

**OFFICE OF THE PANCHAYAT SAMITI HEMGIR, DIST-SUNDARGARH**

No 617 /Dt 13.04. /2021

**QUOTATION CALL /TENDER CALL NOTICE**

Sealed Quotation/Tenders are invited from the interested reputed Travels Agencies/Tour Operator or Private individual for providing one no. of commercial vehicle(White Colour)Non –AC/AC diesel/petrol driven having sitting capacity not more than ten(10) including driver, which shall conform to the Terms & Conditions (Annexure-II) for official use in the office of the PanchayatSamiti,Hemgir,Dist-Sundargarh,Department of Panchayatiraj& Drinking Water,Govt. of Odisha for the year 2021-22on monthly rent basis.

**TERMS &CONDITIONS FOR HIRING OF VIHICLE**

1. The Notice will be available in the District Website i.e www.sundergarh.nic.in. from **15/04/21 to 26/04/21** can be downloaded from the website.
2. Interested agencies or individuals may submit their tenders by **speed/registered post** addressing to the Block Development Officer ,Hemgir,Dist-Sundargarh,Pin-770013,Odisha superscripted as **"QUOTATION/TENDER FOR HIRING OF VEHICLE ON MONTHLY BASIS"**
3. The Tender should be reached to the undersigned by **Speed/Registered Post** on or before last date & time i.e 26.04.2021 by 1 pm as mention .No tender/Quotation will be received by hand or courier service.
4. The tender received after due date & time will not be entertained.
5. The tender will be opened at **11.00AM on 27/04/21.**
6. The Vehicle should be **BS-IV Complaint Petrol (OR Diesel) driven vehicle** preferably **SCORPIO/BOLERO/TUV 300/INNOVA**with **Minimum Average Mileage of 10(Ten) Kilometers per Liter** for official use in the office of the PanchayatSamitiHemgir on monthly rent basic. The Maximum hire charges per month excluding taxes is **Rs.31, 000/- (Rupees Thirty one Thousand) only** per month. The Bidder 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 **Government allotment for vehicle.**
7. The authority reserves the right to reject any or all the tenders without assigning any reason thereof.

Block Development Officer,  
Hemgir

Memo No 618 /Dt 13.04.2021 /

Copy submitted to the Addl. District Magistrate, Sundargarh/ PD, DRDA, Sundargarh/ Sub-Collector, Sadar, Sundargarh/R.T.O. Sundargarh for information and necessary action. They are requested to float a copy of this Quotation/Tender Call Notice in the Notice Board for more publicity and competition.

 Block Development Officer,  
Hemgir

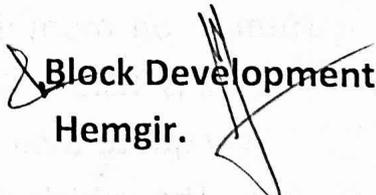
Memo No 619 /Dt 13.04.2021 /

Copy to the DIO, NIC, Sundargarh for information and necessary action, with a requested to upload this Quotation/Tender Call Notice in the Sundargarh District Web Site [www.sundergarh.nic.in](http://www.sundergarh.nic.in) from 15/04/21 to 26/04/21 for wide publication and timely response.

 Block Development Officer,  
Hemgir.

Memo No 620 /Dt 13.04.2021 /

Copy to the I&PR Department, Govt.of Odisha for information and necessary action, with a requested to advertise the quotation/Tender call notice to at least two widely locally circulated newspaper for wide publication and timely response.

 Block Development Officer,  
Hemgir.

**Standard Bidding Document**  
**Government of Odisha**  
**Annexure -I**

PanchayatSamiti,Hemgir,Dist-Sundargarh,Department of Panchayatiraj& Drinking  
Water,Govt. of Odisha

**Quotation/Tender call Notice**

Sealed Quotation/Tenders are invited from the interested reputed Travels Agencies/Tour Operator or Private individual for providing one no. of commercial vehicle Non-AC/AC diesel/petrol driven having sitting capacity not more than ten including driver, which shall conform to the Terms & Conditions (**Annexure-II**) for official use in the office of the PanchayatSamiti,Hemgir,Dist-Sundargarh,Department of Panchayatiraj& Drinking Water,Govt. of Odisha for the year **2021-22** on monthly rent basis.

- 1- The vehicle must be in Road worthy condition, shall not be more then 3 years old from the date of initial 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 Licenses 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/-** shall be deposited by the intending bidders in shape of Account payee Bank Draft drawn in favour of Block Development Officer, Hemgirand submitted along with the tender as **security deposit**. After compilation 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)
- 6- The vehicle must achieve a fuel efficiency of 10(TEN)Kms per liter.

- 7- 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 Driving Licenses No. and period of validity should be specifically provided in the general bid information to be furnished with the Quotation/Tender(Annexure-III).
- 8- The Quotation completed in all respect should reach the undersigned on or before **26/04/21 by 01 P.M** and shall be opened on **27/04/21, 11A.M** in presence of the bidders or their authorized representatives in office chamber of Block Development Officer ,Hemgir.
- 9- The application form of Quotation/Tender containing general Bid information & Terms and Conditions for Hiring of vehicle etc. will be available with district website [www.sundergarh.nic.in](http://www.sundergarh.nic.in) from 15/04/21 to 26/04/21 and furnish a demand draft of Rs 100/-Rupees (One Hundred only) drawn in favour of BDO,Hemgir towards the cost of bid documents (NON REFUNDABLE) (Rupees One hundred) only towards the cost of application along with application.

  
**Block Development Officer,**  
**Hemgir.**

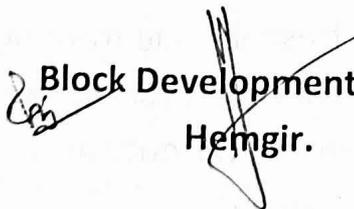
## TERMS & CONDITIONS FOR HIRING OF VEHICLE

### Annexure -II

The following terms & conditions must be fulfilled by the successful bidder for providing a Vehicle on hire on monthly rent basic.

- 1- The hired Vehicles, during period of contract, shall have all necessary valid MV document such as- **valid Registration Certificate, 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. On hiring the vehicle if any unforeseen incident occurs such as :-loss of life/ injury due to the vehicle in any manner whatsoever, the hirer shall be responsible for all such litigation.
- 2- The hire charge is to be paid to the vehicle owner on monthly basic (subject to availability of government allotment) on submission of Bills and LOG Book and no advance payment will be made at any cost or request.
- 3- All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating OIL of engine, Gear Box and differential Coolant, Tyres & Tube, Battery etc will be borne by successful bidder.
- 4- 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.
- 5- 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.
- 6- In case of 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.
- 7- In case of emergency, the driver will have to report for duty as per requirement of hirer for which no extra payment shall be demanded.
- 8- The vehicle shall **not be more than 3 years old** from the initial registration to the date of Quotation/Tender call notice and should be in good running condition during the period of contract.
- 9- The hired vehicles cannot be used for any private/commercial purpose beyond office hours or running holidays.
- 10- The hiring may be discontinued immediately. When the vehicle is no longer required for offices.
- 11- If the services are found to be unsatisfactory, the clients shall give one month notice and terminate the agreement.

- 12- In case the service provider intends to withdraw the service of his/her vehicle and terminated the agreement, it shall be mandatory upon him/her to grant one month notice before such withdrawal.
- 13- If bidder violates any of the terms of contract, the authority to forfeit the entire amount of security deposit and any other financial claims pending with the office.
- 14- A Sum of **Rs.5, 000/- (Rupees Five Thousand) only** shall be deposited by the intending bidders in shape of Account payee Bank Draft drawn in favour of the Block Development Officer, Hemgir to be drawn at Hemgir and submitted along with the tender as **security Deposit**. After Completion of tender process, the amount will be refunded to unsuccessful bidders.
- 15- The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants)
- 16- The bidder or the representative should remain present at the time of opening of the tender otherwise no complaint shall be entertained. The right to negotiate the rates with the undersigned if necessary.
- 17- The successful L1 bidder vehicle shall enter into agreement on non-judicial stamp paper with, Block Development Officer, Hemgir before execution of the supply order.
- 18- The undersigned reserves every right to accept or reject any or all of the quotation in full or in part without assigning any reason thereof.
- 19- The bidders have to submit self attested photo copy of the vehicle documents in support of annexure-III along with the application form.

  
**Block Development Officer,**  
**Hemgir.**

## GENERSL INFORMATION FOR HIRING VEHICLES

- 1- Registration No.of vehicle : \_\_\_\_\_
- 2- Types of vehicles(AC/Non Ac) : \_\_\_\_\_
- 3- Year of Manufacture : \_\_\_\_\_
- 4- Model : \_\_\_\_\_
- 5- Date of Registration : \_\_\_\_\_
- 6- Name & complete address  
of the Owners of the vehicles: \_\_\_\_\_
- 7-Fitness certificate validity : \_\_\_\_\_
- 8-Permit Validity : \_\_\_\_\_
- 9-Insurance Validity : \_\_\_\_\_
- 10- Name & Address of the Driver : \_\_\_\_\_
- 11- D.L.No.& validity of the D.L.  
of the Driver: \_\_\_\_\_
- 12- Proposed hire charge of the  
vehicle per month excluding fuel cost.: \_\_\_\_\_
- 13- Rate of fuel consumption/Milage per Liter: \_\_\_\_\_
- 14- Contact No. of the service provider  
(Quotation/Tender)Mobile No : \_\_\_\_\_

Certified that the information submitted above is True to the best of my knowledge and belief.

Signature of the  
Quotationer/Bidder