

# **DISTRICT SPORTS OFFICE, MAYURBHANJ, BARIPADA**

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No. 534 /D.S./Dt. 13/10/2023

## **QUOTATION CALL NOTICE**


Sealed quotations are invited from the Travel Agencies/Individual Bus Owners/Vehicle owners for monthly hiring of 1 No. of Bus (24 – 32 seated) at Sports Hostel, Baripada on monthly rental basis for the hostel inmates to attend their respective schools/colleges regularly. Interested travel owners/Bus owners/vehicle owners may submit quotations mentioning charges per month with the following terms and conditions in the prescribed form enclosed herewith (Annexure – A).

1. The service provider shall have a valid OGST registration to participate in the Quotation call process.
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, Insurance Certificate, Fitness Certificate, Pollution Certificate, valid Contract Carriage Permit, proof of up-to-date tax payment etc. mandatory for plying of vehicle.
3. The Driver of the vehicle must have a valid Driving License for driving passenger vehicle and should be sufficiently experienced in driving the same.
4. The Driver should be well behaved, gentle and obedient in nature.
5. A sum of Rs. 10,000/- to be deposited by the intending bidders in shape of Account Payee Bank Draft drawn on any Nationalised Bank in favour of the Coach-in-Charge, Sports Hostel, Baripada, Mayurbhanj payable at Baripada and submitted along with the Quotation as security deposit. After completion of Quotation call process, the amount will be refunded to unsuccessful bidders.
6. The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants).
7. The Vehicle must achieve a minimum fuel efficiency of 06 km per litre.
8. The details of the make and year of manufacture of the vehicle, registration no., mileage (KM covered per litre) and name of the Driver, Driving License No. and period of validity should be specifically provided in the general bid information to be furnished with the Quotation (Annexure - B).
9. The Quotation completed in all respect should reach the Office of the Coach-in-Charge, Sports Hostel, Baripada on or before **14.11.2023** by **2:00 P.M.** and shall be opened on the same day at **4:00 P.M.** in presence of the bidders or their authorized representatives.
10. The application form of quotation containing General Bid Information, Terms & conditions and Annexure-B for Hiring of Vehicles etc. will be available with the Office of the Coach-in-Charge, Sports Hostel, Baripada or can be downloaded from the website <http://www.mayurbhanj.nic.in> from Dt. **16.10.2023** to **14.11.2023**.

  
Additional District Magistrate,  
Mayurbhanj

**TERMS AND CONDITIONS**

1. The bidders should offer quotations with sealed covers only.
2. The bus will remain in the campus premises of the hostel.
3. Log book shall be maintained properly.
4. The quotations received beyond the stipulated period will not be entertained.
5. The cost so incurred shall be met out of available contingency of Sports Hostel, Baripada and a register shall be properly maintained on hiring of the bus.
6. The hired vehicles, during period of contract, shall have all necessary valid MV documents such as valid Registration Certificate, Insurance Certificate, Pollution 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.
7. 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.
8. The hire charges to be paid for monthly basis is final but does not include cost of fuel, which is to be paid separately basing on actual consumption 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.
9. It shall be the responsibility of the bidder to provide a good driver with bus staff and the remuneration of the driver & bus staff shall be borne by the owner.
10. 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.
11. In case of the vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
12. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be demanded.
13. Monthly hire charges and reimbursements towards cost of fuel (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.
14. 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.
15. If the services are found to be unsatisfactory, the client shall give one month and terminate the agreement.
16. In case, the service provider intends to withdraw the services of his vehicle and terminate the agreement, it shall be mandatory upon him to one month notice before such withdrawal of service and termination of agreement.
17. If the bidder violets any of the terms of contract, Government shall forfeit the entire amount of security deposit.
18. The undersigned reserves the right to accept/reject any or all quotations without assigning any reason thereof & shall bear no liability whatsoever consequent open such decision.
19. The undersigned reserves the right to modify or cancel the quotation.
20. Dispute, if any, should be within the jurisdiction of Mayurbhanj district only.
21. For any further clarification or any decision, the Finance Department Memorandum No. 22924, Dt. 14.08.2023 shall be referred.

  
13.10.2023  
Additional District Magistrate,  
Mayurbhanj

General Information

Sl. No.	Particulars	
1.	Name of the Service Provider	
2.	Complete Address	
3.	OGST Number	
4.	Bank Account No. & IFSC Code	
5.	Registration No. of Vehicle	
6.	Year of Manufacture	
7.	Make & Model	
8.	Date of Registration	
9.	Name & Complete Address of the owner of Vehicle	
10.	Pollution Certificate Validity	
11.	Fitness Certificate Validity	
12.	Permit Validity	
13.	Insurance Validity	
14.	Name / Address of the Driver	
15.	D.L. No. & Validity of the D.L. of the driver	
16.	Rate of Fuel consumption / Mileage per litre	
17.	Proposed Hire charge of the vehicle per month excluding Fuel cost	
18.	Contact No. of the Service Provider (Quotationer)	
19.	Contact No. of Driver	

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

Seal & Signature of Quotationer

  
 Additional District Magistrate,  
 Mayurbhanj