

OFFICE OF THE TAHASILDAR: RARUAN: MAYURBHANJ

At/P.O-Raruan, Mayurbhanj, Odisha-757035

Email Id- tah.raruan-od@nic.in

No. 647 //Dt. 22/03/2023 /

Sealed Quotation Call Notice

Sealed quotations are invited from interested reputed Travel Agencies/ Tour Operators or private individuals for Hiring of 1(One) private vehicle (**Bolero**) with commercial Registration, which shall confirm to the Terms and conditions (Annexure-II) vide Office Memorandum No.30464/F Dt.06.09.2019 of Finance Deptt. Govt. of Odisha for official use in Tahasil Office, Raruan on monthly hiring charges basis.

Conditions:-

- 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 vehicle is to be hired for one year. The contract will be renewed subject to satisfaction of the Tahasildar.
- 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 quotationer in shape of Bank Draft from any nationalized bank in favour of the "Tahasildar, Raruan" payable at Raruan and submitted along with the quotation as security deposit. After completion of the quotation process, the amount will be refunded to unsuccessful bidders.
- 6) The monthly rate of hire charges shall be quoted separately in the general bid information (excluding fuel and lubricants cost).
- 7) The vehicle must achieve a fuel efficiency of not less than 10 Kms per litter. The maximum hiring charges of vehicle is Rs.31,000/- per month.
- 8) The detail of the make and year 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 specifically provided in the general quotation information to be furnished with the quotation/tender (Annexure-III).
- 9) The envelope carrying the quotation completed in all respect must be superscribed in capital letter "QUOTATION FOR HIRING OF VEHICLE FOR O/o THE TAHASILDAR, RARUAN, MAYURBHANJ" should reach the undersigned on or before 06.04.2023 by 2.00 PM through **Registered Post/Speed Post** only and shall be opened on the same day at 4.00 PM in presence of the quotationers or their authorized representatives. The application received beyond the stipulated date and time will not be entertained. **No tender paper shall be accepted by hand.**

10) The application form of quotation containing General quotation Information & terms and conditions for Hiring of vehicle etc. will be available in the Office of the Tahasildar, Raruan on payment of Rs.100/- (Rupees One hundred) only during Office hour or can be downloaded from the Odisha Govt. Website www.mayurbhanj.nic.in. In case the application form is downloaded from Govt. Website, the applicant shall furnish a Demand Draft for an amount of Rs.100/- (Rupees One hundred) only towards the cost of application (non-refundable) along with the application.

11) The Authority reserves the right to reject any or all quotations without assigning any reason thereof.


Tahasildar, Raruan
22/03/2023
Tahasildar
RARUAN

Memo. No. 648 // Date. 22/03/2023 /

Copy submitted to the Collector & District Magistrate, Mayurbhanj for favour of kind information & necessary action with reference to Letter No.247/Niz. Dt.18.03.2023 of the Deputy Collector, Nizarat, Collectorate, Mayurbhanj.


Tahasildar, Raruan
22/03/2023
Tahasildar
RARUAN

Memo. No. 649 // Date. 22/03/2023 /

Copy submitted to the District Information Officer, NIC, Mayurbhanj for favour of kind information & necessary action with a request to make available the advertisement in Mayurbhanj District Website for wide publication of the notice.


Tahasildar, Raruan
22/03/2023
Tahasildar
RARUAN


Memo. No. 650 // Date. 22/03/2023 /

Copy submitted to the Sub-Collector, Panchpir, Karanjia/ Bamanghaty/ Baripada/ Udala/ P.A, ITDA, Panchpir, Karanjia/ Bamanghaty/ Baripada/ Udala & D.I. & P.R.O of Mayurbhanj District for favour of kind information & necessary action.


Tahasildar, Raruan
22/03/2023
Tahasildar
RARUAN

Memo. No. 651 // Date. 22/03/2023 /

Copy forwarded to all BDOs/all Tahasildars/all CDPOs/ S.D.I. & P.R.O Panchpir, Karanjia for kind information & necessary action. They are requested to affix the quotation call notice in their Notice Board/Conspicuous places for information and wide publication.


Tahasildar, Raruan
22/03/2023
Tahasildar
RARUAN

Memo. No. 652 // Date. 22/03/2023 /

Copy to Nazir of this Office for information and necessary action.
Copy to Tahasil Office notice board.


Tahasildar, Raruan
22/03/2023
Tahasildar
RARUAN

TERMS AND CONDITIONS FOR HIRING OF VEHICLES

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

1. The hire 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 time.
2. 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 damage to any property on account of use of hired vehicle in any manner whatsoever. The hirer (vehicle owner) shall be responsible for all such litigation.
3. 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 and differential coolant, Tyres and Tubes, Battery etc. will be borne by the bidder (vehicle owner).
4. It shall be responsibility of the bidder to provide a good driver and the salary of the driver shall be borne by the owner.
5. 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.
6. In case of the vehicle do not report regularly, the authority has liberty to reject the agreement and may engage vehicle from another source.
7. The vehicle shall report for duty for minimum of 25 days in a month. In case of emergency, the driver has to report for duty as per the requirement of hirer. No excess payment shall be demanded. No advance payment will be made.
8. Monthly hire charges and reimbursements towards cost of fuel (as per actual) and lubricants (as per Govt. norms) of selected bidder will be paid every succeeding month as per possible within fifteen days of the submission of bills by the service provider.
9. The vehicle shall not be more than 03 years old from the initial registration and also in good running condition during the period of contract. If the services are found to be unsatisfactory, the client shall be given three month notice and the agreement will be terminated.
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 three month notice before such 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 vehicle should be parked at the place as advised by the Tahasildar and should be available when not in duty. If the vehicle needs to be away for some reasons like refueling, petty repairing etc., it should be within the knowledge of the Controlling officer of the Tahasil. Moving away without the knowledge of controlling officer of the Tahasil will be considered as non-availability and will be liable for penalty.

14. The user office is no way responsible for violation of traffic rules.

15. During the Contract period, if the vehicle is seized or detained or requisitioned by police/MVI or any authorities for whatever reason that will be Service providers/owner's risk.

16. The vehicle cannot be put into any private/commercial use beyond the duty hours or on holidays.

Driver Deployed:-

The Agency/Owner shall be responsible for the acts and deeds of driver of the vehicle that include following:

1. Driver that posses a valid commercial Driving license shall be deployed.
2. Driver should be properly dressed in neat and clean attire, if required diver should wear uniform of specific colour as per requirement of the Tahasildar. Agency/owner shall provide proper uniform and badges at his own cost as per the state vehicle rules and photo identity card to the Drivers.
3. The Driver must maintain polite & courteous behavior towards office staffs. Following activities may be construed as "Misbehaviour" and shall attract penalties as per provision of Contract. Repeated instances may result in termination of services
 - (i) Denial of duty during contract period or during hours as noticed by the user of this office.
 - (ii) Use of abusive languages
4. The driver in no case shall report to duty in an inebriated state or consume alcohol while on duty. In such case Tahasildar has full right to Terminate the Contract with immediate effect.
5. Driver shall be reachable at all times during duty hours.
6. Gossiping with guests and using mobile phone during Driving is not allowed.
7. Vehicle and Driver should not be changed frequently. Any such changes should be informed by the Agency to the authority well in advance for permission.


Tahasildar, Raruan
22/02/2023
TAHASILDAR
RARUAN

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 the 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 Charges 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**