

Annexure-I

Standard BIDDING DOCUMENT
GOVERNMENT OF ODISHA

OFFICE OF THE CHILD DEVELOPMENT PROJECT OFFICER, GHATGAON
TENDER/QUOTATION CALL NOTICE FOR HIRING OF VEHICLE

No/ 743

Date/ 1.12.2020

Sealed quotations/ tenders are invited from interested reputed Travel Agencies/Tour Operators or Private individuals for providing one(01) TUV300/Bolero/Sumo Gold/Ertigo no of Non AC/ AC Diesel driven vehicle having sitting capacity not more than ten including driver, which shall conform to the terms and conditions(Annexure-II) for Official use in ICDS, Ghatgaon Office on monthly rent basic.

- (1) The vehicle must be in Road Worthy condition, shall not be more than 3 years old from the date of initial registration and in view of pollution being high through use of Diesel vehicles it is preferable to hire BS-IV compliant Petrol vehicle 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 playing of vehicle.
- (2) GST Registration and GeM Registration are compulsory for any service provider hired vehicle to Government Office through Gem or through open bidding.
- (3) 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.
- (4) The Driver should be well behaved, gentle and obedient in nature.
- (5) A sum of Rs. 5000/- (Rupees Five Thousand) only shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the CDPO, Ghatgaon and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
- (6) The monthly rate of hire charge be quoted separately in the general bid information(excluding fuel and lubricants)
- (7) The vehicle must achieve a fuel efficiency of 12 Kms per liter.
- (8) 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)
- (9) The quotation should be submitted in the address of CHILD DEVELOPMENT PROJECT OFFICER, GHATGAON superscribing "QUOTATION FOR VEHICLE ON HIRING BASIS" on the top of the envelope.
- (10) The Quotation completed in all respect should reach the undersigned on or before 15.12.2020 by 3P.M and shall be opened on the same day at 4 P.M in presence of the bidders or their authorized representatives in the Office of the CDPO, Ghatgaon.

(11) The application form of quotation/ tender containing General Bid Information & Terms and conditions for Hiring Vehicles etc. will be available with ICDS Office, Ghatgaon on payment of Rs. 100/- from notification date to last date. The quotationer/tenderer shall furnish a Demand Draft for an amount of Rs.100/-(Rupees One Hundred)only towards the cost of application along with the application.

(12) The undersigned reserves the right to accept or reject or negotiate the quotation.

S.D./
1.12.20

Child Development Project Officer,
Ghatgaon
Project Officer
Ghatgaon

Memo No/ 744 Date/ 1.12.20

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.

S.D./
1.12.20

Child Development Project Officer,
Ghatgaon
Project Officer
Ghatgaon

Memo No/ 745 Date/ 1.12.20.

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 filling of the tender.

Copy to Sub-collector, Keonjhar/ Block Development officers/Tahasildars/Child development Officers of the district for information and necessary action. They are requested to make wide publicity through their Notice Board for filling of tender.

S.D./
1.12.20

Child Development Project Officer,
Ghatgaon
Child Development
Project Officer
Ghatgaon

Annexure-II

TERMS & 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 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 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 damages 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 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 of Oil 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 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 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.
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 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.


1.12.20
Child Development Project Officer,
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GENERAL INFORMATION FOR HIRING VEHICLES

- 15) Registration No. of Vehicle:
- 16) Type of Vehicle(AC/Non-AC):
- 17) Year of Manufacture:
- 18) Model:
- 19) Date of registration:
- 20) Name & complete address
Of the owner of vehicle:
- 21) Fitness Certificate validity:
- 22) Permit validity:
- 23) Insurance validity:
- 24) Name/Address of the Driver:
- 25) D.L. No. & Validity of the D.L. of the Driver:
- 26) Proposed hire Charge of the vehicle per month excluding fuel cost:
- 27) Rate of fuel consumption/Mileage per litre:
- 28) 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