

OFFICE OF THE TAHASILDAR : SULIAPADA : MAYURBHANJ
 At/P.O.Suliapada, Dist- Mayurbhanj
 e.mail- tah.suliapada-od@nic.in

QUOTATION/ TENDER CALL NOTICE

No. 1571 / Date 28-06-2023

On cancellation of this Office Quotation /Tender Call Notice No.1433 dt. 08.06.2023, Sealed Quotations/ tenders are once-again invited from interested reputed Travel Agencies/Tour Operators or Private individuals for providing 01(one) no. of NonAC/AC Disel driven private vehicles(**TUV300/Bolero/Sumo Gold**) with commercial Registration having sitting capacity not more than ten including driver, which shall conform to the Terms and conditions(**Annexure-II**) vide Office Memorandum No.30464/F dt.06.09.2019 of Finance Department Govt. of Odisha for Official use in the Office of the Tahasildar, Suliapada, Mayurbhanj on hire on monthly rent basis.

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 bidders/quotations in shape of Account Payee Bank Draft from any nationalized Bank drawn in favour of the Tahasildar, Suliapada, Mayurbhanj payable at S.B.I. Baripada, Main Branch and submitted along with the tender/quotation as security deposit. After completion of tender/quotation process, the amount will be refunded to unsuccessful bidders.
6. The monthly rate of hire charge 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 litre of diesel. The monthly hire charges of vehicle excluding taxes shall not exceed Rs.31,000/-.
8. The details of the make and year of manufacture of the vehicle, registration no., mileage (Kms covered per litre) and name of the 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-III**)
9. The sealed Quotation completed in all respect with all necessary copies of valid MV documents and copy of D.L. of the Driver should reach the undersigned on or before **18.07.2023 by 2P.M.** through **Registered Post/Speed Post** only and shall be opened on the same day at **3.00 P.M.** in presence of the bidders/quotations or their authorized representatives at Office of the Tahasildar, Suliapada. The quotations/tenders received beyond the stipulated date and time will not be entertained and no application of quotation/ tender papers shall be accepted by hand. The envelope carrying the quotation/tender must be superscribed in capital letter "QUOTATION FOR HIRING OF VEHICLE FOR OFFICE OF THE TAHASILDAR, SULIAPADA, MAYURBHANJ" on top of the envelope.
10. The application form of quotation/ tender containing General Bid Information & Terms and conditions for hiring of vehicles etc. will be available in the Office of the Tahasildar, Suliapada, Mayurbhanj on payment of Rs.100/- (Rupees One Hundred) only during Office hour or can be downloaded from 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 Rs.100/- (Rupees One Hundred) only towards the cost of application (non-refundable) along with the application.
11. The undersigned reserves the right to cancel/reject any or all the quotations/ tenders without assigning any reason thereof.

Tahasildar, Suliapada

TAHASILDAR

SULIAPADA, MAYURBHANJ

PTO

Memo No. 1572 /Date 28-06-2023

Copy submitted to the Collector & District Magistrate, Mayurbhanj for favour of kind information and necessary action.

Tahasildar, Suliapada
28/06/23
TAHASILDAR

Memo No. 1573 /Date 28-06-2023

Copy submitted to the D.I.O., NIC, Mayurbhanj for favour of kind information and necessary action with a request to make available the advertisement in the District Web Site of Mayurbhanj for wide publication of the quotation/tender call notice.

Tahasildar, Suliapada
28/06/23
TAHASILDAR
SULIAPADA, MAYURBHANJ

Memo No. 1574 /Date 28.06.2023

Copy submitted to the Sub-Collector, Baripada/ Katipada, Udala/ Bamanghaty, Rairangpur/Panchpir, Karanjia for favour of kind information and necessary action.

Copy submitted to the PA, ITDA, Baripada/Kaptipada, Udala/ Panchpir, Karanjia/ Bamanghaty, Rairangpur for favour of kind information and necessary action.

Tahasildar, Suliapada
28/06/23
TAHASILDAR
SULIAPADA, MAYURBHANJ

Memo No. 1575 /Date 28.06.2023

Copy submitted to the D.I. & PRO, Mayurbhanj for favour of kind information and necessary action with a request to kindly publish it in one daily local news paper(preferably "The Samaj" of Balasore edition) for wide publicity and for information of all concerned.

Tahasildar, Suliapada
28/06/23
TAHASILDAR
SULIAPADA, MAYURBHANJ

Memo No. 1576 /Date 28.06.2023

Copy forwarded to All BDOs/ all Tahasildars/ all CDPOs/ S.D.I. & PRO, Baripada of Mayurbhanj District for kind information & necessary action. They are requested to affix the quotation/tender call notice in their Notice Board / Conspicuous places for information and wide publicity.

Tahasildar, Suliapada
28/06/23
TAHASILDAR
SULIAPADA, MAYURBHANJ

Memo No. 1577 /Date 28.06.2023

Copy to All R.I. for information and necessary action. They are directed to affix the quotation call notice in their Notice Board for wide publicity and information of all concerned.
Copy to the Notice Board of this Office for wide publicity

Tahasildar, Suliapada
28/06/23
TAHASILDAR
SULIAPADA, MAYURBHANJ

Tahasildar, Suliapada
28/06/23
TAHASILDAR
SULIAPADA, MAYURBHANJ

TERMS & CONDITIONS FOR HIRING OF VEHICLES

The following terms and conditions must be fulfilled by the successful bidder/quotationer 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 damage to any property on account of use of hired vehicle any manner whatsoever. The hirer(vehicle owner) 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 done by the bidder(vehicle owner)
3. It shall be the responsibility of the bidder(vehicle owner) 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 as possible within fifteen days of the submission of bills by the service provider/Vehicle Owner 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 three 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 three month notice before such withdrawal of service and termination of agreement.
12. It will be ensured through Service Providers of hired vehicles that the vehicles are kept under optimum running condition and avoid accidents attributable to lack of maintenance/upkeep.The hired vehicle cannot be used for any private/commercial purpose beyond Office hours or during holidays.
13. Log Books shall be maintained for the hired vehicles as in the case of Government vehicles. Kilometer reading and POL drawn shall be necessarily recorded in relevant columns and verified regularly by an authorized Officer before making payment.
14. GST registration GeM registration are compulsory for any Service Provider to provide hired vehicles to Government Offices through GeM or through open bidding.
15. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
16. 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.(PTO)

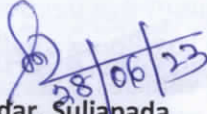
17. The user office will in no way responsible for violation of traffic rules.
18. The Agency/ Service Provider/Vehicle Owner shall be personally responsible for any theft, misconduct and or disobedience on the part of drivers so provided by him.
19. During the contract period, if the vehicle is seized or detained or requisitioned by Police/Motor Vehicle Authority or any authorities for whatever reasons that will be at the Service Providers/Owner's risk.

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 by the Agency/ Service Provider.
2. Driver should be properly dressed in neat and clean attire, if required driver 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 Motor Vehicle rules and photo identity card to the driver.
3. The driver must maintain polite & courteous behavior towards department users as well as to other office staffs. Following activities may be construed as "Misbehavior" 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 Tahsildar has full rights to terminate the contract with immediate effect.
5. Driver must be provided a working mobile phone and contact number be provided to user department.
6. Driver shall be reachable at all times during duty hours.
7. Gossiping with guests and using mobile phone during driving is not allowed.
8. 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.

All other Terms and Condition issued in FDOM No.30464/F dated 06.09.2019 shall also applicable for providing vehicle by the Agency/ Service Provider.


Tahasildar, Suliapada
TAHASILDAR
SULIAPADA, MAYURBHANJ

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 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
Quotationer/ Tenderer**