



Collectorate: Gajapati  
District Mission Shakti: Gajapati  
(S.W.Section)

Phone No. 06815-222025

Email – [dswogajapati@nic.in](mailto:dswogajapati@nic.in) [gajapati.missionshakti@gmail.com](mailto:gajapati.missionshakti@gmail.com)

ମିଶନ  
**ଶକ୍ତି**  
ସେବା ନିଧାନ | ସେବା ପଦ୍ଧତି


**Tender Call Notice**

Letter No: 1494/ISW

Date: 17.10.2022

Sealed Tenders are invited from registered travel agencies/tour operator/or private individuals for 'Providing Hired Vehicle on Call Basis' for DSWO Office at District level under Mission Shakti. The details of Tender Document including General information may be referred from the District website, [www.gajapati.nic.in](http://www.gajapati.nic.in) from Dt- 17.10.2022 to Dt- 31.10.2022.

The Tender document completed in all respect shall be deposited in the office of DSWO, Gajapati (Mission Shakti) on or before dtd- 31.10.2022 by 4.00PM through Register Post/Speed Post/by Hand. The Tenders will be opened as per the Tender Schedule. The authority reserves the right to modify/cancel the Tender at any point of time, same will be published in the Dist. Website.


  
17.10.22  
District Social Welfare Officer,  
Gajapati

Memo No. 1495 /SW,

Date: 17.10.2022.

Copy to the Office Notice Board for information of all concerned.


Copy to CDO-cum-EO, Zilla Parishad, Gajapati / Sub-Collector, Paralakhemundi for information. They are requested to display the tender call notice in their notice boards for wide publicity.

  
17.10.22  
District Social Welfare Officer,  
Gajapati

Memo No. 1496 /SW,

Date: 17.10.2022

Copy to the D.I.O, N.I.C, Gajapati with a copy of the detailed terms and conditions of the tender call notice for hoisting the same in the District Websites.

  
17.10.22  
District Social Welfare Officer,  
Gajapati

Memo No. 1497 /SW,

Date: 17.10.2022

Copy submitted to RTO Gajapati for favour of kind information. They are requested to display the tender call notice in their notice board for wide publicity.

  
17.10.22  
District Social Welfare Officer,  
Gajapati

# NEW TENDER DOCUMENT

FOR

Selection of Travel Agency for Providing Hiring Vehicle on Call  
Basis for DSWO Office at district level under Mission Shakti

GAJAPATI, DSWO OFFICE  
Mission Shakti  
Address-PARALAKHEMUNDI

Selection of Travel Agency for 'Providing Hired Vehicle on Call Basis' for DSWO Office  
at district level  
(Mission Shakti)

Sealed tenders are invited in the prescribed format registered travel agencies/tour operator/or private individuals for 'Providing Hired Vehicle on Call Basis' for DSWO Office at District level under Mission Shakti. Interested bidders should submit their bids for Call Basis service, latest by 04.00PM dated 31.10.2022 through speed post/Registered post/by Hand.

## TENDER SCHEDULE

Sl.no	Tender Number & Date	Notice No. _____ Date- _____
1	Period of issue of Tender Documents	From dated <u>17.10.22</u> to dated <u>31.10.22</u>
2	Last date & time for submission of tender Documents	Dt. <u>04.00PM, 31.10.2022</u>
3	Place of submission of completed quotation Documents	Office of the DSWO, Gajapati, Paralakhemundi
4	Mode of submission	Through speed post/Registered post/by hand
5	Place, Date & Time for opening of Technical Bid	Office of the DSWO, <u>Paralakhemundi</u> Date <u>31.10.22</u> Time <u>5.00 PM</u>
6	Place, Date & Time for opening of Financial Bid	Office of the DSWO, <u>Paralakhemundi</u> Date <u>31.10.22</u> Time <u>5.00 PM</u> (Only for technically qualified Bidders)

### 1. Bid Price


- 1.1 All duties, GST, taxes and other levies payable by the service provider under the contract shall be excluded in the total price.
- 1.2 The rates quoted by the bidder shall be fixed for the period of the contract and shall not be subject to adjustment on any account.
- 1.3 The Prices should be quoted in Indian Rupees only.

### 2. Eligibility Criteria of the Bidder:

2.1 The bidder shall furnish the following Self attested Document to establish the bidder's eligibility along with Technical Bid.

- Copy of Registration Certificate of Company/Firm, in case of individual, it is not required
- Validity of Fitness Certificate.
- Permit Validity
- Copy of PAN Card.
- Insurance Validity
- Undertaking to provide good conditioned vehicles (not more than 3 years old) in Form 'D'
- Undertaking that firm/individual is not debarred / blacklisted by Government in Form 'E'

2.2 The agency shall have **minimum 1 year** of experience in the same field.

  
17.10.22  
DSWO, Gajapati

2.3 The agency shall have provided vehicles to any Govt. / Semi-Govt. Organizations / PSUs/Bank/Private Firm etc. in Odisha. Information to be provided in the format annexed in technical Form-C.

(Self-attested copies of **Work Orders received from Government / Semi-Government/ PSUs / Banks/Private Firm during any year** are to be furnished).

2.4 The agencies must have minimum 2 nos of own commercial vehicle (like Indigo, Swift Dzire or similar vehicle) within 3 years old as per the initial registration at the date of submission of the Bid.

(RC copy of all own commercial vehicle model within 3 years old to be enclosed as per the format annexed in technical Form-B)

2.5 Tender received late and incomplete will not be considered.

The documents are to be arranged serially as per the order mentioned above duly signed and sealed in each page.

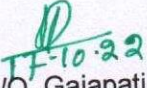
### 3. **Submission of Bid.**

3.1 The tender will have to be submitted in two parts i.e. **Technical Bid (Cover-X which includes Technical Form A, B & C, D & E)** and **Financial Bid (Cover-Y which includes financial bid only)**. The formats & documents to be submitted in technical bid are mentioned in the tender document as detailed at Para-3. The Technical & Financial Bid envelops should be clearly marked as **Technical Bid & Financial Bid** on the top of the relevant envelopes. The tenders should be addressed to: DSWO, Gajapati, Paralakhemundi, **Address-** Collectorate Building. The bidders shall submit their **technical and financial bid separately in two envelops** and these two envelops should be put into **another cover envelop** super-scribed as **Selection of Travel Agency for 'Providing Hired Vehicle on Call Basis' for DSWO Office at district level (Mission Shakti) through Registered post / Speed Post/by Hand.**

3.2 The Technical Bid shall be furnished enclosing all the eligibility documents as detailed at Para-2 to establish the bidder's eligibility.

3.3 The conditional bids shall not be considered and will be out rightly rejected in very first instance.

3.4 All entries and pages in the tender form shall be legible and filled clearly and signed by the authorized representative. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory to be attached. No overwriting or cutting is permitted in the Financial Bid Form, in such cases, the tender shall be summarily rejected. However, the cuttings, if any, in the Technical Bid Application must be signed by the person authorized to sign the tender.

  
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4. **Validity of Bid:**

Tender shall remain valid for a period of 60 days after the last date of submission as specified in the tender document.

5. **Evaluation and award of contract:**

Technical Evaluation shall be done first followed by Financial evaluation.

6.1 The technical evaluation of the Technical Bid shall be made for those bidders who fulfill the eligibility criteria as at Sl.no.2 of this Tender document. Financial proposal shall be opened after the technical evaluation is completed. The financial Bids of the Technically qualified bidders will be opened as per the Tender Schedule.

6.2 The comparative statement shall be prepared at District level.

6.3 The bidder who quoted lowest price in the Financial Bid for Districts shall be awarded the contract.

7. **Contract period**

7.1 The rates/contract will be valid for a period of one year from the date of Contract. No adjustment of rates will be applicable within the time period. The contract may be extended on satisfactory performance.

7.2 There may be empanelment of more agencies for each type of vehicle to be decided by the tender inviting authority based on requirement of the type of vehicle. In case the agency awarded with the contract fails to deliver the service, the service of the empaneled agency will be availed at the negotiated lowest bid price.

8. The Bidders' authorised representatives are invited to attend the **opening of the Technical Bid and opening of the Financial Bid at their own cost** as per Tender Schedule.

9. The details terms & conditions for providing Vehicle on Call basis can be downloaded from official website.

10. In case of any dispute both the parties will settle it mutually first, then if unsettled it may be settled in any court within the jurisdiction of Gajapati District.

11. The Driver of the vehicle shall maintain a log Book towards running of the vehicle in official work assigned.

12. Payment shall be made on monthly basis though e-transfer within 21 Days after receipt of the original bill along with copy of the log book & the bank details. No advance or part payment will be made in any case.

13. In case of any Addendum/Clarification/Corrigendum/Extension/Modification/Cancellation regarding this tender, the same will be hosted in the above mentioned official websites only.

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TENDER FORM-COVER 'X'**Technical Bid**(The documents have to be arranged serially as per the order mentioned below)**1. ORGANIZATION PROFILE**

- a) Name \_\_\_\_\_
- b) Regd. Address \_\_\_\_\_
- c) Address of District Office \_\_\_\_\_
- d) Number of Branches in Odisha if any (Please mention place & locations) \_\_\_\_\_
- e) Name of authorized signatory (in block letters):- \_\_\_\_\_
- f) Specimen signature of authorized signatory: - \_\_\_\_\_
- g) Telephone/Mobile No. of authorized signatory of Firm: \_\_\_\_\_
- h) Email Address of firm: \_\_\_\_\_
- i) Contact Person's
- i) Name & Design. \_\_\_\_\_
- ii) Tel No. Landline \_\_\_\_\_ Mobile \_\_\_\_\_
- iii) Email ID \_\_\_\_\_
2. Type of Firm: Proprietorship/Private Ltd, /Public Ltd.,/Cooperative/PSU
3. Bank Account Number with Branch and name of Bank & IFSC Code  
\_\_\_\_\_
4. Registration no. of the Firm/Company: \_\_\_\_\_  
(Please enclose self attested photocopy)
5. PAN No.: \_\_\_\_\_  
(Please enclose self attested photocopy)
6. The agencies must have minimum 2 nos of own commercial vehicle (like Indigo , Swift Dzire, or similar vehicle) within 3 years old as per initial registration at the date of submission of the Bid.  
(RC copy of all the own commercial vehicle model within 3 years old to be enclosed at Technical bid form-B)
7. Undertaking to provide good conditioned vehicles (not more than 3 years old). ( Form -D)  
(Attach the undertaking with signature & seal of the Organization)
8. Undertaking that the firm has not been debarred/ blacklisted by any Govt. Organization / Semi Government Organization / PSUs. (Form E)  
(Attach the undertaking with signature & seal of the Organization)
9. Whether all documents submitted signed by the authorized signatory of the firm/agency ( Yes/ No):

I / we hereby certify that the terms and conditions given with the tender call notice have been read carefully and acceptable to me/us and that the information furnished above is full and correct to the best of my /our knowledge. I / we understand that in case of any deviation in the above statement at any stage, my/our Firm/Agency will be blacklisted by your office and will not have any dealing with your office in future.

Place:  
Date:

Seal & Signatures of authorized signatory

### Technical Bid

The agencies must have minimum 2 nos of own commercial vehicle (like Indigo, Swift Dzire, or similar vehicle) within 3 years old from date of initial registration at the date of submission of the Bid.

#### Detail information of vehicle registered in the name of the firm

Sl. No	Types of Vehicle(within 3 years old)	Year of manufacturing	Year of registration	Vehicle registration No
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

(Copy of the RC of all own commercial vehicle model within 3 years old to be enclosed)

Place:  
Date:

Seal & Signatures of authorized signatory

### Technical Bid

The agency shall have provided vehicles to any Govt. / Semi-Govt. Organizations / PSUs/Bank/Private Firm etc. in during the period of 2019-20 or 2020-21 or both the years.

Sl. No	Name of the Department / Organization	Contract Period		Contract Value /Order Value	Whether contract closed/not closed/extended
		From	To		
1					
2					
3					
4					
5					
6					
8					
9					
10					

(Self-attested copies of Work Orders are to be furnished).

Place:

Seal & Signatures of authorized signatory

Date:

## UNDERTAKING

1. I,.....son/Daughter/Wife of  
Sri.....Proprietor/ Partner/Director/authorized signatory of the  
Travel Agency mentioned above and competent to sign this declaration and execute this  
tender document.
2. I/ any member of the firm or organization do undertake to provide good condition vehicle  
i.e. the vehicle is not more than 3 years old from the date of registration on the date of  
submission of Bid.
3. The information/ documents furnished along with the above application are true and  
authentic to the best of my knowledge and belief. I/we/am/are well aware of the fact  
that furnishing of any false information/fabricated document would lead to rejection of my  
tender at any stage besides liabilities towards prosecution under appropriate law.

**Place:**  
**Date:**

**Seal & Signatures of authorized signatory**

**DECLARATION**

1. I, .....son/Daughter/Wife of  
Sri.....Proprietor/ Partner/Director/authorized signatory of the  
Travel Agency mentioned above and competent to sign this declaration and execute this tender  
document.

2. I/ any member of the firm or organization is not blacklisted by any Government/Public  
Undertaking for providing any service or services.

3. I have carefully read and understood all the terms and conditions of the tender and undertake to  
abide by them.

4. The information/ documents furnished along with the above application are true and authentic to  
the best of my knowledge and belief. I/we/am/are well aware of the fact that furnishing of any false  
information/ fabricated document would lead to rejection of my tender at any stage besides liabilities  
towards prosecution under appropriate law.

**Place:**  
**Date:**

**Seal & Signatures of authorized signatory**

**TENDER FORM****Financial Bid**

Cover Y

Daily basis Rate of AC Vehicle-Indigo/Swift Desire / similar vehicle (exclusive of GST)

Sl.No	Blocks/ICDS Projects	Hiring charges of the vehicle per day (In Rs.)	Fuel cost	Total (in Rs) (Maximum ceiling limit is Rs. 19,500/-per month)	Milage per liter
(a)	(b)	(c)	(d)	(e)	f
1.					
2.					
3.					
4.					
5.					

**NOTES**

1. The tender will be awarded in favour of the firm quoting lowest price taking all components together as per the price quoted.
2. In case, the firms quoting same price, then the preference will be given to the firm having more years of experience, if undecided then the preference will be given to the firm having more annual turnover.

I/We agree to the terms and conditions and rates mentioned in the quotation for the period as per the contract from the date of signing of the contract/receipt of the work order from DSWO, Gajapati and also agree that the price will remain unchanged during the contract period.

Place:  
Date:

Seal & Signatures of authorized signatory