through NEFT/RTGS. The log book/duty slip/call report for use of the vehicle shall be maintained by you, duly signed by the concerned CTTC official and shall be submitted along with the bills.
- 8) In the event of non-satisfactory service or any default, payment may be deducted from your bill @2% -5% as penalty or as decided by the CTTC authority and decision of CTTC in this regard shall be final & binding on the agency/service provider.
- 9) Copies of valid PAN, GST Registration should be submitted with your bid.
- 10) The bids, duly signed with seal, should be addressed to the General Manager, Central Tool Room & Training Centre, Bhubaneswar, CTTC Campus, Plot No B-36, Chandaka Industrial Area, Patia, Bhubaneswar-751024.
- 11) The contract will be awarded on the basis of lowest rate quote by the agency for AC and Non-AC vehicles.
- 12) Bids shall be submitted in official bid form only. If submitted in any other form the same shall be summarily rejected.

13. Bid received without prescribed Earnest Money Deposit (EMD) shall not be considered. However, if bidder is exempted by NSIC/MSME certificate the no need to deposit EMD. However, certificate of NSIC/MSME is required to be submitted.
14. The schedules issued with the form of bid listing the services to be rendered must not be altered by the bidder. Any modifications /alterations of the schedules considered necessary by the bidder should be in the separate letter accompanying the bid.
15. No paper shall be detached from the bid.
16. The name and address of the bidder shall be clearly written in the space provided and no overwriting corrections, insertion shall be permitted in any part of the bid. The bid should be filled in and submitted in strict accordance with the instructions laid down herein otherwise the bid is liable to be ignored.
17. The bid is liable to be ignored if complete information is not given there in or if the particulars and date (if any) asked for in the schedule to the bid are not filled in.
18. Individual signing the bid or other documents connected with the bid must specify whether he signs as :
 - a. A sole proprietor of the concern or constituted attorney of such sole proprietor.
 - b. A partner of the firm if it is a partnership firm, in that case he must have authority to execute contracts on behalf of the firm and refer to arbitration disputes conceiving the business of the partnership either by virtue of partnership agreement or by a power of attorney duly executed by the partners of the firms.
 - c. Director or Principal Officer duly authorized by the Board of Directors of the company.
 - d. In case of (ii) a copy of the partnership agreement or general power of Attorney, in either case attested by a Notary Public should be furnished or an affidavit on stamp paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney should be furnished. The attested copy of the certificate or registration of firm should be attached along with the bid papers. In case of partnership firm Where no authority to refer dispute concerning the business of the partnership as been conferred on any partner, the bid and all other related documents must be signed by all the partners of the firm. In case of (iii) the person signing the bid should be authorized by a resolution passed by the board of directors and a copy of the resolution attested by the Principal Officer should be attached.
19. The service provider should have minimum 3 years of experience of providing vehicles to any Govt. department, Semi-Govt., Autonomous Body and PSUs and relevant documents to substantiate the same should also be submitted with the technical bid.

20. The contract for providing vehicles will be given to the lowest bidder who fulfils all the terms and conditions given in the tender document. To safeguard against failure by the successful service provider in providing requisite number of vehicles, this office may empanel other service providers who are prepared to provide service as per the same terms and conditions as that of L-I (Firm who has quoted lowest rates) tenderer.
21. In case of any break down of vehicle on duty, the service provider shall make arrangement for providing another vehicle. In such a case, mileage from garage to the point of break down would not be paid.
22. The bid submitted in sealed envelopes mentioned "Bid for Hiring Vehicle Service" addressed to the General Manager, Central Tool Room & Training Centre, Bhubaneswar and be dropped in the Tender Box available Security Gate at CTTC, Bhubaneswar Campus on or before **06.03.2025 by 2:00PM**. The bids will be opened on **06.03.2025 at 3:00PM** in the presence of such of the bids who may wish to be present, either by themselves or through their authorized representatives.
23. A Demand Draft of **Rs.2000/-** (Rupees Two thousand only) is required to be deposited as an Earnest Money Deposit (EMD) in favour of 'Central Tool Room & Training Centre, BHubaneswar" payable at Bhubaneswar.
24. The bids should be valid in the case of all the bids for at least 3 months from the date of opening of the bid and if any bidders withdraw or alters the terms of the bid during the period, the Earnest Money Deposit shall be forfeited. In the case of the successful bidder, rates quoted shall be valid for the entire period of the contract.
25. Corrections, if any, must be attested.
26. Late bids will not be considered.
27. The contract shall remain valid up to one year from the date of contract and it may be renewed on mutually acceptable terms and conditions. The contract once awarded can be terminated by either party after giving one-month notice to the other party. Nevertheless, CTTC may terminate the contract of the contractor without any notice in case the contractor commits a breach of any of the terms of the contract. CTTC's decision that a breach has occurred will be final and shall be accepted without demur by the contractor.
28. The Centre reserves the right to impose a penalty (to be decided by the CTTC authorities) on the Contractor for any serious lapse in maintaining the quality and the services willfully or otherwise by the Contractor or his staff or for any adulteration.

29. The EMD amount shall be converted to Security Deposit of the selected vendor(s). No interest shall accrue on this deposit, which will be returned after the successful completion of contract and after adjusting dues if any, of the contractor to CTTC. The EMD of successful bidder will be converted as security deposit and the EMD of unsuccessful bidder/s will be refunded.
30. Payment and receipts to Government and Semi Government Agencies would be rounded off to the nearer higher rupee and in other cases the rounding off will be to nearest, i.e. paise 50 or above will be rounded off the near higher rupee and paise less than 50 will be ignored.
31. The bidder shall abide by the Rules and Regulations of the CTTC, as may be forced from time to time. The Contractor will have to work in close co-operation with others at the site.
32. This Office shall not be responsible for any challan, loss, damage or any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by the Service Provider.
33. The Service Provider should have registered office in **Bhubaneswar or Cuttack**.
34. CTTC, Bhubaneswar can ask the service provider to supply the vehicles in working days, Sunday and holidays also.
35. All disputes are subject to Bhubaneswar Jurisdiction only.

CTTC reserves the right to accept or reject the bid in part or full at its sole discretion without assigning any reason whatsoever.

A. TECHNICAL BID

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

1	Name of the Organization	
2	Address of the Organization with telephone no.	
3	Email ID of the Organization	
4	Name of the authorized signatory	
5	Telephone number of authorized signatory	
6	Submission of EMD Deposit	
7	Registration Certificate of the Firm(Partnership Firm/Company	Attached self attested copy of Registration Certificate of the Firm
8	GST Registration	Attached self attested copy of GST Registration Certificate
9	PAN	Attached self-attested copy of PAN
10	Proof of providing of vehicles to Govt. Semi-Govt, PSUs, Autonomous Organizations, Reputed Private Organizations for last three years	Attach self-attested copy of work orders.
11	Undertaking that the firm has not been black listed/debarred by any Govt. organisation/Semi-Govt./PSUs/Autonomous Organizations	Attach under taking in your letter head.

(Signature of authorized person with Seal)

Name:.....

..... **Date:**.....

B.FINANCIALBID

Part-I

Sl. No.	Type of Vehicle	Hours	Km	Rate (Rs.)	GST (Rs.)	Total (Rs.)	Charges for Extra	
							Per Hrs (Rs) (including GST)	Per KM (Rs) (including GST)
(A)	(B)	(C)	(D)	(E)	(F)	(E+F)		
1	Bus(AC) 42Seater	10hrs	100km					
2	Bus(Non-AC) 42Seater	10hrs	100km					
3	Force 'Traveller'(AC) 17Seater	10hrs	100km					
4	Force 'Traveller'(Non-AC) 17Seater	10hrs	100km					
5	Force 'Traveller'(AC) 26Seater	10hrs	100km					
6	Force 'Traveller'(Non-AC) 26Seater	10hrs	100km					
7	Tata 'Winger'(AC) 13Seater	10hrs	100km					
8	Tata 'Winger'(Non-AC) 13Seater	10hrs	100km					
9	Night Charges beyond 11.30PM , if any	Local						
		Outstation						

NOTE:

The minimum charges will be considered for 10 hrs./ 100 km irrespective of consumption of the same. Garage-in Garage-out charges shall be considered for 10 KMs (5 KM In + 5 KM Out) and 1 Hr (½ Hr In + ½ Hr Out) considering reporting at CTTC, Bhubaneswar Campus, Plot No B-36, Chandaka Industrial Area, Patia,Bhubaneswar-751024. [Apart from reporting at CTTC Campus, Garage In-Out will be considered in excess of 5 Km and ½ Hr.].

GST should be mentioned specifically at the above specified col.

(Signature of authorized person with Seal)

Name:.....

Date:.....

Part-II

m	Type of Vehicle	Hours	Km	Rate (Rs.)	GST (Rs.)	Total (Rs.)	Charges for Extra	
							Per Hrs (Rs) (including GST)	Per KM (Rs) (including GST)
(A)	(B)	(C)	(D)	(E)	(F)	(E+F)		
1	Bus(AC) 42Seater	05hrs	50km					
2	Bus(Non-AC) 42Seater	05hrs	50km					
3	Force 'Traveller'(AC) 17Seater	05hrs	50km					
4	Force 'Traveller'(Non-AC) 17Seater	05hrs	50km					
5	Force 'Traveller'(AC) 26Seater	05hrs	50km					
6	Force 'Traveller'(Non-AC) 26 Seater	05hrs	50km					
7	Tata 'Winger'(AC) 13Seater	05hrs	50km					
8	Tata 'Winger'(Non-AC) 13Seater	05hrs	50km					
9	Night Charges beyond 11.30PM , if any	Local						
		Outstation						

NOTE:

The minimum charges will be considered for 05hrs./50km irrespective of consumption of the same. Garage-in Garage-out charges shall be considered for 10 KMs (5 KM In + 5 KM Out) and 1 Hr (½ Hr In + ½ Hr Out) considering reporting at CTTC Campus, Plot No B-36, Chandaka Industrial Area, Patia, Bhubaneswar-751024. [Apart from reporting at CTTC Campus, Garage In-Out will be considered in excess of 5 Km and ½ Hr.].

GST should be mentioned specifically at the above specified col.

(Signature of authorized person with Seal)

Name:.....

Date:.....