

OFFICE OF THE SUB-COLLECTOR & S.D.M., NUAPADA

No. 1031 //NIZ.XII-13/2023, Dated. 30.05.23

**QUOTATION CALL NOTICE**

Sealed quotations are invited from interested reputed Travel Agencies/Tour Operators or private individuals for providing 01 (one) no of Non-AC/AC Diesel/Petrol driven vehicles having seating capacity not more than seven including driver like TUV300 / Bolero / Sumo Gold / Ertiga or any equivalent or superior vehicle preferably BS-IV compliant Petrol Vehicle which shall conform to the Terms & Conditions **(Annexure-II)** for official use of Sub-Collector & S.D.M., Nuapada on monthly rent basis which shall not be exceeded Rs.31,000/- per month excluding taxes on the following terms and conditions.

1. The vehicle must be in Road Worthy condition, shall not more than 03(three) 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 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 Sub-Collector, Nuapada and submitted along with the Quotation/Tender as security deposit. After completion of Quotaion/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 fuel efficiency of 10 Kms. per litre or above.
7. 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/Tender **(Annexure-III)**
8. The Quotation completed in all respect should reach the undersigned on or before 09/06/23 by **1.00 PM** through **Regd.Post/Speed Post** superscribed **QUOTATION FOR HIRING OF VEHICLE** on the envelope and shall be opened on the same day at **4.00 PM** in presence of the bidders or their authorized representatives.
9. The application form of quotation/tender containing Bid Information & Terms and Conditions for hiring of Vehicle etc. will be available with Nizarat Section, Collectorate, Nuapada on payment of Rs.300/- from 30/05/2023 to 09/06/2023 or can be downloaded from district Website [www.nuapada.nic.in](http://www.nuapada.nic.in) . In case the application form is downloaded from district website, the applicant shall furnish a Demand Draft amounting to Rs.300/-(Rupees three hundred) only in favour of Sub-Collector, Nuapada towards the cost of application along with the application form or quotation..
10. The hiring charges do not include fuel cost (Petrol/diesel) as per existing Govt. norms
11. The vehicle shall be kept under optimum running condition and avoid accidents attributable to lack up maintenance / upkeep.
12. The hire vehicle cannot be used for any private/commercial purpose beyond office hours or during holidays.
13. The owner/ providing agency must have the valid GST registration and GeM registration.

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14. The hiring charges shall be paid from the Budget sanctioned under the object head of "Moter Vehicles" only.
15. The hiring may be discontinued immediately, when vehicle is no longer required for office.
16. Log Book to this effect will be maintained by this office.
17. The undersigned does not bear any responsibility for any damage or mishap of the vehicle during the period of engagement.
18. Vehicle will be kept with the Driver/ Owner at his own risk.
19. The undersigned reserves the right to accept or reject any or all the quotations without assigning any reasons thereof.

  
Sub-Collector, Nuapada

Memo No. 1032 // Dated. 30.05.23

Copy to Notice Board of Collectorate and Sub-Collector's Office / Private Vehicle Owners Association, Nuapada, Khariar & Khariar Road for information and necessary action.

Copy to the all District level officers/ All BDOs/ All Tahasildars / CDPOs / EO, NACs for wide circulation.

Copy to the members quotation/tender finalization committee for hiring of vehicle for information.

Copy to the D.I.O., NIC, Nuapada with the Terms & Conditions of Quotation/Tender in a soft copy for uploading in the district Website, Nuapada.

  
Sub-Collector, Nuapada

**Application form for Hiring of Vehicles**

- (1) Registration No. of Vehicle :
- (2) Type of Vehicle (AC / Non-AC) :
- (3) Year of Manufacture :
- (4) Make & Model :
- (5) Date of Registration :
- (6) Name & complete address of the :  
of the owner of the vehicle
- (7) Fitness Certificate validity :
- (8) Permit validity :
- (9) Insurance validity :
- (10) GeM Registration No :
- (11) GST Registration No :
- (12) PAN No :
- (13) MR No & date for ₹300/- :  
deposited in the office of  
the Collector, Nuapada
- (14) EMD in shape of Bank draft :  
for ₹ 5000/- drawn in favour of  
Sub-Collector, Nuapada  
(Refundable to unsuccessful bidders)
- (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 and Lubricant cost :
- (18) Rate of fuel consumption / Mileage per litre:
- (19) Contact Number of the Service provider /Quotationer  
Mobile: ..... Telephone: .....

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

Seal & Signature of  
the Quotationer

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 period of contact, shall have all necessary valid MV documents such as:- valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid Contract carriage Permit, proof up to date payment etc. and D.L. of the driver available all the times. The The Department/Office hiring vehicle shall not be responsible for any damage/ loss of life/ injury made to any person or damage to any property on account of use of hired vehicle any manner whatsoever. The vehicle owner shall be responsible for all such litigation.
2. The hire charges to be paid for monthly basis is final but does not included 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.
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 of the vehicle.
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 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 by the vehicle owner.
8. The hired vehicle cannot be used for any private/commercial purpose beyond office hours or during holidays.
9. Logbook of the vehicle shall be maintained for the hired vehicle as in case of Government vehicles. Kilometer reading and POL drawn shall be necessarily recorded in relevant columns and verified regularly by an authorized officer before making payment.

  
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10. GST registration is compulsory for any service provider/ tour operator/ individual to provide hired vehicle to Sub-Collector, Nuapada.
11. Monthly hire charges and reimbursements towards cost of diesel (as per actual) and lubricants (as per Govt. norms and as applicable) for 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.
12. The vehicle shall not be more than 03 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 hirer shall give 15 days prior 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 contract, Sub-Collector, Nuapada shall forfeit the entire amount of security deposit.

  
Signature of Quotation/Tender Calling Authority