



INTEGRATED TRIBAL DEVELOPMENT AGENCY, RAYAGADA

E-mail-itdarayagada@gmail.com, Contact No.06856-235165, Pin Code-765001

Lr. No. 3581/2023

Dated: 03.10.23

EXPRESSION OF INTEREST

Sealed quotations are invited in the prescribed format from Local Travel Agencies/Tour Operators/Individuals vehicle owners having valid PAN & GST registration number for providing 1(one) vehicle of type TUV300/Bolero/Sumo Gold/Frtiga for engagement in the office of the ITDA, Rayagada on monthly hiring basis with a maximum hire charges @Rs.31,000/- (Rupees thirty one thousand) only Per month. Details of the terms & conditions, application form etc. are available in the office of the PA, ITDA, Rayagada near New Bus Stand, At/Po/District- Rayagada. The interested bidders are requested to collect the application form during office hours from 10.30 AM to 5.30 PM. & also available in Website <https://rayagada.nic.in> and last date for submission /receipt of quotation is 13.10.2023 by 5.00 PM. The quotations will be received through Regd. Post/Speed Post. The quotation will be opened on 14.10.2023 at 10.30 AM. This is in accordance with FD Office Memorandum No. 30464/F Dt.06.09.2019.

The Authority reserves the right to cancel, reject and modify the quotation without assigning any reason thereof.

Benese
03/10/23
Project Administrator,
ITDA, Rayagada

Memo No. - 3581/2023

Dated: 03-10-23

Copy to Notice Board of Collectorate, Rayagada /Zilla Parishad, Rayagada/DIPRO, Rayagada/ /Office Notice Board/ DIO to display in <https://rayagada.nic.in> for information and wide publicity.

Benese
03/10/23
Project Administrator,
ITDA, Rayagada

Memo No. - 3582/2023

Dated: 03.10.23

Copy submitted to the Director (ST)/Mission Director, MMJIM for favour of kind information.

Benese
03/10/23
Project Administrator,
ITDA, Rayagada

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INTEGRATED TRIBAL DEVELOPMENT AGENCY, RAYAGADA

QUOTATION CALL NOTICE

Sealed quotations are invited in the prescribed format from Travel Agencies/Tour Operators/Individual vehicle owners having valid PAN & GST regn. number for providing 1(one) vehicle Bolero of type TUV300/Bolero/Sumo Gold/Frtiga for engagement in the office of the ITDA, Rayagada on monthly hiring basis with a maximum hire charges @ Rs.31,000/- (Rupees thirty one thousand) only per month. Details of the terms & conditions/ application form etc. are available in the office of the Project Administrator, ITDA, Rayagada near New Bus Stand, At/Po/Dist-Rayagada during office hours from 10.30 AM to 5.30 PM. & also available in Website <https://rayagada.nic.in> and last date for submission /receipt of quotation is 13.10.2023 by 5.00 PM. The quotations will be received through Regd. Post/Speed Post. The quotation will be opened on 14.10.2023 at 10.30 AM. **This is in accordance with FD Office Memorandum No. 30464/F Dt.06.09.2019.**

1. The vehicle must be in Road Worthy condition with 2023 model and must have valid Registration Certificate, Insurance Certificate, Fitness certificate, Valid Contract Carriage Permit, proof of up-to-date tax payment etc. which are mandatory for plying of vehicle.
2. A sum of Rs. 10,000/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of PA, ITDA, Rayagada and submit along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
3. The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel) (Annexure:-II)
4. The vehicle must achieve a fuel efficiency of 12 K.Ms per liter.
5. 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 Valid Driving License No and period of validity should be specifically provided in the general bid information to be furnished with the Quotation/Tender* (Annexure-111)
6. The quotation completed in all respect should reach the undersigned on or before 13.10.2023 by 5.00 PM and shall be opened on Dt. 14.10.2023 at 10.30 AM in presence of the bidders or their authorized representatives.

Benere
Project Administrator, 13/10/23
ITDA, Rayagada

Annexure:-II

TERMS & CONDITIONS TO PROVIDE VEHICLE.

The service provider obligation:

1. Agency/Service provider shall abide by the terms and conditions of the contract and shall ensure full compliance to them.
2. Agency shall provide quality services as per SLAs mentioned in the contract.
3. Agency to ensure that vehicle deployed shall arrive at designated location in time. In an event of delay in arrival beyond 15 minutes user shall have right to hire other taxi services (which may or may not be of similar hired car category). The fare charges shall be charged to service provider.
4. Agency to ensure that all maintenance work related to assigned vehicle shall be carried out in off duty hours.
5. In the event of break-down, servicing & repairs of the assigned vehicle the service provider at his own cost shall make alternate arrangement by providing similar or higher class of vehicle for which agreement is entered into. Failure to do so will evoke penalty or possible termination of contract.
6. The agency shall not be allowed to sub-let the Contract.
7. The agency shall only provide vehicle which have the comprehensive insurance.
8. Police verifications for deployed driver shall be ensured by the Agency.
9. Agency shall update the log book at least once in every 72 hours. Failure to do so shall be penalized as per this contract. At the time of termination of contract, the service provider shall hand over the log book to the Authority.

Vehicle:

10. The vehicle should have commercial license. The vehicle should not be more than one year old from the date of the notification. During replacement of the vehicle or driver, as the case may be, the pass/Id card issued, if any, shall be surrendered.
11. The agency will deploy the vehicle, which is well maintained, cleaned thoroughly both internally and externally. Vehicle shall be equipped with medical kit. The vehicle should have a mobile charger and ambient freshener.
12. The agency shall ensure that all electrical connections including lights (both back and front) horn, turn indicators, and other vehicle system shall be periodically checked and maintained by service provider to avoid any inconvenience to user department.
13. Agency shall ensure that the vehicle should be parked at the place as advised by the PA, ITDA, Rayagada. If the vehicle needs to be away for some reason like refueling, Petty repairing etc. It should be with the knowledge of the PA, ITDA, Rayagada. Moving away without the knowledge of the above officer will be considered as non-available and will be liable for penalty.

Driver deployed:

The agency shall be responsible for the acts and deeds of drivers of the vehicle that include following:

14. Driver that possess a valid commercial driving license shall be deployed by the agency.
15. Driver should be properly dressed in neat and clean attire. If required driver should wear uniform of specific color as per instructions of the PA, ITDA, Rayagada . The agency shall provide at his own cost proper uniform and badges as per STATE MOTOR VEHICLES RULES (amended up to date) and photo identity card to the driver.
16. The driver of the vehicle deployed for user department duties maintain polite & courteous behavior towards department users as well as to other departmental staffs. Following may be construed as "Misbehavior" and shall attract penalties as per provisions of the contract. Repeated instances may result in termination of services.
 - i) Denial of duty during contract period or during hours as will be decided by the user.
 - ii) Use of abusive language;
17. The Driver in no case shall report to duty in an inebriated state or consume alcohol while on duty. In such an event user department shall have full rights to terminate the contract with immediate effect.
18. Driver must be provided a working mobile phone and contact number be provided to the user.
19. In an event that for any reasons the driver changes his contact number during the tenure of the contract then Agency will immediately notify the user of the above change.
20. The Driver shall be reachable at all times during duty hours.
21. Gossiping with the guests and using mobile phone during driving is not allowed. In case of urgency, driver should park the vehicle with permission from the user and talk in the mobile to the minimum duration.
22. As soon as the driver is advised to attend any guest by the administration, the driver should calls/SMSs the guest giving his mobile and vehicle details. Charges of calls/SMSs will be on agency's account.
23. Vehicles and Driver should not be changed frequently. Any such changes should be informed by the agency to the authority well in advance for permission.

Statutory Rules compliance & taxes:

24. The hiring charges do not include fuel cost (Petrol/diesel) which is to be paid separately basing on actual consumption and lubricants as per existing Government norms, All the expenditure of the vehicle towards repair maintenance, replacement of spares parts, lubricating oil of engine, Gear box & differential coolant, & tubes, Battery etc. and salary of the driver, payment of insurance/ Road tax etc. required for operation of vehicle in a state will be borne by the agency.

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15. Driver should be properly dressed in neat and clean attire. If required driver should wear uniform of specific color as per instructions of the PA, ITDA, Rayagada . The agency shall provide at his own cost proper uniform and badges as per STATE MOTOR VEHICLES RULES (amended up to date) and photo identity card to the driver.
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25. The agency shall take comprehensive insurance cover with third party unlimited liability risk of the vehicle detailed for user requirement. User shall not be liable for any damages whatsoever to public property and/or any third person due to any accident arising out of and in the course of deployment of service provider's vehicle.
26. The agency shall be solely responsible for any claims by any hired party and/or employees of user department travelling in the vehicle for any injuries caused by the driver of the vehicle whether by accident or otherwise.
27. The user department in no way be responsible for violation of traffic rules and/or infringement of any other law for the time being in force, either by the driver of the vehicle or by the service provider. The driver as well as agency shall comply with relevant rules and regulations of motor vehicles Act and Rules applicable at present or in future during the tenure of the contract and as may be enforced from time to time for which user departments would not be held liable/responsible in any manner whatsoever. Onus of compliance of all the applicable Laws/Acts/Rules including those under Motor Vehicle Acts/Rules shall rest with the Agency only and user/user departments will not be liable in any manner.
28. The Agency shall be responsible for ensuring compliance with the provisions related to labour Law and especially minimum wages Act, Payment of wages Act, PF, ESI Act, payment of Bonus Act, Contract Labour (R&A) Act, Workmen Compensation Act etc. as applicable from time to time. The employees of the agency shall not be deemed to be employees of the user department, hence the compliance of the applicable acts laws will be the sole responsibility of the Agency.
29. The agency shall be personally responsible for any theft, misconduct and/or disobedience on the part of drivers so provided by him.
30. During the contract period, if the vehicle is seized or detained or requisitioned by police reasons that will be at the service provider's risk. Also, alternate vehicle of similar or higher category will be provided by agency without any extra charges.
31. The vehicles Deployed for duty for the user department shall at no point of time to carry any reason other than personnel authorized by user department.
32. The vehicles cannot be put to any private/commercial use beyond the duty hours or on holidays. Unauthorized use of the vehicle by the driver/service provider will lead to unilateral termination of the contract with immediate effect. The Agency has to ensure the safety of passenger by avoiding negligent driving by their drivers such as over speeding rash driving, and driving vehicle without brakes/defective brakes.
33. The mileage count will start from the location of pickup and no extra kilometers from the garage to the pickup point will be provided. The mileage count will also terminate at the dropping point and not up to the garage.

The obligations of principal:

1. PA, ITDA, Rayagada shall make the payment towards hiring charges of the vehicle at the end of every month by credit into the bank account of the Agency through RTGS within 15 days from the date of receipt of bills complete in all respect. User department shall pay the vendor all amount on an invoice that are not the subject of a bonafide dispute within 15 days after department's receipt of a valid invoice that complies in all material respects in terms of this agreement;
2. The payment shall be subject to any deductions such as penalties, statutory deduction etc.

Dehru
03/10/2023
Project Administrator
ITDA, Rayagada

To

The Project Administrator,
ITDA, Rayagada

APPLICATION FORM FOR QUOTATION

1. Registration No. of vehicle :-
2. Type of Vehicle (AC/Non A/C)] :-
3. Year of Manufacture :-
4. Model :-
5. BIS Compliant or Not :-
6. Date of Registration :-
7. Name & Complete address of the owner of vehicle :-
8. Fitness Certificate Validity :-
9. Permit Validity :-
10. Insurance Validity :-
11. Name/Address of the Driver :-
12. D.L.No. & Validity of the D.L.of the Driver :-
13. Proposed hire Charge of the vehicle per month excluding fuel cost :-
14. Rate of fuel consumption/Mileage per Liter :-
15. Contact Number of the Service provider(Tender/Quotationer) Telephone Mobile :-
16. GST Number :-

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

**Seal & Signature of the
Quotationer/Tenderer**