



DISTRICT MINERAL FOUNDATION, JAJPUR

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No.: DMF/640/2021

Date: 17/11/2021

DETAIL TENDER CALL NOTICE

Sealed tenders are invited in the prescribed format from the travel agencies /individuals for **"Hiring of 2 nos Bus (50 seated each)"** for engagement under DMF, Jajpur on Monthly rental basis. The vehicle will be deployed for the mobility support to College students of Sukinda and Danagadi Block. The bus service will be used for pick up & drop of college student in remote areas of Sukinda and Danagadi block. The route chart will be finalized by the concerned college authority.

TERMS & CONDITIONS OF THE TENDER:

1. Bid Price:

- The bid price shall be quoted for the monthly hiring charges as mentioned in the format of tender otherwise it will be rejected. The format of price bid specified in **Annexure- I** should be used. Corrections, if any, shall be made by crossing out, initialing, dating and rewriting.
- The bid price excludes the cost of fuel and taxes (GST). However, the monthly hiring charges quoted should be included the cost towards drivers payment and other maintenance work of the vehicle.
- The cost towards fuel will be reimbursed as per Govt. norms.
- The owner will bear all toll & parking charges during the engagement, which will be reimbursed after production of bills by the bidder to the DMF on monthly basis.
- The vehicle should have been registered as commercial vehicle and must be comprehensively insured.
- Statutory TDS on the bill will be deducted as per norms.

2. Bid Security & Tender document cost:

The bidder shall furnish bid security of Rs.10,000/- (Rupees Ten Thousand) only in the shape of Demand Draft/ Pay Order drawn in favour of "Collector & Managing Trustee, DMF, Jajpur" payable at Jajpur Town. Any bid not secured with bid security will be rejected. The above bid security will be forfeited if a bidder (i) Withdraws its bid during the period of bid validity or (ii) Fails to perform the contractual obligations as per the contract. The EMD of the unsuccessful bidder will be returned after finalization of the tender process. The bidder has also to submit cost of tender paper of Rs.1000/- (Rupees one thousand only) in the shape of Demand Draft/ Pay Order drawn in favour of "Collector & Managing Trustee, DMF, Jajpur" payable at Jajpur Town. **The date of bank draft should be after the date of tender publication.**

3. Documents to be attached with the Tender:

- Copy of registration Certificate of the vehicle.
- Copy of fitness certificate.
- Copy of driver's driving license for driving commercial vehicle.
- Copy of up to date road tax payment receipts
- Copy of up to date Insurance Certificate of the vehicle.
- Copy of the PAN Number of the bidder
- Copy of the Service tax registration no of the bidder.
- Copy of Prior experience of similar kind of contract successfully handled.

4. How to Submit the Tender document.

The bidders shall submit their tender paper in the format given in this tender paper in the following manner.

- Technical Bid – in first envelop [Signed Tender Paper, Copy of documents as mentioned in the above point No.3 , EMD & Cost of Tender Paper]
- Price / Financial Bid – in second envelope.
- The Technical Bid and Price Bid should be covered in separate sealed envelopes super-scribing "Technical Bid" and "Price Bid" respectively.
- Please Note that Prices shall not be indicated in the Technical Bid and shall only be indicated in the Price Bid.

- The two envelopes containing copies of Technical Bid and Price Bid shall be put in another big size single sealed envelope clearly marked as "Submission of Tender document for Hiring of Bus (50 seated)".
- **Tender document to be send to the address "DMF Cell, 1st Floor, Collectorate, Jajpur town, Jajpur-755001" on or before 01.12.2021 up to 5.00 PM through India post (Speed post/Registered post) only.**
- **The tender will be opened on 02.12.2021 at 11.00 AM.**
- The outer envelope thus prepared shall also indicate clearly the name, address, telephone number, e-mail ID and contact number of the bidder.
- All the pages of the tender paper must be sequentially numbered signed and must contain the list of contents with page number. Any deficiency in the documentation may result in the rejection of bid.
- The original bid shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidder itself. Any such corrections must be initialed by the person (or persons) who sign(s) the tender paper.
- All pages of the bid shall be initialed and stamped by the person or persons who sign the bid.

5. Other Terms and Conditions of the tender:

- **The vehicle should be within three years old** from the date of opening of the tender and should be in excellent running condition.
- The entire major and minor repair shall be made by the vehicle owner himself.
- The vehicle must be available on all days including off hours & on holidays as desired by College authorities, for office purpose only.
- A log book has to be maintained on daily basis by the driver and be counter-signed by the concerned Principal of College.
- The driver will report at the Principal office of College every day.
- The vehicle may be used during Sundays and holidays as desired by the authority.
- The responsibility of comprehensive insurance of vehicle and personal accident insurance of the driver will be of the contractor.

- In case of break down, the bidder will provide a substitute vehicle in place of the regular vehicle.
- The Driver driving the vehicle should have a valid driving license. The conduct of the driver if not acceptable by College authorities, and the contracted firm/private owners shall substitute him immediately. The driver of the vehicle also should possess a cell phone with him.
- The bidder will provide service of vehicle in a neat & clean condition with clean towels on the seat twice a month and general servicing and pollution check-up will be carried out by the contractor as per the requirement.
- In case of driver is called in night, Sundays and holidays no extra charge will be paid. There will be no extra night halt charge for using the vehicle at night and no additional charges for use in Sundays and holidays.
- The selected bus owner should agree to make branding of the bus with DMF logo and name of the DMF, Jajpur with yellow colour body paint.

6. Validity of Tender:

Tender shall remain valid for a period not less than 60 days from the last date specified for submission of the tender. Notwithstanding the above, the authority reserves the right to accept or reject any tenders and to cancel the bidding process and reject all tenders at any time prior to the issue of Contract.

7. Evaluation of Quotations

The Tenderer will evaluate and compare the tender determined to be substantially responsive i.e. which

- Are properly signed and sealed.
- Confirm to the terms and conditions, and specifications.
- Submitted as per the prescribed format.
- **The tender will be evaluated on the basis of documents asked for and the price bid will only be opened for those who qualify in the technical bid.**

8. Award of contract:

- The Contract will be placed to the L1 selected bidder whose bid has been determined to be substantially responsive and who has offered the lowest price. Monthly hiring charges will be taken in to consideration for selection of L1 bidder.
- Any effort by a bidder to influence the Tenderer in its decision on bid evaluation or award of Contract may result in rejection of the bidder's offer.
- The bids are liable to be rejected if any of the above conditions are not complied with.
- The bidder whose bid is accepted will be notified of the award of contract by the Tenderer prior to expiration of the tender validity period. The terms of the accepted offer shall be incorporated in the Contract. The eligible bidder shall commence the services as per the letter of intimation and shall continue to provide the services for a period of 1 year, further extension is based on the performance of the first year.
- Notwithstanding the above, the authority reserves the right to accept or reject any tenders and to cancel the bidding process and reject all tenders at any time prior to award of Contract.
- Any legal disputes arising out of this are subject to Jajpur jurisdiction only.
- Bidders may be present in person or through their representative(s) during the opening of quotation as per above date, time and venue.


**Collector & Managing Trustee,
DMF, Jajpur**

ANNEXURE-1**FORMAT FOR PRICE BID**

1	2	3	4
Sl No	Type of the Vehicle	Monthly Hiring charges (in Rs.)	Remarks
1	Bus (50 seated)		

Rupees in words (.....)

Vehicle Registration No:-

Purchase Date:-

Registration Date:-

Name of the Driver with Contact No:-

Name of Individual / Travel agency -

Address: -

Telephone No -

Undertaking:

I/ We agree to provide 2 nos bus (50 seated), all the buses are within three years old with good condition as per the terms and conditions and rates mentioned in the price bid for a period of one year from the date of signing of the contract/receipt of the Contract from DMF, Jajpur.

Place:

Date:

Signature of Bidder