



ଜିଲ୍ଲା ପରିଷଦ କାର୍ଯ୍ୟାଳୟ ଗଜପତି, ପାରାଲକ୍ଷେମୁଣ୍ଡି  
OFFICE OF THE ZILLA PARISHAD, GAJAPATI, PARALAKHEMUNDI

Phone – 06815-222420

Email- [ori-dgajapati@nic.in](mailto:ori-dgajapati@nic.in)


Tender Call No. - 3851

Dated.- 07.10.2022

Sealed Tenders are invited from interested reputed Travels Agencies/Tour Operators or private individuals for engagement of ONE hire vehicle (Bolero/ Scorpio) on monthly basis for use of Zilla Parishad, Gajapati as per terms and conditions of Govt. of Odisha, Finance Department Memorandum No.30464/F Dtd.06.09.2019.

The tender documents completed in all respect should reach the undersigned on or before 25.10.2022 by 1:00 PM through **registered post/speed post only** and shall be opened on Dt. 25.10.2022 at 04.00PM in presence of bidders or their authorized representatives.

The tender documents containing General Bid Information and Terms and conditions for hiring of vehicles etc. can be downloaded from <http://gajapati.nic.in> from 07.10.2022 to 25.10.2022


  
CDO-cum-Executive Officer,  
Zilla Parishad, Gajapati.

Dated 07.10.2022

Memo No. - 3852/ZP

Copy to Dy. Collector, Nizarat, Collectorate Gajapati/ all District Office / all BDOs, & Tahasildar to affix the tender call notice in their notice board for wide publication.

Copy to DIO, NIC, Gajapati for information and he is requested to web host the tender call notice in the District website.

  
CDO-cum-Executive Officer,  
Zilla Parishad, Gajapati.

## TERMS & CONDITIONS FOR HIRING OF VEHICLES


1. The vehicle must be in Road Worthy condition, **shall not be more than 3 years old** from the date of initial registrations 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 vehicle.
2. The vehicle should have Commercial license.
3. The vehicle owner will provide the Driver with a valid Driving License for driving the vehicle and should be sufficiently experienced in driving transport passenger vehicle. The salary of the driver shall be borne by the owner.
4. The Driver should be well behaved, gentle and obedient in nature.
5. The **monthly rate of hire charge to be quoted separately** in the **general bid information (excluding fuel and lubricants)- at Annexure-II. The quoted rate should be as per terms and condition of Finance Department Memorandum No.30464/F Dtd.06.09.2019.**
6. The vehicle must achieve average fuel efficiency of **10 KMs per liter** incase of Bolero/ Scorpio.
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 to be furnished with the Quotation / Tender (Annexure-II).**
8. 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.
9. The 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 in any manner whatsoever.
10. 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.
11. 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.
12. In case the vehicle does not report regularly on time, the authority will be at liberty to reject the agreement and may engage vehicle from the other source.
13. The vehicles shall report for duty for minimum of 25 days in a month.
14. Monthly hire charges as per actual and as per Govt. norms(Finance Department Letter No.30464/F, dated 06.09.2019) will be paid in every succeeding month on verification of log



book maintained by the driver, as far as possible within fifteen days of the submission of bills by the owner and No advance payment will be made.

15. The hire charges to be paid after deduction of Service Tax or any other Tax as applicable by law on monthly basis is final but does not include cost of diesel, which is to be paid separately by this office.
16. If the services are found to be unsatisfactory, the hirer shall give one month notice and terminate the agreement.
17. In case the service provider intends to withdraw the services of his vehicle and terminate the agreement, it shall be mandatory upon him to give one month notice before such withdrawal of service and termination of agreement.
18. If the bidder violates any of the terms of contract, the bidder shall forfeit the entire amount of security deposit.
19. In case of non submission of required documents, security deposit and tender paper cost, the tender/bid will be rejected out rightly.
20. The Authority reserves the rights to cancel or reject any or all the quotations without assigning any reasons thereof.

**Security deposit for Rs. 5000/- (refundable) and Tender paper cost for Rs.100/- (non refundable)** shall be deposited by the intending bidders in shape of two separate account payee/ bank draft drawn in favour of the **Project Director, DRDA, Gajapati payable at SBI, Paralakhemundi** and should be submitted along with the tender.

  
CDO-cum-Executive Officer,  
Zilla Parishad, Gajapati.

TENDER DOCUMENT FOR ENGAGEMENT OF VEHICLE IN ZILLA PARISHAD, GAJAPATI .

GENERAL INFORMATION FOR HIRING VEHICLE

1. Registration No. of Vehicle:
2. Vehicle to be used for:
3. Type of Vehicle( Non-AC):
4. Year of Manufacture:
5. Model:
6. Date of Registration:
7. Name & complete address of the owner of the vehicle:
8. Fitness Certificate validity:
9. Permit validity:
10. Insurance validity:
11. Name/ Address of the driver:
12. D.L. No. & Validity of the D.L. of the Driver:
13. Proposed Hire Charge of the vehicle per month excluding fuel cost :
14. Rate of fuel consumption/ mileage per liter :
15. Contact number of the Service provider (Tenderer / Quotationers):

Mobile no..... Telephone.....

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

Seal & Signature of the  
Quotationer/ Tendere

Enclosure

1. Valid Registrtrion Certificate (Commercial)
2. Valid Insurance Certificate
3. Valid Fitness Certificate
4. Valid Contract carriage Permit
5. Upto date Tax Receipt
6. Valid DL of Light transport passenger vehicle