

**DISTRICT PLANNING & MONITORING UNIT, SUBARNAPUR
(STATISTICAL WING)**

Tender Call Notice for hiring of vehicle

No. 853

Date. 02/12/2020

Sealed quotations/tenders are hereby invited from interested reputed Travel Agencies/ Tour Operators or Private Individuals for providing 1 (one) number of Tiago/ Bolt/ Celerio (Preferable to hire BS-IV compliant Petrol vehicles) including driver, which shall conform to the Terms and conditions (Annexure-II) laid down by Govt. in Finance Deptt. Memorandum No.30464/F,FIN-COD-MV-001-2017,dated.06.09.2019 for official use in the **DISTRICT PLANNING & MONITORING UNIT, SUBARNAPUR** on monthly rent basis.

1. The vehicle must be in Road worthy condition and shall not be more than 3 years old from the date of initial registration and up to end of financial year i.e. on 31.03.2020 and must have valid Registration certificate, Insurance coverage Certificate for the period of engagement of the vehicle, Fitness Certificate, valid Contract carriage road permit, up to date tax payment certificate of the vehicle, pollution certificate etc. which are mandatory for plying 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. 5000/- shall be deposited by the intending bidders in shape of Account payee Bank Draft drawn in favour of the **Deputy Director, Planning & Statistics, Subarnapur** payable at subarnapur and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to the unsuccessful bidders.
5. The monthly rate of hire charge must be quoted separately in the general bid information(excluding fuel and lubricants).
6. The vehicle must achieve a fuel efficiency of 17 Kms. Per litre . The fuel efficiency to be mentioned in the bid should be supported with certificate from competent authority.
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 Quotation completed in all respect should reach to the undersigned on or before **21.12.2020 by 5.30 P.M** and shall be opened on **22.12.2020 at 11.30 A.M** in the presence of the bidders or their authorised representatives. The quotations should be submitted through **Regd. Post. Only.**
9. The intending bidder shall file upto-date Sale Tax/Income Tax clearance certificate along with the quotation for verification of bid and shall produce the original up-to-date Tax clearance certificate for verification and for consideration of his bid , otherwise the quotation shall be deemed to have been rejected.

10. The application form of quotation/ tender containing General Bid information & Terms and conditions for Hiring of vehicles etc. shall be available with the office of the Deputy Director, Planning & Statistics, Subarnapur on payment of Rs. 100/- from 03.12.2020 to Dated.21.12.2020 or can be downloaded from Subarnapur District Website www.Subarnapur.nic.in from 03.12.2020 to Dated.21.12.2020. In case the application is downloaded from the District website, the applicant shall have to furnish a Demand Draft for an amount of Rs. 100/- (Rupees one hundred) only towards the cost of application. The D.D must be attached with the application.
11. The eligible bidder shall commence the services immediately soon after issue of engagement order for the vehicle and shall continue to provide services up to one year of agreement or till the end of the financial year whichever is earlier.
12. The undersigned reserves the right to reject/cancel any /all tender/tenders without assigning any reasons thereof.


Deputy Director 21/12/20
Planning & Statistics,
Subarnapur

Memo No. 854 /Date. 02/12/2020

Copy to the Notice Board of District Planning & Monitoring Unit, Subarnapur/Collectorate, Subarnapur to affix the tender call notice in their notice board and copy to the District Informatic Officer(DIO),NIC,Subarnapur for information & necessary action. He is requested to web hoist the tender call notice in the District website.


Deputy Director 21/12/20
Planning & Statistics,
Subarnapur


Memo No. 855 /Date. 02/12/2020

Copy submitted to the Director, Economics & Statistics, Odisha, Bhubaneswar for information & necessary action.


Deputy Director 21/12/20
Planning & Statistics,
Subarnapur

Memo No. 856 /Date. 02/12/2020

Copy to the Junior MVI,RTO office, Subarnapur/ APD(Finance),DRDA, Subarnapur/Assistant Director(Stat.),DPMU,Subarnapur/ Section Officer,DPMU, Subarnapur for information & necessary action. They are requested to attend the meeting on scheduled date & time i.e. 22.12.2020 at 11.30 AM in the office chamber of Dy. Director (P&S),DPMU,Subarnapur as per order of tender opening for hiring of vehicle for office use .


Deputy Director 21/12/20
Planning & Statistics,
Subarnapur

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 hire vehicle, during period of contract, shall have all necessary valid MV document 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 vehicle or loss of life/injury made to any person or damages to any property on account 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 petrol, which is to be paid separately basing on actual consumption & 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, Batteries 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 brake down 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 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 15 days of the submission of bill by the service provider and no advance payments will be made.
9. The vehicle shall not be more than 3 yrs 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 the service provider intends to withdraw the service of his vehicle and terminate the agreement, it shall be mandatory upon him to grand one month notice before such withdrawal of service and termination of agreement.
12. GST registration and GeM registration are compulsory for any service provider to provide hired vehicles to Government Offices through GeM or through open bidding.
13. 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

Annexure-III

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 charges of the vehicle per month excluding fuel cost :-
- 13) Rate of fuel consumption / Mileage per litre :-
- 14) GST No. & GeM registration No. of the Service Provider :-

- 15) PAN No. of the Service Provider :-
- 16) 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