

OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, BALASORE  
(EMERGENCY SECTION)

NO 1904 /emergency Dt 24.07.2023

QUOTATION CALL NOTICE

Sealed quotations are invited from interested reputed Travel Agencies/Tour Operators or private individuals for providing 1(one) nos of Non-A/C Diesel driven vehicles having sitting capacity not more than five including driver, which shall conform to the terms and conditions (Annexure-II) for officials use in District Emergency Operation Center, Collectorate, Balasore on monthly hire basis:-

1) The vehicle must be in road worthy condition, shall not be more than 03 (three) years old from the date of initial registration and must have valid registration certificate, Insurance Certificate, Fitness Certificate, Pollution under control Certificate, Valid Contract carriage permit, proof of up to date tax payment etc. which are mandatory for playing of vehicle. The above documents are to be submitted along with the Tender application form.

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 with a good manner and obedient in nature. He should remain alert 24 hours to drive the vehicle as and when required.

4) A sum of Rs. 5,000/- (Rupees Five Thousand) only shall be deposited by the intending bidders in shape of account payee Bank draft in favour of the District Emergency Officer, Balasore and submitted along with the Tender/Quotation as security deposit. After completion of quotations/tender process, the security 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 lubricant) (annexure – III)

6) The monthly rate of hire charge will be maximum of Rs. 20,000/- or less (excluding diesel cost)

7) The vehicle must achieve a fuel efficiency of 17 (Seventeen) Kms per litre or more

8) 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 number and period of validity should be specifically provided in the general bid information to be furnished with the Quotation/Tender (Annexure-III).

9) The owner shall make the payment to the driver towards his wages and all other dues.


10) The selected quotationer has no execute an agreement in a stamped paper for a period of one year before the vehicle is engaged on hire and it will be renewed in every subject to satisfaction of performance of vehicle & driver.

11) All types of repair of the vehicle shall be borne by the owner of the vehicle.

12) The quotation completed in all respect should be received through "Registered Post /Speed Post only on or before 13.3.2023 by 3.00 PM and shall be opened on the same day at 3.30 PM in the office chamber of ADM, Balasore of the undersigned in presence of the bidders or their authorized representatives.

13) The application form of quotation/tender containing General Bid information & terms conditions for hiring of vehicles etc will be available in the district website [www.baleswar.nic.in](http://www.baleswar.nic.in) from 24.02.2023 to 13.03.2023.

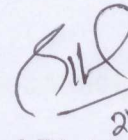
The authority reserves the right to reject all or any of the quotations without assigning any reason thereof.

  
24/2/23

**Additional District Magistrate**  
Balasore

Memo No 1905 /Emer dt. 24.02.2023

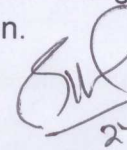
Copy to CDO-cum-EO, Zilla Parishad Balasore / All Sub-Collectors / All Tahasildars /All BDOs of Balasore District/ Executive Officer, Balasore Municipality / Deputy-Collector, Nizarat Section, Collectorate, Balasore /DPO, Balasore /DWO, Balasore /DSWO, Balasore / DIPRO, Balasore / RTO, Balasore with request to display the notice in their Notice Board for wide publication

  
24/2/23

**Additional District Magistrate**  
Balasore

Memo No 1906 /Emer dt. 24.02.2023

Copy to the District Informatics Officer, National Information Centre, Balasore with a request for uploading of the Quotation/ Tender Call Notice along with Annexure-II and III of the Tender call in the District website for wide publication.

  
24/2/23

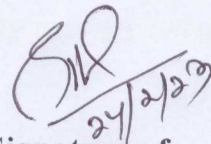
**Additional District Magistrate**  
Balasore

TERMS & CONDITIONS FOR HIRING OF VEHICLES

The following terms and conditions must be fulfilled by the successful 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 documents such as: - valid Registration Certificate, Insurance, and Certificate. Fitness Certificate, Pollution Certificate, valid Contract Carriage Permit, proof of up to date tax payment etc. and D.L. of the driver available all the times. 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.
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 lubricant 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.
3. It shall be the 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 a 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 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 or 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 shall 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, Government shall forfeit the entire amount of security deposit.

Handwritten signature in black ink, with the date 27/2/20 written below it.

**Signature of**  
**Quotation/Tender Calling Authority**  
**Addl. Dist. Magistrate**  
**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 /Quatationer)  
Mobile ..... Telephone.....

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

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