

# BHADRAK MUNICIPALITY

## BID – DOCUMENT

(To be enveloped in sealed cover)



Name of the work:-

Hiring of Vehicle for Official use by the Bhadrak Municipality

Quotation Schedule

Issued against Bank Draft / Banker's Cheque

No. \_\_\_\_\_ Dt. \_\_\_\_\_

( To be enveloped properly with Bid documents)



## OFFICE OF THE MUNICIPAL COUNCIL, BHADRAK

Tel. No. 06784-251519 (O), Fax No. 06784-251221

e-mail:- bhadrakm.hud@nic.in

### Notice Inviting Quotation Call Notice No. 5627dt. 26/11/2024

Name of the work:- Hiring of Vehicle for Official use by the Bhadrak Municipality

Tender/ Quotation Paper Cost:- Rs. 2,000.00

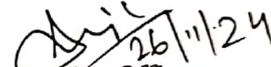
Security Deposit:- Rs.10,000.00.

Last Date of Sale/ download of QCN:- Upto 11.00 A.M of dt. 11.12.2024

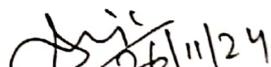
Last Date of Receipt Of Tender:- Upto 12.30 P.M of dt. 13.12.2024

Date of Opening:- 1.00 P.M. of dt.13.12.2024

Details can be seen/ downloading from the official website of Bhadrak District, www.bhadrak.nic.in and official website of Bhadrak Municipality [www.bhadrakmunicipality.nic.in](http://www.bhadrakmunicipality.nic.in) from 11.00 AM on dt. 27.11.2024 to dt. 11.12.2024 upto 11.00 AM.

  
26/11/24  
Executive Officer  
Bhadrak Municipality

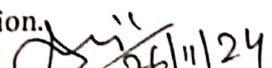
**Memo No. 5628 / Dt. 26 / 11 / 2024**  
Copy submitted to the District ~~E-Governance Manager~~ Bhadrak for information. He is requested to upload the Detailed Quotation Call Notice in the official website of Bhadrak District, [www.bhadrak.nic.in](http://www.bhadrak.nic.in) and official website of Bhadrak Municipality [www.bhadrakmunicipality.nic.in](http://www.bhadrakmunicipality.nic.in) from 11.00 AM on dt. 27.11.2024 to dt. 11.12.2024 upto 11.00 AM for the information of general public and for wide publication

  
26/11/24  
Executive Officer  
Bhadrak Municipality

**Memo No. 5629 / Dt. 26 / 11 / 2024**  
Copy submitted to the Sub-Collector, Bhadrak/ Executive Engineer, Bhadrak Electrical Division, Bhadrak/R.T.O, Bhadrak/ Executive Engineer, R & B Division, Bhadrak/ Tahasildar, Bhadrak / D.I.P.R.O, Bhadrak for information with a request to display the Quotation Call Notice in their respective notice board for wide publication.

  
26/11/24  
Executive Officer  
Bhadrak Municipality

**Memo No. 5630 / Dt. 26 / 11 / 2024**  
Copy to this Office Notice Board, Bhadrak Municipality for wide publication.

  
26/11/24  
Executive Officer  
Bhadrak Municipality



## **OFFICE OF THE MUNICIPAL COUNCIL, BHADRAK**

Tel. No. 06784-251519 (O), Fax No. 06784-251221

e-mail:- bhadrakm.hud@nic.in

No. 5627

Dt. 26/11/2024

### **Quotation Call Notice**

Sealed Quotation/ tenders are invited From Interested Reputed Travel Agencies Tour Operators or Private individuals for Providing 01 no of AC Diesel Driven Vehicle (Bolero) having Sitting capacity not more than Seven including driver, which shall conform to the Terms and conditions (Annexure-II) for official use in Bhadrak Municipality on monthly rent basis:

1. The vehicle must be in Road Worthy condition, shall not be more than 3 years old from the date of initial registration and must have valid Registration Certificate, GST Registration Certificate, insurance Certificate, Fitness Certificate, Valid Contract Carriage Permit, proof of up to date tax payment, Valid PUC Certificate etc. which are mandatory for plying of vehicle.
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. A sum of **Rs. 10,000.00** shall be deposited by the intending bidders in shape of Account Payee Bank Draft/ Banker's cheque drawn in favour of the Executive Officer, Bhadrak Municipality and submitted along with the tender as Security deposit. After completion of Tender process, the amount will be refunded to unsuccessful bidders.
5. The monthly rate of hire charge be quoted separately in general bid information (excluding fuel and lubricants).
6. The Vehicle must achieve a fuel efficiency of 10 Kms per litre.
7. 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/Tender (Annexure-III).
8. The sealed quotation will be received up to **12.30 P.M on dt.11.12.2024** in the tender box kept in the Office of the Executive Officer, Bhadrak Municipality which will be opened on same day i.e; on **dt. 11.12.2024 at 1.00 PM** in the office chamber of the undersigned in presence of the quotationer or their authorized representative / agent who may be present at the time of opening of the quotations.



TERMS & CONDITIONS FOR HIRING OF VEHICLES

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 document such as : - valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid contract carriage permit, proof up to date tax payment , PUC Certificate etc. and D.L. of driver available all the times. Bhadrak Municipality 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 in final but does not include cost of diesel,. The required diesel will be provided by Bhadrak Municipality 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.
3. It shall be the responsibility of the bidder to provide a good driver and the salary of the driver shall be borne by owner.
4. In case of the breakdown for reasons whatsoever the replacement of a vehicle of the same of 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 at liberty to reject the agreement and may engage vehicle from other source.
6. The vehicle should 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 for a period of contract of 02 Years to the 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.

**Signature of the Tenderer/ Quotationer**

9. The vehicle shall not be more than 3 years old and also in good running condition during the period of contract.
10. Before Opening of the bid, the tender committee will inspect the Vehicles. Bidders are requested to attend the event with their vehicle within Bhadrak Municipality premises on the day. Failing which bid for the same will be rejected.
11. If the service 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, Bhadrak Municipality shall forfeit the entire amount of security deposit.
14. The Govt. in Finance Department Office Memorandum No. 30464/F dt. 06.09.2019 and subsequent Office Memorandum No. 29819/F dt. 30.11.2022 has fixed the hiring charges Rs. 31,000.00. The quoted amount excess than the fixed amount will not be considered.
15. The other norms and conditions will be followed strictly as per the FDOM No. 34085/F dt. 29.09.2012, FDOM No. 27037/F dt. 08.10.2015 & FDOM No. 30464/F dt. 06.09.2019 of Finance Department Govt. of Odisha.

  
26/11/24  
Executive Officer  
Bhadrak Municipality

**Signature of the Tenderer/ Quotationer**

**APPLICATION FORM AND GENERAL INFORMATION FOR HIRING OF VEHICLES  
ON MONTHLY BASIS**

1. Name of the Service Provider :-
2. GST Registration No. :-
3. Registration No. of Vehicle :-
4. Type of Vehicle (AC/Non-AC) :-
5. Year of Manufacture :-
6. Model :-
7. Date of Registration :-
8. Name & complete address of the owner of vehicle :-
9. Fitness Certificate validity :-
10. Permit validity :-
11. Insurance validity :-
12. Pollution Under Control (PUC) Certificate Validity :-
13. Name / Address of the Driver :-
14. D.L. No. & Validity of the D.L. of the Driver :-
15. Proposed hire Charge of the vehicle per month excluding fuel cost :-
16. Rate of fuel consumption / Mileage per litre :-
17. Contact Number of the service provider (Tenderer /Quotationer)

Mobile \_\_\_\_\_ Telephone \_\_\_\_\_

“ Certified that the information submitted above is true to the best of my Knowledge and belief .”

  
Seal & Signature of the  
Quotationer/Tenderer