



COLLECTORATE, ANGUL || ଜିଲ୍ଲାପାଳଙ୍କ କାର୍ଯ୍ୟାଳୟ, ଅନୁଗୋଳ
DISTRICT ST & SC DEVELOPMENT SECTION
ଅନୁସୂଚିତ ଜନଜାତି ଏବଂ ଅନୁସୂଚିତ ଜାତି ଉନ୍ନୟନ ଉପବିଭାଗ



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STANDARD BIDDING DOCUMENT

GOVT. OF ODISHA

OFFICE OF THE DISTRICT WELFARE OFFICER, ANGUL

Quotation / Tender Call Notice

No. 2856 / File No.XVI- 09/2023

Date: 30.11.2023

Sealed quotations / tenders are invited from interested reputed Travel Agencies/Tour Operators or private individuals for providing **01 (one)** No. of AC/Non-AC petrol driven vehicle like Tiago/Bolt/Celerio/Swift/ Dezire, etc., which shall confirm to the terms and conditions (Annexure-II) for official use in District Welfare Office, 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 possessed a valid Driving License for driving light transport passenger vehicle and should be sufficiently experienced in driving transport passenger vehicle.
3. The Driver should have a good moral character i.e. well behaved, gentle and obedient in nature.
4. A sum of Rs.2000/- shall be deposited as EMD (Earned Money Deposit) by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the DWO, Angul and Security Deposit should be submitted along with the tender paper. After completion of tender process, the amount will be refunded to unsuccessful bidders.
5. The monthly rate of hire charges will be quoted separately in the general bid information (excluding fuel and lubricants)
6. The Vehicle must achieve a fuel efficiency of **17** Kms per litre as per the Govt. Guideline.
7. The details of date 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.

8. The Quotation completed in all respect should reach the undersigned on or before 11.12.2023 by 5.00 PM and shall be opened on Dt.13.12.2023 at 3.30 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 on Website www.angul.nic.in.

10. After the quotation is finalised the successful quotationer shall have to produce the vehicle for physical verification within one day.

11. Payment will be made after submission of log book of vehicle duly certified by the officer using the vehicle along with the prescribed bill.

12. Necessary income tax and GST (if applicable) will be deducted from the bill as per rules.


Seal & Signature of
Quotation/Tender Calling Authority
Designation

Memo No. 2857 / Dt. 30.11.2023

Copy submitted to the Superintendent of Police, Angul/ PD, DRDA, Angul, /all District Level Officers of Angul District/ all Sub-Collectors/all Tahasildars/all B.D.Os / all C.D.P.Os / Executive Officer of Municipalities & NACs/ all Line Department Officers for information and necessary action. They are requested to display this in their Office Notice Board.


District Welfare Officer,
Angul

Memo No. 2858 / Dt. 30.11.2023

Copy to the Regional Transport Officer, Angul for information and necessary action.


District Welfare Officer,
Angul

Memo No. 2859 / Dt. 30.11.2023

Copy forwarded to the District Information Officer, NIC, Angul. He is requested to upload the advertisement/ Tender Call Notice in the District website as mentioned above.


District Welfare Officer,
Angul

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 should be 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 in any manner whatsoever. The hirer shall be responsible for all such litigation.
2. The hire charges to be paid for monthly basis maximum to **Rs.20,000/- (Rupees Twenty 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 be 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.

GENERAL INFORMATION FOR HIRING VEHICLES

1. Registration No. of vehicle :
2. Types of vehicle(AC/Non AC) :
3. Year of manufacture :
4. Model :
5. Date of Registration :
6. Name and complete address of the owner of vehicle :
7. Fitness certificate validity :
8. Permit validity :
9. Insurance validity :
10. Name/Address of the driver :

11. DL No. and validity of the DL of the driver :
12. Proposed hire charges of the vehicle per month. :
13. Rate of fuel consumption/mileage per litter :
14. Contact Number of the service provider (Tenderer/Quotationer) :

Mobile No..... Tel.....

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

Seal & Signature of the
Quotationer/Tenderer

(Documents to be enclosed : Xerox copy of the supporting documents of GST Regn. Certificate, R.C. Book, Valid Insurance Certificate, Up-to date tax Clearance Certificate, Fitness Certificate, of the vehicle, Insurance and valid Driving License of the Driver)