



SAMAGRA SHIKSHA GANJAM, CHATRAPUR

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Short Quotation Call Notice for engagement of vehicles on regular monthly basis

No. 1478 / Estt. / 24 Date 21-06-24

Sealed quotations in plain paper are invited from the interested vehicle owners / traveling agencies for engagement of two nos. of vehicles (Tiago / Bolt / Celerio (Petrol) or similar type of vehicle) on regular monthly basis for use in the District Project Office, SS, Ganjam, Chatrapur. Application format, detail term and conditions of hire of vehicles and other details are available in the office of the undersigned as well as in the Ganjam district web-site www.ganjam.nic.in. The last date of receipt of quotations is 18.07.24 by 2.00 pm and the quotations will be opened on 18.07.24 at 4.00 pm in presence of the quotationers or their authorized representatives. The authority reserves the right to cancel any quotation without assigning any reason thereof.

By order of Collector-cum-Chairman, SS


District Project Coordinator
Samagra Shiksha, Ganjam

**Terms and Conditions for engagement of Vehicle in District Project Office, SS,
Ganjam, Chatrapur on regular monthly basis**

- 1 Tender Papers should be submitted in sealed cover addressed to District Project Coordinator, SS, Ganjam, Chatrapur either by speed post / registered post / Courier service for engagement of vehicle on monthly basis.
- 2 The following documents must be attached with tender application failing which the bids shall be out rightly rejected.
 - Vehicle Registration certificate
 - Vehicle Insurance certificate
 - Vehicle Fitness certificate
 - PAN No.
 - Valid Permit , D.L No.,
 - Proof of up to date tax payment
 - EMD of Rs.5,000/- (refundable without interest) will have to be submitted along with tender paper in shape of DD drawn from any nationalized bank in favour of Dist. Project Coordinator, SS, Ganjam, Chatrapur.
- 3 The vehicle should not be more than three years old as on 20.06.2024 and should be in good running condition.
- 4 The vehicle shall have a valid registration no., valid insurance and the driver should have a valid driving license.
- 5 The service provider of the vehicle will submit GST registration certificate.
- 6 The hire cost will include salary of driver and periodic maintenance of the vehicle.
- 7 The vehicle must have minimum 17 kms mileage per one litre fuel.
- 8 The vehicle will be stationed at the Dist. Project Office, SS, Ganjam, Chatrapur. The services of vehicle may be used at any time of the day.
- 9 In case the vehicle is out of order for a day or is not available, a substitute vehicle will be given by the vehicle owner at his own cost. In case a vehicle does not report on any day or a substitute vehicle is not provided by the vehicle owner for that day, Rs. 700/- per day will be deducted from the monthly hire charges for the vehicle payable by this office.
- 10 The vehicle should be kept well maintained through out the period of engagement.
- 11 Payment shall be made every month subject to proper maintenance of log book, submission of proper account of total kilo meter run, consumption of fuel etc.
- 12 The driver can not claim any benefit admissible to the staff of the office and In case of accident or break down this office shall not have any liability.
- 13 The successful quotationer shall have to execute an agreement with the District Project Coordinator, SS.
- 14 If the services are found to be unsatisfactory, the DPO,SS shall give one month notice and terminate the agreement.
- 15 Bidders can also follow the detail guideline & term & conditions on hiring of private vehicles as laid down in O.M No.30464, Dt.06.09.2019 of Finance Department, Govt. of Odisha


District Project Coordinator
Samagra Shiksha, Ganjam.

To
District Project Corodinator
SS, Ganjam, Chatrapur

Madam / Sir,

With respect to the quotation call notice no. _____ Dt. _____

I am to submit herewith my quotation for engagement of the vehicle in your office on regular monthly basis. Details are as under:

1	Name of the vehicle owner / travel agency	
2	Address :	
3	Contact No.	
4	Vehicle No.	
5	Vehicle model	
6	Date of Purchase :	
7	Whether having valid Registration (Copy to be attached)	
8	Whether having valid insurance (Copy to be attached)	
9	Monthly hire charge quoted	Rs. _____ /- (Rupees _____)
10	Kilometre quoted (per liter)	KM _____ per liter (in words _____)

M. B. B.

DECLARATION

I agree to abide by the terms and conditions for engagement of the vehicle and will also abide by any further terms and conditions that may be decided by the District Project Coordinator, SS, Ganjam, Chatrapur

Dt. _____

Signature of the vehicle owner / travel agency