



**DISTRICT RURAL DEVELOPMENT AGENCY :MAYURBHANJ**

**BARIPADA -757001: ODISHA**  
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**RURAL HOUSING**

**QUOTATION CALL NOTICE FOR HIRING OF TWO PRIVATE VEHICLE**

No. 7878 /DRDA, Dated. 15/10/2019

Sealed quotations/ tenders are invited from interested reputed Travel Agencies/Tour Operators for providing 2(Two) no. of Tiago/Celerio/Swift Dzire/Xcent Petrol vehicle having sitting capacity not more than four including driver which shall confirm to the Terms and conditions (Annexure-I) One vehicle for official use for PD, DRDA for supervision & monitoring of Rural Housing works and another vehicle for APD(RH) in Office of the P.D. DRDA, Mayurbhanj 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 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.
- 3) The Driver should be well-behaved, gentle and obedient in nature.
- 4) A sum of **Rs.5000/- (Rupees Five thousand) only** for each vehicle shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the Project Director, DRDA, 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 charge be quoted separately in the general bid information (excluding fuel & lubricants).
- 6) The Vehicle must achieve a fuel efficiency of **17 (Seventeen) Kms per litre**.
- 7) The details of the make and year of manufacture of the vehicle, registration no., 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).
- 8) The Quotation completed in all respect should be dropped in the tender box in the Office of the PD, DRDA, Mayurbhanj on or before dated 31.10.2019 by 01.00 P.M. and shall be opened on the same day i.e. dated 31.10.2019 At 4.P.M. in the office of the Project Director, DRDA, Mayurbhanj in the presence of the bidders or their authorised representatives.

to be  
19/10/19

9) The application form of quotation / tender containing General Bid Information & Terms and Conditions for hiring of Vehicles etc. can be obtained from the Office of the PD, DRDA, (RH Cell), Mayurbhanj on payment of Rs.100/- from 16.10.2019 to 30.10.2019 or can downloaded from District website www.mayurbhanj.nic. from 17.10.2019 to 30.10.2019 In case application form is downloaded from District website the applicant shall furnish a demand draft for an amount of Rs. 100/- towards the cost of application fees alongwith the application. The application fee is non-refundable.

*lalee jais*  
14/10/19  
Project Director,  
DRDA, Mayurbhanj

**Memo No.** 7879 /DRDA. Dt. 15/10/2019.

Copy to Notice Board, DRDA, Mayurbhanj for information and wide publication.

Copy to Notice Board of Collector & District Magistrate, Mayurbhanj / All PA ITDAs/ All BDOs/ All Sub-Collectors / All Tahasildars/ Executive Officer, Baripada Municipality/ DI & PRO, Mayurbhanj, Baripada for information and wide publication. They are requested that the quotation notice may be displayed in their respective Notice Board.


Copy to Notice Board of Taxi Stand Association, Baripada

*lalee jais*  
Project Director,  
DRDA, 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 the 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 in any manner whatsoever. The hirer shall not 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. Repair and maintenance charges and other operating cost including taxes (except Service Tax on hire charges) would be borne by the Service Provider/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 with written permission.
5. In case of the vehicle do not report regularly in time, the authority will be at liberty to reject the agreement and may engage vehicle from other source. Every day he has maintained the running status of the vehicle in Log book.
6. The owner of the vehicle may be outside of Baripada Municipality Area. But the Driver must be within the Municipality Area of Baripada who seems to be custodian of the vehicle. The driver must be ready to attend the exigencies as and when required. The Log Book must not be tampered, if detected shall liable the owner to withdraw the vehicle suo motto. The driver must not be addicted to narcotics.
7. The vehicles shall report for duty for minimum of 25 days in a month.
8. In case of emergency the Driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
9. Monthly hire charge and reimbursements towards cost of diesel (as per actual) of selected bidder, will be paid in every succeeding month, as far as possible within 15 (fifteen) days of the submission of bills by the service provider and no advance payment will be made.
10. The vehicle shall not be more than 3 (three) years old from the initial registration and also in good running condition during the period of contract.
11. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
12. 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.
13. If the bidder violates any of the terms of contract, DRDA, Mayurbhanj shall forfeit the entire amount of security deposit.

  
**Project Director,**  
**DRDA, Mayurbhanj**

**ANNEXURE-II**

**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) DL No. & validity of 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 No.....

Telephone No.....

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

Seal &Signature of the  
Quotationers / Tenderer

## **CHECK LIST FOR SUBMISSION OF DOCUMENTS**

1. Filled in Annexure-II
2. Xerox copy of the registration No of vehicle
3. Xerox copy of the Fitness Certificate validity
4. Xerox copy of Permit validity
5. Xerox copy of Insurance validity
6. Bank draft amounting to Rs.100/- for each vehicle addressed to the Project Director, DRDA, Mayurbhanj for cost of tender paper.
7. Bank draft amounting to Rs. 5000/- addressed to the Project Director, DRDA, Mayurbhanj towards security deposit.