



**OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, KENDRAPARA
(WELFARE SECTION)**

Email: -dwo-kendrapara@gov.in/dwo.kendrapara@yahoo.co.in

Letter No 1910 / Welfare / Date. 30/12/20

File No - VIR - 263/2020

Quotation/ Tender Call Notice

Sealed quotation / Tenders are invited from reputed Travel Agencies/ Tour Operators/ Private Individuals for providing one No of Tiago/ Bolt/ Celerio (Petrol), which shall confirm to the terms & condition (Annexure-II) for official use in the District Welfare Office, Kendrapara on Monthly rent Basis:

1. The vehicle must be in Road Worthy condition, shall not be more than 3 years old from the date of initial registration & 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 plying of Vehicle.
2. The Driver of the vehicle must have valid Driving License for Driving light transport passenger vehicle & should be sufficiently experienced in Driving transport passenger vehicle .
3. The Driver should be well behave, gentle & obedient in nature.
4. A sum of Rs 5000/- shall be deposited by the intending bidders in shape of Account payee Bank Draft in favour of the District Welfare Officer, Kendrapara & 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 is to be quoted separately in the general bid information (excluding fuel & lubricants).
6. The vehicle must achieve a fuel efficiency of 17 Kms. per litre.
7. The details of the make & the year of Manufacture of the Vehicle, Registration No. Mileage (KMs, Covered per litre) & name of the Driver with Driving License No. & Period of Validity should be specifically provided in the general bid information to be furnished with Quotation/Tender (Annexure-III)
8. The quotation completed in all respect should reach the undersigned on or before **15.01.2021 by 1 PM** and shall be opened on **15.01.2021 at 3 PM** in the presence of the Bidders or their authorized representatives.
9. The prescribed application form of Quotation/Tender containing General Bid Information & Terms & Condition for hiring of Vehicles etc. is available with Office of District Welfare Officer, Kendrapara which can be obtained on payment of Rs 100/- from **30.12.2020 to 13.01.2021 by 5 PM**. In case the application form is downloaded from the District Website www.kendrapara.nic.in the applicants shall furnish towards a Demand Draft for an amount of Rs 100/- (Rupees One Hundred) only towards the Cost of Application along with the application.

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30/12/2020
District Welfare Officer,
Kendrapara.

Memo No.....1911...../SSD, Dt.....30/12/20.....//

Copy to Office Notice Board for circulation.
Copy to Notice Board of all District Level Officers for wide Circulation.
Copy to DIO, NIC, with request to upload the above Notice in the website <http://kendrapara.nic.in> for wide circulation.

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30/12/2020
District Welfare Officer,
Kendrapara.

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 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 is final but does not include cost of fuel, 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, Lubrication 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 a 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 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 service are found to be unsatisfactory, the client shall give 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 termination of agreement.
12. If the bidder violates any of the terms & contract, Government shall forfeit the entire amount of security deposit.

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30/12/2020
District Welfare Officer,
Kendrapara.

GENERAL INFORMATION FOR HIRING VEHICLES

- 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 Service provider (Tenderer/ Quotationer)
Mobile.....Telephone.....

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

**Seal & Signature of the,
Quotationer/Tenderer.**