



Reference No: BOBP/Adm/Cab hiring

Date: 30.12.2024

Sub: Inviting quotation for engaging vehicle and driver for local transportation on regular 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	30 Dec 2024
Bid Submission End date	22 Jan 2025
Bid Opening date	25 Jan 2025

TERMS AND CONDITIONS

1. SCOPE OF WORK:

- (1) The agency should provide MUV 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
- (4) Agency should provide rates based on the kind of each vehicle as per Annexure II
- (5) In case of any breakdown in the middle of the duty, the agency has to make immediate alternate arrangements. If it is unable to do so, the charges for hiring another car would be recovered from the monthly bill.

2. QUALIFICATIONS OF THE AGENCY/TERMS OF WORK

- (1) The vehicles should be in good running condition, hygienically maintained, having good and decent upholstery.
- (2) 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.
- (3) 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.
- (4) The agency should have been providing vehicles for local transportation on a hire basis at least for a period of one year [during the last 3 financial years] to any Government/R&D institution in the tour and travels business.
- (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 circumstances. During the period of contract toll/ parking fee etc., paid during official use will be reimbursed on submission of the receipt with invoice at the end of the month.
- (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.
- (8) The BOBP-IGO reserves the right to discontinue the hiring of vehicles if the behaviour of the driver is deemed objectionable by its officials, irrespective of their designation. The decision of the concerned official in this matter shall be final and binding on the supplier.
- (9) The BOBP-IGO also reserves the right to extend the contract period for an additional six months or one year, either on the same or varied terms and conditions, subject to the satisfactory performance of the agency. The contract can be terminated mutually by providing one month's written notice from either side.
- (10) 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 behavior of the driver is found objectionable and his opinion in this regard shall be final and binding on the supplier. One month's written notice is required for termination from either party mutually.

- (11) 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. 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.
- (12) 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.
- (13) Kilometer reading will normally start and terminate at the BOBP-IGO office. However, where the car is to report to any guest of BOBP the KM reading will be from the place of reporting to guest and shall end on completion of trip by the guest. In case the car has to report back to office after dropping the guest, the km shall be taken accordingly. 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.
- (14) 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.
- (15) 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.
- (16) 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.
- (17) Agency should have GST Numbers/PAN number.

3. GENERAL TERMS

- (1) The capability of the agency, their 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 contract can be terminated immediately for any unsatisfactory performance or failure to provide cars at the allocated day. 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. The contract can be terminated mutually by giving a month's notice on either side.
- (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 Mary's Road, Abhiramapuram, Chennai – 600 018 on or before 18 Dec 2024.**

- (6) The BOBO-IGO reserves the right to reject any or all of the tenders without assigning any reason whatsoever thereof.
- (7) Tax deduction at source (TDS) shall be applied 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. A copy of PAN Card/GST registration certificate or MSME certificate shall be enclosed along with the tender. Payment will be made within 7 working days from the date of receipt for the previous month. A Penalty of Rs.500/- per occasion shall be deducted for any unexplained unsatisfactory service.
- (8) **Evaluation of Bids:** Bids will be evaluated on financial criteria. The contract will be awarded to the bidder who meets the minimum requirement and qualifies as the L-1 (lowest) bidder.
- (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

Personal details of the company/proprietorship

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) or MSME 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	Extra details if any	

Authorized signature and seal of the company

Annexure – II

FINANCIAL BID

Name of the Agency with address: _____

Component 1: Hiring of MUV on a monthly contract basis

Details	Rate
Monthly charges (25 days) every day 12 hours use; average 30 Kms per day	
Extra per km beyond 1200 Kms per month	
Extra per hour beyond 300 Kms per month	

Component 2 (On need basis)

No	Particulars	Rate (Amount in Rs)					Pickup/Drop
		5h - 50 km	10h - 100 km	15 h - 150 km	Rate		MAS - Station /Airport
					Extra Hour	Extra KM	
1	Hatch back type vehicle						
2	Sedan type vehicle						
3	SUV type vehicle						
4	MUV type vehicle						

Component 3 - Out Station Trip

No	Vehicle	Per KM	Driver Bata	Night Halt Charges
		(Rs.)		
1	Hatch back type vehicle			
2	Sedan type vehicle			
3	SUV type vehicle			
4	MUV type vehicle			
5	Tempo Travellor			

Date:

Authorized signature and seal of the company