

**QUOTATION/ TENDER CALL NOTICE**

No. 1142 / Date 04/07/2024

Sealed Quotations/ tenders are invited from interested reputed Travel Agencies/Tour Operators or Private individuals for providing 01(one) no. of AC Diesel driven vehicle(TUV300 /Bolero / Sumo Gold / Ertiga) with commercial Registration having sitting capacity not more than ten including driver, which shall conform to the Terms and conditions(**Annexure-I**) vide Office Memorandum No.22924/F dt.14.08.2023 of Finance Department Govt. of Odisha for Official use in the Office of the Tahasildar, Kusumi, Mayurbhanj on hire 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, Insurance Certificate, Fitness Certificate, Pollution Certificate, Valid Contract Carriage permit, Proof of up to date tax payment etc. which are mandatory for plying of vehicle.
3. The vehicle is to be hired for 02(two) years .The contract will be renewed subject to satisfaction of the Tahasildar.
4. 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.
5. The Driver should be well behaved, gentle and obedient in nature.
6. A sum of Rs. 5000/-(Rupees Five Thousand)only shall be deposited by the intending bidders/quotations in shape of Account Payee Bank Draft from any nationalized Bank drawn in favour of the Tahasildar, Kusumi payable at S.B.I. Rairangpur, Main Branch and submitted along with the tender/quotation as security deposit. After completion of tender/quotation process, the amount will be refunded to unsuccessful bidders.
7. The monthly rate of hire charge shall be quoted separately in the general bid information (excluding Service Tax, fuel and Lubricants cost). The Service Tax, fuel and lubricants would be reimbursed separately over & above the hire charges.
8. The Vehicle must achieve a fuel efficiency of not less than 10 Kms per litre of diesel. The monthly hire charges of vehicle excluding taxes shall not exceed Rs.31,000/-.
9. The details of the make and year of manufacture of the vehicle, registration no., mileage (Kms covered per litre) and name of the 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**)
10. The sealed Quotation completed in all respect should reach the undersigned on or before **20.07.2024 by 2P.M.** through **Registered Post/Speed Post** only and shall be opened on the same day i.e. dated 20.07.2024 at 4.00 P.M. in presence of the bidders/quotations or their authorized representatives at Office of the Tahasildar, Kusumi. The quotations/tenders received beyond the stipulated date and time will not be entertained and no application of quotation/ tender papers shall be accepted by hand. The envelope carrying the quotation/tender must be superscribed in capital letter "QUOTATION FOR HIRING OF VEHICLE FOR OFFICE OF THE TAHASILDAR, KUSUMI, BADAMPAHAR" on top of the envelope.
11. The application form of quotation/ tender containing General Bid Information & Terms and conditions for hiring of vehicles etc. will be available with the Office of the Tahasildar, Kusumi, Badampahar on payment of Rs.100/-(Rupees One Hundred)only during Office hour or can be downloaded from Mayurbhanj District Website [www.mayurbhanj.nic.in](http://www.mayurbhanj.nic.in) from dated **04.07.2024 to 20.07.2024 by 11.30 A.M.** In case the application form is downloaded from Govt. website, the applicant shall furnish a Demand Draft for an amount Rs.100/-(Rupees One Hundred) only drawn in favour of the Tahasildar, Kusumi, Badampahar towards the cost of application (non-refundable) along with the application.
12. The undersigned reserves the right to cancel/reject any or all the quotations/ tenders without assigning any reason thereof.

  
Tahasildar, Kusumi  
4/7/24

PTO

Memo No.....1143...../Date..04/07/2024.....

Copy submitted to the Collector & District Magistrate, Mayurbhanj for favour of kind information and necessary action.

  
Tahasildar, Kusumi  
4/7/24

Memo No.....1144...../Date..04/07/2024.....

Copy submitted to the D.I.O., NIC, Mayurbhanj for favour of kind information and necessary action with a request to make available the advertisement in the District Web Site of Mayurbhanj for wide publication of the quotation/tender call notice.

  
Tahasildar, Kusumi  
4/7/24

Memo No.....1145...../Date..04/07/2024.....

Copy submitted to the Sub-Collector, Baripada/ Katipada, Udala/ Bamanghaty, Rairangpur/Panchpir, Karanjia for favour of kind information and wide publication.

Copy submitted to the PA, ITDA, Baripada/Kaptipada, Udala/ Panchpir, Karanjia/ Bamanghaty, Rairangpur for favour of kind information and wide publication.

  
Tahasildar, Kusumi  
4/7/24

Memo No.....1146...../Date..04/07/2024.....

Copy submitted to the D.I. & PRO, Mayurbhanj for favour of kind information and necessary action.

  
Tahasildar, Kusumi  
4/7/24

Memo No.....1147...../Date..04/07/2024.....

Copy forwarded to All BDOs/ all Tahasildars/ all CDPOs/ S.D.I. & PRO, Baripada of Mayurbhanj District for kind information & necessary action. They are requested to affix the quotation/tender call notice in their respective Notice Board / Conspicuous places for information and wide publicity.

  
Tahasildar, Kusumi  
4/7/24

Memo No.....1148...../Date..04/07/2024.....

Copy to All R.I.s of this Tahasil for information and necessary action. They are directed to affix the quotation call notice in their Notice Board for wide publicity and information of all concerned.

Copy to the Notice Board of this Office for information and wide publicity.

  
Tahasildar, Kusumi  
4/7/24

**TERMS & CONDITIONS FOR HIRING OF VEHICLES**

The following terms and conditions must be fulfilled by the successful bidder/quotationer 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, 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.
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 any manner whatsoever. The hirer(vehicle owner) shall be responsible for all such litigation.
3. The hire charges to be paid for monthly basis is final but does not include cost of fuel(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 done by the bidder(vehicle owner)
4. It shall be the responsibility of the bidder(vehicle owner) 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 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 without prior notice 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 of hirer. No extra payment shall be demanded.
9. 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/Vehicle Owner 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. It will be ensured through Service Providers of hired vehicles that the vehicles are kept under optimum running condition and avoid accidents attributable to lack of maintenance/upkeep.The hired vehicle cannot be used for any private/commercial purpose beyond Office hours or during holidays.
14. Log Books shall be maintained for the hired vehicles as in the case of Government vehicles. Kilometer reading and POL drawn shall be necessarily recorded in relevant columns and verified regularly by an authorized Officer before making payment.
15. GST registration are compulsory for any Service Provider to provide hired vehicles to Government Offices through open bidding.
16. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.

(PTO)

17. The vehicle should be parked at the place as advised by the Tahasildar and should be available when not in duty. If the vehicle needs to be away for some reasons like refueling, petty repairing etc., it should be within the knowledge of the Controlling Officer of the Tahasil. Moving away without the knowledge of Controlling Officer of the Tahasil will be considered as non-availability and will be liable for penalty.
18. The user office will in no way responsible for violation of traffic rules.
19. The Agency/ Service Provider/Vehicle Owner shall be personally responsible for any theft, misconduct and or disobedience on the part of drivers so provided by him.
20. During the contract period, if the vehicle is seized or detained or requisitioned by Police/Motor Vehicle Authority or any authorities for whatever reasons that will be at the Service Providers/Owner's risk.

**Driver Deployed:-**

The Agency/ Owner shall be responsible for the acts and deeds of driver of the vehicle that include following.

1. Driver that posses a valid commercial Driving License shall be deployed by the Agency/ Service Provider.
2. Driver should be properly dressed in neat and clean attire, if required driver should wear uniform of specific colour as per requirement of the Tahasildar. Agency/ Owner shall provide proper uniform and badges at his own cost as per the State Motor Vehicle rules and photo identity card to the driver.
3. The driver must maintain polite & courteous behavior towards department users as well as to other office staffs. Following activities may be construed as "Misbehavior" and shall attract penalties as per provision of contract. Repeated instances may result in termination of services.
  - (i) Denial of duty during contract period or during hours as noticed by the user of this office.
  - (ii) Use of abusive languages.
4. The driver in no case shall report to duty in an inebriated state or consume alcohol while on duty. In such case Tahsildar has full rights to terminate the contract with immediate effect.
5. Driver must be provided a working mobile phone and contact number be provided to user department.
6. Driver shall be reachable at all times during duty hours.
7. Gossiping with guests and using mobile phone during driving is not allowed.
8. Vehicle and driver should not be changed frequently . Any such changes should be informed by the Agency to the authority well in advance for permission.

All other Terms and Condition issued in FDOM No.22924/F dated 14.08.2023 shall also applicable for providing vehicle by the Agency/ Service Provider.

  
Tahasildar, Kosumi

## GENERAL INFORMATION FOR HIRING OF VEHICLES

Sl No.	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	OGST Number	
4	GeM Registration Number	
5	Bank Account No. and 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 (Tenderer / Quotationer)	
20	Contact Number of the Driver	

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

Seal & Signature of  
Quotationer / Tenderer