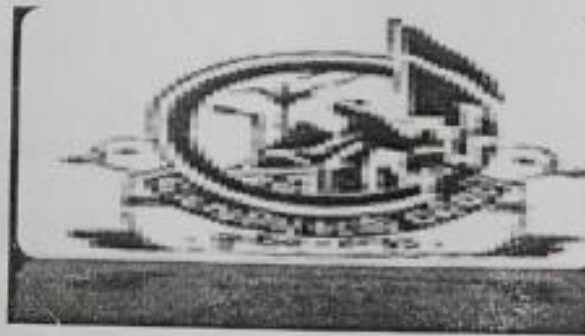


# BALASORE MUNICIPALITY

## BID—DOCUMENTS

(To be enveloped in sealed cover)



Name of the work:- Hiring of Mahindra SCORPIO Vehicle  
consisting of Model- S5/S7 2WD for Official  
use by the Balasore Municipality.

Quotation Schedule:-  
Issued against Bank Draft/Banker's Cheque  
No. \_\_\_\_\_ Dt. \_\_\_\_\_  
(To be enveloped properly with TCN/QCN along with Terms  
& Conditions)




OFFICE OF THE MUNICIPAL COUNCIL, BALASORE.  
BALASORE, (ODISHA), PIN-756003  
Tel. No. 06782-251267(O), FAX No. 06782-251222  
e-mail-balasoremunicipality @ rediffmail.com

**Notice Inviting Quotation Call Notice No. 5599 Dt. 20/07/2021**


Name of the work: Hiring of Mahindra SCORPIO Vehicle consisting of Model- S5 / S7 2WD for Official use by the Balasore Municipality.

Tender/ Quotation Paper Cost: Rs.2,000.00  
Security Deposit: Rs.10,000.00  
Last Date of Sale/download of DTCN: Upto 3:00 P.M of Dt.28.07.2021  
Last Date of Receipt of Quotation: Upto 3:30 P.M of Dt.28.07.2021  
Date of Opening: 4:00 P.M of Dt.28.07.2021  
Details can be seen/ downloaded from the Official website of Balasore District, [www.baleswar.nic.in](http://www.baleswar.nic.in)  
From dt.21.07.2021 to dt.28.07.2021 upto 3:00 P.M

  
**Executive Officer**  
Balasore Municipality, BIs.


Memo No. 5600 / Dt. 20.07.2021

Copy submitted to the Sub-Collector, Balasore/ Executive Engineer, Balasore Electrical Division, Balasore/R.T.O, Balasore/ Executive Engineer, R&B Divn. Balasore/ Tahasildar, Balasore (Sadar)/D.I.P.R.O, Balasore for information with a request to display the Quotation call notice in their respective notice board for wide publication.

  
**Executive Officer**  
Balasore Municipality, BIs.

Memo No. 5601 / Dt. 20.07.2021

Copy to this Office Notice Board, Balasore Municipality for wide publication.

  
**Executive Officer**  
Balasore Municipality, BIs.

(Required information in all ANNEXURES should be filled with supply of hardcopy need to be enclosed or else the representation of the quotationer should be rejected)



OFFICE OF THE MUNICIPAL COUNCIL, BALASORE.

BALASORE, (ODISHA), PIN-756003

Tel. No. 06782-251267(O), FAX No. 06782-251222

e-mail-balasoremunicipality@rediffmail.com

No. 5599 /

Dt. 20-07-2024 /


### Quotation Call Notice

Sealed Quotation/ Tenders are invited from Interested Reputed Travel Agencies Tour Operators or private individuals for providing 01 No of Non AC Diesel Driven **Mahindra SCORPIO (Model- S5 / S7 2WD)** Vehicle having sitting capacity not more than Eight (08) including driver, which shall conform to the Terms and Conditions in (Annexure-II) & (Annexure-III) for Official use in Balasore Municipality on monthly rent basis:

1. The vehicle must be in Road Worthy condition, shall not be more than 03 years old from the date of initial registration and must have valid Registration Certificate, GST Registration Certificate, insurance Certificate, Fitness Certificate, Valid Contract Carriage Permit, proof of up to date tax payment, Valid PUC Certificate 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 in driving transport passenger vehicle.
3. The Driver should be well behaved, gentle and obedient in nature.
4. A sum of **Rs. 10,000.00** shall be deposited by the intending bidders/ quotationers in shape of Account Payee Bank Draft/ Banker's cheque drawn in favour of the Executive Officer, Balasore Municipality and submitted along with the tender/ quotation 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 general bid information (excluding fuel and lubricants).
6. The Vehicle must achieve a fuel efficiency of 10 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).

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- 4
8. The sealed quotation will be received up to **03.30 P.M on dt.28.07.2021** in the tender box kept in the Office of the Executive Officer, Balasore Municipality which will be opened on same day i.e; on **dt.28.07.2021 at 4.00 PM** in the office chamber of the undersigned in presence of the quotationer or their authorized representative / agent who may be present at the time of opening of the quotations. If the day for opening the quotation/tender falls on Govt. holiday/Strike/un-functional for any other cause, the same should be entertained on the next working day.
  9. The application form of quotation / tender containing General Bid information & Terms and conditions for Hiring of Vehicles etc. will be available in the official website of Balasore District, [www. baleswar.nic.in](http://www.baleswar.nic.in) w.e.f on dt. **21.07.2021 to 28.07.2021 upto 3.00 PM**. The intending bidder can download the application form and related documents from the above website and submit their sealed Quotation along with the Paper Cost amounting to **Rs.2,000.00** in shape of Demand Draft/ Bankers cheque duly pledged in favour of the "Executive Officer, Balasore Municipality, Balasore" which is non refundable. Quotations received without Paper Cost shall be rejected out rightly.
  10. The authority reserves the right to reject any or all the quotations without assigning any reason thereof.

  
**Executive Officer**  
**Balasore Municipality, BIs.**

ANNEXURE--II

TERMS & CONDITIONS FOR HIRING OF VEHICLES:


The following terms and conditions must be fulfilled by the successful quotation/ bidder for providing a vehicle on hire on monthly rent basis.

1. The hired vehicles, during period of contract, shall have all necessary valid MV document such as : - valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid contract carriage permit, proof up to date tax payment , PUC Certificate etc. and D.L. of driver available all the times. Balasore Municipality 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 quotationer/owner shall be responsible for all such litigation.
2. The hire charges to be paid for monthly basis in final but does not include cost of diesel. The required diesel will be provided by Balasore Municipality 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 quotationer/bidder.
3. It shall be the responsibility of the quotationer/bidder to provide a good driver and the salary of the driver shall be borne by owner.
4. In case of the breakdown for reasons whatsoever the replacement of a vehicle of the same of 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 vehicle should 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 of selected bidder will be paid in every succeeding month, as far as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.

**Signature of the Tenderer/ Quotationer**

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9. The vehicle shall not be more than 03 years old and also in good running condition during the period of contract.
10. Before Opening of the bid, the tender committee will inspect the Vehicles . Bidders are requested to attend the event with their vehicle within Balasore Municipality premises on the day. Failing which bid for the same will be rejected.
11. If the service 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. If the bidder violates any of the Terms of Contract , Balasore Municipality shall forfeit the entire amount of security deposit.
14. The Govt. in Finance Department Office Memorandum No. 30464/F dt. 06.09.2020 has fixed the hiring charges Rs.31,000.00(Excluding Taax).
15. The other norms and conditions will be followed strictly as per the FDOM No. 34085/F dt. 29.09.2012, FDOM No. 27037/F dt.08.10.2015 & FDOM No. 30464/F dt. 06.09.2019 of Finance Department Govt. of Odisha.
16. Letter for previous engagement at any Govt. Office in shape of experiences should also be furnished.

  
**Executive Officer**  
**Balasore Municipality, BIs.**

**Signature of the Tenderer/ Quotationer**

**Annexure - III****APPLICATION FORM AND GENERAL INFORMATION FOR HIRING OF  
VEHICLES ON MONTHLY BASIS**

1. Name of the Service Provider :-
  2. GST Registration No. :-
  3. Registration No. of Vehicle :-
  4. Type of Vehicle (AC/Non-AC) :-
  5. Year of Manufacture :-
  6. Model :-
  7. Date of Registration :-
  8. Name & complete address of the owner of vehicle :-
  9. Fitness Certificate validity :-
  10. Permit validity :-
  11. Insurance validity :-
  12. Pollution Under Control (PUC) Certificate Validity :-
  13. Name / Address of the Driver :-
  14. D.L. No. & Validity of the D.L. of the Driver :-
  15. Proposed hire Charge of the vehicle per month excluding fuel cost :-
  16. Rate of fuel consumption / Mileage per litre :-
  17. MV Tax Payment:
  18. PAN NO. of the (Tenderer /Quatationer)
  19. Contact Number of the service provider (Tenderer /Quatationer)
- Mobile \_\_\_\_\_ Telephone \_\_\_\_\_

“ Certified that the information submitted above is true to the best of my Knowledge and belief.” (Hard copy of each documents should be enclosed)

**Seal & Signature of the  
Quotationer/Tenderer**

**Annexure - IV**

ABSTRACT OF FORMAT DESCRIBED THE WAY TO QUOTE THE PRICE BY THE QUOTATIONERS WITH IN THE UNIT OF RATE APPROVED BY THE GOVERNMENT IN FINANCE DEPARTMENT

SL NO	RATE APPROVED BY THE GOVERNMENT IN FINANCE DEPARTMENT	NAME O F THE QUOTATIONER/BIDDER	RATES QUOTED (EXCLUDING GST)	RATES QUOTED (INCLUDING GST @ 05%)
01	Rs.31,000.00(Exc-Tax) (The Govt. in Finance Department Office Memorandum No. 30464/F dt. 06.09.2020)			

**Signature of the Tenderer/ Quotationer**