

**GOVERNMENT OF ODISHA
OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY,
CIVIL COURTS PREMISES, GAJAPATI AT PARALAKHEMUNDI**

QUOTATION/TENDER CALL NOTICE

No. Dated.

Sealed quotations/ tenders are invited from interested reputed Travel Agencies/ Tour Operators/ Private individuals for providing of 01 (one) no. of AC Petrol driven vehicle having sitting capacity not more than 05 (five) including driver, which shall conform to the Terms and Conditions (Appendix-A) for official use in the office of the District Legal Services Authority, Gajapati at Paralakhemundi on monthly rent basis:

1. The service provider shall have a valid OGST registration to participate in the tendering.
2. The service provider, participating in the bidding process under the jurisdiction of Municipal Corporations, shall be registered on GeM platform.
3. The vehicle must be in road worthy condition, shall not be more than 03 (three) years old from the date of initial registration and must have valid 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.
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 ₹ 1,000/- (Rupees One Thousand) only shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the Secretary, DLSA, Gajapati at Paralakhemundi and submitted alongwith the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
7. The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel & lubricants), which should not exceed ₹ 20,000/- (Rupees Twenty thousand) only as fixed by the Finance Department, Govt. of Odisha vide Memorandum no. 22924/F dtd. 14.08.2023
8. The vehicle must achieve a fuel efficiency of 17 (seventeen) K.M per litre.
9. 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 (Appendix-B)
10. The Quotation completed in all respect should reach the undersigned on or before 20.08.2024 by 01.00 PM and shall be opened on the same day at 04.30 PM in presence of the bidders or their authorized representatives.
11. The application form of quotation/ tender containing General Bid Information & Terms and Conditions for Hiring of Vehicle, etc. will be available from 10 AM to 04 PM at the Office of District Legal Services Authority, Gajapati at Paralakhemundi on payment of ₹ 1,000/- (Rupees One thousand) only from 05.08.2024 to 20.08.2024 or can be downloaded from the websites i.e. <https://www.districts.ecourts.gov.in/gajapati> or <https://www.gajapati.nic.in> from 05.08.2024 to 20.08.2024. In case the application form is downloaded from the Websites, the applicant shall furnish a Demand Draft for an amount of ₹ 1,000/- (Rupees One Thousand) only towards the cost of application alongwith the application, in favour of the undersigned.
12. The Period of contract shall be initially for a period of 02 years, which can be extended subject to satisfactory performance.

sd/-31.07.24
Secretary, DLSA,
Gajapati, Paralakhemundi.

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TERMS AND 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 period of contract, shall have all necessary valid MV documents such as valid Registration Certificate, Insurance Certificate, Pollution 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.
2. The District Legal Services Authority, Gajapati 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 litigation.
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 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.
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 of the vehicle does not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
7. The vehicle shall report for duty for minimum of 25 days in a month.
8. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be demanded.
9. Monthly hire charges and reimbursements towards cost of fuel (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 03 (three) years old from the initial registration and also in good running condition during the period of contract.
11. If the service is found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
12. The vehicle cannot be put to any private/ commercial use beyond the duty hours or on holidays. Unauthorized use of the vehicle by the driver/ service provider/ owner will lead to unilateral termination of the contract with immediate effect.
13. The vehicle Log Book shall be maintained by the driver daily with attestation by the concerned officer.
14. 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.
15. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.

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GENERAL INFORMATION**

Sl.	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	OGST Number	
4	GeM Registration Number	
5	Bank Account No. and IFSC Code	
6	Registration No. of Vehicle	
7	Year of Manufacture	
8	Make & Model	
9	Date of registration	
10	Name & Complete address of the owner of vehicle	
11	Fitness Certificate validity	
12	Pollution Certificate validity	
13	Permit validity	
14	Insurance validity	
15	Name/ 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