

**DISTRICT CHILD PROTECTION UNIT, CUTTACK**  
**OFFICE OF THE COLLECTOR AND DISTRICT MAGISTRATE**

**Quotation/Tender Call Notice**

Quotation call Notice No:- 7092/DCPU/52

Dated: 15/03/2023

Sealed Quotation/Tenders are invited from interest and reputed Travel Agencies/Tour Operators or Private Individuals for providing 1(one) no. of non AC diesel driven TUV300/Bolero/Sumo Gold or Ertiga including Driver, which shall confirm to the terms and conditions (Annexure-II) for official use in District Child Protection Unit, Cuttack on monthly rent basis.

1. The vehicle must be in Road worthy/Good condition and **shall not be more than 3 (three) years from the 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 playing of vehicle. Copy must be attached with Annexure-I
2. The vehicle should be commercial in nature approved by the RTA Concerned.
3. The period of engagement is one year from the date of agreement which may extent following the Govt. norms.
4. The driver of the vehicle must have a valid driving license for driving light transport passenger vehicles and should be sufficient experienced in driving transport passenger vehicle .
5. The Driver should be well behaved, gentle and polite in nature. The Owner is responsible for engagement of one dedicated driver to perform the Govt. duty without any hesitation.
6. A sum of Rs.5,000 -(Rupees five thousand only) shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the District Child Protection Society, Cuttack and submitted along with the tender security deposit. After completion of tender process the amount will be refunded to unsuccessful bidders.
7. The Fuel will be supplied by this office.
8. All type of repair/maintenance are to be done by the vehicle owner at his cost including payment of Tax etc. and payment of wages of the Driver.
9. The Quotations/bid completed in all respect along with necessary documents should reach to the District Child Protection Unit, Room No-54, Collectorate, Cuttack-753002 on or before **17.04.2023 by 2.00 P.M** though Registration Post/Speed Post only in sealed cover super scribing on the envelope "Sealed Tender for hiring of Vehicle" and shall be opened on **17.04.2023 by 3.00 P.M.** in the Chamber of ADM(General), Cuttack in presence of the bidder / their authorized representatives who are willing.
10. The first preference will be given to the lowest quotation of the vehicle with driver.
11. The monthly rate of hire charge shall be quoted separately in the General Bid information (excluding Fuel and Lubricants). Maximum ceiling for hiring charge per month is Rs.31,000/- including of tax . Other charges like halting charges, driver fooding cost, wages of driver, repair & maintenance, engine oil of the vehicle etc. will not bear by this office.
12. The vehicle must achieve a fuel efficiency of 10 kms per litre.
13. 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).
14. The authority reserves the right to reject/cancel the quotation or any part without assigning any reason there off.
15. The authority reserves the right to cancel the contract of the vehicle at any time without prior notice and showing any reason there off.
16. The agreement will execute as per the Government of Odisha in Finance Department office memorandum No-30464/F Dt.06.09.2019.
17. The application for along with the details terms and conditions for hiring of vehicle is available in official website [www.cuttack.nic.in](http://www.cuttack.nic.in).

15/3/23  
ADM,(Gen)  
Cuttack

**Addl. District Magistrate**  
**CUTTACK**

# OFFICE OF THE COLLECTOR CUM DISTRICT MAGISTRATE ,CUTTACK

## District Child Protection Unit,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 Drive :
- 12 Proposed hire Charge of the vehicle per Month :
- 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"

(Self certified Photo Copy of valid registration certificate, insurance certificate, fitness certificate, valid contract carriage permit, proof of up-to-date tax payment ,Driver license ,owner ID proof etc. enclosed along with the application.)

Seal & Signature of the Quotationer

**TERMS & CONDICTION 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 in 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 & 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 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 vehicle 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 given 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 terminate the 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.

