

Standard Bidding Document
GOVERNMENT OF ODISHA
REVENUE & DISASTER MANAGEMENT DEPARTMENT
TAHSIL OFFICE : KORAPUT
SHORT QUOTATION CALL NOTICE

No. 1666 /2023Dated : 21.07.23

Sealed Quotations/Tenders are invited from interested reputed Travel agencies Tour Operators or Private individuals for providing ONE no of Diesel driven vehicle (Mahindra Bolero Neo-N10) having sitting capacity not more than ten including driver, which shall conform to the Terms and Conditions prescribed by the Govt. of Odisha (Annexure-II) for official use in the **Office of the Tahsildar** on monthly rent basis.

1. 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 Contract Carriage Permit, proof of up-to-date tax payment etc, which are mandatory for plying of vehicle.
2. 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.
3. The driver should be well behaved, gentle & obedient in nature.
4. A sum of Rs. 5,000/- (Rupees Five thousand)only shall be deposited by the intending bidders in shape of Account Payee Bank Draft in favour of **Tahsildar, Koraput** and submit along with the tender paper as security deposit. After completion of the Tender process, the amount will be refunded to unsuccessful bidders.
5. The monthly rate of hire charges (maximum Rs. 31,000/- pm) may be quoted separately in general bid information (excluding fuel & lubricants).
6. The vehicle must achieve a fuel efficiency of 10 (Ten) per litre.
7. The details of make and year of manufacture of the vehicle, Registration Number, Mileage (Kms covered per litre) and name of Driver with Driving License No. & period of validity should be specifically provided in the general bid information to be furnished with the Quotation/Tender (Annexure-II).
8. The quotation completed in all respect should reach the undersigned on or before **31.7.2023 by 4.00 PM** and shall be opened on the same day at **4.30 PM** in presence of the bidders or their authorized representatives.
9. The application form of Quotation/Tender containing General Bid Information & Term and conditions for hiring of vehicles etc. will be available in the official website www.koraput.nic.in from **21.7.2023 to 31.7.2023 up to 1.00 PM** which can be downloaded from website. The interested quotationer should furnish the related documents (Xerox copy) of vehicle along with a demand draft for an amount of Rs. 100/- (Rupees one hundred) only in favour of Tahsildar, Koraput towards cost of application otherwise the quotation will be liable for rejection.


21/07/2023
 Tahsildar, Koraput

TERMS & CONDITIONS FOR HIRING VEHICLES

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

1. The hired vehicle, 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 D.L 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 in 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 diesel, which is to be paid separately basing on actual consumption and lubricants as per exiting Government 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 borne by the bidder.
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 bidder.
4. 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.
5. 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.
6. The vehicle shall report for duty for minimum of 25 days in a month.
7. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
8. Monthly hire charges and reimbursements towards cost of diesel (as per actual) and lubricants (as per Govt. norms) of selected bidder will be paid in every succeeding month, as per as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.
9. The vehicle shall not be more than 3 years old from the initial registration and also in good running condition during the period of contract.
10. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
11. In case the service provider intends to withdraw the service of his vehicle and terminate the agreement, it shall be mandatory upon him to grant one month notice before such withdrawal of service and termination of agreement.
12. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.

Signature of
Quotation/Tender Calling Authority

Annexure - III**GENERAL INFORMATION FOR HIRING VEHICLES**

- 1) Registration No. of Vehicle : -
- 2) Type of Vehicle (AC/Non-AC): -
- 3) Year of Manufacture : -
- 4) Model : -
- 5) Date of registration:-
- 6) Name & complete address
of the owner of vehicle : -
- 7) Fitness Certificate validity : -
- 8) Permit validity : -
- 9) Insurance validity : -
- 10) Name / Address of the Driver : -
- 11) D.L. No. & Validity of the D.L. of the Driver-
- 12) Proposed hire Charge of the vehicle per month
excluding fuel cost:
- 13) Rate of fuel consumption / Mileage per litre:-
- 14) Contact Number of the Service provider (Tenderer/Quotationer)
Mobile Telephone.....

“ Certified that the information submitted above is true to the best of
my knowledge and belief .”

**Seal & Signature of the
Quotationer/Tenderer**