



**DISTRICT OFFICE : SUBARNAPUR
(SOCIAL WELFARE SECTION)**



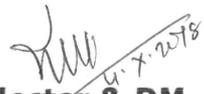
Letter No. 1565 / ~~Mission Shakti~~

Date : 04 / 10 / 2018.

Vehicle Tender Call Notice

Sealed quotations in the prescribed format are invited from the intending Supplier/ Manufacturer for supply of "Hired Vehicle on Monthly Basis under ICDS" at District office to the O/O DSWO, Subarnapur. The quotations shall be received by the DSWO, Subarnapur till **5.00 PM of 29th October, 2018** and will be opened on **Dt.30/10/2018 at 3.00 PM**. The tenderer or his/her authorized representative may attend during the time of opening of Tender. The details of Tender papers along with the terms and conditions, earnest money deposit etc. can be downloaded from the website <http://www.subarnapur.nic.in> and the Demand Draft of Rs.100/- payable at Sonepur in favour of "District Social Welfare Officer, Subarnapur" must be enclosed with the tender papers, the cost of which is not refundable. The quotation completed in all respect may be sent in sealed cover super scribing "**Hired Vehicle on Monthly Basis under ICDS**" to The DSWO, Collectorate, Subarnapur – 767 017. by Registered/Speed Post only so as to reach the office before the date & time fixed. The tender received beyond the date and time mentioned above shall not be taken into consideration under any circumstances.

The undersigned reserves the right to cancel by modify fully or partially the invitation for bid or to reject one or more of the bids or cancel the entire tender process without assigning any reason thereof.


**Collector & DM,
Subarnapur**

**DISTRICT OFFICE : SOCIAL WELFARE SECTION
O/O-DSWO, Collectorate, Subarnapur, Odisha – 767 017.
Email : dpmusub@gmail.com & dswosonepur@nic.in.**



**DISTRICT OFFICE : SUBARNAPUR
(SOCIAL WELFARE SECTION)**



Letter No. Mission Shakti Date : / / 2018.

Memo No. 1566/MS Dt. 04/10/2018

Copy to the Notice Board of DSWO, Subarnapur and Collectorate, Subarnapur.


Collector & DM,
Subarnapur

Memo No. 1567/MS Dt. 04/10/2018

Copy to P.D. DRDA, Subarnapur/ Sub-Collector, Sonapur & Birmaharajpur/ All BDOs/ All CDPOs of Subarnapur district for information and wide publicity in their Notice Board.


Collector & DM,
Subarnapur

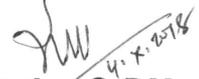
Memo No. 1568/MS Dt. 04/10/2018

Copy to District Informatics Officer, NIC, Subarnapur for information and necessary action. He is requested to upload the Tender call notice in the district website.


Collector & DM,
Subarnapur

Memo No. 1569/MS Dt. 04/10/2018

Copy to the Advertising Manager DHARITRI for information with a request to publicity the Tender call Notice in Odia Daily Newspaper (all Odisha addition) for one day. The cost of the advertisement is not to be exceeded of Rs.3000/- and submit the advertisement bill to DSWO, Subarnapur for payment.


Collector & DM,
Subarnapur

DISTRICT OFFICE : SOCIAL WELFARE SECTION
O/O-DSWO, Collectorate, Subarnapur, Odisha – 767 017.
Email : dpmusub@gmail.com & dswosonepur@nic.in.

BIDDING FORMAT OF HIRED VEHICLE FOR OFFICE OF THE DSWO, SUBARNAPUR.

Name of the Vehicle Owner / Agency / Firm :

PAN card No.

Address with Contact No. :-

EMD Details.

DD No.& Date :

Sl No.	Type of Vehicle	Vehicle registration No. & Date	Fitness Valid Till (Mention date)	Road Tax paid Till (Mention date)	Insurance Valid Till (Mention date)	Monthly Hire Charges in INR	Fuel in Kms per Litre (Diesel)	Remarks
1	Bolero & Scorpio etc							
2	Indica & Indigo etc							

N.B : 1. The above charges should be inclusive of all Taxes

2. The copy of Vehicle documents like RC book, Road Permit, Fitness, Road Tax, Insurance, DL copy of Driver etc. should be enclosed.

3. The Identity, Address Proof & PAN Card copy should be enclosed.

4. All Documents should self attasted by the Bidder.

5. Demand Draft of Rs.100/- & Rs.5000/- in favour of District Social Welfare Officer, Subarnapur payable at Sonepur should be enclosed in original.

6. Minimum Mileage in Kms per litre (17 Kms for Indica, Indigo etc and 10Kms for Bolero, Scorpio etc.)

OFFICE OF THE DISTRICT SOCIAL WELFARE OFFICER, SUBARNAPUR.

GENERAL TERMS AND CONDITIONS OF CONTRACT

1. SCOPE OF WORK & GENERAL CRITERIA

- a) Providing, maintaining and operating the vehicles mentioned in the contract in perfectly good running conditions.
- b) The vehicles provided should not be more than **three years old** from the date of its manufacture. **Newer vehicles** may be given preference.
- c) The firm shall supply vehicles on requisition from the competent Authority of O/O the DSWO, Subarnapur.
- d) The firm should be able to provide alternative vehicles at the time of any problem to the engaged vehicle till solution of the problem on the same quoted price.
- e) The vehicle/vehicles to be engaged shall be required for touring by Staffs working under the administrative control of DSWO, Subarnapur,
- f) The vehicle should have taxi permit and comprehensively insured at the cost of the bidder.
- g) The driver should always carry a mobile telephone, (at the cost of the bidder), valid license, R.C. Book, taxi permit and insurance policy.
- h) The bidder should cater to all norms fixed by Odisha Road Transport Authority for running of the vehicle.
- i) In case of accident, resulting in loss or damage to property or life, the sole responsibility of legal or financial implication should rest with the bidder, DSWO shall have no liability what so ever in this regard.
- j) The bidder shall be liable to Pay all fines, penalties etc. arising out of or concerning the use of vehicle/vehicles during the hiring period.
- k) The bidder shall be liable for any legal dispute/ cases/ claims that have arisen/ may arise during the period of the contract in respect of the vehicles provided by him/her.
- l) The bidder shall be responsible for compliance of all laws/ rules/ regulations and govt. instruction that are/ will be applicable to protect interests of employees engaged by him/ her and shall ensure payment of all statutory dues/ liabilities as may have arisen during past or may arise during the course of performance of the contract.
- m) The bidder must comply with Odisha Motor vehicle Act contract, labour Act and anyother relevant act in relation to the contract.
- n) **In case the bidder is not able to supply the specified vehicle/ driver on a particular day, alternate vehicle/ driver (as per original conditions of contact) shall be made available, otherwise the differential cost of hiring of another vehicle shall be deducted from his bills.**
- o) The bidder must furnish the detail information in respect of the vehicle proposed to be engaged.

p) Beyond normal working hours and in case of exigencies, the driver must report to duty within one hour of being informed over phone. Non compliances to the above shall be regarded as bad performance.

2. Price:-

a) The price quoted by the firm should be inclusive of all taxes and cess and shall remain firm during the terms of contract. The rate of mileage and consumption of lubricants shall also remain firm during the terms of the contract. The hire charges shall be inclusive of salary of driver, cost of maintenance of the vehicle, cost of registration, permit, and insurance.

b) The journey less than 200 KM run in a day (within 12 hours) will be treated Local. For outstation journey i.e. for more than 200km run in a day, the hire charges will be paid on KM basis.

3. PAYMENT -

a) The payment for the vehicles provided on **Monthly charges** are payable once in a month in shape of E-transfer mode. The vehicle provider is required to submit the bills in duplicate to the Officer-in-charge i.e. District Social Welfare Officer, Subarnapur within seven days of the next month, which shall include - Duty slips serially numbered with legible writing on it to ascertain the distance covered and the name of the Officer using the vehicle along with the Monthly Statement and certified copies of the Log Book extract and all other documents if any in support of claims made in the bills.

b) The Toll Gate charges and Airport parking charges (as the case may be) will be paid by the vehicle provider and DSWO, Subarnapur shall reimburse the amount so paid on submission of original receipt of payments along with the bills.

4. PERIOD OF CONTRACT

The period of contract shall be for **one year** from the date of agreement, subject to satisfactory performance of the vehicle. On successful completion of the contract, if the company so desires, the same may be extended for further period on mutual consent.

5. RIGHT OF ACCEPTANCE OR REJECTION OF QUOTATIONERS:

5.1 The authority reserves the right to accept or reject any or all quotationer (either wholly or partly) without assigning any reason thereof. The authority can terminate the contract, at any time during the period of contract by giving 30 days notice to the other party of its intention to do so. In the event of any such termination of the contract the owner/agent shall only be entitled to the entire amount for services actually provided under the contract till the termination of the contract subject to deductions, if any, under the terms of contract. No other claims can be allowed for consideration.

5.2 In case of failure by the owner/agent to fulfill his contractual obligation or /and unsatisfactory services of the driver /vehicle, the officer-in-charge reserves the right to revoke the contract and the security deposit shall be forfeited in addition to any additional liability on the agent/owner towards risk & cost.

6. COMPENSATION AND PENALTY –

- 6.1 For the vehicles to be provided on monthly hire basis the vehicles shall remain in service for a minimum of 12 Hrs. duty. In case of non-reporting of the vehicles, the Agent shall provide replacement of an equally equivalent good vehicle immediately, failing which, the authority will treat the vehicle not on job for the aforesaid period and will deduct from **its bill/security deposit at the rate of Rs.500/- per day for absent period** without prejudice to any other rights under the contract including termination and consequences. Such cases shall be considered as poor performance of the contract.
- 6.2 In case of hijacking or accident, the absence from duty shall be to the owner's/agent's account and failure to provide suitable alternate vehicle under the same terms and conditions, penalty and recovery shall be made as per clause 6.1
- 6.3 In case of any damage caused by the vehicle or to the vehicle and the people including those in the vehicle shall be to the travel agent/owner's account.
- 6.4 For the vehicles to be provided on as and when required basis, if the Agent fails to provide the vehicle as specified in the agreement / order the authority reserves the right to get the vehicle through other Agents at the risk and cost of the Agent besides levying a penalty of Rs.50/- to Rs.100/- for the delay of every 30 minutes or part thereof and without prejudice to the liability for termination, forfeiture deposit and other consequences.

7. SECURITY DEPOSIT:

Successful bidders will be required to deposit of **Rs.5000/- (Rupees Five Thousand) only** towards security deposit for each bidder. The security deposit will not carry any interest and will be refunded only after satisfactory execution of the contract and after adjustment of any dues. The security deposit shall be deposited with the DSWO, Subarnapur.

8. MAINTENANCE OF DUTY SLIP

- a) The duty slip should maintained by the agent to record the details of use of vehicle which is to be counter signed by the officer using the vehicle/ authorized officer regularly for observation and checking.
- b)The Agent shall further submit relevant duty slip duly signed by the driver in duplicate on that day for verification for pass and payment.
- c)Duty slip on completion shall be submitted to the Officer-in-Charge for record. The Agent can have a duplicate copy for his record, if he desires.

9. PROVISIONS REGARDING RECORDING OF LOGBOOK:

- a) All transactions for the vehicles are to be maintained in the log book prescribed by office of the DSWO, Subarnapur,
- b) The care of log book is the sole responsibility of the Agent/owner/driver. The transactions recorded in the log books are to be countersigned by the concerned officer using the vehicle.

10. JURISDICTION OF COURT:

The contract shall be governed by the laws of India and subject to the exclusive jurisdiction of courts in Subarnapur only.

11. OTHER TERMS AND CONDITIONS -

- a) The Agent should not refuse to send the vehicle to any place as directed by the Officer-in-charge or his representative.
- b) For vehicles provided on daily hire charges basis, the vehicles are required to be in service for a minimum of 12 hours daily including Sundays and Holidays if required and shall operate as per time schedule and instruction of Officer-in-Charge or his authorized representative. **If it is less than 5 hours payment shall be made 50% of the charges per day.**
- c) The vehicle shall be kept in good running condition at all times by the Agent. Procurement of fuel, lubricants, spare parts etc. will be arranged by the Agent at his own cost. The maintenance & repair, check-up, servicing & over hauling of hired vehicles and payment of wage to Driver etc. will be the Agent's responsibilities and no claim whatsoever on this will be entertained.
- d) The vehicle must have all valid documents like R.C. Books, Insurance Certificate, Taxi permit, Commercial registration etc. in up-dated conditions for inspection of the CDMO officials at any time.
- e) Agent shall comply with all relevant rules and regulations of Motor Vehicle Act applicable at present and may be enforced from time to time. Drivers driving the vehicles must have valid professional driving license /badges as provided in the M.V. Act. Normal maintenance kit, First Aid Box etc shall be always made available with the vehicle by the Agent.
- f) All taxes and insurance presently in force or to be levied in future during the contract period in respect of the vehicles shall have to be entirely borne by the Agent.
- g) During the contract period, if the vehicle is seized or requisitioned by Government authorities for no compliance or relevant act/statutory requirement etc. or for any reason what so ever, penalty / compensation will be payable by the Agent to the DSWO, Subarnapur besides the liability to provide for alternative vehicles without any loss of time.
- h) In case of public strike, the authority shall not be liable to make any payment towards retention charges for the period of absence nor will be liable for any other claim.
- i) The authority is at liberty to reject the vehicles found defective during duty time in which case the Agent will be liable for all consequences.

Febapal
4.10.18
District Social Welfare Officer
Subarnapur.