

**OFFICE OF THE PROJECT DIRECTOR, ATMA, GANJAM,
BERHAMPUR**

Order No- ATMA/14/2023-

1337

Dated- 31.10.2023

QUOTATIONS / TENDER CALL NOTICE

As per the Govt. Memorandum No- 34085/Dt. 29,09.2012, No 27037/F Dt- 08.10.2015 & No-30464/F Dt. 06.09.2019 of Finance Deptt, Govt. of Odisha Sealed quotations are invited from interest reputed Travel Agencies or Private individuals for providing one no Non-AC/AC Diesel driven vehicle like Bolero having sitting capacity not more than ten including driver for monthly basis. The quotation completed in all respect should be dropped in the drop box kept in the office of the Project Director, ATMA, Ganjam, Berhampur **on or before 13.11.2023 by 01.00PM and shall be opened on same day at 04.00 PM** in presence of the bidders and Tender Committee. The application form of quotation containing general bid information and the detail term and conditions for hiring of vehicles may be obtained at the Ganjam District website- www.ganjam.nic.in. The authority reserves the right to cancel or modify or accept any or all quotations without assigning any reason thereof.

Sd/-
Project Director, ATMA
Ganjam, Berhampur

TERMS AND CONDITIONS FOR HIRING OF VEHICLES ON MONTHLY BASIS

The following terms and conditions must be fulfilled by the successful bidders for providing a vehicle on hire basis 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, GST Registration Certificate, Gem Registration certificate, insurance certificate, fitness certificate, Pollution certificate, valid contact carriage permit, proof of up-to-date tax payment etc. which are mandatory for playing of vehicle.
2. GST registration and Gem registration are compulsory for any service Provider to provide hired vehicles to Government offices through GeM or through open bidding.
3. The driver of vehicle must have a valid Driving License for driving light transport passenger vehicle and should be sufficiently experienced in driving passport passenger vehicle more than 5years.
4. The driver should be well behaved, gentle and obedient in nature and sociable.
5. A sum of Rs.5000/- shall be deposited by the intending bidders in shape of Account Payee Bank draft in favour of the Project Director, ATMA, Ganjam and should submit along with the tender as security. After completion of tender process, the amount will be refunded to unsuccessful bidders immediately.
6. The monthly rate of hire charges be quoted separately in the general bid information (excluding Taxes, fuel & lubricants).
7. The Department/ office hiring the vehicle shall not be responsible for any damage/ loss caused to hired vehicles or loss of life/ injure made to any person or damage to any property on account of use of hired vehicle any manner whatsoever. The owner shall be responsible for all such litigations.

8. The hire charges to be paid for monthly basis in final but does not include cost of diesel, which is to be paid separately basing on actual consumption and lubricants as per existing Govt. norms. All the expenditure of the vehicles towards repair, replacement of spare parts, lubricant oil of engine, gear box & differential coolants, tyres & tubes, Battery etc will be borne by the bidder.
9. It shall be responsible of the bidder to provide a good Driver and the salary of the driver including his fooding shall be borne by the owner.
10. In case of break down for reasons whatsoever of the vehicle of the same or better model shall be provided by the owner of the vehicle/ bidder.
11. 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.
12. The hired vehicles cannot used for any private/ commercial purpose beyond office hours or during holidays.
13. Monthly hire charges and reimbursement towards cost of diesel (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.
14. If the services are found to be unsatisfactory, the client shall give one month notice and the agreement will be terminated.
15. If the bidder violates any of the terms of contract, Govt. shall forfeit the amount of security deposit.
16. The other norms and condition will be followed strictly as per the FDOM No-34085/F dated-29.09.2012, FDOM No-27037/F Dt. 08.10.2015 & FDOM No-30464/F Dt-06.09.2019 of Finance Deptt. Govt. of Odisha.


Signature of
Quotation/ Tender Calling Authority

**APPLICATION FORM AND GENERAL INFORMATION FOR HIRING VEHICLES ON
MONTHLY BASIS**

1. Name of the Service Provider :-
2. GST Registration No :-
3. GeM Registration No :-
4. Registration No. of the Vehicle :-
5. Type of Vehicle (AC/ Non-A/C) :-
6. Year of Manufacture :-
7. Model :-
8. Date of Registration :-
9. Name & complete address
of the owner of vehicle :-

10. Fitness Certificate validity :-
11. Permit validity :-
12. Insurance validity :-
13. Pollution Certificate Validity :-
14. Name/ address of the Driver :-

15. D.L.No & validity of the D.L. of the Driver:-
16. Proposed hire charges of the :-
vehicle per month excluding fuel cost
17. Rate of fuel consumption/ Mileage per litre:-
18. Contact no of the Service provider (Tenderer/ Quotationer)

Mobile..... Telephone.....

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

Seal and Signature of the
Quotationer / Tenderer.