

District Panchayat Office
Balasore

No. 1297 / Dt. 6/8/18

Standard Bidding Document
Government Of Odisha

Quotation Tender Call Notice

Sealed quotations / tenders are invited from interested reputed Travel Agencies/ Tour Operators or Private individuals for providing 1 (one) nos of Non AC/ AC diesel driven vehicles having sitting capacity not more than 10 including driver, which shall conform to the Terms and conditions (Annexure- II) for official use in District Panchayat Office, Balasore on monthly hire basis.

1. The vehicle must be 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 playing of vehicles.
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/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour the District Panchayat Officer, Balasore 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 and 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 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-III)

8. The Quotation completed in all respect should reach the undersigned on or before **23.08.2018 by 5 P.M.** and shall be opened on the **24.08.2018 by 5 P.M.** in presence of the bidders or their authorized representatives.
9. The application form of quotation/ tender containing General Bid Information & Terms & Conditions for Hiring of Vehicles etc. will be available with District Panchayat Office, Balasore on payment of Rs. 100/- from 27.06.2018 to 10.07.2018 or down loaded from Balasore NIC website **www. Baleswar.nic. in** from **dt. 08.08.2018 to 23.08.2018.** In case the application form is down loaded from website, the applicant shall furnish a Demand Draft for an amount Rs. 100/- (Rupees One hundred) only towards the cost of application along with the application.

The authority reserves the right to reject all or any of the quotations without assigning any reason thereof.



District Panchayat Officer,
Balasore

TERMS AND CONDITIONS FOR HIRING OF VEHICLE ;

The following terms and conditions must be fulfilled by the successful bidders 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, 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 District Panchayat Office hiring the vehicles shall not be responsible for any damage/ loss caused to hired vehicles or loss of life/ injury made to any manner whatsoever. The hirer shall 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 Govt. norms. All the expenditure of the vehicle towards repair. Replacement of spare parts, Lubricating oil of Engine, Gear Box & different Coolant, Tyres & Tubes, Battery etc. will be borne by the bidder.
3. It shall be responsibility of the bidder to provide a good driver and the salary of the driver shall be borne by the owner.
4. In case of breakdown for reasons whatsoever the replacement of the vehicle of the same or better model shall be provided by the owner of the vehicle / bidder.
5. 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.
6. The vehicles shall report for duty for minimum of 25 days in a month.
7. In case of emergency, the driver will have to report for duty as per the requirement of hirer/ No extra payment shall be demanded.
8. Monthly hire charges and reimbursements towards cost of diesels (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.

9. 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.
10. If the services are found to be unsatisfactory, the client should give one month notice and terminate the agreement.
11. 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.
12. If the bidder violates any of the terms of contract, District Panchayat Officer, Balasore shall forfeit the entire amount of security deposit.
13. The monthly rate of hire charge will be maximum of Rs. 16,000/- or less (excluding diesel cost)


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**District Panchayat Officer,
Balasore**

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 Vehicle :-
7. Fitness Certificate validity :-
8. Permit validity :-
9. Insurance validity :-
10. Name / Address of the Driver :-
11. D.L. No. & Validity of the 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 _____ Telephone _____

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

**District Panchayat Officer,
Balasore**