

**OFFICE OF THE EXECUTIVE ENGINEER (AGRICULTURE),  
MAYURBHANJ DIVISION, BARIPADA**

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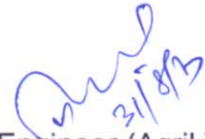
**TENDER CALL NOTICE NO- 03/2023-24**

Issue Date : Dt 31/08/2023  
Last Date of Submission : Dt 11/09/2023, upto 01:30 PM

Sealed quotations/ tenders are invited from interested reputed Travel Agencies/ Tour Operators / private individuals for providing 01 (one) no's of AC Tiago/ Bolt/ Celerio (Petrol) or Similar vehicle having sitting capacity not more than four including driver which shall confirm to the Terms and conditions (Annexure-I) for Official use in office of The Executive Engineer (Agriculture), Mayurbhanj Division, Baripada on monthly rent basis:

1. The Service provider shall have a valid OGST registration to participate in the tendering.
2. 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 (RC), Commercial licence, Insurance Certificate, Fitness Certificate, valid Contract Carriage Permit, proof of up-to-date tax payment, BS IV Complied etc. which are mandatory for plying of vehicle.
3. The Driver of the vehicle must have a valid commercial Driving License (DL) for driving light transport passenger vehicle and should be sufficiently experienced in driving transport passenger vehicle. He must also abide all State Motor Vehicle Rules and Regulations, including the speed limit, traffic signs, and right-of-way rules.
4. The Driver should be well behaved, gentle, and obedient in nature.
5. A sum of Rs.5,000.00/- (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 Executive Engineer (Agriculture), Mayurbhanj Division, Baripada* and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.

6. The monthly rate of hire charge (excluding Service Tax, fuel, and lubricants) must be quoted separately in the general bid information. It should not exceed Rs. 20,000.00/-P.M.. The Service Tax, fuel and lubricants would be reimbursed separately over & above the hire charges.
7. The Vehicle must achieve a fuel efficiency /minimum average mileage of 17 (Seventeen) Kms per Litre.
8. 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).
9. The Quotation completed in all respect should be deposited in the Office of The Executive Engineer (Agriculture), Mayurbhanj Division, Baripada on or before dated 11/09/2023 by 01.00 PM and shall be opened on the same day i.e., dated 11/09/2023 At 4.00 PM in the Office of The Executive Engineer (Agriculture), Mayurbhanj Division, Baripada in the presence of the bidders or their authorised representatives.
10. The application form of quotation / tender containing General Bid Information & Terms and Conditions for hiring of Vehicles etc. can be downloaded from Mayurbhanj Website [www.mayurbhanj@nic.in](http://www.mayurbhanj@nic.in) from dated 31.08.2023 to 11.09.2023 by 1.00 PM. The applicant shall furnish a Demand Draft for an amount of Rs. 100/-(Rupees One Hundred) only drawn in favour of The Executive Engineer (Agriculture), Mayurbhanj Division, Baripada towards the cost of application along with the application form downloaded from the said website.
11. The authority reserves the right to reject all or any of quotation without assigning any reason thereof.



Executive Engineer (Agril.),  
Mayurbhanj Division, Baripada

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, Commercial licence, Insurance Certificate, Fitness Certificate, valid Contract Carriage Permit, proof of up-to-date tax payment etc. and Commercial Driving License(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 shall not 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 & lubricants, 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.*
4. 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.
5. In case of breakdown for reasons whatsoever, the replacement of a vehicle of the same or better model shall be provided *without delay any official visit /tour* by the owner of the vehicle / bidder.
6. 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.
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. No extra payment shall be demanded.

9. Monthly hire charge and reimbursements towards cost of diesel (as per actual) and lubricants (as per Government norms) 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 be made.
10. The vehicle shall not be more than 3 (three) years old from the initial registration and 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, Government shall forfeit the entire amount of security deposit.



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GENERAL INFORMATION FOR HIRING VEHICLES

Sl No	Particulars	Details
1	Name of the Service provider	
2	Complete Address	
3	OGST Number	
4	GeM Registration Number	
5	Bank Account No. & IFSC Code	
6	Registration No. of Vehicle	
7	Year of Manufacture	
8	Make & Model	
9	Date of Registration	
10	Name & complete address of the owner of the vehicle	
11	Fitness Certificate Validity	
12	Pollution Certificate Validity	
13	Permit Validity	
14	Insurance Validity	
15	Name/ Address of the Driver	

16	D.L. No. & Validity of the D.L. of the Driver	
17	Proposed hire Charge of the vehicle per month excluding fuel cost	
18	Rate of fuel consumption / Mileage per litre	
19	Contact Number of the Service Provider (Tender / Quotationer)	
20	Contact Number of the Driver	

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

Seal and Signature of the Quotationer/ 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. 100.00/- addressed to TheExecutive Engineer (Agril.), Mayurbhanj Division, Baripada for cost of tender paper.
7. Bank draft amounting to Rs. 5,000.00/- addressed to TheExecutive Engineer (Agril.), Mayurbhanj Division, Baripada towards security deposit.

**EOI documents to be submitted to:**

Office of the Executive Engineer (Agril.), Mayurbhanj Division, Baripada, near Ashirbadchhaka, Station Bazar, 757001