



OFFICE OF THE MUNICIPAL COUNCIL: KEONJHARGARH

Keonjhar- 758001 (ORISSA)
Tel. No.:06766-255413 (Office)
FAX-06766-255413

Email – ID- keonjharm.hud@redifmail.com

No. 3899 /KGM Dt. 7-6-24

QUOTATION CALL NOTICE

Sealed quotation are invited from the Travel Agencies/ Individuals for hiring of vehicles on monthly hire basis for office of the Municipal Council, Keonjharagarh Municipality. The details quotation documents may be downloaded from District website i.e- www.kendujhar.nic.in / office website i.e www.keonjharagarhmc.in. The quotation document must be submitted to the office of the Municipal Council, Keonjharagarh, Keonjhar-758001 through Reg Post/ Speed Post only. The bidder should subscribe "Quotation for hiring of Vehicle for office of the Municipal Council, Keonjharagarh " on the top of the envelope.

Last date of submission of quotation **21.06.2024 up to 5.30 P.M**

Date of opening of quotation **24.06.2024 up to 11.00 A.M**

The authority reserves the right to accept or reject any proposals without assigning any reasons thereof.

[Signature]
Executive Officer,
Keonjharagarh Municipality

Memo No. 3900 /KGM Dt. 07.06.24

Copy to DIO, NIC, Keonjhar for information and necessary upload district website for wide publication.

Copy to MIS/computer section, Keonjharagarh Municipality for information to hoist the bid documents consisting quotation call notice in the office website i.e www.kendujhar.nic.in / www.keonjharagarhmc.in . w.e.f dated-**10.06.2024** for wide publication.
Encl:- As above-In duplicate.

[Signature]
Executive Officer,
Keonjharagarh Municipality

Memo No. 3901 /KGM Dt. 07.06.24

Copy in duplicate forwarded to Deputy Director (Advt.) & Deputy Secretary to Govt. information and Public Relation Department, Odisha, Bhubaneswar for information with a request to publish this Quotation Call Notice in Two Odia local daily News Paper in 96 Sq.cm. space for wide circulation as required under provision of OPWD Code amended vide works Department letter No-17823 dt-11.10.2006, it is requested to ensure the publication of above QCN before dt.**10.06.2024**. Copy of the newspapers wherein the advertisement is published may please be sent to this office for necessary action.

[Signature]
Executive Officer,
Keonjharagarh Municipality

Memo No. 3902 /KGM Dt. 07.06.24

Copy forwarded to the Office Notice Board / Notice Board of Project Director, DRDA, Keonjhar/ Sub- Collector, Keonjhar / Tahasildar, Keonjhar for favour of kind information with a request to publish the notice in the notice board for general information and wide circulation.

[Signature]
Executive Officer,
Keonjharagarh Municipality

**QUOTATION DOCUMENTS FOR HIRING OF VEHICLE FOR OFFICE OF THE
KEONJHARGARH MUNICIPALITY UNDER ADMINISTRATIVE CONTROL OF EXECUTIVE
OFFICER, KEONJHARGARH MUNICIPALITY.**

- 1) The Bidder has to submit the following documents for qualifying in the Quotation.
 - i) Quotation paper fees of Rs.500/- must be submitted by means of Demand Draft in favour of Executive Officer, Keonjhargarh Municipality.
 - ii) EMD of Rs.2000/- must be submitted by means of Demand Draft in favour of Executive Officer, Keonjhargarh Municipality.
 - iii) The photo copy of R.C Book
 - iv) The photo copy of valid Insurance
 - v) The photo copy of Road Permit
 - vi) The photo copy of Valid Fitness
 - vii) The photo copy of Pollution Certificate
 - viii) Valid Driving license of the driver with mobile number
- 2) All the above documents mentioned in Sl No-1 must be enclosed in a separate envelope marked as "Technical Bid".
- 3) The vehicle should be registered as Taxi.
- 4) The original documents of the vehicle must be brought for verification at time of opening of quotation
- 5) The vehicle will be hire on monthly basis. The vehicle should not be more than 3 years old as on ----- the vehicle will be given preference.
- 6) The fuel cost will be reimbursed as per usage and as will be finalized in the quotation and engine oil will be reimbursed @ 1 ltr for 750 K.M run. The vehicle owner have to provide the vehicle with fuel.
- 7) Type of Vehicles
 - a) **Mahindra Bolero**
- 8) The bidder has to bear the cost towards salary of driver, service, repair and maintenance of vehicle and other incidental expenses such as entry tax, tool charges etc but excludes the cost of fuel and oil. The driver shall an experienced one.
- 9) The travel agency will maintain the record of vehicle use and log book.
- 10) The DOL will be issued after submission of complete log book for each time.
- 11) The driver will report at 7.00 A.M in the morning and will be available till 9.00 P.M in the evening.
- 12) The vehicle may be called in off days in case of emergency.
- 13) In case the vehicle is used at night, no extra charges will be paid.
- 14) The bidders have to submit the financial bid in the following format

Sl No	Name of the Owner	Type of the vehicle	Monthly hire charges		POL Per K.M	
			AC	Non-AC	AC	Non-AC
1						
2						
3						

- 15) The quotation will be opened on **24.06.2024** in the office chamber of Executive Officer, Keonjhargarh Municipality at 11.00 A.M
- 16) The financial bid as per format given in Sl No-14 must be submitted in separate envelope marked as Financial Bid”
- 17) Both the Technical Bid and Financial Bid must be enclosed in a envelope marked as “Quotation document for engagement of vehicle for office of the Municipal Council, Keonjhargarh and sent to the following address. i.e.

To

The Executive Officer,
Keonjhargarh Municipality
Keonjhar-758001, Odisha

- 18) The bidders qualified in the technical bid are eligible for opening of financial bid.
- 19) The quotation document must be sent either by speed post or Register Post only and must reach the office of the undersigned on or before 21.06.2024 till 5.30 P.M. The application received beyond the stipulated date and time will not be entertained.
- 20) The Bidder or their authorized representative has to attend the quotation with all original documents.
- 21) The committee reserves the right to accept or reject any tender without assigning any reasons thereof.
- 22) Only one vehicle is to be engaged in office of the Municipal Council, Keonjhargarh


Executive Officer,
Keonjhargarh Municipality