



Annexure-I

Standard Bidding Document
Government of Odisha
OFFICE OF THE COLLECTOR AND DISTRICT MAGISTRATE: KEONJHAR
(Social Welfare Section)

QUOTATION CALL NOTICE FOR HIRING OF VEHICLE

NO 1799 /SW.DT. 11.6.2019

Sealed quotations/tenders are invited from interested reputed Travel Agencies/Tour operators or private individuals for providing **01 Indica eV2/ Indigo eCs / any car of AC/Non AC Diesel driven car vehicles** having sitting capacity not more than ten including driver, which shall conform to the Terms and conditions (Annexure-II) for official use in District Social Welfare Office, Keonjhar 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, gently and obedient in nature.
- 4) A sum of **Rs.5000.00** shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the District Social Welfare Officer, Keonjhar and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
- 5) The monthly rate of hire charge be quoted separately in the general bid information(excluding fuel and lubricants).
- 6) The vehicle must achieve a fuel efficiency of **17 KMs per liter**.
- 7) 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).
- 8) The quotation should be submitted in the address of *District Social Welfare Officer, Keonjhar* superscribing "**QUOTATION FOR VEHICLE ON HIRING BASIS**" on the top of the envelope .

- 9) The Quotation completed in all respect should reach the office of *District Social Welfare Officer, Keonjhar* on or before 2.7.19 by 3.30 p.m. and shall be opened on the same day at 4.00 p.m. in presence of the bidders or their authorized representatives.
- 10) The application form of quotation/tender containing General Bid information & Terms and conditions for Hiring of Vehicle etc. will be available with _____ Head of office on payment of Rs. 100.00 from 11.6.19 to 2.7.19 or can be downloaded from www.kendujhar.nic.in. from Date 11.6.19 to Date 2.7.19 . In case the application form is downloaded from Govt. website the applicant shall furnish a Demand Draft for an amount **Rs. 100.00** (Rupees one hundred) only towards the cost of application alongwith the application.
- 11) The undersigned reserves the right to accept or reject or negotiate the quotation.


11.6.19
Additional District Magistrate,
Keonjhar
Additional District Magistrate
Keonjhar

Memo No. 1800 /SW. Dated. 11.6.2019

Copy to the District Informatics officer, NIC, Keonjhar for information. He is requested to upload the above tender documents in the District Website for wide publication.


11.6.19
Additional District Magistrate,
Keonjhar
Additional District Magistrate
Keonjhar

Memo No. 1801 /SW. Dated. 11.6.2019

Copy to all District Level Officers of the district for information and necessary action.

They are requested to make wide publicity through their Notice Board for filing of tender.

Copy to all Sub-Collectors/Block Development Officers/Child Development Officers of the district for information and necessary action. They are requested to make wise publicity through their Notice Board for filing of tender.


11.6.19
Additional District Magistrate,
Keonjhar.
Additional District Magistrate
Keonjhar

TERMS AND CONDITION OF 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 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 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 charge 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 & different 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 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 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 vehicles 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 of old from the initial registration and also in good running condition 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 services of his vehicle and terminate the agreement, it shall be mandatory upon him to grant one month notice before 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.
13. The hirer of the vehicle reserves the right to add or delete any condition if it is felt necessary during the time of execution of agreement.


11.6.19
Additional District Magistrate,
Keonjhar.
Additional District Magistrate
Keonjhar

Annexure-III

GENERAL INFORMATION FOR HIRING VEHICLES

- 1) Registration NO. of Vehicles:
- 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:
- 13) Rate of fuel consumption/Mileage per liter:
- 14) Contact Number 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.”

Seal signature of the
Quotationer/Tenderer