



Date: 04.01.2024

Reference No: BOBP/Adm/Cab hiring

Sub: Inviting quotation for engaging vehicle and driver for local transportation on Contract Basis - Reg.

The Bay of Bengal Programme Inter – Governmental Organisation (BOBP-IGO) having its Office at 91, St Marys Road, Abhiramapuram, Chennai – 600 018 invites sealed quotation in the form of technical bids and financial bids for engaging vehicle and driver for local transportation on contract basis from travel agents (whenever required). Tender documents may be downloaded from BOBP website www.bobpigo.org as per the schedule given as under:

Published date	04 Jan 2024
Bid Submission End date	29 Jan 2024
Bid Opening date	31 Jan 2024

TERMS AND CONDITIONS

1. SCOPE OF WORK:

- (1) The agency should provide sedan vehicle with dedicated driver every day 12 hours use; average 30 Kms per day; 25 days per month; Monthly km approx. 1200 km. Additional days/daily hours; monthly km to be charged extra. Rate to be quoted in lumpsum monthly basis and for extras separately.
- (2) The BOBP-IGO would be free to use the hired car in any manner for carrying officials, office equipment etc as per its requirement and the bidder will not have any objection to it. The reporting time, place, address etc should be strictly followed by contractor.
- (3) The vehicle and driver provided to BOBP_IGO shall not be changed except under compelling circumstances

2. QUALIFICATIONS OF THE AGENCY/TERMS OF WORK

- (1) The vehicles should be in good running condition, hygienically maintained, having good and decent upholstery. All vehicle records such as registration certificate,

insurance, permit etc., should be made up to date. The agency shall also provide qualified and experienced drivers with mobile phone.

- (2) The agency shall abide by all statutory requirements for running the hiring contract. The BOBP-IGO shall have no responsibility and no way be liable towards taxes, fees, cost of diesel/petrol/Mobile, and salary to drivers, maintenance etc, or any other charges payable in respect of running the car hiring contract except the contract price.
- (3) The agency should have been providing vehicles for local transportation on a hire basis atleast for a period of one year of experience in the tour and travels business.
- (4) Agency should provide rates based on the kind of each vehicle.
- (5) The agency should maintain date wise account of journeys performed by each vehicle in the trip sheet given and submit the same together duly countersigned by the authorized officer along with the bill. The rates quoted will remain unchanged during the contract period under any circumstance. During the period of contract toll/ parking fee etc., paid during official use will be reimbursed on production of the receipt.
- (6) The agency shall have enough resources to repair their cars in a minimum possible time. At times, they should also be in position to arrange extra vehicles immediately.
- (7) The driver should be very polite and punctual and under no circumstances drive the vehicle under the influence of any intoxicating drink or drug. The agency shall be responsible for the conduct of the drivers. The BOBP-IGO has the right to discontinue hiring the vehicles if in the opinion of the officials of the BOBP-IGO by whatever designation such officer is called, the behaviour of the driver is found objectionable and his opinion in this regard shall be final and binding on the supplier.
- (8) It will be the responsibility of the agency to see that the driver possesses the valid driving license and has got minimum of 3 years' experience in driving the vehicle. The agency will also be responsible for any penalty or legal action imposed on the driver due to violation of any rules and regulations, laid down by the Government, from time to time.
- (9) Agency as well as the driver of the vehicle shall obey all directions issued by the officers to which the contract vehicle is attached or other designated officers of the BOBP-IGO.
- (10) The kilometre (km) at the time of reporting for duty/release from duty will only be reckoned for calculation of total kms run or hours used.
- (11) Kilometer reading will start and terminate at the BOBP-IGO office. No mileage will be permitted for lunch/tea break etc. The milometer should be in good working condition and accurate and in accordance with the regulations of the Motor Vehicles Department.
- (12) The number of vehicles to be hired may increase or decrease in future depending upon the requirement and the agency is liable to supply additional vehicles on the same terms and conditions.
- (13) The BOBP-IGO will not be held responsible for any loss / damage to the vehicle, other properties, life or other unforeseen incident that may occur during the period of hiring of vehicle.

- (14) The agency shall bear all expenditure connected with maintenance of the vehicle including salary of driver, cost of fuel, repair charge, service charge, etc.
- (15) Payment will be made on the basis of log book/ trip sheet entries certified by the concerned officers. No advance payment on any account will be made.
- (16) Agency should have GST Numbers and PAN number.

3. GENERAL TERMS

- (1) The BOBP-IGO shall be under no obligation to accept the lowest tender. The capability of the agency, his performance, etc will also be taken into account along with rate quoted before finalizing the award of contract.
- (2) The contract period will normally be ONE YEAR from the date of execution of the agreement. The BOBP-IGO will have the right to extend the contract period for another six months or one year at the same or varied terms and conditions, subject to satisfactory services of the agency.
- (3) The decisions of The Director, BOBP-IGO or any other officer authorized by the Director, BOBP-IGO, shall be final and binding on the agency for the purpose of determining satisfactory services.
- (4) Quotation should be free from correction and erasers.
- (5) The bidder shall seal the quotation in an envelope along with the address of the bidder and addressed to **The Director, Bay of Bengal Programme, 91, St Marys Road, Abhiramapuram, Chennai - 600 018.**
- (6) The BOBP-IGO reserves the right to reject any or all of the tenders without assigning any reason.
- (7) Tax deduction at source (TDS) shall be deducted as per the provisions of Income Tax Law, as amended from time to time and a certificate to this effect shall be provided to the agency by this office.
- (8) **Evaluation of Bids:** Bids will be evaluated on Technical and Financial criteria. Financial bids of only those agency would be opened, who qualify the minimum requirement in technical evaluation.
- (9) Based on the financial and technical parameters the BOBP-IGO may at its discretion, prepare a panel containing upto three agency for obtaining service.

Director

Annexure - I

Technical Specification of Hiring Vehicles for Local Transportation

Sl. No.	Particulars	Details to be filled by the Agency
1	Name of the Firm / Agency	
2	Registered office/business address of the agency	
3	Name of Contact Person(s)	
4	Address with telephone, Fax numbers, Email and name(s) of the contact person (s)	
5	Year of Incorporation/Constitution of the Firm/Agency	
6	Income Tax - PAN No. (Attach copy of PAN)	
7	GST (Attach copy of GST registration)	
8	Whether registered with Registrar of Firms/Companies. Date of Registration (Attach copy of Registration)	
9	Customer Profile (Attach copy of orders/proof)	
10	Additional facilities offered like Transaction charges/service fees/other charges if any	
11	Whether the agency is prepared to provide the services on Sundays/Holidays besides normal working days also, if so required by the BOBP-IGO	
12	Please indicate whether the agency is prepared to offer five weeks credit	
13	Extra details if any	

Authorized signature and seal of the company

Annexure – II Price Bid

Name of the Agency with address: _____

Rate for Sedan variant to be quoted for 12 hours use; average 30 Kms per day; 25 days per month; Monthly Km approx. – 1200 km

Details	Rate
Monthly charges (25 days)	
Extra per Km beyond 1200 kms	
Extra per hours beyond 300 hours	

Date:

Authorized signature and seal of the company