

OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, NUAPADA  
(ST & SC Dev. Section)

No. 250 / SSD, Dt. 18.01.21

Quotation / Tender Call Notice

Sealed quotations are invited from interested reputed Travel Agencies/ Tour Operators / Service providers or Private individuals for providing 01 Non-AC Petrol Tiago / Bolt / Celerio etc. types of vehicle having sitting capacity not more than 5 (five) including driver, which shall conform to the Terms and Conditions as detailed in Annexure-I for official use in District Welfare Office, 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. The hired vehicle cannot be used for any private/commercial purpose beyond office hours or during holidays.
2. Hiring shall be subject to the ceiling of running of 2000 kms in a month.
3. 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.
4. The Driver should be well behaved, gentle and obedient in nature.
5. A sum of Rs.5,000/- (Rupees Five Thousands) only shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the District Welfare Officer, Nuapada and submitted along with the quotation as E.M.D. After completion of selection process, the amount will be refunded to un-successful bidders. After selection of the vehicle, if the successful bidder fails to execute an agreement/provide vehicle, the EMD amount will be forfeited to govt.
6. The monthly rate of hire charge be quoted separately in the general bid information. (excluding fuel and lubricants)

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7. The vehicle must achieve a fuel efficiency of a minimum of 17 kms. per liter (Petrol). Vehicle having higher fuel efficiency should be given preferences.
8. The hiring may be discontinued immediately, when the vehicle is no longer required for the office.
9. The details of the make and year of manufacture of the vehicle, Registration No., mileage (in kms.) covered per liter 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).
10. The quotation complete in all respect should reach the undersigned on or before 24.01.2021 by 3.00 PM and shall be opened on 25.01.2021 at 4.00 PM in presence of the bidders or their authorized representatives.
11. The application form of quotation / tender containing General Bid information and Terms and Conditions for hiring of vehicles etc. will be available with the Cashier of the Office on payment of Rs.100/- (Rupees One Hundred) only from 10.00 AM to 5.00 PM from Dt. 18.01.2021 to 24.01.2021 or can be downloaded from the 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 for an amount of Rs.100/- (Rupees One hundred) only towards the cost of application form along with the application ( Non-refundable ).

  
18.01.21  
District Welfare Officer,  
Nuapada

Memo. No. 251 / SSD, Dt. 18.01.21

Copy to Notice Board of DWO, Nuapada & District Office, Nuapada/  
President, Private Taxi Owner Association, Nuapada/ Khariar/ Khariar Road for  
information.

Copy to all BDOs/ Tahasildars for information and necessary publication  
in their Notice Board.

Copy to DIO, NIC, Nuapada for information and necessary action. He is  
requested to upload the Quotation Call Notice in the District website for wide  
publication.

  
18.01.21  
District Welfare Officer,  
Nuapada

## Annexure -I

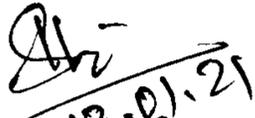
### TERMS & CONDITIONS FOR HIRING OF VEHICLES

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 vehicle, 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 DL of the Driver available all the times. The Deptt. / 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 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. Hiring shall be subject to the ceiling of running of 2000 kms in a month.
3. The rate of hire charges to be paid for monthly basis will be decided in the Tender Process, will be final but does not include cost of Petrol, which is to be paid separately basing on actual consumption as per existing Govt. norms. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of Engine, Gear Box and 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 bidder/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. An under taking to be furnished with the bid documents.
6. In case of the vehicle do not report regularly, the authority will be at liberty to rescind the agreement and may disengage the vehicle and engage other vehicle.
7. The hiring may be discontinued immediately, when the vehicles are no longer required for office, use or any other such communication received from govt. from time to time.

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- 8 The vehicles shall report for duty for minimum of 25 days in a month, but the vehicle can not be use for any private/commercial purpose beyond office hours or during holidays.
- 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 Monthly hire charges and reimbursement towards cost of petrol as per actual (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 owner/bidder and no advance payment will be made.
- 11 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.
- 12 If the services of the successful bidder are found to be unsatisfactory, the authority reserves the right to terminate the agreement by giving at least one month notice.
- 13 In case the owner/bidder intends to withdraw the services of his vehicle and terminate the agreement, it shall be mandatory upon him to give one month notice before such withdrawal of service and termination of agreement.
- 14 If the successful bidder shall fail to execute an agreement/provide vehicle violates any of the terms of contract, authority shall forfeit the entire amount of EMD /security deposit.

  
Signature of

Quotation/ Tender Calling Authority

**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 charge of the vehicle per month  
excluding fuel cost :
13. Rate of fuel consumption / Mileage per litre :
14. Contact Number of the Service provider (Tenderer / Quotationer)  
Mobile No..... Telephone.....

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

**Seal & Signature of the  
Quotationer / Tenderer**

N.B.-Xerox copies of all supporting documents are to be enclosed herewith for verification.