

## Quotation/Tender Call Notice

Sealed Quotation /tenders are invited from interest reputed Travel Agencies/ Tour Operators/Private individuals for hiring of 2 (Two) nos. of AC Petrol /Diesel/ driven vehicles having sitting capacity not more than 7 (Seven) including Driver, which shall conform to the Terms and conditions (Appendix-A) for official use in **CDM&PHO**, Boudh Department/Office on monthly rent/daily hiring basis:

1. The service provider shall have OGST registration to Participate in the tendering.
2. The service provider, participating in the bidding process under the jurisdiction of Municipal corporations, shall be registered on GeM Platform will be given priority.
3. 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 ,Pollution Certificate ,Valid Contract Carriage Permit ,Proof of up-to-date tax payment etc mandatory for playing of vehicle.
4. 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.
5. The Driver should be well behaved, genetic and obedient in nature.
6. A Sum of Rs.2000/- (Two thousand) only shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the ZSS Miscellaneous A/c, NHM, Boudh and submitted along with the tender as security deposit. After completion of tender process ,the amount will be refunded to unsuccessful bidders.
7. The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants ).
8. The Vehicle must achieve a minimum fuel efficiency of 10 K.M per litre or more.
9. The details of the make and year of manufacture of the vehicle , registration no. milage (KM covered per liter ) and name of the driver ,Driver License No, and period of validity should be specifically provided in the general bid information to be furnished with the quotation /Tender (Appendix-B).
10. The Quotation completed in all respect should reach to the office of CDM & PHO, Boudh on or before 21/11/2024 by 4.00 PM through Regd. Post/ Speed Post/Courier Only and shall be opened on the same day at 5.00 P.M in presence of the bidders or their authorized representatives.

11. The tender papers along with Terms and conditions for Hiring of Vehicles etc. will be available at district portal i.e. [www.boudh.Odisha.gov.in](http://www.boudh.Odisha.gov.in) . The interested reputed Travel Agencies/ Tour Operators/Private individuals shall download the tender papers and furnish a Demand Draft for an amount Rs.100/- (Rupees One Hundred) Only nonrefundable towards the cost of tender paper along with the application form.

*Tejendra*  
6/11/24  
CDM & PHO-cum-DMD,  
Boudh

**Terms & Conditions**

**Annexure -A**

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 ,Pollution Certificate ,Valid Contract Carriage Permit ,Proof of up-to-date tax payment etc and DL of the driver available all the times.
2. 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.
3. The hire charges to be paid for monthly basis in final but does not include cost of fuel, which is to be paid separately basing on actual consummation and as per existing Government norms. All the expenditure of all vehicle towards repair, replacement of spare parts, Lubricating oil of Engine ,Gear Box & different Coolant ,Tyres & Tubes, Battery etc. will be borne by the owner.
4. It shall be the responsibility of the bidder to provide a good driver and the remuneration of the driver shall be borne by the owner.
5. In case of breakdown or absence of driver for reasons whatsoever the replacement of a vehicle of the same or better model shall be provided by the owner of the vehicle/bidder.
6. If the vehicle/driver will not attend the duty in time or remain absent, then the hire charges of the vehicle will be deducted from the party on per day basis.
7. In case of the vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
8. The vehicle shall report for duty as and when required in a month.
9. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be demanded.
10. Monthly hire charges and reimbursements towards cost of fuel (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.
11. Regarding daily hiring the payment will be done as per the lowest rate quoted in the tender bid.

12. The agency/vehicle owner has to bear branding/logo as would be instructed later on.
13. 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.
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 bidder violates any of the terms of contract, the authority shall forfeit the entire amount of security deposit.
17. The successful bidders will be kept under panel list for a period of one year from the date of its approval.

*Tejib*  
*6/11/24*  
CDM & PHO-cum-DMD,  
Boudh

**Annexure -B**

**General Information**

Sl No	Particulars	
1	Name of the Service provider	
2	Complete Address	
3	OGST Number	
4	GeM Registration Number	
5	Bank Account No. and IFSC Code	
6	Registration Number of Vehicle	
7	Year of Manufacture	
8	Make & Model	
9	Date of Registration	
10	Name & complete address of the owner of vehicle	
11	Fitness Certificate validity	
12	Pollution Certificate validity	
13	Permit Validity	
14	Insurance Validity	
15	Name/Address of the Driver	
16	D.L. No. & Validity of the D.L of the Driver	
17	Proposed hire charges of the Vehicle per month excluding fuel cost	
18	Proposed daily hiring charges of the vehicle per excluding POL/DOL cost.	
19	Rate of fuel consumption /Mileage per liter	
20	Contact Number of the Service provider ( <b>Tendered/ Quotationer</b> )	
21	Contact number of Driver	

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

**N.B - Enclosed all above documents along with this form.**

**Seal & Signature of  
Quotationer / Tenderer**