



DISTRICT OFFICE : SUBARNAPUR
(SOCIAL WELFARE SECTION)

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Notice No. 1948 / Mission Shakti

Date: 01/07 /2019.

Tender Call Notice

Sealed Tenders are invited from registered travel agencies having valid GST certificate for Selection of Travel Agency for 'Providing Hired Vehicle on Call Basis' for DSWO Office at District Programme Monitoring Unit (Mission Shakti) and ICDS projects at Block Programme Monitoring Unit (Mission Shakti). The details of Tender Document including General information may be referred from the district Website - subarnapur.nic.in from Dt- 01/07/19 to Dt- 15/07/19. The Tender document completed in all respect shall be deposited towards EMD in the office of DSWO, Subarnapur on or before 15/07/19 by 3 P.M. through Register Post/ Speed Post only. A sum of Rs.5,000/- (Five Thousand) only shall be deposited by intending bidders in shape of Account Demand Draft drawn in favour of Mission Shakti, Subarnapur payable at Sonepur. The Tenders will be opened as per the Tender Schedule. The authority reserves the right to modify/cancel the Tender at any point of time, same will be published in the Website: subarnapur.nic.in.


District Social Welfare Officer,
Subarnapur

Memo No. 1249 Dt. 01/07 /2019.

Copy forwarded to the Notice Board of the ADM, PD DRDA, all Sub-Collectors, all BDOs, all Tahasildars, Bus Stands, Taxi Stands, all CDPOs for fixation of Tender


District Social Welfare Officer,
Subarnapur

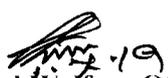
Memo No. 1250 Dt. 01/07 /2019.

Copy forwarded to the DIO, NIC for information with a request to publication in the Subarnapur district portal.


District Social Welfare Officer,
Subarnapur

Memo No. 1251 Dt. 01/07 /2019.

Copy forwarded to the Editor Pramaya & Samaj daily newspaper for information with a request to publication in one edition limiting to Rs.3,000/-.


District Social Welfare Officer,
Subarnapur

Terms & Conditions

Selection of Travel Agency for 'Providing Hired Vehicle on Call Basis' for DSWO Office at District Programme Monitoring Unit (Mission Shakti) and ICDS projects at Block Programme Monitoring Unit (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 at District Programme Monitoring Unit (Mission Shakti) and ICDS projects at Block Programme Monitoring Unit (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 3PM dated 15/07/19 through speed post/Registered post/Courier only.

TENDER SCHEDULE

Sl.no	Tender Number & Date	Notice No. <u>1248</u> Date- <u>01/7/19</u>
1	Period of issue of Tender Documents	From dt. <u>01/07/19</u> to dt. <u>15/07/19</u>
2	Last date & time for submission of tender Documents	Dt. <u>15/07/19</u> by 3.00 PM
3	Place of submission of completed quotation Documents	Office of the DSWO, Subarnapur. C/o- Collectorate, Sonapur – 767 017.
4	Mode of submission	Through speed post/Registered post/Courier only
5	Place, Date & Time for opening tender	Office Chamber of the Collector, Subarnapur. Date <u>15/07/19</u> Time <u>4.00 PM</u>
6	EMD	Rs.5,000/- in shape of DD in favour of Mission Shakti, Subarnapur (refundable).

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, Subarnapur
- II. Name of the Block ICDS Project.
 1. Binka
 2. Birmaharajpur
 3. Dunguripali
 4. Sonapur
 5. Tarva
 6. Ullunda


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Subarnapur

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-II) and for District (Type-I)

3. Eligibility Criteria of the Bidder:

3.1 The bidder shall furnish the following Self attested Document to establish the bidder's eligibility.

- Copy of GST registration certificate.
- Copy of Income Tax return for AY 2018-19 & AY 2019-20.
- Copy of PAN Card.
- Copy of latest GST return (31st March, 2019).
- 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 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.

3.3 The agencies must have minimum one 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)

4. Earnest Money Deposit(EMD):

The bidder shall furnish EMD of Rs 5,000/- (Five Thousand Only) in the shape of Demand Draft in favour of "Mission Shakti, Subarnapur". 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.


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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, 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 : DSWO, Subarnapur **Address- DPMU (Mission Shakti), Collectorate, Sonepur – 767 017.**" 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 Programme Monitoring Unit (Mission Shakti) and ICDS projects at Block Programme Monitoring Unit (Mission Shakti) through Registered post / Speed Post / Courier 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.

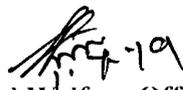
5.4 All entries and pages in the tender form shall be legible and filled clearly and signed by the authorized representative. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory to be attached. No overwriting or cutting is permitted in the 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.

6 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.

7 Evaluation and award of contract:

Technical Evaluation shall be done first followed by Financial evaluation.


District Social Welfare Officer,
Subarnapur

8. Other Terms & Conditions :

- 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 of 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-II in case of Block/ICDS project (within 250 KM) and under Type-I 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 details terms & conditions for providing Vehicle on Call basis can be downloaded from official website i.e. subarnapur.nic.in.
11. 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 Subarnapur District.
12. The Driver of the vehicle shall maintain a log Book towards running of the vehicle in official work assigned.
13. Payment shall be made on monthly basis through 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.
14. 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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Subarnapur

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 as applicable)

5. PAN No.: _____
(Please enclose self attested photocopy)

6. GST Regn. No.: _____
(Please enclose self attested photocopy)

10. Copy of latest GST return attached (Yes/No)
(Please enclose self attested photocopy)

11. Earnest Money of Rs.5,000/- 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:
Date:

Seal & Signatures of authorized signatory

Form B

Technical Bid

The agencies must have minimum one 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

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 Non-AC Vehicle-Indigo/Swift Desire / similar vehicle (exclusive of GST)

Less than 250 Km running					
Sl.No	Blocks/ICDS Projects	Hiring charges of the vehicle per day (in Rs)	Rate per Km (in Rs)***	Night Halt Charges if availed(in Rs.)	Total (in Rs)
(a)	(b)	(c)	(d)	(e)	f=(c+d+e)
1.	Binka				
2.	Birmaharajpur				
3.	Dunguripali				
4.	Sonepur				
5.	Tarva				
6.	Ullunda				

NOTES

- Toll gates charges to be reimbursed as per actual.
- ***Rate per Km(d)= $\frac{\text{Price of one litre of Diesel}}{\text{Kms vehicle to cover in one litre of diesel}}$
- 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.
- 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.
- 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.
- 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, Subarnapur and also agree that the price will remain unchanged during the contract period.

Place:

Seal & Signatures of authorized signatory

Date:

TENDER FORM

Financial Bid -

Cover Y

TYPE-II

Name of the District- Subarnapur

Daily basis Rate of Non 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.)	
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)

Kms vehicle to cover in one liter 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. *** 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, Subarnapur and also agree that the price will remain unchanged during the contract period.

Place:
Date:

Seal & Signatures of authorized signatory