

OFFICE OF THE BLOCK VETERINARY OFFICER, BODEN, DIST-NUAPADA

TENDER CALL NOTICE FOR ENGAGEMENT OF VEHICLE FOR MVU IN BODEN BLOCK OF NUAPADA DISTRICT

Bid reference no:- 286

Date. 31/07/2023

Sealed tenders are invited from interested reputed Travel Agencies / Tour Operators or private individuals who have valid GST Registration & PAN for providing vehicles of required specifications for "MOBILE VETERINARY UNIT" to be engaged in Boden block of Nuapada District which shall conform to the terms and conditions (**Annexure I**) for MVU use in F&ARD Department of Nuapada District (Boden Block) on monthly rent basis for a period of one year.

The sealed Tenders should reach the undersigned on or before **Dt.20.08.2023 by 1:00 PM**. The tenders will be opened on **Dt.21.08.2023 at 4:00 PM**. in presence of the Bidder or their authorized representatives (Opening date may be shifted to any other date due to unavoidable circumstances). Absence of bidder/ authorized representative on the scheduled date & time, will not affect the bid evaluation process and will not debar the bidders in participating in the tender. However, the undersigned reserves all rights to reject or cancel any or all of the Tenders without mentioning any reason thereof.

1. The vehicle to be hired is TUV 300 / Bolero / Sumo Gold (the suitable one for MVU 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**.
2. The vehicle must be in Road Worthy condition, shall not be more than 3 years old from the date of initial registration and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid Contact Carriage Permit, proof of up to date tax payment, pollution under control certificate etc. which are mandatory for plying of vehicle.
3. The bidders have to submit a non refundable sum of Rs 500/- towards bid processing fees in shape of Account Payee Bank Draft drawn in favour of the "**Chief District Veterinary Officer, Nuapada**" and submitted along with the tender.
4. A sum of Rs.5000/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the "**Chief District Veterinary Officer, Nuapada**" and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
5. 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 the MoU as performance security.
6. The monthly rate of hiring charges is to be quoted separately in the Financial bid Annexure III (excluding fuel and lubricants). 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.31000/-** per month will be disqualified.
7. The minimum average mileage of vehicle should be 10 Kms per liter.
8. 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 the **Technical bid** information to be furnished with the Tender (Annexure-II).
9. **The tender completed in all respect should reach the undersigned on or before Dt.20.08.2023 by 1:00 P.M. and shall be opened on Dt.21.08.2023 at 4:00 P.M. in presence of the bidders or their authorized representatives.**
10. The application form of tender containing eligibility criteria, scope of the work, general bid information & Terms and conditions for Hiring of Vehicles etc. can be downloaded from the District website (www.nuapada.nic.in).
11. The Technical bid with all essential documents as enlisted in Form T-1 to be put in to a sealed Cover-A and superscribed as "**Technical Bid**". The Financial bid should be put into a sealed cover-B and superscribed as "**Financial Bid**" and both the sealed covers should be placed in a third sealed cover superscribed "**BID FOR MVU VEHICLE FOR BODEN BLOCK, DIST. NUAPADA**". The bid document complete in all respect should reach the undersigned on or before due date and time as specified in the bid document.
12. Bids received after due date and time will not be considered.


31/07/2023
Block Veterinary Officer
Boden

SCHEDULE FOR INVITATION OF BID

Name of Assignment	Engagement of vehicle for MVU
Date of issue of BID	31.07.2023
Last Date & time of submission of BID	20.08.2023 ,1:00 P.M.
Date and time of opening of Technical BID	21.08.2023, 4:00 P.M.
Date and time of opening of Financial BID	21.08.2023, 4:00 P.M.
Period of Contract	One year from the date of effect of the contract
Mode of submission of BID	Offline
Bid Submission Address	Block Veterinary Officer, Boden

INSTRUCTION TO BIDDERS

A. Services of MVU

1. MVU vehicle will be engaged in conducting MVU camps at village level by the AVAS/ VAS/BVO of the block. Minimum Twenty camps in twenty days will be organized in a month. The camps at village level will start very early in the morning. Accordingly the man power and the vehicle should be available.
2. In case of emergencies like Natural Calamity and Disease outbreaks, MVU vehicles are to be utilized along with MVU staff to render required services as and when desired by the competent authority. MVU vehicles along with MVU staff will also be utilized for providing emergency health care services to stray and destitute animals on getting calls from state level Animal Help Line.
3. Though MVU camps will be organized for 20 days in a month, the vehicle will be engaged throughout the month as per the direction of authority and log book will be maintained accordingly.
4. The Service Provider shall ensure that the personnel deputed 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.
5. The full particulars of the personnel 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.
6. The Service provider / Vehicle owner shall visit the Mobile Veterinary Unit of the concerned block 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.
7. The day to day functioning of the services should be carried out in consultation with and under the direction of the Authority.

B. Job Description and qualification of MVU Assistant

1. Along with driver, the Mobile Veterinary Unit Assistant (MVU Assistant) will be provided by the vehicle owner whose vehicle will be engaged in MVU. Honorarium to MVU Assistant, as per agreement i.e. **Rs. 13000/- per month.**
2. The engagement of MVU Assistants by the vehicle owners will be purely temporary and will be terminated at any time without any notice.
3. The vehicle owner shall provide the MVU Assistant in consultation with the concerned BVO and as per the qualifications specified below.
4. The candidate should be below 60 yrs of age (except for the last category) and should have qualifications in the following order of preference.
 - Candidate having qualification of Diploma in Animal Science
 - Candidate having qualification of +2 Vocational in Animal Husbandry allied subjects like dairy Science, Poultry Science etc.
 - Candidates working as Gomitra
 - Candidates working as Pranimitra
 - Candidates having qualification of +2 Science

- Candidates having qualification of +2 in any stream
- Paravets trained in LITCs (Below 65 years of age)

C. Submission of BID

The bid should be sent through speed post/Registered post/Courier/by hand to the Block Veterinary Officer, Boden, Dist Nuapada within the stipulated time specified in the bid document.

D. List of documents for submission

Bidders are required to furnish the documents as enlisted in checklist attached at the Bid submission Checklist (Form T3) along with the Technical Bid.

E. Evaluation Process:

1. 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 may be considered.
2. First the technical bids will be opened and valid bidders will be shortlisted as per the requirements mentioned in checklist.
3. Then the financial bids of the qualified bidders in the technical bid will be opened and the selection of the successful bidder will be done on the basis of lowest quoted monthly hiring charges (L1).

TERMS & CONDITIONS FOR HIRING OF VEHICLES OF MVU

ANNEXURE- I

Vehicles for "MOBILE VETERINARY UNIT" to be engaged in Boden Block shall conform to the following terms and conditions on monthly rent basis.

1. 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.
2. 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.
3. 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 in any manner whatsoever. The vehicle owner shall be responsible for all such litigation.
4. The hiring charges to be paid on monthly basis does not include cost of fuel i.e. Petrol/ Diesel, which is to be paid separately basing on actual consumption and not exceeding the limit set out in the operational guidelines. 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.
5. 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.
6. 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.
7. In case of absence of driver / MVU Assistants for whatsoever reasons the owner shall arrange substitute alternate driver / MVU Assistants for the vehicle.
8. 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.
9. Monthly hiring 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.
10. 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.
11. If the services are found to be unsatisfactory, the Authority shall give one month's notice and terminate the agreement.

12. 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 months' notice before such withdrawal of service and termination of agreement.
13. 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.
14. The vehicle should be kept clean and tidy and stickering of vehicle 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. The vehicle must be branded / stickered front, back and side displaying different flagship programme of the department.
15. 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.
16. The owner has to supply Petrol / Diesel for the months which will be reimbursed along with hiring charges on production of fuel bills countersigned by VAS MVU and BVO in the succeeding month.
17. An agreement will be made with the Service provider / vehicle owner before engagement of his vehicle on M.V.U work.
18. **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.**
19. 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.
20. GST registration is compulsory for Service provider / Vehicle Owner to provide hired vehicles for the MVU.
21. Service provider or individual (Vehicle Owner) must provide copy of PAN & GST registration number.
22. GPS Tracking Device (Vehicle Tracking Unit) will be installed in each hired vehicle meant for MVU and 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 successful bidder has to execute an agreement with the Authority to this effect before engaging his vehicle for the MVU.
23. Along with driver, the MVU Assistant will be provided by the vehicle owner whose vehicle is engaged in MVU. Honorarium to MVU Assistant will be as per agreement i.e. Rs.13000/- per month. The qualification and job description of MVU Assistant is detailed at **Section B under instruction to bidders.**
24. Agreement will be made with the service provider/ vehicle owner for engagement of the MVU vehicle and MVU Assistant on yearly basis.
25. In case of natural calamity like flood, cyclone, drought, lightning, Heat waves etc. out breaks of disease, post mortem of insured livestock, emergency healthcare services for stray and destitute animals and other livestock emergency service, MVU may be engaged to serve the livestock and to cater the need-based service to the farmers. Additional fuel cost for such activities shall be borne by the CDVO, Nuapada.
26. **The hired vehicles cannot be used for any private /commercial purpose during the period of engagement, even beyond the office hours or on off days.**
27. After completion of work in a day, the vehicle should be kept at the disposal of the BVO in the campus of the Veterinary Dispensary situated at block head quarter.
28. The I/C MVU VAS/ AVAS and BVO will be responsible for any deviation of operational guidelines of MVU scheme.
29. All pages of documents are to be serially numbered and bear signature of the bidder/his authorized person.


Block Veterinary Officer
Boden, Dist-Nuapada

Annexure-II (T1)

(Form for furnishing general information of hiring vehicles)

GENERAL INFORMATION FOR HIRING VEHICLES

1. **Registration No. of Vehicle:-**
(Enclose self attested Xerox copy of registration certificate)
2. **Type of Vehicle (A/c/ Non-Ac):-**
3. **Year of Manufacture:-**
4. **Model:-**
5. **Date of Registration:-**
6. **Name & complete address
of the owner of Vehicle:-**
(Enclose self attested Xerox copy of Voter I.D/DL/Aadhaar card)
7. **Fitness Certificate validity:-**
(Enclose self attested Xerox copy of Fitness certificate)
8. **Contract Carriage validity:-**
(Enclose self attested Xerox copy of Contact Carriage Validity Certificate)
9. **Insurance validity:-**
(Enclose self attested Xerox copy of Insurance Policy)
10. **Name & Address of the Driver:-**
11. **D.L. No. & Validity of the D.L. of the Driver:-**
(Enclose self attested Xerox copy of Valid D.L.)
12. **Proposed Hiring Charge/Rent of the vehicle per month:-**
(Excluding fuel cost) Maximum is 31,000/-
13. **Rate of fuel consumption/Mileage per liter Diesel:**
14. **Contact Number of vehicle owner/quotationer:-**
15. **GST Number**
16. **PAN Number**

I, Sri/Smt _____ owner/service provider of Vehicle No. _____
do hereby declare that, the information submitted above is true to the best of my knowledge and belief. Any
information if found false or fabricated, I shall be liable for rejection of my quotation.

Form- T2

UNDERTAKING FOR NOT BEING BLACKLISTED

(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 Signature:**

Name of the Bidder and Address:

BID SUBMISSION CHECKLIST (From T-3)

Sl. No.	Description	Submitted (Yes/No)	Page No.
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 (Aaddhaar/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)		
13	Self-declaration for engagement of MVU assistant (Annexure-V)		
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 signature by the authorized representative/ Vehicle Owner.

Authorized Signatory

Name and Designation with Date and Seal

Signature:

Annexure-III

FINANCIAL BID

To **The Block Veterinary Officer, Boden, Dist-Nuapada**

Sub: Tender for engaging vehicle for Mobile Veterinary Units of Boden block in Nuapada District

Sir,

I, the undersigned, offer to provide the services for engaging vehicle for Mobile Veterinary Unit of _____ block in Nuapada District 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 suit your requirement.

Yours faithfully,

**Signature of Proprietor/ owner of vehicle/
Authorized Signatory with Data and Seal Address
of the Bidder**

BID SECURITY DECLARATION

To

The Block Veterinary Officer, Boden, District Nuapada.

I/We the undersigned declare that, I/We may be suspended to submit bids for contract(s) with you for a period of three years from the date of bid opening and/ or other action 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

- a. Have withdrawn/ modified my/ our bid during the period of bid validity specified in the form of bid or
- b. Having been notified of the acceptance of our bid by the purchaser during the period of bid validity
- c. Fail or refuse to execute the contract, or
- d. Fail or refuse to submit the performance security of the amount specified in the bid.

Signature of the Bidder:

Date:

Official Seal:

SELF DECLARATION FOR ENGAGEMENT OF MVU ASSISTANT

To

The Chief District Veterinary Officer, Nuapada

I, the undersigned declare,

That, along with driver, I will provide Mobile Veterinary Unit Assistant (MVU Assistant) to be engaged in MVU. The Honorarium to MVU Assistant will be as per agreement i.e. Rs. 13000/- per month.

That, the engagement of MVU Assistant by me will be purely temporary and can be terminated at any time without any notice.

That, I shall provide the MVU Assistant in consultation with the concerned BVO and CDVO as per the general terms and conditions mentioned (Point no 30 at page no 10) in annexure-I.

Signature of the Bidder:

Date:

Official Seal:

PERFORMANCE BANK GUARANTEE FORMAT

To
The Chief District Veterinary Officer.....

WHEREAS..... (Name and address of the Service Provider) (hereinafter called "the service provider) has undertaken, in pursuance of Contract No. _____ dated to undertaken the Service.....

AND WHEREAS it has been stipulated by CDVO..... 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 sums or 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 any way 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 and address of the Bank) is available 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