

OFFICE OF THE TAHASILDAR, RAYAGADA, GAJAPATI

(Annexure - 1)
Standard Bidding Document
Government of Odisha

Dated: 15th Feb ' 19.

Quotation / Tender Call Notice No.: 369 /

Fresh Sealed quotations / tenders are reinvited from interested reputed Travel Agencies / Tour Operators of Private individuals for providing 01 (one) Non - AC Marshal / Mahindra Max / Bolero / Tata Sumo Diesel vehicles having sitting capacity not more than 10 (ten) including driver, which shall confirm to the Terms and Conditions (Annexure - II) for official use in the office of the Tahasildar, Rayagada, Gajapati under Government of Odisha.

1. The vehicle must be in Road worthy condition, shall not be more than 3 years old from the date of initial Registration & must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, Valid Contact Carriage Permit, proof of up to date tax payment etc., which is 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 & obedient in nature.
4. A sum of ₹. 5,000/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the Tahasildar, Rayagada, Gajapati payable at SBI, Paralakhemundi and submitted along with the tender as security deposit. After completion of the tender process, the amount will be refunded to unsuccessful bidders.
5. The monthly rate of hire charge may be quoted separately in general bid information (excluding fuel & lubricants).
6. The vehicle must achive a fuel efficiency of 12 (twelve) KMs per litre.
7. The details of the make and year of manufacture of the vehicle, Registration number, Mileage (KMs covered per litre) and name of the driver with Driving License No. & period of validity should be specifically provided in the general bid information to be furnished with the Quotation / Tender (Annexure - III)
8. The Quotation completed in all respect should reach the undersigned on or before 23.03.2019 by 1:30 PM by Registered Post / Speed Post or by hand & it shall be opened on the same day at 4:00 PM in presence of the bidders or their authorized representatives.

9. The application form of quotation / tender containing General Bid information & terms and conditions for hiring of vehicle etc. will be available in the office of the Tahasildar, Rayagada, Gajapati or can be down loaded from our District Website www.gajapati.nic.in from the date 28.02.2019 to 28.03.2019 (up to 1:30 PM), the applicant shall furnish a demand draft for an amount of ₹. 100 /- (Rupees one hundred) in favour of the Tahasildar, Rayagada, Gajapati payable at SBI, Paralakhemundi.

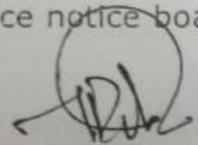
10. The authority reserves the rights to cancel or reject any or all the quotations without assigning any reasons in the office there of.



Tahasildar,
Rayagada, Gajapati.

Memo No.: 370 (5) / Dated 15th Feb' 19.

Copy submitted to the Collector, Gajapati/ P.D., DRDA, Gajapati/ P.A., ITDA, Paralakhemundi / BDO, Rayagada/ CDPO, ICDS, Rayagada for favour of information. They are requested to display the fresh tender call notice in their respective office notice board for wide publicity.

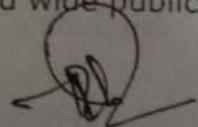


Tahasildar,
Rayagada, Gajapati.

Memo No.: 371 (2) / Dated 15th Feb' 19.

Copy forwarded to the District Informatics Officer, NIC, Paralakhemundi, Gajapati for favour of information and necessary action. He is requested to web host the fresh tender call notice in the District Website www.gajapati.nic.in for wide publicity of all the intending firms.

Copy to notice board of this office for information of all concerned and wide publicity.



Tahasildar,
Rayagada, Gajapati.

GENERAL INFORMATION FOR HIRING VEHICLE

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 Driver :
11. D.L. No. & Validity of the D.L. of the driver :
12. Proposal hire charge of the vehicle per month excluding fuel cost :
13. Rate of fuel consumption/ Mileage per liter :
14. Contact Number of the Service provider (Tenderer / Quotationer) : Mobile : _____
Telephone : _____

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

Seal & Signature of the
Quotationer / Tenderer

TERMS & CONDITIONS FOR HIRING OF VEHICLES

The following terms & conditions must be fulfilled by the successful bidders for providing a vehicle on hire on monthly rent basis.

1. The hired vehicle, during period of contract, shall have all necessary valid MV documents such as valid Registration Certificate, Valid Contract Carriage Permit, Proof of up to date Tax payment etc; & 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 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 hirer shall be responsible for all such litigations.
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 basis on actual consumption & Lubricants as per existing Government norms. All the expenditure of vehicle towards repair, replacement of spare parts, Lubricating Oil of Engine, Gear box & different 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 & 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 & may engage vehicle from other source.
6. The vehicle shall report for duty for minimum of 25 days in a month. In exigency of Govt. duty in natural calamity and other emergency duty it may be 30 days duty period.
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 Government 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 & 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 of security deposit.


 Quotation/ Tender Calling Authority
 - cum - Tahasildar, Rayagada.