

OFFICE OF THE SUB COLLECTOR, BARIPADA  
QUOTATION CALL NOTICE FOR HIRING OF PRIVATE VEHICLE

No. 9135 / Date 28.11.22

Sealed quotation/ tender are invited from interested travelled Agencies/ Tour operators or private individual for providing 01 (one) Diesel SCORPIO vehicle along with driver which shall confirm to the Terms and conditions (Annexure-1) for office use of Sub-Collector in the office of the of Sub-Collector Baripada on monthly hiring basis.

1. The vehicle must be in road worthy condition, shall not be more than 3(Three) year old from the date of initial registration and must have valid registration certificate, insurance certificate, fitness certificate, valid contract certificate, permit, proof of up-to-date tax payment etc. which are mandatory for plying vehicle.
2. Driver of the vehicle must have a valid driving license for driving light transport passenger vehicle and should be sufficiently experienced. He should be physically fit, capable of driving long distance at all hours and not be more than 50 years of age.
3. A sum of Rs.5,000/- (Rupees Five thousand) only shall be deposited by the bidders in shape of Bank Draft drawn in favour of the of Sub-Collector , Baripada payable at Baripada and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to the un-successful bidders.
4. The monthly rate of the hire charges (Including GST) should be quoted separately in the general bid of information (excluding fuel and lubricant ). The fuel and lubricant would be reimbursed separately over and above the hire charges.
5. The vehicle must achieve a fuel efficiency of at least 10 (Ten) Km. Per litre.
6. The details of the mark and year of manufacture of the vehicle, Registration number, mileage (Kms. covered per litre ) and name of 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-II)
7. The quotation completed in all respect should be deposited in the office of the of Sub-Collector ,Baripada on or before dt. 12.12.2022 by 1 P.M. and shall be opened on the same date i.e. dt. 12.12.2022 at 4 P.M. in the office of the of Sub-Collector Baripada, in presence of the bidders or their authorised representatives.
8. In case the quotation/Tender cannot be opened on the specified date and time owing to some exigency, the same shall be opened on the next working day at the same time.
9. The application form of quotation/ tender containing general bid information and terms and conditions for hiring of vehicles etc. can be downloaded from the website- [www.mayurbhanj.nic.in](http://www.mayurbhanj.nic.in) from dt 28.11.2022 to 12.12.2022.

10. The applicant shall pay an amount of Rs.500/- (Rupees Five hundred) only towards the Red Cross Fund along with the application form downloaded from the website. This amount is to be deposited in the office of the Sub-Collector, Baripada and a receipt obtained. This amount shall be non-refundable.

  
Sub-Collector, Baripada

Memo No. 9136 /Dtd. 28.11.22

Copy to the Notice Board for information and wide publication.

Copy to the Notice Board of Collector & District Magistrate, Mayurbhanj/ P.D. D.R.D.A., Mayurbhanj/ P.A. I.T.D.A., Baripada/ B.D.O., Baripada/ Tahasildar, Baripada/ D.I. & P.R.O, Mayurbhanj & Office Notice Board for information and wide publication. They are requested to display the quotation notice in their respective Notice Board.

Copy to the Notice Board of Taxi Stand Association, Baripada for wide publication.

Copy to NIC, Mayurbhanj to upload the above Quotation Call Notice in the Website i.e. [www.mayurbhanj.nic.in](http://www.mayurbhanj.nic.in) for wide publication.

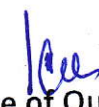
  
Sub-Collector, Baripada



**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 oil of Engine, Gear Box & differential Coolant, Tyres & Tubes, Battery etc. will be borne by the bidder.
3. It shall be 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 possible within 15(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.
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 such withdrawal of service and termination of agreement.
12. If the bidder violates any of the terms of contract, this office shall forfeit the entire amount of security deposit.

  
Signature of Quotation/  
Tender Calling Authority  
28/11/20

## CHECKLIST FOR SUBMISSION OF DOCUMENTS

1. Filled in Annexure –I & II
2. Xerox copy of the registration certificate of the vehicle
3. Xerox copy of Fitness Certificate validity
4. Xerox copy of permit validity
5. Xerox copy of Insurance validity
6. Xerox copy of DL No. & validity of the Driver
7. Payment slip of Red Cross Fund
8. DD amounting Rs.5,000/- in favour of Sub-Collector, Baripada towards security deposit.

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

GENERAL INFORMATION FOR HIRING VEHICLES

1. Registration No. of Vehicle:-
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 excluding fuel cost:-
13. Rate of fuel consumption/Mileage per litre:-
14. Contact Number of the Service provider (Tenderer/Quotationer)

Mobile.....Telephone.....

“Certified that the information submitted above is true to the best of my knowledge and belief.”

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



OIC/OIC  
National Informatics Centre  
Mayurbhanj District Centre  
Collectorate Building, Baripada-757001  
Mayurbhanj, Odisha

Memo No. 9139

Date: 28.11.22

Sub:- Publication on the Mayurbhanj District Website.


Dear Sir/ Madam,

Kindly find enclosed herewith the soft copies of Bilingual contents (in English & Odia) verified, found to be correct and virus/malware free (In PDF files (\*.pdf format, maximum size 3MB) written in CD-ROM and hard copies of the \_\_\_\_\_ Title (in English) Tender Call Notice No. 9135 /dt. 28.11.2022 (IN Odia) ବୈଧ ନିବିଦ ସମ୍ପର୍କିତ ସୂଚନା ସଂଖ୍ୟା ଦପମୂ/ତା ୨୮.୧୧.୨୨ to be published on Mayurbhanj District Website from Date: 28.11.2022 and to be deleted from the web site from date 12.12.2022.

His information may kindly be displayed in the Mayurbhanj District Website under the following section [Tick the suggested Section].

- Departments
- Culture
- Tourism
- **Tender/Quotation**
- Recruitments/Results
- Documents
- Citizen Services
- Any other suitable section

With regards,

  
Signature (With Seal)  
[Name of the Department]  
Address.