

OFFICE OF THE ASSISTANT DIRECTOR (HANDICRAFTS): KEONJHAR

DIC Premises, Mining Road, near OSME, Keonjhar-758001, email id: adhkeonjhar@gmail.com

QUOTATION/TENDER CALL NOTICE

Order No. 447 Date. 30/03/2022

Sealed quotation/tenders are invited from interested reputed Travel Agencies/Tour operators or private individuals for providing 1 (one) no. of non-AC driven commercial four-wheeler vehicle (Tiago/Bolt/Celerio/type) preferable to hire BS-IV petrol vehicles on monthly hire basis at **Office of the Assistant Director (Handicrafts), Keonjhar** in connection with supervision of **Handicrafts** works as per the terms and conditions mentioned below. The quotation should be superscribed "quotation for providing vehicle on hire basis under **Office of the Assistant Director (Handicrafts), Keonjhar**" on the cover sealed quotation will be received up to **3.00 P.M date. 21.04.2022** through **Registered post/ speed post/ By Hand** only. Quotation received after the scheduled date time will not be accepted. The quotation will be opened in the presence of the quotationers or any of their authorized representative on dated **21.04.2022 at 3.30 P.M** in the office of the undersigned.

TERMS & CONDITIONS FOR HIRING OF VEHICLES

1. The vehicle must be in Road worthy condition, shall **not be more than 3 years old** from the date of initial registration (If Vehicle older than 05 (five) years should be replaced by the service provider) and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid carriage permit, proof of up-to-date tax payment etc. (Annexure-1) 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 should be sufficiently experienced in driving transport passenger vehicle.
3. They should be well behaved, gentle and obedient in nature and well known regarding all the route of **Keonjhar District**.
4. A sum of Rs.5,000/- (Rupees five thousand) shall be deposited by the intending bidders in shape of Accounts payee **Bank draft** in favour of **the Assistant Director (Handicrafts), Keonjhar** payable at **BOI, Main Branch, Keonjhar** and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders. The security deposit of the successful bidder shall be kept an Earnest Money Deposit.

5. The monthly rate of hire charge be quoted separately in general bid information (excluding Taxes, Fuel and Lubricants).
6. The vehicle must achieve a fuel efficiency of 17 K.Ms. per litre.
7. The details of the make and year of manufacture of the vehicle, registration number, mileage (Kms covered per litre) and name of the Driver with driving license number and period of validity should be specially provided in the financial bid information to be furnished with the Quotation/Tender (**Annexure-I**).
8. The quotation completed in all respect should reach the undersigned on or before dtd. **21.04.2022 at 3.00 P.M** and shall be opened in presence of the bidders or their authorized representative on the same i.e., **21.04.2022 at 3.30 P.M.** in presence of the bidders or their authorized representatives. The undersigned will not be responsible for any postal delay.
9. The application form or quotation/Tender containing General Bid information (**Annexure-I**) and terms and conditions for Hiring of Vehicles etc. can be furnished as per (**Annexure II**) (in enclosed herewith) from **30.03.2022 to 21.04.2022 up to 3.00P.M.**
10. The Authority reserve the right to accept/reject any or all quotations without assigning any reasons thereof.


 Assistant Director (Handicrafts)
 Keonjhar

Memo No. 448 Date. 30/03/2022

Copy submitted to the Director of Handicrafts, Odisha, Bhubaneswar for favour of your kind information.


 Assistant Director (Handicrafts)
 Keonjhar

Memo No. 449 Date. 30/03/2022

Copy submitted to the Notice Board of Collector & District Magistrate, Keonjhar/ P.D. DRDA, Keonjhar /RTO Keonjhar for information and wide publication. They are requested that the requested that the quotation notice may be displayed at their respective Notice Board.


 Assistant Director (Handicrafts)
 Keonjhar

ANNEXURE-I

General Information for Hiring Vehicles

1. Type of Vehicle: -
2. Registration No. of Vehicle: -
3. Date of Registration: -
4. Year of Manufacture: -
5. Model: -
6. Total distance run in kilometer (as on the bidding date): -
7. Name & Complete address of the owner/Travel Agency/ Tour Operator: -
8. Contact number of the Service provider (Tender/ Quotationer) observer: -
9. Pan card/ Aadhar card number of the owner of the vehicle: -
10. GSTIN with last year annual turn-over (if registered under GST): -
11. Fitness Certificate validity: -
12. Permit Validity: -
13. Insurance Validity: -
14. Name of the Driver: -
15. Address of the Driver: -
16. Contact Number of the Driver: -
17. D.L. No. & Validity of the D.L. of the Driver: -
18. Pan card/ Aadhar card number of the Driver: -

19. Format Price Bid: -

District: -	
<u>Hire Charge</u>	<u>Fuel (Kms per Ltr)</u>
NB. Hire charges: Monthly Hire charges (in INR).	

"Certified that the information submitted above is true^{to} the best of my knowledge and belief."

Seal & Signature of the
Quotationer / Tender

TERMS & CONDITIONS FOR HIRING OF VEHICLE

The following terms and conditions must be fulfilled by the successful bidder for providing a vehicle on monthly hire basis.

1. The hired vehicles during period of contract shall have all necessary valid Motor Vehicle 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 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 vehicle Owner or Bidder shall be responsible for all such litigations.
2. The hire charges to be paid after deduction of income tax or any other tax as applicable by law for monthly basis is final but does not include cost of fuel, 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 (Vehicle Owner).
3. It shall be the responsibility of the owner/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 throughout the 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. The vehicle shall not be more than 03(three) years old from the initial registration (If Vehicle older than 05 (five) years should be replaced by the service provider) and also in good running condition during the period of contract.
9. If the services are found to be unsatisfactory, the hirer shall give one month notice and terminate the agreement.

10. In case the service provider intends to withdraw the services of this 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.

11. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.

12. The application form must be signed by the vehicle owner or bidder and properly sealed and also attached all relevant documents including Bank drafts as per the terms & conditions.