

Tender Bidding Documents  
Government of Odisha

Annexure-I

OFFICE OF THE TAHASILDAR, MACHHKUND, AT-LAMTAPUT

No. 1053/Niz/2024

Dtd. 12.06.2024

SHORT QUATATION/TENDER CALL NOTICE

Sealed quotation/Tenders are invited from interested reputed Travel Agencies / Tour Operators or Private individuals for providing 01 no of AC Diesel vehicles having sitting capacity not less than seven including driver, which shall confirm to the Terms and conditions (As per Annexure- II) for official use of Tahasildar, Machhkund, At-Lamtaput 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 of light transport passenger vehicle and should be sufficiently experienced in driving of transport passenger vehicle.
3. The Driver should be well behaved, gentle and obedient in nature.
4. A sum of Rs.5000/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft in favour of the Tahasildar, Machhkund payable at SBI, Machhkund and to submit the same along with the tender paper as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
5. The monthly rate of hire charges should be quoted separately in the general bid information (Annexure-III).
6. The Vehicle must be **TUV300/Bolero/Sumo Gold/Ertiga** to achieve a fuel efficiency of 10 Kms per litre.
7. 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 general bid information to be furnished with the Quotation/ Tender (Annexure-III).
8. The Quotation/Tender completed in all respect should be sent through Regd.post/Speed post only to Tahasildar, Machhkund which should be reached the undersigned on or before 27/06/2024 by 2:00PM and shall be opened on the same day at 4:00 PM in presence of the bidders or their authorized representatives.

9. The quotation/tender paper received after the last date will not be accepted. Tender containing General Bid information & Terms and conditions for Hiring of Vehicles etc will be available with Tahasil Office Machhkund on payment of Rs.100/- from 13.06.2024 to 26.06.2024 on working days only within office hours.
10. The undersigned reserves the right to reject all or any Quotation/Tender without assigning any reason thereof.

  
12/6/24

Seal & Signature of  
Quotation/Tender Calling Authority  
Designation  
**Tahasildar  
Machhkund**

TAHASIL OFFICE, MACHHKUND, AT-LAMTAPUT.

Letter No. **1074**/Niz/2024

Dtd. **12.06.2024**

Copy submitted to the Additional District Magistrate , Koraput for favour of kind information.

  
12/6/24

Tahasildar Machhkund,  
At-Lamtaput

Letter No. **1075**/Niz/2024

Dtd. **12.06.2024**

Copy along with copy of tender notice to the D.I.O, N.I.C, Koraput with a request to upload the Tender call notice in the District website.

  
12/6/24

Tahasildar Machhkund,  
At-Lamtaput

Letter No. **1054**/Niz/2024

Dtd. **12.06.2024**

Copy along with copy of tender notice to all Tahasildars/B.D.Os of Koraput District with a request to publish the same on their office Notice Board.

Copy to Notice Board of Tahasil Office, Machhkund

  
12/6/24

Tahasildar Machhkund,  
At-Lamtaput

**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 of monthly rent basic.

1. The hired vehicles during 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 persons 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 basic is final but does not include cost of diesel. Which is to be paid separately basing on actual consumption and lubricants as per existing Government norms. All the expenditure of the vehicle towards repair, replacement of spare parts, lubricating oil of engine, Gear Box & different Coolant, Tyres & Tubes, Battery etc. will be 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 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 the vehicle do not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other sources.
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 reimbursement towards cost of diesel (as per actual) and lubricants (as per norms) of selected bidder will be paid in every succeeding month, as far 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. Preference will be given to new vehicle.
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 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.
12. The Monthly hired charges will be paid after receipt of Funds from Govt. if pending arrear.
13. If the bidder violates any of the terms & conditions in the agreement, the entire amount of Security deposit shall be forfeited.

Tahasildar Machhkund

  
26/24

GENERAL INFORMATION FOR HIRING VEHICLES

1. Registration No of Vehicles
2. Types of Vehicles (AC, Non-AC):-
3. Year of Manufacturing
4. Model:
5. Date of Registration:
6. Name and Complete Address of the owner of Vehicle:-
7. Fitness Certificate Validity:-
8. Permit Validity:
9. Insurance Validity:
- 10 .Name and address of the Driver with Contact No:-
11. DL No, & Validity of the of the Driver:-
12. Proposed hire charges of the Vehicle per month excluding fuel cost(Rs):-
13. Rate of Fuel Consumption/Mileage per liter:
14. Contact No of the Service Provider  
(Tenderer/Quotationer)  
Mobile No:- Telephone No:-

Certified that the information submitted above is true to the best of my Knowledge and Belief.

Signature of the  
Quotationer/Tenderer