

Standard Bidding Document

Government of Odisha

Odisha Tribal Empowerment & Livelihood Programme (OTELP) Plus

Integrated Tribal Development Agency (ITDA), Panposh

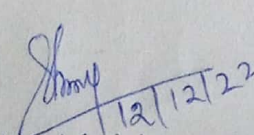
Phone No:-0661-2501011,E-mail –itda.panposh@otelp.org,pin-769004

Quotation / Tender Call Notice

Letter No.:- 776 Date:-File No.:- PM/..I.O.../..2022

Sealed quotations/ tenderare invited from interested reputed Travel Agencies / Tour Operators or Private individuals for providing One (1) No. of **TUV 300/Bolero/Sumo Gold/Ertiga** Non AC / AC Petrol/ Diesel driven vehicle having sitting capacity not more than ten including driver which shall conform to the Terms and conditions (**Annexure-I**) for official use in OTEL Plus, ITDA, Panposh, ST& SC Development, Minorities & Backward Classes Welfare Department, Government of Odisha on monthly rent basis.

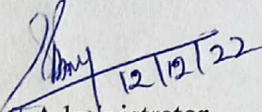
1. The vehicle must be in Road Worthy condition, shall not be more than 2 years old from the date of initial registration must have valid MV documents like valid **Registration Certificate, Insurance Certificate, Fitness Certificate, valid contract carriage permit**, proof of up to date tax payment etc, which are mandatory for plying of vehicle.
2. The Driver of the vehicle must have a valid Driving License for driving light transport passenger vehicle and should be sufficiently experienced in driving transport passenger vehicle.
3. The driver should be well behave, 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 **OTELP PLUS, Panposh**, payable at Rourkela and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to the unsuccessful bidders.
5. The monthly rate of hire charges will be maximum upto Rs.31,000/- (Thirty One Thousand) only as per the **Finance Department, Government of Odisha office Memorandum No 30464/F Dated 06/09/2022** to be quoted separately in the general bid information (excluding fuel and lubricants).
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 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 / Tender (**Annexure-II**).
8. The Quotation completed in all respect should reach the undersigned by Speed Post/Registered Post/ Courier on or before **Dt-28/12/2022** by **12.00P.M** and shall be opened on the same day at **12.30P.M** in presence of the bidders or their authorized representatives.
9. The application form of quotation / tender containing General Bid Information & Terms and condition for Hiring of vehicles etc. Will be available with OTEL Plus, ITDA, Panposh, Rourkela on payment of Rs 100 /- from **Dt- 15/12/2022 to 27/12/2022** or can be downloaded from Odisha Govt. Website www.sundergarh.nic.in or www.otelp.org from dated Dt- **15/12/2022 to 27/12/2022**. 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 application.


Project Administrator

OTELP plus,I.T.D.A., Panposh

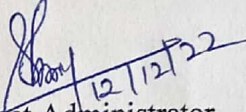
Memo No 777 **Date** 12/12/2022

Copy to D.I.O, NIC, Sundergarh for information and necessary action, She / He is requested to hoist this notice in the official website of the district from dated **Dt- 15/12/2022 to 27/12/2022** for wide publication.


Project Administrator
OTELP Plus, I.T.D.A., Panposh

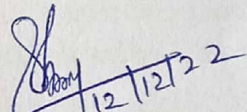
Memo No 778 **Date** 12/12/2022

Copy submitted to Project Director, DRDA, Sundergarh / Additional District Magistrate, Sundergarh / Additional District Magistrate, Rourkela / Sub-Collector, Panposh/ Bonai / Sundergarh / District Welfare Officer, Sundergarh / DI& PRO, Sundergarh/ SDPRO, Rourkela / RTO, Rourkela for kind information with a request to display the same in their notice board for wide publication.


Project Administrator
OTELP Plus, I.T.D.A., Panposh

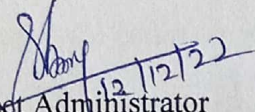
Memo No 779 **Date** 12/12/2022

Copy to Notice Board of Collectorate, Sundergarh for wide publication.


Project Administrator
OTELP Plus, I.T.D.A., Panposh

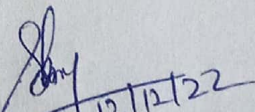
Memo No 780 **Date** 12/12/2022

Copy to Notice Board of ITDA, Panposh for wide publication.


Project Administrator
OTELP Plus, I.T.D.A., Panposh

Memo No 781 **Date** 12/12/2022

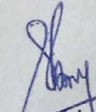
Copy submitted to Project Director, OTELP Plus, Programme Support Unit, Bhubaneswar for favour of kind information with a request to hoist this notice in the OTELP Plus official website from dated ~~15/12/22 to 27/12/22~~ for wide publication.


Project Administrator
OTELP Plus, I.T.D.A., Panposh

TERMS & CONDITIONS FOR HIRING OF VEHICLE

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 period of contract, shall have all necessary valid MV documents like valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid contract carriage permit, proof of up to date tax payment etc and DL of the driver available all the times. The hiring of vehicle office shall not be responsible for any damage/ loss caused to hired vehicles 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 hirer shall be responsible for all such litigation.
2. The hire charges to be paid on monthly basis is final but does not include cost of petrol/ diesel, which is to paid separately basing on actual consumption as per existing Government norms. All the expenditure of vehicle towards repair, replacement of spare parts, lubricating oil of engine, Gear Box & different coolant, Tyres & Tubes, Battery etc will be borne by the bidder/vehicle owner. The monthly vehicle hire charge should be quoted in the quotation separately for each type of vehicle with mileage per litre of the vehicle to be mentioned in the quotation.
3. It shall be the responsibility of the bidder to provide a good driver and the salary of the driver shall be borne the owner.
4. In case of breakdown for reasons whatsoever the replacement of a vehicle of the same o better model shall be provided by the owner of the vehicle / bidder.
5. In case of vehicle do not report regularly and if the services are found to be unsatisfactory, the authority / Client will be at liberty to reject the agreement and may engage vehicle from other source.
6. The vehicle 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.
8. Monthly hire charges and reimbursement towards cost of Petrol/ Diesel (As per actual) and lubricants (as per Govt. norms)of selected bidder will be paid in every succeeding month as per the possible within fifteen days of the submission of bills to the undersigned 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.
13. GST registration & GeM registration are compulsory for any Service Provider hired vehicles.
14. The vehicle will be at the disposal of the undersigned (both working days & holidays at OTELP Plus/ ITDA Office, Panposh).
15. The details mentioned in the general Bid Information (Annexure-II) shall be furnished completely with supporting documents failing which tender will be rejected without assigning any reason.
16. All the pages in the Bid documents should legible filled in clearly and signed by the authorized person/ representatives.


 Project Administrator
 OTELP plus, I.T.D.A., Panposh

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. Name/ Address of the Driver:-
11. D.L No. & Validity of the DL of the Driver:-
12. Proposed hire charges of the Vehicle
Per month excluding fuel cost(A/C):-
13. Proposed hire charges of the Vehicle
Per month excluding fuel cost (Non- AC):-
14. Rate of fuel consummation/ Mileage per litre:-
15. Contact Number of the service Provider(Tender/Quotationer)
Mobile :-
Telephone :-

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

**Seal & Signature of the
Quotationer/Tender**