

ORMAS

(Odisha Rural Development and Marketing Society)
www.ormas.org)
Panchayati Raj and Drinking Water Department
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ORMAS, JAGATSINGHPUR
A District unit of ORMAS
Office of DRDA, JAGATSINGHPUR, SANRA, NALIBAR-754104

Letter No. 240 /date 13/10/2022

TENDER CALL NOTICE

Orissa Rural Development and Marketing Society (ORMAS), an organization involved in promotion of livelihood of rural poor women forming various WSHGs/PGs/PCs. Out of the several livelihood activities LPG trading is one of the activities involving 16 nos. of WSHGs throughout 8 blocks of Jagatsinghpur. ORMAS, Jagatsinghpur under the aegis of PR & DW dept. through its **Shakti Gaon Project (SGP)** supplies LPG cylinders to various Women Self-help Groups (**WSHGs**) and different customers both rural and urban area of Jagatsinghpur district. Currently SGP has 20,000 active LPG consumers to whom LPG cylinders are being delivered.

Sealed quotations are invited from interested reputed registered local Travel Agencies/Private transport operators/ Individuals for providing one **(01) no.** of vehicle (**BOLERO PICK UP/BOLERO MAXI TRUCK**/Equivalent model of vehicle) including driver on monthly hiring basis which shall confirm to the term & conditions (**Annexure-II**) on hiring basis for engagement in the office of ORMAS Jagatsinghpur for supplying of approximately 2000-3000 LPG cylinders per month to its WSHGs and Customers for home delivery of domestic and commercial cylinders in the district and outside the district.

The Tender paper in details along with term and condition of tender will be available **through district NIC portal www.jagatsinghpur.nic.in**. Bidders can download the tender papers from the website and such bidders have to enclose a non-refundable **SBI** demand draft of Rs.500/-(Five hundred) only in favour of **District Supply and Marketing Society, Jagatsinghpur** payable at SBI, Sanara, Jagatsinghpur with BID documents downloaded from the website. The sealed tender should reach to the undersigned on or before **28.10.2022. Up to 12.00PM.**

The tender will be opened on **28.10.2022 at 3.00PM** in the presence of tenderer or their authorized representative by the chairman of tender committee at the office of Zilla Parishad, Jagatsinghpur. **However, the undersigned reserves the right to accept or reject any or all quotation without assigning any reason thereon.**

13.10.22
CDO-cum-EO, ZP
Jagatsinghpur

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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 hiring monthly rent basis.

1. The hired vehicle, 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, GST registration and D.L. of the driver available all the times. The vehicle should be in good condition & should not be more than 3 years old & all relevant documents to substantiate the same should also be submitted with the bid. The Department/ Office 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 damages to any property on account of use of hired vehicle any manner whatsoever. The hirer shall be responsible for all such litigation.
2. The hire charges to be paid after deduction of income tax or any other tax as applicable by law on monthly basis is final. 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/vehicle owner.
3. The bidder/vehicle owner must have 2 years of previous experience in distribution LPG cylinders (experience certificate of the same must be attached with the bid document) and any type of loss or damages to person or property during such distribution shall have to borne by the bidder/vehicle owner.
4. The payment will be made by the office only after successful submission of required voucher, bills and logbook. Kilometer reading & POL drawn shall be necessarily recorded in relevant columns and the selected bidder/vehicle owner must ensure that these are verified regularly by authorized officer of the office before payment is made in this regard.
5. It shall be the responsibility of the selected bidder/vehicle owner to deliver the LPG cylinder from ORMAS godown point to the premises of the customer or SHG location. No extra payment will be



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made by the office towards this apart from the hire & fuel charges to vehicle.

6. In case of breakdown of the vehicle for reasons whatsoever, the replacement of a vehicle of the same or better model shall be provided by the bidder/vehicle owner with approval of the authority without any disruption of LPG delivery service to customer/SHG point/location. In such a case, mileage from garage to the point of breakdown would not be paid.
7. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
8. It will be ensured by the selected bidder/vehicle owner that the vehicles are kept under optimum running conditions and avoid accidents attributable to lack of maintenance/upkeep.
9. The contract for providing vehicles will be given to the lowest bidder who fulfils all the terms and conditions given in this tender document.
10. This Office shall not be responsible for any challan, loss, damage or any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by the selected Service Provider/vehicle owner. Undertaking in this regard would be required to be submitted by the tenderer alongwith bid.
11. Vehicles should be comprehensively insured and should carry necessary permits/ clearance from the Transport Authority or any other concerned authority. The vehicles should also carry necessary pollution under control certificates issued by the competent authority. Self attested copy of the same must be submitted by the bidder/tenderer along with bid.
12. The calculation of mileage shall be from the reporting point to the reporting point and will not be calculated on garage to garage basis. For this purpose, the service provider shall ensure that the odometer of the supplied vehicle is properly sealed. In case of any doubt the authorized officer of this Office may get odometer of the vehicle checked from any authorized workshop at the cost of selected service provider.
13. The bidder/tenderer should ensure that after getting the contract the drivers deputed for service to this Office do not have any Police records/ Criminal cases (previous or pending) against them. The

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service provider should make adequate enquiries about the antecedents of the drivers before deputing them for service to this Office. Undertaking in this regard would be required to be submitted by the bidder/tenderer along with bid.

14. The driver(s) shall observe all the etiquette and protocol while performing duty. They should wear a proper uniform & must carry a mobile phone in working conditions, for which, no separate payment shall be made by this office.
15. During the period of operation, the driver should not ordinarily be changed unless desired/allowed by this office. If the vehicle does not report for duty on any day(s) or the driver reports late or there is violation of any other provision of the tender, then an amount calculated on pro-rata basis per day shall be deducted from the monthly bill of that vehicle.
16. The service provider shall provide the vehicle of the make/model as per the terms of the contract/tender during the entire period of contract and should not change the vehicle without prior information and approval from this office. In emergency and rare circumstances, this condition can be waived off by this Office temporarily by the authority.
17. During the period of this agreement, any matter which has not been specifically covered by this agreement shall be decided by the competent authority of this Office whose decision shall be final.
18. No conditional bids shall be entertained by this Office and all conditional bids will be rejected summarily. In case of any dispute of any kind and in any respect whatsoever, the decision of this Office shall be final and binding.
19. This Office reserves the right to require fulfillment of other conditions, not expressly mentioned, which are consistent with the use of vehicles on hire by this office.
20. Proof of payment of appropriate GST will be required to be submitted to this Office by the service provider/vehicle owner/transport agency.
21. The kilometer reading and time will start from the ORMAS office/ Godown (whichever the case may be depending on the date of reporting) and end there also after delivery of LPG cylinder to SHG/customer premises.



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22. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement. In case the bidder/owner intends to withdraw the services of his vehicle and terminate the agreement, it shall be mandatory upon him to give one month notice before such withdrawal of service and for termination of agreement.
23. This Office reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason thereof. The decision of the CDO-cum-EO, ZP Jagatsinghpur in this regard shall be final and binding on all.
24. The Bidder is expected to examine all instructions, forms, specifications, terms and conditions in the Bid Documents. Failure to furnish all information and relevant documents required as per the Bid Documents or submission of bids not substantially responsive to the Bid Documents in every respect will be at the Bidder's risk and shall result in rejection of the bid.
25. The evaluation of the tenders will be made on the basis of technical information and financial information furnished in this tender document term & conditions. The award of work order will be further subject to any specific terms and conditions of the contract given in Annexure II. During evaluation of bids, TEC (Tender Evaluation Committee) may, at its discretion, ask the bidder for any clarification of its bid. The request for clarification and the response shall be in writing.
26. The bidder must be the owner of the vehicle or necessary legal document (NoC/Agreement with the vehicle owner) must be attached to substantiate the same for engaging the vehicle in this office. The bidder/vehicle owner will not be allowed sub-let the contract.
27. The service provider should be a proprietorship/ partnership/ registered firm/ company and the vehicle(s) should be registered in Odisha only.
28. 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. His age should be above 21 years. The Driver should be well behaved, gentle and obedient in nature.



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29. The monthly rate of hire charge should be quoted separately in the general bid information.
30. The Vehicle must achieve a fuel efficiency of 10 Kms. per liter. Maximum hire charges per month in Rs. (excluding tax & fuel charges) is INR 31,000/- GST will be paid extra as per rate applicable.
31. The details of the make and year of manufacture of the vehicle, registration no., mileage (Kms. covered per liters) and name of the Driver with Driving License No. and period of validity, GSTN, PAN should be specifically mentioned in the general bid information to be furnished with the Quotation/Tender.
32. The eligible bidder shall commence the services from the date of placing of the work order and shall continue to provide the services up to two year and it may further be extended after fulfillment of the term and conditions mentioned in Annexure-II.
33. Self attested copy of all the relevant documents mentioned above such as: Registration Certificate, Insurance Certificate, Fitness Certificate, valid Contract Carriage Permit, & GST registration, PAN number pollution under control certificate must be attached with the bid document failing which the bid will be rejected.
34. The lowest bidder cannot be claimed to provide the vehicle as the vehicle will be selected by the committee with the latest model.
35. The bidder are required to execute a bid security declaration form (at Annexure-V) in lieu of bid security with stipulation that if they withdraw or modify their bids during period of validity etc, they will be suspended for one years.
36. The sealed envelope must to be written in capital letters "HIRING OF VEHICLE FOR ORMAS SECTION OF Zilla Parishad, JAGATSINGHPUR" on the top of the sealed envelope containing all papers along with application.

Rg 13.2.22
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Annexure - III

PROFORMA FOR ENGAGEMENT OF VEHICLE ON MONTHLY RENT
BASIS

1. Registration No. of Vehicle :
(Enclose self attested Xerox copy of RC)
2. Type of Vehicle (Non-AC) :
3. Year of Manufacture :
4. Model of vehicle :
5. Date of registration :
6. Name & complete address of the Owner of vehicle :
(Enclose ID Proof
Telephone/Mobile No :
7. Fitness Certificate validity :
8. Permit validity :
9. Insurance validity :
10. Name / Address of the Driver :
11. D.L. No. & Validity of the D.L. of the Driver (Enclose self attested copy) :
12. GSTIN Number :
(Enclose self-attested copy)
13. PAN number :
14. Pollution Certificate (PUCC) :
(Enclose self attested copy)

FORMAT FOR PRICE BID

Hire charges	Fuel
Hire Charges (Per Month, In INR.) excluding tax	Fuel (Kms per Liter)

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

**Seal & Signature of the
Quotationer/Tenderer**

* GST will be paid extra as per rate applicable.

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Annexure-IV

Schedule of Tender		
S No.	Activity Description Schedule	Timeline
1	Tender Detail	HIRING OF VEHICLE FOR ORMAS SECTION OF Zilla Parishad, JAGATSINGHPUR
2	Start date of submission of bid	Date: 15.10.2022.
3	Pre Bid Meeting	18.10.2022
4	Time and last date of submitting bid	Date: 28.10.2022 up to 12:00 PM.
5	Time and Date of Opening of qualifying Bid	Date: 28.10.2022 at 3.00 PM.
6	Validity of tender 10 working days from the date of opening	From 15.10.2022 to 28.10.2022 up to 12 PM
7	Cost of tender document	Rs. 500/- (in shape of DD)
8	Likely date for commencement of contract	Date: 01.11.2022
9	Tender Document	The tender document is available in the district NIC portal https://jagatsinghpur.nic.in/ which may be downloaded.

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Annexure-V

Form of Bid Security Declaration

To:

Sir,

We the undersigned declare that;

I/We understand that according to your conditions, bid must be supported by a Bid-Security declaration.

I/We accept that, the authority /Employers/tender inviting authority shall cancel our empanelment and/or suspend/prohibit/debar/blacklist from participating in bidding in any contract of the state for a minimum period of one year in addition to other penal action as per tender/quotation call notice, if we are in breach of our obligations under the bid conditions.

Signature of
tenderer/quotationer