



OFFICE OF THE PANCHAYAT SAMITI, KHAIRA, BALASORE

e-Mail- ori-khaira@nic.in Phone- 06788-233223

Quotation / Tender Call Notice for hiring of Four Wheeler Vehicle

No- 45 / Esst

Date- 07.01.2019

Sealed Quotations / Tenders are invited from interested reputed Travel Agencies / Tour Operators or Private Individuals for providing **ONE (01)** No. of Non-AC / AC Diesel Driven Four-Wheeler Vehicle, preferably of **white colour** having **seating capacity not more than ten(10) including driver** which shall confirm to the terms & conditions (**Enclosed as Annexure —I**) for official use in Khaira Block on a monthly rental basis for the period from **20th January-2019 to 19th January-2020**. The **last date** of receiving of sealed Quotations and other related documents is **15th January -2019 , 1:30 PM (Tuesday)** at **Block Office, Khaira**. The Application / Quotation / General Bid Information Form and Terms & Conditions (**Annexure I and II**) can be had from Office of Undersigned (Head Clerk/Estt. Section) against cash payment of Rs. 100/- (Rupees One Hundred Only) available with Head Clerk/Estt. Section , Panchayat Samiti , Khaira from 07th January-2019 to 15th January-2019 **upto 11 AM** during working hours only.

1. The vehicle must be in road worthy condition and shall not be more than **Three (03) years** old from the date of initial registration and must have valid Registration Certificate/Permit, Proof of up to date tax payment etc. which are mandatory for plying of vehicle . **Preference will be given to white color vehicle having most recent date of registration** in conformity with the Terms & Conditions as mentioned in **Annexure I**.
2. The driver of the vehicle must have a **valid Driving License(DL)** for driving light transport passenger vehicle and should be sufficiently experienced in driving transport passenger vehicle. The driver should be well behaved and obedient in nature.
3. A sum of Rs. **5,000/- (Rupees Five Thousand Only)** shall be deposited by the intending bidder/vehicle owner in shape of Account Payee Bank Draft drawn in favour of Block Development Officer, Khaira payable at Khaira as **security deposit** along with the Quotation/Tender/Application Form dully filled in and signed by the bidder/vehicle owner. **Quotation/Tender/Application Form received without said security deposit shall be rejected out-rightly.** Security deposit shall be refunded to unsuccessful bidders through eTransfer (NEFT/RTGS) after completion of the tender process. **No interest shall be paid to such unsuccessful .bidders whatsoever.**
4. The monthly rate of hire charge should be quoted separately in the General Bid Information/Application/Quotation Form (excluding fuel and lubricants) (**Annexure II**) and the vehicle must achieve **fuel efficiency of 10 (Ten) Kilometers per liter.**
5. The details of the Make and Year of manufacture of the vehicle, registration No. , mileage (Kms Covered per liter) and name of the driver with driving license (DL) No./copy of DL and period of validity should be specially provided in the general bid information / quotation / application Form in the sealed cover.
6. **The Application/Quotation/General Bid Information Form (Annexure-II)** complete in all respect **should reach the office** of undersigned (Head Clerk/Estt. Section) or dropped in the tender box kept **for this purpose on or before 15th January 2019 upto 1:30 PM (Tuesday)** and the same shall be opened on **the same day at 3 PM in presence of bidders/vehicle owners** or their authorized representatives in the **Office Chamber of BDO, Khaira.**



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Annexure-I

TERMS & CONDITIONS FOR HIRING OF FOUR WHEELER VEHICLE

The following terms & conditions must be fulfilled by the prospective bidder / vehicle owner/ successful for providing a four wheeler vehicle (AC/Non-AC Diesel Vehicle) on hire on monthly rental basis.

1	The hired vehicle, during the period of contact 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 DL of the Driver must be available at all the times during tour/travel. This Office / Department hiring the vehicle shall not be responsible for any damage / loss caused to hired vehicle or loss of life , injury made to any person or damage to any property in the event of accident /electro-mechanical failures or use of hired vehicle in any manner whatsoever. The vehicle owner shall be responsible for all such litigations/damage/compensation arising out of court cases etc.
2	The Successful bidder / vehicle owner drawn out of the lowest bid(L1) will have to sign an Agreement to this effect for engagement/disengagement of vehicle.
3	The hire charges to be paid for monthly rental basis is final and shall be as per prevailing Govt. norms only which does not include cost of fuel/diesel. The fuel/diesel will 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 etc. Lubricants of the Engine, Gear Box & differential coolants , tyres & tubes , batteries etc . will be borne by the vehicle owner
4	It shall be the responsibility of the vehicle owner to provide a good Driver and the salary of the driver will be borne by the vehicle owner .
5	In case of break down for reasons whatsoever the replacement of the vehicle of the same or better model shall be provided by the owner of the vehicle / successful bidder
6	In case vehicle doesn't report regularly , the authority will be at liberty to reject the agreement and may engage vehicle from other sources .
7	The vehicle shall be report for duty as when required for discharge of govt. duties
8	In case of emergency, the driver will have to report for duty as per the requirement / service exigencies and no extra payment shall be made towards for this .
9	Monthly hire charges and reimbursement towards cost of diesel (as per actual) and lubricants (as per Govt. Norms) of selected/successful vehicle owner will be paid in every succeeding month as far as possible within seven days of the submission of the bills by the service provider and no advance payment will be made .
10	The vehicle shall not be more than three years old from the initial date of registration and must in good running condition during the period of contact
11	Preference will be given to white color vehicle with sitting capacity not more than Eight (08) including Driver having very recent date of initial registration. In case, the bidder / vehicle owner of such vehicle fails to qualify for successful bid i.e. lowest bid amount, this office shall be at liberty to negotiate with such vehicle owner to engage the vehicle at lowest bid amount.
12	If the services of successful bidder / vehicle owner are found to be unsatisfactory, one month notice will be served upon the vehicle owner to terminate the agreement and disengage the vehicle.
13	In case the service provider/vehicle owner intends to withdraw the service of vehicle so engaged and terminate the agreement, it shall be mandatory upon him to give one month notice before such withdrawal of service and termination of agreement/disengagement of vehicle.
14	The vehicle will be parked inside office premises at designated place , the keys of the vehicle shall be kept with this office and the owner will be allowed to take out the vehicle for repair & maintenance only during Holidays/Sundays.
15	If the bidder violates any of the terms & conditions of contract, the entire amount of the security deposit shall be forfeited.
16	The owner of the vehicle shall not claim any right to engagement of vehicle upon termination of period of contract due to reasons beyond the control of this Office and the Driver of the vehicle so engaged shall not claim right to employment in the even of disengagement of vehicle or



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	termination of agreement/contract.
17	The remuneration and other perks and allowances if any shall be borne by the owner of the vehicle .
18	The moment of vehicle and carring of employees / official / authorised persons will be done as per instructions of the competent authority i.e Block Developemnt Officer , Khiara
19	The office has the right to reject any or all of the quotations / bid without assigning any reason thereof.
20	Disputes, if any , shall be adjudicated within jurisdiction of Khaira Block .


Block Development Officer
Khaira



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Annexure-II

Application / Quotation Forms & General Bid Information for Hiring of Vehicle

1	Registration No. of Vehicle	
2	Type of Vehicle (AC / Non- AC)	
3	Year of manufacture	
4	Engine No. / Chassis No.	
5	Make / Model	
6	Date of Initial Registration	
7	Name and Complete adress of the owner	
8	Fitness certificate validity	
9	Permit validity	
10	Insurance Validity	
11	Proposed hire charges of the vehicle per month excluding fuel cost	
12	Rate of fuel consumption / Millage per liter	

I Sri / Smt Ku _____ Son of / Wife of Sri

Village _____

GP _____ PS _____ Dist _____

do certify that I have read and understood the term and condition of the bid as per details provided in Annexure-I to Tender / Quotation Call Notice No _____ Dated- _____ of Block development Officer , Khaira, Dist - Balasore and the above information submitted by me is true to the best of knoledge and belief.

Dated- _____

Signature of the Bidder / Vehicle Owner

Mob No / Contact No-

Enclosure-

1	Vehicle Registration
2	Insurance & Permit
3	Engine/ Chassis No.
4	ID Proof (Voter Card / PAN Card/ DL/ Aadhar Card/ Any Other Identity proof)
5	Bank Draft of Rs, 5,000/- i/f/o BDO, Khaira