

Annexure-1


STANDARD BIDDING DOCUMENTS  
(Government of Odisha)  
SKILL DEVELOPMENT & TECHNICAL EDUCATION DEPARTMENT/  
DISTRICT EMPLOYMENT EXCHANGE, MAYURBHANJ, BARIPADA

**SHORT QUOTATION/ TENDER CALL NOTICE**

No. 723 /Employment, Baripada Dated 1<sup>st</sup> May, 2018.

Sealed quotations/ tender are invited from interested reputed travel agencies/tour operators or private individuals for providing 01 (One) numbers of Non-AC/AC Diesel driven vehicles having seating capacity not more than ten including driver, which shall confirm to the terms & conditions (Annexure-II) for official use in the District Employment Exchange, Mayurbhanj, Baripada on monthly rent basis:

1. The vehicle must be in the road worthy condition, shall not be more than 03 (three) years old from the date of initial registration & 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 playing of vehicle.
2. The driver of the vehicle must have a valid driving license for driving light transport passenger vehicle & should be sufficiently experienced in driving in transport passenger vehicle.
3. The driver should be gentle & obedient in nature.
4. A sum of Rs.5,000/- shall be deposited by the intending bidders in shape of account payee bank drafts born in favour of the District Employment Officer, Mayurbhanj, Baripada & submitted along with the tender as security deposit. After completion of the tender process, the amount will be refunded to unsuccessful bidders.
5. The monthly rate of hire charge be quoted separately in the general bid information (Excluding fuel & lubricants)
6. The vehicle must achieve a fuel efficiency of 12 K.M.s/Liter in case of Bolero & 17 K.M.s/Liter in case of Indigo & Indica.
7. The details of the make & year of manufacture of the vehicle, registration number, mileage (kilometers covered per liter) & name of the driver with driving license number & period of validity should be specifically provided in the general bid information to be furnished with the quotation/tender (Annexure-III)
8. The quotation completed in all respect should reach the undersigned on or before 24.05.2018 by 01.00 P.M. & shall be opened on 25.05.2018 at 09.00 A.M. in presence of the Bidders or their authorized representatives in the office chamber of the District Employment Exchange, Mayurbhanj, Baripada.
9. The application form of the quotation/tender containing general bid information & terms & conditions for hiring of vehicles etc. will be available with District Employment Officer, Mayurbhanj, Baripada on payment of Rs.100/- from 07.00 A.M to 01.00 P.M. or can be downloaded from [www.mayurbhanj.nic.in](http://www.mayurbhanj.nic.in) from 02.05.2018 to 24.05.2018. In case the application form is downloaded from the 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 with the application.

  
Seal & Signature of the Quotations/  
Tender Calling Authority.  
Designation.

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 damage 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 the 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 as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.

Annexure - III

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