

01/06

DISTRICT INFORMATION & PUBLIC RELATIONS OFFICE, KHORDHA

ANNEXURE-I

No. 334 /IPR

QUOTATION CALL NOTICE FOR HIRING OF PRIVATE VEHICLE

Date. 18-09-2023

Sealed quotation/tenders are invited from interested reputed Travel Agencies/Tour Operators or Private individuals for providing 01(one) Non-AC/AC Diesel/Petrol driven vehicles having sitting capacity not more than four including Driver, which shall conform to the Term & conditions (Annexure-II) for official use in Office of the DI&PRO, Khordha on monthly rent basis as per Finance Department L.no.30464/06.09.2019 and L.no.29819/30.11.2022 of Finance Department Maximum Hire charges per month @ Rs.20,000/-and fuel excluding and minimum average mileage @ 17 kms per liter.

ANNEXURE-I

1.The vehicle must be Road worthy condition, shall not be more than 05 years old from the date of initial registration and must have valid Registration Certificate, Insurance Certificate, fitness. Certificate, Valid Contact Carriage Permit, Proof of up-to-date tax payment etc. are mandatory for playing of vehicle service provider shall have a valid OGST Regd.and to submit GST bill for payment.

2.The Driver of the vehicle must have valid Driving License for driving light transport passenger vehicle and should be sufficiently experienced in driving transport passenger vehicle. He should be physically fit, capable of driving long distance at all hours and not be more than 50 years of age.

3.The Driver should be well behaved, gentle, and obedient in nature.

4. 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 Information & Public Relations Officer, 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 charges (including GST) should be quoted separately in general bid information (excluding fuel and lubricants).

6.The vehicle must achieve a fuel efficiency of 17 kms per litter.

7.The details of the make and year of manufacturer of the vehicle, Registration no. mileage (Kms. covered per litter) and name of the Driver with Driving License No. and validity should specifically be provided in the general bid information to be furnished with the Quotation/Tender (Annexure- III)

8) At the time of engagement of the hired vehicle F.D.O.M 22924/F dt.14.08.2023 shall be taken into consideration.

9.The quotations/Tenders completed in all respect should reach the undersigned on or before 28.09.2023 by 10.00 AM and shall be opened in the office of the DI&PRO, Khordha on the same day at 12.30 A.N. in presence of the bidders or their authorized representatives.

10.In case the quotation/ tender cannot be opened on the specified date and time owing to exigency, the same shall be opened on the next working day at the same time.

11. The application form of quotation/tender containing General Bid information & term

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and conditions for hiring of vehicle etc. will be available with DI&PRO, Khordha on payment of Rs.100/ from dt.18.09.2023 to 28.09.2023 or can be downloaded from the website [www.khordha.nic.in](http://www.khordha.nic.in) from dt. 18.09.2023 to 28.09.2023 in case the application from is downloaded from Govt.website, the applicant shall furnish a Demand Draft for an amount of Rs.100/- (Rupees one hundred) only towards the cost of application along the application.

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18-9-2023  
District Information & Public  
Relations Officer, Khordha.

Memo No. 335 /I&PR

Date 18-09-2023 /

Copy submitted to Collector & District Magistrate, Khordha for favour of kind information.

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18-9-2023  
District Information & Public  
Relations Officer, Khordha.

Memo No. 336 /I&PR

Date 18-09-2023 .

Copy to the Notice Board of Collector & District Magistrate, Khordha/ CDO-cum-E.O., Zilla Parishad, Khordha/Sub-Collector, Khordha/BDOs/Tehsildars/A.R.T.O., Khordha/DCO, Khordha/DTO, Khordha. They are requested to display the quotation notice in their Office Notice Board for wide publication.

Copy to NIC, Khordha to upload the above quotation call notice in the district website i.e. [www.khordha.nic.in](http://www.khordha.nic.in) for wide publication.

Copy to the Notice Board of Taxi Stand Association, Khordha for wide publication.

Copy to Under Secretary to Govt.I&PR Deptt. (Vehicle Section), Odisha, Bhubaneswar/Deputy Director, I&PR(CD), Cuttack for information and necessary action.

Copy to Officer of tender committee to remain present on 28.09.2023 at 12.30 AN in the chamber of DI&PRO,Khordha for opening of tender.

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18-9-2023  
District Information & Public  
Relations Officer, Khordha.

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## Annexure-A

### Terms & Conditions

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, Pollution 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.
2. 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.
3. The hire charges to be paid for monthly basis is final but does not include cost of fuel, which is to be paid separately basing on actual consumption and 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.
4. It shall be the responsibility of the bidder to provide a good driver and the remuneration of the driver shall be borne by the owner.
5. 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.
6. In case of the vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
7. The vehicles shall report for duty for minimum of 25 days in a month.
8. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be demanded.
9. Monthly hire charges and reimbursements towards cost of fuel (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.

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10. 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.

11. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.

12. 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 termination of agreement.

13. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.

Seal & Signature of  
Quotation/Tender Calling Authority

Designation

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**Annexure-B**

**General Information**

Sl No	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	OGST Number	
4	GeM Registration Number	
5	Bank Account No and IFSC Code	
6	Registration No. of Vehicle	
7	Year of Manufacture	
8	Make & Model	
9	Date of registration	
10	Name & complete address of the owner of vehicle	
11	Fitness Certificate validity	
12	Pollution Certificate validity	
13	Permit validity	
14	Insurance validity	
15	Name / Address of the Driver	
16	D.L. No. & Validity of the D.L. of the Driver	
17	Proposed hire Charge of the vehicle per month excluding fuel cost	
18	Rate of fuel consumption / Mileage per litre	
19	Contact Number of the Service provider (Tenderer/Quotationer)	
20	Contact number of Driver	

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

Seal & Signature of  
Quotationer / Tenderer