

Government of Odisha
Project Director Watersheds, Jajpur
Quotation / Tender Call Notice
Order No. 3462 / Date 08/09/2020

Sealed quotation / tender are invited from interested reputed Travel Agencies / Tour Operators or individuals for providing 1 (One) No AC / Non AC diesel driven vehicles (Swift Dezire) having sitting capacity not more than 4 (four) including driver, which shall conform to the Terms and conditions (Annexure-I & II) for official use in the office of the Project Director Watersheds, Jajpur on monthly basis.

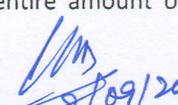
1. The vehicle must be in Road Worthy condition shall not be more than 3 years old from the date of initial registration and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, Valid Contract Carriage Permit proof of up to date tax payment etc. which are mandatory for plying 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 to be quoted separately in the general bid information (**excluding fuel and lubricants**). The maximum Bid price is Rs 20,000/- (Rupees Twenty thousand) only per month as per our provision and the lowest quoted price will be approved.
5. A sum of Rs 5,000/- (Rupees Five thousand) only shall be deposited by the bidder (if approved / selected) in shape of Account payee Bank Draft in favour of "Operational Cost of IWMP Jajpur" payable at Indian Bank, Jajpur as security deposit just after the finalization of Bid.
6. The vehicle must achieve a fuel efficiency of at least 17 Kms minimum per liter.
7. The details of the make and year of manufacture of the vehicle, Registration No, Mileage (Kms covered per liter) and name of the Driver with Driving License No and period of validity should be specially 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 **24.09.2020 by 5.00 PM** through Speed post / Registered post only and shall be opened on the next working day on **25.09.2020 at 11 AM** in presence of the bidders or their authorized representatives.
9. The Authority shall not responsible for any postal delay. A valid contact No (Mobile No) should clearly mention on the envelop containing documents. Quotation received late & incomplete will not be considered. The bidder should sign and stamp each page of the quotation documents (i.e, Annexure I, II, III and other supportive documents).
10. Each bidder shall submit maximum one quotation.
11. The application form of quotation / tender containing General Bid Information & Terms and Condition for Hiring of Vehicles etc will be available in the office of the Project Director Watersheds, Jajpur from **10.09.2020 to 24.09.2020 (10.30 AM to 5.00 PM)** or can be downloaded from District Portal / Website www.jajpur.nic.in from **10.09.2020 to 24.09.2020**.


Project Director
Watersheds, Jajpur

TERMS & CONDITIONS FOR HIRING OF VEHICLES

The following terms and conditions must be fulfilled by the successful bidders 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 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 damages to any property on account of use of hired vehicle any manner whatsoever. The owner of the vehicle/bidder shall be responsible for all such litigation.
2. GST registration is compulsory for the service provider to provide hired vehicle.
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 (1000 Km / 1 Liter). All the expenditure of the vehicle towards repair and replacement of spare parts, Lubricating oil of Engine Gear Box & Differential Coolant, Tyres and 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, fooding, overtime, mobile phone charge of the driver shall be borne by the owner. No mileage will be allowed for lunch / tiffin of driver.
5. The bidder will be required to provide clean vehicle with good quality seat covers and driver with mobile phone for which no extra cost will be paid.
6. The driver should be nearly clad and well behaved and should be well versed with local roads and should have a good moral character.
7. 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.
8. 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 sources.
9. The vehicle shall report for duty for minimum 25 days in a month.
10. In case of emergency the driver will have to report for duty as per requirement of hirer. No extra payment shall be demanded.
11. Monthly hire charges and reimbursement towards cost of diesel (as per actual) and lubricants as per Govt. norms (1000 Km/1 liter) of 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. Rate mentioned in the scheduled of price are fixed for the period of the contract. Upward change in rates will not be considered due to any hike in fuel price or taxes.
13. In case, condition of vehicle is found unsatisfactory, it will be returned for immediate replacement. In case, no replacement is provide on time, the authority shall have the rights to hire a vehicle from the market and addition cost incurred by the authority shall be borne by the service provider or the said amount will be deducted from the monthly charges. In case of vehicle has any technical problems, same procedure will be obtained.
14. 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.
15. If the services are found to be unsatisfactory, the authority shall give one month notice and terminate the agreement.
16. The authority shall have sole discretion to terminate the agreement without prior notice to service provider, in case the service provider intends to withdraw the service 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.
17. If the bidder violets any of the terms of contract Government shall forfeit the entire amount of security deposit.


8/09/20
Project Director
Watersheds, Jajpur

GENERAL INFORMATION FOR HIRING VEHICLES

1. Registration No. of Vehicle ...
2. Type of Vehicle (AC / No AC) ...
3. Year of manufacture ...
4. Model ...
5. Date of Registration ...
6. Name and complete address of the owner ...

7. Fitness Certificate validity ...
8. Permit validity ...
9. Insurance validity ...
10. Name / Address of Driver ...

11. DL No. and validity of DL of the Driver ...
12. Proposed hire charges of the vehicle
per month excluding fuel cost ...
13. Rate of fuel consumption / Mileage per liter ...
14. Contact No. of the service provider ...

Certified that the information submitted above is true to the best of my knowledge and belief I/We the undersigned have read and examined all the terms and conditions in Annexure-I & II and agreed with all the above term & condition.

Seal & Signature of the
Quataioner / Tenderer

Documents to be attached with quotation

Self attested Xerox copies of

1. Registration certificate & smart card of commercial vehicle.
2. Driver's DL for driving commercial vehicle.
3. Fitness certificate of vehicle.
4. Up to date road tax payment receipts of vehicle.
5. Service tax registration certificate of the agency.
6. Up to date comprehensive insurance of vehicle.
7. Copy of the PAN number.
8. Annexure-I, II & III correctly fill up and signed in every pages.
9. ADHAR Card of Owner and Driver.

Office Address

Office of the Project Director Watersheds, Jajpur
Near Mansa Pool (Ram Mandir Square)
Jajpur Town
District-Jajpur 755001