

**Annexure-I**



**OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY, BALASORE**

Civil Court Complex, ADR Building, Balasore.

Tel:- 06782-266858

Email- [balasoredlsa@gmail.com](mailto:balasoredlsa@gmail.com)/[dlsabalasore@gmail.com](mailto:dlsabalasore@gmail.com)

Advertisement No.- 02 Dated:- 16<sup>th</sup> November, 2024

**Quotation/Tender Call Notice**

Sealed quotations/tenders are invited from interested reputed Travel Agencies/Tour Operators/Private individuals for providing 01 (one) no. of Tiago/Bolt/Celerio / Dzire /Etios (Petrol) etc. AC driven vehicles including driver, which shall conform to the Terms and conditions prescribed in (Annexure-A) for official use in District Legal Services Authority, 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 that 3 years old from the date of initial registration and must have valid Commercial Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution Certificate, valid Contract Carriage Permit, proof of up-to-date tax payment etc. 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 experience in driving transport/passenger vehicle.
4. The Driver should be well behaved, gentle and obedient in nature.
5. A sum of Rs. 10,000/- (Rupees Ten Thousand only) shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the Secretary, District Legal Services Authority, 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 hiring charges be quoted in the general information (excluding fuel & lubricants) which should not exceed Rs. 20,000/-, the rate fixed by the Finance Department, Government of Odisha vide memorandum no. 22924/F, dated. 14.08.2023
7. The vehicle must achieve a fuel efficiency of 17 K.M. per liter.
8. The details of the make and year of manufacture of the vehicle, registration no., mileage (K.M. 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 Quotation/Tender (Annexure-B)
9. The Quotation completed in all respect should reach the Secretary, District Legal Services Authority, Balasore, At- Civil Court Complex, ADR BUILDING, P.O.- Balasore, District- Balasore, Pin-756001 through registered Post/Speed Post/By Hand on or before 30-11-2024 by 1 P.M. and shall be opened on the same day at 5 P.M. in presence of the Bids/Tender Committee, Balasore, Secretary, District Legal Services Authority, Balasore and the bidders or their authorized representatives. The sealed quotation should be super-scribed "Quotation for Providing of Vehicle on Hire Basis" on the cover page. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time.
10. The applicant shall submit self attested copies of vehicle Commercial registration certificate, driving license of driver, insurance bond, up-to-date tax payment receipts, certificate of fitness, pollution certificate, first page of bank pass book & bank draft of tender security of the vehicle owner along with the application form.
11. The application form of quotation/tender containing General Information & Terms and conditions for Hiring of Vehicles etc. will be available on the working days with the District Legal Services Authority, Balasore on payment of Rs. 1,000/- (Rupees One Thousand only) from 16-11-2024 to 30-11-2024 towards tender paper cost or can also be downloaded from the Balasore District Court Website and from [balasore.nic.in](http://balasore.nic.in) from 16-11-2024 to 30-11-2024. In case the application form is downloaded from Govt. website, the applicant shall furnish a Demand Draft for an amount of Rs. 1,000/- (Rupees One Thousand only) in favour of the Secretary, District Legal Services Authority, Balasore towards the cost of Tender/Quotation paper along with

the application Form. The Tender/Quotation paper cost of Rs. 1,000/- shall not be refundable.

12. Overwriting/corrections in the bid documents are not permitted and any such overwriting in such documents will leads to its rejection.
13. Participation in this bid will imply that the bidder has accepted all the terms and conditions and subsequent modifications, if any, of this bid document.
14. The undersigned shall not be held responsible for non-receipt/late receipt of the tender/quotation documents sent by post beyond the stipulated date and time. Tender/Quotation received after scheduled date and time or incomplete Tender/quotation shall not be accepted.
15. The Authority reserves all the right to reject any or all quotation without assigning any reason thereof.

Assistance to Bidders:- Any queries relating to the Tender document and the terms and conditions contained therein should be addressed to Office of the Secretary, District Legal Services Authority, Balasore, At- ADR Building, Civil Court Complex, Balasore, Pin-756001 or through Email:- [dlsabalasore@gmail.com](mailto:dlsabalasore@gmail.com)/[balasoredlsa@gmail.com](mailto:balasoredlsa@gmail.com) or through phone: 06782-26858.

 15.11.24

Secretary,  
District Legal Services Authority,  
Balasore.

**Annexure-A**

**TERMS & CONDITIONS**

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 vehicle during the period of contract, shall have all necessary valid MV documents such as valid Commercial Registration Certificate, Insurance Certificate, Pollution Certificate, Fitness Certificate, valid Contract Carriage Permit, Permit, proof up to date tax payment etc. and D.L. of the driver available all the times.
2. District Legal Services Authority, Balasore shall not be responsible for any damage/loss caused to hired vehicle or loss of life/injury made to any person or damages to any property on account of use of hired vehicle any manner whatsoever. The Service Agency 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 fuel, which is to be paid separately basing on actual consumption and as per existing Govt. 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 remuneration of the driver shall be borne by the owner.
5. 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.
6. In case the vehicles do not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
7. In case of emergency, the driver will have to report for duty as per the requirement . No extra payment shall be demanded.
8. Monthly hire charges and reimbursement towards cost of fuel (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.
9. The vehicle shall not be more than 3 years old from the initial registration and also in good condition during the period of contract.
  10. The vehicle cannot be put to any private/commercial use beyond the duty hour or on holidays. Unauthorized use of the vehicle by the driver/services provider/owner will lead to unilateral termination of the contract with immediate effect.
  11. The vehicle log book shall be maintained by the driver daily with attestation of by the concerned officer.
  12. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
  13. 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.
  14. If the bidder violates any of the terms of the contract, Government shall forfeit the entire amount of security deposit.

 16.11.24  
Secretary,  
District Legal Services Authority,  
Balasore.

## GENERAL INFORMATION FOR HIRING OF VEHICLE

S.L. No.	Particulars	General information required
01	Name of the Service Provider	
02	Complete Address	
03	OGST Number	
04	Gem Registration Number	
05	Name of the Bank, Bank Account No. and IFSC Code	
06	Registration No. of Vehicle	
07	Year of Manufacture	
08	Make and Model	
09	Date of Registration	
10	Name and complete address of the owner of vehicle	
11	Fitness Certificate validity	
12	Pollution Certificate validity	
13	Permit validity	
14	Insurance validity	
15	Name and Address of the Driver	
16	D.L. No. & validity of the D.L. of the Driver	
17	Proposed hire charge of the vehicle per month excluding fuel cost	
18	Rate of fuel consumption/Mileage per Litre	
19	Contact Number of the Service provider (Tenderer/Quotationer)	
20	Contact Number of Driver	

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

Seal & Signature of  
Quotationer/ Tenderer.