

**TENDER DOCUMENT FOR
ENGAGEMENT OF HIRED
VEHICLE IN THE OFFICE OF
THE CHIEF DISTRICT
VETERINARY OFFICER,
CUTTACK ON MONTHLY RENT
BASIS**

CONTENTS OF TENDER DOCUMENTS

Sl. No.	Annexures	Description of Contents	Page Number
1	Annexure-I	Important dates relating to tender	1
2	Annexure-II	Terms & Conditions for hiring of Vehicle	2-3
3	Annexure-III	Application for bidding	4-5
4	Annexure-IV	Letter of authorization for attending bid opening	6
5	Annexure-V	Declaration for not black listed and no judicial proceedings or criminal offence case(s) pending	7

ANNEXURE-I

IMPORTANT DATES RELATING TO THIS TENDER

Sl. No.	Event	Time
1	Date of floating of tender	27.08.2024
2	Last date and time for submission of tender documents	5.00 PM of 10.09.2024
3	Date and time of opening of bid	11.00 AM of 11.09.2024



TERMS & CONDITIONS FOR HIRING OF VEHICLE.

The following terms & 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 Driving License of the Driver available all the times.
2. A sum of Rs 5000/- shall be deposited in shape of Account Payee Bank Draft drawn in favour of the CDVO, Cuttack through any nationalized/ schedule commercial Bank payable at Cuttack and submitted along with tender as security deposit.
3. The Department /Office hiring the vehicle shall not be responsible for any Damage /Loss caused to hired vehicle or losses 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.
4. The hire charges to be paid for monthly basis is final but does not include cost of fuel paid which is to be paid separately basing on actual consumption and as per existing Government norms. All the expenditure of vehicle towards Repair, Replacement of Spare Parts, Lubricating Oil of Engine, Gear Box and different Coolant, Tires & Tubes, Battery etc will be borne by the bidder.
5. It shall be responsibility of the bidder to provide a good driver and the salary of the driver shall be borne by the owner.
6. In case of breakdown for reasons whatsoever the replacement of the vehicle of the same or better model shall be provided by the owner of vehicle.
7. In case of the vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice and may engage vehicle from other source.
8. The vehicles shall report for duty for minimum of 25 days in a month.
9. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
10. Monthly hire charges and reimbursements towards cost of petrol (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 owner and no advance payment will be made.
11. The vehicle shall not be more than 3 years old from the date of initial registration and also in good running condition during the period of contract.
12. If the services are found to be unsatisfactory the client (CDVO, Cuttack) shall give one month notice and terminate the agreement.
13. In case the service provider intends to withdraw the services of his/her 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.

14. If the bidder violates any of the terms of contract, government shall forfeit the entire amount of Security Deposit.
15. The hired vehicle will be kept in the office campus of the CDVO, Cuttack till agreement is over.
16. The Identity proof of the vehicle owner and Driver must be attached in the Sealed tender paper like Voter ID, ADHAR CARD and 1st page of the BANK PASSBOOK etc.
17. E-mail / Fax bids will be summarily rejected. Late bid shall be out rightly rejected. The intending bidders are required to enclose photocopies of all documents (duly self-attested) as per Annexure-III, failing which their bids shall be summarily rejected and will not be considered any further:
18. Any conditional bids shall not be considered and will be out rightly rejected in the very first instance.
19. All entries in the tender form should be legible and filled in clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the bidder may be attached. Amounts quoted in figure should be repeated in words and in case of any discrepancy, the amounts stated in words shall prevail.
20. All the bids will be opened in the office of the “Chief District Veterinary Officer, Cuttack” in presence of the bidders in person/their Representatives duly authorized (Annexure-IV).
21. The intending bidder found submitted tender bid more than one will be totally rejected.
22. Declaration for not have been blacklisted by State Govt./Central Govt./Public sector and no criminal case pending against the bidder/agency in Rs.10/- non-judicial stamp paper signed by the Notary to be submitted in Annexure-V.
23. The successful bidder will enter into an agreement with the CDVO, Cuttack
24. All disputes shall be under the jurisdiction of the court at Cuttack.


23/8/24

Chief District Veterinary Officer
Cuttack

ANNEXURE-III

APPLICATION & GENERAL BID INFORMATION FOR HIRING OF VEHICLES

(Copies of relevant self-attested documents must be attached)

Sl.no.	Particulars	Mention the required information	Copy attached (Yes/No)
1	Name of the Bidder		
2	Complete address (aadhar card/bank pass book/voter ID)		
3	GST number		
4	Bank account no. & IFSC code (1 st page of the Bank pass book)		
5	Registration no. of the vehicle		
6	Year of Manufacturer		
7	Make & Model		
8	Name & complete address of the owner		
9	Fitness Certificate validity		
10	Pollution Certificate validity		
11	Permit validity		

Handwritten signature

Sl.no.	Particulars	Mention the required information	Copy attached (Yes/No)
12	Insurance validity		
13	Name & address of the Driver		
14	DL no. & validity of the DL of the driver		
15	Proposed hire charge of the vehicle per month excluding fuel cost (both in figure & words)		
16	Rate of fuel consumption/ mileage per liter (in Kms/ltr)		
17	Contact no. of the Bidder	Mobile no. Telephone no.	
18	Contact no. of the driver		
19	Tender paper & processing fees of Rs.500/-	MR no. & date BD no. & date	
20	Bank draft particulars of Rs.5000/- (No & date and Bank name)		
21	Name of other Govt. Departments/ offices where similar services are provided by the bidder		

Certified that the information submitted above are true to the best of my knowledge and belief. Further, it is to certify that I have read and fully understood all the Terms and conditions and undertake to abide by them.

(Signature of bidder with seal)

Place:

Name:

Date:

Seal:

102

LETTER OF AUTHORIZATION FOR ATTENDING BID OPENING

(With reference to the Short Tender Call Notice No _____ date _____)

To

The Chief District Veterinary Officer
Cuttack

Subject: Authorization for attending bid opening on _____ (date) in the Short tender call notice for engagement of hired vehicle in the office of the Chief District Veterinary Officer, Cuttack on monthly rent basis

Sir,

The Following person is hereby authorized to attend the bid opening for the tender mentioned above on behalf of _____ (Bidder).

Sl. No	Name of the Person	Details of valid Identification Proof	Full Signature of the authorized person

Encl.- Copy of valid ID Proof of the authorized person

Date:

Signature

Place:

Name:

Seal:

102

DECLARATION

(in Rs.10/- non-judicial stamp paper signed by the Notary).

I, Sri/Smt.....s/o,w/o.....
Vill.....PO.....PS.....Dist.....

..... do hereby declare that myself or our farm/agency.....has
not been blacklisted /debarred by any of the State Govt./Central Govt./Public sector under
taking in the recent past.

I further certify that no criminal case is pending in any court of law against me or
against the farm/agency and have not been convicted of any offence in any court in India
during the recent past. I understand that, I am fully responsible for the contents of this
declaration and its truthfulness.

Date:

Signature

Place:

Name:

Seal:

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