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NOTICE INVITING TENDER

Tender Reference No 2539 /2019-20 Dated: 09.07.2019

Sealed tenders are invited from registered Travel Agencies/Tour Operators/ Individuals/NGOs/Private Organizations for providing of Vehicles on monthly Hiring and on Tour basis for official use of DPMU, NHM, O/o-CDM & PHO, Balangir.

1	Period of Availability of Tender Papers	From <u>11.07.2019</u> to <u>24.07.2019</u> (Downloadable from website: www.balangir.nic.in) In case of any bid amendment and clarification, responsibility lies with the bidders to collect the same from the above mentioned website before last date of submission of tender document and the tender inviting authority shall have no responsibility for any delay / omission on part of the bidder.
2	Last date & time for submission of Tender	Date: <u>24.07.2019</u> , Time: 5.00 PM Address of Submission of Bid: The Chief District Medical & Public Health Officer, Balangir P1N-767001 (Through Speed post / Registered Post/Courier only)
3	Date, time and place of opening of Tender	Technical Bid (Cover A) opening: <u>25.07.19</u> at <u>4</u> : AM/ PM Address mentioned above. Financial Bid (Cover B): (same day)

[Signature]
CDM & PHO-Cum-QMD
Balangir

PART-(A)**TERMS AND CONDITIONS FOR HIRING OF VEHICLES ON MONTHLY BASIS****1. Sale of Tender paper/Bid document:**

The prospective bidders may download the complete sets of the tender documents directly from the website available at www.balangir.nic.in and submit the same to CDM & PHO, Balangir along with the cost of the tender paper of Rs.500.00 (Rupees Five Hundred) only in shape of Demand Draft/Pay Order (Non refundable) drawn from any Nationalized Banks in favour of “**ZSS Miscellaneous Balangir**” payable at Balangir. The cost of the tender paper and EMD amount should be submitted separately in separate Demand Draft/Pay Order. In case of any bid amendment and clarification, responsibility lies with the bidders to collect the same from the official website of Balangir district i.e. www.balangir.nic.in or from the office of the CDM & PHO, Balangir before last date of submitting the tender document.

2. Terms & Conditions:

- a) The bidder shall quote for both/individual item as mentioned in the format of quotation otherwise it will be rejected. The format of quotation specified in **Annexure-I** should be used.
- b) The tender shall be submitted in **two bid system** i.e. technical Bid (Cover-A) & Financial Bid (Cover-B). Financial Bid (Cover-B) contains only the price Bid as per **Annexure – I** and Technical Bid (Cover-B) contains all other documents as per the tender terms along with EMD & Tender paper cost except the quoted Price. The technical Bid (Cover-A) & Financial Bid (Cover-B) will be covered in two separate envelop clearly written on the top of the envelop as **Technical Bid & Financial Bid** respectively and those two bids will be covered in an Outer Envelop writing in the top that “**Tender for hiring of vehicles on monthly basis for DPMU, NHM, O/o-CDM & PHO, Balangir**”.
- c) The quoted rates shall be excluding fuel & lubricant charges and the rate should be valid for one year.
- d) GST and any other local taxes should be clearly mentioned separately.
- e) The vehicle provided should not be more than 2 years from the date initial registration.
- f) The agency will bear all the tolls & parking charges if any, in course of use of vehicle, which will be reimbursed after production of bills by the selected bidder along with the monthly Bill.
- g) CDM & PHO, Balangir will reimburse fuel & lubricant charges to the selected agency(s) after submission of bills at the end of the months as per actual including monthly hiring charges. Further the driver will maintain a log book in the prescribed format on daily basis regarding movement of the vehicle which should be signed by the concerned official using the vehicle.


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- h) Payment towards hiring charges of the vehicle will be released directly to the agency through PFMS after deducting statutory dues as applicable on production of Original GST Bills along with certified photocopy of log book and DOL/POL/Lubricant Bills.
- i) The Vehicle will be used in all working days and also on public holidays as desired by the authority. In case of break down, the bidder will provide alternative vehicle fulfilling all criteria of the order in place of the regular vehicle.
- j) The Driver driving the vehicle should have a valid driving license for driving light transport passenger vehicle. The conduct of Drivers if not acceptable by CDM & PHO, Balangir, the contracted firm/private owners shall substitute him immediately.
- k) CDM & PHO, Balangir will not be responsible for the vehicle in case of theft/damage of the vehicles during the service period. All the vehicles to be supplied to CDM & PHO, Balangir should be duly insured. The agency should ensure the validity of insurance and all other relevant documents from time to time for early renewal.
- l) The hire charges to be paid for monthly basis is final but does not include cost of diesel, which is to be paid separately basing on actual consumption and lubricants one liter for 1000 K.M as per price format. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of Engine, Gear Box & differential Coolant, Tyres & Tubes, Battery etc. will be borne by the agency.

3. Earnest Money Deposit (EMD):

The agency will furnish EMD of Rs. 10,000/- only in the shape of bank draft/Pay Order drawn from any Nationalized Bank in favour of “ZSS Miscellaneous Balangir” payable at Balangir. Any quotation without EMD will be rejected. The EMD of successful agency will be returned back after signing of MOU.

4. Performance Security:

The successful agency will submit performance security amounting to Rs.10,000/- per vehicle at the time of signing of MOU. The performance security will be forfeited if the agency (i) withdraws its obligation during the period of contract or (ii) fails to perform the contractual obligations as per the contract. The performance security of the successful bidder will be returned after satisfactory completion of the contract period.


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5. The vehicle must be in Road Worthy condition, shall not be more than 2 years old from the date of initial registration and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid Contract Carriage Permit, proof of up to date Road tax payment, pollution certificate etc. which are mandatory for hiring of vehicle.
6. Selected firm shall provide valid certificate of pollution check for the vehicle from the concerned authorities from time to time and the same shall be renewed well before the due date. Copies of the renewal certificates shall be deposited to the CDM & PHO, Balangir.
7. The details of the make and year of manufacture of the vehicle, registration no. and name of the Driver with Driving License No and period of validity should be specifically provided in the general bid information to be furnished per each vehicle with the Quotation/Tender as per

Annexure –III.

8. The Vehicle must be cleaned both externally and internally regularly with adequate supply Turkish towel & perfume.
9. The tender documents should be serially numbered and arranged as per the checklist specified at **Annexure-IV.**
10. All hired vehicles will be under the administrative control of CDM & PHO, Balangir during the contract period

11. Validity of Tender/Quotation/Bid:

Quotation shall remain valid for a period of 1 year from date of agreement. If performance of the agency is not satisfactory during the contract period, the bid inviting authority reserves the right to terminate the contract at any point of time and the performance security of the agency will be forfeited.

Notwithstanding anything contained as above CDM & PHO, Balangir reserves the right to accept or reject any or all quotations and cancel the bidding process at any time without assigning any reason for such act to the bidders.

12. Eligibility Criteria:

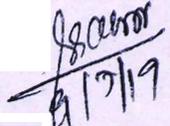
- I. Required EMD & Tender paper cost
- II. Self attested copy of firm registration certificate if any.
- III. Self attested copy of GST Tax registration certificate
- IV. Self attested copy of up to date GST Tax return for last quarter.
- V. Self attested copy of PAN Card.
- VI. Declaration as per Annexure - IV.
- VII. Undertaking /Declaration as per Annexure – III, affidavit before Notary Public.
- VIII. General Information for Hiring of Vehicle as per format (Annexure –II) for each vehicle.

IX. Rate should be quoted as per format otherwise it will be rejected.

13. Issue of Order:

- a. The order will be placed to the L1 bidder to supply the selected vehicles on hiring basis for a period of one year which may be extended further on satisfactory performance of the agency and condition of the vehicle if authority desires.
- b. The hired vehicles, during period of contract, shall have all necessary valid Motor Vehicle documents such as : - Valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid Contract Carriage Permit, proof of up to date Road tax payment etc. and Driving License. of the driver available all the times. The CDM & PHO, Balangir hiring the vehicle shall not be responsible for any damage/loss caused to hired vehicles or loss of life / injury made to any person or damages to any property on account of use of hired vehicle any manner whatsoever. The agency will be responsible for all such litigation.
- c. CDM & PHO, Balangir reserves the right to increase/ decrease the number of vehicles as per requirement during the contract period.
- d. In case of failure to execute the order, the agency will be debarred by the CDM & PHO, Balangir for a period of 3 years and performance security of the firm shall be forfeited.
- e. Any legal dispute arising out of this contract is limited to the jurisdiction of the district court Balangir only.

14. Bidders may be present in person or through their representative(s) during the opening of Tenders/Quotations/Bids at 4.00 AM/PM on the same day i.e. 25 / 07 / 2019. Even if no bidder or their representative remains present, the bid will be opened & no complain/ objection will be entertained.


25/7/19
CDM & PHO-Cum-DMD
Balangir

ANNEXURE: I**Rate to be quoted for hiring of vehicles on monthly basis at DPMU, NHM, Balangir**

1	2	3	4	5	6
Sl. No.	Type of Vehicles	Minimum Avg. Milage in KM/1 Ltr. fuel	Minimum K.M. per 1 Ltr. Lubricant	Monthly Hiring Charges of vehicle excluding GST	GST & other taxes if any
1	Bolero (SLX/ZLX)	12	1000		
2	Scorpio (Hybrid)	12	1000		

We agree to provide Bolero (SLX/ZLX / Scorpio (Hybrid) on hiring basis (within 2 years old) as per the terms and conditions of the tender, and rates mentioned in col. 5 of above format is valid for a period of one year from the date of signing of the MOU with CDM & PHO, Balangir and also agreed that the price will remain unchanged during that period.

Name of the bidder

With complete address

Place:

Date:

Enclosures:

1. EMD for Rs. 10,000.00 bearing DD No. _____ Dated _____ drawn on _____.
2. Tender paper cost for Rs.500.00 bearing DD No. _____ dated _____ drawn on _____.
3. All the documents as per the eligibility criteria at point 12 of the Tender terms & conditions.


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Balangir**



Annexure – II

General Information for Hiring of Vehicle.

1. Registration No. of Vehicle:-
2. Type of Vehicle:-
3. Year of Manufacture:-
4. Model:-
5. Date of Registration:-
6. Name & complete Address
of the owner of vehicle:-
7. Fitness Certificate validity:
8. Valid Contract Carriage Permit
9. Road tax Clearance:-
10. Insurance validity:-
11. Pollution Certificate
12. Payment of GST up to the month of _____.
13. Contact Number of Agency _____.

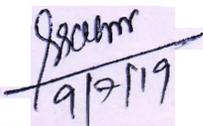
"Certified that the above information submitted to CDM & PHO, Balangir is true to the best of my knowledge and belief."

Place:

Seal & Signature of the

Date:

Quotationer/Tenderer


19/9/19
CDM & PHO-Cum-DMD
Balangir

Affidavit before Notary Public

Annexure - IV

DECLARATION

1. I, _____ Son / Daughter / Wife of Shri _____ Proprietor/ Director/ authorized signatory of the firm/agency, _____, am competent to sign this declaration and execute this tender document;

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

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.

4. I am agree to provide the monthly Hiring vehicles to CDM & PHO, Balangir for one year with the quoted rate with effect from the date of signing of MOU and also agreed that the quoted price will remain unchanged during that period.

Full Name:

Seal with signature

Jscum
 CDM & PHO-Cum-DMD
 Balangir

Place:

Date:

The declaration should be in the letter pad of the Bidder.

CHECK LIST

<u>Name of Document</u>	<u>Submitted (Yes / No)</u>	<u>Page No</u>
Required EMD	:	
Required Tender paper cost	:	
Copy of Firm registration Certificate if any	:	
Copy of GST Registration Certificate		:
Copy of PAN Card	:	
Copy of up to date GST Tax return	:	
Price sheet as per price format	:	
General Information as per Annexure-II	:	
Declaration as per Annexure - IV	:	
Undertaking / Declaration as per Annexure – III:		

Seal with Signature of the Bidder


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Balangir

PART-(B)
TERMS AND CONDITIONS FOR HIRING OF TOUR VEHICLES

1. Sale of Tender paper/Bid document:

The prospective bidders may download the complete sets of the tender documents directly from the website available at www.balangir.nic.in and submit the same to CDM & PHO, Balangir along with the cost of the tender paper of Rs.500.00 (Rupees Five Hundred) only in shape of Demand Draft/Pay Order (Non refundable) drawn from any Nationalized Banks in favour of “ZSS Miscellaneous Balangir” payable at Balangir. The cost of the tender paper and EMD amount should be submitted separately in separate Demand Draft/Pay Order. In case of any bid amendment and clarification, responsibility lies with the bidders to collect the same from the official website of Balangir district i.e. www.balangir.nic.in or from the office of the CDM & PHO, Balangir before last date of submitting the tender document.

2. Terms & Conditions:

- a. The bidder shall quote rate as mentioned in the format of quotation (**Annexure-I**) otherwise it will be rejected.
- b. The tender shall be submitted in two bid system i.e. **technical Bid (Cover-A) & Financial Bid (Cover-B)**. Financial Bid (Cover-B) contains only the price Bid as per **Annexure – I** and Technical Bid (Cover-B) contains all other documents as per the tender terms along with EMD & Tender paper cost except the quoted Price. The technical Bid (Cover-A) & Financial Bid (Cover-B) will be covered in two separate envelop clearly written on the top of the envelop as **Technical Bid & Financial Bid** respectively and those two bids will be covered in an Outer Envelop writing in the top that “**Tender for hiring of Tour vehicles for DPMU, NHM, O/o- CDM & PHO, Balangir**”.
- c. The quoted rates quoted will be fixed and valid for one year irrespective of the increase/ decrease in fuel rates, if any, occurring during the contract period.
- d. The bid price include fuel, lubricant & driver charges etc. during the travel
- e. GST and any other Taxes will be applicable subject to applicability of Law.
- f. The agency will bear all the tolls & parking charges if any, in course of use of vehicle, which will be reimbursed after production of bills by the selected bidder along with the monthly Bill.
- g. No detention charge will be paid up to 8 hours of journey and beyond 8 hours detention charge @ Rs. 10.00 only per hour will be reimbursed by the CDM & PHO, Balangir.
- h. The night halt charge @Rs.100.00 only per night will be reimbursed by the CDM & PHO, Balangir for long tour vehicle only.


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- i. The vehicle running within 200 k.m. per day will be treated as Local tour. The rate to be quoted for local Tour will be minimum charge per day and rate per KM.
- j. The vehicle running more than 200 k.m. per day will be treated as Long tour and the bidder will quote the rate per KM only.
- k. The Driver of the Tour vehicle provided should be well behaved, gentle, obedient in nature and must have a valid Driving License for driving light transport passenger vehicle and should be sufficiently experienced in driving transport passenger vehicle.
- l. The agency must ensure availability of all relevant documents i.e Valid Registration Certificate of the Vehicle, Road tax Clearance Certificate, Contract Carriage Licence, valid fitness Certificate, Valid Insurance Certificate, Fitness Certificate, Pollution Clearance Certificate, Valid DL of the Driver and any other document as reacquired by the RTO from time to time.
- m. All the vehicles to be supplied to the CDM & PHO, Balangir should be duly insured. The firm should ensure the validity of insurance from time to time for early renewal.
- n. The Vehicle should carry portable fire extinguisher along with first Aid Kit during tour and must be cleaned the vehicle both externally and internally regularly.
- o. All vehicles shall be comprehensively insured against all risks. Insurance policy shall be renewed well before the due date.
- p. Duty Slips in duplicate copy to be printed and serially numbered by the agency as per prescribed format (Annexure -II) and should ensure that at the end of duty; the duty slips are completed and signed by the users.
- q. In case of any accident to the Tour Vehicle, it will be the responsibility of the agency or his representative (drivers) to lodge FIR etc. with police. All RTO issues and Traffic violations are to be taken care by the service provider.
- r. The agency should have the capacity to handle the requisition of multiple vehicles by the authority as and when required. The agency should provide undertaking in this regard.
- s. Each bidder shall submit only one tender in the prescribed format & alternative offer will not be taken in to consideration, and the quoted rate will be valid for a period of one year from the date signing of contract or from the date of acceptance of the order
- t. The tampering of meter reading, vehicle usage timings, overwriting of Summary / log sheet and the misbehaviour of driver while on duty shall be viewed seriously, leading to even cancellation of contract.
- u. The agency will be held responsible for any misconduct/Misuse of the vehicle by the Driver during the Journey hour.
 - a) Notwithstanding the above, the CDM & PHO, Balangir reserves the right to accept or reject any tenders and to cancel the bidding process and reject all tenders at any time prior to the issue of work Order.
 - b) Tender shall remain valid for a period of one year from the date of signing of MOU.

3. Earnest Money Deposit (EMD):

The agency will furnish EMD of Rs. 10,000/- only in the shape of bank draft/Pay Order drawn from any Nationalized Bank in favour of “ZSS Miscellaneous Balangir” payable at Balangir. Any quotation without EMD will be rejected. The EMD of successful agency will be returned back after signing of MOU without any interest.

4. Performance Security:

The successful agency will submit performance security amounting to Rs.20,000/- at the time of signing of MOU. The performance security will be forfeited if the agency (i) withdraws its obligation during the period of contract or (ii) fails to perform the contractual obligations as per the contract. The performance security of the successful bidder will be returned after satisfactory completion of the contract period.

Notwithstanding anything contained as above CDM & PHO, Balangir reserves the right to accept or reject any or all quotations and cancel the bidding process at any time without assigning any reason for such act to the bidders.

5. Eligibility Criteria:

- X. Required EMD & Tender paper cost
- XI. Self attested copy of firm registration certificate if any.
- XII. Self attested copy of GST Tax registration certificate
- XIII. Self attested copy of up to date GST Tax return for last quarter.
- XIV. Self attested copy of PAN Card.
- XV. Declaration as per Annexure - IV.
- XVI. Undertaking /Declaration as per Annexure – III, affidavit before Notary Public.
- XVII. Rate should be quoted as per format otherwise it will be rejected.

6. Evaluation of Tender/Bid:

- a. The technical Bids of all the bidders will be opened as per the scheduled period mentioned in the Tender.
- b. The documents submitted by the bidders will be verified & compared with the required documents as per Bidding Notification by the committee in the day of opening technical bid.
- c. After technical evaluation the technically qualified Bidders will be intimated for attending the Financial Bid opening before the committee.
- d. After opening the Financial Bids of the technical qualified firms, the committee will compare the rates from various angles that whose offer will be lowest evaluated price for individual vehicle & to be economical to the CDM & PHO, Balangir.

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7. Payment will be released only after completion of work as per order, subject to production of Bill along with duty slip duly signed by the user.
8. If the selected firm fails to execute the order, the EMD of the firm will be forfeited and the firm will be debarred for 3 three years by the Authority
9. Any Legal Disputes arising out of this are subject to Balangir Jurisdiction only.
10. Bidders may be present in person or through their representative(s) during the opening of Tenders/Quotations/Bids at 4.00 AM/PM on the same day i.e. 25 / 07 / 2019. Even if no bidder or their representative remains present, the bid will be opened & no complain/ objection will be entertained.

J. Kumar

CDM & PHO-Cum-DMD
Balangir



ANNEXURE: I

Rate to be quoted for hiring of Tour vehicles at DPMU, NHM, Balangir

1	2	3		4	5	6
Sl. No.	Type of Vehicles	Local Tours (within 200 K.M.)		Rate per KM.	Long Tour (above 200 K.M.)	GST
		Min. Charge per Day			Charge per K.M. (Rs.)	
1	TATA Indigo					
2	Bolero SLX/ZLX					
3	Bolero Plus					
4	Scorpio (Hybrid Model)					
5	Maruti Swift Dezire					
6	Innova					
7	Travera					
8	Honda Ascent					

I agree to provide the Tour vehicles as per the terms and conditions and rates mentioned above for different types of vehicles is valid for a period of one year from the date of signing of the MOU also agree the price will remain unchanged for that period due to fluctuation of PoL/DOL price.

Place:

Signature of Bidder

Date:

Name & Business address:

Enclosures:

- EMD for Rs. 10,000.00 bearing DD No. _____ Dated _____ drawn on _____
- Tender paper cost for Rs.500.00 bearing DD No. _____ dated _____ drawn on _____
- All the documents as per the eligibility criteria of the Tender terms & conditions.

[Signature]
**CDM & PHO-Cum-DMD
Balangir**

Annexure- II

Format of Duty Slip

(Name & Address of the Service Provider

_____)

Sl. No. _____

Date of Journey: _____

-
1. Vehicle type
 2. Vehicle Registration Number
 3. Name of the Touring Officer.....
 4. Designation.....
 5. Places Visited
 6. Meter Reading at starting Point. At closing Point
 7. Total Kilometers run
 8. Time at starting point At closing point

Driver Name & Signature

Signature of the User

Signature of Approving Authority with seal

J. G. D. M. R.

**CDM & PHO-Cum-QMD
Balangir**

ANNEXURE – III.

(To be submitted in *Technical Bid*)

UNDERTAKING / DECLARATION FORM

I / Wehaving My / our
.....office
at.....do declare that I / We have carefully read all
the terms & conditions of tender of the CDM & PHO, Balangir for providing tour vehicles (in good
conditions along with all necessary MV document) to CDM & PHO, Balangir. The approved rate will
remain valid for a period of one year from the date of signing of MOU. I / we will abide with **all the
terms & conditions** set forth in the **Tender Reference no. _____ dated ____/**
____/ 2019.

I/We do hereby declare I/We have not been de-recognized / black listed by any State Govt. /
Union Territory / Govt. of India / Govt. Organization / Govt. Health Institutions for providing tour
vehicles due to not providing of Standard Quality service / failure to provide service.

I/We agree that the Tender Inviting Authority can forfeit the Earnest Money Deposit and or
Performance Security Deposit and blacklist me/us for a period of 3 years if, any information furnished
by us proved to be false at the time of inspection / verification and not complying with the Tender
terms & conditions.

I / Wedo hereby declare that I /
we will carry out the order for providing tour vehicles on hiring basis to CDM & PHO, Balangir as per
the terms & conditions of the above referred tender.

Signature of the bidder

Seal

Date

Name & Address of the Firm:


**CDM & PHO-Cum-DMD
Balangir**

Affidavit before Notary Public

Annexure - IV

DECLARATION

- 5. I, _____ Son / Daughter / Wife of Shri _____ Proprietor/ Director/ authorized signatory of the firm/agency, _____, am competent to sign this declaration and execute this tender document;
- 6. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
- 7. 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.
- 8. I am agree to provide the Tour Vehicles to CDM & PHO, Balangir for one year with the quoted rate with effect from the date of signing of MOU and also agreed that the quoted price will remain unchanged during that period.

Full Name:

Seal with signature

Place:

Date:

Jscelmr
 CDM & PHO-Cum-DMD
 Balangir

The declaration should be in the letter pad of the Bidder.

CHECK LIST

<u>Name of Document</u>	<u>Submitted (Yes / No)</u>	<u>Page No</u>
Required EMD	:	
Required Tender paper cost	:	
Copy of Firm registration Certificate if any	:	
Copy of GST Registration Certificate		:
Copy of PAN Card	:	
Copy of up to date GST Tax return	:	
Price sheet as per price format	:	
Declaration as per Annexure - IV	:	
Undertaking / Declaration as per Annexure – III:		

Seal with Signature of the Bidder


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