

NEW TENDER DOCUMENT

FOR

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

GAJAPATI, DSWO OFFICE
Mission Shakti
Address-PARALAKHEMUNDI
2019-20

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 1 PM dated 15.10.2019 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>3.10.19</u> to dated <u>15.10.19</u>
2	Last date & time for submission of tender Documents	Dt. <u>15.10.19</u> upto <u>1 PM</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>Collector, Gajapati</u> Date <u>15.10.19</u> Time <u>4 PM</u>
6	Place, Date & Time for opening of Financial Bid	Office of the DSWO _____ Date <u>15.10.19</u> Time <u>4 PM</u> (Only for technically qualified Bidders)
7	Performance Security Deposit (for Successful bidder only)	Rs.12000/- per vehicle in shape of DD in favour of DSWO, Gajapati, Drawn on HDFC, Paralakhemundi.

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.
- Copy of latest GST return.
- 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.


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2.3 The agency shall have provided vehicles to **at least 1** 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 2016-17 and 2017-18** 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-New 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. **Performance Security Deposit:**

Successful bidders will be required to deposit Rs.12,000/- (Twelve Thousand only) per vehicle as Performance Security Deposit in shape of DD in favour of DSWO, Gajapati and will be refunded within 30 days after satisfactory completion of the contract and after adjustment of dues if any. In case agency is successful to provide vehicle at District as well as one or more block/ICDS Project, the agency has to deposit performance Security Deposit @Rs.12,000/- for each vehicle. If the agency fails to provide the vehicle/service as per agreement, entire security deposits or part of it shall be forfeited by the DSWO, Gajapati.

5. **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.

6. **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 If the successful Bidder fails to execute the order, the Performance Security of the Bidder will be forfeited and the Bidder will be debarred to participate for subsequent 3 three years.

7.3 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 at least 1 Govt. / Semi-Govt. Organizations / PSUs/Bank/Private Firm etc. in during the period of 2016-17 or 2017-18 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 SriProprietor/
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 month (15 days in a month) (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**

AGREEMENT

1. This agreement is being executed today i.e. dt. _____ between office of the DSWO, Gajapati
_____ represented by _____ and Proprietor M/S
_____.
2. The Vehicle bearing registration no. _____ provided, shall be engaged for official purpose for
O/O DSWO _____ only on Call Basis for a period of one year with effect from
dt. _____ to _____.
3. The hire charges will be paid by office of the DSWO, Gajapati as approved in tender committee
meeting held for the purpose under chairmanship of Collector, Gajapati.
4. The vehicle may be detained beyond office hours as and when required by O/O the DSWO,
Gajapati. The hire charges excluding GST will be paid through e-transfer by DSWO, Gajapati on
monthly basis after receipt of the original bill along with copy of log book subject to availability of
funds .
5. The driver of the vehicle will maintain a log-book towards day to day movement of the vehicle and
produce the same in this office for verification as when required.
6. 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.
7. In case of breakdown of the vehicle so provided on any day/any time or non-availability of vehicle
for other reason during the period of contract, the Travel Agency will have to provide another
vehicle having all valid documents to O/O DSWO, Gajapati.
8. The Travel Agency will have to renew the Insurance, Fitness, Permit, Pollution Certificate of the
Vehicle as and when due and pay the road tax on due date.
9. The maintenance cost of the vehicle and driver will be borne by the owner of the vehicle. The FD
OM No.27037/F dt.08.10.15 is to be followed till any further amendment.
10. Terms and Conditions of the Tender documents forms part of the agreement.
11. Any deviation to the terms and conditions laid down in the Tender Call Notice and condition of this
agreement shall automatically leads to cancellation of the said agreement.
12. The O/O of DSWO, Gajapati reserves the right to terminate the agreement at any date & time
without assigning any reason.

District Social Welfare Officer
Gajapati, District

Witness

1.

2.

M/S _____