

**OFFICE OF THE DISTRICT INFORMATION & PUBLIC RELATIONS OFFICER, ROURKELA**

**Quotation Call Notice**

Notice No: 54

/IPR

Date: 06.02.2024

Sealed Quotations/Tenders are invited from interested reputed Travel Agencies/ Tour Operators or Private Individuals for providing one number of **AC Diesel** driven vehicle having seating capacity **not more than 05** including driver, which shall confirm to the Terms & Conditions (Annexure-II) for Official use in the office of the D.I.P.R.O, Rourkela 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, GST Registration, GeM Registration, etc which are mandatory for plying of vehicle.
- 2) The Driver of the vehicle must have 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 behaved, gentle & obedient in nature and should not have any criminal record against him.
- 4) A sum of Rs.5,000.00 shall be deposited by the Intending bidders in shape of Account Payee Bank Draft drawn in favour of the D.I. & P.R.O., Rourkela and submitted along with the tender as security deposit. After completion of the tender process, the amount will be refunded to the un-successful bidders.
- 5) The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel, lubricants & GST).
- 6) The vehicle must achieve a fuel efficiency of 17 kms. per liter.
- 7) The details of the make and year of manufacture, registration number, mileage (kilometer covered per litre) and name of the driver with driving license number & period of validity should be specifically provided in the general bid information to be furnished with quotation/tender (Annexure-III).
- 8) The quotation completed in all respect should reach the undersigned through Registered Post/Speed Post/Courier or can also be dropped in the Quotation Box placed in the Office of the undersigned for the purpose on or before 16.02.2024 by 1 P.M. and shall be opened on same day at 4 P.M. in presence of the bidders or their authorized representatives. The postal address is Office of the D.I. & P.R.O., Rourkela, Near Hockey Chowk, Panposh, Rourkela, PIN-769004.

- 9) The application form of quotation/tender containing general bid information and terms & conditions for hiring of vehicles etc. will be available at the O/o: District Information & Public Relations Officer, Rourkela during office hours except Govt. Holidays and on the District Website **sundergarh.nic.in**
- 10) The quotation inviting authority reserves the right to modify/cancel the quotation notice at any point of time without assigning any reason thereof.
- 11) For any further clarification or any decision, the Finance Department Notification No: 22924, Dtd: 14.08.2023 shall be referred.

*S. S. S.*  
District Information and Public  
Relations Officer, Rourkela

Memo No: 55/IPR

Dt: 06.02.2024

Copy to the Office Notice Board/

Copy to all members of Tender Committee for information and necessary action.

Copy submitted to the ADM, Rourkela/ Sub-Collector, Panposh/Commissioner, RMC/RTO, Rourkela for information & necessary action. They are requested to publish the Quotation/Tender in their Office Notice Board for wide publicity.

*S. S. S.*  
District Information and Public  
Relations Officer, Rourkela

Memo No: 56/IPR

Dt: 06.02.2024

Copy to D.I.O., N.I.C., Sundergarh for information with a request to upload the notice in the District Website for wide publication.

*S. S. S.*  
District Information and Public  
Relations Officer, Rourkela

Memo No: 57/IPR

Dt: 06.02.2024

Copy to the Collector, Sundergarh/ Deputy Director (N.D.) Sambalpur, I & PR Dept., Govt of Odisha for favour of kind information.

*S. S. S.*  
District Information and Public  
Relations Officer, Rourkela

## **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 vehicle 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 bidder 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 not reporting regularly, the authority 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 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 services and termination of agreement.
12. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.

  
Signature of

**Quotation/Tender Calling Authority**

**GENERAL INFORMATION FOR HIRING VEHICLE**

- 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) Pollution free Certificate :
- 10) Insurance Validity :
- 11) Name & Address of Driver :
- 12) D.L. No. & validity of the D.L  
Of the driver. :
- 13) Proposed hire charges of the vehicle  
Per month excluding fuel cost :
- 14) Rate of fuel consumption/  
Mileage per liter : a) Non-A.C.-  
b) AC:
- 15) Contact Number of the Quotationer :  
a) Mobile No:  
b) Tel. No:  
c) E-mail ID:

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

Seal and signature of the  
Quotationer / Tenderer.