

OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE: MAYURBHANJ.  
( D.I. & P.R.O SECTION )  
QUOTATION CALL NOTICE FOR HIRING OF PRIVATE VEHICLE

No. 503 /IPR, MBJ. Dt. 25-05-2023

Sealed quotations/tenders are invited from interested reputed Travel Agencies/Tour Operators or private individuals for providing 01 (one) Non-Ac/AC Diesel/Petrol driven vehicles having sitting capacity not more than four including Driver, which shall conform to the Terms & Conditions(Annexure-II) for Official use in Office of the D.I.& P.R.O., Mayurbhanj on monthly rent basis.

1. The Vehicle must be Road Worthy condition, shall not be more that 3 years old from the date of initial registration and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, Valid Contact Carriage Permit, proof of up to date tax payment etc. are mandatory for playing of vehicle.
2. The Driver of the vehicle must have valid Driving License for driving light transport passenger vehicle and should be sufficiently experienced in driving transport passenger vehicle. He should be physically fit, capable of driving long distance at all hours and not be more than 50 years of age.
3. The Driver should be well behaved, gentle and obedient in nature.
4. 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 District Information and Public Relations Officer, Mayurbhanj and submitted along with the tender as security deposit . After completion of tender process, the amount will be refunded to unsuccessful bidders.
5. The monthly rate of hire charges ( **including GST**) should be quoted separately in general bid information ( excluding fuel and lubricants.)
6. The Vehicle must achieve a fuel efficiency of **17 Kms. Per litre .**
7. The details of the make and year of manufacturer of the Vehicle, Registration no. mileage( Kms. Covered per litre) and name of the Driver with Driving License No. And validity should be specifically provided in the general bid information to be furnished with the Quotation/Tender ( ANNEXURE-III)
8. The Quotations/Tenders completed in all respect should reach the undersigned on or before 05-06-2023 by 10-00 A.M. and shall be opened in the office of the A.D.M., Mayurbhanj on the same day at 12 Noon in presence of the bidders or their authorised representatives.
9. 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.
10. The application form of quotation/tender containing General Bid information & Term and conditions for hiring of Vehicle etc. will be available with District Information & Public Relations Officer, Mayurbhanj on payment of Rs.100/- from dt.25-05-2023 to 05-06-2023 or can be downloaded from the Website [www.mayurbhanj.nic.in](http://www.mayurbhanj.nic.in) from dt. 25-05-2023 to 05-06-2023 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 along the application.

*(Signature)*  
Additional District Magistrate,  
Mayurbhanj.

Memo No. 504 I&PR Dt. 25-05-2023

Copy to the Collector & District Magistrate, Mayurbhanj for favour of kind information.

*(Signature)*  
Additional District Magistrate,  
Mayurbhanj.

Memo No. 505 /I&PR Dt. 25-05-2023

Copy to the Notice Board for information & wide publication.


Copy forwarded to the Notice Board of Collector & District Magistrate, Mayurbhanj /C.D.O-Cum-E.O., Zilla Parishad, Mayurbhanj/BDO, Baripada/Tahasildar, Baripada /R.T.O., Mayurbhanj/D.C.O, Mayurbhanj/Dist. Tourist Officer, Mayurbhanj for information and necessary action. They are requested to display the quotation notice in their Office Notice Board for wide publication.

Copy forwarded to the D.C.O, Mayurbhanj/Dist. Tourist Officer, Mayurbhanj for information and necessary action. They are requested to display the quotation notice in their Office Notice Board for wide publication and also remain present on the date, time and venue fixed for opening of the Tenders/Quotations.

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 District Website i.e. [www.mayurbhanj.nic.in](http://www.mayurbhanj.nic.in) for wide publication.

Copy to Under Secretary to Govt., I&PR Deptt., (Vehicle Section), Odisha, Bhubaneswar /Deputy Director, I&PR(CD), Cuttack for information and necessary action.

  
Additional District Magistrate,  
Mayurbhanj.



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. & D.L. of the driver available all the times. The Department/Office hiring the vehicles 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/petrol (as per actual)and lubricants (as per Govt. norms) of selected bidder will be paid in every succeeding months, as per possible within 15 (fifteen) days of the submission of bill by the service provider and no advance payment will be made.
9. The vehicle shall not be more that 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 terminate of agreement.
12. If the bidder violates any of the terms of contract, this Office shall forfeit the entire amount of security deposit.

  
Additional District Magistrate,  
Mayurbhanj.

GENERAL INFORMATION FOR HIRING VEHICLES.

01. Registration No. of Vehicle:-
02. Type of Vehicle (AC/Non-AC):-
03. Year of Manufacturer:-
04. Model:-
05. Date of Registration:-
06. Name & Complete address of the owner of Vehicle:-
07. Fitness Certificate validity:-
08. Permit validity:-
09. 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(**Including GST**)  
excluding fuel cost.
13. Rate of fuel consumption/Mileage per Litre:-
14. Contact Number of Service provider ( Tenderer/ Quotationer)  
Mobile No. \_\_\_\_\_ Telephone \_\_\_\_\_

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

Seal & Signature of the  
Quotationer/ Tenderer