

**OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY, KORAPUT AT JEYPORE**  
**DIST: KORAPUT (ODISHA)**

No. 2207 /2024

Dated: 14.08 - /2024

**QUOTATION/ TENDER CALL NOTICE**

Sealed quotation are invited from interested reputed Travel Agencies / Tour operators or private individuals for providing 01 No. of Petrol (preferable BS-VI emission compliant Vehicle) (**Tiago/Bolt/Celerio (Petrol) etc.**) having sitting capacity not more than 5 including driver, which shall confirm to the Terms & Conditions (Annexure-A) for official use in **District Legal Services Authority, Koraput at Jeypore** on monthly rent basis.

**(A) Terms and Condition for Bidding:**

- 1) The Service provider shall have a valid OGST registration to participate in the tendering.
- 2) The service provider, participating in the bidding process under the jurisdiction of Municipal Corporations, shall be registered on GeM platform.
- 3) 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 Commercial Registration certificate, Insurance certificate, Fitness certificate, Pollution Certificate, Valid contract carriage permit, Proof of up to date tax payment etc. which are mandatory for plying vehicle.
- 4) 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.
- 5) The Driver should be well behaved, gentle and obedient in nature.
- 6) A sum of **₹ 10,000/- (Rupees Ten Thousand)** shall be deposited by the intending bidders in shape of account Payee Bank Draft drawn in favour of the **Secretary, District Legal Services Authority, Koraput at Jeypore** and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
- 7) The hire charges (excluding Fuel & Lubricants) are to be paid on monthly basis. The maximum monthly hire charges, excluding taxes is **Rs.20,000/- (Rupees Twenty Thousand)** only i.e. the rate as quoted in the general information fixed by the Finance Department, Govt. of Odisha vide memorandum No.22924/F dated.14-08-2023.
- 8) The vehicle must achieve a fuel efficiency of **17 KMs** per litre.
- 9) The details of the make and year of Manufacture of the Vehicle, Registration No., Mileage (K.Ms covered per litres) and name of the Driver with Driving License No. and period of validity should be specifically provided in the general bid information and the applicant shall furnish self attested copies of the aforementioned documents alongwith the Quotation/Tender application Form. (as specified vide **Annexure-B**)

10) The Quotation completed in all respect should reach the **Secretary, District Legal Services Authority, Koraput at Jeypore, At: A.D.R. Building, District Court Complex, Jeypore Post: Jeypore Dist: Koraput, Odisha PIN: 764001** through Registered Post/ Speed Post/ Drop Box available in the office of District Legal Services Authority, Koraput-Jeypore, ADR Building, District Court Premises, Jeypore on or before **28-08-2024 by 5.00 PM** and shall be opened on the next day i.e. on **29-08-2024 at 4.30 PM** in presence of the bidders or their authorized representatives. The bidders may depute their representatives, duly authorised in writing to remain present in the bidding on the scheduled date and time.

11) The application form of Quotation containing General Bid Information & Terms and Conditions for Hiring of Vehicles etc. will be available with the office of **Secretary, District Legal Services Authority, Koraput at Jeypore, At: A.D.R. Building, District Court Complex, Jeypore Post: Jeypore Dist: Koraput, Odisha PIN: 764001** on payment of **Rs.1000/- (Rupees One Thousand)** towards the cost of Tender/Quotation paper only from 16-08-2024 to 28-08-2024 (within working hours 10.00 A.M. to 05.00 P.M. in working days). The Tender/Quotation paper cost of **Rs.1000/-** shall not be refundable.

12) The application form of Quotation containing General Bid Information & Terms and Conditions for Hiring of Vehicles etc. will be available at District Court Website: **<https://koraput.dcourts.gov.in>** & in the District website portal i.e. **[koraput.odisha.gov.in](https://koraput.odisha.gov.in)** from **16-08-2024 to 28-08-2024**. In the event of obtaining the Application Form through downloading from the Govt. website, the applicant is required to furnish a Demand Draft for an amount of Rs.1000/- in favour of Secretary, District Legal Services Authority, Koraput at Jeypore towards the cost of Tender/Quotation paper alongwith the application Form. The Tender/Quotation paper cost of Rs.1000/- shall not be refundable.

The undersigned reserves the right to reject all or any offers/quotation/tender without assigning any reason thereof.

❖ The sealed quotation should be super-scribed "**Quotation for providing vehicle on hire basis**".

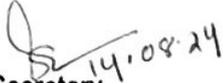
**N:B:** The Tenders/Quotations received after the due date and time or incomplete in any manner shall not be accepted. The Undersigned shall not be responsible for non-receipt/late receipt of the Tender/quotation documents sent through post beyond the stipulated date and time.

## Terms & Conditions For Hiring Of Vehicles

(Annexure-A)

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 vehicles, during period of contract, shall have all necessary valid MV documents such as: - valid Commercial Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution Certificate, valid Contract Carriage Permit, proof of up to date tax payment etc. and D.L. of the driver shall available all the times.
2. 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 any manner whatsoever. The hirer shall be responsible for all such litigation.
3. 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 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.
4. 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.
5. 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.
6. In case of the vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
7. The vehicles shall report for duty for minimum of **25 days in a month**.
8. In case of emergency, the driver will have to report for duty as per there requirement of hirer. No extra payment shall be demanded.
9. 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.
10. 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.
11. If the services are found to be unsatisfactory, the client shall give one month 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 grant one month 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.
14. The Authorized letters if any to be enclosed in the tender with due attestation.
15. No advance payment will be made to the party after acceptance of the tender or execution of order.
16. The period of the contract shall be initially for a period of **2 years** which can be extended subject to satisfactory performance.

  
Secretary,

District Legal Services Authority,  
Koraput-Jevpore.

**General Bid Information**

Sl.No.	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	OGST Number	
4	GeM Registration Number	
5	Bank Account No. and IFSC Code	
6	Registration No. of Vehicle	
7	Year of Manufacture	
8	Make & Model	
9	Date of registration	
10	Name & complete address of the owner of vehicle	
11	Fitness Certificate validity	
12	Pollution Certificate validity	
13	Permit validity	
14	Insurance validity	
15	Name/Address of the Driver	
16	D.L. No. & Validity of the D.L of the Driver	
17	Proposed hire Charge of the vehicle per month excluding fuel cost	
18	Rate of fuel consumption/mileage per litre	
19	Contact Number of the Service provider (Tender/Quotationer)	
20	Contact number of Driver	

***Certified that, the information as stated above are true to the best of my knowledge and belief and nothing of it is false.***

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

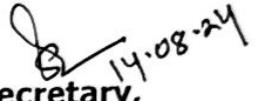
Memo No. 2207 /2024 Dated 14.08 /2024

Copy to the District Informatics Officer, NIC, Koraput/System Officer, District Court, Jeypore with a request to upload the same in the District website/ District Court website for information.

Copy to the Notice Board District Court, Koraput-Jeypore/ Collectorate, Koraput/ DLSA, Koraput-Jeypore/ District Bar Association, Jeypore/ Office of the Executive Officer, Municipality, Jeypore/ Sub-Collector, Jeypore/ Tahsildar, Jeypore / B.D.O., Jeypore for information.

Copy communicated to the District Information & Public Relation Officer, Koraput/ Sub-Divisional Information & Public Relation Officer, Jeypore with a request to take steps for wide publicity of the Notice/Tender Call Notice through Govt. Offices/other concerned agencies for information.

Copy communicated to D.E.G.M, Koraput with a request to upload the same in the district website, Koraput for information.

  
14.08.24  
**Secretary,**  
**District Legal Services Authority,**  
**Koraput-Jeypore**