

**OFFICE OF THE SUPERINTENDENT OF POLICE, ROURKELA**

**QUOTATION CALL NOTICE**

Sealed quotation are invited from interested reputed Travel Agencies/Tour Operators of Private individuals for providing one number of Scorpio / Creta / Mahindra Marazzo vehicle and four number of Bolero/TUV 300/Ertiga vehicle, Diesel/Petrol driven vehicle having sitting capacity not more than ten including driver which shall confirm to the Terms and Conditions (**Annexure-I**) for patrolling purpose in Rourkela Police District areas on monthly rent basis.

1. Every single bidder must quote for total requirement of vehicles i.e. one number of Scorpio / Creta / Mahindra Marazzo vehicle and four number of Bolero/TUV 300/Ertiga vehicle, Diesel/Petrol in their bid. Bidding for less than the required number of vehicles shall not be entertained.
2. The vehicle must be in Road worthy condition and shall not be registered prior to 01.10.2020 (not more than three years) and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid Contract Carriage Permit, proof of update tax payment etc. which are mandatory for plying of vehicle. Self-attested copies of these documents to be submitted with **Annexure-II**.
3. GST registration is compulsory for any service provider.
4. The Driver 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.10,000.00 shall be deposited by the intending bidders in shape of Account Payee Bank Draft in favour of the Dy. S.P (Accounts), O/o The Superintendent of Police, Rourkela and submitted along with the quotation as security deposit. After completion of tender process, the amount will be returned to the unsuccessful bidders.
7. The monthly rate of hire charges be quoted separately in the general bid information (excluding fuel and lubricants).
8. The vehicle must achieve a fuel efficiency of 10 Kms/Ltr (Petrol) or 10 Kms/Ltr (Diesel). The monthly hire charge of one number of Scorpio / Creta / Mahindra Marazzo vehicle is maximum of Rs.37,000/-(Rupees Thirty Seven thousand) and four number of Bolero/TUV 300/Ertiga vehicle is maximum of Rs.31,000/- each (Rupees Thirty one thousand) only (both excluding GST).
9. The details of the make and year manufacture of the vehicle, registration number, mileage and name of the Driver with Driving License No. and period of validity should be specifically provided in the general information (**Annexure-II**) to be furnished with the technical bid.
10. The financial bid should be submitted in closed cover as per (**Annexure-IV**) and the Check List of documents (**Annexure-V**) to be enclosed in the technical bid envelop.


11. The monthly hiring charges will only be paid after submitting the Certificate of Satisfaction to be issued by the local IIC/OIC (Annexure-III).
12. The bidders should submit their technical and financial bids separately in two separate envelopes and these two envelopes should be put into another cover envelop super-scribed as "QUOTATION FOR VEHICLE ON HIRING BASIS" on the top of the envelope.
13. The Quotation completed in all respect should reach physically/ by post to the Office of the Superintendent of Police, Rourkela on or before 18.11.2023 by 10 A.M and shall be opened on the same day at 11.00 A.M before the Tender Committee constituted for the purpose in the Conference Hall, DPO, Rourkela in presence of the bidders or their authorized representatives.
14. The undersigned reserve the right to accept or reject or negotiate the quotation.

  
2/11/23  
Superintendent of Police,  
Rourkela

Memo No. 4623 /DIB,

Date. 02-11-2023


Copy to the Notice Board of O/o Superintendent of Police, Rourkela for information of general public.

  
2/11/23  
Superintendent of Police,  
Rourkela

Memo No. 4624 /DIB,

Date. 02-11-2023


Copy to all members of Tenders Committee/ Sri Rabindra Kumar Rout, OPS-I (SB), Addl. SP, Rourkela for information and necessary action.

  
2/11/23  
Superintendent of Police,  
Rourkela

Memo No. 4625

Date. 02-11-2023

Copy to all the All District Level Officers/SDPOs/DSP, Zone-I / DSP, Zone-II /IsIC/OsIC of Rourkela District for information and necessary action. They are requested to display the quotation notice in their respective Notice Board for general information of the public.

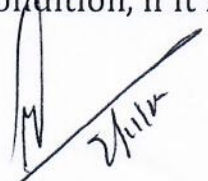
  
2/11/23  
Superintendent of Police,  
Rourkela.

**TERMS AND CONDITIONS FOR HIRING VEHICLE**

The following terms and conditions must be fulfilled by the successful bidders for providing a vehicle on hire on monthly rent basis.

1. The successful bidder has to enter into an agreement with the hirer for providing the vehicle with certain agreeable terms and conditions as laid down in the Finance Department Memorandum No. 22942/F, Dated 14.08.2023.
2. The hired vehicle, during period of contract, shall have all necessary valid MV documents such as : valid Registration Certificate, Insurance Certificate, Fitness Certificate, Valid Carriage Permit, proof of up to date tax payment and other certificate like Pollution free etc. and D.L of the Driver available all the times. The office hiring the vehicle shall not be responsible for any damage / loss caused to hired vehicles or loss of life / injury made to any persons or damages 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 in final as per the satisfaction certificate issued by the local IIC/ OIC but do not include cost of POL, which is to be paid separately basing on actual consumption of lubricants as per existing Govt. norms. All the expenditure of the vehicle towards repair replacement of spare parts, lubricants oil of Engine, Gear Box & differential Coolant types & 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 salary of the driver shall be borne by the owner.
5. It shall be the responsibility of the bidder / owner to replace the driver if found anything wrong.
6. In case of breakdown for reasons whatever, the replacement of a vehicle of the same or better model shall be provided by the owner of the vehicle / bidder.
7. In case of the vehicle do not provide service up to the satisfaction of local IIC / OIC, the authority will be at liberty to reject the agreement and may engage vehicle from other sources.
8. The vehicle shall report for duty every day as and when required. After duty, the vehicle will be parked at Police Station premises.

9. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded for the purpose.
10. Monthly hire charges will be paid in every succeeding month, as far as possible within fifteen days of the succeeding month and no advance payment will be made subject to condition that, the driver to submit the Satisfaction Certificate issued by the local IIC/ OIC.
11. The vehicle shall have registration certificate not prior to 01.11.2020 (initial Registration) and also in good running condition during the period of contract.
12. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
13. The bidder/agency must have Office at Rourkela & have experience of operating the Vehicles at Rourkela District area.
14. In case, service provider intends to withdraw the services of his/her vehicle and terminate the agreement, it shall be mandatory upon him to grant one month notice before such withdraw of service for termination of agreement.
15. If the bidder violates any of the contracts, the hirer shall forfeit the entire amount of security deposit.
16. The hirer of the vehicle reserves the right to terminate the agreement at any time, if required without any prior notice.
17. The hirer of the vehicle reserves the right to add or delete any condition, if it is felt necessary during the time of execution of agreement.

  
Superintendent of Police,  
Rourkela.

**ANNEXURE-II**

**GENERAL INFORMATION FOR HIRING VEHICLE**

01. Registration No. of Vehicle :-
02. Type of Vehicle (AC/Non AC) :-
03. Year of Manufacture :-
04. Model :-
05. Date of Registration :-
06. Name & Complete address of the owner of vehicle :-
07. Fitness Certificate validity :-
08. Permit validity :-
09. Pollution free Certificate :-
10. Insurance Validity :-
11. Name & address of Driver :-
12. D.L. No. & Validity of the D.L. of the Driver :-
13. Rate of Fuel Consumption/ Mileage per litter:- a) Non AC :-  
b) AC :-
14. Contact Number of the Quotationer:-

Mob No. :-

Tel No :-

E.Mail ID:-

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

Place:

Date:

(Signature & Seal of the Authorized Signatory)

**Certificate**

This is to certify that, the Bolero vehicles bearing Regd. Nos....., .....have been engaged in..... Police Station for patrolling/ Official purposes on hiring basis.

The vehicle has delivered service for ..... days for the month of ..... with utmost satisfaction.

Despatch No. ....../Date

Inspector/ Officer In-Charge,  
.....Police Station

**TENDER FORM**  
**Financial Bid**

Sl. No.	Make/Model of the Vehicle	Regd. No. of Vehicle	Monthly rent excluding fuel (*)
1.			
2.			
3.			
4.			
5.			

\* Excluding GST.

Place:

Date:

(Signature & Seal of the Authorized Signatory)

**ANNEXURE-V**

**Check List of Documents to be enclosed in the Technical bid envelope**

Name of the Organization/Bidder:

Address & Phone No. of the Organization:

GST Registration No.:

PAN :

Sl. No.	Description	Remarks Yes (Y), No(N), Not Applicable(NA) ( Tick whichever is applicable)		
		<u>Y</u>	<u>N</u>	<u>NA</u>
1.	Copies of Tender documents signed by the bidder or Authorized person on all pages			
2.	Self attested copy of PAN Card			
3.	Scanned Self attested copy of GST Registration Certificate			
4.	Demand Draft			
5.	Duly filled Annexure-II (With all relevant documents)			
6.	Tender Form (Financial Bid) Annexure-IV (To be enclosed separately as per No.12 of the Quotation Call Notice)			

Place:

Date:

(Signature & Seal of the Authorized Signatory)