

Annexure- I

Standard Bidding Document
Government of Odisha
OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, BHADRAK
(Social Welfare Section)

Notification No. 3408 / SW

Date. 28/11/2024

Quotation / Tender Call Notice

Sealed quotations/tenders are invited from interested reputed Travel Agencies/Tour Operators/Private individuals for providing 1 (one) no of AC petrol/ diesel driven vehicle having seating capacity not more than 5(Five) including driver, which shall confirm to the terms and conditions (Annexure-II) for official use of PO-cum- Programme Officer, O/o the DSWO Bhadrak on monthly rent basis.

1. The Service provider shall have a valid OGST registration to participate in the tendering.
2. The Vehicle must be in road worthy condition, shall not be more than 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 up to date tax payment etc. mandatory for plying of vehicle.
3. 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.
4. The driver should be well behaved, gentle and obedient in nature.
5. The sum of Rs.5000/- (Rupees Five Thousand) only shall be deposited by the intending bidders in shape of Account payee Bank Draft drawn from any Nationalized Bank in favour of District Social Welfare Officer, Bhadrak and submitted along with the tenders as security deposit. After completion of tender process, the amount will be refunded to un-successful bidders.
6. The monthly rate of hire charges be quoted separately in the general bid information (excluding fuel and lubricants) which should not exceed Rs.20,000/-.
7. The vehicle must achieve a fuel efficiency of 17 Kms per litre.
8. The details of make and year of manufacture of vehicle, registration number, mileage (Kms. covered per litre) and name of the Driver with driving license and period of validity should be specifically provided in the general bid information to be furnished with the quotation/ Tender (Annexure-III).
9. The Quotation completed in all respect should reach should reach in sealed cover through Registered Post/ Speed Post/ Courier to the office of the District Social Welfare Officer, Bhadrak on or before dt. 07/12/2024 by 01.00 P.M and shall be opened on the same day at 04.00 P.M in presence of the bidders or their authorized representatives.
10. The application form of quotation/tenders containing General bid information and terms & conditions for hiring of vehicle etc. will be available on the DSWO, Bhadrak on payment of Rs.1000/- (Rupees One Thousand) only in shape of BD on any working day from date of publication i.e. 28-11-2024 of this notice till dtd. 07-12-2024 up to 01:00 P.M. or can be downloaded from the district website bhadrak.odisha.gov.in. In case the application form is downloaded from Govt. Website, the applicant shall furnish a BD for an amount Rs.1000/- (Rupees One Thousand) only towards the cost of quotation paper/Tender paper along with the application.
11. The undersigned reserves the right to reject/ cancel any or all Quotations without assigning any reason thereof.


Additional District Magistrate,
Bhadrak

Memo No. 3409 / SW

Dated. 28/11/2024

Copy forwarded to the DeGM, Collectorate, Bhadrak for information. He is requested to upload the quotation with terms and conditions in the District website for wide publication / copy to notice Board.



District Social Welfare Officer,
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 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 Department/ 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.
3. The hire charges to be paid for monthly basis is final but does not include cost of POL, which is to be paid separately basing on actual consumption as per existing Government norms. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating Oil of Engine, Gear Box & different 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 do 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 of hirer. No extra payment shall be demanded.
9. Monthly hire charges and reimbursements towards cost of petrol/ diesel (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 3 years old from the initial registration and also in good running condition during the period of contract.
11. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
12. 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.
13. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of Security deposit.


Additional & District Magistrate,
Bhadrak

General Information for Hiring Vehicles

- i. Registration No. of the Vehicle :-
- ii. Type of Vehicle (AC/ Non AC) :-
- iii. Year of Manufacture :-
- iv. Model :-
- v. Date of Registration :-
- vi. Name & Complete address of the owner of the vehicle :-

- vii. Fitness Certificate valid till :-
- viii. Pollution Certificate valid till :-
- ix. Permit valid till :-
- x. Insurance valid till :-
- xi. Name & Address of the Driver :-

- xii. DL No. & validity of DL of the Driver :-
- xiii. Proposed hire charges of the vehicle per month excluding fuel cost :-

In words- ()
- xiv. Rate of fuel consumption / Mileage per litre :-
- xv. Contact No. of the Service Provider (Tenderer / Quotationer) :-

"Certified that, the information as called for attached herewith are true to the best of my knowledge and belief."

Seal & Signature of the
Quotationer / Tenderer