

OFFICE OF THE PANCHAYAT SAMITI, GUNUPUR

DIST. : RAYAGADA

No. 26 / PS-2023/Vehicle

Date. 06.01.23

QUOTATION CALL NOTICE

Sealed Quotations/ tenders are invited from interested reputed Travel Agencies/Tour Operators or Private individuals for providing 01(One) Number of AC/Non-AC TUV 300/Bolero/ Sumo Gold / Ertiga having sitting capacity of not more than ten including Driver, which shall confirm to the Terms and Conditions (as mentioned in Annexure-II) for official use in Panchayat Samiti, Gunupur on monthly hire 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, Pollution Certificate, valid Contact Carriage permit, Proof of up-to-date tax payment etc. which are mandatory for running 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 passenger transport vehicle.
3. The Driver should be well behaved, gentle and obedient in nature.
4. The Service Provider/Quotationer must have **GST Registration & GeM Registration**.
5. 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 Block Development Officer, Gunupur payable at SBI, Gunupur and submit alongwith the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders. (SD in shape of Cash/Cheque will not be accepted).
6. The rate of monthly hire charge be quoted separately in the general bid information excluding cost of fuel and lubricants.
7. The vehicle must achieve a fuel efficiency of **10(Ten) Kms per Liter** as per Govt. Norms.
8. The details of the make and year of Manufacture of the Vehicle, Registration No., Mileage (Kms covered per liter) 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 as mentioned in Annexure-III.
9. The application form of quotations/tender containing General bid information and Terms& Conditions for hiring of Vehicles etc. will be available from Block Office. Gunupur on payment of **Rs.100/-(Rupees One hundred) only** (through DD drawn in

favour of BDO, Gunupur) from **06.01.2023 to 13.01.2023** during office working hours or can be downloaded from Rayagada District Website www.rayagada.nic.in. In case the application is downloaded from Govt. website, the applicant shall furnish a Demand Draft drawn in favour of "The Block Development Officer, Gunupur payable at SBI, Gunupur" towards cost of application along with the duly filled in application.

10. The Quotationer/Bidder shall submit his Quotation complete in all respect addressed to "Block Development Officer, Gunupur, At/Po.- Gunupur, Dist.- Rayagada, Odisha, PIN-765022" **on or before 13.01.2023** during the office hours through Registered/Speed Post only. Submission of quotation by any other mode will not be accepted. The Sealed Cover containing the detailed documents and Bank Draft should be superscribed as "**QUOTATION FOR ENGAGEMENT OF VEHICLE**".
11. Receipt of Quotation after 5.00 P.M. Dt.13.01.2023, and non-submission of necessary documents will not be entertained and liable for rejection.
12. The Quotations will be opened on 13.01.2023 at 05.00 P.M. in presence of the bidders or their authorized representatives.
13. The Quotationer/Bidder may refer to the O.M. No.34085/F dated 29.09.2012, O.M. No.27037/Dtd.08.10.2015 & O.M. No.30464/F dated.06.09.2019 by the Finance Department, Govt. of Odisha as amended from time to time for detailed Terms & Conditions.
14. The Authority reserves the right to cancel the quotation without assigning any reason thereof.


Block Development Officer
Panchayat Samiti, Gunupur

Memo. No. 27 / 2023

Dated. 06.01.23

Copy along with Annexure-II and Annexure-III forwarded to the the CDO-cum-E.O., Zilla Parishad, Rayagada/ Sub-Collector, Gunupur/ Project Administrator, ITDA, Gunupur/ Tahasildar, Gunupur/ CDPO, Gunupur/ BEO, Gunupur/RTO, Rayagada/ DI & PRO, Rayagada for favour of kind information and necessary action with a request to publish the Tender Notice in their Office Notice Board for information of general public.

Copy submitted to NIC, Rayagada for web hoisting in the District Portal.


Block Development Officer
Panchayat Samiti, Gunupur

TERMS & CONDITIONS FOR HIRING OF VEHICLES

The following terms and conditions must be fulfilled by the 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 Commercial Registration Certificate, Insurance Certificate, Fitness Certificate, valid Contract Carriage Permit, Pollution Certificate, proof of up-to-date tax payment etc. and Driving License of the driver available all the times. The Department/Officer 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 damages to any property on account of use of hired vehicle any manner whatsoever. The vehicle owner shall be responsible for all such litigation.
2. In view of pollution being high through use of Diesel Vehicles, it is preferable to hire BS-VI compliant petrol vehicles. The vehicles hired shall be in good condition and shall not be older than 03(three) years. Vehicles older than 05(five) years should be replaced by new vehicles by the service provider.
3. The hire charge to be paid on monthly basis is final but does not include cost of diesel, which is to be paid separately basing on actual consumption. All the expenditure of the vehicle towards major or minor repair, replacement of spare parts, Lubricating oil of Engine, Gear Box & differential 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 who should be well behaved, gentle and obedient in nature and the salary of the driver shall be borne by the owner.
5. 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. The driver should wear a uniform & budge license, he should be a non-alcoholic and should be available as and when required.
6. Log Book shall be maintained by the driver, Kilometer reading and POL drawn shall be necessarily recorded in relevant columns and produce before Block Development Officer regularly for verification.
7. In case of absence of driver for whatsoever reasons the owner shall arrange substitute for the vehicle.
8. 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.
9. 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.
10. The vehicle shall report for duty for minimum of 25days in a month.
11. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
12. Monthly hire charges and reimbursements towards cost of diesel/petrol (as per actual consumption) of selected bidder will be paid in every succeeding month, as

far as possible within fifteen days of the submission of bills by the bidder and no advance payment will be made.

13. The vehicles shall not be more 03(three) years old from the initial registration and also in good running condition during the period of contract.
14. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
15. In case the provider intends to withdraw the services of his vehicle and terminate the agreement, it shall be mandatory upon him to grant two month notice before such withdrawal of service and termination of agreement.
16. The vehicle should be kept clean and tidy and should have name boards & stickering as specified in the contract on the vehicle.
17. The hiring may be discontinued immediately, if the officer feels that the vehicles are no longer required for this office.
18. No extra charges will be paid for night halts at out station and the lodging/boarding charges of the driver will be borne by the owner of the vehicle.
19. The bidder, who will quote lowest, will be allowed by the undersigned to execute agreement for engagement of vehicle. In case of quoted price of the bidders found same, the bidder will be decided by drawl of lottery.
20. An agreement will be made with vehicle owner before engagement of his vehicle on M.V. U. work.
21. A sum of Rs.5,000/-(Rupees five thousand) only shall be deposited by the intending bidders in shape of Bank Draft drawn in favour of "The Block Development Officer, Gunupur" payable at SBI, Gunupur and submit alongwith the tender paper as security deposit. After completion of tender process the amount will be refunded to unsuccessful bidders. No Account Payee Cheque/Cash will be accepted and the reason, the application will be rejected.
22. If the bidder violates any of the terms of contract Government shall forfeit the entire amount of security deposit and pending hiring charges of the vehicle.

Seal & Signature of
Tender/Quotation calling Authority
Block Development Officer
Panchayat Samiti, Gunupur

UNDERTAKING BY THE TENDER/SERVICE PROVIDER

I agree to the above terms and conditions for providing hired vehicle.

Full Signature of the Tender/Service Provider

Name:

Address:

Contact No.

GENERAL INFORMATION FOR HIRING VEHICLES

1	Registration No. of Vehicle	
2	Type of Vehicle(AC/ Non-AC)	
3	Year of Manufacture	
4	Make/Model	
5	Date of Registration	
6	Name & Complete Address of the Owner of Vehicle	
7	Fitness Certificate validity	
8	Permit validity	
9	Insurance validity	
10	Name/Address of the Driver	
11	D.L. No. & Validity of the D.L. of the Driver	
12	Proposed Hire Charge of the vehicle per month	
13	Rate of fuel consumption/Mileage per litre	
14	Contact Number of the Service provider	
	Mobile	
	Telephone	
16	Valid GST Regn. No. (attach copy of RC)	
17	Xerox copy of the Documents i.e. (i)Valid Commercial Registration Certificate (ii) Insurance Certificate (iii) Fitness Certificate (iv) Valid Contract Carriage Permit (v)Proof of up-to-date tax payment (vi) DL of the Driver	
18	Bank Draft of Security Deposit amount Rs.5,000/-	Bank Draft No. Date. Name of the Bank:
19	Cost of Tender Paper Rs.100/- (Through DD Only)	Demand Draft No. Date. Name of the Bank:

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

Seal & Signature of the
Quotationer/ Tenderer