

Annexure-1

Standard Bidding Document
Government of Odisha
Tahasil, Balisankara

Quotation/Tender Call Notice

No. 2064 /dt. 16/10/2023

Sealed quotations/tenders are invited from interested reputed Travel Agencies/Tour Operators/ Private individuals for providing 01 no. of AC Petrol/Diesel driven vehicle i.e. TUV 300/Bolero/ Sumo Gold/Ertiga having sitting capacity not more than 07 including driver, which shall conform to the Terms and conditions (Appendix-A) for official use in Tahasil Office, Balisankara on Monthly rent basis.

1. The service provider shall have a valid OGST registration to participate in the tendering.
2. The service provider, participating in the bidding process under the jurisdiction of Municipal Corporations, shall be registered on GeM platform.
3. 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, Pollution Certificate, valid Contract Carriage Permit, proof of up-to-date tax payment etc. mandatory for plying of vehicle.
4. 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.
5. The Driver should be well behaved gentle and obedient in nature.
6. A sum of Rs. **5000/- (rupees five thousand)** only shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the **Tahasildar, Balisankara** and submit along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
7. The monthly rate of hire charge to be quoted separately in the general bid information (excluding fuel and lubricants).
8. The Vehicle must achieve a fuel efficiency of 10 KM per liter and maximum hire charges excluding taxes is not exceed to Rs. 31,000/- (Rupees thirty-one thousand) only per month


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9. The details of the make and year of manufacture of the vehicle, registration no., mileage (km covered per liter) and name of the Driver, Driving License No. and period of validity should be specifically provided in the general bid information to be furnished with the Quotation/Tender (Appendix-B).
10. The Quotation completed in all respect should reach the undersigned on or before 27.10.2023 by 1:00 P.M. and shall be opened on the same day at 3:00 P.M. in presence of the bidders or their authorized representatives.
11. The application form of quotation/tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available with Tahasil Balisankara on payment of Rs.100/- (Rupees One Thousand) from 16.10.2023 to 27.10.2023. in case the application form is downloaded from Odisha Govt. web site i.e. www.odisha.nic.in available from 016.10.2023 to 27.10.2023, the applicant shall furnish a Demand Draft for an amount Rs. 100/- (Rupees One hundred) only towards the cost of application along with the application form.

Memo No. 2065 / Date: 16 /10/2023

Copy submitted Sub-Collector, Sadar, Sundargarh/ Addl. District Magistrate, Sundargarh for favour of kind information and necessary action.

[Signature]
Tahasildar, Balisankara
 TAHASILDAR
 BALISANKARA, SUNDARGARH

Memo No. 2066 / Date: 16 /10/2023

Copy forwarded to CDPO, Balisankara/BEO Balisankara/BDO, Balisankara/BDO Subdega/ BDO, Sadar, Sundargarh/Tahasildar Subdega /Tahasildar Sadar, Sundargarh/RTO, Sundargarh/RTO, Rourkela/DPIRO, Sundargarh for information with a request to place the tender notice in there notice board.

[Signature]
Tahasildar, Balisankara
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Memo No. 2067 / Date: 16 /10/2023

Copy forwarded to DIO, NIC, Sundargarh for information with a request to hoist this notice today in the district website for wide publication.

[Signature]
Tahasildar, Balisankara
 TAHASILDAR
 BALISANKARA, SUNDARGARH

[Signature]
Tahasildar, Balisankara
 TAHASILDAR
 BALISANKARA, SUNDARGARH

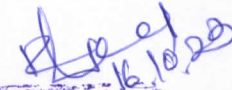
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Annexure-A

Terms & Conditions

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, Pollution Certificate, Fitness Certificate, valid Contract Carriage Permit, proof of up-to-date tax payment etc. and D.L. of the driver available all the time.
2. The Department/Office hiring the vehicle shall not be responsible for any damage/loss caused to hired vehicles or losses 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.
3. The hire charges to be paid for monthly basis is final but does not include cost of fuel, which is to be paid separately basing on actual consumption and asper 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.
4. It shall be the responsibility of the bidder to provide a good driver and the remuneration of the driver shall be borne by the owner.
5. In case of break down for reasons whatsoever the replacement of a vehicle of the same or better model shall be provided by the owner of the vehicle/bidder.
6. In case of the vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
7. The vehicles shall report for duty for minimum of 25days in a month.
8. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be demanded.
9. Monthly hire charges and reimbursements towards cost of fuel (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.


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10. 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.
11. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
12. 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.
13. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
14. The undersigned reserves the right to reject any or all quotation without assigning any reason thereof.

Signature of the Quotationer

16/10/20
Tahasildar, Balisankara
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Annexure-B

General Information

SI No	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	OGST Number	
4	GeM Registration Number	
5	Bank Account No and IFSC Code	
6	Registration No. of Vehicle	
7	Year of Manufacture	
8	Make & Model	
9	Date of registration	
10	Name & complete address of the owner of vehicle	
11	Fitness Certificate validity	
12	Pollution Certificate validity	
13	Permit validity	
14	Insurance validity	
15	Name/Address of the Driver	
16	D.L. No. & Validity of the D.L. of the Driver	
17	Proposed hire Charge of the vehicle per month excluding fuel cost	
18	Rate of fuel consumption/ Mileage per liter	
19	Contact Number of the Service provider (Tenderer/Quotationer)	
20	Contact number of Driver	

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


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Seal & Signature of
Quotationer/ Tenderer