

Standard Bidding Document  
Government of Odisha  
Annexure-I

Planning & Co-ordination Department / DPMU, Sundargarh (Office).

No. 344 /Date 20/4/2023

**Quotation / Tender Call Notice.**

In pursuance of Finance Deptt. Office Memorandum No. 30464/F dtd. 06.09.2019 an orders of Planning & Co-ordination Department vide their letter No.1763 dated 10.02.2014 and DE&S Letter No.3495/TFC dated 07.05.2013, **Sealed quotations/tenders are invited** from interested reputed Travel Agencies/Tour Operators or private individuals (Including Local Town) for providing **1(one) no of Non-AC Diesel driven vehicles(Bolero/Marshal/Mahindra Max/Tata Sumo)** having sitting capacity not more than 10(Ten) including driver, which shall conform to the **Terms and conditions(as enclosed at Annexure-II)** for official use in the office of the Deputy Director(Planning & Statistics), DPMU, Sundargarh on monthly rent-basis. The Travel Agencies shall submit their quotation/tender to spare their Vehicles which should be reached the undersigned on or before **26.04.2023 by 5 PM** by Speed / Regd. Post / By hand and the same will be opened on dt. **27.04.2023 by 11.00 A.M** in the presence of the Tenderers' or their authorised Agents.

- 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 playing of Vehicle.
- 2) The Driver of the vehicle must have a valid Driving License for driving light 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 on favour of the **Deputy Director(Planning & Statistics), DPMU, Sundargarh** 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 charge be quoted separately in the general bid information (**excluding fuel and lubricants**)
- 6) The Vehicle must achieve **fuel efficiency (by Diesel) 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 indicated.

Memo No. 345 Date 20/4/2023.

Seal & Signature of  
Deputy Director (Planning & Statistics)  
Quotation/Tender Calling Authority/ Designation.  
**DPMU, Sundargarh**

Copy to the Notice Boards of DPMU, Sundargarh and copy of Quotation call notice is forwarded to the Deputy Collector, Establishment, Collectorate, Sundargarh/PD, DRDA, Sundargarh/Sub- Collector, Sundargarh/Panposh/Bonai for favour of kind information and necessary action. The concerned District Authorities are requested to kindly put this Quotation Call Notice in their notice Boards for wide publication.

Deputy Director (P&S),  
DPMU, Sundargarh.

Memo No. 346 Date 20/4/2023

Copy submitted to the Deputy Secretary to Government, Planning & Co-ordination Department, Odisha, Bhubaneswar for favour of kind information and necessary action.

Copy submitted to the Director, DE&S, Odisha, Bhubaneswar for favour of kind information and necessary action.

Deputy Director (P&S),  
DPMU, Sundargarh.

Memo No. 347 Date 20/4/2023.

Copy forwarded to the District Informatics Officer, NIC Sundargarh for favour of kind information and necessary action. He is requested to web host in the District Web site i.e. [www.sundargarh.nic.in](http://www.sundargarh.nic.in) for wide circulation.

Deputy Director (P&S),  
DPMU, Sundargarh.

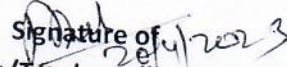
20/4/23

## Annexure-II

### TERMS AND 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 damages to any property on account of use of hired vehicle any manner whatsoever. The owner of the vehicle 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.
- 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 whole month/ 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 the authority of DPMU, Sundargarh. No extra payment shall be demanded.
- 8) Monthly hire charges and reimbursements towards cost of diesel (as per actual) and lubricants that the fuel is to be borne by the District Planning & Monitoring Unit, Sundargarh at mileage rate of 10 Kms per litre and lubricants will be issued as approved by Finance Department Govt. Of Orissa from time to time. That as per F.D. Circular No. 30464/F dt. 06.09.2019 (as per Govt. Norms) of selected bidder will be paid in every succeeding month as far as possible within fifteen days of them submission of bills by the service provider and no advance payment will be made further payment will be made after receipt of fund from Government.
- 9) The vehicle shall not more than 3(three) 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 of the Vehicle.
- 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 bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
- 13) The hiring charges of the vehicle per month shall not exceed Rs.31000/- (Thirty-one thousand) only.

  
Signature of  
Quotation/Tender calling Authority/  
Deputy Director (Planning & Statistics)  
DPMU, Sundargarh

Annexure - IIIGENERAL 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 ..... Telephone.....

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

Seal & Signature of the  
Quotationer/Tenderer

*[Signature]*  
20/4/2023  
Deputy Director (Planning & Statistics)  
**DPMU, Sundargarh**

*[Signature]*  
20/4