



# ଜିଲ୍ଲା ଖଣିଜ ପ୍ରତିଷ୍ଠାନ, ସୁନ୍ଦରଗଡ଼

## DISTRICT MINERAL FOUNDATION, SUNDARGARH

Collectorate premises, Sundargarh-770001, Email ID: [dmfsundergarh@gmail.com](mailto:dmfsundergarh@gmail.com), Tel No. - 06622-273846

No: 621

Date: 13/02/2024

### TENDER CALL NOTICE FOR HIRING OF VEHICLE

Sealed tenders are invited in the prescribed format (given in Annexure-II) from interested registered Private Individual/Travel Agencies/Tour Operators for providing Two (02) numbers of BS-VI vehicle AC Bolero (Bolero B6 Model-1 and Bolero Neo N8/N10 Model-1) on hire basis having sitting capacity of Five including Driver along with Driver on monthly hiring basis for official use of **District Mineral Foundation, Sundargarh** for a period of two years, which shall conform to the Terms and Conditions specified at Annexure-I and prevailing Government rules.

1. The interested bidder(s) may download the tender documents from the website <https://sundergarh.nic.in> and submit the same to the District Mineral Fund Sundargarh, Near Sub-collector Office, Collectorate Campus, Sundargarh-770001 by Registered Post /Speed Post.

2. The sealed Tender must be accompanied with a Non-refundable amount of Rs.100/- towards Tender document cost in shape of Bank Draft of the scheduled bank drawn in favour of the "District Mineral Foundation Sundargarh" payable at Sundargarh.

3. A sum of Rs.5,000/- (Rupees Five Thousand) only shall be deposited by the intending bidder(s) in the shape of account payee Demand Draft/ fixed deposit receipt/ banker's cheque/ bank guarantee from a Scheduled Bank situated within Odisha drawn in favour of the "**District Mineral Foundation Sundargarh**" (in an acceptable Format at Annexure-III) and submitted along with the tender as Bid security deposit. After completion of the tender process, the amount will be refunded to unsuccessful bidder(s).

4. The intending bidder(s) must quote the monthly rate of hire charges (excluding fuel cost, lubricant) in the general bid information as per point-2 of the Annexure-I.

5. The Authority reserves the right to reject any or all Tender /Tenders at any time without assigning any reason thereof. The Tender received incomplete or after the scheduled date and time shall be rejected.

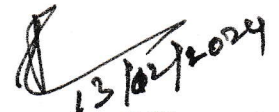
  
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6. The sealed Tender document completed in all respect should reach the undersigned on or before **27.02.2024 by 5.30 P.M.** and **shall be opened on 28.02.2024 at 11.00 A.M. in the Conference of the DMF Sundargarh** and if the due date falls on a holiday, then the bid shall be opened on the next working day. The Bidder/Authorized representatives of the firm may remain present during the opening of the tender documents, if they desire.
7. The vehicle shall be used for both local and outstation tours.
8. If required by this Department, within the agreement period, the selected bidder should be willing to provide one or more vehicle(s) of same class at the contract value per vehicle.
9. For any query, please contact to DMF Office No. 06622-273846 during office hours.

**Address for submission of Tender:**

Details of Address.

District Mineral Foundation. Sundargarh  
Near Sub-collector Office, Collectorate Campus  
Sundargarh-770001

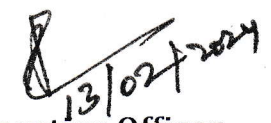
  
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Chief Executive Officer  
DMF, Sundargarh

Memo No. 622/DMF

Dated. 13/02/2024

Copy to DIO, NIC, Sundargarh with a request to upload this Notice Inviting Tender & Enclosures in the Sundargarh District web site [www.sundergarh.nic.in](http://www.sundergarh.nic.in) for wide publication and timely response by the intending Manufacturers/Suppliers.

  
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Chief Executive Officer  
DMF, Sundargarh

Memo No. 623/DMF

Dated. 13/02/2024

Copy along with copy of the enclosure forwarded to Collector, Sundargarh for information and necessary action.

  
13/02/2024

Chief Executive Officer  
DMF, Sundargarh

**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.

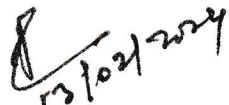
1. The hired vehicle, during the period of the contract, shall have all necessary valid MV documents such as: - valid Registration Certificate, Insurance Certificate, Fitness Certificate, pollution under control certificate, valid Contract Carriage Permit, proof of up-to-date tax payment etc. and D.L. 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 person or damage to any property on account of use of hired vehicle in any manner whatsoever. The service provider shall be responsible for all such litigation. The Private Individual/travel Agency/Tour Operators should have his office at Sundargarh /Rourkela/Sambalpur.

2. The hire charges to be paid for monthly basis is final but does not include cost of petrol, 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, Tyers, & Tubes, Battery etc. will be borne by the bidder. The minimum average milage in KMs per liter Diesel will be 10 kms for A/C vehicles.

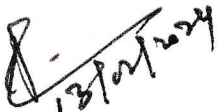
3. The service provider should not quote more than the hiring charges of Rs.31,000/- per month for Bolero type of vehicle as per the prescribed guideline of Finance Department of Govt. of Odisha vide letter no:30464/FIN-COD-MV-0001-2007 date: 06.09.2019 copy enclosed for reference, failing which, the tenders document of the respective bidder will not be entertained. The service provider can apply for both type of the vehicle or any one type of the vehicle.

Note:- The financial evaluation will be based on the least cost price. The bidder who will be quoting L1 for any type of vehicle as mentioned above, the respective L1 bidder will be awarded subject to fulfilling the other criteria as mention in annexure-II.

4. The payment will be made on monthly basis on submission of pre-receipted bills duly supported by the duty slips /log sheets/ duly signed by the concerned officers.

  
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5. It shall be the responsibility of the bidder to provide a good driver and the salary of the driver shall be borne by the Travel Agency.
6. 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.
7. 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.
8. The vehicle shall report for duty for minimum of 25 days in a month.
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.
10. Log book shall be maintained for the hired vehicle as in the case of Government vehicles.
11. 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. TDS as per IT Act & Rule will be deducted.
12. The hired vehicles cannot be used for any private/commercial purpose beyond office hours or during holidays.
13. The vehicle must be road worthy conditions and shall not be more than 3 years old and shall not run more than 50,000 KMs from the initial registration and also be in good running condition during the period of contract. Vehicle older than five years shall be replaced by new vehicle by the service provider.
14. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
15. 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.
16. If the services are found to be unsatisfactory, the Authority reserves the right to terminate the agreement with prior intimation to the travel agency
17. 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. The Driver should be well behaved, gentle & obedient in nature.

  
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18. The car and driver shall be at the disposal of the Authority during the period of engagement. The vehicle will be utilized on holidays for official work with due approval and no extra payment will be made to the Travel Agency.

19. In case of contracted vehicles, same car and driver should be sent daily. Any change in vehicles or drivers will be allowed only in exceptional circumstances and that too with the prior information/approval of the authority.

20. The driver of the vehicle must follow traffic rules and other regulations prescribed by the Govt from time to time. Driver should familiar with all important places under Sundargarh and outstations.

21. The authority will not be responsible for any Challan, loss, damage or accident to the vehicle or to driver.

22. Daily record indicating time and mileage for each vehicle shall be maintained. Mobile phone facility (24\*7 hours) must be available with the private Individual/travel Agency/Tour Operator and drivers.

23. The details of the make and year of manufacture of the vehicle, registration no., mileage (Kms covered per liter) 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 tender (Annexure-II).

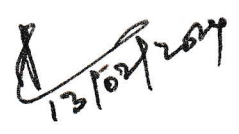
24. The vehicle must achieve fuel efficiency of 10 Kms. per liter (KMPL).

25. The details mentioned in the General Bid Information (Annexure-II) shall be furnished completely with supporting documents failing which Tender will be rejected without assigning any reason.

26. All the pages in the bid documents should be legible, filled in clearly and signed by the authorized person / representatives.

27. The service provider should have Pan No. registration Photocopy of which is to be submitted for proof.

28. The successful bidder is required to deposit 5% of the approved negotiated amounts as performance security which will be returned after 60 days of completion period of agreement. If the services of private Individual/travel Agency/Tour Operator are not up to satisfactory, the performance Bid Security amount will be forfeited.

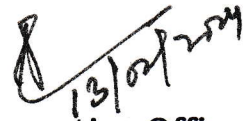
  
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29. The vehicle will be utilized on official tour outside Sundargarh if required by this office & no extra hiring charges will be paid for said tour.

30. After selection of the bidder, the travel agency /Tour Operator have to execute Agreement with this office with in the period of fifteen days from the date of receipt of order.

31. The authority reserves the right to order for deployment of additional vehicles to be engaged in this office on hire basis in case of requirement.

32. The authority has reserved the right to hire two no's of any one of the model as mentioned above (Model 1- Bolero B6 and Model 2- Bolero Neo N8/N10) at the L1 rate, determined individually for all applicants.

Handwritten signature and date: 13/02/2024

**Chief Executive Officer**  
**DMF, Sundargarh**

**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 Private Individual/Travel Agency/Tour Operator
- 7) Fitness Certificate validity
- 8) Permit validity
- 9) Insurance validity
- 10) Name/ Address of the Driver
- 11) PAN No
- 12) Annual Turnover of the travel Agency/Tour Operator
- 13) D.L. No. & Validity of the D.L. of the Driver
- 14) Quoted hire charges for
  - a) One AC Bolero B6 per month (excluding fuel cost & GST):
  - b) One AC Bolero Neo N8/N10 per month (excluding fuel cost & GST):
- 15) Rate of fuel consumption I Mileage per liter
- 16) Contact Number of the Service provider (Tenderer / Quotationer) Mobile Telephone, Email ID
- 17) Name & Address of the Service Provider
- 18) Has the Service provider provided vehicles to any Govt. Departments/ Officers (Yes/N)
- 19) If, Yes, please mention the name of the Department, Office and No. of vehicles provided
- 20) Whether the service provider blacklisted by any office/ Department/ Organization (Yes/No)

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

Seal and Signature of the Quotationer /Tenderer

**Bank Guarantee Format for furnishing EMD**

*(Ref Para 21)*

To

The Chief Executive Officer  
DMF Sundargarh

WHEREAS ..... (Name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contract no..... dated ..... to providing of " 1 no of BS-VI (AC Bolero Diesel Driven on hire basis having sitting capacity of Five Including Driver along with Driver on monthly hiring basis for official use" (herein after called "the contract").

AND WHEREAS it has been stipulated by DMF, SUNDARGARH in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract.

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of..... (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in anyway release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This performance bank guarantee shall be valid until the .....day of .....,20\_\_ Our branch at Sundargarh, Odisha (Name & Address of the Sundargarh branch) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our Bhubaneswar branch a written claim or demand and received by us at our Bhubaneswar branch on or before Dt.....otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

**(Signature of the authorized officer of the Bank)**

..... Name  
and designation of the officer

..... Seal,  
name & address of the Bank & Branch