

**Annexure-I**

**OFFICE OF THE COLLECTOR & DIST. MAGISTRATE, NUAPADA**  
**(SOCIAL SECURITY SECTION)**  
**Tender Call Notice**

**No: 398/ Dt. 28.02.2020**

Sealed quotations are invited from reputed Travel Agencies/ Tour Operators or private individuals for providing one **Tiago/ Bolt/ Celerio (Petrol)** commercial vehicles excluding driver, which shall conform to the Terms and conditions (Annexure – II) for official use in District Social Security Officer, Collectorate Nuapada on monthly rent basis for the year 2020-21.

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 the vehicle.
2. The Owner of the vehicle is to provide only the vehicle on hire and the Authority who will use the vehicle will provide a driver preferably appointed by the govt.
3. A sum of Rs. 5000/- shall be deposited by the intending bidder in shape of A/C payee Bank Draft in favour of the District Social Security Officer, Nuapada and submitted along with the Tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
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 K.Ms** per liter.
6. Maximum hiring charges of the vehicle shall not exceed Rs.20,000/- per month.
7. The details of the make and year of manufacture of the vehicle, registration no., mileage (KMs covered per liter) should be specifically provided in the general bid information to be furnished with the Quotation/ Tender (Annexure –III)
8. The Tender completed in all respect should reach to the Office of the District Social Security Officer, Nuapada on or before **17.03.2020** by **11.00** A.M. and shall be opened on the same day at **3.30** P.M. in presence of the bidders or their authorized representatives.

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12. The Tender paper received after the scheduled date and time shall not be taken into consideration under any circumstances.
13. The undersigned reserved the right to cancel any or all Tenders without assigning any reason thereof.

The application form of Tender containing General Bid Information & Terms and conditions for Hiring of the Vehicles etc. will be available with the District Social Security Officer, Nuapada on payment of Rs.200/- from 10.00 A.M to 1 P.M from 04.03.2020 to 13.03.2020 or can be down loaded from district website Nuapada ([www.nuapadanic.in](http://www.nuapadanic.in)) from 04.03.2020 to 13.03.2020 In case the application form is downloaded from the district website, the applicant shall furnish a Demand Draft for an amount of Rs.200/- (Rupees Two Hundred) only towards the cost of Application along with the BD in favour of DSSO, Nuapada of Rs.5,000/- for EMD.

*By order of Collector, Nuapada*

*(Signature)*  
28.2.2020  
**District Social Security officer  
Nuapada**

Memo No.399 / Date.28.02.2020

1. Copy to DIO, Nuapada for formation with a request to hoist the above quotation call notice in the district website for wide publicity.
2. Copy to all District Level Officers of Nuapada district for information with a request to hoist the above quotation call notice in their respective office Notice Board for wide publicity.
3. Copy to the President, Taxi Driver Association, Nuapada for information.

*(Signature)*  
28.2.2020  
**District Social Security officer  
Nuapada**

**TERMS & CONDITIONS FOR HIRING THE 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.. 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 damage to any property on account of use of hired vehicle in any manner whatsoever. The owner of the vehicle 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 diesel and lubricants. 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. 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.
4. In case of the vehicle do not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from the other source.
5. The vehicles shall report for duty for minimum of 25 days in a month.
6. Monthly hire charges of selected bidders will be paid in every succeeding month, as far as possible within seven days of the submission of bills by the service provider subject to availability of funds and no advance payment will be made.
7. 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.
8. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
9. 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.
10. If the bidder violates any of the terms of contract, the office shall forfeit the entire amount of security deposit.

  
District Social Security Officer,  
Nuapada

**GENERAL INFORMATION FOR HIRING VEHICLES**

1. Name & complete address of the owner of the vehicle:
2. Contact number of the Service provider (Quotationer): Mobile No.....  
Telephone.....
3. Registration No. & date of Vehicle:
4. Year of Manufacture:
5. Model:
6. Fitness Certificate validity:
7. Permit validity:
8. Insurance validity:
9. Vehicle to be used for :
10. Type of Vehicle(AC / Non-AC):
11. Proposed Hire Charge of the vehicle per month excluding fuel cost:
12. Rate of fuel consumption/ Mileage per liter:

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

Seal & Signature of the  
Quotationer/ Tenderer

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