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**DISTRICT RURAL DEVELOPMENT AGENCY, BHADRAK  
(ODISHA LIVELIHOODS MISSION)**

At- Charigharia, P.O.- Madhabnagar, Dist.- Bhadrak, PIN- 756181

E-Mail : [ori-dbharak@nic.in](mailto:ori-dbharak@nic.in), [bhadrakdpm.olm@gmail.com](mailto:bhadrakdpm.olm@gmail.com)



Letter No. OLM/ 298

Date: 18 / 11 / 2019

**Quotation Call Notice**

Sealed quotations are invited from interested reputed Travel Agencies for providing 2 nos. (for District Level) of Diesel driven vehicle preferable BS-IV complianed (Bolero/Swift Dzire/Tiago or equivalent vehicle) having sitting capacity not more than ten including driver, which shall confirm to the Terms and conditions (**Annexure-I**) for official use in DMMU, Odisha Livelihoods Mission and Rural Housing DRDA, Bhadrak 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 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 the vehicle owner to participate in the tender process.
2. 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.
3. The Driver should be well behaved, gentle and obedient in nature.
4. The monthly rate of hire charges is to be quoted separately in the general bid format (excluding fuel and lubricants) amount limited p.m excluding diesel/petrol cost as per the Finance Department Office memorandum.30464 Date.06.09.2019.
5. The Vehicle must achieve a fuel efficiency of 10 Kms. per litre for Bolero and 17 kms. Per litre for Swift Dzire/Tiago or equivalent vehicle.
6. The details of the make and year of manufacture of the vehicle, registration no., mileage (Kms. covered per litre) 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 (**Annexure-II**).
7. The Quotations completed in all respect should reach the undersigned through Registered Post/Speed post/Courier only on or before **25/11/2019 by 12:00 noon** and shall be opened on the same day at **3:30 P.M.** in presence of the bidders or their authorized representatives. Submission of tender papers by hand is prohibited. Tender papers received through Registered Post/Speed post will only be accepted.

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8. A sum of **Rs. 5,000/- (Rupees Five Thousand)** only shall be deposited by the intending bidders in shape of Account Payee Bank draft drawn in favour of the **Project Director, DRDA, Bhadrak** payable at any Nationalized Bank/ Scheduled Banks of Bhadrak and be submitted along with the tender papers as security deposit. After completion of tender process, the Account Payee Bank draft will be returned to the unsuccessful bidders.
9. Interested bidders may submit their sealed Tender in the prescribed format superscribing "**HIRING OF VEHICLE FOR DRDA, Bhadrak**" on the envelop to the Project Director, DRDA, Bhadrak latest by 12.00 noon on date. **25/11/2019**.
10. The application form of quotation/tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. can be downloaded from Bhadrak District Website [www.bhadrak.nic.in](http://www.bhadrak.nic.in) from **Dt. 18.11.2019 to Dt. 25.11.2019**.
11. The services will commence from the date of placing of the order to the successful bidder and shall continue to provide the services up to one year, and it may be extended further after fulfillment of certain conditions.

The undersigned reserves the right to accept or reject any or all quotation without assigning any reason thereon.

  
18.11.19  
**Project Director,  
DRDA, Bhadrak**

Memo No. 299 / OLM

Dt. 18.11.19

Copy to Dy. Collector, Nizarat, Collectorate, Bhadrak / Sub Collector, Bhadrak/All BDOs of Bhadrak district with a request to affix the tender call notice in their respective Notice Boards for wide publicity

  
18.11.19  
**Project Director,  
DRDA, Bhadrak**

Memo No. 200 / OLM

Dt. 18.11.19

Copy to DIO, NIC, Bhadrak for information and he is requested to web host the tender call notice in the District website ([www.bhadrak.nic.in](http://www.bhadrak.nic.in)).

  
18.11.19  
**Project Director,  
DRDA, Bhadrak**

Memo No. 301 / OLM

Dt. 18.11.19

Copy to State Mission Management Unit, Odisha Livelihoods Mission, Bhubaneswar for information.

  
18.11.19  
**Project Director,  
DRDA, Bhadrak**

**TERMS & CONDITIONS FOR HIRING OF VEHICLE**

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 the 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 the hired vehicle in any manner whatsoever. The owner of the hired vehicle shall be responsible for all such litigation.
2. The hire charges shall be paid after deduction of income tax or any other tax as applicable by law on monthly basis which is final but does not include cost of 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. shall be borne by the bidder/ owner of the vehicle.
3. It shall be the responsibility of the bidder to provide a good driver and the salary of the driver shall be borne by the successful bidder /owner himself.
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 does not report regularly, the authority will be at liberty to cancel the agreement and may engage vehicle from other sources.
6. The vehicle shall report for duty for minimum of 26 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 and reimbursements towards cost of diesel (as per actual) and lubricants (as per Govt. norms) of the selected bidder will be paid in the 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.

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9. The vehicle shall not be more than 3 years old from the initial registration and also be 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 and shall terminate the agreement.
11. In case the service provider/ vehicle owner intends to withdraw the services of his vehicle and to terminate the agreement, it shall be mandatory upon him to give one month notice before such withdrawal of service and termination of agreement.
12. If the bidder violates any of the terms of the contract, competent authority shall forfeit the entire amount of security deposit.
13. The application form must be signed by the vehicle owner or bidder and properly sealed and also attach all relevant documents including drafts as per the terms & conditions. All papers attached to the application form should bear the signature of the vehicle owner/ bidder.
14. The sealed envelope containing tender papers be sent through **Registered post/Speed Post/Courier** only to the following address:-  
  
**The Project Director,  
DRDA, Bhadrak,  
Charigharia,  
P.O.-Madhabnagar,  
Bhadrak-756181**
15. It needs to be written in capital letters "**HIRING OF VEHICLE FOR DRDA, Bhadrak**" on the top of the sealed envelope containing all papers along with application.

  
**Project Director,  
DRDA, Bhadrak**

**APPLICATION FOR ENGAGEMENT OF VEHICLE ON HIRE BASIS**

1.	Name & address of the Agency : (Enclose the GST no photocopy) Cell No.	
2	Authentic experience proof on similar work of the Agency	
	Income Tax clearance certificate and TDS clearance certificate as on 31.3.2019	
2.	Registration No. of Vehicle : (Enclose self attested Xerox Copy of RC)	
3.	Type of Vehicle (AC/Non-AC) :	
4.	Year of Manufacture : (Enclose Xerox copy of RC book)	
5.	Model :	
6.	Date of Registration : (Enclose self attested Xerox Copy of RC)	
7.	Name & complete address of the Owner of vehicle. : (Enclose identity proof with photograph) Telephone/ Mobile No. :	
8.	Fitness Certificate Validity : (Enclose self attested Xerox Copy)	
9.	Permit Validity : (Enclose self attested Xerox Copy)	
10.	Insurance validity : (Enclose self attested Xerox Copy)	
11.	Pollution Control Certificate validity : (Enclosed self attested Xerox copy)	
12.	Name/Address of the Driver : (Enclose identity proof & cell no.)	
13.	D.L. No. & Validity of the D.L. of the Driver : (Enclose self attested Xerox copy of DL)	

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**Annexure-II**

**FORMAT FOR PRICE BID**

<b>DRDA, Bhadrak</b>		
Type of Vehicle & Reg. No.	Hire Charges of the vehicle per month excluding fuel cost: (both in number & words)	Fuel (Kms per Ltr.) (both in number & words)

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

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