



PANCHAYAT SAMITI OFFICE, HARABHANGA

**Expression of Interest for Hiring of Vehicle**

No: 3674

Date: 14/12/2021

Sealed tenders are invited from the interested Travel Agencies / Individuals of Boudh District for immediate hiring of vehicle including Driver for engagement in the office of the B.D.O, Harabhanga and for monthly/daily/occasional rental basis. Interested agencies / individuals may submit offers mentioning monthly/daily/occasional hiring charges & per Liter POL consumption in K.M. The tender papers along with terms & conditions will be available at District Portal-<https://www.boudh.nic.in>. The tender containing technical & financial bid in separate sealed cover should reach to the B.D.O. Harabhanga, Boudh, pin 762023 by 5.00 p.m of .....28/12/2021 along with all the relevant documents through speed post / registered post / courier service only. The tender will be opened on .....29/12/2021 at 11.30 a.m in the office chamber of the undersigned.

The undersigned reserves the right to reject any or all the tender without any reason thereof.

Block Development Officer,  
Harabhanga  
Dist- Boudh

**TERMS & CONDITIONS FOR HIRING OF VEHICLE FOR BLOCK DEVELOPMENT  
OFFICER, HARABHANGA.**

- 1 PURPOSE:**

To provide 24x7 transport availability for Block office Officer & Staff Harabhanga.
- 2 SCOPE OF CONTRACT.**

The tender is for awarding the contractor for hiring of vehicles on monthly basis as per requirement.
- 3 ESSENTIAL FEATURE OF VEHICLE:**
  - Vehicle i.e Bolero, Jeep including Driver for engagement in the office of the Block Development Office Harabhanga Monthly basis.
  - Vehicle must have in good condition & maintenance of contractual vehicle will be done regularly by the agency.
- 4 TECHNICAL SPECIFICATION / FEATURES:**
  - Comprehensive Insurance valid policy must available with the vehicle.
  - The vehicle must have all legal papers like registration, fitness certificate, road tax payment paper etc.
  - The comprehensive insurance of vehicle and personal accident insurance of the driver will be the responsibility of the agency.
  - The driver of the vehicle should have valid driving license and have neatly clad, disciplined & well behaved.
  - The servicing, maintenance & pollution checkup of vehicle from time to time is the responsibility of the agency with prior permission from the concerned authority.
  - During the course of engagement of the vehicle to the services of office, any accident etc. occurred either to the vehicle or to the third party the 1<sup>st</sup> party will not be responsible and any liability arising out of such accident will be responsibility of the agency only.
  - The vehicle should have the latest safety features.
  - New vehicle will be given first preference.
- 5 TERMS AND CONDITIONS:**
  - Maintenance of vehicle & payment of road tax will be borne by the agency/ vehicle owner.
  - Salary of the Driver will be borne by the agency/ vehicle owner.
  - 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.
  - For effective coordinate, the driver of the vehicle has to be provided with a mobile phone by the agency.
  - The driver should have a clean track record without any history of conviction in the court of law.
  - All repairs will be borne by the agency.
  - The driver & vehicle will remain at district/ block headquarter for 24x7 hour basis.
  - The vehicle once engaged cannot be engaged for any other purpose by the vehicle owner.
  - In case of any accident, alternative vehicle to be arranged by the agency.
  - The period of contract shall effect from the date as mentioned in the of contract agreement with the B.D.O Harabhanga.
  - The vehicle must have valid commercial permit.



- The bidders have to submit tender paper cost of Rs. 100/- (Rupees One Hundred Only) in shape of Demand Draft in favour of B.D.O. Harabhanga payable at Charichhak along with technical Bid.
- The bidders have to submit EMD of Rs. 2000/- (Rupees Two Thousand Only) in shape of Demand Draft in favour of B.D.O Harabhanga payable at Charichhak along with technical Bid.
- The tender will have to be submitted in three (3) parts i.e., Technical Bid (cover-A and Financial Bid (cover-B & C). The formats and documents to be submitted in technical and financial bid separately in two envelops and these two envelops should be put into another cover envelop super-scribed as "Tender for Hiring Vehicle on monthly basis. The technical bid and financial bid envelop should be clearly marked as technical bid and financial bid on the top of the relevant envelopes. The tender should reach in the B.D.O Harabhanga (Charichhak) by 5.00 p.m. *28/12/2024* through registered post/ speed post / courier only. The tender will be opened on *29/12/2024* at 11.30 am in the office of B.D.O, Harabhanga by the tender committee.
- The bids shall be evaluated in two stages. i.e. technical evaluation and financial evaluation. The financial bids shall be opened of those bidders who will qualify in the technical evaluation.
- A monthly rent will be paid irrespective of distances / mileages traveled. Apart from fuel cost, engine oil will be provided as per agreement.
- The agency/ vehicle owner has to bear branding / logo as would be instructed later on.
- In case the vehicle has to be sent for repair etc., the agency has to arrange an alternative vehicle for the period. All the incidental expenditure towards repairs will be borne by the party.
- If the vehicle/ driver will not attend the duty in time or remain absent, then hire charges of the vehicle will be deducted from the party on per day basis.
- No advance payment is payable by the authority to the party. The billing will be done on a monthly basis and it should be submitted by the party by the week of the following month. The payment will be made only those log books and duty slips which have been signed by the authority or any authorized person.
- Either party can discontinue the service with 1-month prior intimation to other party.
- In case of any dispute arising between the parties, cases have to be filled only within the jurisdiction of Boudh only.
- In case the hired vehicle is involved in an accident resulting in loss or damage to property or life with respect to vehicle, driver, passenger or any third party as per the liability under relevant section of the Motor Vehicle Act and IPC, the hiring authority shall have no responsibility of whatsoever and will not entertain any claim in this regard under said provision of norm. The sole responsibility for any legal or financial implication would solely vest with the agency.
- In case of the service executed is not to the satisfaction then the authority shall issue show cause notice to the party to comply the conditions as mentioned in the agreement. In case of non-compliance authority may terminate the agreement and also can forfeit any amount due to party.
- For any dispute the decision of the authority is final.
- All applicable taxes & duties will be deducted as applicable.
- Must have functional AC, Audio system & Mobile Charging Points.

## 6 SETTLEMENT OF PAYMENTS:

- No advance payment is payable by the office to vehicle firms. The billing will be done on a monthly basis and it should be submitted by 5<sup>th</sup> of the following month.

- The payment will be made only for that log book and duty slips which have been signed by the authorized officer.
- It will be the responsibility of the driver to get the log book entries indicating start kilometer, distance covered, time from B.D.O Harabhanga instructions, places/ villages visited etc. for each occasion of journey signed by the authority and duty slips signed by the officer / staff on ad day to day basis.
- The amount includes the cost towards salary of driver, service, repair and maintenance of the vehicle and all other incidental expenses such as entry tax. toll charges etc. shall be borne by the owner.

**7 PERIOD OF CONTRACT:**

The contract is awarded for a period of not more than 3 years from the date of issue of contract award and the rates at which the contract is awarded will be valid throughout the contract and no claims whatsoever on account of increase in the rate of fuel and other factors such as statutory payments, minimum wages etc., shall be entertained and it will be the responsibility of the owner to bear such additional expenses.



(Signature of the authorized signatory)

## TENDER FORM

### Part-I Technical Bid for Hiring of Vehicle for Block Office, Harabhanga (Charichhak)

(For more than one vehicle, separated sheet to be attached)

The details respect of the firm/agency/company are given below: -

1	Name of the Company /Agency/Individual	
2	Address of the Company/Agency/Individual)	
3	Year of Registration/Incorporation (Company/ Agency) (proof to be attached)	
4	Name of the authorized signatory	
5	Specimen signatory of the authorized signatory	
6	Undertaking to provide new vehicle or good conditioned vehicles (not more than 3 years old) along with all necessary documents required under traffic rule. (attch the undertaking with signature and seal of the organization/agency/individual)	
7	GST registration if any. (proof to be attached)	
8	PAN (Attach self-attested copy of the PAN card)	
9	Instrument No. and date of the EMD of Rs. 2000/- & tender cost of Rs. 100/- submitted by the organization. (demand draft)	
10	Undertaking that the firm has not been debarred/ blacklisted by any Govt. organization, semi-Government organization/ agency individual (Attach the original undertaking on a non-judicial stamp paper of Rs. 20/- with signature and seal of the organization.	
11	Details of vehicle (Attach Self attested photocopy of the document) Make: _____ Model: _____ Year of manufacturing: _____ Vehicle Registration No: _____ Road permit valid up to: _____ Insurance valid up to : _____ Fitness valid up to : _____	

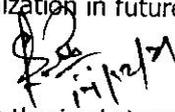
Note: In case of unavailability of adequate bidders the B.D.O Harabhanga reserves the right to relax any technical bid criteria uniformly to all parties.

#### DELARATION:

I/We hereby certify that the terms and conditions given with the tender notice have been read carefully and acceptable to me/ us and the information furnished above are full and correct to the best of my/ our knowledge. I/We understand that in case of any deviation / false information in the above statement at any stage, our firm/ Agency will be blacklisted / debarred from the tender process and will not have any dealing with your organization in future.

Place:

Date:

  
(Signature of the authorized signatory)

## TENDER FORM

### Part- II Financial Bid for Hiring of vehicle at District level (Cover B)

**A. Monthly Basis Rate:**

Sl No	Type of Vehicle	**K.M. per one Liter of Petrol/ Diesel		**K.M. per one Liter of lubricant	Monthly Rent excluding fuel and lubricant per vehicle (Rs.)
		3	4		
1	2	With AC	Without AC	4	5
1	Bolero Jeep				

**B. Daily Basis Rate:**

Sl No	Type of Vehicle	Local Tour (Within 200 KM per day)		Long Tour (Above 200 KM per day)		
		Rate per Hour (10 KM per hour) Rs.	Rate per extra KM (Rs.)	Rate per KM (Rs.)	Halting charges per Hour (Beyond running hours 50 KM/Hr.) Rs.	Rate for night halt Rs.
1	2	3	4	5	6	7
1						
2						
3						

**Declaration:**

- a) We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this tender.
- b) We are not black-listed by any Centra/State Government/ Public Sector Undertaking in India.

Place:

Date:



(Signature of the authorized Person)

## TENDER FORM

### Part- II Financial Bid for Hiring of Vehicle for Block Level (Cover C)

**A. Monthly Basis Rate:**

Sl No	Type Vehicle	**K.M. per one Liter of Petrol/ Diesel		**K.M. per one Liter of lubricant	Monthly Rent excluding fuel and lubricant per vehicle (Rs.)
		3	4		
1	2	With AC	Without AC	4	5
1	Bolero Jeep				

**B. Monthly Basis Rate:**

Sl No	Type Vehicle	**K.M. per one Liter of Petrol/ Diesel		**K.M. per one Liter of lubricant	Monthly Rent excluding fuel and lubricant per vehicle (Rs.)
		3	4		
1	2	With AC	Without AC	4	5
1	Bolero Jeep				

**C. Monthly Basis Rate:**

Sl No	Type Vehicle	**K.M. per one Liter of Petrol/ Diesel		**K.M. per one Liter of lubricant	Monthly Rent excluding fuel and lubricant per vehicle (Rs.)
		3	4		
1	2	With AC	Without AC	4	5
1	Bolero Jeep				

**Declaration:**

- a) We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this tender.
- b) We are not black-listed by any Centra/State Government/Public Sector Undertaking in India.

Place:

Date:

  
(Signature of the authorized Person)