



No. 1383

Dtd. 17.10.2024

QUOTATION / TENDER CALL NOTICE

Sealed quotations/tenders are invited from interested reputed Travel Agencies/Tour Operator/Private individuals for providing one number of private Mini Bus having seating capacity 30-32 seated, which shall conform to the Terms and condition (Annexure-A) for Official use in Sports Hostel, Berhampur, Ganjam on monthly rent basis with maximum Rs. 85,000/- (Rupees Eighty Five Thousand) only per month (excluding taxes):

1. The service provider shall have a valid 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.
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 plying 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, gentle and obedient in nature.
6. A sum of Rs.20,000/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft in any nationalized bank drawn in favour of the District Sports Officer, Ganjam, Chatrapur 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 is quoted separately in the general bid information (excluding fuel and lubricants).
8. The vehicle must achieve a fuel efficiency of minimum 06 (Six) km per liter.
9. The details of the make and year of manufacture of the vehicle, registration no, mileage (km 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-B).

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10. The quotation completed in all respect should reach the District Sports Officer, Ganjam, Chatrapur on or before **02.11.2024** by **03:00 PM** through Registered Post/Speed Post by superscribing "QUOTATION/TENDER FOR HIRING OF VEHICLE" on the top of the envelope or to be dropped in box placed at the District Sports Office, Ganjam, Chatrapur only and shall be opened on **02.11.2024** at **04: 00P.M** in presence of the bidders or their authorized representatives.
11. The application form of quotation/tender containing General Bid Information & Terms and conditions for Hiring of vehicles etc. will be available with District Sports Office, Ganjam, Chatrapur on payment of Rs.1000/-(One Thousand) only from **18.10.2024** to **01.11.2024** or can be downloaded from Ganjam District website <https://ganjam.nic.in> . In case the application form is downloaded from District website, the applicant shall furnish a Demand Draft for an amount of Rs.1000/- (One Thousand) only towards the cost of application along with the application.

Memo No .....1384....., Date.....17-10-2024.....

  
District Sports Officer  
Ganjam, Chatrapur  
**District Sports Officer**  
**Ganjam, Chatrapur**

Copy along with Annexure-A and Annexure-B submitted to the D.I.O, NIC, Ganjam with a request to display the Quotation/Tender Call Notice in his office Notice Board and hoist in the District Website <https://ganjam.nic.in> for information of general public.

Copy submitted to the D.I.P.R.O, Ganjam with a request to display the Quotation/Tender Call Notice in their office Notice Board

Copy to the Notice Board of Collectorate, Ganjam, Chatrapur /District Sports Office, Ganjam, Chatrapur/ RTO, Ganjam, Chatrapur/ RTO, Bhanjanagar/ OIC, Mahatma Gandhi Stadium, Berhampur.

  
District Sports Officer  
Ganjam, Chatrapur  
**District Sports Officer**  
**Ganjam, Chatrapur**

**Terms & Conditions**

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, Pollution 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.
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 is final but does not include cost of fuel, which is to be paid separately basing on actual consumption and 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.
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 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. In case of the vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
7. The vehicles shall report for duty for minimum of 25 days in a month.
8. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be demanded.
9. 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.

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10. 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.

11. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.

12. 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.

13. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.

  
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Seal & Signature of **District Sports Officer**  
**Ganjam, Chatrapur**  
Quotation/Tender Calling Authority

Designation

**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 No. 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 Charge of the vehicle per month excluding fuel cost	
18	Rate of fuel consumption / Mileage per litre	
19	Contact Number of the Service provider (Tenderer/Quotationer)	
20	Contact number of Driver	

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

Seal & Signature of  
Quotationer / Tenderer