

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

OFFICE ORDER No. 751 / Dated 14.11.2024 /

Quotation Call Notice for hiring of Vehicle

Sealed quotations are invited from interested reputed Travel Agencies/ Tour operators or private individual for providing 1 (one) **Tuv300/Bolero/Sumo Gold/Ertiga** including driver which shall confirm to the 'Terms and conditions' (Annexure-II) laid down by Govt. of Odisha Finance Department, Memorandum No.30464/F, dtd.06.09.2019 & 22924/F dated 14.08.2023 for official use in District Planning & Monitoring Unit, (Statistical Wing) Subarnapur on monthly rent basis.

Terms & conditions

1. The vehicle must be in Road worthy condition, shall not be more than 3 years old from the date of initial registration and 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 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, DPMU, Subarnapur 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 charge be quoted separately in the general bid information (excluding fuel and lubricants).
6. The vehicle must achieve a minimum fuel efficiency of 10 KMs per liter.
7. The detail of make and year of manufacture of the vehicle, registration no. mileage (Kms covered per liter) and name of the driver with driving license No. & period of validity should be specifically provided in the general bid information to be furnished with the quotation (Annexure-III).
8. The quotation completed in all respect covering the norms from Sl. No. 1 to 7 should reach the undersigned on or before **29.11.2024 by 5P.M.** and shall be opened on **30.11.2024 at 11 A.M.**
9. The intending Travel Agencies/Private owners have to apply in the specified application form of Quotation containing general bid information & Terms and Condition for hiring of vehicle etc. which will be available in the office establishment of the undersigned on payment of Rs. 100/- in cash from **14.11.2024 to 29.11.24 during Office hour (11AM to 5PM)**, or can be downloaded from the Subarnapur District website www.Subarnapur.nic.in from **14.11.2024 to 29.11.24**. 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 DD must be attached with the application.
10. The eligible bidder shall commence the service immediately soon after issue of engagement order for the vehicle and shall continue to provide service up to two year of agreement or till the end of the financial year whichever is earlier.
11. The undersigned reserves the right to reject/Cancel any/all tender/tenders without assigning any reasons thereof.


I/C Deputy Director (P&S)
DPMU, Subarnapur

Memo No. 752(4) /Dated 14/11/24 /

Copy to office notice board of Planning wing and Statistical Wing / notice board of Collectorate, Subarnapur/ District Treasury, Subarnapur for information and necessary action.


I/C Deputy Director (P&S)
DPMU, Subarnapur

Memo No. 753 /Dated 14/11/24 /

Copy to the District Information Officer (DIO), NIC Subarnapur for information and necessary action. He is requested to web hoist the tender call notice in the District website.


I/C Deputy Director (P&S)
DPMU, Subarnapur

Memo No. 754 /Dated 14/11/24 /

Copy submitted to the Director, Economics & Statistics, Odisha, Bhubaneswar for favour of kind information.


I/C Deputy Director (P&S)
DPMU, Subarnapur

Memo No. 755(3) /Dated 14/11/24 /

Copy to the Regional Transport Officer, Subarnapur/ Additional Treasury Officer, Subarnapur/ Assistant Director, (Statistics), Subarnapur for information and necessary action. They are requested to attend the meeting on scheduled date & time **i.e.30.11.2024 at 11.00AM** in the office chamber of Dy. Director (P&S), DPMU Subarnapur as per order of tender opening for hiring of vehicle for office use.


I/C Deputy Director (P&S)
DPMU, Subarnapur

Annexure-II

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 fuel, 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 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 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 ..
13. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
14. Cover of the Tender paper must be properly inscribed as "Tender paper for Vehicle engagement" and same shall be received through Regd. post/speed post only.


Signature of
Deputy Director (P&S)
DPMU, Subarnapur

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) Contact Number of the service provider (Tenderer/ Quotation)
- 15) GST No. & Gem registration No. of the Service Provider: -
- 16) PAN No. of the Service Provider: -

Mobile..... Telephone.....

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

Seal & Signature of the
Quotationer/ Tenderer