

OFFICE OF THE TAHASILDAR, RAIRAKHOL

Quotation /Tender Call Notice

No. 4110 /Dt. 14.10.2019

Sealed quotations/Tenders are invited from interested reputed Service providers/ Travel agencies for providing Non-AC/AC Diesel Driven Vehicles (TUV300/Bolero/Sumo Gold/Ertiga) having sitting capacity not more than ten including driver, which shall conform to the terms and conditions (Annexure-II) and the norms of hiring of private vehicles were fixed in Finance Department OM No. 30464 /F dt. 06.09.2019 for office use in Tahasil office, Rairakhhol on monthly rent basis, maximum hire charges per month excluding taxes @ **Rs 31,000/- Per Month.**

1. 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, valid Contract Carriage Permit, proof of up to date tax payment etc.which are mandatory for plying of Vehicle.
2. The driver of the vehicle must have a valid Driving License for driver 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. The monthly rate of hire charge is quoted separately in the general bid information (excluding fuel and lubricant).
5. The vehicle must achieve minimum fuel efficiency of **10 KMs.** per liter.
6. The details of the make and year of manufacture of the vehicle, Registration no. mileage (Km. covered per litre ) and name of Driver with Driving License No. and period of Validity should be specifically provided in general bid information to be furnished with the quotation/ Tender (Annexure-III).
7. Security Deposit of Rs.5000/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of Tahasildar, Rairakhhol, payable at Rairakol and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders. The same will be released on termination of agreement or disengagement of vehicle whichever is earlier.
8. The quotation in the format Annexure-III completed in all respect with photocopy of certificates mentioned in para-1& 2 should reach the undersigned by **5.30 PM on 31.10.2019.** The sealed cover containing quotations/Tenders should be subscribed on the top in capital letters as "TENDER FOR HIRING OF PRIVATE VEHICLE and be dropped in the box kept for the purpose in the office of the undersigned and shall be opened at 3 PM on 01.11.2019 in presence of the bidder or their authorized representative in the office chamber of the undersigned.
9. The application form of quotation/Tender containing General Bid information & Terms and conditions for Hiring of Vehicles etc. will be available with Tahasil office, Rairakhhol on payment of Rs.100/- from **15.10.19 to 31.10.2019 (except Govt. Holidays)** or can be down loaded from District Website [www.sambalpur.nic.in](http://www.sambalpur.nic.in) from Dt. **15.10.2019 to Dt. 31.10.2019.** In case the application form is downloaded from district website, the applicant shall furnish a Demand Draft for an amount Rs. 100/- (Rupees One Hundred) only towards the cost of application along with the application.
10. The quotationer/tenderer having lowest hire charges per month and highest mileage per litre will be selected.

*Pubi Behera*  
14.10.19  
Tahasildar, Rairakhhol

Memo No. 4111 /Niz dt. 14.10.2019

Copy to the Collector, Sambalpur/ Sub- Collector, Rairakhol, Sub-Collector, Sambalpur/Sub-Collector, Kuchinda, /All BDO of Sambalpur district/All Tahasildar of Sambalpur district/EO, NAC, Rairakhol/All RIs of Rairakhol Tahasil for wide publicity of the above notice.

Copy to the District Informatics Officer, NIC, Sambalpur for web-hosting the tender call notice in the District Website/Copy to this office Notice Board.

*Rubi Babera*  
14.10.19  
Tahasildar, Rairakhol

TERMS& CONDITIONS

The following terms and conditions must be fulfilled by the successful bidder for providing a vehicle on hiring on monthly basis.

1. The hired vehicles, during period of contract, shall have all necessary valid MV documents such as valid Registration Certificates. Insurance 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. The department /Office hiring the vehicle shall not be responsible for any damage/loss caused to hired vehicle or loss of life/injury made to any person or damaged to any property on account of use of hired vehicle any manner whatsoever. The hires shall be responsible for all such litigations.
2. The hire charges to be paid for monthly basis do not include cost of diesel. Which are to be paid separately basing on actual consumption and lubricants 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 the owner.
4. In case of break down for reasons whatsoever the replacement of the vehicle of the same or better model shall be provided by the owner of the vehicle/bidder.
5. In case of 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 the hirer. No extra payment shall be demanded.
8. Monthly hire charges and reimbursement towards cost of 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.
9. The vehicle shall not be more than 3 years old from the initial registration and also in good running condition. Preference will be given to new vehicle.
10. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
11. In case 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.
12. If the bidder violates any of the terms of contract, the entire amount of security deposit shall be forfeited.
13. GST registration is compulsory for any service provider.

*Rubi Behera*  
14.10.19

Tahasildar, Rairakhol

Annexure-III

GENERAL INFORMATION FOR HIRING OF VEHICLES

- i. Registration No. of the Vehicle :-
- ii. Type of Vehicle (A/C /Non A/C):-
- iii. Year of Manufacture :-
- iv. Model :-
- v. Date of registration :-
- vi. Name & complete address of the owner  
Of the Vehicle
- vii. Fitness Certificate validity :-
- viii. Permit validity :-
- ix. Insurance Validity :-
- x. Name / Address of the Driver :-
- xi. D.L. No. & validity of D.L. of the Driver :-
- xii. Proposed hire charge of the vehicle per month  
Excluding fuel cost& Service Tax:-
- xiii. Rate of fuel consumption /Mileage per litre :-
- xiv. Contact Number of the Service Provider  
(Tenderer/quotationer)  
Mobile \_\_\_\_\_ Telephone \_\_\_\_\_

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

Seal &Signature of the Quotationer/ Tenderer