

GOVERNMENT OF ODISHA  
INTEGRATED CHILD DEVELOPMENT SERVICES PROJECT, TITILAGARH  
DIST.-BALANGIR



# **TENDER DOCUMENTS FOR HIRING OF VEHICLE FOR USE IN ICDS PROJECT, TITILAGARH**

*Notification No. 565 Date- 21.09.2021*

*Of Child Development Project Officer, TITILAGARH*

*Last Date for filing of tender: 29.09.2021*

*Date of opening of tender: 30.09.2021*

*Place of opening of tender: ICDS Project Office, TITILAGARH*

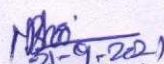
# CHILD DEVELOPMENT PROJECT OFFICE, TITILAGARH

## Tender Call Notice

No. 565 / Dt. 21.09.2021

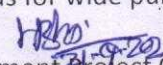
Sealed tenders are invited from interested reputed Travel Agencies / Tour Operators or private individuals for providing one number of Non AC / AC diesel driven vehicle having sitting capacity not more than ten including driver, which shall conform to the Terms and Conditions (Annexure-II) for official use in ICDS Project Office, Titilagarh on monthly rent basis:

1. The vehicle must be in Road Worthy condition, shall not be more than 3 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 tax payment etc. which are mandatory for plying of vehicle.
2. The Driver of the vehicle must have valid Driving License for driving light transport passenger vehicle and should be sufficiently experienced in driving transport passenger vehicle.
3. The Driver should be well behaved, gentle and obedient in nature.
4. A sum of Rs.5000/- (Rupees five thousand) only shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the C.D.P.O., Titilagarh and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
5. The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants)
6. The Vehicle must achieve a fuel efficiency of 12 Kms. per litre.
7. The details of the make and year of manufacture of the vehicle, registration no., mileage (Kms covered per litre) 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 with the Tender (Annexure-III)
8. The tender completed in all respect should reach the undersigned on or before 29.09.2021 by 5.30 PM and shall be opened on 30.09.2021 at 11.00 AM in the office of the CDPO, Titilagarh in presence of the bidders or their authorized representatives.
9. The application form of tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available with ICDS Office, Titilagarh on payment of Rs.100/- (Rupees one hundred) only from 23.09.2021 to 29.09.2021 on all working days or can be downloaded from District Website [www.balangir.nic.in](http://www.balangir.nic.in) from 23.09.2021 to 29.09.2021. In case the application form is downloaded from District Website, the applicant shall furnish a Demand Draft for an amount of Rs.100/- (Rupees one hundred) only towards the cost of application along with the application.
10. Authority reserves the right to reject any or the entire bid papers without assigning any reason thereof.

  
Child Development Project Officer,  
Titilagarh

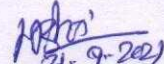
Memo No. 566 / Dt. 21.09.2021

Copy submitted to the Sub-Collector, Titilagarh/ DSWO, Balangir/ M.V.I., Balangir for favour of kind information with a request to publish the notice in their Notice Boards for wide publicity.

  
Child Development Project Officer,  
Titilagarh

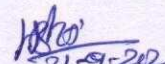
Memo No. 567 / Dt. 21.09.2021

Copy submitted to all BDOs/ all Tahasildars/ all CDPOs of Balangir district for favour of kind information with a request to publish the notice in their Notice Boards for wide publicity.

  
Child Development Project Officer,  
Titilagarh

Memo No. 568 / Dt. 21.09.2021

Copy submitted to the DIO, NIC, Balangir for favour of kind information with a request to upload the notice in the official website of the district ([www.balangir.nic.in](http://www.balangir.nic.in)) for wide publicity.

  
Child Development Project Officer,

## Annexure-II

### TERMS & CONDITIONS FOR HIRING VEHICLES

The following terms and conditions must be fulfilled by the successful bidder for providing a vehicle on hire on monthly rent basis.

1. The hired vehicles, during period of contract, shall have all necessary valid M.V. documents such as: - valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid Contract Carriage Permit, proof of up to date tax payment etc. and D.L. of the driver available all the times. The Department / Office hiring the vehicle shall not responsible for any damage / loss caused to hired vehicles of loss of life / injury made to any person or damage to any property on account of use of hired vehicle any manner whatsoever. The hirer shall be responsible for all such litigation.
2. 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 as per existing Government norms. 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 bidder.
3. It shall be the responsibility of the bidder to provide a good driver and the salary of the driver shall be borne by the owner.
4. In case of breakdown for reasons whatsoever the replacement of a vehicle of the same or better model shall be provided by the owner of the vehicle / bidder.
5. In case of the vehicle do not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source.
6. The vehicle shall report for duty for minimum of 25 days in a month.
7. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
8. Monthly hire charges and reimbursements towards cost of diesel (as per actual) and lubricants (as per Govt. norms) of selected bidder will be paid in every succeeding month, as per as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.
9. The vehicle shall not be more than 3 years old from the initial registration and also in good running condition during the period of contract.
10. If the services are found to be unsatisfactory, the client shall give on month notice and terminate the agreement.
11. In case the service provider intends to withdraw the services of his vehicle and terminate the agreement, it shall be mandatory upon him to grant one-month notice before such withdrawal of service and termination of agreement.
12. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.

**ANNEXURE-I**

**BID APPLICATION FORM**

Tender No. .... / Dt. ....

To

The Child Development Project Officer, Titilagarh  
Dist.-Balangir.

Madam,

1. having read the conditions of contract and services to be provided, the receipt of which is hereby duly acknowledged. I/We understand and offer to provide commercial vehicle in conformity with the conditions of contract for the sum shown in the price schedule attached herewith and made part of this Bid.
2. I/We undertake to enter into agreement within one week of being called upon to do so and bear all expenses including charges for stamp etc. and agreement will be binding on us.
3. If my/our bid is accepted, I/We agree to our EMD being converted as performance guarantee/ performance security for the due performance of the contract.
4. I/We agree to abide by this Bid for a period of 90 days from the date fixed for Bid Opening and it shall remain binding upon me/us and may be accepted at any time before the expiration of that period.
5. Until an agreement is signed and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.
6. Bid submitted by me/us is properly sealed and prepared so as to prevent any subsequent replacement.

Dated ..... day of ..... 2021

Signature of the authorized person

Name .....

Address .....

Stamp .....

**Annexure-III**

**GENERAL INFORMATION FOR HIRING VEHICLES**

1. Registration No. of Vehicle: -
2. Type of Vehicle (AC/Non-AC): -
3. Year of Manufacture: -
4. Model: -
5. Date of registration: -
6. Name & complete address  
of the owner of vehicle: -
7. Fitness Certificate validity: -
8. Permit validity: -
9. Insurance validity: -
10. Name / Address of the Driver: -
11. D.L. No. & Validity of the D.L. of the Driver: -
12. Proposed hire Charge of the vehicle per month excluding fuel cost: -
13. Rate of fuel consumption / Mileage per litre: -
14. Contact Number of the Service Provider (Tenderer / Quotationer)

Mobile No.....Telephone.....

" Certified that the information submitted above is true to the best of my knowledge and belief."

**Seal & Signature of the  
Quotationer/ Tenderer**

**ANNEXURE-IV**

**BIO DATA OF THE BIDDER**

1. Name & Address of Firm/Party: .....

.....

.....

Telephone Number (O) .....

(R) .....

Mobile Number .....

2. Whether it is Proprietorship or Partnership: .....

3. Full Name(s) of Proprietor or Partners: .....

(Attested copies of partnership deed should invariably be attached along with Authorizations)

4. Permanent Account Number (Income Tax): .....

5. Sales Tax Registration Number of the Firm/Party: .....

6. Reference Number of Tender Offer of the Firm/Party: .....

Signature of the bidder

**ANNEXURE-V**

DECLARATION REGARDING BLACKLISTING/ DEBARRING FROM TAKING PART IN GOVT. TENDER BY  
GOVT. DEPARTMENT

(To be executed before Public Notary/ Executive Magistrate on Stamp Paper by the bidder)

I/We proprietor/ partner(s)/ Director(s) of M/S. .... hereby  
declare that the firm/ company namely M/S. .... has  
not been blacklisted or debarred in the past by any Government Organization from taking part in  
Government Tenders.

**Or**

I/We proprietor/ partner(s)/ Director(s) of M/S. .... hereby  
declare that the firm/ company namely M/S. .... was  
blacklisted or debarred by any Government Department from taking part in Government Tenders for  
a period of ..... years w.e.f. .... The period is over on .....  
and now the firm/ company is entitled to take part in Government tenders.

In case the above information found false I/We are fully aware that the tender/ contract will be  
rejected/ cancelled by the CDPO, Titilagarh and the EMD/SD shall be forfeited.

In addition to the above, O/o CDPO, Titilagarh will not be responsible to pay the bills for any  
completed/ partially completed work.

Signature .....

Name .....

Capacity in which signed: .....

Name & Address of the firm .....

.....

Seal of the firm

**ANNEXURE-VI**

LETTER OF AUTHORIZATION FOR ATTENDING BID OPENING

(To be reached before CDPO, Titilagarh on or before the date of bid opening)

To

The Child Development Project Officer, Titilagarh,  
Dist.-Balangir.

Sub: Authorization for attending bid opening on ..... (date) for the tender of  
.....

Madam,

Following person is authorized to attend the bid opening for the tender mentioned above on  
behalf of ..... (bidder)

Name of the representative: .....

**Specimen Signature:**

1. ....

2. ....

Signature of the bidder

(Note: Maximum one representative will be permitted to attend the bid opening. Permission for entry to the venue of bid opening may be refused in case authorization as prescribed above is not received)

**ANNEXURE-VII**

PRE RECEIPT FOR REFUND OF EARNEST MONEY

Received back a sum of Rs.5,000/- (Rupees five thousand) only with thanks from the Child Development Project Officer, Titilagarh, Dist.-Balangir in shape of D.D. No. ....  
Dt. .... towards refund of Earnest Money Deposit paid in respect of  
Tender for hiring of vehicle in ICDS Project, Titilagarh

Tender No. .... Dt. ....

Date: .....

Signature of Bidder

Place: .....

(on one rupee revenue stamp)

Name & Address: .....

.....

.....

(Note: Earnest Money will be returned to unsuccessful Bidder only after finalization/ completion of the tender)

**ANNEXURE-VIII**  
**CHECK LIST FOR BIDDER**

| Sl. No. | Documents                                                                                                    | Yes/ No/ NA |
|---------|--------------------------------------------------------------------------------------------------------------|-------------|
| 1       | Cost of Tender documents: .....<br>M.R. No. .... Date .....                                                  |             |
| 2       | EMD D.D. No. .... Amount Rs. ....<br>Date .....                                                              |             |
| 3       | Whether all the pages are sealed & Signed and properly tagged with all documents?                            |             |
| 4       | Whether Bid form is filled up and signed?                                                                    |             |
| 5       | Whether Bidder's profile is filled up?                                                                       |             |
| 6       | Whether attested copy of registration of the firm is attached?                                               |             |
| 7       | Attested copy of Partnership Deed or Proprietorship Deed/ Memorandum of Association/ Articles as applicable. |             |
| 8       | Documents of ownership of vehicle.                                                                           |             |
| 9       | Self-attested copy of registration of the vehicle.                                                           |             |
| 10      | Self-attested copy of insurance certificate of the vehicle.                                                  |             |
| 11      | Self-attested copy of documents on validity of fitness and permit of the vehicle.                            |             |
| 12      | Copy of driving licence of the driver duly attested by the bidder.                                           |             |
| 13      | Attested copy of latest Income Tax Return.                                                                   |             |
| 14      | Self-attested copy of PAN Card.                                                                              |             |
| 15      | Self-attested copy of Service Tax certificate, if applicable.                                                |             |
| 16      | Bid application form. (Annexure-I)                                                                           |             |
| 17      | General Information for hiring of Vehicle. (Annexure-III)                                                    |             |
| 18      | Bio-data of Bidder. (Annexure-IV)                                                                            |             |
| 19      | Declaration on stamp paper about blacklisting/Non-blacklisting. (Annexure-V)                                 |             |
| 20      | Letter of Authorization for attending tendering process, in original if applicable. (Annexure-VI)            |             |
| 21      | Pre Receipt for refund of earnest Money. (Annexure-VII)                                                      |             |