

OFFICE OF THE COLLECTOR AND DISTRICT MAGISTRATE

District Social Security Section, Cuttack

Quotation/Tender Call Notice

Quotation Call Notice No: - 1910

Dated: 18.09.2020

Sealed Quotations are invited from interested and reputed Travel Agencies/Tour Operators or Private Individuals for providing one no. of Non-AC Petrol driven Tiago/Bolt/Celerio type vehicle having seating capacity not more than 04 including the Driver which shall confirm to the terms and conditions (Annexure-II) for official use in District Social Security Section, Collectorate Cuttack on monthly rent basis.

1. The quotation paper complete in all respect along with necessary documents may be sent in sealed cover though Registered Post/Speed Post only by superscribing on the envelope "Sealed Quotation for Hiring of Vehicle".
2. First preference will be given to the lowest quotation of the vehicle with driver salary.
3. The vehicle should be commercial in nature approved by the RTA concerned.
4. The vehicle must be in road-worthy condition and shall not be of more than 3(three) years from the date of initial registration and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, Contract Carriage Permit, proof in support of up-to-date tax payment etc. which are mandatory for plying of vehicle. Copy must be attached with Annexure-I.
5. The Driver of the vehicle must have a valid driving license for driving light transport passenger vehicles.
6. The Driver should be well behaved, gentle and polite in nature.
7. A sum of Rs.5,000/-(Rupees five thousand only) shall be deposited by the intending bidders in shape of Bank Draft drawn in favour of the District Social Security Officer, Cuttack and submitted along with the tender as 'security deposit'. After completion of tender process, the amount will be refunded to unsuccessful bidders.
8. The monthly rate of hire charge (Inclusive of all Taxes GSTN) be quoted separately in the General Bid information (excluding Fuel and Lubricants).
9. The vehicle must have achieved a fuel efficiency of 17 Kms. per litre.
10. 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 (Annexure-I).
11. The Quotations complete in all respect should reach the District Social Security Section, Room No-63,Collectorate,Cuttack-753002 on or before **28.09.2020 by 3.00 P.M.** and shall be opened on **29.09.2020 at 4.00 P.M.** in the **Office Chamber of A.D.M.(Gen.)** in presence of the quotationers / their authorized representatives who are willing.
12. The undersigned reserves the right to cancel the notice and all quotations without assigning any reason there-of.
13. The agreement will be executed as per the Government of Odisha in Finance Department Office Memorandum No-30464/F., Dtd.06.09.2019.
14. The application form along with the detail of terms and conditions for hiring of vehicle is available in official website www.cuttack.nic.in.

ADM, (Gen)
Cuttack

18.09.20

OFFICE OF THE COLLECTOR CUM DISTRICT MAGISTRATE ,CUTTACK

District Social Security Section, Cuttack

GENERAL INFORMATION FOR HIRING VEHICLES

Annexure-I

- 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 Owner (Quotationer) :
Mobile _____ Telephone _____

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

(Self certified photo copy of valid registration certificate, insurance certificate, fitness certificate, valid contract carriage permit, proof of up-to-date tax payment ,Driving License ,owner ID proof etc. enclosed along with the application.)

Seal & Signature of the Quotationer

TERMS & CONDITIONS FOR HIRING OF VEHICLE

The following terms and conditions must be fulfilled by the successful bidder for providing vehicle on hire on monthly rent basis.

1. The hired vehicle, during period of contract, shall have all necessary valid MV documents such as:- Valid Registration Certificate, Insurance Certificate, Fitness Certificate, Contract Carriage Permit, Proof in support of up to date tax payment etc. and D.L. of the Driver available all the time. The Department /Office, hiring the vehicle, shall not be responsible for any damage/loss caused to the hired vehicle or loss of life/injury inflicted on person or damaged done to any property on account of use of hired vehicle in any manner whatsoever, the owner shall be responsible for all such litigation.
2. The hire charges are to be paid on monthly basis; but, does not include cost of fuel, which is to be paid separately basing on actual consumption of fuel and lubricant as per existing Government norms. All the expenditures of the vehicle towards repair, replacement of spare parts, lubricating oil of Engine, Gear Box & different Coolant, Tyres & Tube, 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 vehicle by the same or better model shall be provided by the owner of the vehicle/Bidder.
5. In case of the vehicle does not report regularly, the authority shall be at liberty to withdraw the agreement and may engage vehicle from other source.
6. The vehicle shall report for duty at least for 25 days in a month.
7. In case of emergency, the Driver will have to report for duty as per the requirement of hire. No extra payment (hire charge) shall be demanded by the owner.
8. Monthly hire charges and reimbursement towards cost of fuel (as per actual) and lubricants (as per Govt. norms) will be paid in every succeeding month within fifteen days of the submission of bills by the owner and no advance payment will be made.
9. The vehicle shall not be of more than 3 years old from the initial date of registration and also should be in good running condition during the period of contract.
10. If the services rendered are found to be unsatisfactory, the hirer shall give 1(one) month notice and terminate the agreement.
11. In case the owner of the vehicle intends to withdraw the services of his vehicle and terminates the agreement, it shall be mandatory upon him to give one month notice before such withdrawal of service and termination of the agreement.
12. If the owner violates any of the terms of contract, Government shall be at liberty to forfeit the entire amount of Security Deposit.

Signature of
Quotation / Tender Inviting Authority.

18.09.2020