



**DISTRICT LEGAL SERVICES AUTHORITY,  
SUBARNAPUR  
DISTRICT COURT COMPLEX, SONEPUR  
E-mail: [dlsasonapur@rediffmail.com](mailto:dlsasonapur@rediffmail.com)**



No. 1335 / Dated 23.08.2024

Annexure-I

Quotation/ Tender Call Notice

Sealed Quotation/ Tenders are invited from interested reputed service Provider Travel Agencies/ Tour Operators/ Private Individuals having GST registration for providing 1 (one) No. of AC vehicle (Petrol) like **Tiagó/ Bolt/ Celerio(Petrol)/ etc.** or équivalent model and segment having same mileage and sitting capacity of 5 (five) including Driver which shall confirm to the terms & conditions prescribed in **Annexure-A** for official use in District Legal Services Authority, Subarnapur on monthly rent basis.

1. The Service Provider shall have a valid OGST registration to Participate in the bidding tendering process.
2. The Service Provider, participating in the bidding process under the jurisdiction of Municipal Corporations, shall be registered on GeM platform.
3. 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 a valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution Certificate, Valid Contract Carriage Permit, Proof of up to date tax payment etc., mandatory for plying of vehicle.
4. 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.
5. The Driver should be well behaved, gentle and obedient in nature.
6. A sum of Rs.10.000/- (Rupees ten thousand) only shall be deposited by intending bidders in shape of Account Payee Bank Draft drawn in favour of the Secretary, District Legal Services Authority, Sonapur and submit along with the tender as Security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.

7. The monthly rate of hire charges be quoted separately in general bid information (excluding fuel and lubricants), which should not exceed Rs.20,000/- (Rupees twenty thousand) only. the rate fixed by the Finance Department, Govt. Of Odisha vide memorandum No.22924/ F dated 14.08.2023.
8. The Vehicle must achieve a fuel efficiency of minimum average 17 K.M. per litre as per FDOM No.22924/F, dtd. 14.08.2023.
9. The details of the make and year of the manufacture of the vehicle, registration number, mileage (KM covered per liter) and name of the Driver, Driving License No. and Period of validity should be specifically provided in general bid information to be furnished with the quotation/ Tender (Annexure-B).
10. The quotation completed in all respect should reach the undersigned vide address District Legal Services Authority, Subarnapur, New Civil Court Building Complex, Dist. Subarnapur, Pin-767017 through registered Post/ Speed Post/ by drop box of District Legal Services Authority, Subarnapur on or before 30.08.2024 by 4.00 P.M. and shall be opened on the same day at 05.00 P.M. in the presence of bidders of their respective authorized representatives by the selection committee. The bidders/ quotationers should mention "Quotations for Hiring of Vehicle" above the sealed envelope.
11. The applicant shall submit self attested copies of vehicle commercial registration certificate, driving license of driver, insurance bond, up-to date tax payment receipts, certificate of fitness, pollution certificate, first page of bank pass book & bank draft of tender security of the vehicle owner along with the application form.
12. The application Form of quotation/ tender containing General Bid Information & Terms & Conditions for hiring of vehicles etc. will be available with the office of the District Legal Services Authority, Subarnapur on payment of a Non-refundable Demand Draft of Rs.1000/- (Rupees one thousand) only in favour of the Secretary, District Legal Services Authority, Sonepur from 11 A.M. to 4 P.M. on every working day from dtd. 24.08.2024 to 30.08.2024 towards tender paper cost or can be downloaded from Odisha Govt. Website of Subarnapur District <https://Subarnapur.odisha.gov.in> from dtd. 24.08.2024 to 30.08.2024 up to 01.00 P.M. In case the Application Form is downloaded from Odisha Govt. websites, the applicant shall have to furnish a Non-refundable Demand Draft in favour of the Secretary, District Legal Services Authority, Subarnapur for an amount of

Rs.1000/- (Rupees one thousand) only towards the cost of Application along with the Application Form.

13. Overwriting/ corrections in the bid documents are not permitted and any such overwriting in such documents will lead to its rejection.
14. Participation in this bid will imply that the bidder has accepted all the terms and conditions and subsequent modifications, if any, of this bid document.
15. The undersigned shall not be held responsible for non-receipt/ late receipt of the tender/ quotation documents sent by post beyond the stipulated date and time. Tender/ quotation received after scheduled date and time or incomplete Tender/ quotation shall not be accepted.
16. The Authority reserves all the right to reject any or all quotation without assigning any reason thereof.

**Assistance to Bidders:-** Any queries relating to the Tender document and the terms and conditions contained therein should be addressed to **Office of the Secretary, DLSA, Subarnapur**, ADR Building, Inside District Court Complex, Sonapur, PIN-767017 or through e-Mail: [dlsasonapur@rediffmail.com](mailto:dlsasonapur@rediffmail.com) .

Sd/-  
SECRETARY, DLSA  
Subarnapur.

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 vehicle, during the 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 District Legal Services Authority, Subarnapur shall not be responsible for any damage/ loss caused to hired vehicle 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 service agency shall be responsible for all such litigations.
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 Govt. 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/ Service provider.
4. It shall be the responsibility of the bidder/ Service Provider 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/ Service Provider.
6. In case the vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
7. The vehicle shall report for duty for minimum 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.

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. The vehicle cannot be put to any private/ commercial use beyond the duty hour or on holidays. Unauthorized use of the vehicle by the driver/ services provider/ owner will lead to unilateral termination of the contract with immediate effect.
12. The vehicle log book shall be maintained by the driver daily with attestation of by the concerned officer.
13. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
14. 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.
15. If the bidder violates any of the terms of the contract, the District Legal Services Authority, Subarnapur shall forfeit the entire amount of security deposit.

Seal & Signature of  
Quotationer/ Tenderer.

## ANNEXURE-B

## GENERAL INFORMATION FOR HIRING OF VEHICLE

Sl. No.	Particulars	General Information required.
01	Name of the Service Provider	
02	Complete Address	
03	OGST Number	
04	Gem Registration Number	
05	Name of the Bank, Bank Account No. and IFSC Code.	
06	Registration No. of Vehicle	
07	Year of Manufacture	
08	Make and Model	
09	Date of Registration	
10	Name and 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	

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

Seal & Signature of  
Quotationer/ Tenderer.

Sd/-  
Regional  
Transportation Officer,  
Subarnapur  
(Member)

Sd/-  
Secretary, Dist. Legal  
Services Authority,  
Subarnapur  
(Member)

Sd/-  
Chief Judicial  
Magistrate, Sonepur  
(Member)

Sd/-  
Addl. Dist. Judge  
Sonepur.  
(Chairman)