

DETAILED QUOTATION CALL NOTICE

Sealed quotations/ tenders are invited from interested reputed Travel/ Agencies/ Tour Operators or private individuals having update GST number/ PAN for providing of vehicle such as Maruti Ertiga (Petrol) Mahindra Balero AC/ Balero Neo/ Scorpio / Innova diesel (all white Colour) driven vehicles having sitting capacity more than 5 (five) including driver, which shall confirm to the term and conditions (annexure-II) for official use in Sundargarh Municipality on monthly rent basis:

- 1) The vehicle must be in road worthy condition, shall not be more than 3 (three) years old from the date of initial registration and must have valid registration certificate, insurance certificate, pollution clearance certificate, fitness certificate, valid contract carriage permit, proof of update tax payment etc. which are mandatory for plying of vehicle.
- 2) 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.
- 3) The driver should be well behaved, gentle and obedient in nature.
- 4) A sum of **Rs. 5000.00** (Rupee Five thousand) only shall be deposited by the intending bidders in shape of DD/ Banker cheque drawn on any Nationalized Bank in favour of Executive Officer, Sundargarh Municipality payable at 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 cost of fuel only)
- 6) The Vehicle must achieve a fuel efficiency 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 provided in the general bid information to be furnished with the quotation/ tender (Annexure-I)

8) The application form of quotation/ tender containing general bid information, term and conditions for hiring of vehicles etc. will be available in the website of Sundargarh Municipality, Sundargarh i.e www.sundargarh.nic.in only from dt- 4.03.24 to dt- 11.03.24. The applicant shall furnish a Demand Draft for an amount ` **500.00** (Rupees:- Five hundred) only in favour of the Executive Officer, Sundargarh Municipality, Sundargarh towards the cost of tender paper.

9) The quotation completed in all respect should reach the undersigned on or before dt. 11.03.2024 by **3.00 PM** through **regd. post or speed post** only to the Executive Officer, Sundargarh Municipality, Sundargarh and shall be opened on dt. 12.03.2024 at **4.00 PM** in presence of the bidders or their authorized representatives. If office happens to be closed for any reason on the date the receiving or opening of the tender as specified the tenders will be received / opened in the next working day at the same time & venue.

TERMS AND CONDITION

The following term 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 :-
- 2) Valid registration certificate, insurance certificate, fitness certificate, valid contract carriage permit, proof of update tax payment, photocopy of the pollution certificate and D.L. of the driver with mobile no. of the driver. 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 any manner whatsoever. The hirer shall be responsible for all such litigation.
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 update log book of the vehicle & actual consumption 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 do not report regularly, the authority will be a liberty to reject the agreement and may engage vehicle from other source.
- 6) In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
- 7) Monthly hire charges and reimbursement towards cost of diesel/petrol (as per actual) of selected bidder will be paid in every succeeding month, as per possible with in 15 days of the submission of the bills by the service provider and no advance payment will be made.
- 8) The vehicle shall not be more than 3 (Three) years old from the initial registration and also in good running condition during the period of contract.
- 9) If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
- 10) In case the bidder 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.
- 11) If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.

12) The completed & sealed tender paper documents should be sent to the Executive Officer, Sundargarh Municipality through registered/ Speed post only. The envelope containing the tender documents should be superscripted with **“HIRING OF VEHICLE TO SUNDARGARH MUNICIPALITY.”** for the year **2025-25** with tender/ quotation no & date, else tender will not be opened.

13) The Municipality will not be responsible for postal delay.

14) Bidders should submit self attested copies of (i) PAN, (ii) GST Number (iii) Firm/ Dealer certificate, valid registration certificate, insurance certificate, fitness certificate, valid contract carriage permit, proof of update tax payment etc. pollution certificate and D.L. of the driver along with the bid. Quotation without one or more of these documents are bound to be rejected.

15) The Quotationer should quote single rate for each item according to required specification wherever mentioned. More than one rate for a particular item will be summarily rejected. The schedule appended to the quotation call notice should be filled up and signed.

16) The rate shall be quoted inclusive of all taxes and duties if any. GST will be quoted separately.

17) Any correction or overwriting in the offer should be attested by the quotationer or else offer is liable for rejection.

18) The contract will be valid for one year. If the service of the agency will be found satisfactory then further extension may be considered

19) The quotationer shall submit the Quotation Call Notice & Quotation Schedule duly signed by him with seal failing which the offer will be rejected and will not be considered in comparative statement.

20) The quotationer shall not sublet, transfer or assign any part of the full work of this award without prior written permission from the EO, Sundargarh.

21) Quotation shall not be considered through Power of Attorney.

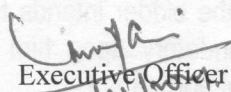
22) The authority reserves the right to reject any or all the tenders without assigning any reason thereof.

23) In case if the vehicle don't report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source.

24) In case of emergency the driver will have to report for duty as per requirement of hirer. No extra payment shall be demanded.

25) If the bidder violates any of the terms and conditions of the contract, the undersigned will forfeit the entire amount of security deposit.

26) The vehicle should report in Office 30 calendar days in a month, incase of February 28/29 calendar days.


Executive Officer
Sundargarh Municipality

(Annexure-II)

GENERAL INFORMATION FOR HIRING VEHICLES

1.	Registration No of Vehicle :-	
2.	Year of Manufacturing :-	
3.	Model :-	
4.	Date of Registration :-	
5.	Name & Complete address of Owner of Vehicle :-	
6.	Fitness Certificate Validity :-	
7.	Permit Validity :-	
8.	Insurance Validity :-	
9.	Name & Address of the Driver :-	
10.	D.L. No & Validity .	
11.	Contact Number of the Service Provider (Tenderer / Quotationer) .	Mobile No..... Telephone No.....
13.	Demand Draft No .(Rs.5000/-)	

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

Signature of the vehicle owner

FINANCIAL BID

1.	Registration No of Vehicle :-	
2.	Monthly hiring cost per vehicle	

*** The above cost including of GST and all taxes**

*** No additional payment will be paid .**

Signature of the vehicle owner