



**COLLECTORATE, GANJAM, CHATRAPUR
(D.S.W.O SECTION)**

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No 2148 /DSWO

Date: 26 /06/2024

QUOTATION CALL NOTICE

Sealed quotations in plain paper are invited from the interested vehicle owners/traveling agencies having PAN,GST& IT clearance for engagement of 01(one) **Tiago/Bolt/ Celerio (new)** white colour (Patrol) on monthly hire basis for the official use of the **DSWO, Ganjam** . The intending bidders may send their quotations in sealed cover with full address along with Rs.1,000 /- (Rupees One Thousand) only as earnest money in shape of Bank Draft drawn in favour of DSWO , Ganjam payable at SBI, Chatrapur on or before 11.7.24 by Regd. Post/Speed Post / Spl. Messengers . The sealed tenders will be opened on 12.7.24 at 11.00 A.M in presence of bidders or their authorized agents in the office chamber of the undersigned as prescribed in Finance Department Office Memorandum No.30464/F.,Dtd.06.09.2019.

The details of vehicle required, application format, terms and conditions of hire of vehicle (Annexure-I,II& III) are available in the Ganjam District website www.ganjam.nic.in as well as in the DSWO Section of Collectorate, Ganjam. However, the undersigned reserves the right to reject / cancel /withdraw any or all the quotations without assigning any reason thereof.


DSWO , Ganjam. 26/6/24

Memo No 2148 /DSWO Dated: 26 /06/2024

Copy to DIO, NIC, Collectorate, Ganjam for information. He is requested to hoist the above notice in the District web-site for wide publicity.

Copy to Notice Board, DSWO Section, Collectorate, Ganjam ,Chatrapur for wide publication.

Copy to all Sub-Collectors /All Tahasildars for information with a request to affix the notice in their respective office Notice Board for wide publication.


DSWO, Ganjam. 26/6/24

Memo No 2149 /DSWO Dated: 26 /06/2024

Copy to the ADM (Gen.) ,Ganjam, Chatrapur , Asst. Collector, Nizarat, DWO , Ganjam, Chatrapur for information. They are requested to attend the meeting on 12.7.24 11.00 A.M in the office Chamber of ADM (Gen), Ganjam at the time of opening the sealed quotations.


DSWO, Ganjam. 26/6/24

TERMS AND CONDITIONS

1. The vehicle hired shall be in good condition and shall not be older than three year. Vehicles older than five years should be replaced by new vehicles by the service provider and must have valid registration certificate, insurance certificate, fitness certificates, valid contract carriage permit, proof of up-to-date tax payment etc. the user agencies hiring the vehicle shall not be responsible for any damage/loss caused to hired vehicle or loss of life/injury made to any person or damage to any properties on account of hired vehicle any manner whatsoever.
2. The driver of the vehicle must have a valid driving license to drive Light Motor passenger vehicle and should be sufficiency in driving light motor vehicle.
3. The driver of the vehicle is required to maintain polite and courteous behavior towards public as well as the Departmental Staff should be well behaved, gentle and polite in nature.
4. Rs.1000/- (Rupees One Thousand) only is shape if A/c payee Bank Draft drawn in favour of DSWO , Ganjam shall be enclosed with the quotation as EMD which is refundable. EMD of unsuccessful bidders shall be refunded after finalization of the trader process.
5. Rs.5000/- (Rupees Five Thousand) only to be deposited by successful bidder as security deposit in shape of Account Payee Bank Draft drawn in favour of DSWO , Ganjam. The amount will be refunded after the vehicle disengaged subject to deduction, if any.
6. The monthly hire charges shall be quoted in the Bid information (excluding Fuel).
7. Efficiency of the vehicle per litter shall be indicated.
8. Details of make and year of manufacture of the vehicle, registration no., mileage (KMs covered per litter) and name of the Driver with Driving License No and period of validity should be provided in the Bid to be furnished.
9. The contract will remain valid for a period of 2 years and can be extended by one year at the discretion of the user.
10. In the event of any breakdown/ servicing and repairing of vehicles, the service provider at his own cost shall make alternate arrangement by providing similar vehicle.
11. The hire charges to be paid for monthly basis is final but does not include cost of 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 repairs, replacement of spare parts, Lubricating oil of Engine, Gear Box and differential coolant, tyres and tubes, battery etc. will be borne by the bidder.
12. KMPL shall be fixed by the user or its authorized representative on the day of reporting as per the actual POL test report.
13. It shall be the responsibility of the service provider to provide vehicle with driver as and when required.
14. The salary and other legal dues of the drivers shall be borne by the service provider.
15. The service provider will comply the labour law, EPF, GIS, minimum wages act applicable and other statutory compliances.
16. The service provider is responsible to depute suitable substitute driver in case of absence of the driver engaged.
17. The user will maintain record on daily basis kilometer run and time from the point of departure to arrival and it will be signed by the authorized signature of the user as per the GPS kilometers recording.
18. The service provider shall up-date the log book on daily basis.
19. The bidder will submit a checklist as per Annexure-III regarding the documents enclosed in the tender.
20. Each page of this tender document should be signed by the bidder with seal in token of have read, understood and accepted the terms and conditions of this contract.

21. The tenders (also called bids), not submitted in prescribed format, in the prescribed manner or required security deposit etc. shall be rejected by the Tender Committee at the risk responsibility of the bidder.
22. The tender calling authority shall make arrangements in his office for issuing a written acknowledgment under proper seal hand signature of the filled in tenders provided those are submitted on or before the due date.
23. Termination:- Tender Calling Authority shall have the discretion to terminate agreement work order at any time if the service provider fails to comply the statutory rules or the service is found to be unsatisfactory. Whereupon the agency will immediately cease provision of the services and submit a bill for costs incurred to provide the contracted services to the date of termination.
24. The tenders/ bids received in the prescribed time shall be opened by tender committee at the prescribed date time and place. Any bid found incorrect or incomplete in any manner would be summarily rejected by the said committee.
25. Authority reserves the right to cancel any or all the quotation without assigning any reason thereof.


DSWO, Ganjam. 26/6/24

Standard Bidding Document**Government of Odisha****_____ Department/Heads of Department/Office****Quotation/Tender Call Notice**

Sealed quotations/tenders are invited from interested reputed Travel Agencies/Tour Operators or private individuals for providing _____ nos of Non AC/AC Diesel driven vehicles having sitting capacity not more than ten including driver, which shall conform to the Terms and conditions (Annexure-II) for official use in _____ Department/Office 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 _____ 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 rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants)
- 6) The Vehicle must achieve a fuel efficiency of _____ 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 _____ by _____ p.m. and shall be opened on the same day at _____ p.m. 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 _____ of the Deptt/Heads of Department/Office on payment of Rs 100/- from _____ to _____ or can be downloaded from Odisha Govt. Website www.Odisha.gov.in from Dt _____ to Dt _____. In case the application form is downloaded from Govt. 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
Quotation/Tender Calling Authority
Designation

Annexure - IITERMS & CONDITIONS FOR HIRING 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 is final but does not include cost of 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 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.

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 give 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 and termination of agreement.
12. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.

**Signature of
Quotation/Tender Calling Authority**

Annexure - IIIGENERAL 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 excluding fuel cost:
- 13) Rate of fuel consumption / Mileage per litre:-
- 14) Contact Number of the Service provider (Tenderer/Quotationer)
Mobile Telephone.....

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

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