



DISTRICT MINERAL FOUNDATION, JAJPUR



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No.: DMF/ 625 /

Date: 13 / 10 / 2023

TENDER CALL NOTICE

Sealed tenders are invited in the prescribed format from reputed Travel Agencies/Tour Operators/Private individuals for "Hiring of four no. of Buses (50 seated each) for engagement under District Mineral Foundation (DMF), Jajpur on monthly rental basis for a period of one year". The vehicles will be deployed for providing mobility support to college students of Sukinda and Danagadi Block of Jajpur district.

The detailed specifications and terms & conditions for supply of which are available in the tender papers. The tender documents shall be sent to the address "DMF Cell, 1st Floor, Collectorate, Jajpur Town, Jajpur-755001" on or before Dt.06-11-2023 (up to 5.00 PM) through India post (Speed post/Registered post) only and will be opened at Collector's Conference Hall, Jajpur on Dt.07-11-2023 at 11.00 AM. Tenders received after the scheduled date and time will not be considered.

The detailed terms & conditions for supply of the service are also available on the district website www.jajpur.nic.in on or after Dt.16-10-2023.

The authority reserves the right to cancel the bids at any stage of the tender process without assigning any reason thereof.

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Collector & Managing Trustee
DMF, Jajpur

DETAILED PARTICULARS AND INSTRUCTIONS ON TENDER

Sealed tenders are invited in the prescribed format from reputed Travel Agencies/Tour Operators/Private individuals for "Hiring of four nos. of Buses (50 seated each) for engagement under District Mineral Foundation (DMF), Jajpur on monthly rental basis for a period of one year". The vehicle will be deployed for providing mobility support to college students of Sukinda and Danagadi Block of Jajpur district. The bus service will be used to pick up & drop of college students residing in remote areas of Sukinda and Danagadi block. The route chart will be finalized by the concerned college authority.

1. Scheduled Tender Activity:

<i>Sl. No.</i>	<i>Activity</i>	<i>Date & Time</i>
01	Due date for publication of Tender	16-10-2023
02	Last Date for submission of Tender Document	06-11-2023 (5:00 PM)
03	Tender Opening Date	07-11-2023 (11:00 PM)

2. Eligibility Criteria for Bidders:

Those who fulfil the following criteria are eligible to participate in the tender.

- 2.1 The bidder must be a reputed Travel Agency or Tour Operators or Private individual engaged in rental service of Buses (minimum 50 seated),
- 2.2 The Bidder should have regularly supplied same or similar services to any Central / State Govt Organization / PSU / Public Listed Company in two years before the bid opening date. Copies of relevant contracts/work orders to be submitted along with bid in support of having supply of services during each of the year.

3. 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- II** should be used. Corrections, if any, shall be made by crossing out, initialing, dating and rewriting.
- The bid price shall exclude the cost of fuel & lubricants and taxes (GST) as applicable. However, the monthly hiring charges quoted should include the cost towards driver's salary and other maintenance work of the vehicle.

- Only 4 (four) nos. of full-sized single deck busses having seating capacity of minimum 50 passengers will be engaged under DMF, Jajpur.
- The cost towards fuel & lubricants will be reimbursed as per Govt. norms as applicable.
- The vehicle owner will bear all toll cess & parking fees during the engagement, which will be reimbursed after production of invoices in original by the vehicle owner to the DMF, Jajpur on monthly basis.
- The vehicle should have been registered as commercial vehicle and must be comprehensively insured.
- Statutory deductions like TDS, TDS on GST shall be deducted from the rental value as per applicable laws in force.

4. Bid Security & Cost of Tender Paper:

- The bidder shall furnish bid security of **Rs.20,000/- (Rupees Twenty Thousand only)** in the shape of Demand Draft/ Pay Order drawn in favour of “**Collector & Managing Trustee, DMF, Jajpur**” payable at payable at “**Jajpur Town**”.
- The bidder has also to submit cost of tender paper of **Rs.5,000/- (Rupees five thousand only)** in the shape of Demand Draft/ Pay Order drawn in favour of “**Collector & Managing Trustee, DMF, Jajpur**” payable at “**Jajpur Town**”.
- Any such bid not secured with the appropriate sum of bid security will be rejected.
- The bid security received from any unsuccessful bidders shall be refunded within reasonable time period after completion of the bidding process.
- The above bid security will be forfeited, if the bidder:
 - (i) Withdraws its bid during the period of bid validity or
 - (ii) Fails to perform the contractual obligations as per the work order
- The date of bank draft should be after the date of tender publication.

5. Submission of the tender document:

The bidders shall submit their tender paper in the format given in this tender paper (**in Annexure-I & II**) and in the following manner.

- *Technical Bid* – in first envelop [Signed Tender Paper, Copy of Annexure-I and copy of documents as mentioned in the point No.8 including Bid Security & Cost of Tender Paper.
- *Price/Financial Bid* – in second envelope duly signed by the bidder.

- The Technical Bid and Price Bid should be covered in separate sealed envelopes superscribing "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 kept in another big sized single sealed envelope clearly superscribing as "Submission of Tender document for Hiring of Bus on monthly basis for DMF, Jajpur".
- Tender document to be sent to the address "**DMF Cell, 1st Floor, Collectorate, Jajpur Town, Jajpur-755001**" on or before the date of closing of the tender through **India post (Speed post/Registered post)** only.
- The tender will be opened on the designated date of opening of the tender at Collector's Conference Hall, Jajpur in presence of the bidders or their authorized representatives.
- 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.
- Tender papers those are received late and incomplete will not be considered.

6. General Instructions:

- Each bidder shall submit only one bid as per the format of tender. Submission of more than one bid by a particular bidder under different names is strictly prohibited.
- The vehicle should be in excellent running condition and should not be more than three years old from the date of registration & up to date of opening of the tender and is in possession of requisite documents for plying.
- The responsibility of comprehensive insurance of vehicle and personal accident insurance of the driver will be of the vehicle owner and cost of such shall be borne by the vehicle owner himself.

- The entire major and minor repair shall be borne 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 on regular basis.
- The driver will report at the office of the principal of assigned college every day.
- The vehicle may be used during Sundays and holidays or as desired by the authority.
- 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 the contracted vehicle owner 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, general servicing and pollution check-up will be carried out by the contractor as per the requirement.
- In case the driver is called for at night, Sundays or other 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 other holidays.
- The selected bus owner should agree to make branding of the bus with DMF logo and name of the DMF, Jajpur with the vehicle body painted in yellow colour.

7. Validity of Tender:

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

8. Evaluation of Bids:

The client/buyer will evaluate and compare the tender determined to be substantially responsive i.e., which is

- Properly signed and sealed in conformity with the terms and conditions, and specifications and submitted as per the prescribed format.

- **The tender will be evaluated for all the items together on the basis of documents asked for and the price bid will only be opened for those who qualify in the technical bid.**
- Least Cost Based Selection (LCS) method will be followed during the overall selection process. The financial bids of qualified bidders will be opened on the prescribed date in the presence of bidders/bidders' representatives. The bidder, according to the evaluation criteria shall be adjudged as the L1 bidder and shall be called for further process leading to the award of the contract.

Method of Evaluation:

A two-stage evaluation process will be conducted as explained below for evaluation of the proposals:

- Technical Evaluation (1st Stage):** Technical evaluation of the proposals will be done to determine whether the proposal complies to the prescribed eligibility condition and whether the requisite documents/information have been properly furnished by the bidder or not. Submission of the following documents/information will be verified:

Documents to be submitted with the Bid:

The bidder must submit the following documents/information (self-attested) along with the Bid:

a. General Documents:

- Copy of Goods and Services Tax Identification Number (GSTIN) of the bidder,
- Copy of the PAN Number of the bidder,
- Copy of prior work order/experience of similar kind of contract successfully handled.
- Copy of this tender paper duly sealed and signed on all pages by the bidder,
- **Bid Security & Cost of Tender Paper**

b. Vehicle Specific documents:

- Copy of registration Certificate of the vehicle.
- Copy of fitness certificate of the vehicle.
- 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.
- Letter in intent from the Bus Owner in case buses are taken on sublease basis by the agency.

(Note: Bids not complying to any of the above requirement, will be out rightly rejected at the discretion of the Client's authority)

ii. Evaluation of Financial Proposal (2nd Stage):

Financial Proposals will be opened only of those applicant agencies who are technically qualified.

9. Award of contract:

- The work order will be placed to the selected bidder (s) whose bid has been determined to be substantially responsive; who has offered the lowest evaluated bid price (i.e., L1 bidder) provided the vehicle is in good working condition. Prices for all items taken together will be considered.
- 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 one-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.
- Bidders may be present in person or through their representative(s) during the opening of quotation as per above date, time and venue.
- Any legal disputes arising out of this are subject to Jajpur jurisdiction only.

(In the letter head of the bidder)

FORMAT FOR TECHNICAL BID

1. Name of the Travel Agency/
Tour Operator/individual :
2. Official Address :
3. Contact person with designation :
4. Contact Info: e-mail :
Mobile no. :
5. Tender paper cost deposited : Yes /No (tick one)
If yes, give details :
6. Bid Security deposited : Yes/ No (tick one)
If yes, give details :
7. PAN/ TIN :
(submit the documentary proof)
8. GSTN (GST Regn. as applicable) :
(submit the documentary proof)
9. Clientele list (Within last 2 years) :
(submit the documentary proof)
10. Copy of the tender paper : Yes /No (tick one)
(Stamped and signed on all
pages by the bidder)

11. Technical details of the Vehicle:

Sl. No.	Particulars	Bus-1	Bus-2	Bus-3	Bus-4
1	Vehicle Registration No.				
2	Year of Manufacturing				
3	Model Name				
4	Date of Registration				
5	Name & complete address of owner of vehicle with Contact No.				
6	Name & complete address of the Service Provider with Contact No.				
7	Fitness Certificate Validity				
8	Name & Address of the Driver				
9	Driving License No. & Validity				

UNDERTAKING

I/We agree to provide four nos. of buses (50 seated each), 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 work order from DMF, Jajpur and also agree that the price will remain unchanged for that period due to fluctuation of PoL price.

Place:

Date:

Signature of Bidder

FORMAT FOR PRICE BID
(In the letter head of the bidder)

Sl No	Type of the Vehicle	Vehicle Regn. No.	Monthly Hiring charges (Excluding GST) (In Rs.)
(a)	(b)	(c)	(d)
1	Bus -1 (50 seated)		
2	Bus - 2 (50 seated)		
3	Bus - 3 (50 seated)		
4	Bus - 4 (50 seated)		
	Total Hiring Charges		
Rupees in words (.....)			

Place:

Date:

Signature of Bidder