

Annexure-I

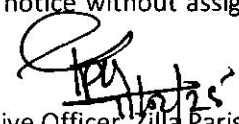
DRDA Sambalpur

Quotation /Tender Call Notice

No. **515** /Zilla Parishad/FIN/Hire of Vehicle/dt. **13.02.2025**

Sealed quotations are invited from interested reputed Travel Agencies/Tour Operators or private individuals for providing Non-AC/AC Diesel Driven Vehicles (**TUV300**) having sitting capacity not more than ten including driver, which shall conform to the terms and conditions (Annexure-A) for use of the **Zilla Parishad Sambalpur** on monthly rent basis.

1. The service provider shall have a valid GST registration and shall be registered on GeM platform.
2. The vehicle must be in Road Worthy condition, shall not be more than 3 (three) years old from the date of initial registration and must have valid Registration Certificate, Insurance certificate, Fitness Certificate, **valid Contract Carriage Permit/ Commercial License**, proof of up to date tax payment etc. which are mandatory for plying of Vehicle.
3. The driver of the vehicle must have a valid Driving License for driver light transport passenger vehicle and should be sufficiently experienced in driving transport passenger vehicle.
4. The Driver should be well behaved, gentle and obedient in nature.
5. The monthly rate of hire charge is quoted separately in the general bid information (excluding fuel and lubricant).
6. The vehicle must achieve minimum fuel efficiency of **10 Kms. per litre**.
7. The details of the make and year of manufacture of the vehicle, Registration no. mileage (Km. covered per litre) and name of Driver with Driving License No. and period of Validity should be specifically provided in general bid information to be furnished with the quotation/ Tender (Annexure-III).
8. Copy of PAN Card
9. GST Registration Certificate in form GST-Reg-06
10. Security Deposit of Rs.1,000/- (Rupees one thousand) shall be deposited by the bidder in shape of Cheque/ demand Draft in favour of **CDO-cum-EO, Zilla Parishad Sambalpur payable at Sambalpur alongwith the quotation**. The same will be released to unsuccessful bidders after issue of engagement order to the selected Agency or on termination of agreement or disengagement of vehicle.
11. The quotation in the format Annexure-B completed in all respect with photocopy of certificates mentioned in the notice should reach the undersigned on or before **04.03.2025 by 4.00 PM** by Regd./ Speed Post and shall be opened on the same day at **5.00 PM** in presence of the bidder or their authorized representative.
12. The application form containing General Bid information & terms and conditions for Hiring of Vehicles will be available in Zilla Parishad Office Sambalpur from **14.02.2025 to 01.03.2025 during office hours on payment of Rs.500/- (Rupees five hundred) towards the cost of application or it can be downloaded from district website-Sambalpur.odisha.gov.in**. In case the application form is downloaded from district website the applicant shall enclose a demand Draft/ Cheque alongwith the application towards the application fee.
13. The authority reserves the right to postpone/cancel the quotation call notice without assigning any reason thereof.


Executive Officer, Zilla Parishad,
Sambalpur
C.D.O-cum-E.O.
Zilla Parishad, Sambalpur

Memo No. 516 ZP/X/14/25/Hire of Vehicle/dt. 13.02.2025

Copy to Dist e-Governance Manager, Sambalpur with a request to web hoist the tender call notice in District Website of Sambalpur.



S.P.M. (Finance)
Zilla Parisad, Sambalpur

Annexure-A

TERMS & CONDITIONS

The following terms and conditions must be fulfilled by the successful bidder for providing a vehicle on hiring on monthly basis.

1. The hired vehicles, during period of contract, shall have all necessary valid MV documents such as- valid Registration Certificates, Commercial Licence, 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 damaged to any property on account of use of hired vehicle any manner whatsoever. The hires shall be responsible for all such litigations.
2. The hire charges to be paid for monthly basis do not include cost of diesel. Which are to be paid separately basing on actual consumption and 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, Battery etc. will be borne by the service provider.
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 break down for reasons whatsoever the replacement of the vehicle of the same or better model shall be provided by the owner of the vehicle/bidder.
5. In case of 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 should 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 the hirer. No extra payment shall be demanded.
8. Monthly hire charges and reimbursement towards cost of diesel (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.
9. The vehicle shall not be more than 3 years old from the initial registration and also in good running condition. Preference will be given to new vehicle.
10. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
11. In case 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.
12. If the bidder violates any of the terms of contract, the entire amount of security deposit shall be forfeited.
13. The authority may hire vehicle of any make & model as per requirement.


Executive Officer, Zilla Parishad, Sambalpur
C.D.O-cum-E.O.
Zilla Parishad, Sambalpur

Annexure-B

General Information/Quotation Format

Sl.No.	Particulars	Documents to be enclosed (Please write YES/NO)
1	Name of the Service Provider	
2	Complete Address	
3	OGST Number	
4	GeM Registration Number	
5	Bank A/c No., Bank details with IFSC	Cancelled Cheque
6	Registration No. of Vehicle	
7	Type of Vehicle AC/ Non AC	AC
7	Year of Manufacture	
8	Make & Model	
9	Date of Registration	
10	Name & complete address of the owner of vehicle	
11	Fitness certificate validity	
12	Pollution Control 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 charges of vehicle per month (excluding GST and fuel cost)	
18	Rate of fuel consumption/ Mileage per litre	
19	Contact Number of the Service Provider	
20	e-Mail Address of Service Provider	
21	Contact number of Driver	

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

Seal & Signature of the Quotationer/ Service
Provider