

Standard Bidding Document  
Government of Odisha  
Animal Resources Development Department  
Office: Chief District Veterinary Officer, Ganjam, Berhampur

QUOTATION CALL NOTICE

Sealed Quotations are invited from interested reputed Travel Agencies/ Tour Operators or private individuals for providing One number of Non AC Indica/ Indica ev2 or equal type of other vehicle (Diesel driven) having sitting capacity not more than Five including driver, which shall confirm to the Terms and conditions (Annexure-II) for official use from June, 2019 onwards in the Office of the Chief District Veterinary Officer, Ganjam Berhampur under Animal Resources Development Department, Government of Odisha only 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, Insurance Certificate, Fitness Certificate, valid Contract Carriage Permit, proof of up to date tax payment etc., GST No., Up-to-date Income Tax return 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.5000/- as security deposit shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the Chief District Veterinary Officer, Ganjam, Berhampur and submitted along with the Tender. After completion of Tender process, the amount will be refunded to unsuccessful bidders.
- 5) The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants). The maximum hiring charges per month is Rs.16,000/-.
- 6) The Vehicle must achieve a fuel efficiency of minimum 17 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 (Annexure-III).
- 8) The Tender completed in all respect should reach the undersigned on or before 25/05/2019 by 12 Noon and shall be opened on the same date i.e. on 25/05/2019 at 3.00 P.M. in presence of the bidders or their authorized representative.
- 9) The application form of Quotation containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available with Chief District Veterinary Office, Ganjam, Berhampur on payment of Rs.100/- from 06/05/2019 to 25/05/2019 till 12 Noon during office hours except on Govt. holidays or can be downloaded from Odisha Govt. Website www.ganjam.nic.in. In case the application form is downloaded from Govt. Website, the applicant shall furnish a Demand Draft for an amount of Rs.100/- (Rupees One Hundred) only towards the cost of application along with the Tender.

Vehicle

Seal & Signature of  
Quotation Calling Authority  
Designation  
Chief Dist Veterinary Officer  
Ganjam Berhampur



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 vehicle, during the period of contract, shall have all necessary valid MV documents such as:- valid Registration certificate, Insurance Certificate, Fitness Certificate, valid Contract Carriage Permit, proof of up to date tax payment etc. & 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 damage to any property on account of use of hired vehicle any manner whatsoever. The owner of the vehicle shall be responsible for all such litigation.
2. The hiring charges 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 and lubricants as per existing Government norms. All expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil for Engine, Gear Box & differential Coolant, Tyres & Tubes, Battery etc. will be borne by the bidder.
3. It shall be the responsibility of bidder to provide a good driver and salary of the driver shall be borne by the owner.
4. In case of breakdown for reasons whatsoever, replacement of a vehicle of the same or 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 vehicles shall 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 in any circumstance.
8. Monthly hiring 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 during the period of contract.
10. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
11. 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.
12. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.

Signature of  
Quotation Calling Authority  
(C.D.V.O. Ganjam, Berhampur)

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

Seal & Signature of the  
Quotationer

Rs.100/- Deposited Vide M.R. No..... Book No..... date.....

**GENERAL INFORMATION FOR HIRING VEHICLES**

- 1) Registration No. of Vehicle:- \_\_\_\_\_
- 2) Type of Vehicle (AC / Non AC):- \_\_\_\_\_
- 3) Year of Manufacture:- \_\_\_\_\_
- 4) 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) GST No: \_\_\_\_\_
- 11) Income Tax return (Year, 2018-19): \_\_\_\_\_
- 12) Name/ Address of the Driver:- \_\_\_\_\_  
\_\_\_\_\_
- 13) D.L. No. & Validity of the D.L. of the Driver:- \_\_\_\_\_
- 14) Proposed hire Charge of the vehicle per month \_\_\_\_\_  
Excluding fuel cost:-
- 15) Rate of fuel consumption/ Mileage per litre:- \_\_\_\_\_
- 16) Contact Number of the service provider (Tenderer): \_\_\_\_\_  
Mobile No: \_\_\_\_\_ Telephone No: \_\_\_\_\_

17) XEROX Copy of the documents i.e (i)valid Registration certificate, (ii)Insurance Certificate, (iii)Fitness Certificate, (iv)valid Contract Carriage Permit, (v)proof of up-to-date tax payment etc. of vehicle (vi) GST document (vii) Income tax return & DL of driver are enclosed.

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

Seal & Signature of the  
Tenderer