

TENDER DOCUMENT

FOR

**Selection of Travel Agency for Providing Hiring Vehicle on Call Basis for
DSWO Office at district level (Mission Shakti) and ICDS projects at
Block Level (Mission Shakti)**

**DSWO Office ,Dhenkanal
Mission Shakti
At- Kunjakanta, PO/Dist: Dhenkanal.
2019-20**

**Selection of Travel Agency for 'Providing Hired Vehicle on Call Basis'
for DSWO Office, Dhenkanal at district level (Mission Shakti) and
ICDS projects of Dhenkanal District at Block Level (Mission Shakti)**

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 DSWO Office, Dhenkanal at district level (Mission Shakti) and ICDS projects of Dhenkanal District at Block Level (Mission Shakti) to be deployed for Mission Shakti under CDPOs in their respective jurisdiction of block/ICDS project and DSWOs at district level. Interested bidders should submit their bids for Call Basis service, latest by 5 .00 PM dated_22.11.2019_____ through speed post/Registered post only.

TENDER SCHEDULE

Sl.no	Tender Number & Date	Notice No_____ Date-_____
1	Period of issue of Tender Documents	From dated 04.11.2019 to dated 21.11.2019 5PM
2	Last date & time for submission of tender Documents	Dt.22.11.2019 by 5.00 P.M
3	Place of submission of completed quotation Documents	Office of the District Social Welfare Officer, Dhenkanal, At-Kunjakanta, PO/Dist: Dhenkanal.
4	Mode of submission	Through speed post/Registered post only.
5	Place, Date & Time for Pre bid meeting	Office of the Addl. District Magistrate, Dhenkanal. Date.25.11.2019 ,Time:11.00 A.M.
6	Place, Date & Time for opening of Technical Bid	Office of the Addl. District Magistrate, Dhenkanal. Date.25.11.2019 ,Time:11.00 A.M
7	Place, Date & Time for opening of Financial Bid	Office of the Addl. District Magistrate, Dhenkanal. Date.25.11.2019 ,Time:11.00 A.M (Only for technically qualified Bidders)
8	EMD	Rs.6000/- in shape of DD in favour of DSWO, Dhenkanal.
9	Performance Security Deposit	Rs.12000/- per vehicle in shape of DD in favour of DSWO, Dhenkanal.

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. DSWO, Dhenkanal at the district level.

II. Name of the Block ICDS Project.

1. ICDS Project, Dhenkanal

2. ICDS Project, Odapada.

3. ICDS Project, Gondia

4. ICDS Project, Kamakhyanagar.

5. ICDS Project, Bhuban.

6. ICDS Project, Parjang.

7. ICDS Project, Kankadahad.

8. ICDS Project, Hindol

2. Bid Price

- 2.1 All duties, GST, taxes and other levies payable by the service provider under the contract shall be excluded in the total price.
- 2.2 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.
- 2.3 The Prices should be quoted in Indian Rupees only.
- 2.4 Separate Financial Bid shall be submitted for Block/ICDS project (Type-I) and for District (Type-II)

3. Eligibility Criteria of the Bidder:

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

- Copy of Registration Certificate of Company/Firm, in case of individual, it is not required
- Copy of GST registration.
- Copy of last two Financial years audited statement/ in case of individual, Income Tax return
- Copy of PAN Card.
- Copy of latest GST return.
- Copy of the latest GSTR3B form of return (2017-18)
- 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'

3.2 The agency shall have **minimum 2 years** of experience in the same field.

3.3 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).

3.4 Average annual turnover during the last two financial years, i.e till 31st March 2018, shall be at least Rupees two lakh or more taking last 2 Financial years altogether
(Audited financial Statement/Income Tax Return of last two financial year i.e till 31st March 2018 to be enclosed)

3.5 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)

3.6 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.

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 "District Social Welfare Officer,Dhenkanal,". 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 the District Social Welfare Officer, Dhenkanal At- Kunjakanta, PO/Dist: Dhenkanal . 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 projects at Block Level (Mission Shakti) through Registered post / Speed Post only.**
- 5.2 The Technical Bid shall be furnished enclosing all the eligibility documents as detailed at Para-3 to establish the bidder's eligibility, alongside 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.

DSWO, Dhenkanal

6. 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 Demand Draft in favour of DSWO, Dhenkanal 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, Dhenkanal

7. 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.

8. Evaluation and award of contract:

Technical Evaluation shall be done first followed by Financial evaluation.

8.1 The technical evaluation of the Technical Bid shall be made for those bidders who fulfill the eligibility criteria as at Sl.no.3 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.

8.2 The comparative statement shall be prepared for each Block/ICDS project and District.

8.3 The bidder who quoted lowest price in the Financial Bid for each Block/ICDS project and Districts shall be awarded the contract.

8.4 Vehicles will come under Type-I in case of Block/ICDS project (within 250 KM) and under Type-II in case of district (within 250 Km & above 250 Km).

8.5 The vehicle running within 250 k.m. per day within the district Headquarters will be treated as Local tour and the price quoted in the financial bid will be considered.

8.6 If the vehicle is running more than 250 K.M per day, it will be treated as long tour and the bidder will charge the price as per the financial bid.

8.7 Night halt charges if required shall be applicable for both Type-I and Type-II on case to case basis.

9. Contract period

9.1 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.

9.2 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.

9.3 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 contact fails to deliver the service, the service of the empaneled agency will be availed at the negotiated lowest bid price.

10. The Bidders' authorised representatives are invited to attend the **Pre-Bid meeting, 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.dhenkanal.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 Dhenkanal 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) 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. GST Regn. No.: _____
(Please enclose self attested photocopy)
7. Annual Turnover for the last 2 financial years:
In Indian Rupees.

2016-17 _____

2017-18 _____

(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 2018)

8. The agency shall have provided vehicles to at least 1 Govt. / Semi-Govt. Organizations / PSUs /Banks/Pvt Firm etc. in Odisha (At least one different organizations) during the period of 2016-17 & 2017-18. The average annual turnover during the last 2 financial years till 31st March 2018 shall be at least Rs.2.00 lakh or more taking last 2 financial years all together.

(Self-attested copies of Work Orders received from Government / Semi-Government/ PSUs / Banks/Pvt Firm during 2016-17 and 2017-18 are to be furnished as per technical bid form-C).

9. 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)

10. Copy of latest GST return attached (Yes/No)

(Please enclose self attested photocopy)

16. GSTR3B return attached (Yes/No)

(Please enclose self attested photocopy)

11. Earnest Money of Rs.6,000/-.

D.D. No. _____ Date _____

Drawn on _____

12. Undertaking to provide good conditioned vehicles (not more than 3 years old). (Form -D)

(Attach the undertaking with signature & seal of the Organization)

13. 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)

14. 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:

Seal & Signatures of authorized signatory

Date:

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				
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

Form C**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 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-I****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, Dhenkanal 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-II

Name of the District-_____

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.

2. **Rate per Km= Price of one liter of Diesel

Less than 250 Km running			250Km or above running					Grand Total (in Rs.)	Kms vehicle to cover in one liter of diesel
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)

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

Place:
Date:

Seal & Signatures of authorized signatory

AGREEMENT (in Rs10 STAMP PAPER)

1. This agreement is being executed today i.e. dt. _____ between office of the DSWO , Dhenkanal represented by District Social Welfare Officer, Dhenkanal and Proprietor M/S _____.
2. The Vehicle bearing registration no. _____ provided, shall be engaged for official purpose for O/O DSWO , Dhenkanal 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 , Dhenkanal as per the following Tables of respective categories i.e. for Type-I & Type-II.

Table-1 for Type-I Category

Hiring charges of the Vehicle per day (In Rs)	Rate per Km (In Rs)	Night Halt Charges if availed (In Rs.)	Total (In Rs.)
1	2	3	4=(1+2+3)

Table-2 for Type-II Category

Less than 250 Km running				250Km or above running					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)

4. The vehicle may be detained beyond office hours as and when required by O/O the DSWO, Dhenkanal. The hire charges excluding GST will be paid through e-transfer by DSWO, Dhenkanal on monthly basis after receipt of the original bill along with copy of log book subject to availability of funds .
5. The GST, Toll gate charges or any other statutory taxes to be notified subsequently will be deposited by the Travel Agency which will be reimbursed separately on production of proof of deposition of GST, Toll gate charges or any other statutory taxes towards the vehicle hired for the contract period.

6. 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.
7. 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.
8. 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, Dhenkanal.
9. 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.
10. 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.
11. Terms and Conditions of the Tender documents forms part of the agreement.
12. 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.
13. The O/O of DSWO, Dhenkanal reserves the right to terminate the agreement at any date & time without assigning any reason.

**District Social Welfare Officer
Dhenkanal.**

Witness

M/S _____

1.

2.