



COLLECTORATE: KORAPUT
(Social Security and Empowerment of Persons with Disability Section)

ଜିଲ୍ଲାପାଳକାର୍ଯ୍ୟାଳୟ::କୋରାପୁଟ
(ସାମାଜିକସୁରକ୍ଷାଓଭିକ୍ଷମତ୍ସମ୍ବଳିତକର୍ମକ୍ଷେତ୍ର-ବିଭାଗ)

No. 744 -V-01/2024

Dated: 28/02/2024

TENDER CALL NOTICE FOR HIRING OF VEHICLE

Sealed tenders are invited from interested reputed Travel Agencies/Tour Operators or Private individuals (within the jurisdiction of Koraput District) having valid GST registration number for providing 1 (one) no of Tiago / Bolt / Celerio or any improved vehicle (preferably petrol driven) having sitting capacity not more than 5 including driver for official use in the O/o- District Social Security Officer, Koraput on monthly rent basis, which shall conform to the terms and conditions as per Annexure-I.

TIME SHEDULE OF THE TENDER

SI No	Item	Description
01	Availability of tender document	www.koraput.nic.in
02	Tender documents Published and availability date	29.02.2024
03	Tender submission end date	13.03.2024 (5.00 PM)

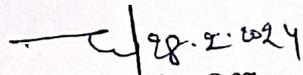
- ❖ The interested bidder(s) may download the tender papers containing detailed terms and conditions from the above mentioned website i.e. www.koraput.nic.in and submit the same to the DSSO, Koraput by **Registered Post /Speed Post** only.
- ❖ The sealed tender must be accompanied with a Non-refundable amount of **Rs. 100/-** towards **tender form cost** in shape of Bank Draft of the scheduled bank drawn in favour of the **District Social Security Officer, Koraput**, payable at **Koraput**.
- ❖ A sum of **Rs. 5000/-** (Five Thousand) only shall be deposited by the intending bidders in shape of Demand Draft drawn in favour of the **District Social Security Officer, Koraput** and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders without interest and the amount of successful bidder will turn into security deposit which shall be released after three months of expiry of the contract without any interest.
- ❖ The tender is to be submitted in two parts i.e. **Technical Bid (Cover-A) and Financial Bid (Cover-B)**. The format and documents to be submitted in technical and financial bid are mentioned in the tender document as annexure – II & III in orderly manner. The service providers should submit their technical and financial bids separately in two separate envelopes and these two envelopes should be put into another cover envelop super-scribed as **"Tender for Hiring of Light Motor Vehicle on monthly basis"** to O/o District Social Security Officer, Koraput failing which Tender will be rejected without assigning any reason.
- ❖ The technical and financial bid envelopes should be clearly marked as **"Technical bid and Financial Bid"** on the top of the relevant envelopes.

- ❖ All the pages in the bid documents should be legible, filled in clearly and signed by the authorized person / representatives.
- ❖ The financial bids of only those bidders will be opened who have been declared technically qualified by the tender evaluation Committee.
- ❖ The Tender paper completed in all respect should reach the undersigned on or before **13.03.2024 by 5.00 P.M** and shall be opened on. **14.03.2024 (Thursday) at 4.00 P.M** in the office chamber of the **Additional District Magistrate (General), Koraput**. The Quotationer/Authorized representatives (**not more than two persons**) of the firm may remain present during the opening of the quotation, if they desire.

Complete Address for submission of Tender:

District Social Security Officer, Koraput
Saheed Laxman Nayak Bhawan, In front of Sri Aurobindo Purnnanga Shikshya Kendra
Pin- 764020, Dist- Koraput, Mob- 7077913934

The Authority reserves the right to reject any or all Tender /Tenders at any time without assigning any reason thereof. The Tender received incomplete or after the scheduled date and time shall be rejected.


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KORAPUT

TERMS AND CONDITIONS FOR HIRING OF 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 vehicles must be in road worthy conditions and shall not be more than three years old from the initial registration and must have valid registration certificate, insurance certificate, fitness certificates, valid contract carriage permit, and proof of up-to date tax payment.
2. The driver of the vehicle must have a valid driving license to drive Light Motor Passenger vehicle and should be sufficiently experienced in driving light motor vehicle.
3. The driver of the vehicle is required to maintain polite and courteous behavior towards public as well as the official staff. He/ She should be well behaved, gentle and polite in nature.
4. 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 D.L of the driver available all the times. The office 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.
5. The hire charges to be paid monthly basis is final but does not include cost of POL, which is to be paid separately basing on actual consumption as per existing 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.
6. 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.
7. 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.
8. In case the vehicle does not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source.
9. The vehicle shall report for duty for minimum of **25 days** in a month.
10. The vehicle must achieve fuel efficiency of **17 Kms.** per litre.
11. The monthly rate of hire charges will not be more than the ceilings limit of **Rs. 20,000/-** excluding GST, fuel and lubricants.
12. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
13. Monthly hire charges and reimbursements towards cost of Petrol (as per actual) of selected bidder will be paid in every succeeding month, possibly within fifteen days of the submission of bills by the service provider and no advance payment will be made.

14. The vehicle shall not be more than 3 years old from the initial registration or should be in a good running condition, in case of vehicle of more than three years old the preference will be given to new vehicle considering the rate quoted by the agency / Personnel.
15. If the services are found to be unsatisfactory, the hirer shall give one month notice and terminate the agreement.
16. In case the service provider intends to withdraw the services 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.
17. The tenders (also called bids), not submitted in prescribed format, in the prescribed manner or required security deposit etc. shall be rejected by the Tender Committee at the risk and responsibility of the bidder.
18. If the bidder violates any of the terms of the contract, Government shall forfeit the entire amount of security deposit.
19. The tenders / bids received in the prescribed time shall be opened by the tender committee at the prescribed date time and place. Any bid found incorrect or incomplete in any manner would be summarily rejected by the said committee.
20. Authority reserves the right to cancel any or all the tenders without assigning any reason thereof.


28.2.2014
District Social Security Officer
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KORAPUT

Annexure- II

**TENDER FORM FOR HIRING OF VEHICLE FOR OFFICE OF THE DSSO KORAPUT
Part- I - Technical Bid - Cover A
(The documents have to be arranged serially as per the order mentioned below)**

1	Name of the owner of the vehicle	
2	Address & contact number of the owner of the vehicle	
3	Model/ year of manufacture	
4	Type of vehicle (AC/ Non- AC)	
5	Date of registration & vehicle no (Copy of registration certificate to be enclosed)	
6	GST registration no (Copy to be enclosed)	
7	PAN no (Copy to be enclosed)	
8	Insurance validity (Copy of certificate to be enclosed)	
9	Proof of up to date Tax payment (Copy to be enclosed)	
10	Fitness certificate validity (Copy of certificate to be enclosed)	
11	Permit validity (Copy to be enclosed)	
12	Copy of valid driving license of the driver (Copy to be enclosed)	
13	Demand draft of Rs. 100/- (One Hundred Rupees) only in favour of DSSO, Koraput at Koraput towards cost of tender paper submitted or not.	
14	Demand Draft of Rs. 5000/- (Rupees Five Thousand) only in favour of DSSO, Koraput towards security deposit submitted or not.	
15	Whether all documents submitted signed by the authorized signatory of the organization (Yes/ No)	
16	Whether term and condition submitted signed by the bidder as agreed to abide by all terms and conditions of the tender (Yes/No)	

DECLARATION

I/ We hereby certify that terms and conditions etc. given with the tender notice have been read carefully and acceptable to me/us and that the information furnished above is complete and correct to the best of my/our knowledge. I/We understand that in case of any deviation in the above statement at any stage, the Tenderer shall be blacklisted and will not have any dealing with in future.

(Signature & seal of the authorized signatory)

Place:-

Date:-

Annexure- III

**TENDER FORM FOR HIRING OF VEHILCE FOR OFFICE OF THE DSSO KORAPUT
Part- II - Financial Bid - Cover B**

Sl. No	Type of Vehicle	Mileage per litre	Rate of hiring charges of the vehicle quoted per month (excluding GST, fuel and lubricants)
01			

(Signature & seal of the authorized signatory)

Place:-

Date:-