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Annexure-I

Standard Bidding Document

Government of Odisha

Transport Department

REGIONAL TRANSPORT OFFICE, GAJAPATI, PARALAKHEMUNDI.

Letter No 657/RTO

Date:-12.03.2021

Quotation /Tender Call Notice

Fresh Sealed quotations / tenders are invited from interested reputed Travel Agencies /Tour Operators or Private individuals for providing 2 (Two) numbers of AC/NON-AC Diesel driven vehicles having sitting capacity not more than ten including driver, which shall conform to the terms and conditions (Annexure-II) for official use in the **Regional Transport office, Gajapati** on monthly rent basis:

1. The vehicle must be in Road Worthy condition, shall not be more than 03 years old from the date of initial registration and must have valid Registration certificate, insurance certificate, Fitness certificate, valid Contract Carriage Permit, proof of up to date tax payment etc which are mandatory for plying of vehicle.
2. GST registration and GeM registration are compulsory for providing vehicles on hire basis.
3. In view of pollution being high through use of Diesel vehicles, BS VI compliant petrol vehicles will be preferable.
4. 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.
5. The driver should be well behaved, gentle and obedient in nature.
6. A sum of Rs. 5000/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the Regional Transport Officer, Gajapati, Paralakhemundi and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
7. The monthly hire charge of the vehicle be quoted separately in the general bid information (excluding fuel & lubricants).
8. Maximum hire charges of the vehicle will be Rs. 31000/- per month including taxes.
9. The vehicle must achieve a fuel efficiency of **10** kilometres per litre.
10. The details of the maker and year of manufacture of the vehicle, registration number, mileage (kms. covered per litre) and name of the driver with valid 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).

11. The Quotation / Tender, completed in all respect should reach the undersigned on or before 23-03-21 by 02.00 pm and shall be opened on the same day at 04.00 pm at the Office Chamber of the Regional Transport Office, Gajapati in presence of the bidders or their authorized representatives under the chairmanship of Regional Transport Officer, Gajapati.
12. The application form of quotation / tender containing General bid information with terms & conditions for Hiring of vehicle etc will be available in the office of the Regional Transport Office, Gajapati, Paralakhemundi on payment of Rs. 100/- (Rupees one hundred) only from 15-03-21 to 22-03-21 or can be downloaded from odisha Government website i.e., www.odisha.gov.in / www.gajapati.nic.in from date 15-03-21 to 22-03-21. In case the application form is downloaded from Govt. website, the applicant shall furnish a Demand Draft of Rs. 100/- in favour of the Regional Transport Office, Gajapati towards cost of the application along with the application.

Regional Transport Officer,
Gajapati, Paralakhemundi.

Memo No. 658

Dated. 12.03.2021

Copy to the Additional District Magistrate, Gajapati / Sub collector, Paralakhemundi/ all Tahasildars / all BDOs/ E.O. Paralakhemundi Municipality / E.O. NAC Kashinagar/ all District level Officers of Gajapati for kind information and necessary action. They are requested to kindly display this notice in their respective Notice Board for wide publicity

Copy to the D.I.O., N.I.C., Gajapati for information and necessary action with a request to host this notice in the district portal.

Regional Transport Officer,
Gajapati, Paralakhemundi.
Dated. 12.03.2021

Memo No. 659

Copy to the Collector-Cum-Chairman, RTA, Gajapati for Kind information.

Regional Transport Officer,
Gajapati, Paralakhemundi.
Dated. 12.03.2021.

Memo No. 660

Copy to the Additional Transport Commissioner (Admn.) for kind information.

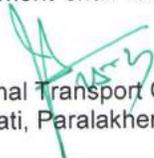
Regional Transport Officer,
Gajapati, Paralakhemundi.

Annexure-II

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, Fitness Certificate, valid Contract Carriage Permit. Proof of up-to-date tax payment and D.L. of the driver available all the time. 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 damaged to any property on account of use of hired vehicle in 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 petrol/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.
3. It shall be responsibility of the bidder to provide a good driver and the salary of the driver shall be borne by the owner.
4. The vehicle must have a valid commercial License including interstate permit.
5. In case of break down for reasons whatsoever the replacement of the vehicle of the same or better model shall be provided by the bidder/owner of the vehicle.
6. In case of vehicle does 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 for full month.
8. In case of emergency, the driver will have to report for duty as per requirement of the hirer, no extra payment shall be demanded.
9. Monthly hire charges and reimbursement towards cost of petrol/diesel (as per actual) and lubricants (as per Govt. norms) of selected bidder will be paid in every succeeding month, as far 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 from the initial registration and also in good running condition during the period of contract.
11. FASTag must be affixed on windshield of the vehicle for online Highway Toll payment.
12. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
13. 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.
14. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.


Regional Transport Officer,
Gajapati, Paralakhemundi.

GENERAL INFORMATION FOR HIRING VEHICLES

1. Registration No. of the Vehicle :
2. Type of Vehicle(AC / Non AC) :
3. Year of Manufacture :
4. Model :
5. Date of Registration :
6. Name & Complete address of the Vehicle owner :
7. Fitness Certificate Validity :
8. Permit Validity :
9. Insurance Validity :
10. Name & address of the Driver :
11. D.L. No. & validity of D.L. of 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(Bidder):

Mobile_____Telephone_____

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

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