

**OFFICE OF THE TAHASILDAR, JALESWAR**

No. 3629 /Dt. 15/07/2023

**Standard Bidding Document  
Government of Odisha**

**Quotation Tender call Notice**

Sealed quotations/tenders are invited from the Interested reputed Travel Agencies/Tour Operators /Service Provider or Private individuals for providing 01(one) nos of Ac/Non AC Diesel driven vehicle having sitting capacity not more than nine including driver, which shall confirm to the Terms and conditions (Annexure-II) for official use in the Office of the Tahasildar, Jaleswar on monthly hire basis.

01. The vehicle must be in Road worthy condition, shall not be more than three year old from the initial registration and must have valid registration Certificate, Insurance certificate, Pollution Certificate, Fitness certificate, valid contract carriage permit, proof of up to date tax payment etc. Which are mandatory for playing of vehicle.

02. The driver of vehicle must have a valid Driving license for driving light transport passenger vehicle and should be sufficient experienced in driving transport passenger vehicle.

03. The Driver should be well behaved, gentle, Sincere and obedient in nature.

04. A sum of Rs. 5,000/- shall be deposited by the intending bidders in shape of Account payee Bank Draft drawn in favour of the Tahasildar, Jaleswar and submitted along with the tender as security deposit . After completion of tender process, the amount will be refunded to unsuccessful bidders.

05. The monthly rate of hire charges be quoted separately in the general bid information (excluding fuel and lubricants).

06. The vehicle must achieve a fuel efficiency of 10 Km/Ltr.

07. The details of the make and year of manufacture of the vehicle, Registration no., mileage (Kms covered per liter both in AC and Non AC) and name of the Driver with Driving license No. and period of validity should be specially provided in the general information to be furnished with the quotation/Tender (Annexure-III).

08. The Quotation completed in all respect should reach the undersigned on or before 24.07.2023 by 1.00 PM and shall be opened on the date 24.07.23 day at 3.00 PM in presence of the bidders or their authorized representatives.

09. The vehicles Bolero/Mahindra TUV (Diesel) has permissible to be hired.

10. The application form of Quotation/Tender containing General Bid Information & Terms & conditions for Hiring of Vehicles etc. will be available with Tahasil Office, Jaleswar on Payment of Rs. 100/- from or down loaded from Balasore NIC website [WWW.Baleswar.nic](http://WWW.Baleswar.nic) 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.

11. Sealed cover Quotation/Tender paper should be dropped the drop box in this office.

The undersigned reserves the right to accept or reject or negotiate the Quotations without assigning the reason thereof.

  
Tahasildar, Jaleswar

**TERMS & CONDITIONS FOR HIRING OF VEHICLE.**

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

1. The successful bidder has to enter into an agreement with the hirer for proving the vehicle with certain agreeable terms and conditions.
2. The hired vehicle 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 office hiring the vehicle shall not be responsible for any damage/loss caused to hired vehicles or loss of life/injury made to any persons or damages to any property on account of use of hired vehicle any manner whatsoever. The owner of the vehicle 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 diesel, which is to be paid separately basing on actual consumption and lubricant as per existing Govt. norms. All the expenditure of the vehicle towards repair, replacement of spare parts, lubricant oil of Engine, Gear Box & differential Coolant Tyres & Tubes, Battery etc. will be borne by the bidder.
4. 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.
5. In case break down 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 and may engage vehicle from other source.
7. The vehicle shall report for duty every day at 8.00 am during day office and at 6.00 am during morning office. After duty, the vehicle will be parked at owner risk.
8. In case of emergency, the driver will have to report for duty as per requirement of hirer. No extra payment shall be demanded.
9. Monthly hire charges will be paid in every succeeding month, as per as possible within fifteen days of the succeeding month subject to availability of allotment of funds and no advance payment will be made.
10. Fuel/HSD will be provided by the office as per actual running kilometers from the office to different places.
11. The vehicle shall not be more than three year old from the initial registration and also in good condition during the period of contract.
12. If services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.

13. In case of service provider intends to withdraw the 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.
14. If the bidder violates any of the terms of contracts, the Tahasildar, Jaleswar shall forfeit the entire amount of security deposit.
15. The monthly rate of hire charge will be maximum of Rs. 31,000/- or less (excluding Diesel cost)

  
15/07  
Tahasildar, Jaleswar

Memo No. 3630 /Date 15/07/2023

Copy to the Dy. Collector, Nizarat, Collectorate, Balasore/DIPRO Balasore/ BDO Jaleswar/ Executive Officer, Jaleswar Municipality for wide publication for information. He is requested to display this notice for information of the general public.

  
15/07  
Tahasildar, Jaleswar

Memo No. 3631 /Date 15/07/2023

Copy Submitted to the Sub- Collector, Balasore for favour of kind information.

Copy to Notice Board of this office

  
15/07  
Tahasildar, Jaleswar

**GENERAL INFORMATION FOR HIRING VEHICLES**

1. Registration No. of vehicle :-
2. Type of vehicle(AC) :-
3. Year of manufacture :-
4. Model :-
5. Date of Registration :-
6. Name and 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 charges of the vehicle per month excluding fuel cost :-
13. Rate of fuel consumption/mileage per liter :-
14. Contract Number of the service provider( Tender/Quotationer)

Mobile \_\_\_\_\_ Telephone \_\_\_\_\_

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

Signature of the Quotationer /Tenderer