

# DISTRICT EDUCATION OFFICE, RAYAGADA.

No. 4123/ESTT IV/09/2022,

Date 27.07.2022

To

The District Informatics Officer,  
NIC, Rayagada.

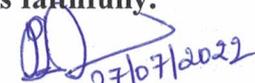
**Sub:** *Uploading the tender papers/documents in the District Website regarding hire of private vehicle for use of District Education Office, Rayagada.*

**Ref:** *This office Letter No. 533, Date 28.01.2019.*

Sir,

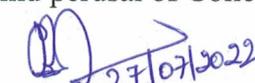
In obedience to this Office Note sheet Page No. 13, Dated 22.07.2022 duly approved by the Collector and District Magistrate, Rayagada, you are hereby requested to upload the tender/quotation papers enclosed herewith towards hire of private vehicle for use of District Education Office, Rayagada latest by 29.07.2022 in the district website i.e. ([www.rayagada.nic.in](http://www.rayagada.nic.in)). The last date of receipt of quotation/tenders is 12.08.2022.

Yours faithfully.

  
District Education Officer,  
Rayagada.

Memo No. 4124/2019, Date 27.07.2022

Copy submitted to the PA to Collector, Rayagada for kind perusal of Collector and District Magistrate, Rayagada.

  
District Education Officer,  
Rayagada.

Memo No. 4125/2022, Dated 27.07.2022

Copy submitted to the Director, Secondary Education, Odisha, Bhubaneswar for favour of kind information.

  
District Education Officer,  
Rayagada.

Memo No. 4126/2022, Dated 27.07.2022

Copy submitted to the SPD, Samagra Shiksha, Odisha, Bhubaneswar for favour of kind information.

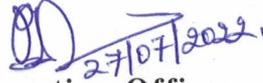
  
District Education Officer,  
Rayagada.

# DISTRICT EDUCATION OFFICE, RAYAGADA

No. 4127 /ESTT.-IV/09/2022, Dated: 27/07/2022

## TENDER CALL NOTICE

Sealed quotations/ tenders in conformity with the details of terms and conditions are invited from intended Travel Agencies / Tour Operators or private individuals having valid motor vehicle documents such as: valid commercial Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution Certificate, valid Contract Carriage Permit, up to date tax payment etc. along with PAN and GST registration of the owner for providing one no of AC/ Non AC Diesel/petrol driven vehicles type –Bolt/ Maruti Swift Desire/ Bolero/Tiago/Celerio/ similar types for official use by the Dist. Education Office, Rayagada on monthly hiring basis for one year. The quotation completed in all respect should reach the under signed on or before **12.08.2022 by 5.00 PM** only through registered/Speed Post only addressed to District Education Office, Behind Govt., Hospital, Rayagada and the same shall be opened by the District Purchase Committee on **17.08.2022 at 11.00 AM** in presence of the bidders or their authorized representatives. The details of Term and conditions along with application format for the purpose is available in the district website [www.rayagada.nic.in](http://www.rayagada.nic.in)

  
District Education Officer,  
Rayagada

  
27/07

## TERMS AND CONDITIONS FOR HIRING OF VEHICLES

The following terms and conditions must be fulfilled by the bidder intending to provide vehicle on monthly hiring basis.

1. The hired vehicle, during period of contract, shall have all necessary valid MV documents such as valid commercial Registration Certificate, Insurance Certificate, Fitness Certificate, valid Contract Permit, Poof of up to date tax payments, Pollution certificate etc., along with PAN and GST registration of the owner of the vehicle available all the times. The photo copies of the above document should be enclosed with the Tender Document.
2. The department/Office hiring the vehicle shall not be responsible for any damage / loss caused to hired vehicles or losses of life/ injury made to any person or damage to any property on account of use of hired vehicle any manner whatsoever.
3. The vehicle must be in Road Worthy condition, shall not be more than 3years old from the date of initial registration and also in good running condition during the period of contract.
4. 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 “ District Education Officer, Rayagada” and submitted along with the tender as earnest money deposit. After completion of tender process, the amount will be refunded to the unsuccessful bidders.
5. The monthly rate of hire charges will be quoted separately in the general bid information. The maximum hiring charges per month should not exceed Rs. 20,000/- ( Rupees twenty thousand ) only and necessary TDS/IT & GST as applicable will be deducted from the monthly hire charges mentioned above.
6. The vehicle must achieve a fuel efficiency of minimum average mileage 17 KMs per liter.
7. The details of the make and year of manufacture of the vehicle, registration no mileage ( KM covered per liter ) should be specifically provided in the general bid information to be furnished with the Quotations / Tender. ( Annexure-II)
8. The hire charges to be paid for monthly basis. All the expenditure of the vehicle towards repair, maintenance replacement of spare parts, Lubricating oil of Engine, Gear Box and different Coolant, Tires and Tubes, Battery etc, will be borne by the owner of the vehicle.

9. The monthly hire charges will include the remuneration of the driver. No extra amount beyond the approved rate will be paid under any circumstances. The driver so engaged for driving the hired vehicle must have experience and valid driving license with well behavior.
10. In case of breakdown for any reasons whatsoever the replacement of a vehicle of the same or better model shall be provided by the owner of the vehicle/bidder,
11. In case of the vehicle do not report regularly, the authority will be liberty to reject the agreement and engage vehicle form the other source.
12. The Vehicle shall report duty for the full month.
13. In case the service provider intend to withdraw the services of the vehicle and terminated the agreement, it shall be mandatory upon him to intimate the authorities before one month of withdrawal of service and termination of agreement.
14. The vehicle should not belong to any Govt. organization or any staff of District Education Office, Rayagada.
15. The selected bidder shall have to execute an agreement with the District Education Officer indicating terms and conditions.
16. If the bidder violates any of the terms of contract, the undersigned shall forfeit the entire amount of security deposit.
17. The undersigned reserves the right to accept or reject the tender without assigning any reason thereof.
18. The hiring charges do not include fuel cost (petrol/diesel) which is to paid separately basing on actual consumption and lubricants as per existing Govt. norms.
19. It will be ensured through service providers of hired vehicles that the vehicles are kept under optimum running condition and avoid accidents attributable to lack of maintenance/upkeep.
20. The hired vehicles can't be used for any private/commercial purpose beyond office hours or during holidays.
21. **The agencies/Individual having the vehicle Bolero with same price and mileage of oil as mentioned in the Technical BID with all terms and conditions will be given priority or first preference.**

27/07/2022,  
District Education Officer

Rayagada  
27/07

**UNDERTAKING**

1. I,.....son/Daughter/Wife of Sri.....Proprietor/ Partner/Director/authorized signatory of the Travel Agency/ mentioned above and competent to sign this declaration and execute this tender document.
2. I/ any member of the firm or organization/Individual do undertake to provide good condition vehicle i.e. the vehicle is not more than 3 years old from the date of registration on the date of submission of Bid.
3. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we/am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

**Place:**

**Seal & Signatures of authorize signatory**

**Date:**

FORMAT FOR TECHNICAL AND FINANCIAL BID

Annexure -II

1	Registration No. of vehicle	
2	Type of Vehicle ( AC/Non-AC	
3	Year of manufacturer	
4	Model	
5	Date of Registration	
6	Name & complete address of the owner of vehicle with contact number	
7	Fitness certificate validity	
8	Permit validity	
9	Insurance validity	
10	PAN of the vehicle provider	
11	Pollution Certificate	
12	GST Registration No.	

11. Proposed hire charge of the vehicle per month.

Sl. No	Types of Vehicle	Hiring Charges per month	Quoted rate ( in Rs.)	
			In figure	In words
01	Bolero			
02	Tiago/Bolt/Celerio (petrol)			
03	Similar types of vehicle if any			

12. Fuel consumption: millage per liter (Kilometers travelled per one litre of Diesel)

Sl. No	Types of Vehicle	Consumption of fuel per litre.	Quoted in K.M	
			In figure	In words
01	Bolero			
02	Tiago/Bolt/Celerio (petrol)			
03	Similar types of vehicle if any			

Certified that the above information submitted by me is true to the best of my knowledge and belief.

Seal & Signature of the  
Quotationer / Tenderer