

**OFFICE OF THE COLLECTOR: CUTTACK**  
**(Touzi & Loans Section)**

**Letter No. 535/Dt.12/04/2020**

**QUOTATION CALL NOTICE**

Sealed quotations are invited in prescribed format from the Regd. Travel Agencies/Service providers having valid upto date PAN, GST Regd No. for providing following numbers of vehicle as detailed below for engagement in Cuttack District Enforcement Force.

Sl. No.	Type of Vehicles permissible to be hired	Minimum average Mileage in K.M. per Ltr.	Approximate Number of vehicle required.
01	Bolero (Diesel)	10 K.M.	3 Nos.

1. A sum of Rs. 5000/- (Rupees Five Thousand only) shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the "COLLECTOR, CUTTACK" payable at any Nationalized Bank in Cuttack and submitted along with the tender as Security deposit. After completion of process, the amount will be refunded to unsuccessful bidders.
2. The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel & lubricant).
3. The vehicle owner can participate in the bid without restriction to the number of vehicle at monthly rate of hire charges be quoted with same terms & conditions.
4. 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 License No. and period of validity should be specifically provided in the general bid information to be furnished with the Quotation (Annexure-1).
5. The quotation completed in all respect should reach the undersigned by Regd. Post or Speed Post only on or before Dt.24<sup>th</sup> April, 2020 by 5.00.P.M. and shall be opened on Dt.27<sup>th</sup> April, 2020 at 11.00 A.M. in the presence of the bidders or their authorized representatives by the Committee. The successful service provider shall execute an agreement as per the prescribed format (Annexure-III).  
The details of the terms and conditions of the hiring along with tender documents can be downloaded from the website **www.cuttack.nic.in** of Collector, Cuttack.

The authority reserves the right to cancel the quotations at any time without assigning any reason thereof.

  
**Addl. District Magistrate, Cuttack**

## *Annexure-II*

### TERMS & CONDITIONS FOR HIRING OF VEHICLES

The following terms and conditions must be fulfilled by the successful bidder for providing the 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 Commercial Licence, proof of upto 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 damages to any property on account of use of hired vehicle any manner whatsoever. The bidder shall be responsible for all such matter.
2. The hire charges to be paid for monthly basis is final but does not include cost of diesel/petrol, 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 the Driver does not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source, after reporting the matter to the bidder.
6. The vehicles shall report for duty as and when required.
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 of selected bidder will be paid in every succeeding month, as far 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 bidder violates any of the terms of contract, the office shall forfeit the entire amount of security deposit.

## ANNEXURE-III

### APPLICATION FOR OFFERING VEHICLE TO BE ENGAGED ON HIRE BASIS (GENERAL 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 valid upto :
8. Permit valid upto :
9. Insurance valid upto :
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 [INR] :  
[in figure and word]
13. Rate of fuel consumption/Mileage per litre :
14. Contact Number of the Service Provider (Quotationer)  
Mobile \_\_\_\_\_ Telephone \_\_\_\_\_

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

Seal & Signature of the  
Quotationer

Place :

Date:

# ANNEXURE-I

## APPLICATION FOR OFFERING VEHICLE TO BE ENGAGED ON

### HIRE BASIS

#### ( GENERAL INFORMATION FOR HIRING VEHICLES )

<u>Sl No.</u>	<u>Type of Vehicle</u>	<u>No. of vehicle to be supplied</u>	<u>Quoted Rate per vehicle</u>