

OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, DHENKANAL

(Emergency)

No. XIII-01/2021 *e-11996* /Dt. *06-12-2021*

Quotation/ Tender Call Noticefor hiring of vehicle

Sealed quotations/tenders are invited from interested reputed Travel Agencies/ Service Providers/Private individuals for providing **01** No. of AC Petrol driven vehicle (INDIGO Car, Ertiga/Dzire, Hyundai Accent) which shall conform to the Terms & conditions (Annexure-I) for official use in **District Emergency Operation Centre(DEOC), Collectorate, Dhenkanal** on monthly rent basis;

1. The vehicle must be in Road worthy condition, shall not be more than 03(Three)years old from the date of initial registration & 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 a vehicle.
2. The Driver of the vehicle must have a valid Driving License for driving light transport passenger vehicle & should be sufficiently experienced in driving transport passenger vehicle.
3. The Driver should be well behaved, gentle & obedient in nature.
4. A sum of Rs.5,000/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the **Collector, Dhenkanal**&be submitted along with the tender papers as security deposit. After completion of tender process, the amount shall be refunded to the unsuccessful bidders.
5. The Vehicle must achieve a fuel efficiency of **17 KMs** per litre.
6. The details of the make & year of manufacture of the vehicle, registration no., mileage (Kms covered per litre) & 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-II)
7. The maximum offer price (hire charges) shall be Rs.20,000/-per month excluding petrol cost. The lowest offer price will be accepted.
8. The rate to be quoted for the vehicle on the monthly engagement basis inclusive of all taxes and duties.
9. The service provider/the vehicle owner will provide driver and make payment of all statutory dues including the salary of the driver.
10. All expenditure of the vehicle towards maintenance and repair of the vehicle replacement of the spare parts, lubricating oil of engine, gearbox, diffenent coolant, tires, tubes, batteries etc., and payment of road tax shall be borne by the vehicle owner.

11. The contract will be valid for one year from the date of signing of agreement, which may be extended basing on the quality of service provided.
12. In case the vehicle do not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source.
13. The monthly bill for hiring charges shall be submitted to the Deputy Collector, Emergency, Collectorate, Dhenkanal at the end of the each month and the cost of hiring charges shall be paid by the Deputy Collector, Emergency after receiving allotment from the Govt./availability of the funds under the head . No claim or any interest for delay in making payment shall be entertained.
14. In the event of accident the Deputy Collector, Emergency shall not be lilable for any compensation to anybody affected. The 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 in any manner whatsoever. The hire shall not be responsible for such litigation.
15. If the bidder violates any of the terms and contract, Government shall forfeit the entire amount of security deposit.
16. The vehicle will be engaged for 24 hours duty whenever required and no extra payment shall be demanded.
17. The contract may be revoked /cancelled at any time , before expiry of agreement by the authority without assigning any reason thereof.
18. If any dispute arises Collector is the final conciliation authority and the decision of the Collector will be final.
19. In case of breakdown for reasons whatsoever, the replacement of the vehicle of the same or better model shall be provided by the owner of the vehicle/bidder.
20. 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.
21. Tender inviting authority reserves the right of accepting or rejecting one or more tender offer(s) or cancelling the tender without assigning any reasons thereof.
22. Vehicle will ordinarily be deployed within the Dhenkanal district and may sometime be deployed elsewhere within the state.
23. The quotation completed in all respoect should reach the office of the Collector, Dhenkanal on or before 20.12.2021 by 1.00.P.M and shall be opened on the same day at 4.00PM in presence of the bidders or their authorized representatives.

24. All the stipulations and terms and conditions of tender documents and notice for hiring of vehicles, including the Annexure II are applicable and must be adhered to . While submitting the tender offers, the tenderers must also submit the signed copies of tender documents including the terms and condition in Annexure-I. The envelope containing the tender offer should be super-scribed "Tender offer for hiring of Vehicles" at the top of the envelop and the name , address and mobile number at the left corner of the envelope.

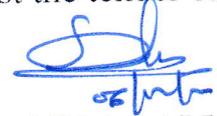
By order of the Collector, Dhenkanal,



**Additional District Magistrate
Dhenkanal.**

Memo No. 11997/Emgy, Dt. 06.12.2021

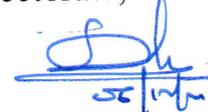
Copy to Notice Board of Collectorate/ Project Director, DRDA/RTO/Sub-Collector, Dhenkanal/ Tahasildar, Dhenkanal. Copy to the DIO, NIC, Dhenkanal for information. He is requested to web host the tender call notice in the District Website.



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Copy to the Deputy Collector, Nizarat, Collectorate, Dhenkanal for information & necessary action.



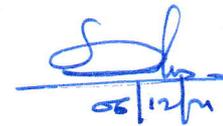
**Additional District Magistrate
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TERMS & CONDITIONS FOR HIRING OF VEHICLES

The following terms & 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 vehicle or loss of life/ injury made to any person or damage to any property on account of use of hired vehicle any matter 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 & lubricants as per existing Govt. 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 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 the vehicle does not report regularly, the authority will be at liberty to reject the agreement & 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 demanded.
8. Monthly hire charges & reimbursements towards cost of diesel (as per actual) & lubricants (as per Govt. 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 & terminate the engagement.
11. In case the service provider intends to withdraw the services of his vehicle & terminate the agreement, it shall be mandatory upon him to grant one month notice before such withdrawal of service & termination of agreement.
12. If the bidder violates any of the terms of contacts, Government shall forfeit the entire amount of security deposit.
13. It should be ensured by the Service Provider that the vehicles are kept under optimum running condition and avoid accidents attributable to lack of maintenance/upkeep. The hired vehicle cannot be used for any private /commercial purpose beyond office hours or during holidays.
14. Log books shall be maintained for the hired vehicles as in the case of Government vehicles. Kilometer reading and POL drawn shall be necessarily recorded in relevant columns and verified regularly by an authorized officer before making payment.
15. GST Registration is compulsory for any service provider /private individuals to provide hired vehicles to Government offices through open bidding.
16. It needs to be written in capital letters "HIRING OF VEHICLE FOR DEOC" COLLECTORATE, DHENKANAL on the top of the sealed envelope containing all papers along with application.



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GENERAL INFORMATION FOR HIRING VEHICLE

- 1) Registration No. of Vehicle
(Enclose Self attested Xerox copy of RC):-
- 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
(Enclose Identity Proof with Photograph)
(Telephone /Mobile No.)
- 7) Fitness Certificate validity :-
(Enclose Self attested Xerox copy)
- 8) Permit validity :-
(Enclose Self attested Xerox copy)
- 9) Insurance validity :-
(Enclose Self attested Xerox copy)
- 10) Name/ Address of the Driver :-
(Enclose Identity Proof with Photograph):-
- 11) D.L No. & Validity of the D.L of the Driver :-
(Enclose Self attested Xerox copy of DL)
- 12) Proposed hire charges of the vehicle per month :-
excluding fuel cost
- 13) Rate of fuel consumption /Mileage per litre(Km/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 & belief”

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