

DISTRICT EMPLOYMENT EXCHANGE, NUAPADA

No. 342 /DEE, Nuapada

Date 21.05.22

OFFICE ORDER

In pursuance of letter No. 2234 dt. 20.05.22 of Dy. Director of Employment, Odisha, Bhubaneswar a sub-committee is constituted with the following members for selection of interested person/party to provide mobility support to the office of the undersigned.

- | | |
|--|---------------------------------|
| 1. Dist. Employment Officer | Chairperson cum Member convener |
| 2. Principal, Govt. Polytechnic, Bhera | Member |
| 3. Principal, Govt. ITI, Khariar Road | Member |


21.05.22
District Employment Officer
Nuapada

Memo No. 343 /DEE, Nuapada

Dated 21.05.22

Copy submitted to All Members of the committee for favor of kind information.


21.05.22
District Employment Officer
Nuapada

DISTRICT EMPLOYMENT EXCHANGE, NUAPADA

No. 344 / DEE, Nuapada, Date 21.05.2022

Quotation Call Notice

Sealed Quotations are invited from interested reputed Travel Agencies/Tour Operators or private individuals for providing **01** number of **Non AC /AC Light motor Vehicles** having sitting capacity not more than ten including driver, which shall conform to the Terms and conditions (**Annexure-I**) for official use of the **District Employment Exchange, Nuapada** on monthly rent basis:

- 1) The vehicle must be in Road Worthy condition, shall not be **more than 03 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) The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants).
- 5) The vehicle must achieve **a fuel efficiency of 17 Kms. per litre.**
- 6) The details of the make and year of manufacture of the vehicle, registration No., mileage (Kms covered per litre) 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 Quotation (**Annexure-II**)
- 7) The Quotation paper completed in all respect should reach the undersigned on or before **31.05.2022 by 12.00 PM** by hand or by post to this office. It will be opened on the same day at **12.45 PM** in presence of the Quotationers or their authorized representatives.
- 8) The application form of Quotation containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available with **Office of the District Employment Exchange, Nuapada** from 21.05.2022 to 30.05.2022.


Dist. Employment officer
Nuapada

Memo No. 345 /DEE, Nuapada

Dt. 21.05.22

Copy to

1. Notice Board/ DIO (NIC), Nuapada for web hosting in district website for wide publicity.
2. The Principal, Govt. Poly-Technic, Bhera/ Principal, Govt. ITI, Khariar Road for favor of kind information.


Dist. Employment officer
Nuapada

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 hired vehicles, during period of contract, shall have all necessary valid MV 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 vehicles or loss of life/injury made to any person or damages to any property on account of use of hired vehicle any manner whatsoever. The hirer shall be responsible for all such litigation.
- 2) The hired vehicles cannot be used for any private/commercial purpose beyond office hours or during holidays.
- 3) The hire charges to be paid for monthly basis is final but does not include cost of diesel, which is 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 bidder.
- 4) 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.
- 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.
- 6) 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.
- 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 diesel (as per actual) and lubricants (as per Government norms) of selected bidder will be paid in every succeeding month, as per as possible within fifteen day of the submission of bills by the service provider and no advance payment will be made.
- 9) Log books shall be maintained for the hired vehicles as in the case of Government vehicles, Kilometer reading and POL drawn shall be necessarily recorded in relevant columns.
- 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) GST registration and Gem registration are compulsory for any Service Provider to provide hired vehicles to Government offices through GeM or through open bidding.
- 12) If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
- 13) In case the service provider intends to withdraw the services of his vehicle and terminate the agreement, onus shall be mandatory upon him to grant one month notice before such withdrawal of service and termination of agreement.
- 14) The model Service Provider Agreement is attached at Annexure-A.

 21.05.22
Signature of Quotation/ Tender Calling Authority

GENERAL INFORMATION FOR HIRING VEHICLES

- 1) Registration No. of Vehicle:-
- 2) Type of Vehicle (**Non AC /AC Light motor Vehicles**):-
- 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 Charge of the vehicle per month excluding fuel cost:-
- 13) Rate of fuel consumption/ Mileage per litre:-
- 14) Contract Number of the Service Provider (Tenderer)

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

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

Seal & Signature of the Tenderer/ Quotationer