

**Standard Bidding Document**

**Government of Odisha**

**OFFICE OF THE ICDS PROJECT, BAHANAGA, DIST. BALASORE**

**QUOTATION/TENDER CALL NOTICE**

**Notification No. 1536 / Dt 06.12.24**

Sealed quotations/tenders are invited from interested reputed Travel Agencies/ Tour Operators/ Private individuals having valid GST registration for providing 01 (one) no of TUV 300/BOLERO (B-6)/ERTIGA AC Petrol/Diesel driven Commercial vehicle having sitting capacity not more than 10(ten) including driver, which shall conform to the terms & conditions (Appendix-A) for official use in the Office of the Child Development Project Officer, Bahanaga on monthly rent basis.

1. The Service provider shall have a valid OGST registration to participate in the tendering/ quotation.
2. **The Service provider, participating in the bidding process under the jurisdiction of Municipal Corporation, shall be registered on GeM Platform.**
3. 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, Pollution Certificate, valid Contract Carriage Permit, Proof of up to date tax payment etc. which are mandatory for plying of vehicle. The vehicle with latest date of registration & latest running kilometers shall be given preference.
4. The driver of the vehicle must have a valid Driving License for driving light transport passenger vehicle & should be sufficiently experienced in driving transport/passenger vehicle.
5. The Driver should be well behaved, gentle and obedient in nature.
6. 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 Governments norms. All the expenditure of the vehicle towards repair, replacement of spare parts, lubricating oil of Engine, Gear Box & differential Collant, Tyres & Tubes, Battery etc. Will be borned by the bidder.
7. It shall be the responsibility of the bidder to provide a good driver and the salary of the driver shall be borned by the owner.
8. In case of breakdown for reasons what so ever the replacement of a vehicle of the same or better model shall be provided by the owner of the vehicle / bidder.

9. 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.
10. In view of the emergency nature of work the vehicle along with the driver needs to be at the disposal of the office for 24 hours all along the week.
11. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
12. 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.
13. A sum of **Rs.5000/- (Rupees Five Thousand)** only shall be deposited by the intending bidders in shape of a Account payee bank draft drawn in favour of the **CDPO Bahanaga** and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
14. The maximum monthly rate of hire charge be quoted as **Rs.-25,000/- (Rupees Twenty-five Thousand)** excluding fuel and lubricants.
15. The vehicle must achieve a minimum fuel efficiency of 12K.M per litre.
16. The monthly rate of hire charges be quoted separately in general bid information (excluding fuel & lubricant).
17. The Vehicle must achieve a fuel efficiency of 12 KM per Litre.
18. The details of the make and year of Manufacture of Vehicle, Registration No, Mileage (Kms Covered per Litre) and name of the Driver with Driving License No. and period of validity should be specially provided in the general bid information to be furnished with quotation/tender (Annexure-B).
19. G.S.T. registration is mandatory for the Bidder.
20. The quotation completed in all respect should reach the undersigned on or before **13.12.2024 by 5.30 P.M.** and shall be opened on **16.12.2024 at 2.30 P.M.** in presence of the bidders or their authorized representatives .
21. If the bidder violates any of the terms of the contract, Government shall forfeit the entire amount of security deposit.
22. The present hiring Vehicles has been allowed only for the period mentioned i.e. for the FY 2024- 25.
23. This Office reserves the right to cancel the bidding process at any stage without assigning any reason thereof. This Offices also reserves the right to reject the vehicle, if the actual physical condition of the vehicle found to be un-satisfactory.
24. **The application form of question/tender containing General Bid information & Terms and Conditions for hiring of vehicle etc. will be available at the Office of C. D.P.O. Bahanaga on payment of Rs 200/- from 07.12.2024 to 13.12.2024 or can be downloaded from Baleswar District website [www.balasore.odisha.gov.in](http://www.balasore.odisha.gov.in) from 07.12.2024 to 13.12.2024. In case the application form is downloaded from district website, the applicant shall furnish a Demand Draft for an amount of Rs 200/- (Rupees Two Hundred) only towards the cost of application along with the application.**

Memo No. 1537 /Dt 06.12.24

Copy submitted to the Collector, Balasore/ Sub-Collector, Balasore / D.S.W.O, Balasore for favour of kind information and necessary action.

Copy submitted to the BDO, Bahanaga / Tahasildar, Bahanaga with a request to display the copy of the quotation in their office notice board for wide publication.

*Pachi*  
6.12.24

Child Development Project Officer,  
Child Development Project Office,  
Bahanaga

Memo No. 1538 /Dt 06.12.24

Copy to the I.C.D.S. Project , Bahanaga Notice Board for wide publication.

*Pachi*  
6.12.24

Child Development Project Officer,  
Child Development Project Office,  
Bahanaga

Memo No. 1539 /Dt 06.12.24

Copy submitted to the Block Development Officer, Bahanga for information. He is requested to attend the committee meeting on dt. **16.12.2024 at 2.30 P.M.** in the office chamber of the BDO, Bahanaga.

*Pachi*  
6.12.24

Child Development Project Officer,  
Bahanaga  
Child Development Project Officer  
Bahanaga

Memo No. 1540 /Dt 06.12.24

Copy submitted to the DeGM, Collectorate , Balasore for favour of kind information and necessary action. He is requested to upload the Quotation call Notice in the Dist. Website for wide publicity.

*Pachi*  
6.12.24

Child Development Project Officer,  
Bahanaga  
Child Development Project Officer  
Bahanaga

Annexure-A

**TERMS & CONDITIONS**

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 MV 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.
2. The Department/Office(ICDS Bahanaga) 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 any manner whatsoever. The hirer shall be responsible for all such litigation.
3. The hire Charges to be paid for monthly basis is final but does not include cost of fuel, which is to be paid separately basing of 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 & different Coolant, Tyres & Tubes, Battery etc will be borne by bidder.
4. It shall be the responsibility of the bidder to provide a good driver and remuneration of the driver be borne by the owner.
5. In case of breakdown for reasons whatsoever the replacement of the vehicle of the same or better model shall be provided by the owner of the vehicle/bidder.
6. In case the vehicle does not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source.
7. The vehicle shall report for duty for minimum of 25 days in a month.
8. In case of emergency, the driver will have to report for duty as per the requirement of hirer, No extra payment shall be demanded.
9. Monthly hire charge and reimbursement towards cost of fuel (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 the bills by the service provider and no advance payment will be made.
10. 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.
11. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
12. 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.
13. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.

*Pankaj*  
6.12.24  
Signature of

Quotation/Tender Calling Authority  
Child Development Project Office  
Bahanaga

**Annexure-B**

**GENERAL INFORMATION FOR HIRING VEHICLES**

SI No	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	OGST Number	
4	GeM Registration Number	
5	Type of Vehicle	
6	Bank Account No & IFSC Code	
7	Registration No of Vehicle	
8	Year of Manufacturing	
9	Model & Model	
10	Date of Registration	
11	Name & Complete Address of the Owner of Vehicle	
12	Fitness Certificate Validity	
13	Pollution Certificate Validity	
14	Permit Validity	
15	Insurance Validity	
16	Name & Address of the Driver	
17	DL No & Validity of DL of Driver	
18	Proposed hire Charges of the Vehicle per month Excluding fuel cost	
19	Rate of consumption of fuel (Mileage per Litre)	
20	Contact No of the Service Provider/Tenderer	
21	Contact No of the Driver	

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

*Pochi*  
*6-12-24*

Seal & Signature of the  
Quotationer/Tenderer  
Child Development Project Officer  
Bahana