

**OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE,
BARGARH**
(DISTRICT SOCIAL WELFARE SECTION)
(DPMU, MISSION SHAKTI)

TENDER CALL NOTICE

No

1745

Date: 12.07.19

Sealed Tenders are invited from registered travel agencies having valid GST registration certificate for Selection of Travel Agency ^{for Transport Operations} for 'Providing Hired Vehicle on Call Basis' for DPMU (Mission Shakti), DSWO Office, Bargarh at District Level and for BPMU (Mission Shakti) of 13 ICDS projects of Bargarh district at Block Level. The details of Tender Document including General information may be referred from the district website - www.bargarh.nic.in from Dt- 12.07.2019 to Dt- 26.07.2019

The Tender document completed in all respect shall be deposited in the Tender Box specifically kept for the purpose in the office of DSWO, Bargarh on or before 26.07.2019 by 4 P.M. , along with a non-refundable tender fee of Rs.500/- in shape of Demand Draft drawn in favour of the DSWO, Bargarh. A sum of Rs.6000/- (Six Thousand) only towards EMD shall be deposited by intending bidders in shape of Account Payee Demand Draft drawn in favour of the DSWO, Bargarh. This will be refunded to the unsuccessful bidders after completion of tender process. The Tenders will be opened on dt. 27.07.2019 At 4.30 AM/PM by the District level Tender Committee under the Chairmanship of Collector, Bargarh in presence of the bidders or their authorized representatives. The authority reserves the right to modify/cancel the Tender at any point of time, and the same will be published in the District Website.


Collector, Bargarh

TENDER DOCUMENT

FOR

**Selection of Travel Agency for Providing Hiring Vehicle on Call
Basis for DPMU (Mission Shakti), DSWO Office, Bargarh at
District Level and BPMU (Mission Shakti) of 13 ICDS projects of
Bargarh District at Block Level**

**BARGARH, DSWO OFFICE
DPMU, Mission Shakti, Bargarh
2019-20**

**Selection of Travel Agency for 'Providing Hired Vehicle on Call Basis'
for DPMU (Mission Shakti), DSWO Office, Bargarh at District Level and BPMU (Mission Shakti)
for 13 ICDS projects of Bargarh District at Block Level**

Sealed tenders are invited in the prescribed format from registered travel agencies having valid GST certificate for Selection of Travel Agency for 'Providing Hired Vehicle on Call Basis' for DPMU (Mission Shakti), DSWO Office, Bargarh at District Level and BPMU (Mission Shakti) for 13 ICDS projects of Bargarh District at Block Level to be deployed for Mission Shakti under DSWOs at district level and CDPOs in their respective jurisdiction of Block/ICDS project respectively. Interested bidders should submit their bids for on Call Basis service, latest by 4.00 AM/PM dated 26.07.2019 in the Tender Box specifically kept for the purpose in the office of the DSWO, Bargarh.

TENDER SCHEDULE

Sl.no	Tender Number & Date	Notice No.-----Date-_____
1	Period of issue of Tender Documents	From dated <u>12.07.2019</u> to dated <u>26/07/2019</u>
2	Last date & time for submission of tender Documents	Dt. <u>26.07.2019</u> by 4.00 PM
3	Place of submission of completed quotation Documents	Office of the DSWO Bargarh
4	Mode of submission	In the Tender Box
5	Cost of Tender Fee (Non-refundable)	Rs. 500/- in shape of DD in favour DSWOBargarh
6	Place, Date & Time for opening of Technical Bid	Office chamber of Collector, Bargarh Date <u>27.07.2019</u> Time <u>4.30 PM</u>
7	Place, Date & Time for opening of Financial Bid	Office chamber of Collector, Bargarh Date <u>27.07.2019</u> Time <u>4.30 PM</u> (Only for technically qualified Bidders)
8	EMD	Rs.6000/- in shape of DD in favour of DSWO Bargarh
9	Performance Security Deposit	Rs.12000/- per vehicle in shape of DD in favour of DSWO Bargarh

1. Requirement

Separate Vehicles on call basis are required at District Office & Block ICDS Project office for use of the Mission Shakti Staff working at the Office of the DSWO & CDPOs both for Type-I and Type –II vehicles. The requirement will be intimated over phone or by letter of the appropriate authority.

- I. DPMU (Mission Shakti), DSW Office, Bargarh Districts
- II. BPMU (Mission Shakti) of the under mentioned Block ICDS Project.
 1. ICDS Project, Ambabhona
 2. ICDS Project, Attabira
 3. ICDS Project, Bargarh (Rural)
 4. ICDS Project, Bhargarh (Urban)
 5. ICDS Project, Barpali
 6. ICDS Project, Bhatli
 7. ICDS Project, Bheden
 8. ICDS Project, Bijepur
 9. ICDS Project, Gaisilat
 10. ICDS Project, Jharbandh
 11. ICDS Project, Padampur
 12. ICDS Project, Paikmal
 13. ICDS Project, Sohela

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4. **Earnest Money Deposit(EMD):**

The bidder shall furnish EMD of Rs 6,000/- (Six Thousand Only) in the shape of Demand Draft in favour of "DSWO Bargarh, district". Any bid submitted without EMD will be rejected. The above EMD will be forfeited if a bidder withdraws its bid during the period of bid validity. The EMD (which will not carry any interest) of the unsuccessful bidders will be refunded on execution of agreement with the successful bidder and that of successful bidder on production of Performance Security Deposit. In case of successful bidder, the EMD may be forfeited if the bidder fails to accept the Work Order.

5. **Submission of Bid.**

5.1 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, Bargarh , **Address-__At/Post/Dist.:- Bargarh"**. 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) and ICDS project..... at Block Level (Mission Shakti)** and deposit the same in the tender Box specifically kept for the purpose in the office of the DSWO, Bargarh.

5.2 The Technical Bid shall be furnished enclosing all the eligibility documents as detailed at Para-3 to establish the bidder's eligibility, alongwith EMD

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

5.4 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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10. 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.
11. The details terms & conditions for providing Vehicle on Call basis can be downloaded from official website i.e. www.bargarh.nic.in
12. 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 Bargarh District.
13. The Driver of the vehicle shall maintain a log Book towards running of the vehicle in official work assigned.
14. 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.
15. 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) Contact Person's

i) Name & Design. _____

ii) Tel No. Landline _____ Mobile _____

b) Name _____

c) Regd. Address _____

d) Address of District Office _____

e) Number of Branches in Odisha if any (Please mention place & locations) _____

f) Name of authorized signatory (in block letters):- _____

g) Specimen signature of authorized signatory: - _____

h) Telephone/Mobile No. of authorized signatory of Firm: _____

i) Email Address of firm: _____

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. GST Regn. No.: _____
(Please enclose self attested photocopy)7. Annual Turnover for the last 2 financial years:
In Indian Rupees.

2017-18 _____

2018-19 _____

(Please enclose copies of audited balance sheet and P&L A/c of last two financial year/in case of individual Income Tax return, i.e till 31st March 2019)

Form B**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				

(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 2017-18 or 2018-19 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
TYPE-II

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

Sl.No	Blocks/ICDS Projects	Less than 250 Km running			Total (in Rs)
		Hiring charges of the vehicle per day (in Rs)	Rate per Km (in Rs)***	Night Halt Charges if availed (in Rs.)	
(a)	(b)	(c)	(d)	(e)	f=(c+d+e)
1.					
2.					
3.					
4.					
5.					

NOTES

1. Toll gates charges to be reimbursed as per actual.
2. ***Rate per Km(d)= $\frac{\text{Price of one litre of Diesel}}{\text{Kms vehicle to cover in one litre of diesel}}$
3. G.S.T will be reimbursed by the DSWO on production of the proof of deposit. GST will not be taken into account for evaluation of the financial bid.
4. The tender will be awarded in favour of the firm quoting lowest price taking all components together as per the price quoted in column.4 of the respective Blocks/ICDS Projects.
5. 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.
4. GST: Please mention the rate of GST as applicable:_____.

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, Bargarh and also agree that the price will remain unchanged during the contract period.

Place:
Date:

Seal & Signatures of authorized signatory

TENDER FORM
FINANCIAL BID - COVER Y

TYPE-I

Name of the District- Bargarh

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

NOTES

1. Toll gates charges to be reimbursed as per actual.

Less than 250 Km running Total (in Rs.)				250Km or above running Total (in Rs.)					Grand Total (in Rs.)
Hiring charges of the vehicle per day (in Rs.)	Rate per Km (in Rs) **	Night Halt Charges if availed (in Rs.)	Total (in Rs.)	Hiring charges of the vehicle per day(in Rs.)	Rate per Km (in Rs)	Per hour detention charges, running of Vehicle average at 50 km per hour***	Night Halt Charges if availed (in Rs.)	Total (in Rs.)	
1	2	3	4=(1+2+3)	5	6	7	8	9=(5+6+7+8)	10=(4+9)

2. **Rate per Km= $\frac{\text{Price of one liter of Diesel}}{\text{Kms vehicle to cover in one liter of diesel}}$

3. G.S.T will be reimbursed by the DSWO on production of the proof of deposit. GST will not be taken into account for evaluation of the financial bid.
4. *** Halting charges in case of Long tour are not allowed from 11 PM to 6 AM if the vehicle halted for night.
5. Detention Charges: For Ex- i) Vehicle covered distance 400 Km
ii) Time required at average speed of 50 Km to cover 400 km -8 hours
iii) Vehicle takes 12 hours to cover 400Km
iv) Detention hour-4 hours
6. The tender will be awarded in favor of the firm quoting lowest price taking all components together as per the price quoted in column.9.
7. 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.
8. GST: Please mention the rate of GST as applicable:_____.

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_____and also agree that the price will remain unchanged during the contract period.

Place:
Date:

Seal & Signatures of authorized signatory