

**GOVERNMENT OF ODISHA  
INTEGRATED CHILD DEVELOPMENT PROJECT, KAPTIPADA  
DIST-MAYURBHANJ  
BID DOCUMENT  
TENDER DOCUMENT**

**FOR**

**HIRING OF VEHICLE FOR USE IN ICDS PROJECT, KAPTIPADA FOR**

**Notification No. 666 ..... // Date. 01.07.2024**

**Of**

**Child Development Project Officer, KAPTIPADA**

**Last date for filing of tender: 15.07.2024 by 4.00 PM**

**Date of opening tender: 16.07.2024 at 01.00 PM**

**Place of opening Tender : ICDS PROJECT , KAPTIPADA**

**At/Po-Kaptipada, Dist-Mayurbhanj**

**Total No of pages : 10 Nos.**

**Price: Rs. 1000/-**

# INTEGRATED CHILD DEVELOPMENT PROJECT OFFICE , KAPTIPADA

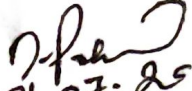
## Quotation Call Notice

Notice No. ....666..... Date 01.07.2024

Sealed Quotation /tenders are invited from interested reputed Travel agencies /Tour operators /Private individuals for providing 1 (one) nos. of AC Petrol 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 **ICDS Project Kaptipada Office on monthly rent basis** . There is a provision of budget Rs. 4.5 lakhs per year including hiring charges.

1. The Service Provide shall have a valid OGST registration to participate in the tendering.
2. 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 and Fitness Certificate, Pollution Certificate , valid Contract Carriage Permit, Proof of up to date tax Payment etc. which are mandatory for plying of vehicle.
3. 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.
4. The Driver should be well behaved, gentle and obedient in nature.
5. A sum of Rs. 5000/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of **Child Development Project Officer, Kaptipada** and submitted along with the tender as security deposit. After completion of the tender process, the amount will be refunded to the unsuccessful bidders.
6. The monthly rate of hire charge be quoted separately in general bid information (Excluding fuel and lubricants)
7. The vehicle must achieve a fuel efficiency of minimum 10 kms. Per litre.
8. The details of the make and year of manufacture of the vehicle registration No. , mileage (Kms covered per liter) and name of the Driver with Driving License No. and period of validity should be specifically provide in the general bid information to be furnished with their tender (Annexure-III).
9. The Quotation Completed in all respect should reach the undersigned on or before **15.07.2024 by 4.00 PM** and shall be opened on **16.07.2024 AT 1.00 PM** in presence of the bidders/ their authorized representative.

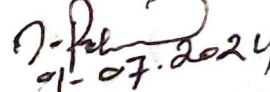
10. The application form of quotation containing General Bid Information & Terms and conditions for Hiring Vehicle etc. will be available with ICDS Project, Kaptipada on payment of Rs. 1000/- from 01.07.2024 to 15.07.2024 or can be downloaded from District Web Site [www.mayurbhanj.nic.in](http://www.mayurbhanj.nic.in) from Dt. 01.07.2024 to Dt.15.07.2024 In case the application form is downloaded from website, the applicant shall furnish a Demand Draft of Rs. 1000/- (Rupees One Thousand) only towards the cost of application form along with the Tender paper.
11. The CDPO reserves the right to cancel the Quotation without assigning any reason thereof.

  
01-07-2024  
Child Development Project Officer  
Kaptipada

Memo No. ....667.....

Date. 01.07.2024

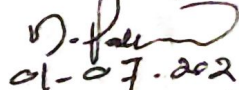
Copy submitted to the Sub-Collector, Kaptipada Udala for favour of kind information and wide publicity.

  
01-07-2024  
Child Development Project Officer  
Kaptipada

Memo No. ....668.....

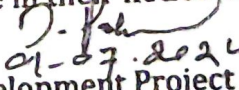
Date. 01.07.2024

Copy submitted to the District Social Welfare Officer, Mayurbhanj for favour of kind information and wide publicity

  
01-07-2024  
Child Development Project Officer  
Kaptipada


Memo No. ....669..... Date. 01.07.2024

Copy submitted to the Tahasildar, Kaptipada /Block Development Officer, Kaptipada /M.O. CHC, Kaptipada/All CDPOs of Kaptipada Subdivision for favour of kind information and requested to publish the notice in their notice Board.

  
01-07-2024  
Child Development Project Officer  
Kaptipada

Memo No. ....670..... Date. 01.07.2024

Copy submitted to the DeGM, Mayurbhanj District Baripada for favour of kind information and requested to upload the notice in the official website of the district for wide circulation.

  
01-07-2024  
Child Development Project Officer  
Kaptipada

## **Annexure-II**

### **TERMS & CONDITIONS FOR HIRING OF 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 MV documents such as :- Valid Registration Certificate , Insurance Certificate, Pollution 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 hiring the vehicle shall not be responsible for any damage /lose caused to hired vehicles or loss of life / Injure 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 o actual consumption and 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.
4. It shall be the responsibility of the bidder to provide a good driver and the remuneration of the driver shall be borne by the owner.
5. 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.
6. In case of the vehicle do not report regularly , the authority will be at liberty to terminate the agreement without prior notice .
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. No extra payment shall be demanded.
9. Monthly hire charges and reimbursements towards cost of diesel (as per actually and lubricants (as per Govt. norms) of selected bidder will be paid in every succeeding month as per possible within fifteen days of the submission of 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 condition during the period of contract.
11. If the service is found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
12. If 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.

Signature of  
Quotation/Tender Calling Authority.

### Annexure-III

#### General Information For Hiring Vehicles.

<u>Sl no</u>	<u>Particulars</u>	
1	Name of the Service Provider	
2	Complete Address	
3	OGST Number	
4	Bank Account No and IFSC Code	
5	Registration No. of Vehicle	
6	Year of Manufacture	
7	Make & Model	
8	Date of Registration	
9	Name & Complete Address of the Owner of Vehicle	
10	Fitness Certificate validity	
11	Pollution Certificate validity	
12	Permit validity	
13	Insurance validity	
14	Name & Address of the Driver	
15	D.L. No. & Validity of the D.L of the Driver	
16	Proposed hire charge of the vehicle per month excluding fuel cost	
17	Rate of fuel consumption /Mileage per litre	
18	Contact Number of the Service Provider ( Tenderer / Quotationer)	
19	Contact Number of Driver	

“Certificate that the information submitted above is true to the best of my knowledge and belief“.

Seal & Signature of the  
Quotationer/Tenderer

**Annexure-IV**

**DECLARATION REGARDING BLACKLISTING / DEBARRING FORM**

**RAKING PART IN GOVT. TENDER BY GOVT. DEPTT**

(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 organization 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 CDPO, Saraskana and EMD/SD shall be forfeited.

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

Signature.....

Name.....

Capacity in which signed.....

**Annexure-V**

**Letter for Authorization for Attending BID Opening  
(To reach ICDS Project Kaptipada on or before the BID Opening)**

To

The Child Development Project Officer,

Kaptipada

Sub: Authorization for attending BID opening on dated in the tender of

\_\_\_\_\_.

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

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 of authorization as prescribed above is not received.

**Annexure-VI**

**BID APPLICATION FORM**

Tender No. \_\_\_\_\_ Dt. \_\_\_\_\_

To

The Child Development Project Officer, Kaptipada

Dear 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 condition of contract for the sum show 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.

Dated this.....Day of .....2019

authorized person

Signature of the

Name.....

.....

Address.....

Stamp.....



## **Annexure-VII**

### **BIODATA OF THE BIDDER**

1. Name & Address of Firm /Party :
2. Whether it is proprietorship or partnership :

3. Full Name of proprietor or partners :

Attested copy of partnership deed

Should invariably be attached along with authorization s

4. Permanent Account No. (Income Tax )
5. Sale Tax Registration No.
6. Reference Number of Tender Officer :

**SECTION-III****CHECK LIST FOR BIDDERS**

Sl No.	Documents	Yes/No/(N/A)
1	Cost for Tender documents ..... MR No. _____ Dt. _____	
2	EMD DD No..... Amount..... Date	
3	Whether al the pages are seal and signed?	
4	Whether bidder's profile is filled up?	
5	Whether attested copy of Registration firm attached or not ?	
6	Attested copy of partnership deed or Memorandum of association / articles as applicable.	
7	Documents of ownership of vehicle	
8	Self attested copy of Registration of the vehicle	
9	Self attested copy of Insurance certificate of the vehicle	
10	Self attested copy of document of validity of fitness and permit of the vehicle	
11	Copy of driving license of driver duly attested by the Bidder	
12	Attested copy of latest Income tax return	
13	Self attested copy of PAN card	
14	Self attested copy of service Tax certificate if applicable	
15	(Annexure-II) Bio data of Bidder	
16	(Annexure-V) Letter of Authorization for attending training Process, In original if applicable	
17	(Annexure-IV) declaration of stamp paper about blacklist or Non blacklist	
18	(Annexure-VI) Pre receipt of refund of earnest Money	
19	Bid application form (Annexure-I)	
20	General Information hiring of vehicle (Annexure-III)	