

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

TENDER DOCUMENTS FOR HIRING
OF VEHICLE FOR USE IN THE ICDS
PROJECT, PUINTALA

NOTIFICATION NO. 268 DATE: 18.07.2024
OF CHILD DEVELOPMENT PROJECT OFFICER,
PUINTALA

LAST DATE OF FILING OF TENDER: 02.08.2024
DATE OF OPENING OF TENDER: 03.08.2024
PLACE OF OPENING OF TENDER: ICDS PROJECT
OFFICE, PUINTALA

OFFICE OF THE C.D.P.O, ICDS PROJECT, PUINTALA

Quotation/Tender Call Notice

Notice No: 268

Date: 18.07.2024

Sealed quotations are invited from interested reputed Travel Agencies/Tour Operators or private individuals for providing 1 nos of Non AC Diesel/Petrol driven vehicles having sitting capacity of not more than ten passengers including driver, which shall conform to the terms and conditions (Annexure-II) for official use in ICDS Project, Puintala Office 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 a 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. 5,000/- shall be deposited by the intending bidders in shape of Account payee Bank Draft drawn in favour of the CDPO, Puintala and that be 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 charges 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 with maximum hiring charges of Rs. 25,000/- per month.
- 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 Quotation/Tender (Annexure-III) (excluding fuel and lubricants).
- 8) The Quotation completed in all respect should reach the undersigned on or before 02.08.2024 by 5 PM and shall be opened on 03.08.2024 at 11.30 AM in presence of the bidders of their authorized representatives in the chamber of CDPO, Puintala.
- 9) The application form of quotation/tender containing General Bid Information & Terms and conditions for Hiring of Vehicle etc. will be available in the ICDS Office, Puintala on payment of Rs. 100/-from date- 19.07.2024 to 02.08.2024.
- 10) Authority reserves the right to reject any of the entire bid papers without assigning any reason.
- 11) The quotation call notice is also available in the official website of the Collector, Balangir (www.balangir.nic.in) from -19.07.2024 to 02.08.2024.

Smit
18/7/2024
Child Development Project Officer,
Puintala

Child Development Project Officer
Puintala

Memo No- 269

Date- 18.07.2024

Copy forwarded to the Sub-Collector, Balangir /D.S.W.O, Balangir /B.D.O,
Puintala/ R.T.O., Balangir for information and necessary action.

Smit
18/7/2024
Child Development Project Officer
Puintala

Memo No- 270

Date-18.07.2024

Copy forwarded to DIO, NIC, Balangir for information and to upload the notice in
the official website of the district for wide circulation.

Smit
18/7/2024
Child Development Project Officer,
Puintala
Child Development Project Officer
Puintala

BID APPLICATION FORM

Tender No.

Date

To,

The Child Development Project Officer, Puintala

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 expensed 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 period of 90 days from the date fixed for Bid Opening and it shall remain biding 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 you 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 of2024

Signature of the authorised person

Name:

Address:

.....

.....

Stamp

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 be responsible for any damage / loss caused to hired vehicles or loss of life / injury made to any person or damage to any property on account of use of hired vehicle in any manner whatsoever. The hirer shall be responsible for all such litigation.
2. The hiring 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 expenditures of the vehicle towards repair, replacement of spare parts, lubricating oil of Engine, Gear Box and 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/petrol (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 (15) 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 one 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.

Smit
12/7/2024
Child Development Project Officer,
Child Development Project Office
Puntala

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

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

**DECLARATION REGARDING BLACK LISTING/DEBARRING FROM PART IN
GOVT. TENDER BY GOVT. DEPARTMENT**

(To be executed before Notary/Executive Magistrate on stamp paper by the bidder)

I/We proprietor/partner(s)/Directors(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 Organisation from taking part in Govt.Tenders

Or

I/We proprietor/partner(s) /Directors(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 Organisation from taking part in Govt.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 Govt. Tenders.

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

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

Signature of the Bidder

Name & Address

.....

.....

LETTER OF AUTHORIZATION FOR ATTENDING BID OPENING

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

To,

The Child Development Project Officer, Puintala,

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.)

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, Puintala, Dist. Balangir in shape of D.D. No.
Date:..... towards refund of Earnest Money Deposit paid in respect of
Tender for hiring of vehicle in ICDS Project, Puintala.

Tender No. Date.....

Date.....

Place.....

Signature of the Bidder

(One one rupee revenue stamp)

Name & Address

.....

.....

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

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 and 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.	
20	Letter of Authorization for attending tendering process, in original if applicable. (Annexure-VI)	
21	Pre Receipt for refund of earnest Money. (Annexure-VII)	

Signature of bidder