



**COLLECTORATE, GAJAPATI, PARALAKHEMUNDI
(SOCIAL SECURITY SECTION)**

Letter No. 403 /SS - 27 - 23

Dated: 27 /04/2023

Quotation/Tender Call Notice

Sealed Quotations / Tenders are invited from the reputed Travel Agencies/ Tour operators or private individuals for providing 1 (one) no. of Non AC (Tiago / Bolt / Celerio etc.) Petrol driven vehicles which shall conform to the terms and conditions (Annexure-II) for official use of District Social Security Officer, Gajapati on monthly rent basis.

- 1) The owner of the vehicle should be deposit Rs.500/- (Rupees five hundred) only as caution money in shape of Bank Draft drawn in any nationalized bank in favour of District Social Security Officer, Gajapati Payable at Paralakhemundi. After completion of the tender process the amount shall be refunded to the unsuccessful bidders.
- 2) The vehicle must be in road worthy condition, shall not be more than 3 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.
- 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) The monthly rate of hire charges is quoted separately in the bid information (excluding fuel and lubricants).
- 6) The vehicle must achieve a fuel efficiency of 17 KMs per liter.
- 7) The details of the make and year of manufacture of the vehicle, registration no., mileage (Kms covered per liter) and name of the driver with driving license No. and period of validity should be specifically provided in the general bid information with self attested copies of the documents be furnished with the quotation/ tender (Annexure-III).
- 8) The quotation call must be complete in all respect and should reach the office of District Social Security Officer, Gajapati, Paralakhemundi, PIN-761200, by Registered Post or by hand on or before 10.05.2023 by 01.00 P.M.
- 9) The tender shall be opened on the next day i.e. on 11.05.2023 by 10.00 AM in presence of the bidders or their authorized representative under the chairmanship of Additional District Magistrate, Gajapati in the office chamber of District Social Security Officer, Gajapati.

- 10) Quotations received beyond the time limit shall not be taken into consideration.
- 11) The application form of quotation/ tender containing general bid information and terms and conditions for hiring of vehicles etc. will be available in the office of the District Social Security Officer, Gajapati or can be downloaded from website www.gajapati.nic.in.
- 12) The authority reserves the rights to cancel or alter the notification and accept or reject one or all applications without mentioning any reasons thereof.

Yours faithfully,


Additional District Magistrate
Gajapati

Memo No. 404

Date: 27.04.2023

Copy submitted to the Dist. Information Officer, NIC, Gajapati (Both in hard copy and soft copy) for kind information with a request to upload the same in the Dist. Website for wide publicity of the Tender Notice.


Additional District Magistrate
Gajapati

Memo No. 405

Date: 27.04.2023


Copy to all Block Development Officers / Tahasildars / Executive Officers of Gajapati for information and they are requested to display the notice for general information of the public.


Additional District Magistrate
Gajapati

Memo No. 406

Date: 27.04.2023

Copy to all the members of Tender Committee for information and they are requested to remain present at the time of opening tender at scheduled date, time and venue.


Additional District Magistrate
Gajapati

Annexure-III

GENERAL INFORMATION FOR HIRING VEHICLES

- 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 the Driver :
- 11) D.L. No. & Validity of the DL. of the 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 (Tenderer/ Quotationer):

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


Additional District Magistrate
Gajapati 23

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 rent basis.

1. The hired vehicles, 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 Department/Office hiring the vehicle shall not be responsible for any damage / loss caused to hired vehicles 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 litigation.
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 basing on actual consumption and lubricants as per exiting Government norms. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of Engine, Gear Box & Differential Coolant, Tires & Tubes, and 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. 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 don't report regularity, the authority will be at liberty to reject the agreement and may engage vehicle from other source.
6. The vehicles shall report for duty for minimum of 25 days in a month.
7. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demand.
8. Monthly hire charges and reimbursements towards cost of diesel (as per actual) and lubricant (as per Govt. norms) of selected bidder will be paid in every succeeding month, as per as possible with in 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 good running condition during the period of contract.
10. In no case the expenditure on the vehicle will not be crossed to the govt. prescribed maximum ceiling limit of Rs. 2.15 lakh per year (including all charges / maximum hire, range i.e. Rs.20,000/- per month (excluding fuel).
11. If the services are found to be unsatisfactory, the Clint shall give one month notice and terminate the agreement.
12. 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.
13. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.


27/04/23