

OFFICE OF THE SUB-COLLECTOR, BARIPADA.

QUOTATION CALL NOTICE FOR HIRING OF PRIVATE VEHICLE

No 4289 //Estt., Dated 13/06/2020

Sealed quotation/ tenders are invited from interested reputed Travel Agencies/Tour Operators or private individuals for providing 01(one) Diesel AC car (Mahindra Scorpio 4WD or Bolero 4WD(excluding plus and DI models)with a driver which shall conform to the Terms and Conditions(Annexure-1) for official use in office of the Sub-Collector, Baripada(hereinafter the Authority) on monthly rent basis.

- 1)The vehicle must be in Road Worthy condition, shall not be more then 3 years old from the date of initial registration and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, Valid Contract Certificate, 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. He should be physically fit, capable of driving long distance at all hours and not be more than 50 years of age.
- 3) A sum of Rs. 5000/-(Rupees five thousand) only shall be deposited by the bidders in shape of Account payee Bank Draft drawn in favour of the Sub-Collector, Baripada and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
- 4)The monthly rate of hire charge should be quoted separately in the general bid information(excluding fuel & lubricants). The fuel and lubricants would be reimbursed separately over & above the hire charges.
- 5) The vehicle must achieve a fuel efficiency of atleast 10(Ten) klmp.
- 6) The details of the mark 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)
- 7) The quotation completed in all respect should be deposited in the office of the Sub-Collector, Baripada on or before dated **29.06.2020** by **1 P.M** and shall be opened on the same day i.e dated **29.06.2020** at **4P.M.** in the office of the Sub-Collector, Baripada in the presence of the bidders or their authorized representatives.
- 8) In case the quotation 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.

9) The application form of quotation/ tender containing General Bid information & Terms and conditions for hiring of vehicles etc. can be downloaded from the Mayurbhanj District Website www.mayurbhanj.nic.in from 16.06.2020 to 29.06.2020 by 1 P.M.

10) The applicant shall pay an amount of Rs. 500/- (Rupees five hundred) only towards the Sub-Divisional Red Cross Fund along with the application form downloaded from the website. This amount is to be deposited in the office of the Sub-Collector and a receipt obtained. This amount shall be non-refundable. Bidders who have not deposited the amount shall be automatically disqualified from the bid.

Memo No. 4290 // Esst. Dated 13/06/2020
Copy to Notice Board for information and wide publication.

[Signature]
Sub-Collector, Baripada

Copy to Notice Board of the Collector & D.M, Mayurbhanj/ P.D, DRDA, Mayurbhanj/PA, ITDA, Baripada/ All B.D.O s/All Tahasildars of Baripada Sub-Division/ E.O, Municipality, Baripada for information and wide publication. They are requested to display the Quotation Notice in their respective Notice Board.

Copy to Notice Board of Taxi Stand Association, Baripada.

Copy to D.I.O, N.I.C, Mayurbhanj for information and necessary action. He is requested to hoist the Quotation call Notice in District Web site for wide publication.

[Signature]
Sub-Collector, Baripada

TERMS AND 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 vehicle 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. It shall be free of all stickers, slogans, decorations or religious symbols.
- 2) The Authority shall not be liable for any damage/ loss caused to it or others on account of use of hired vehicle in any manner whatsoever. The liability shall rest solely with the owner.
- 3) The hire charges to be paid on monthly basis are final. Cost of diesel & lubricants, will be paid separately based on actual consumption and as per existing Government norms.
- 4) All the expenditure towards repair and replacement of any sort will be borne by the bidder.
- 5) In case of a breakdown, the bidder should replace the vehicle with an equivalent one within a period of one working day.
- 6) The bidder shall provide a competent driver and bear his salary. He shall report for duty daily including Sundays without any extra payment. No holidays, except with the permission of the Authority, are allowed. The vehicle shall not be used for any other purpose.
- 7) Bills shall be cleared by the Authority within 15 (fifteen) days of their submission and no advance payment will be made.
- 8) The vehicle shall not be more than 3 (Three) years old from the initial registration and also in perfect running condition during the period of contract.
- 9) Either party can terminate this Agreement by giving one month's notice. In case there is a breach of terms, no notice needs to be given by the Authority and the entire security deposit shall also be forfeited.
- 10) The bidder shall pay TDS for Income Tax and GST as per provision & Govt. guidelines.


SUB-COLLECTOR
BARIPADA

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) D.L. No. & validity of the Driver :
- 12) Proposed hire Charges of the vehicle per month excluding fuel cost & Service Tax :
- 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
Quotationer/ Tenderer.

CHECKLIST FOR SUBMISSION OF DOCUMENTS

- 1) Filled in Annexure-II.
- 2) Xerox copy of the registration certificate of the vehicle.
- 3) Xerox copy of the Fitness Certificate validity.
- 4) Xerox copy of Permit Validity.
- 5) Xerox copy of Insurance Validity.
- 6) Xerox copy of DL No. & Validity of the Driver.
- 7) Payment of Rs 500 to the Sub Divisional Red Cross Fund
- 8) Bank draft amounting to Rs. 5000/- addressed to the Sub-Collector, Baripada towards security deposit.