



OFFICE OF THE DISTRICT MAGISTRATE & COLLECTOR, SAMBALPUR

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File No. IV-16/2022

Letter No. 749 / LA.

Dated : 03.10.2023

Quotation Call Notice

Sealed quotations/tenders are invited by the undersigned from the reputed Travel Agencies/Tour Operators/Private Individuals having GST registration for providing one AC Diesel/Petrol driven vehicle (BOLERO) / Ertiga including Driver, which shall conform to the Terms and conditions for official use in the O/o the Collector & District Magistrate, Sambalpur on monthly rent basis.

- 1- The vehicle must be road worthy condition, shall not be more than three years old from the date of initial registration and must have valid Registration Certificate, Insurance 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 vehicle.
- 3- The driver should be well behaved, gentle and obedient in nature.
- 4- The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants). Also daily hire charges may be quoted. Taxes, if any, may also be indicated clearly. Monthly hire charges should not exceed Rs.31,000/-
- 5- The vehicles must achieve a fuel efficiency of 10 kms per liter.
- 6- The details of the make and year of manufacture of the vehicle, Registration No., mileage 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 Tender.
- 7- The vehicle will be stationed inside the office campus all the day (Both day & night), so that the same can be utilized as and when required by the Authority.
- 8- The mobile number of the driver so engaged by the successful bidder should be available and open all times, so that, he can be informed during emergency time as and when required by the authority.

- 9- In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
- 10-The application form of Quotation/ Tender containing General Bid Information & Terms and Conditions for Hiring of Vehicles etc. will be available at District website www.sambalur.nic.in.
- 11-Individual Owner, Owner-cum-Driver can participate in the tender process.
- 12-The Quotation completed in all respect should reach the undersigned on or before. **19.10.2023 by 11.00 A.M.** and shall be opened on the same day at **4.00 P.M.** in presence of the bidders or their authorized representatives.
- 13-The authority reserves the right to cancel / postponed the whole process at any stage without assigning any reason thereof.



Collector & District Magistrate,
Sambalpur

TERMS AND CONDITIONS FOR HIRING OF VEHICLE

The following terms and conditions must be fulfilled by the successful bidder for providing vehicles on hire on monthly rent basis.

1. The hired vehicle, during period of contract/ hiring, shall have all necessary valid M.V. 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 vehicle or losses 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 expenditure of the vehicle towards repair, replacement of spare parts, Lubricants oil of Engine, Gear Box and differential Coolant, Tyres and 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 26 (twenty-six) days in a month and 04 (four) days can be utilized by the Owner for maintenance, service etc.
7. From the date of engagement a plate showing "On Govt. Duty, Revenue & DM Department" be fitted in the front side and back side of the Vehicle.
8. The vehicle will be stationed inside the office campus all the day (Both day & night), so that the same can be utilized as and when required by the Authority.
9. The mobile number of the driver so engaged by the successful bidder should be available and open all times, so that, he can be informed during emergency time as and when required by the Authority including Govt. Holidays.
10. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.

11. 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 far as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.
12. The vehicle shall not be more than 03 (three) years old from the initial registration and also in good running condition during the period of contract.
13. If the services are found to be unsatisfactory, the client shall give one week 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. On the date of engagement of the Vehicles, two passport size photograph of Driver, copy of Driving License/ Mobile No./ copy of RC Book be submitted to the Land Acquisition Officer, Sambalpur.
16. From the date of engagement, the Driver should not switch up Mobile and as when called on from any Office/ Staffs of the o/o the District Magistrate & Collector Sambalpur be should respond immediately.



Collector & District Magistrate
Sambalpur

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 liter. :
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