

# PANCHAYAT SAMITI: NANDAPUR

Letter No. 2770

Date 31.12.2022


## QUOTATION CALL NOTICE

With reference to the letter No.30464, dated.06.09.2019 of Principal Secretary to Govt of Odisha, Finance Dept. Sealed quotations are invited from registered travel agencies / vehicle owners of Koraput Dist. for hiring of Commercial light Petrol <sup>10 seater</sup> Vehicle at Block Office, Nandapur for official use on Monthly basis from the date of finalisation of agreement. Details regarding the eligibility criteria, term & conditions and the formats for submission of tender are mentioned in the tender document which only can be downloaded from the district website: [www.koraput.nic.in](http://www.koraput.nic.in). Interested agencies or individuals may submit their tenders by SPEED POST / REGISTERED POST addressing to BLOCK DEVELOPMENT OFFICER NANDAPUR, Dt:- Koraput PIN:-764037, ODISHA superscripted as "QUOTATION FOR HIRING OF VEHICLE ON MONTHLY BASIS". The sealed quotations should reach the undersigned on or before 11.01.2023 by 05.00 PM. The quotation received after the due time shall not be entertained. The quotations will be opened on 12.01.2023 at 4.00 PM in the office Chamber of the undersigned. The quotationer or his/her authorized representative may remain present at the time of opening of the quotation failing which no complain or dispute in future shall be entertained. The undersigned reserves all the right to reject or cancel any or all quotations without mentioning any reason thereof. The rate should be quoted in the prescribed box.

Sl No	Items	Quantity	Rate in Rs.
01	Registered vehicle TUV 300/ Bolero / Sumo Gold /	01	Maximum Rs.31,000/-

### INFORMATION

1. The Notice will be available in the District Website i.e. [www.koraput.nic.in](http://www.koraput.nic.in) from 30.12.2022 to 11.01.2023 up to 1:00 PM and be downloaded from the website
2. The Tenders will be opened at 4.00 PM on 12.01.2023 at the Office Chamber of BDO, Nandapur
3. Other details can be seen in the District Website. [www.koraput.nic.in](http://www.koraput.nic.in).
4. The Rate quoted should be inclusive of all taxes and charges.
5. The Tender received after due date will not be entertained.
6. The Tender will be submitted on by Speed Post / Registered Post on or before last date of receipt of quotation as mentioned above. No Quotations will be received by hand or Courier Service.
7. Other details can be seen in the bidding document and the District Website i.e. [www.koraput.nic.in](http://www.koraput.nic.in).
8. The authority reserves the right to reject any or all the tenders without assigning any reason thereof.



## Standard Bidding Document


### **PANCHAYAT SAMITI: NANDAPUR**

#### Quotation Call Notice for Hiring of Vehicle

Sealed quotations are invited from interested reputed Travel Agencies / Tour operators or private individual for hiring of commercial light petrol vehicles (AC) having sitting capacity of not more than 07 (seven) including driver shall conform to the terms and conditions (Annexure-II) for official use of the Block Development Office, Nandapur on rental basis (Monthly) for the year 2023.

1. The Vehicle must be road worthy condition, shall not be more than 02(two) years old from the date of initial registration and must have valid Registration Certificate, Insurance, Fitness Certificate, Valid Contract Carriage Permit, Proof of up to date tax payment, PAN card, etc. which are mandatory for plying of vehicle.
2. The Driver of the vehicle must have a valid Driving Licence for driving light transport passenger vehicle and should be sufficiently experienced in driving transport passenger vehicle.
3. The Driver should be well behaved, Non-alcoholic during duty hour, gentle and obedient in nature.
4. The Salary / Charges of the Driver shall be borne by the service provider.
5. The Driver of the vehicle must stay in the H.Q and be ready to provide service at any point of time in emergency situation.
6. A Sum of Rs. 5,000/- (**Rupees Five Thousand**) Only/- Security Deposit shall be deposited by the intending bidders in shape of Account Payee Bank Draft / bank Cheque drawn in favour of BDO, Nandapur payable at Nandapur and submit along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
7. The Monthly rate of hire charges be quoted separately in the general bid information (excluding fuel)
8. The Vehicle must achieve a fuel efficiency of 12(**Twelve**) KM per litre.
9. The details of the make and year of manufacture of the vehicle registration no, mileage (KMs covered per litre) and name of the driver with driving License No. and period of validity should be specifically provided in the general bid information to be furnished with the quotation / tender (Annexure-III)
10. The quotation completed in all respect should reach the under signed on or before 11.01.2023 by 5.00 PM and shall be opened on the following day i.e. on 12.01.2023 at 4.00 PM in the presence of the bidder of the authorized representatives in the office chamber of the Block Development Officer, Nandapur.
11. The application form of quotation / tender containing General bid information, Terms & conditions for Hiring of Vehicles etc can only be downloaded from the District official website - [www.koraput.nic.in](http://www.koraput.nic.in) from 29.01.2023 to 11.01.2023 and shall furnish a demand draft of Rs.100/-(**Rupees One Hundred**) only drawn in favour of BDO, Nandapur payable at Nandapur towards cost of bid documents (Non Refundable). The quotations received after due date and time shall not be entertained for evaluation of quotation.
12. After the quotation is finalized the successful quotatiner shall have to produce the vehicle for physical verification within one day.

13. The Vehicle should not belong to any employee of Govt. Organization.
14. The Vehicle shall remain at the disposal of BDO, Nandapur.
15. Payment will be made after submission of Log Book of Vehicle duly certified by the Officer using the vehicle along with the bill
16. Necessary income tax will be deducted from the bill as per the Income Tax Rules.
- 17.

  
Block Development Officer, Nandapur

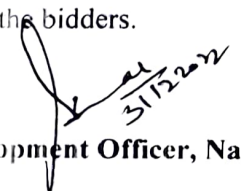
**Annexure-II**

**TERMS & CONDITIONS FOR HIRING OF VEHICLES:-**

The following terms and conditions must be fulfilled by the successful bidder for providing the vehicle on hire on monthly & daily rental basis.

1. Type of Vehicle permissible to be hired: TUV 300/ Bolero / Sumo Gold / preferably BS-IV compliant petrol vehicle only. The Hired vehicles during the 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 D.L of the driver available all the times. The undersigned shall not be responsible for any damage / loss caused to hired vehicle or losses of life / injury made any person or damage 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 for monthly basis is final but does not include cost of petrol, which is to be paid separately basing on actual consuming as per Govt. Norms. 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 solely borne by the owner.
3. It shall be the responsibility of the bidder to provide a good driver and the salary of the driver shall be borne by the owner.
4. In case of breakdown for the reasons whatsoever, the replacement of a vehicle of the same or better model shall be provided by the owner of the vehicle / bidder so as to avoid any inconvenience to the office,
5. In case of the vehicle do not report regularly, the authority will be at liberty to reject the agreement and may engage any vehicle from the other sources.
6. Vehicle will be stickered after engagement in the front with the office and designation of the undersigned
7. The hired vehicle cannot be used for any private or commercial purpose.
8. The Vehicle shall be stationed at the Garage of the Office / HQ of the undersigned.
9. The Driver of the vehicle must stay in the H.Q and be ready to provide service at any point of time in emergency situation.
10. If the services are found to be unsatisfactory, the undersigned reserves every right to issue notice for terminate the agreement.

11. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
12. The bidder or the representative should remain present at the time of opening of the tender otherwise no complaint shall be entertained. The right to negotiate the rates with the undersigned if necessary.
13. The successful bidder of the vehicle shall enter into agreement on non-judicial stamp paper with the Block Development Officer, Nandapur before execution of the supply order.
14. The Check list given below must be verified thoroughly before submission of the quotation to avoid rejection of the tender due to non-submission of the required certificates and document.
  - a) Valid Registration Certificate
  - b) Insurance Certificate
  - c) Fitness Certificate
  - d) Valid Contract Carriage Permit
  - e) Photo copy of PAN Card
  - f) D.L. of the driver
  - g) Pollution Control Certificate
15. The Block Development Officer, Nandapur reserves every right to accept or reject any or all of the quotations in full or in part without assigning any reason thereof, no intimation will be given to the bidders.

  
**Block Development Officer, Nandapur**

**GENERAL INFORMATION FOR HIRING VEHICLES:**

- 1) Registration No. of Vehicle :-
- 2) Type of Vehicle (A/C or Non A/C) :-
- 3) Year of Manufacture :-
- 4) Model :
- 5) Date of registration :-
- 6) Name & Complete Address of the Owner of the vehicle:-
- 7) Fitness Certificate Validity :-
- 8) Permit Validity (All Odisha / All India):-
- 9) Insurance Validity:-
- 10) Name and address of the Driver:-
- 11) D.L. No. & Validity of D.L. of the Driver:-
- 12) Monthly Basis:-

SI No	Type of Vehicle with AC & Non AC	KM (per litre)	Monthly Rent (excluding POL/ DOL the rate should inclusive of all taxes, remuneration of driver and dues if any) Maximum to Rs.31,000/- as per letter No.30464,dated 06.09.2019 of P.Secy to Go of Odisha PR & DW dept.
01	TUV 300		
02	BOLERO		
03	SUMO GOLD		

- 13) Contact Number of the Bidder / Quotationer Telephone / Mobile No \_\_\_\_\_

“I agree to abide by the terms & conditions for engagement of the vehicle and will also abide by any further terms & conditions that may be decided by the Block Development Officer, Koraput. Certified that the informations submitted above are true to the best of my knowledge and belief.”

**Signature of the  
Quotationer / Bidder**