

# **TENDER DOCUMENTS**

## **FOR**

**Selection of Travel Agency for Providing Hiring Vehicle on Call Basis  
for Block Project Monitoring Unit, Mission Shakti, Padmapur**

BPMU, Mission Shakti  
Address- ICDS Office, Padmapur  
(2019-20)

## Selection of Travel Agency for 'Providing Hired Vehicle on Call Basis' for Mission Shakti at Block level

Sealed tenders are invited in the prescribed format from registered travel agencies/ Individuals for Selection Hired Vehicle on Call Basis for Mission Shakti at block level to be deployed for Mission Shakti under CDPO at block level. Interested bidders should submit their bids for Call Basis service, latest by 4PM dated 16/08/2019 through speed post/Registered post only.

### TENDER SCHEDULE

Sl.no	Tender Number & Date	Notice No.----- Date:
1	Period of issue of Tender Documents	From dated 07/08/2019 to dated 16/08/2019
2	Last date & time for submission of tender Documents	Dt.16/08/2019 by 5.00 PM
3	Place of submission of completed quotation Documents	Office of the CDPO, ICDS Project, Padmapur
4	Mode of submission	Through speed post/Registered post only.
5	Place, Date & Time for opening of Technical Bid	Office of the CDPO, ICDS Project, Padmapur Date17/08/2019 Time 05.00 P.M.
6	Place, Date & Time for opening of Financial Bid	Office of the CDPO, ICDS Project, Padmapur Date17/08/2019 Time 06.00 P.M. (Only for technically qualified Bidders)
8	Performance Security Deposit	Rs.2000/- per vehicle in shape of DD in favour of CDPO, Mission Shakti, Padmapur

#### 1. Bid Price

- 1.1 All duties, GST, taxes and other levies payable by the service provider under the contract shall be excluded in the total price.
- 1.2 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.
- 1.3 The Prices should be quoted in Indian Rupees only.

#### 2. Eligibility Criteria of the Bidder:

2.1 The bidder shall furnish the following Self attested Document to establish the bidder's eligibility along with Technical Bid.

- **Copy of Registration Certificate of Company/Firm, in case of individual, it is not required**
- **Copy of GST registration.**
- **Copy of last two Financial years audited statement/ in case of individual, Income Tax return**
- **Copy of PAN Card.**
- **Copy of latest GST return.**
- **Copy of the latest GSTR3B form of return (2017-18)**
- **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'**

- 2.2 The agency shall have **minimum 2 years** of experience in the same field.
- 2.3 The agency shall have provided vehicles to **at least 1** Govt. / Semi-Govt. Organizations / PSUs/Bank/Private Firm etc. in Odisha. Information to be provided in the format annexed in technical Form-C.  
(Self-attested copies of **Work Orders received from Government / Semi-Government/ PSUs / Banks/Private Firm during 2016-17, 2017-18 and 2018-19** are to be furnished).
- 2.4 Average annual turnover during the last two financial years, i.e. till 31st March 2019, shall be at least Rupees two lakh or more taking last 2 Financial years altogether  
(Audited financial Statement/Income Tax Return of last two financial year i.e. till 31st March 2019 to be enclosed)
- 2.5 The agencies must have minimum 2 nos 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)
- 2.6 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.

CDPO, ICDS Project  
Padmapur

### 3. **Submission of Bid.**

- 3.1 The tender will have to be submitted in two parts i.e. **Technical Bid (Cover-X which includes Technical Form A, B & C, 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: CDPO, ICDS Project, Padmapur. 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 Mission Shakti, CDPO Office at block level through Registered post / Speed Post only**.
- 3.2 The Technical Bid shall be furnished enclosing all the eligibility documents as detailed at Para-2 to establish the bidder's eligibility.
- 3.3 The conditional bids shall not be considered and will be out rightly rejected in very first instance.
- 3.4 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.

### 4. **Performance Security Deposit:**

Successful bidders will be required to deposit Rs. 2,000/- (Rupees Two Thousand only) per vehicle as Performance Security Deposit in shape of DD in favour of CDPO, Mission Shakti, Padmapur and will be refunded within 30 days after satisfactory completion of the contract and after adjustment of dues if any.

### 5. **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.

### 6. **Evaluation and award of contract:**

Technical Evaluation shall be done first followed by Financial evaluation.

- 6.1 The technical evaluation of the Technical Bid shall be made for those bidders who fulfill the eligibility criteria as at Sl.no.2 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.
- 6.2 The comparative statement shall be prepared at Block level.
- 6.3 The bidder who quoted lowest price in the Financial Bid for block shall be awarded the contract.

## **7. Contract period**

- 7.1 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.
  - 7.2 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 three years.
  - 7.3 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 contract fails to deliver the service, the service of the empaneled agency will be availed at the negotiated lowest bid price.
8. The Bidders' authorised representatives are invited to attend the opening of the Technical Bid and opening of the Financial Bid at their own cost as per Tender Schedule.
  9. The details terms & conditions for providing Vehicle on Call basis can be downloaded from official website.
  10. 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 Rayagada District.
  11. The Driver of the vehicle shall maintain a log Book towards running of the vehicle in official work assigned.
  12. Payment shall be made on monthly basis thorough 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.
  13. 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.

**CDPO, ICDS Project, Padmapur**

**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)

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

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

7. Annual Turnover for the last 2 financial years:  
In Indian Rupees.

2016-17 \_\_\_\_\_

2017-18 \_\_\_\_\_

(Please enclose copies of audited balance sheet and P&L A/c of last two financial year/in case of individual Income Tax return, i.e till 31<sup>st</sup> March 2018)

8. The agency shall have provided vehicles to at least 1 Govt. / Semi-Govt. Organizations / PSUs /Banks/Pvt Firm etc. in Odisha (At least one different organizations) during the period of 2016-17 & 2017-18. The average annual turnover during the last 2 financial years till 31<sup>st</sup> march 2018 shall be at least Rs.2.00 lakh or more taking last 2 financial years all together.

(Self-attested copies of Work Orders received from Government / Semi-Government/ PSUs / Banks/Pvt Firm during 2016-17 and 2017-18 are to be furnished as per technical bid Form-C).

9. The agencies must have minimum 2 nos of own commercial vehicle (like Indigo, Swift Dzire, or similar vehicle) within 3 years old as per initial registration at the date of submission of the Bid.

(RC copy of all the own commercial vehicle model within 3 years old to be enclosed at Technical Bid Form-B)

10. Copy of latest GST return attached (Yes/No)

(Please enclose self-attested photocopy)

14. GSTR3B return attached (Yes/No)

(Please enclose self-attested photocopy)

11. Undertaking to provide good conditioned vehicles (not more than 3 years old). (Form –D)

(Attach the undertaking with signature & seal of the Organization)

12. 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)

13. 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

**Technical Bid**

The agencies must have minimum 2 nos 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**

## Technical Bid

The agency shall have provided vehicles to at least 1 Govt. / Semi-Govt. Organizations / PSUs/Bank/Private Firm etc. in during the period of 2016-17 or 2017-18 or both the years.

Sl.No	Name of the Department / Organization	Contract Period		Contract Value /Order Value	Whether contract closed/not closed/extended
		From	To		
1					
2					
3					
4					
5					
6					
8					
9					
10					

(Self-attested copies of Work Orders are to be furnished).

Place:

Seal & Signatures of authorized signatory

Date:

**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**

**Daily basis Rate of AC Vehicle-Indigo/Swift Desire / similar vehicle (exclusive of GST)**

Sl.No	Blocks/ICDS Projects	Hiring charges of the vehicle per month (10 days in a month) (in Rs)	Fuel cost	Total (in Rs) (Maximum ceiling limit is Rs. 10,000/- per month)	Milage per liter
(a)	(b)	(c)	(d)	(e)	f
1.					
2.					
3.					
4.					
5.					

**NOTES**

1. The tender will be awarded in favour of the firm quoting lowest price taking all components together as per the price quoted.
2. 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.

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 CDPO, ICDS Project, Padmapur and also agree that the price will remain unchanged during the contract period.

**Place:**  
**Date:**

**Seal & Signatures of authorized signatory**

**AGREEMENT**

1. This agreement is being executed today i.e. dt. \_\_\_\_\_ between office of the CDPO, ICDS Project, Padmapur \_\_\_\_\_ represented by \_\_\_\_\_ and Proprietor M/S \_\_\_\_\_.
2. The Vehicle bearing registration no. \_\_\_\_\_ provided, shall be engaged for official purpose of BPMU (Mission Shakti) ICDS, Padmapur only on Call Basis for a period of one year with effect from dt. \_\_\_\_\_ to \_\_\_\_\_.
3. The hire charges will be paid by office of the CDPO, (Mission Shakti), ICDS Project, Padmapur as approved in tender committee meeting held for the purpose under chairmanship of CDPO, Padmapur.
4. The vehicle may be detained beyond office hours as and when required by O/O the CDPO, ICDS Project, Padmapur. The hire charges excluding GST will be paid through e-transfer by CDPO, (Mission Shakti) ICDS Project, Padmapur on monthly basis after receipt of the original bill along with copy of log book subject to availability of funds.
5. The driver of the vehicle will maintain a log-book towards day to day movement of the vehicle and produce the same in this office for verification as when required.
6. 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.
7. In case of breakdown of the vehicle so provided on any day/any time or non-availability of vehicle for other reason during the period of contract, the Travel Agency will have to provide another vehicle having all valid documents to the O/O CDPO, ICDS Project, Padmapur.
8. The Travel Agency will have to renew the Insurance, Fitness, Permit, Pollution Certificate of the Vehicle as and when due and pay the road tax on due date.
9. The maintenance cost of the vehicle and driver will be borne by the owner of the vehicle. The FD OM No.27037/F dt.08.10.15 is to be followed till any further amendment.
10. Terms and Conditions of the Tender documents forms part of the agreement.
11. Any deviation to the terms and conditions laid down in the Tender Call Notice and condition of this agreement shall automatically leads to cancellation of the said agreement.
12. The O/O of CDPO, ICDS Project, Padmapur reserves the right to terminate the agreement at any date & time without assigning any reason.

Child Development Project Officer,  
Padmapur

Witness

1.

2.

M/S \_\_\_\_\_