

**DISTRICT MINERAL FOUNDATION TRUST, JAJPUR**

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Letter No. 393 /Dt. 4.8.18

**QUOTATION CALL NOTICE**

Sealed tenders are invited in the prescribed format from the local travel agencies /individuals of Jajpur for **“Hiring of Vehicle (BOLERO, 7seater)”** for engagement by the Planning & Monitoring Unit under DMF on a Monthly rental basis for a period of one year.

**TERMS & CONDITIONS of the tender:**

**1. Bid Price:**

- The bid shall be quoted for the all the items as mentioned in the format of tender otherwise it will be rejected. The format of price bid specified in **Annexure- I** should be used. Corrections, if any, shall be made by crossing out, initialling, dating and rewriting.
- The bid price excludes the cost of fuel, lubricants during the engagement period under Planning & Monitoring Unit under DMF. However, the price quoted should be includes the cost towards drivers payment and other maintenance work of the vehicle.
- Only 1 no of Vehicle will be engaged under Planning & Monitoring Unit of DMF, Jajpur.
- The owner will bear all toll & parking charges during the engagement, which will be reimbursed after production of bills by the bidder to the PMU on monthly basis.

- The vehicle should have been registered as commercial vehicle and must be comprehensively insured.
- **Statutory TDS on IT will be deducted as per norms.**

## **2. Bid Security & Documents:**

The bidder shall furnish bid security of Rs.3000/- (Three Thousand) only in the shape of Demand Draft/ Pay Order in favour of **Project Director, DRDA, Jajpur payable at Jajpur Town**. Any bid not secured with bid security will be rejected. The above bid security will be forfeited if a bidder (i) withdraws its bid during the period of bid validity or (ii) fails to perform the contractual obligations as per the purchase order. The EMD of the unsuccessful bidder will be returned after finalization of the tender process.

## **Documents to be attached with the Tender:**

- Copy of registration Certificate of the vehicle.
- Copy of driver's driving license for driving commercial vehicle.
- Copy of up to date road tax payment receipts
- Copy of up to date Insurance Certificate of the vehicle.
- Copy of the PAN Number of the bidder
- Copy of the Service tax registration no of the bidder.

**3.** Quotation received late and incomplete will not be considered. The bidder should sign and stamp each page of the tender document. The price bid has to be submitted as per the format at **Annexure I.**

**4.** Each Bidder shall submit only one quotation as per the format of quotation.

## **5. Other Terms and Conditions of the tender:**

- The vehicle should be less than 3 years old from the date of opening of the tender and should be in excellent running condition.
- The travel agency / individual must have its permanent office at the respective district headquarter.
- All the major and minor repair shall be made by the vehicle owner himself.
- The vehicle must be available with PMU office on all days including off hours & on holidays as desired by PMU, for office purpose only.
- A log book has to be maintained on daily basis by the driver and be signed by the concerned member of PMU who ever uses the vehicle on that particular day.
- The driver will report at PMU, DMF at the district headquarter respectively at 08.00 AM in the morning and will be available in the office or as desired by Authority.
- The vehicle may be used during Sundays and holidays as desired by the authority.
- The responsibility of comprehensive insurance of vehicle and personal accident insurance of the driver will be of the contractor.
- In case of break down, the bidder will provide a substitute vehicle in place of the regular vehicle.
- The Driver driving the vehicle should have a valid driving license. The conduct of the driver if not acceptable by PMU, DMF, and the contracted firm/private owners shall

substitute him immediately. The driver of the vehicle also should possess a cell phone with him.

- The bidder will provide service of vehicle in a neat & clean condition with clean towels on the seat twice a month and general servicing and pollution check-up will be carried out by the contractor as per the requirement.
- In case of driver is called in night, Sundays and holidays no extra charge will be paid. There will be no extra night halt charge for using the vehicle at night and no additional charges for use in Sundays and holidays.

#### **6. Validity of Tender:**

Tender shall remain valid for a period not less than 60 days from the last date specified for submission of the tender. Notwithstanding the above, the authority reserves the right to accept or reject any tenders and to cancel the bidding process and reject all tenders at any time prior to the issue of Purchase Order.

#### **7. Evaluation of Quotations**

The Purchaser will evaluate and compare the tender determined to be substantially responsive i.e. which

- (a) are properly signed and sealed.
- (b) confirm to the terms and conditions, and specifications.
- (c) submitted as per the prescribed format.

The tender will be evaluated for all the items together.

#### **8. Award of contract:**

- The Purchase Order will be placed on the selected bidder (s) whose bid has been determined to be substantially responsive and who has offered the lowest evaluated bid price. Prices for all items taken together will be considered.

- Any effort by a bidder to influence the purchaser in its decision on bid evaluation or placement of purchase order may result in rejection of the bidder's offer.
- The bids are liable to be rejected if any of the above conditions are not complied with.
- The bidder whose bid is accepted will be notified of the award of contract by the purchaser prior to expiration of the tender validity period. The terms of the accepted offer shall be incorporated in the purchase order. The eligible bidder shall commence the services from the date of place of the purchase order and shall continue to provide the services for a period of 1 year.
- Notwithstanding the above, the purchaser reserves the right to accept or reject any tenders and to cancel the bidding process and reject all tenders at any time prior to award of purchase order.
- Any legal disputes arising out of this are subject to Jajpur jurisdiction only.
- Interested bidders may submit their sealed tender in the prescribed format mentioning "**Hiring of Monthly Vehicle for PMU, DMF**" on cover of the envelop to the **Office of the Project Director, DRDA, Jajpur on or before 20.08.2018 up to 2 PM and will be opened on the same day at 3.30 PM.**
- Bidders may be present in person or through their representative(s) during the opening of quotation as per above date, time and venue.

*Bhauji 04.8.18.*

**Project Director-cum-Chief  
Executive & Nodal Officer,  
DMF, Jajpur.**

Memo No 394 /Dated 4.8.18

Copy forwarded to Collectorate, Jajpur/Estt. Section for information and necessary action. They are requested to fix quotation call notice in the office notice board.

*Bhanga* 04.8.18

**Project Director-cum-Chief  
Executive & Nodal Officer,  
DMF, Jajpur.**

Memo No 394 /Dated 4.8.18

Copy forwarded to D.I.O., NIC for information and necessary action and he is requested to web-hoist the quotation call notice in the District website.

*Bhanga* 04.8.18

**Project Director-cum-Chief  
Executive & Nodal Officer,  
DMF, Jajpur.**

Memo No 395 /Dated 4.8.18

Copy forwarded to all Tahasildars/BDOs of Jajpur district for information and necessary action. They are requested to fix quotation call notice in the office notice board.

*Bhanga* 04.8.18

**Project Director-cum-Chief  
Executive & Nodal Officer,  
DMF, Jajpur.**