



COLLECTORATE, ANGUL || ଜିଲ୍ଲାପାଳଙ୍କ କାର୍ଯ୍ୟାଳୟ, ଅନୁଗୋଳ

DISTRICT NIZARAT SECTION, ANGUL

ଜିଲ୍ଲା ନିଜାରତ ଉପବିଭାଗ, ଅନୁଗୋଳ



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STANDARD BIDDING DOCUMENT

GOVT. OF ODISHA

REVENUE AND DISASTER MANAGEMENT DEPARTMENT/

OFFICE OF THE COLLECTOR AND DISTRICT MAGISTRATE, ANGUL

Quotation / Tender Call Notice

No. 1076 / File No.5 - 20/2023

Date: 14.11.2023

Sealed quotations / tenders are invited from interested reputed Travel

Agencies/Tour Operators or private individuals for providing 01(one) no. of vehicle (Petrol) like TUV300/Bolero/Sumo Gold/Ertiga, which shall confirm to the terms and conditions (Annexure-II) for official use by the Additional District Magistrate, Angul 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 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/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the Additional District Magistrate, Angul 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 rent of hire charge be quoted separately in the general bid information (excluding fuel and lubricants)
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-III).
8. The Quotation completed in all respect should reach the undersigned on or before 28.11.2023 by 1.00 PM and shall be opened on the same day at 04.00 PM in presence of the bidders or their authorized representatives.
9. The application form of quotation /tender containing General Bid Information & terms and conditions for hiring of Vehicles etc. will be available with Nizarat Section, Collectorate, Angul on payment of Rs.100/- from 14.11.2023 to 27.11.2023 from 11.00AM to 04.00 PM in working days and can also be downloaded from the Website www.angul.nic.in from Dt. 14.11.2023 to 28.11.2023 till 04.00 P.M. In case the application form is downloaded from the above website, the applicant shall furnish a Demand Draft for an amount Rs.100/- (Rupees One Hundred) only towards the cost of application alongwith the application.

Seal & Signature of
Collector
Quotation/Tender Calling Authority
Designation-

TERMS AND CONDITIONS FOR HIRE 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 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.
2. The hire charges to be paid for monthly basis maximum **Rs.31,000/- (Rupees Thirty One thousand)** only per month is final but does not include cost of petrol/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 do not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source.
6. The vehicles 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 reimbursements towards cost of petrol (as per actual) and lubricants (as per Govt. norms) of selected bidder will be paid in every succeeding month, as far 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 given 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 service in termination of agreement.
12. If the bidder violates any of the terms of contracts, Govt. shall forfeit the entire amount of security deposit.

REVISED CONDITIONS FOR HIRING OF VEHICLES:

- i. Government offices are required to follow transport bidding process through inviting competitive bids from the service providers for hiring of vehicle through the standard bidding document prescribe in para-5 of the FDOM No. 34085 /F/dated. 29.09.2012 and arrive at a lesser cost than the maximum hiring charges prescribe. In view of pollution being high through use of diesel vehicles, it is preferable to hire BS-IV compliant petrol vehicles.
- ii. The hiring charges do not include fuel cost (Petrol/Diesel) which is to be paid separately basing on actual consumption and lubricants as per existing Govt. Norms.

- iii. The vehicle hiring shall be in good conditions and shall not be older than three years. Vehicle older than live years should be replaced by new vehicle by the service provider.
- iv. It will be ensured through service provider of hired vehicles that the vehicle kept under optimum running condition and avoid accident attributable to lack of maintenance /upkeep. The hired vehicles cannot be used for any private /commercial purpose beyond office hours or during holidays.
- v. The model service provider agreement is attached at Annexure -A
- vi. Hiring shall be subject to the following ceilings of usage
- (a) Vehicles used by officers of the grade of the Heads of department and above up to maximum of 2500 kms. in a month.
 - (b). Vehicles used by other officers and for pool duty up to maximum up to 2000kms. in a month.
 - (c) In case of variation exceeding 20% of distance run, the concurrence of Administrative Deptt. shall be taken.
- vii. Govt. Offices may also hire of the vehicle through GeM portal within the norms fixed by finance deptt i.e. on the type of vehicle permissible for offices to be hired and the minimum average mileage. The serial No.3 in table at Para-2 on maximum hire charges will not apply for the vehicle to be hired on GeM. The hiring charges of vehicle on GeM will be inclusive of fuel cost/lubricants/ spare parts, maintenance, and salary of the driver, payment of insurance/ road tax etc. required for operation of vehicle.
- viii. Log Book shall be maintained for the hired vehicle as in the case of govt. Vehicle. Kilometre ridding and POL, drawn shall be necessarily recorded in relevant columns and verified regularly by an authorized officer before making payment.
- ix. GST registration and GeM Registration are compulsory for any service provider to provide hired vehicles to Govt. Offices through GeM or through open bidding.
- x. The recurring expenditure involved in hiring of vehicle shall be met from the budget sanction for respective offices under the object head of "Motor Vehicles".
- xi. The hiring may be discontinue immediately, when the vehicle are no longer required for offices.
- xii. Sanction for hiring of vehicle for one time sporadic requirement on case to case basis shall be accorded by concerned Administrative Deptt.

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**Seal & Signature of
Quotation/ Tender Calling Authority
Designation**

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 owner of vehicle :

- 7) Fitness Certificate validity :
- 8) Permit validity :
- 9) Insurance validity :
- 10) Name/ Address of the Driver :

- 11) D.L. No. & Validity of the D.L. of the Driver :
- 12) Proposed hire Charge of the vehicle per month :
- 13) Rate of fuel consumption / Mileage per litre :
- 14) Contact Number of the Service provider
Mobile..... :
- Telephone :

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

**Seal & Signature of the Quotationer/
Tenderer**