

By FAX/ E-Mail/ Regd. Post/ Speed Post

**ଜିଲ୍ଲା ଗ୍ରାମ୍ୟ ଉନ୍ନୟନ ସଂସ୍ଥା : ସୁନ୍ଦରଗଡ଼**  
**DISTRICT RURAL DEVELOPMENT AGENCY, SUNDARGARH.**



District Rural Development Agency  
Sundargarh -770001  
Email: [ori-dsundargarh@nic.in](mailto:ori-dsundargarh@nic.in)  
Tele / Fax No. 06622-273873

**QUOTATION CALL NOTICE**

No. 1534 /DRDA

Dated the 20<sup>th</sup> May, 2022

**STANDARD BIDDING DOCUMENT**

Sealed quotation/tenders are invited from the interested reputed Travels Agency/Tour Operators/ Private Individuals for providing one Diesel drive vehicle preferably SCORPIO/TUV300/ BOLERO/ SUMO GOLD/ ERTIGA with minimum average mileage of 10 (Ten) kilometers per litre for official use for supervision and monitoring of Mahatma Gandhi NREGS works being implemented in the district, as per the terms and conditions at **Annexure-I**. Preference shall be given to the bidders those who will opt for SCORPIO vehicles.

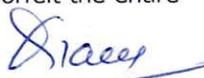
- 1) The Vehicle must be in Road Worthy condition, shall not be more than 3 years old from the date of initial registration to the date of Quotation Call Notice and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, Valid Contract Carriage Permit, Proof of up to date tax payment etc. which are mandatory for playing of Vehicle.
- 2) The Driver of the Vehicle must have 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.1000/- (Rupees One thousand)** only shall be deposited by the intending bidders in shape of Account payee Bank Draft in favor of **Project Director, DRDA, Sundargarh to be drawn at Sundargarh** and submitted along with the quotation as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
- 5) The monthly rate of hire charges be quoted separately in the general bid information excluding fuel (POL).
- 6) The vehicle must achieve a fuel efficiency of 10 KMs per litre.
- 7) The details of the make and year of manufacture of the vehicle, Registration number, mileage (KMs covered per liter) and name of the Driver with Driving license Number and period of validity should be specifically provided in the general bid information to be furnished with the Quotation/Tender at **Annexure-II** enclosed herewith. The intending bidder must attach supporting documents (self-attested) against each provided information
- 8) The application form of quotation/tender containing General Bid information and terms and conditions for Hiring of Vehicle etc. can be downloaded from the official website of Sundargarh District "[www.sundargarh.nic.in](http://www.sundargarh.nic.in)" for the period from **20.05.2022 to 26.05.2022**.
- 9) The bidders may drop their quotations in the Drop Box kept in DRDA Office or may submit in person in the Mahatma Gandhi NREGS Cell during office hour from **20.05.2022 to 26.05.2022**. The bids so received in this regard shall be opened on **27.05.2022 at 08.30 AM** in presence of the bidders or their authorized representatives, if present.

  
Project Director,  
DRDA, Sundargarh

**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 basis.

1. The vehicle should be Diesel drive preferably SCORPIO/ TUV300/ BOLERO/ SUMO GOLD/ ERTIGA with minimum average mileage of 10 (Ten) kilometers per litre, and the maximum rent per month per vehicle should be Rs.31,000.00. The Bidders may quote their rate accordingly. Further, the remuneration of Driver is to be paid by the vehicle owner within this amount. ***The expenditure to be incurred so far in this regard will be met out of Administrative Contingency under Mahatma Gandhi NREGS. If this Agency will engage the Office Driver to drive the vehicle, then Rs.10,000/- shall be deducted from the monthly bill and accordingly Rs.21,000/- shall be paid to the vehicle owner.***
2. The hired vehicles, during period of contract, shall have all necessary MV documents such as:- valid Registration Certificate, Insurance Certificate, Fitness Certificate, Valid contract Carriage Permit, Proof of up to date tax payment etc. and Driving License of the driver available all the times with him and a copy of the same should also be deposited in the office. The Department/ Office hiring the vehicle shall not be responsible for any damage/loss caused to hired vehicles or loss of life /injury made to any person or damages to any property on account of use of the hired vehicle any manner whatsoever. The hirer shall responsible for all such litigation.
3. The hire charge is to be paid to the vehicle owner on monthly basis on submission of Bills and Log Books. The vehicle owner should pay the cost of fuel (POL) and submit the bills along with the monthly hire charges bill for payment. Monthly hire charges and reimbursement towards the cost of fuel will be paid in every succeeding month, as far as possible within fifteen days from the date of submission of bills by the vehicle owner (Travels Agency/Tour Operators/ Private Individuals) and no advance payment will be made at any cost or request.
4. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating Oil of Engine, Gear Box and differential Coolant, Tyres & Tubes, Battery etc. will be borne by the successful bidder/Owner of vehicle.
5. 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.
6. In case of breakdown for reason whatsoever, the replacement of vehicle of the same or better model shall be provided by the owner of the vehicle/ bidder for the period of breakdown.
7. In case the vehicle do not report regularly, the authority has the right to reject the agreement/ engagement and may engage fresh vehicle from other source as per suitability, for which the bidder cannot claim or object for the same.
8. In case emergency, the driver will have to report for duty as per the requirement of hirer for which no extra payment shall be demanded.
9. The vehicle shall not be more than 3 years old from the initial registration to the date of Quotation Call Notice and should be in good running condition during the period of contract.
10. If the services are found to be unsatisfactory, the clients shall give one month notice and terminate the agreement.
11. In case the service provider intends to withdraw the service of his/her vehicle and terminate the agreement, it shall be mandatory upon him/her to grant one month notice before such withdrawal.
12. If the bidder violates any of the terms of contract the authority has the right to forfeit the entire amount of security deposit and any other financial claims pending with the office.

  
19/10/2022  
Project Director,  
DRDA, Sundargarh

**GENERAL INFORMATION FOR HIRING OF VEHICLES**

1	Registration No. of the 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 the vehicle:	Name..... Father Name..... Resident of Village/Town..... P.O.....P.S..... District..... Mobile No..... PAN ..... GST No (if any).....
7	Fitness Certificate Validity:	
8	Permit validity:	
9	Insurance validity:	
10	Pollution validity:	
11	Name & complete address of the driver:	Name..... Father Name..... Resident of Village/Town..... P.O.....P.S..... District..... Mobile No.....
12	Driving License number & validity of the D.L. of the Driver:	
13	<b>Proposed hire charges of the vehicle per month only excluding fuel cost and inclusive of all other charges:</b>	<b>In Figure: Rs.</b>
		<b>In Words:</b>
14	Rate of fuel consumption/ Mileage per liter:	<b>10 KMs per Litre. The cost of fuel will be paid as per actual basing on fuel vouchers.</b>
15	Contact Number of the Service provider(Tenderer/ Quotationer)	

Certified that the information submitted above is true to the best of my knowledge and belief. If any information knowingly/ unknowingly suppressed by me and found later on, my claims/ vehicle may be terminated from the engagement.

Date.....


Place.....

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

**Memo No. 1535 / DRDA**

**Dated the 20<sup>th</sup> May, 2022**

Copy forwarded to the ADM, Sundargarh/ Sub-Collector, Sadar, Sundargarh/ RTO, Sundargarh/ All Block Development Officers of this district with a request to hang a copy of this Quotation Call Notice in the Notice Board for more publicity and competition.


  
19/5/2022

**Project Director,  
DRDA, Sundargarh**

**Memo No. 1536 / DRDA**

**Dated the 20<sup>th</sup> May, 2022**

Copy to DIO, NIC, Sundargarh with a request to upload this Quotation Call Notice in the Sundargarh District Web Site [www.sundargarh.nic.in](http://www.sundargarh.nic.in) from **20.05.2022 to 26.05.2022** for wide publication and timely response.

  
19/5/2022

**Project Director,  
DRDA, Sundargarh**