

Annexure - I

Standard Bidding Document

Government of Odisha

OFFICE OF THE C.D.P.O.SADAR, BALASORE

Notification No. 479

Dt. 01/08/2024

QUOTATION / TENDER CALL NOTICE

Sealed quotations / tenders are invited from interested reputed Travel Agencies / Tour Operators or private individuals for providing 1 (one) number of AC Diesel Driven Vehicles (Bolero) having sitting capacity not more than ten including driver, which shall conform to the terms and conditions (Annexure-II) for official use in **ICDS Sadar, Balasore** on monthly rent basis.

1. The Service provider shall have a valid OGST registration to participate in the tendering.
2. The vehicle must be in Road Worthy condition, shall not be more than three years old from the date of initial registration and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution Certificate valid Contract Carriage permit, proof of up to date tax payment etc. which are mandatory for plying of vehicle.
3. 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.
4. The Driver should be well behaved, gentle and obedient in nature.
5. A sum of Rs.5000/- (rupees five thousand) only shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the CDPO, Sadar, Balasore and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
6. The monthly rate of hire charges be quoted in the prescribed format at Annexure-III bid information (excluding fuel, lubricant and GST).
7. The Vehicle must achieve a fuel efficiency of 10 KM per litre.
8. The details of make and year of manufacture of the vehicle, Registration No, mileage (KM covered per litre) and name of the Driver, Driving License No and period of validity should be specifically provided in the general bid information to be furnished with the Tender Annexure-(III).
9. The vehicle must have Commercial Number.
10. The Quotation completed in all respect should reach the undersigned on or before **09.08.2024 by 3.00PM** and will be opened in the same day at 4.00PM in presence of the bidders or their authorised representatives.
11. The application form of quotation/ tender containing tender call notice & Terms and conditions for hiring vehicles etc. will be available with the office of the CDPO Sadar, Balasore on payment of Rs.200/- (rupees two hundred) only from 01.08.2024 to 08.08.2024 (within Office Hour of working days)
12. The undersigned reserves the right to accept or cancel any/all tender without assigning any reason thereof.


... CDPO, Sadar, Balasore. 1.8.2024

CDPO
Sadar, Balasore



Memo No. 480 /PS

-2-
Date 01/08/2024

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

[Signature]
1.8.24
CDPO Sadar, Balasore.

Memo No. 481 /PS

Date 01/08/2024

Copy submitted to the Block Development Officer-cum- Chairman of the Tender Committee, Balasore for favour of kind information and necessary action.

[Signature]
1.8.24
CDPO Sadar, Balasore.

Memo No. 482 /PS

Date 01/08/2024

Copy submitted to the DSWO, Balasore for favour of kind information.

[Signature]
1.8.24
CDPO Sadar, Balasore.

Memo No. 483 /PS

Date 01/08/2024

Copy submitted to the DIO , NIC, Balasore for kind information. He is requested to upload the tender call notice in Balasore districe website for wide publication.

[Signature]
1.8.24
CDPO Sadar, Balasore.

Memo No. 484 /PS

Date 01/08/2024

Copy submitted to Medical officer, Rupsa, Balasore/ AEE, Balasore Sadar Block/GPDO, Balasore Sadar Block and Block Education Officer, Sadar Block , Balasore for kind information and necessary action.

[Signature]
1.8.24
CDPO Sadar, Balasore.

Memo No. 485 /PS

Date 01/08/2024

Copy to Notice board of the Sub Collector, Balasore / Block Developemnt Officer, Sadar/ Tahasildar, Sadar, Balasore/ DWSO, Balasore, ICDS, Office Sadar-1, Balasore.

[Signature]
1.8.24
CDPO Sadar, 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 basis.

1. The hired vehicles, during period of contract, shall have all necessary valid MV documents such as-valid Registration Certificates, Insurance Certificate, Pollution Control Certificate, Fitness Certificate, valid Contract Carriage Permit, proof of up-to-date tax payment etc. and DL of the driver available all the times.
2. The Department / Office 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 on account of use of hired vehicle any manner whatsoever. The hire shall be responsible for all such litigations.
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 lubricants 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.
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 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.
6. In case of vehicle do not report regularly, the authority will be at liberty to reject the agreement without prior notice.
7. The vehicle shall report for duty for minimum of 25days in a month.
8. In case of emergency the driver will have to report for duty as per the requirement of the hirer. No extra payment shall be demanded.
9. Monthly hire charges and reimbursement 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 of the submission of bills by the service provider and no advance payment will be made.
10. The vehicle shall not be more than 3 years old form the initial registration and also in good running condition during the period of contract.
11. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
12. In case 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. If the bidder violates any of the terms of contract , the undersigned shall forfeit the entire amount of security deposit.
13. This contract is valid initially for 1 year from the date of agreement, which can be extended subject to satisfactory performance.


CDPO Sadar, Balasore. 1.8.2024
CDPO
Sadar, Balasore

GENERAL INFORMATION

Sl No	Particulars	Enclosures
1	Name of the Service Provider	
2	Complete Address	
3	OGST Number	
4	Bank Account No. & IFSC Code	
5	Registration No. of Vehicle	
6	Year of manufacture	
7	Make & Model	
8	Date of Registration	
9	MV tax clearance Certificate	
10	Name & complete address of the owner of Vehicle	
11	Copy of Lease Agreement if any should be registered in the Office of the Sub-Registrar concerned where the Tenderer is not vehicle owner.	
12	Fitness Certificate Validity	
13	Pollution Certificate Validity	
14	Permit Validity	
15	Insurance Validity	
16	Name / Address of the Driver	
17	D.L No & Validity of the D.L of the Driver	
18	Proposed hire charge of the Vehicle per month excluding fuel cost	
19	Rate of fuel consumption / Mileage per Ltr.	
20	Contact Number of the Service Provider (Tenderer/ Quotationer)	
21	Contact No. of Driver	

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

1.08.2024

CDPO
Sadar, Balasore

Seal & Signature of the
Quotationer / Tenderer