

OFFICE OF THE CSO-cum-DISTRICT MANAGER
ODISHA STATE CIVIL SUPPLIES CORPORATION LTD, BALANGIR



TENDER DOCUMENTS FOR
HIRING OF VEHICLE FOR
MONITORING PADDY
PROCUREMENT OPERATION IN
CSO-cum-DISTRICT MANAGER,
O.S.C.S.C LTD, BALANGIR

Notification No... 08Date... 22/12/2021

Of the CSO-cum-District Manager, O.S.C.S.C Ltd, Balangir

Last Date for filing of tender: 05.01.2022 upto 05.00 PM

Date of opening of tender: 06.01.2022 at 04.00 PM

Place of opening of tender: Chamber of the ADM, Balangir

Total page No.:11 (eleven)

Price: Rs.100/- (Rupees one hundred) only.



**OFFICE OF THE CSO-cum-DISTRICT MANAGER
ODISHA STATE CIVIL SUPPLIES CORPORATION LTD., BALANGIR**

Tender Call Notice

No.08..... / Dt. ...22.12.2021.....

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 the O/o- the CSO-cum-District Manager, O.S.C.S.C Ltd, Balangir 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, Pollution 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 CSO-cum-District Manager, O.S.C.S.C Ltd, Balangir 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 17 (Seventeen) 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 05.01.2022 by 5.00 PM through registered post/ speed post/ Courier service only and shall be opened on 06.01.2022 at 04.00 PM in the office chamber of the **ADM, Balangir** in presence of the bidders or their authorized representatives.

Seal & Signature of the Officer
Chief C.S.O.-cum-Dist. Manager
O.S.C.S.C. Ltd., Balangir

Seal & Signature of the Tenderer

9. The application form of tender containing General Bid information & Terms and conditions for hiring of Vehicles etc, will be available in the O/o- the CSO-cum-District Manager, O.S.C.S.C Ltd, Balangir on payment of **Rs.100/- (Rupees one hundred) only** from 24.12.2021 to 05.01.2022 on all working days or can be downloaded from District Website www.balangir.nic.in from 24.12.2021 to 05.01.2022. 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.

Address for submission of Tender document:

CSO-cum-District Manager, O.S.C.S.C Ltd, Balangir
CSO office, Near Ayurvedic Pharmacy, Rugudipada
At/Po- Balangir
Dist- Balangir
Pin- 767001

Memo No. 7449/Dt. 22.12.2021


Chief CSO-cum-District Manager
O.S.C.S.C Ltd, Balangir

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

Memo No. 7450/Dt. 22.12.2021


Chief CSO-cum-District Manager
O.S.C.S.C Ltd, Balangir

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) for wide publicity.


Chief CSO-cum-District Manager
O.S.C.S.C Ltd, Balangir

Seal & Signature of the Officer


Chief C.S.O.-cum-Dist. Manager
O.S.C.S.C. Ltd., Balangir

Seal & Signature of the Tenderer

ANNEXURE-I

BID APPLICATION FORM

Tender No. / Dt.

To

The CSO-cum-District Manager
O.S.C.S.C Ltd, Balangir

Sir,

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.

Datedday of 2021

Signature of the authorized person

Name

Address

.....

.....

Stamp

Seal & Signature of the Officer
Chief C.S.O-cum Dist. Manager
O.S.C.S.C. Ltd., Balangir

Seal & Signature of the Tenderer

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 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) 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.

Seal & Signature of the Officer


Chief C.S.O.-cum-Dist. Manager
O.S.C.S.C. Ltd., Balangir

Seal & Signature of the Tenderer

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.


Chief CSO-cum-District Manager
O.S.C.S.C Ltd, Balangir


Seal & Signature of the Officer
Chief C.S.O. cum-Dist. Manager
O.S.C.S.C. Ltd., Balangir

Seal & Signature of the Tenderer

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: -
 - 1) In figures
 - 2) In words
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**

Seal & Signature of the Officer
Chief C.S.O. cum Dist. Manager
O.S.C.S.C. Ltd., Balangir

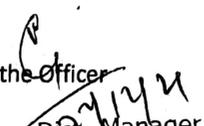
Seal & Signature of the Tenderer

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

Seal & Signature of the Officer


Chief C.S.O.-cum-Dist. Manager
O.S.C.S.C. Ltd., Balangir

Seal & Signature of the Tenderer

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 CSO-cum-District Manager, O.S.C.S.C ltd, Balangir and the EMD/SD
shall be forfeited.

In addition to the above, O/o CSO-cum-District Manager, O.S.C.S.C ltd, Balangir will not
be responsible to pay the bills for any completed/ partially completed work.

Signature

Name

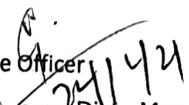
Capacity in which signed:

Name & Address of the firm

.....

Seal of the firm

Seal & Signature of the Officer


Chief C.S.O. cum Dist. Manager
O.S.C.S.C. Ltd., Balangir

Seal & Signature of the Tenderer

ANNEXURE-VI

LETTER OF AUTHORIZATION FOR ATTENDING BID OPENING

(To be reached before CSO-cum-District Manager, O.S.C.S.C Ltd, Balangir on or before the date of bid opening)

To

The CSO-cum-District Manager
O.S.C.S.C Ltd, Balangir

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

Sir,

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

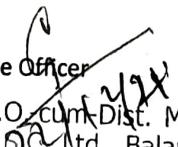
Name of the representative

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)

Seal & Signature of the Officer

Chief C.S.O. cum Dist. Manager
O.S.C.S.C Ltd., Balangir

Seal & Signature of the Tenderer

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 CSO-cum-District Manager, O.S.C.S.C Ltd, Balangir in shape of D.D. No.
Dt. towards refund of Earnest Money Deposit paid in
respect of Tender for hiring of vehicle in CSO-cum-District Manager, O.S.C.S.C Ltd, Balangir.

Tender No. Dt.

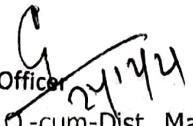
Date:

Place:

Signature of Bidder
(On one rupee revenue stamp)

Name & Address

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

Seal & Signature of the Officer

Chief C.S.O.-cum-Dist. Manager
O.S.C.S.C. Ltd., Balangir

Seal & Signature of the Tenderer

ANNEXURE-VIII
CHECK LIST FOR BIDDER

Sl. No.	Documents	Yes/ No/ NA
1	Cost of Tender documents: M.R. No. Date	
2	EMD D.D. No. Amount Rs.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 as applicable.	
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)	

Seal & Signature of the Officer

[Signature]
Chief C.S.O.-cum-Dist. Manager
O.S.C.S.C. Ltd., Balangir

Seal & Signature of the Tenderer