

Standard Bidding Documents
DISTRICT OFFICE, BHADRAK
(Child Protection Unit)

Quotation Call Notice

No. 406 /DCPU

Dated:- 01.10.2024

Sealed quotations are invited from the interested Service Providers for providing one number of A/C Tiago/Bolt/Celerio BS-IV compliant petrol driven vehicle (Commercial), which shall conform to the terms and conditions (**Annexure-II**) for the official use of District Child Protection Unit, Bhadrak on monthly rent basis.

1. The vehicle must be Road Worthy condition, shall not be more than 3years old from the date of registration and must have valid Registration Certificate, Insurance Certificate, valid Contract Carriage Permit, proof of up to date Tax payment etc. which are mandatory for plying of vehicle.
2. The Driver of the vehicle must have a valid Driving License for driving 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. A sum of **Rs.5000/- (Rupees Five Thousand)** only shall be deposited by the intending bidders in shape of A/C Payee Bank Draft in favour of the "District Child Protection Society", Bhadrak and submitted along with the tender as security deposit. After completion of the tender process, the amount will be refunded to unsuccessful bidders.
5. The monthly rate of hire charges is to be quoted separately in the general bid information (excluding fuel and lubricant).
6. The vehicle must achieve a fuel efficiency of **17 K.Ms** per liter.
7. The details of the make and year of manufacture of the vehicle registration number, mileage (KMs covered per liter) and name of the Driver with Driving License No. and period of validity should be specially provided in the general bid information to be furnished with the quotation (**Annexure-III**)
8. The quotation completed in all respect should reach at the Office of District Child Protection Unit, Near Sub-Collector Office, Bhadrak on or before 17.10.2024 by **3.00pm** only through **Speed/Registered Post/ put in the Drop-Box at District Child Protection Unit, Bhadrak** and the quotation will be opened on the same day i.e. on 17.10.2024 at

5.00pm in presence of the bidders or their authorized representatives in the office chamber of ADM, Collectorate, Bhadrak.

9. The model Service Provider Agreement is attached at **Annexure-A**.

10. The application form of quotation containing General Bid Information & terms and conditions for Hiring of Vehicles etc. will be available with DCPU Office, Collectorate, Bhadrak on payment of Rs.100/- from 01.10.2024 to 17.10.2024 or can be downloaded from District Website i.e. <https://bhadrak.odisha.gov.in> from 01.10.2024 to 17.10.2024

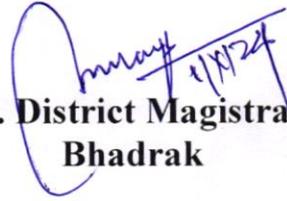
In case the application form is downloaded from Govt. website, the applicant shall furnish a demand draft/Money Receipt for an amount of **Rs.100/-** (Rupees One Hundred) only towards the cost of application along with the application.


**Addl. District Magistrate
Bhadrak**

Memo No. 407 /DCPU Date 01.10.2024

Copy forwarded to PD, DRDA/Deputy Collector, Nizarat Section/All B.D.O.s/ Tahasildars of Bhadrak District/R.T.O, Bhadrak/ District Office Notice Board for information and wide publication.

Copy to District e-Governance Manager, Collectorate, Bhadrak for uploading of the Tender papers in web.


**Addl. District Magistrate
Bhadrak**

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 DL of the Driver available all the times. 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 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 petrol, which is to be paid separately basis 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 and 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 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 do not report regularly, the authority will be liberty to reject the agreement and may engage vehicle from other source.
6. The vehicle shall report for duty for minimum of 25days 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 petrol (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.
9. The vehicle shall not be more than 3years 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 and terminate the agreement.
11. In case of the service provider intends to withdraw the services of his/her vehicle and terminate the agreement, it shall be mandatory upon him/her to grant one month notice before such withdrawal of services and termination of agreement.
12. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
13. The hired vehicle cannot be used for any private/commercial purpose beyond office hours or during holidays.


Seal & Signature of
Quotation Calling Authority

Annexure-III

GENERAL INFORMATION FOR HIRING VEHICLES

1	Registration No. of the 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 the vehicle	:	
7	Fitness Certificate validity	:	
8	Permit validity	:	
9	Insurance validity	:	
10	Name & address of the driver	:	
11	Driving license No. & Validity of the Driving License of the Driver	:	
12	Proposed Hire Charge of the Vehicle per month excluding fuel cost	:	
13	Rate of fuel consumption/Mileage per liter	:	
14	Contact Number of the Service provider (Tenderer/Quotationer)	:	Mob:- Land Line No:-

“Certified that the informations submitted above are true to the best of my knowledge and belief.”

**Seal & Signature of the
Quotationer**