



STATE BLOOD TRANSFUSION COUNCIL, ODISHA

Health & Family Welfare Department, Govt. of Odisha
Ground Floor, Heads of Department Building, Unit-V Bhubaneswar-1
Tel/Fax-0674-2391747- E-Mail-sbtorissa@yahoo.co.in / directorbsodisha@gmail.com

Advt. No-1131/SBTC

Dated: 15/12/2021

NOTICE INVITING TENDER

Sealed tenders are invited from reputed registered travel agencies/firms for hiring commercial light vehicle on monthly basis for official use of the Director State Blood Transfusion Council, Odisha for a period of one year. The details specifications, terms and conditions are available in the websites of www.odisha.gov.in which can be downloaded for use. Interested agencies may submit their tender super-scribing “**Tender for hiring vehicle**” to the undersigned on or before **5th January 2022 at 12 pm** by Speed/Registered post only. The tender will be opened on **5th January 2022 at 4 pm** for finalization of the Technical Bid and Financial bid will be opened on **10th January 2022 at 11.30 am**. The undersigned reserves the right to reject the tender without assigning any reason thereof.

Sd/-

**Director, Blood Safety cum
Ex-officio Director SBTC**

Tender Paper
for
Hiring Vehicle to
State Blood Transfusion Council, Odisha

| | |
|---|--|
| Last Date for submission of Tender | 5 th January 2022 at 12 pm |
| Date & Time for Opening of Tender | 5 th January 2022 at 4 pm |
| Place for Opening of Tender | Office of the Directorate Blood Safety, Ground Floor Heads of Department Building Unit-V Bhubaneswar |
| Date & Time for opening of financial bid | 10 th January 2022 at 11.30 am |

Office Address

State Blood Transfusion Council, Odisha
C/o- Office of the Directorate Blood Safety, Ground Floor, Heads of
Department Building, Unit-V, Bhubaneswar – 751001, Odisha a wing of
Department of Health & Family Welfare, Govt of Odisha.

Terms & Condition

1. Sealed tenders are invited from registered Travel Agencies for hiring of commercial light petrol vehicles (AC) on monthly rental basis for engagement by Directorate State Blood Transfusion Council, Odisha.
2. The interested bidders may download the tender document from the website <https://www.odisha.gov.in> and submit the same to Directorate State Blood Transfusion Council, Odisha.
3. The bidder shall furnish tender document cost of Rs.500/- (Rupees Five Hundred only) as Non-Refundable by way of demand draft / pay order, drawn on any Nationalized bank in favour of President State Blood Transfusion Council, Odisha, payable at Bhubaneswar.
4. The Earnest Money Deposit (EMD) for Rs. 10,000/- only (Rupees Ten Thousand) by way of demand draft / pay order, drawn on any Nationalized bank in favour of President State Blood Transfusion Council, Odisha, payable at Bhubaneswar. The EMD of the unsuccessful bidders will be returned after finalization of the tender without any interest. EMD of the successful bidders will be returned after submission of Performance Security.
5. The successful bidders shall have to submit a performance security of Rs.60,000/- (Rupees Sixty Thousand only) by way of demand draft / pay order, drawn on any Nationalized bank in favour of President State Blood Transfusion Council, Odisha, payable at Bhubaneswar. The performance security shall be refunded after completion of the terms of contract, subject to satisfactory completion of the job during the contract period. If the successful bidder violates any of the terms & conditions of the contract, the performance security shall be liable for forfeiture.
6. The Tender will have to be submitted in two parts i.e., Technical Bid (Cover-A) and Financial Bid (Cover-B). The formats & documents to be submitted in technical & financial bid are mentioned in the tender document. The bidders should submit their technical and financial bid separately in two envelopes and these two envelopes should be put into another cover envelope super-scribed as "Tender for Hiring of Vehicles on monthly rental basis to Directorate State Blood Transfusion Council, Odisha". The Technical & Financial Bid envelopes should be clearly marked as Technical Bid & Financial Bid on the top of the relevant envelopes.

7. The tender should reach the office by **05/01/2022 at 12 pm** and the tender will be opened at **4 pm on-05-01-2022** for finalization of Technical Bid.
8. The financial bids of those bidders shall be opened on **10-01-2022 at 11.30 am**, whose technical bids are found to be qualified.

Eligibility Criteria

9. The agency should have provided vehicles to at least 3 Govt./ Semi-Govt. Organizations / PSUs etc. in Odisha (At least three different organizations) during the last three financial years i.e., 2018-19 to 2020-2021 (Self attested copies of work orders received from Government / Semi-Government / PSUs/ Banks etc. during last three financial years i.e., 2018-19 to 2020-2021 are to be furnished).
10. The agency should have Annual Turnover of Rupees Twenty Lakhs in each of the last three financial years i.e., 2018-19, 2019-20 & 2020-2021 (Audited Profit & Loss Accounts and Balance Sheets of the last three financial years) are to be submitted. Provisional Profit & Loss Accounts and Balance Sheets shall not be considered.
11. The agency should valid GST registration, & PAN (Self attested copies of GST Registration Certificate & PAN card are to be submitted in the technical bid).
12. The bidders shall also furnish the following documents in support of their eligibility.
 - Self-attested copy of registration certificate of firm.
 - Undertaking to provide good conditioned vehicles (not more than 3 years old).
 - submission of EMD / Tender paper cost in form of Demand Draft/ Pay order.
 - Undertaking that the firm has not been debarred/ blacklisted by any Govt. Organization Semi-Govt. Organization / PSU.
 - Rates must be quoted only as per format.
 - Self-attested copy of GST registration certificate
 - Self-attested copy of PAN

TERMS AND CONDITIONS FOR HIRING OF VEHICLE

1. The commercial light petrol vehicles (preferably BS-VI) on monthly basis for its daily official work and carrying officials to Govt. Offices / Departments.
2. The period of contract shall initially be for a period of one year with effect from the date of signing of contract.

3. In case of vehicle on a monthly basis, the monthly rate to be paid to the agency for providing the vehicle is inclusive of cost of tyres & tubes, consumables, all major and minor maintenance work with spares and all payments towards driver's salary, his fooding cost, overtime and mobile phone (for incoming calls). However, the cost of fuel (Petrol), Lubricants (Mobil) are not included in the monthly rate, which will be reimbursed as per actual at the rate of fuel consumption depending upon the vehicle used.
4. The car shall maintain good and clean upholstery.
5. The minimum mileage (KM per liter of petrol and lubricant to be reimbursed) to be quoted should not be less than as detailed below (as per latest Finance Department Circular: - 33326/F dated-27.09.2019):

| Sl. No | Type of Vehicle (AC) | Minimum K.M per one liter of petrol | Minimum K.M. per one liter of lubricant |
|--------|--|-------------------------------------|---|
| 1 | Zest /Swift Dzire / Tigor / Xcent / Etios (Petrol) | 17 KM | 1000 KM |

(The monthly hire charges should not exceed the maximum limit as fixed by Finance Department.)

6. Drivers shall have either a police verification certificate or two characters & good conduct certificate from two Gazetted officers of Central/State Government.
7. The drivers of the vehicle provided must follow traffic rules and other regulations prescribed by the Govt. from time to time. Drivers should be familiar with all important places in Bhubaneswar. The firm should ensure that the driver to be provided must possess valid driving license with two years experience and carry all the necessary documents (Valid Registration Certificate, Insurance Certificate, Fitness Certificate, Valid Contract Carriage Permit, proof of up to date tax payment etc.) with him. The drivers must always be in a common uniform and must be well mannered and courteous and should always carry a mobile phone with him, as it will enable the officer to contact him at any time. The name and full address of the driver, who will attend the duty, have to be furnished to the office.
8. GST should be clearly mentioned separately in terms of Percentage in the designated places in the financial bid (Cover-B). However, these are not to be taken into consideration for evaluation purpose.

9. The vehicles to be provided should not be more than 3 years old.
10. The agency will be responsible for the regular service maintenance, insurance and other liabilities in respect of the vehicles provided.
11. The toll gate charge, parking charge, if any during the travel shall initially be borne by the agency and are to be paid by the driver at the point of charging. The charges incurred during each month will be reimbursed as per the actual amount paid on producing the original receipts along with the monthly bill.
12. No mileage will be allowed if the vehicle is used by the driver for his breakfast, lunch, dinner or any other personal work. No payment shall be made to the driver for his fooding expenses, etc.
13. Payment of Road Tax shall be borne by the agency.
14. Salary of the driver shall be borne by the agency.
15. If the vehicle/driver does not report for duty on any day, twice of the proportionate cost will be deducted from the bill
16. The police/ court case (Legal disputes) in respect to the vehicle during of the period of engagement will be at the risk & cost of the travel agency.
17. This Directorate will not be responsible for any dispute except paying the hire charges.
18. The vehicles will be provided on regular basis and will not be replaced without prior permission.
19. The Agency is liable to provide vehicles during office hours and beyond office hours on all working days. The agency shall also have to provide the vehicles on Sundays as well as other public holidays as and when required by the authority for the official work.
20. The vehicle must be made available at any given time and day as informed by this Office.
21. The vehicle should report to the place of requirement as per directions of the Office. The mileage will be counted from the place where the duty starts up to the place where the duty ends and the billing will be effected from the place of Reporting and Relieving.
22. The Director will not be responsible for any challan, loss, damage or accident to the vehicle or to any other vehicle or injury.
23. The payment will be made on monthly basis on submission of pre-receipted bill(s) duly supported by duty slip(s)/log sheet (s) duly signed by the concerned officers.

24. The firms should have the arrangements for repairing their vehicle in a short time and during the repair time the firm should provide a substitute vehicle and driver immediately so that there is no inconvenience/ disruption in the work of the Office.
25. The daily record indicating time and mileage for vehicle shall be maintained.
26. Telephone facility (24 hours) must be available with the Supplier/firm/agency.
27. The office will be responsible for parking & toll fee charges when the vehicle is on official duty. However, the transporter shall pay the parking charges during use and the same shall be reimbursed to the Supplier/firm/agency on raising of the monthly bill.
28. GST as applicable will be paid on billing.
29. The successful bidder will have to enter into an Agreement with usual terms and conditions for one year on Rs.100/- Non-Judicial paper. However, the Office reserves the right to cancel the Agreement at any time without assigning any reasons whatsoever.
30. The contract will initially be for a period of one year extendable for another year on rendering satisfactory services (subject to approval of competent authority).
31. This Directorate will not be responsible for any kind of Hijacking of the vehicle by antisocial group i.e., Terrorist, Naxlist etc during the tour.
13. Any legal disputes arising out of this are subject to Bhubaneswar Jurisdiction only.
14. Notwithstanding the above, the Purchaser reserves the right to accept or reject any or all tenders and to cancel the bidding process at any time prior to the issue of Purchase Order
15. Bidders may be present in person or through their authorized representative during the opening of bids at **4 pm on 05/01/2022 at this Directorate.**

Sd/-

**Director, Blood Safety cum
Ex-officio Director SBTC**

TENDER FORM

Part I – Technical Bid - Cover A

(The documents have to be arranged serially as per the order mentioned below)

| | | |
|----|--|--|
| 1 | Name of the Organization | |
| 2 | Address of the Organization with telephone no & tax | |
| 3 | Email Id of the Organization | |
| 4 | Name of the authorized signatory | |
| 5 | Specimen signature of the authorized signatory | |
| 6 | Telephone No of authorized signatory | |
| 7 | Instrument No and date of the tender document cost of Rs.500/- (Non-Refundable) submitted by the organization | In shape of Demand Draft |
| 8 | Instrument No and date of the EMD of Rs.1000/- submitted by the organization | In shape of Demand Draft |
| 9 | Registration of the Firm | Attach self-attested copy of the registration certificate of the firm |
| 10 | GST Registration | Attach self-attested copy of the GST registration certificate of the firm |
| 11 | PAN | Attach self-attested copy of the PAN of the firm |
| 12 | Annual Turnover for last 3 financial year i.e., 2018-19, 2019-20 & 2020-21 | Attach self attested copies of Audited Profit & Loss Accounts and Balance Sheets of the last three financial year. |
| 13 | Provision of vehicles to at least 3 Govt./ Semi-Govt. Organizations / PSUs etc. in Odisha during the last three financial years i.e., 2018-19 to 2020-202. | Attach Self attested copies of work orders received from Government / Semi-Government / PSUs/ Banks etc. during last three financial years |

| | | |
|----|--|---|
| | | i.e., 2018-19 to 2020-2021 are to be furnished. |
| 14 | Undertaking to provide good condition vehicles (not more than 3 years old) along with all necessary documents required under traffic rule. | Attach the undertaking with signature & seal of the organization |
| 15 | 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)

Financial Format for Hiring of Vehicles

| Sl. No | Type of the Vehicle | *K.M. per one Litre of Petrol | *K.M. per one Litre of lubricant | Monthly Rent excluding fuel & lubricant per vehicle |
|---------------|--|--------------------------------------|---|--|
| 1 | Zest/ Tigor / Swift Dzire /Xcent/ Etios (Petrol) | | | |
| | | | | |

Pl. refer to the criteria of Min. KM per one Litre of petrol & KM per one liter of lubricant mentioned in the Evaluation procedure.

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.

Place: -

Date: -

(Signature & seal of the authorized signatory)