

**INVITATION OF QUOTATIONS FOR MONTHLY HIRING OF VEHICLE FOR
DISTRICT MISSION MANAGEMENT UNIT, ODISHA LIVELIHOODS MISSION,
DRDA, JAJPUR.**

Sealed quotations are invited in the prescribed format from the interested local travel agencies/individuals with valid PAN No for providing one petrol vehicle (**Tiago, Bolt, Celerio, Accent etc**) including driver for official use in the District Mission Management Unit (DMMU) of Odisha Livelihoods Mission, DRDA, Jajpur on a monthly rental basis for a period of one year under the following terms and conditions:

TERMS & CONDITIONS of the tender:

1. Bid Price:

- The bid price excludes the cost of fuel, lubricants during the engagement period under District Mission Management Unit, OLM, DRDA, Jajpur. However, the price quoted should include the cost towards drivers payment and other maintenance work of the vehicle.
- Only one no of Vehicle will be engaged under DMMU, OLM, DRDA, Jajpur.
- The owner will bear all toll & parking charges during the engagement, which will be reimbursed after production of bills by the bidder to the DMMU on monthly basis.
- The vehicle should have been registered as commercial vehicle and must be comprehensively insured.
- Statutory TDS on IT will be deducted as per norms.

2. Bid Security & Documents:

The bidder shall furnish bid security of Rs.5000/- (Rupees Five Thousand Only) in the shape of Demand Draft/Bankers Cheque in favour of "ODISHA LIVELIHOODS MISSION, NRLM, JAJPUR" payable at SBI, Jajpur Town branch. Any bid submitted without bid security will be rejected. The above bid security will be forfeited if a bidder (i) withdraws its bid during the period of bid validity or (ii) fails to perform the contractual obligations as per the agreement. The EMD of the successful bidder shall be kept as security deposit with DMMU, OLM, DRDA, Jajpur. The EMD of the unsuccessful bidder will be returned after finalization of the tender process.

Documents to be attached with the Tender:

(21)

1. Copy of registration Certificate of the vehicle.
2. Copy of driver's driving license for driving commercial vehicle.
3. Copy of up to date road tax payment receipts
4. Copy of up to date Insurance Certificate of the vehicle.
5. Copy of the PAN Number of the bidder
6. Copy of the GST registration no. of the bidder (in case of travel agency).

3. Quotation received late and incomplete will not be considered. The DMMU, OLM, DRDA, Jajpur shall not be responsible for any postal delays. The bidder should sign and stamp each page of the tender document. The price bid has to be submitted as per the format at **Annexure I**.

4. Each Bidder shall submit only one quotation as per the format of quotation.

5. Other Terms and Conditions of the tender:

- The vehicle should be less than 3 years old from the date of opening of the tender and should be in excellent running condition.
- The maximum bid price should not be exceeded as per the ceiling fixed by the Govt.
- The hiring charges do not include fuel cost (Petrol), which is to be paid separately basing on actual consumption and lubricants as per existing Govt. norms.
- The Vehicle must achieve a fuel efficiency of minimum 17 K.M.s per litre.
- All the major and minor repairs shall be made by the vehicle owner himself.
- The vehicle must be available with DMMU, OLM, DRDA, Jajpur on all days including off hours & on holidays as desired by DMMU, for office purpose only.
- A log book has to be maintained on daily basis by the driver and be signed by the concerned officer of the DMMU, OLM, DRDA, Jajpur who ever uses the vehicle on that particular day.
- The driver will report at DMMU, OLM, DRDA, Jajpur at 08.00 AM in the morning and will be available in the office or as desired by Authority.
- The vehicle may be used during Sundays and holidays as desired by the authority.
- The responsibility of comprehensive insurance of vehicle and personal accident insurance of the driver will be of the vehicle owner.
- In case of break down, the bidder will provide a substitute vehicle in place of the regular vehicle. If the bidder fails to provide any substitute vehicle during the breakdown period then the hire charges of the breakdown period will be deducted from the monthly hire charges.
- The Driver driving the vehicle should have a valid driving license and the driver should be well behaved, gentle & obedient in nature. The conduct of the driver if not acceptable by DMMU, OLM, DRDA, Jajpur then the vehicle owner/Travel Agency shall substitute him immediately. The driver of the vehicle also should possess a cell phone with him.
- The bidder will provide service of vehicle in a neat & clean condition with clean towels on the seat twice a month and general servicing and pollution check-up will be carried out by the vehicle owner as per the requirement.

- 120
- In case of driver is called in night, Sundays and holidays no extra charge will be paid. There will be no extra night halt charge for using the vehicle at night and no additional charges for use in Sundays and holidays.

6. Validity of Tender:

Tender shall remain valid for a period not less than 60 days from the last date specified for submission of the tender. Notwithstanding the above, the authority reserves the right to accept or reject any tenders and to cancel the bidding process and reject all tenders at any time prior to the issue of Work order.

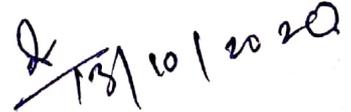
7. Evaluation of Quotations

The Authority will evaluate and compare the tender determined to be substantially responsive i.e. which

- (a) Are properly signed and sealed.
- (b) Confirm to the terms and conditions, and specifications.
- (c) Submitted as per the prescribed format.

8. Award of contract:

- The Purchase/contract Order will be placed to the selected bidder whose bid has been determined to be substantially responsive and who has offered the lowest evaluated bid price.
- Any effort by a bidder to influence the authority in its decision on bid evaluation or placement of order may result in rejection of the bidder's offer.
- The bids are liable to be rejected if any of the above conditions are not complied with.
- The bidder whose bid is accepted will be notified of the award of contract by the authority prior to expiration of the tender validity period. The terms of the accepted offer shall be incorporated in the work order. The eligible bidder shall commence the services from the date of place of the order and shall continue to provide the services for a period of 1 year.
- Notwithstanding the above, the authority reserves the right to accept or reject any tenders and to cancel the bidding process and reject all tenders at any time prior to award of the order.
- Any legal disputes arising out of this are subject to Jajpur jurisdiction only.
- Interested bidders may submit their sealed tender/quotation in the prescribed format mentioning "Hiring of Vehicle for DMMU, OLM, DRDA, Jajpur" on cover of the envelop to the Project Director, DRDA, Jajpur through Registered Post/Speed Post on or before 21.10.2020 up to 1 PM and the received quotations will be opened on the same day at 3.30 PM.
- The bidders may be present in person or through their representative(s) during the opening of the tender/quotation at the office of the Project Director, DRDA, Jajpur as per above date, time and venue.


Project Director,
DRDA, Jajpur

FORMAT FOR PRICE BID

1	2	3	4
SI No	Type of the Vehicle	Monthly Hiring charges (in Rs.)	Consumption of Fuel (Petrol) per Litre (KM)
1			

1. Vehicle Registration No:-
2. Purchase Date:-
3. Registration Date:-
4. Type of the vehicle (A/C & Non A/C):-
5. Year of Manufacture:-
6. Model:-
7. Fitness certificate validity (Date):-
8. Permit validity (Date):-
9. Insurance validity (Date):-
10. Name of Individual / Travel agency –
11. Address: –
12. Mobile No –
13. Name of the Driver with Contact No:-
14. DL No. & validity of the DL of the Driver:-
15. Demand Draft/Bankers Cheque No & Date:-
(Towards bid security)

Undertaking:

Certified that the information submitted above is true to the best of my knowledge & belief and examined all the terms & conditions given in the tender/quotation documents. Further, I/We agree to provide the vehicle (within 3 years old) as per the terms and conditions and rates mentioned in the price bid for a period of one year from the date of signing of the contract from DMMU, OLM, DRDA, Jajpur.

Place:
Date:

Seal and signature of Bidder