

THE ORISSA MINERALS DEVELOPMENT COMPANY LIMITED
(A Govt. of India Enterprise)
P.O. Thakurani, Via- Barbil-758035. Dist. - Keonjhar (Orissa)
Telephone No. : 889584271, 8895984172
Regd. Office: Plot No.271, ground Floor, Bidyut Marg, Shastria Nagar, Unit-IV,
Bhubaneswar, Odisha-751001

TENDER DOCUMENT
FOR
HIRING OF LIGHT VEHICLES
FOR

THE ORISSA MINERALS DEVELOPMENT COMPANY LIMITED
(A GOVT. OF INDIA ENTERPRISE)
P.O.THAKURANI, VIA-BARBIL-758035, DIST-KEONJHAR (ODISHA)
TELEPHONE NO: - 889584271, 8895984172

TENDER NO.OMD/Pers./18/2024-25 DATE: 20.03.2024

NOT TRANSFERABLE

(VISIT US AT www.birdgroup.co.in)

COST OF DOCUMENT:-RS.590/- INCLUSIVE GST

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TENDER NOTICE

Ref. No.: OMD/Pers./ 18/2024-25

Dated: 20.03.2024

Sealed quotations are invited from experienced and bona-fide agencies to provide 06 nos. of light vehicles on hire basis at OMDC Mines near Barbil, District - Keonjhar (Odisha).

| Tender Notice | Job Description | Last date & time for submission of tender document |
|--|--|--|
| Tender Notice No.OMD/Pers./18/2024-25 dated 20.03.2024 | To provide 06 nos. light vehicle (Commercial Registration shall be preferred) on hire basis at OMDC Mines, Near Barbil, Keonjhar, Odisha-758035. | On or before 05.04.2024 at 4.00 PM Opening and evaluation of bid documents on 06.04.2024 at 4.00 PM |

Tender documents can be obtained from the Office of the Manager (P&W), The Orissa Minerals Dev. Co. Ltd., Thakurani, Via-Barbil, Dist-Keonjhar (Odisha) on payment of Rs.590/- (Rupees five hundred ninety only) in cash or in form of Demand Draft drawn on any Nationalized Bank The O.M.D.C. Limited and payable at Barbil.

Alternative, the tender documents can also be downloaded from our website www.birdgroup.co.in. All other terms and conditions shall be as per the aforementioned tender document.

SD/-Business Head

THE ORISSA MINERALS DEVELOPMENT COMPANY LIMITED
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SCOPE OF WORK

Sealed Tenders are invited from experienced & bona-fide agencies to provide 06 nos. of light vehicles (Commercial Registration shall be preferred) on hire basis for day to day work of OMDC as per following details:

1. Scope of Work : The light vehicles shall be deployed at the 3 (three) mines of OMDC i.e. Thakurani, Roida & Belkundi and will be at the disposal of Company's designated officials.

The details regarding number, type and duty hours of each vehicle are mentioned as below:

| Sl. No. | Type of Vehicle | Number of Vehicles | Duty Hours Per Day |
|-------------------------------|-------------------------|--------------------|--------------------|
| 1 | Bolero SLE/Suitable SUV | 03 | 12 hours |
| 2 | Bolero SLE/Suitable SUV | 03 | 24 hours |
| Total Nos. Of Vehicles | | 06 | |

Note :

- The above numbers of vehicles are indicative, which may be increased or decreased as per requirement and accordingly, pro-rata payment will be considered.
- For engagement of the vehicles beyond the specified duty hours, proportionate payment shall be considered.
- Further, the agency will be paid for the number of days served during a month. Any shortfall in service will be reduced proportionately.

2. Contract Period: The contract shall be for a period of five months w.e.f.01.05.2024 which can be extended for a further period of one more month subject to satisfactory of performance. It is solely as per desecration of OMDC Management.

3. Date of Commencement: From the date of Issuance of LOI/Work Order.

4. Tender Opening Date & Time: On 06.04.2024 at 4.00 P.M.

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TERMS AND CONDITIONS

1. Service to be provided:-

i. Normal duty Hrs: - Twelve and twenty four hours per day on all the days. However actual duty hours shall be specified by actual users of vehicles.

ii. Reporting place:- Any place within the territorial jurisdiction of Thakurani, Odisha. The user of the vehicle shall specify actual place of reporting.

iii. Parking and toll charges, if any, may be claimed by producing the parking / toll slips (Fastag).

2. Work Schedule & Maintenance of Records/Log-Books:

i. Work Schedule: The successful bidder will draw a work schedule of each activity indicating no. of vehicles to be deployed along with time schedule of deployment. The work schedule is to be drawn in consultation with the OMDC nominated officer and approved by the Business Head, OMDC.

ii. Maintenance of Records/Log-Books. The successful bidder will maintain the records of the works performed by each vehicle through a log-book which shall be made available with the drivers of each vehicle. These log-books are to be monitored and signed by the concerned/nominated officer. Further, these log-books shall also be inspected and signed by the Business Head on quarterly basis. In case of any irregularity/defect noticed, action shall be taken as per applicable rule.

3. Eligibility Criteria:-

i. Copy of PAN card, Goods, Service Tax (GST) registration form, EPF registration number & EMD 10,000/-

4. Payment Terms: Payment shall be made through RTGS the agency needs to submit the details of Bank A/c, Branch, IFSC code, P.F. challan on actual wages, Payment Sheet and GST payment challan copy etc for enabling OMDC to release the payment through RTGS.

Further, the agency has to submit the monthly bill to the concerned department / controlling officer along with the log-book. The log-book shall also contain the initials of the concerned user and/or officer.

Then the bills will be verified by Concerned Officer and after necessary verification & certification, he shall forward the same to Finance Department for consideration of payment which will be released after obtaining approval from the Business Head.

5. Schedule of Payment: Within 30 days from the date of submission of bill.

6. Tax Deduction: Income Tax, Education Cess and other taxes as applicable shall be deducted at source at the rate prescribed in the Income tax Act and / or any other relevant Act from the gross value of each monthly bill.

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GENERAL CONDITIONS

1. OMDC will provide required P.O.L. to the vehicles/SUVs engaged in the following manner –
For example:-

i) Bolero SLE/Suitable SUV - 1 litre of HSD per 12 km. running.

In addition to this, lubricant @ 1 litre per 500 km will be issued to the vehicles after 10,000 km of running. Business Head's decision in this regard will be final and binding.

2. Other consumables like tyres, tubes, battery, drivers' salary, etc. shall be the agency's liability.

3. The agency shall be liable for all compensation that may arise for any accident, death, injury, etc. caused by or during the operation of the job.

4. The contractor shall supply the vehicles properly cleaned & totally dust free inside seats of the vehicle should have cover of white towels and towels should be washed weekly. Also, driver should be properly dressed & well behaved.

5. Duty hours will be calculated on the basis of difference between reporting time and releasing time on each day as noted on the log book.

6. Number of working days in a week may be increased by the Department anytime and the agency will have no extra claim for this.

7. The agency must have to provide additional light vehicle(s) (12/24) as and when required by the Company with same terms, conditions & rate on daily basis proportionate to quoted amount per month per vehicle.

8. Statutory and other Obligation on the part of the Contract:

i. Relating the period of the Contract, if any Govt. or other dues under whatsoever Act/Attachment/Notice related to the Agency is received by the Company, the same shall be realised from the Agency's bill.

ii. Taxes, duties, levies etc. including local taxes if imposed by the Local Government bodies on or before the date of the Tender shall be borne by and paid by the Agency and these should be included in his rates. Any statutory taxes / duties / levies which are levied after the date of the Tender; shall be reimbursed to the successful bidder on production of such documentary evidence as per applicability.

iii. Regarding GST, **the bidders need to exclude the same while submitting their offers.** GST thereon if applicable shall be paid on the actual as per applicability. However agency is required to comply GST rules as per GST Act.

9. Penalty / Forfeiture etc:

- i. The company shall be at liberty to deduct and appropriate from Security deposit such penalties towards default may be payable by the agency as per this contract. In case of termination of the contract by the agency, the company shall have right to forfeit the Security Deposit and /or EMD.
- ii. If the contract work is found unsatisfactory, the company reserve the right to get the work done from the market at the risk and cost of the agency. The amount spent shall be recovered from the agency's bill, Security Deposit retained by the company.
- iii. If the agency fails to provide vehicle on any day, penalty @ Rs.500/- per day per vehicle shall be recovered from the contract's bill.
- iv. If the agency fail to provide additional light vehicle's as and when required by OMDC penalty @ Rs. 200 per day shall be recovered from the contractor's bill.

10. The work shall have to be executed as per the programme and instructions of Business Head/Concerned officer-in-charge.

11. Modification of Contract: The Company reserves the right to make any modification/alternation in the condition as mentioned in the Tender by signing the agreement with the successful bidder(s).

12. OMDC reserves the right to accept or reject any or all tenders or distribute the work amongst different bidders without assigning any reason thereof.

13. Earnest Money Deposit (EMD):- The bidder is required to deposit an amount of Rs.10,000/- (Rupees ten thousand) only towards Earnest Money Deposit (EMD) in the form of bank Cheque/Pay Order/Demand Draft in favour of The Orissa Minerals Development Company Limited payable at Barbil from any Nationalised Banks or Schedule bank in India.

14. Security Deposit: The EMD of successful bidder will be convert into Security Deposit and @ 3% will be deducted as security deposit from monthly running bill. The security deposit shall be refunded to the agency within 30 days from the date of completion/termination of contract on production of certificate from Concerned Officer that the agency has satisfactorily performed his obligation, whatsoever under this contract.

SIGNATURE OF THE BIDDER WITH DATE

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PRICE BID

Ref. No.: OMD/Pers./ 18/2024-25

Dated: 20.03.2024

| Sl.No | Type of vehicle to be engaged | Duty hours | Rate per day per vehicle (Excluding GST) | No.of required vehicle | Total rate per days excluding GST |
|----------------|-------------------------------|-------------------|--|------------------------|-----------------------------------|
| 1 | Bolero SLE/Suitable SUV | 12 hours hours | | 3 | |
| 2 | Bolero SLE/Suitable SUV | 24 hours | | 3 | |
| Grand Total | (Rs. | | | |) per day |

N.B:

- 1) The L-1 offer will be evaluated on the basis of the above quoted Grand Total Value per day.
- 2) The rates quoted shall be inclusive of drivers & other statutory EPF benefits salary, repair & maintenance, taxes & duties, insurance, etc. & excluding POL.
- 3) GST / Service Tax shall be paid extra as per applicability.

**SIGNATURE OF THE BIDDER
WITH DATE**