



CHIEF DISTRICT VETERINARY OFFICER,
KALAHANDI

FISHERIES & ANIMAL RESOURCES DEVELOPMENT, GOVERNMENT OF ODISHA

Bid Refence No: 318

Date: 18.01.24

**TENDER CALL NOTICE FOR "ENGAGEMENT OF VEHICLE FOR
O/O CDVO KALAHANDI ON MONTHLY HIRING BASIS".**

Name and Address of the Tender Inviting Authority:

CHIEF DISTRICT VETERINARY OFFICER, KALAHANDI

E-mail-cdvokalahandi@gamil.com

Contact person: ADVO(DC), O/o CDVO, Kalahandi

Tel 9937303466

SECTION I
IMPORTANT DATES OF THE TENDER

Date of publication of Bid Document in Website	: 19.01.2024
Pre -Bid Meting	:05.02.2024, 11 AM
Last Date & Time of Receipt of Bid Document	: 09.02.2024, 5 PM
Date & Time of Opening of Tender	:12.02.2024, 11 AM

NB:- The date and time of opening of Tender may change subject to availability of Regional Transport Officer or Asst.Comissioner,CT& GST, and will be notified in the website. Bidders/Representatives are advised to contact the contact Officer before proceeding to the O/o the CDVO Kalahandi on the date of opening of Tender.)

**Place for Opening of Documents,
Pre-Bid Conference And
Address For Communication
For Receipt of Bid Document :**

**Office of the
Chief District Veterinary Officer,
Kalahandi.**

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SECTION II GENERAL DEFINITION AND SCOPE OF CONTRACT

1. General Definitions

- **Department** means Fisheries and Animal Resources Development Department, Govt. of Odisha.
- **Government** means Government of Odisha.
- **Bid/Tender Inviting Authority** is the CDVO Kalahandi who on behalf of the user Institutions of the Government or the funding agencies calls and finalize bids and ensure supply and procurement under this bid document.
- **Tender Evaluation Committee and Technical Committee** are Committees so constituted by the CDVO Kalahandi to decide on the purchase of goods.
- **Blacklisting/debarring** – the event occurring by the operation of the conditions under which the bidders will be prevented for a period of 3 years from participating in the future bids of Tender Inviting Authority/User Institution, the period being decided on the basis of number of violations in the bid conditions and the loss/hardship caused to the Tender Inviting Authority/User Institution on account of such violations.

2. Scope:

- The bids are invited for a vehicle on monthly hiring basis for the O/o the CDVO Kalahandi.
- The bidders cannot withdraw their bids after opening of technical bid within the minimum bid validity period of 180 days and also after accepting the Letter of Award.
- Withdrawal or non-compliance of agreed terms and conditions after the execution of agreement will lead to invoking penal provisions and may also lead to black listing.

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SECTION III
GENERAL INSTRUCTION TO BIDDERS

- Sealed tenders are invited from interested reputed Travel Agencies, Tour Operators or Private Individuals having GST registration for providing one AC Petrol driven vehicle having sitting capacity not less than five including driver, which shall conform to the Terms and conditions outlined in **Section IV**, for official use in the O/o the CDVO Kalahandi on monthly rent basis.
- The bidder(s) shall have to submit their tender in two separate sealed envelopes, that is one for technical bid by super scribing "**Cover A (Technical Bid)**" & second for "**Cover B (Price Bids)**" The technical Bid and price Bid (or Financial Bid) should be put into a third Cover, which should be super-scribed as "**Bid for engagement of vehicle for O/o CDVO Kalahandi on monthly hiring basis**" and should be addressed to:

Chief District Veterinary Officer,
At/Po/ Dist- Kalahandi
Pin- 766001
- The sealed tenders should reach the O/o the Tender Inviting Authority on or before **09.02.2024, 5 PM** by registered post, speed post or by hand in person. Bids received after the due date and time will be rejected. The Authority will not be responsible for any postal delay.
- The Sealed Tenders submitted by the bidders will be opened in the Office of the CDVO, Kalahandi on **12.02.2024, 11 AM**. The bidders or their duly authorized representatives are allowed to be present during the opening of the tenders if they so like. However, absence of any bidder or their representative is not a bar to open the bid.
- The authorized representatives of the bidders have to submit authorization letters to attend the Tender Opening.
- The interested bidders can download the entire Tender Document from the website <https://kalahandi.nic.in> and submit the tender paper along with required documents and all the requested fees.
- The bidders can take the tender documents from of the O/o the CDVO, Kalahandi from accounts section by making a Govt. deposit of Rs.1000 /- (Rs-One thousand only) towards cost of tender paper and tender processing free.

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SECTION IV
GENERAL TERMS AND CONDITIONS

1. The Tender Inviting Authority working in the F&ARD Department, Govt. of Odisha requires one vehicle for the O/o the CDVO on monthly hiring basis.
2. Rate should be quoted in Indian Currency with paisa in two decimals only as the payments will be made in Indian currencies only.
3. The GST shall be charged as per the guidelines given by the Finance Dept., Govt. of Odisha/ India from time to time.
4. The bidder should have valid PAN and GST registration.
5. The bidder should have valid up-to-date TAX (Income Tax & GST) return certificate. The bidders should submit all relevant information about them in the checklist and format enclosed at **Annexure I**.
6. The hired vehicles, during period of contract, shall have all necessary valid MV documents as listed in **Annexure II** 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. **Non submission of any relevant document listed in Annexure I & II will lead to rejection of the Tender.**
7. The Tender Inviting Authority 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 owner of the vehicle shall be solely responsible for all such litigation.
8. The hiring charges to be paid on monthly basis is inclusive of all taxes but does not include cost of fuel (petrol), which is to be paid separately basing on actual consumption and as per existing Government norms.
9. 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.
10. 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.
11. 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.
12. 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.
13. The vehicles shall report for duty on all working days in a month.
14. In case of emergency, the driver will have to report for duty as and when needed on holidays and in off hours as per the requirement of hirer. No extra payment shall be given.
15. The vehicle preferably shall not be more than 3 years old from the initial registration and also in good running condition during the period of contract.

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16. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
17. 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.
18. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
19. The bid shall have a validity period of 180 days from the date of opening of the technical bid. The bidders can't withdraw their bid after opening of technical bid or after accepting the Letter of Award.
20. The tender documents should be clearly written /typed without any correction, interpolations, and overwriting. Each page of the tender document should bear the dated signature of the bidder/ Self attested.
21. If any information or document furnished by the bidder is found to be misleading / incorrect at any stage, the bid will be rejected.
22. The purchaser reserves the right to have a window period (Bid validity period) of six months after declaration of the successful bidder and award of purchase order without assigning any reason thereof.
23. In the event of the last date of submission of bid being declared as a holiday for the purchaser's office, the due date of submission of bids and opening of bids will be the following next working date & same time.
24. The quoted rates should be final and shall not be subject to any escalation during the validity of the bid.
25. All legal disputes, if any relating to purchase etc. are subject jurisdiction in the courts of law situated at Kalahandi or Hon'ble High Court of Odisha.
26. The successful bidder has to execute an agreement with the Tender Inviting Authority, deposit the performance security and engage the vehicle within 15 days of issue of LoA.
27. If the approved lowest eligible supplier fails to provide service within the period allowed in the LoA the Tender Inviting authority reserves the right to procure the same from the L2/L3 supplies at L1 rate, if they agree to supply at L1 approved rate or negotiated rate and claim the performance security amount by invoking the rights conferred in Banker's Guarantee form.
28. *The authority reserves the right to accept /reject all the bids or any part of it without assigning any reason thereof.*
29. **Tender processing Fee and EMD:**
 - a) The bidder shall deposit an amount of **Rs.1000/- (Rupees one thousand only)** towards cost of tender paper and BID processing fee (non-refundable) in shape of Account payee demand draft/ online transfer.
 - b) The demand draft / online transaction slip of online transfer or Govt. money receipt of Rs.1000/- is to be attached with the technical bid documents.
 - c) An amount of **Rs. 5,000/- (Rupees five thousand)** towards **BID security** through Account payee demand draft/ fixed deposit pledged to CDVO Kalahandi/banker's cheque /bank guarantee from any commercial bank need to be submitted along with the

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bid documents. The BG form should have validity of at least 45 days beyond the BID Validity period.

- d) The bid security will be returned to unsuccessful bidders without interest. The BID security of successful bidders will be adjusted during the collection of performance security.
- e) Local MSEs only registered in Odisha with the respective DICs, Khadi, Village, Cottage & Handicraft Industries, OSIC, NSIC shall be exempted from submission of EMD, subject to submission of the valid registration certificate from the concerned authority. None of the bidders other than those specified above are exempted from submission of EMD.
- f) The online transfer of money made and A/C payee demand draft can be made in favour of the following bank particulars of Tender Inviting Authority. For online transfers the transaction slip should be attached with the BID documents.

Chief District Veterinary Officer, Kalahandi

Account No: 11083462537

IFSC: SBIN0000039//SBI Bhawanipatna

30. Eligibility criteria

- a) Firms with valid GST and PAN registration.
- b) Vehicles conforming to all statutory and emission norms
- c) Bidders who have been blacklisted by the Tender Inviting Authority or by any State Govt. or Central Govt. organization are not eligible to participate in the tender during the period of being blacklisted.

31. Documents to be submitted with the Technical Bid(with Annexure-I in COVER-A):-

Sl No	Document type (To be self-attested and numbered)
1	Forwarding letter in the pad of the firm with check list of following Documents
2	Tender processing fee as mentioned.
3	Earnest Money Deposit (EMD or BID security fee) as mentioned.
4	Details name, address, telephone no, Fax, e-mail of the firm in the format Annexure-I
5	Copy of PAN CARD & GST registration certificate.
6	Copy of latest GST payment receipt.
7	Copy of I.T Rerun for last 3 financial years (2020-21,2021-22&2022-23)
8	Copy of all MV documents along with the format listed at Annexure II
9	Declaration for not being blacklisted by any Govt. institution in Annexure-III.
10	Copy of 1 st page of bank pass book or a cancelled cheque as proof of Bank account details.
11	Self Declaration for no relation (Annexure VI)

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32. COVER-B (PRICE BID)

- a. The tender format giving the quoted rate for the items required should be sent in a separate sealed cover hereinafter called Cover 'B' (price Bids) format at **Annexure-IV**.
- b. Cover -B (Price Bid) will be opened only of the bidders who qualify the evaluation of Technical Bid (Cover-A) by the Tender Evaluation Committee.**
- c. The Price Bid should be quoted inclusive of all charges (salary of driver, care and maintenance of vehicle, all MV taxes etc) and GST (mentioned separately).
- d. The bid shall be valid for a period of 180 days from the date of opening of the bid.
- e. The quoted rates shall be final and shall not be subject to any escalation during the bid validity period.

33. Rejection of the tender

The tender paper (whole /part) will be rejected, if any of the following documents are wanting or not found with the tender:

- a. Non submission of the Bid processing fees and EMD.
- b. Bids without signature and self-attestation.
- c. Unsealed covers.
- d. Non submission of any document listed in **Section IV-5, 6 and 31**.
- e. Any pre-condition by the bidder contradicting to the tender terms & conditions or non-compliance to product specification.

34. Evaluation:

- a. The technical bids will be opened and evaluated by the Tender Evaluation Committee at the prescheduled date and time mentioned in the Tender document and will be evaluated by the technical parameters set out at **Section IV-6 & 31**.
- b. The bidders qualifying the Technical Bid will participate in the financial bid.
- c. The successful bidders will be selected on the basis of LCBS method (lowest Cost Based Selection) in the financial bid evaluation for monthly hiring charges quoted.
- d. If the approved lowest eligible supplier fails to supply items within the stipulated period, to meet the need, the tender inviting authority reserves right to procure the same from the L2/L3 supplier at L1 rate, if they agree to supply at L1 approved rate or negotiated rate and claim the performance security amount by invoking the rights conferred in Bankers Guarantee form.

35. Performance Security:

The successful bidder has to deposit performance security @ 5% of the supply order value within 7 days of issue of Letter of Award (LoA) at the time of execution of agreement in form of Account payee demand draft/fixed deposit pledged to CDVO Kalahandi/ bank guarantee form from any commercial bank. The BG form should have validity of at least 45 days beyond the contract period. A model BG form is attached herewith at **Annexure-V**.

36. Engagement of Vehicle

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- a. The successful bidder has to complete all formalities like execution of agreement and deposit of performance security and engage the vehicle in the O/o the CDVO Kalahandi with 15 days of receiving the LoA.
- b. The agreement may be extended for a further period of one year on mutual consent on the same terms and conditions and same hiring charges.

37. Payment:

Monthly hiring charges and reimbursements towards cost of petrol (as per actual) of selected bidder will be paid in every succeeding month, as far as possible within fifteen days of the submission of bills by the service provider subject to availability of funds and no advance payment will be made.

38. Penalties:

Violation of any term and condition laid down as above shall make liable the bidder to have the forfeiture of performance security and to be blacklisted.

39. Dispute:

All legal disputes, if any relating to purchase etc., are subject to jurisdiction in the courts of law situated at Kalahandi or the Hon'ble High Court of Odisha.

SECTION V

SCHEDULE OF REQUIREMENTS

Sl No	Particulars	Requirement
1	Name of the Item	One vehicle for O/o the CDVO Kalahandi on monthly hiring basis for a period of one year.
2	Class of Vehicle	Tiago/Bolt/Celerio or other Equivalent Model.
3	Type	A/C
4	Fuel	Petrol only
5	Bharat Stage Emission Standards	BS VI
6	Minimum Mileage	17 kms per Liter
7	Seating Capacity	Minimum five including driver.
8	Maximum Hiring Charges	Rs 20,000/- per month including a driver and inclusive of all taxes
9	Reporting days	On all working days minimum for a period of 26 days a month. During emergency the vehicle has to report on Sundays/ holidays and off hours and no extra payment will be given.

The Vehicle should conform to all national Motor Vehicle standards and the payment of all taxes and insurance should be up to date.

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Tender Inviting Authority

COVER-A Annexure-I

Technical Bid (pl see Section IV-31)

(To be filled in & returned with all the documents DULY SELF-ATTESTED)

Sl No	Document type (To be self-attested and numbered)
1	Forwarding letter in the pad of the firm with check list of following Documents
2	Tender processing fee as mentioned in Section IV- 29.
3	Earnest Money Deposit (EMD or BID security fee) as mentioned in Section IV-29.
4	Details name, address, telephone no, Fax, e-mail of the firm in the format Annexure-I
5	Copy of PAN CARD & GST registration certificate.
6	Copy of latest GST payment receipt.
7	Copy of I.T Rerun for last 3 financial years (2020-21,2021-22&2022-23)
8	Copy of all MV documents along with the format listed at Annexure II
9	Declaration for not being blacklisted by any Govt. institution in Annexure-III.
10	Copy of 1 st page of bank pass book or a cancelled cheque as proof of Bank account details.
11	Self Declaration for no relation (Annexure VI)

DECLARATION

1. I..... Son/ Daughter/ Wife of Shri..... Proprietor/ Partner/ Director/ authorized signatory of the agency mentioned above state that I am competent to sign this declaration and execute this tender documents.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. The information/ documents furnished along with the above application are true & authentic to the best of my knowledge and belief. I/ We do hereby undertake that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides accruing of liabilities towards prosecution under appropriate law.

Place

Date

Signature of Authorized person

Full Name:

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Annexure-II

GENERAL INFORMATION FOR HIRING VEHICLES

1. Registration No. of Vehicle:
2. Model and Make:
3. Bharat Stage Emission Standard type of Engine:
4. Type of Vehicle (AC/Non-AC):
5. Year of Manufacture:
6. Date of registration:
7. Name & complete address of the owner of vehicle:
8. Fitness Certificate validity:
9. Permit validity:
10. Insurance validity:
11. Validity of Pollution Under Control Certificate (PUC):
12. Name / Address of the Driver:
13. D.L.No. & Validity of the D.L. of the Driver:
14. Rate of fuel consumption / Mileage per litre:
15. Contact Number of the Service Provider:

N.B: Self attested photocopies of all MV documents in proof of all the above particulars should be submitted along with this format in the technical bid failing which the bid will be rejected.

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

Seal & Signature of the
Bidder

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Annexure-III

DECLARATION for not being black listed

(Affidavit before Executive Magistrate/Notary Public)

I/We.....(Name & Designation) having
My/our firm at..... do hereby declare that I/We
have carefully read all the terms & conditions of tender of the Chief District Veterinary
Officer, Kalahandi, Odisha, for Engagement of vehicle in O/o the CDVO Kalahandi on
monthly hiring basis. I will abide with all the terms & conditions set for in the tender paper
Reference no.....

I/We do hereby declare that, I/We have not been de-recognized/ debarred/ blacklisted
by any State Govt./ Union Territory/ Govt. of India/Govt. organization/ Govt. Veterinary
institutions.

That, I am not a defaulter in supply of any items to Chief District Veterinary Officer,
Kalahandi, Odisha, or any other indenting officers of the State of Odisha after being Lowest
responsive bidder in past three years.

I/We do hereby declare that I/We will engage the vehicle as per the terms, conditions
& specifications of the tender documents. I/We further declare that my/our performance
security deposit will be forfeited if I/we fail to supply any item after getting order from the
purchaser. I/we further declare that we will supply the ordered items manufactured only by
the manufacturers as mentioned in the bid documents.

I/We agree that the Tender inviting Authority can debar/ blacklist me/us for period of
3 years. If, any information furnished by us is proved to be false at the time of inspection/
verification and is not complying with the Tender terms & conditions.

Signature of the bidder:

Date :

Name & Address of the Firm:

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Signature
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Signature
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COVER-B

Financial Bid

Annexure-IV

Agency/Firm name-
Address

Sl No.	Model, Make & Registration No. of the Vehicle	Hiring Charges Quoted		
		Base Hiring Charges per month in Rs	GST in Rs	Total Hiring Charges per month in Rs
1	2	3	4	5

Total Hiring Charges in Words: Rupees-----

Place

Signature of Authorized person

Date

Full Name:

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**ANNEXURE V
MODEL BANK GUARANTEE FORMAT**

To
The Chief District Veterinary Officer.....

WHEREAS..... (Name and address of the Service Provider) (hereinafter called "the service provider) has undertaken, in pursuance of Contract No. _____ dated to undertaken the Service.....

AND WHEREAS it has been stipulated by CDVO..... in the said contract that the Service Provider Shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract.

AND WHEREAS we have agreed to give the Service Provider such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the Service provider up to a total of (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the Service Provider to be in default under the contract and without avail or argument, any sums or within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Service Provider before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the Service Provider shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This performance bank guarantee shall be valid until the _____ day of _____ year. Our branch at _____ (Name and address of the Bank) is available to pay the guaranteed amount depending on the filing of claim and any part thereof under this bank guarantee only and only if you serve upon us at our _____ branch on branch a written claim or demand and received by us at our _____ or before Dt. _____ otherwise bank shall be discharged of all liabilities under this guarantee thereafter.....

(Signature of the authorized officer of the Bank)
Name and Designation of the Officer

Seal, Name & address of the Bank & Branch

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**ANNEXURE VI
SELF DECLARATION FOR NO RELATION WITH TIA**

I/We on behalf of M/S _____ declare that we have no personal relationship with the Tender Inviting Authority or his/her employees which may adversely affect the result of this Tender.

Place

Signature of Bidder/Authorized person

Date

Full Name:

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