

**OFFICE OF THE ASST. DRUGS CONTROLLER, KORAPUT CIRCLE,
JEYPORE.**

*At. Lingaraj Nagar-3rd lane, In front of Radha Krishna Temple. Po-Irrigation Colony, Jeypore.
Dist. Koraput.*

E-Mail-adckoraput@gmail.com

SHORT TENDER CALL NOTICE

Advt. No. 03/A.D.C KORAPUT /Jeypore /22-23/Vehicle

Dated: 16.01.2023

Sealed tenders are invited from any private individuals/ Local registered Travel Agency only having valid GSTIN/ PAN for hiring one (01) nos. of Bolero Neo (White Color) Diesel vehicle on monthly hiring basis under **Office of the Assistant Drugs Controller, Koraput Circle, Jeypore** on annual rate contract basis.

Details regarding eligibility criteria, terms and conditions and the formats of submission of tender (Technical & Financial bid) are mentioned in the tender document which may be downloaded from website of www.koraput.nic.in Interested agencies and individuals may submit their tenders in a sealed envelope super-scribing on the top of the sealed envelopes as "Tender for Hiring of Vehicles for **Office of the Assistant Drugs Controller, Koraput Circle, Jeypore**". The tender should reach at the office of the undersigned by 29.01.2023 (till 5.00 P.M). The tenders will be opened on 30.01.2023 at 11.30 A.M in **Office of the Assistant Drugs Controller, Koraput Circle, Jeypore** for finalization of Technical Bid. The Financial Bid will be opened on 30.01.2023 at 4.00 P.M in Office. The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof.

Sd/-

**Asst. Drugs Controller, Odisha,
Koraput Circle, Jeypore.**

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16/1/23
Assistant Drugs Controller
Koraput Circle, Jeypore

Date & Time of Tender Submission and Finalization

RFP No. 03/2022-23

Dated:16.01.2023

DETAILED PROPOSALS ARE INVITED FROM ELIGIBLE BIDDERS FOR HIRING OF VEHICLES AT OFFICE OF THE ASSISTANT DRUGS CONTROLLER, KORAPUT CIRCLE JEYPORE

1	Period of Availability of RFP Document	From 17.01.2023 to 29.01.2023. (Downloadable from website: www.koraput.nic.in)
2	Last date for submission of Tender & address	Date: 29.01.2023 Time 5.00 PM Address: Office of the Assistant Drugs Controller, Koraput Circle, Jeypore. At. Lingaraj Nagar-3 rd Lane. Jeypore. Dist. Koraput.
3	Modality of Submission	Through Speed post/ Registered post/ Courier only.
4	Date, Time and place of opening of Tender (Technical & financial Bid)	Date: 30.01.2023, Time- 11.00AM (Technical Bid) Date: 30.01.2023, Time- 04.00PM (Financial Bid) Place of Tender Opening: O/o the Assistant Drugs Controller, Koraput Circle, Jeypore, (Bidders / authorized representative may remain present at the time of opening of Tender)

REQUIREMENT OF HIRED VEHICLE

Sl. No.	Name of Institution	Quantity
1.	Office of the Assistant Drugs Controller, Koraput Circle Jeypore	01 No. Bolero Neo (White Color, Disel)


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Assistant Drugs Controller
Koraput Circle, Jeypore

**TENDER FOR HIRING OF VEHICLES FOR OFFICIAL USE AT O/ O The Asst. Drugs Controller,
Koraput Circle, Jeypore.**

Instructions to Service Provides

- (1) Sealed tenders are invited from interested reputed Travel Agencies / Tour Operators or private individuals for hiring of 01(one) No. of (Bolero) white colour (Diesel) vehicle which must conform to terms and condition mentioned in Annexure-I for use of The Asst. Drugs Controller, Koraput Circle, Jeypore. on monthly hire as per Finance Department norms.
- (2) The tender is to be submitted in two parts i.e. **Technical Bid (Cover-A) and Financial Bid (Cover-B)**. The format and documents to be submitted in technical and financial bid are mentioned in the tender document as annexure – II & III. The service providers should submit their technical and financial bid separately in two separate envelops and these two envelops should be put in to the another cover envelop super-scribed as **“Tender for Hiring of Light Motor Vehicle on monthly basis”** to O/o The Asst. Drugs Controller, Koraput Circle, Jeypore. The technical and financial bid envelops should be clearly marked as **“Technical bid and Financial Bid”** on the top of the relevant envelops.
- (3) The tender completed in all respect should reach the undersigned by 29.01.2023 at 5.00 P.M and shall be opened on 30.1.2023 at 11.00 A.M in presence of the service providers or their authorized representative of finalization of Technical bid.
- (4) The Financial Bid of those service providers shall be opened on 30.01.202³ at 4.00 P.M whose technical bid are found to be qualified.


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ANNEXURE - I


TERMS AND CONDITION

1. The vehicles must be in road worthy conditions and shall not be more than two years old from the initial registration and must have valid registration certificate, insurance certificate, fitness certificates, valid contract carriage permit, proof of up-to date tax payment, etc. the user agencies hiring the vehicle shall not be responsible for any damage/ loss caused to hired vehicle or loss of life / injury made to any person or damage to any properties on account of use of hired vehicle any manner whatsoever.
2. The driver of the vehicle must have a valid driving license to drive Light Motor Passenger vehicle and should be sufficiency experienced in driving light motor vehicle.
3. The driver of the vehicle is required to maintain polite and courteous behaviour to words public as well as the Departmental Staff should be well behaved, gentle and polite in nature.
4. Rs.1000/- (Rupees one thousand) only in shape of A/c payee Bank Draft drawn in favour of DDO, Assistant Drugs Controller, Koraput Circle, Jeypore shall be enclosed with the quotation as EMD which is refundable. EMD of unsuccessful bidders shall be refunded after finalization of the tender process.
5. Rs. 5000/- (Rupees five thousand) only to be deposited by successful bidder as security deposit in shape of Account Payee Bank Draft drawn in favour of DDO, Assistant Drugs Controller, Koraput Circle, Jeypore, The amount will be refunded after the vehicle disengaged subject to deduction, if any. Note:- As per FD OM No.21926/F Date-12.08.2015, FD OM No.13681/F Date-19.04.2018 & FD OM No.27928/F Date-16.10.2020 Exemption in Cost of Tender Document and EMD under MSME & MSME Bodies is permitted for availing any exemption.
6. The monthly hire charges shall be quoted in the Bid information (excluding Fuel).
7. Efficiency of the vehicle per liter shall be indicated and the vehicle must be fast tag enabled.
8. 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 provided in the Bid to be furnished.
9. The contract will remain valid for a period of 01 years and can be extended by one year at the discretion of the user.
10. In the event of any breakdown / servicing and repairing of vehicles, the service provider at his own cost shall make alternate arrangement by providing similar vehicle.
11. The hire charges to be paid for monthly basis is final but does not include cost of diesel, which is to be paid separately basing on actual consumption and lubricants as per existing Government norms. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of Engine, Gear Box and differential coolant, tyres and tubes, battery etc. will be borne by the bidder.
12. KMPL shall be fixed by the user or its authorized representative on the day of reporting as per the actual POL test report.
13. It shall be the responsibility of the service provider to provide vehicle with driver as and when required.
14. The salary and other legal dues of the drivers shall be borne by the service provider.
15. The service provider will comply the labour law, EPF, GIS, minimum wages act applicable and other statutory compliances.
16. The service provider is responsible to depute suitable substitute driver in case of absence of the driver engaged.

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17. The user will maintain record on daily basis kilometer run and time from the point of departure to arrival and it will be signed by the authorized signature of the user as per the GPS kilometres/ vehicle Log Book recording.
18. The service provider shall up-date the log book on daily basis.
19. The bidder will submit a checklist as per Annexure-III regarding the documents enclosed in the tender.
20. Each page of this tender document should be signed by the bidder with seal in token of having read, understood and accepted the terms and conditions of this contract.
21. The tenders (also called bids), not submitted in prescribed format, in the prescribed manner or required security deposit etc. shall be rejected by the Tender Committee at the risk and responsibility of the bidder.
22. Termination: - Tender Calling Authority shall have the discretion to terminate agreement work order at any time if the service provider fails to comply the statutory rules or the service is found to be unsatisfactory. Whereupon the agency will immediately cease the provision of the services and submit a bill for costs incurred to provide the contracted services to the date of termination.
23. The tenders / bids received in the prescribed time shall be opened by the tender committee at the prescribed date time and place. Any bid found incorrect or incomplete in any manner would be summarily rejected by the said committee.
25. Authority reserves the right to cancel any or all the quotation without assigning any reason thereof.


Assistant Drugs Controller
Koraput Circle, Jeypore
Sd/-

**Asst. Drugs Controller, Odisha,
Koraput Circle, Jeypore.**

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ANNEXURE – II
TENDER FORM
Part – 1 Technical Bid Cover- A
(The documents have to be arranged serially as per the order mentioned below)
TECHNICAL BID

1	Name of the Organization / Bidder:	
2	Address of the organization / Bidder with telephone No & Fax	
3	E-mail id of the Organization-	
4	Name of authorized signatory-	
5	Specimen signature of the authorized signatory-	
6	Telephone number of authorized signatory-	
7	Name and Model of the vehicle-	
8	Type of Vehicle (A.C and Non-A.C)-	
9	Regd. No. of Vehicle	
10	Year of manufacture-	
11	Date of Regd.-	
12	Fitness Certificate validity	
13	Permit validity	
14	Insurance validity	
15	Rate of fuel consumption / Mileage per Ltr.	
16	Name and address of the driver	
17	Driving License No. and validity of the driver	
18	Contact details of the service provider	
19	GST Registration	(Attach self – attested copy of GST Registration Certificate)
20	PAN	Attach self- attested copy of PAN card
21	Detail of tender fee of Rs. 1,000/- In favour of "Assistant Drugs Controller "Koraput Circle, Jeypore.	
22	Fast Tag Registration	(Attach self – attested copy of Fast tag Registration
23	MSME /Udyog Registration.	(Attach self – attested copy of MSME Registration
24	Undertaking to provide good conditioned vehicles (not more than 2 years old) along with all necessary documents required under traffic rule	Attach the undertaking with signature & seal of the organization
25	Undertaking that the vehicle to be provided will not belong to any employee of the Asst. Drugs Controller, Koraput Circle, Jeypore or his / her relative.	Attach the undertaking with signature & seal of the organization
26	Undertaking that the firm has not been debarred /blacklisted by any Govt. organization / Semi Government organization / PSUs	Attach the undertaking with signature & seal of the organization

DECLARATION :-


I / we hereby certify that the terms and conditions given with the tender notice have been read carefully and acceptable to me / us and that the information furnished above are full and correct to the best of my / our knowledge. I/we understand that in case of any deviation / false information in the above statement at any stage, our firm / Agency will be blacklisted / debarred and will not have any dealing with your organization in future.

Place :-

Date:-

(Signature & Seal of the Authorized Signatory)

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 Assistant Drugs Controller
 Koraput Circle, Jeypore

ANNEXURE – III
TENDER FORM
Part –II – Financial Bid – Cover B

Sl.No.,	Type of vehicle	Monthly rent excluding GST fuel and lubricants
Bolero Vehicle Make and Model		


B. GST : - Please mention the % of GST as applicable :- _____
Note :- GST will be paid extra as applicable and will not be taken into account for evaluation.

DECLARATION

I/We hereby declare that all the above particulars are correct. I/We have read the terms and conditions of the Technical bid enclosed with this form separately duly signed on each page and I/We shall abide the same.

(Signature & Seal of the Authorized Signatory)

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16/01/23
Assistant Engineer Control
Karadul Circle, Jaypore