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**Office of the Assistant Registrar of Cooperative Societies, Panposh
Circle, Panposh.**

Quotation/Tender Call Notice No - 378 Dated- 22.3.2023

Sealed quotations/tenders are invited from interested reputed Travel Agencies /Tour Operators or private individuals for providing 01(One) no. of AC Diesel driven vehicles (Bolero) having sitting capacity not more than 10 (ten) including driver, which shall conform to the Terms and conditions for official use in the Office of the Assistant Registrar of Cooperative Societies, Panposh Circle, Panposh 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. 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 must 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 the Assistant Registrar of Cooperative Societies, Panposh and submitted along with the tender 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 and lubricants)
6. The Vehicle must achieve a fuel efficiency of 10 (Ten) 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-III).
8. The Quotation completed in all respect should reach the undersigned on or before **12.04.2023** by **1.00 p.m.** and shall be opened on **13.04.2023** at **10.00 a.m.** in presence of the bidders or their authorized representatives.
9. The application form of quotation /tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available with Assistant Registrar of Cooperative Societies, Panposh Circle, Panposh. On payment of

Rs 100/- only in shape of demand draft in favour of the Assistant Registrar of Cooperative Societies, Panposh from 23.03.2023 to 12.04.2023 (1:00 p.m.) during the office hour except Govt. holidays to the cost of application or can be downloaded from District portal of Sundargarh www.sundergarh.nic.in from 23.03.2023 to 12.04.2023 (1:00 p.m.).

B. Saman
22/03/23

Assistant Registrar, C.S.,
Assistant Registrar
Co-operative Societies
Panposh Circle, Panposh

Memo No. 379 /Date 22.3.2023

Copy to DIO, NIC, Sundargarh with a request to upload this Quotation Call Notice in the Sundargarh District website www.sundergarh.nic.in for wide publication and timely response by the intending bidders.

B. Saman
22/03/23

Assistant Registrar, C.S.,
Assistant Registrar
Co-operative Societies
Panposh Circle, Panposh

Memo No. 380 /Date 22.3.2023

Copy communicated to the R.T.O., Rourkela/D.R.C.S., Sundargarh Division/ Tahasildar, Rourkela / Sub- Collector, Rourkela/ Collector & District Magistrate, Sundargarh for kind information and requested to paste the above Tender Notice in their office Notice Board for wide publication.

B. Saman
22/03/23

Assistant Registrar, C.S.,
Assistant Registrar
Co-operative Societies
Panposh Circle, Panposh

Memo No. 381 /Date 22.3.2023

Copy submitted to the Registrar of Cooperative Societies, Odisha, Bhubaneswar for favour of kind information and necessary action.

B. Saman
22/03/23

Assistant Registrar, C.S.,
Assistant Registrar
Co-operative Societies
Panposh Circle, Panposh

Memo No. 382 /Date 22.3.2023
Copy to Office Notice Board.

B. Saman
22/03/23

Assistant Registrar, C.S.,
Assistant Registrar
Co-operative Societies
Panposh Circle, Panposh

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 vehicles, during 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. and 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 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 for 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 the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of Engine, Gear Box & differential Coolant, Tyres & Tubes, Battery etc. will be borne by the bidder.
3. 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.
4. In case of breakdown for reasons whatsoever the 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.
8. Monthly hire charges and reimbursements towards cost of diesel (as per actual) and lubricants (as per Govt. norms) of selected bidder will be paid in every succeeding month, as per 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.
13. It will be ensured through service providers of hired vehicles that the vehicles are kept under optimum running condition and avoid accidents attributable to lack of maintenance/ up keep. The hired vehicle can't be used for any private/commercial purpose beyond office hours or during holidays.
14. GST registration and GeM registration are compulsory for any service provider to provide hired vehicles to Government offices through GeM or through open bidding.
15. The hired may be discontinued immediately, when the vehicles are no longer required for offices.

B. Jaiswal
22/13/23
Assistant Registrar of C.S.,
Assistant Registrar
Co-operative Societies
Panposh Circle, 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 :-
D.L. of the Driver
- 12) Proposed hire Charge of the :-
vehicle per month excluding fuel cost
- 13) Rate of fuel consumption / :-
Mileage per litre
- 14) Contact Number of the Service
provider (Tenderer/Quotationer)
Mobile No :-

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

Signature of the Tenderer/ Quotationer