

# OFFICE OF THE ZILLA PARISHAD, KHORDHA

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## Quotation Call Notice

No: 1421 Date: 29/03/2023

Sealed Tenders are invited from interested reputed Travel Agencies/Tour Operators or private individuals for providing 01 (One) no. of Innova/Scorpio/ Creta/ Mahindra Marazzo vehicle having sitting capacity not more than Five excluding driver, which shall confirm to the terms and conditions (Annexure-II) for official use of **Collector, Khordha** on monthly rent basis.

Type of Vehicles	Minimum Average Mileage	Maximum Hire Charges excluding taxes (Per Month)
Innova/Scorpio/Creta/ Mahindra Marazzo	10 Km per Ltr	Rs. 37,000/-

1. The vehicle must be in Road Worthy condition, shall not be more than three years old from the date of 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 applying of vehicle.
2. 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.
3. The Driver should be well behaved, gentle and obedient in nature.
4. A sum of Rs.5,000/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the Chief Development Officer-cum-Executive Officer, Zilla Parishad, Khordha and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
5. The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants).
6. The vehicle must achieve a fuel efficiency of 10Kms per litre.
7. 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/tender (Annexure-III).
8. The application form of quotation containing General bid information and Terms and conditions for hiring of vehicles etc. can be downloaded from Khordha District Website [www.khordha.nic.in](http://www.khordha.nic.in) from Dt. 29.3.2023 to Dt 5.4.2023.



9. The quotation completed in all respect should reach the undersigned on or before **5.4.2023** by **1:00 P.M** and shall be opened on the same day on **5.4.2023** at **Zilla Parishad, Khordha 3.00 P.M** in presence of the bidders or their authorized representatives.
10. The eligible bidder shall commence the services from the date of placement of the order and shall continue to provide the services up to one year and it may further be extended after fulfillment of certain conditions.

Chief Development Officer-cum-  
Executive Officer, Zilla Parishad, Khordha

*[Handwritten Signature]*  
29/3/23

CC to:

1. Dy. Collector, Nizarat, Collectorate, Khordha/All BDOs ,CDPOs & Tahasildar of Khordha District to affix the quotation call notice in their notice board .
2. The DIO, NIC, Khordha for information & he is requested to publish the same in district nic website.

**Annexure -II**

**TERMS & CONDITIONS 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 Certificates, Insurance Certificates, 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 vehicle or losses of life/injury made to any person or damaged 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 after deduction of income tax or any other tax applicable by law for monthly basis is 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 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 break down for reasons whatsoever the replacement of the vehicle of the same or better model shall be provided by the owner of the vehicle/ bidder.
5. In case of 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 26 days in a month.
7. In case of emergency, the driver will have to report for duty as per the requirement of the hirer. No extra payment shall be demanded.
8. Monthly hire charges and reimbursement 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 give one month notice and terminate the agreement.
11. In case of 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 the agreement.
12. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
13. All or any tenders (or bids) submitted can be rejected without assigning any reasons thereof. No claim, whatsoever, shall be admissible for the alleged loss/damage suffered by the bidders on account of such rejections.
14. The merit list will be prepared on the basis of the quotation received and final selection will be made by the tender committee.
15. The application form must be signed by the vehicle owner or bidder and properly sealed and also attached all relevant documents including drafts as per the terms & conditions.
16. The authority will not be responsible for any minor or major repair of the vehicle.
17. The owner of the vehicle should not be reluctant to send the vehicle to the rural areas of the district.

  
Chief Development Officer-cum-  
29/7/23  
Executive Officer, Zilla Parishad, Khordha

Annexure III

GENERAL INFORMATION FOR HIRING VEHICLES

- i. Registration No. Of the vehicle:-
- ii. Type of Vehicle (AC/Non AC) :-
- iii. Year of Manufacture :-
- iv. Model :-
- v. Date of Registration :-
- vi. Name & Complete address of the Owner Of the Vehicle:-
- vii. Fitness certificate validity:-
- viii. Permit validity:-
- ix. Insurance validity:-
- x. Proposed hire charge of the vehicle per month excluding fuel cost :-
- xi. Rate of fuel consumption/ mileage per litre:-
- xii. The Bid amount :-
- xiii. Contact Number of the Service Provider

(Tender / Quotationer):-

Mobile \_\_\_\_\_ Telephone \_\_\_\_\_

TENDER DOCUMENT FOR ENGAGEMENT OF VEHICLES FOR USE BY  
COLLECTOR, KHORDHA

Name of the District	Type of Vehicle & Reg No	Monthly Hire Charges	Fuel (Kms per liter)	Lubricants (Kms/Liter)

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

Seal & Signature of the

Quotationer /Tenderer