

**TENDER CALL NOTICE FOR ENGAGEMENT OF VEHICLE FOR "ANIMAL
HELPLINE" FOR THE YEAR 2023-24**

Bid Reference No.: 936 /CDVO(Khordha) Dated: 21.02.2024

Sealed Tenders are invited from the interested reputed Travel Agencies / Tour Operators or private individuals who have valid GST Registration & PAN for providing vehicles of required specifications for "Animal Helpline (AHL)" "to be engaged in 3 (Three) AHL units at Hqr station- Kalarahanga, Patrapada, Nayapalli of Khordha district which shall conform to the terms and conditions (Annexure-I) for AHL use in ARD Department, Khordha on monthly rent basis. The sealed Tenders should reach to the undersigned on or before **dt.06.03.24** by 1.00 PM. The tenders will be opened on **dt.11.03.24 at 11:00 A.M.** (Opening date may be shifted to any other date due to unavoidable circumstances) in presence of the Bidder or their authorized representatives. Absence of bidder/ authorized representative on the scheduled date & time, will not stop the opening of bid & bid related process. The undersigned reserves all rights to reject or cancel any or all Tenders without mentioning any reason thereof.

- The vehicle to be hired is **TUV300 / Bolero / Sumo Gold** (the suitable one for AHL work, is to be preferred so that it should accommodate minimum three persons excluding driver with all need based equipment, medicines, chemicals & biological etc). In view of the high pollution through use of Diesel vehicles, it is preferable to hire **BS-IV** Compliant petrol vehicle.
- The vehicle must be in Road Worthy condition, shall not be **more than three year old from the date of initial registration** and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid Contract Carriage, proof of up to date Tax payment etc. which are mandatory for plying of vehicle.
- The Driver of the vehicle provided by the service provider, must have a valid Driving License for driving light transport passenger vehicle and should be sufficiently experienced in driving transport passenger vehicle.


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- The Driver should be well behaved, gentle and obedient in nature. He should be non-alcoholic
- The monthly rate of hiring charges is to be quoted separately in Financial bid **Annexure-III** (Excluding fuel). The maximum allowed hiring charges should be equal to or less than **Rs.31000/-** per month including GST. The bid containing hiring charges over and above **Rs.31,000/-** per month will be disqualified / cancelled.
- The minimum average mileage of vehicle is **10 Kms.** per liter of fuel.
- The 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 specifically provided in **Technical bid** information to be furnished with the Tender (Annexure-II).
- The application form of tender containing eligibility criteria, scope of the work, terms and conditions of the tender, General Bid Information etc can be downloaded from Odisha Govt. website www.khordha.nic.in from **dt 22.02.24**
- In case the application form is downloaded from Govt. site, the applicant shall have to furnish a Demand Draft for an amount of Rs 100/- (Rupees Hundred) only Non-refundable + GST @ 12 % (Total Rs 112.00) towards the cost of application form of tender. The demand draft/money receipt is to be attached to Technical Bid documents otherwise the application will be rejected.
- Technical bid with all essential documents as enlisted (as per **FORM T-1**) to be put into a sealed **cover-A** and super scribed as "**Technical bid**". The Financial bid to be put into a sealed **cover-B** and super scribed as **Financial bid** and both the sealed covers should be placed in a third sealed cover super-scribed "**BID FOR AHL VEHICLE FOR _____ AHL Unit, District Khordha**" must reach the undersigned on or before due date & time.
- **Bids received after scheduled date and time will not be considered.**
- All legal disputes if any raised in future relating to the tender are subject to jurisdiction of court of law at Khordha only.

Complete Address for Submission of bid

Chief District Veterinary Officer, Khordha

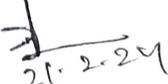
AT/P.O-Khordha

Dist:Khordha,PIN:752055


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Schedule for Invitation of BID

Name of Assignment	ENGAGEMENT OF VEHICLE FOR AHL
Name of the Department & Address	Chief District Veterinary Officer, Khordha Under the control of Directorate of A.H&V.S
Date of issue of BID	04.01.24
Date & Time of Pre-Bid Conference	11.01.2024, 11:00AM At Office of the CDVO, Khordha
Last Date & time of submission of BID	06.03.24, 5:00PM
Date & time of opening of Technical Bid	11.03.24 at 11.00AM
Tentative Date & time of opening of Financial Bid	11.03.24 at 11.00AM
Period of Contract	Contract Period for 2 months from date of contract which may be extended after approval from competent authority
Mode of submission of BID	Offline
BID document Downloading Place & Period (Dist.NIC website)	(www.khordha.nic.in) 22.02.24 to 05.03.24
Consortium /Joint Venture	Not Allowed
BID submission Address & ContactNo.	Chief District Veterinary Officer, Khordha, At/P.O/Dist: Khordha PIN: 752055
Performance Security	@ 3% of the total contract value for the year


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INSTRUCTIONS TO BIDDERS

- **General Information**

The Chief District Veterinary Officer, Khordha requires the services of reputed Travel Agencies/ Tour Operators or private individuals who have valid GST Registration for providing vehicles of required specifications for "**ANIMAL HELPLINE**" to be engaged in 3 (Three) AHL units with Hqr. Station at Kalarahanga, Patrapada, Nayapalli of Khordha district which shall conform to the terms and conditions (Annexure-I) for AHL use in ARD Department, Khordha on monthly rent basis.

The performance will be reviewed during the month of March 2024 and basing on it, the period of contract for providing the aforesaid service may be extended after approval from competent authority... The authority reserves the right to terminate the contract at anytime after giving 30 days' notice to the Service Provider.

- **Submission of Bid:**

The bid should be sent through Speed Post / Registered Post / Courier / drop in Tender box at CDVO office, Khordha so as to reach the authority by due date & time.

- **List of Documents for Submission**

Bidders are required to furnish the documents as enlisted in check list attached at Bid submission Checklist (Form T-3) along with the Technical Bid:

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SCOPE OF THE WORK

• **SERVICES OF AHL AMBULANCE**

The Chief District Veterinary Officer, Khordha Invites sealed bids from the eligible bidders for providing the services of AHL at locations as per **Annexure-I (Area of Operation in various Wards of BMC, Bhubaneswar)**.

- AHL Vehicle will be engaged in providing Animal Helpline services in various Wards of BMC, Bhubaneswar with HQr Station at LAC Kalarahanga, LAC Patrapada and VD, Nayapalli. The duration of shift is (i) 6.00 AM to 2.00 PM and (ii) 2.00 PM to 10.00 PM. Accordingly the Man power for AHL should be available.
- The vehicle will be engaged throughout the month as per the direction of authority and log book will be maintained accordingly mentioning the speedometer reading.
- The Service Provider shall ensure that the driver provided are as per the scope of the work, physically and mentally healthy and not more than 60 years of age or less than 21 years of age and willing to work as per need of authority.
- The full particulars of the driver to be deployed by the service provider including their names and addresses shall be furnished along with testimonials before they are actually deployed for the job.
- The Service provider / Vehicle owner shall visit the concerned Animal Helpline Unit in every fortnight and review the service performance of its personnel. During the fortnight visit, Service provider / Vehicle owner will also meet the representative of the Authority dealing with service under the contract for mutual feedback regarding the work performed and removal of deficiencies, if any, observed in their working.
- The day to day functioning of the services shall be carried out in consultation with and under direction of the Authority.


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Annexure- I

GENERAL TERMS & CONDITIONS FOR HIRING OF VEHICLES

The following terms and conditions must be fulfilled by the bidder for providing a vehicle on hire on monthly rent basis.

- Vehicles for "**ANIMAL HELPLINE**" to be engaged in in providing Animal Helpline services in various Wards of BMC, Bhubaneswar with HQr Station at LAC Kalarahanga, LAC Patrapada and VD, Nayapalli. which shall conform to the terms and conditions on monthly rent basis.
- The vehicle to be hired is **TUV300 / Bolero / Sumo Gold** .In view of the high pollution through use of Diesel vehicles, it is preferable to hire **BS-IV** Compliant petrol vehicle.
- The hired vehicles, 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 etc. and Driving License of the driver available all the times. 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 damage to any property on account of use of hired vehicle any manner whatsoever. The vehicle owner shall be responsible for all such litigation.
- The hire charges to be paid for monthly basis is final but does not include cost of fuel i.e. Petrol / Diesel, which is to be paid separately basing on actual consumption. All the expenditure of the vehicle towards major or minor repair, replacement of spare parts. Lubricating oil of Engine, Gear Box & differential Coolant, Tyres & Tubes, Battery etc. will be borne by the bidder. The hiring charges of vehicles will be inclusive of lubricants, spare parts, maintenance, and **salary of the driver**, payment of insurance/ Road tax etc. required for operation of vehicle.
- It shall be the responsibility of the bidder to provide a good driver who should be non-alcoholic, well behaved, gentle and obedient in nature and the salary of the driver shall be borne by the owner.
- 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 and should be available as and when required.
- In case, absence of driver for whatsoever reasons the owner shall arrange substitute alternate driver for the vehicle.
- In case of breakdown for reasons whatsoever the replacement of a vehicle of the same or better model shall be provided by the owner of the vehicle / bidder.
- In case of the vehicle do not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source.

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- Monthly hire charges and reimbursements towards cost of fuel (as per actual consumption) of selected bidder will be paid in every succeeding month, as far as possible within fifteen days of the submission of bills by the bidder and no advance payment will be made.
- The vehicle shall not be more than 03(Three) years old from the initial registration and also in good running condition during the period of contract.
 - If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
 - In case the service provider intends to withdraw the services of his vehicle and terminate the agreement, it shall be mandatory upon him to give **two (02) months' notice** before such withdrawal of service and termination of agreement.
 - If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit and pending hiring charges of the vehicle.
 - The vehicle should be kept clean and tidy and stickering of vehicle if instructed will be done as specified by ARD department from time to time. Stickering on the vehicle will be done by this office. The driver will see that, stickering is not mutilated.
 - No extra charges will be paid for emergency night halts at out station and the lodging / boarding charges of the driver will be borne by the owner of the vehicle.
 - One can't submit more than one bid for same block. One Registered vehicle can't be use for bidding in more than one block. In case of any deviation the bid will be cancelled
 - **The owner has to supply Petrol / Diesel for the month which will be reimbursed along with hiring charges** on production of fuel bills countersigned by OIC, AHL .
 - An agreement will be made with the Service provider / vehicle owner before engagement of his vehicle for AHL services
 - A sum of Rs.1000/- shall be deposited by the intending bidders in shape of **Bank Draft** drawn in favour of the **Chief District Veterinary Officer, Khordha** and submitted along with the tender as bid processing fee (non-refundable). **No Account payee cheque will be accepted** otherwise the application will be rejected.
 - Bid security declaration (as per enclosed format) is mandatory.
 - **The successful bidder will have to submit the bankers guarantee form (Model format attached) @ 3% of the total contract value at the time of executing MoU.**
 - The monthly rate of hiring charges be quoted separately in the general


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bid information (excluding fuel).

- The Hiring charges do not include fuel cost (petrol/ diesel) which is to be paid separately basing on actual consumption.
- Vehicle should be regularly serviced and kept under optimum running condition so as to avoid any break down and accidents attributable to lack of maintenance and upkeep. In case of break down an alternate vehicle should be immediately arranged by the service provider / owner without compromising the services of Mobile Veterinary Unit.
- **GST registration is compulsory** for Service provider / Vehicle Owner to provide hired vehicles to Government offices.
- Service provider or individual (Vehicle Owner) must provide copy of PAN & GST registration number.
- It will be the responsibility of the vehicle owner for good upkeep of the device. The vehicle owner will be held responsible for any damage of device and monetary recovery will be made from the vehicle owner for the loss incurred.
- The hired vehicles cannot be used for any private / commercial purpose during the period of engagement, even beyond the office hours. After completion of work in a day, the vehicle should be kept at the disposal of the OIC, AHL or Hqr station in-charge..
- The OIC, AHL will be responsible for any deviation of operational guidelines of hiring of AHL vehicle
- All pages of documents are to be serially numbered and bear signature of the bidder/his authorized person.


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EVALUATION PROCESS:

- In view of the high pollution through use of Diesel vehicles, preference will be given to hire **BS-IV** Compliant petrol vehicle within the maximum allowed hiring charges equal to or less than Rs.31000/- per month including GST. In case of non-availability of **BS-IV** Compliant petrol vehicle, Diesel vehicles will be considered.
- First the technical bids for the respective AHL unit will be opened and valid bidders will be shortlisted (AHL unit wise) as per the requirements mentioned in checklist.
- Then the financial bids of the qualified bidder in the technical bid will be opened (AHL unit wise) and the selection of the successful bidder will be done on the basis of lowest rate quoted (L1) for monthly hiring charges.
- If one bidder found L1 for more than One AHL unit with respect to same Vehicle, then the bid quoted with lowest hiring charge for that Vehicle will be considered irrespective of AHL unit for which he applied and he will be allowed to engage the Vehicle in lowest quoted AHL unit .
- In case of no bidder found qualified in technical bid for a particular AHL unit , then an exhaustive list of all the bidders, except L1 bidders of other AHL unit (AHL unit selected with vehicle) will be prepared basing on the ascending order of the monthly hiring charges quoted.
- From this list the lowest price quoted bidder will be given an option to engage his/her vehicle in the **AHL unit with no bidder** and the negotiated hiring charges will be same as price quoted by bidder or less than that of succeeding lower bidders . if the bidder did not agree with the negotiated hiring charges, then the option will be extended to the succeeding lower bidders in the list till one vehicle is engaged for that block.
- If more than one AHL unit are found with no valid bidders, the lowest rate holder of the exhaustive list thus prepared will be given option to engage his/her vehicle in any of the AHL unit with no bidder and this process will continue with the succeeding lower bidders in the list till all the AHL units are assigned with one vehicle.

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Annexure II
TENDER APPLICATION FORM: FORM-T 1

Sl. no	Particulars	
1	Registration No. of Vehicle:-	Submitted/not submitted
2	Type of Vehicle	
3	Year of Manufacture of vehicle	
4	Engine Number of the vehicle	
5	Chassis Number of the vehicle	
6	MAKE, Model:-	
7	Date of registration:-	
8	Name & complete address	
9	Fitness Certificate validity:	
10	Permit validity:-	
11	Insurance validity:-	
12	Name/ Address of the Driver:-	
13	D.L. No. & Validity of the D.L. of the Driver:-	
14	Tender opted for the Block(s) (Name of the Block	
15	Rate of fuel consumption/ Mileage per liter	
16	Contact Number of the service provider (Tenderer)	Mobile/phone no _____ Email _____
17	GST Registration certificate.	
18	PAN No.	
19	XEROX Copy of the documents to be attached i.e (i) valid Registration certificate, (ii) Insurance Certificate, (iii) Fitness Certificate, (iv) valid Contract Carriage Permit, (v) proof of up to date tax payment, etc. of vehicle, vi) D.L. of the driver,	

I, Sri / Smt _____ owner/Service Provider of vehicle No _____ agree to the above terms and conditions laid down in ANNEXURE-II for providing hired vehicle for AHL.

Seal & Signature of the Applicant

[Handwritten Signature]
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FORM-T2

UNDERTAKING

(On the Stamp Paper of appropriate value in shape of affidavit from the Executive Magistrate / Notary regarding non-black listed)

I, hereby undertake that, our organization / myself (for individual owner) has not been blacklisted/ debarred by any of the Central/State Government Department/Office or by any Public Sector Undertaking (PSUs) and not blacklisted by any authority during the recent past.

Yours sincerely,

Authorized Signature [In full and initials]

Name and Designation of the

Signatory:

Name of the Bidder and

Address

BID SUBMISSION CHECKLIST (Form T-3)

Sl.No.	Description	Submitted(Yes/No)	PageNo.
TECHNICAL BID (ORIGINAL)			
1	Completed application form(T-1)		
2	Copy of PAN		
3	Copy of GSTIN Registration certificate & latest return certificate		
4	Valid Registration certificate of the vehicle		
5	Valid Insurance Certificate of Vehicle		
6	Valid Fitness Certificate of vehicle		
7	Valid Contract Carriage Permit		
8	Proof of up to date tax payment, etc. of vehicle		
9	Commercial LMV D.L. of the driver		
10	Residential proof of vehicle owner (Aadhar /electricity bill/phone bill)		
11	Undertaking for not have been black-listed by any Central/State Govt./any Autonomous bodies during the recent past. (FORM-T2)		
12	BID SECURITY DECLARATION (Annexure-IV)		
FINANCIAL BID (ORIGINAL)			
14	Duly Filled in Financial Bid (Annexure III)		

It is to be ensured that:

- Xerox copy to be submitted & original documents to be produced for verification.
- All information has been submitted as per the prescribed format only.
- Paging of Each page of bid documents for technical bid along with Index Page.
- All pages of the proposal needs to be signed by the authorized representative / Vehicle owner

Authorized Signatory

Name and Designation with Date and Seal:

Signature:

Annexure-III

FINANCIAL BID

To

The Chief District Veterinary Officer, Khordha

**Sub: Tender for engaging vehicle for Animal Helpline of
_____ HQr Station in BMC, Bhubaneswar**

Sir,

I, the undersigned, offer to provide the services forengaging
vehicle for Animal Helpline of _____ HQr Station in BMC,
Bhubaneswar

in accordance with your Tender No. _____ Dated:
_____ with a monthly hiring charge as follows.

1. Hiring charges=Rs. _____ per month

2. GST @ -----%=Rs. _____

3. Total=Rs. _____

I hope the rate quoted will best shoot your requirement.

Yours faithfully,

Signature of Proprietor /owner of vehicle
/Authorized Signatory with Date and Seal
Address of the Bidder:

Annexure-IV

BID SECURITY DECLARATION

To

The Chief District Veterinary Officer, Khordha

I/We the undersigned declare that,

I/We accept that I/We may be suspended to submit bids for contract (s) with you for a period of one year from the date of bid opening and /or other actions as deemed proper shall be taken up if I am / We are in a breach of any obligation under the bid conditions, because I/We

- Have withdrawn / modified my/ our bid during the period of bid validity specified in the form of bid: or
- Having been notified of the acceptance of our bid by the purchaser during the period of bid validity.
- Fail or refuse to execute the contract, or
- Fail or refuse to submit the Performance Security of the amount specified in the bid.

Signature of the Bidder:

Date:

Official Seal

PERFORMANCE BANK GUARANTEE FORMAT

To

The Chief District Veterinary Officer, Khordha

WHEREAS

_____ (Name and Address of the Service Provider) (herein after called "the Service Provider) has undertaken, in pursuance of Contract No. _____ dated _____ To undertake the service.....

AND WHEREAS it has been stipulated by CDVO, Khordha in the said contract that the Service Provider shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

And WHEREAS we have agreed to give the Service Provider such a bank guarantee;

Now,

THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf _____ of the Service Provider up to a total of _____ (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the Service Provider to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Service Provider before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the Service Provider shall in anyway release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This performance bank guarantee shall be valid until

the _____ day of _____ year. Our branch at (Name & Address of the Bank) is liable

To pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our _____ branch a written claim or demand and received by us at our _____ branch on or before Dt _____ otherwise bank shall be discharged of all liabilities under this guarantee thereafter.....

(Signature of the authorized officer of the Bank)
Name and designation of the Officer
Seal, name & address of the Bank & Branch