

## **COLLECTORATE, JAJPUR**

Ph. 06728-222001 (O) 222330 ® FAX-222087  
E mail: [dm-jajpur@nic.in](mailto:dm-jajpur@nic.in) website: <http://jajpur.nic.in>  
(EMERGENCY SECTION)

No. 58 / Emgy, dt. 24.3.23

### **QUOTATION CALL NOTICE**

Sealed quotations/tenders are invited from interested reputed Travel Agencies/ Tour Operators/Service Providers or Private Individuals for providing 01 (One) number of Petrol driven vehicle (Tiago/Bolt/Zest/Tigor/Nexon/Swift Dzire Car/Bolero or any other similar type of vehicle) which shall conform to the Terms and conditions as enclosed (Annexure-II) for official use at collectorate, Jajpur for deployment at District Emergency operation Centre, Jajpur on monthly rent basis:-

1. The vehicle must be in Road Worthy/good running condition and shall not be more than 3 (three) years old from the date of initial registration and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid contact 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, obedient and disciplined in nature. The owner is responsible for engagement of one dedicated driver to perform the Govt. duty without any hesitation.
4. A sum of Rs. 5,000/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the Collector & DM, Jajpur and submit along with the tender paper as security deposit. After completion of tender process, the amount will be refunded to the unsuccessful bidders.
5. The fuel will be supplied by this office.
6. The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants). The vehicle must achieve a fuel efficiency of minimum average mileage as prescribed in the office memorandum No- 30464/F Dated 06.09.2019 of finance department, Odisha
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 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 Dtd. 24.04.2023 by 5.00 PM (either by hand or by registered post) except sundays & holidays and shall be opened on 25.04.2023 at 4.30 PM in the office Chamber of ADM (Rev), Jajpur in presence of the bidders or their authorized representatives. In the cover page of the sealed envelope containing quotation, it should clearly be mentioned that "QUOTATION FOR HIRING OF VEHICLE". Each sealed envelope should contain only one quotation/application.

9. The application form of quotation/tender containing General Bid Information & Terms and Conditions for Hiring of Vehicles etc. will be available with the Notice Board of Collectorate, Jajpur on payment of Rs. 100/- from Dtd. 24/3/2023 to Dtd. 24/4/23 or can be downloaded from Jajpur District Website (<https://jajpur.nic.in>) from Dtd. 24/3/23 to Dtd. 24/4/23. 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 along with the application.
10. Period of contract is from the date of agreement till one year from the date of engagement.
11. Apart from the normal working days, the vehicle can be used on Holidays/Sundays and even in odd hours in case of emergency situation.
12. All types of repair maintenance are to be done by the vehicle owner at his cost including payment of Tax etc. and payment of wages of the Driver.
13. Log Book & Stock /Issue Register of Fuel etc. are to be maintained according to Government procedure and signed by the Driver and the officer using the vehicle.
14. The concerned vehicle owner should execute an agreement containing above Terms & Condition in Non-Judicial stamped paper with the Collector & DM, Jajpur within 3 days of receipt of engagement order.
15. The Authority reserves all right to cancel the contract of the vehicle at any time without prior Notice and showing any reasons thereof.
16. The Authority reserves the right to cancel the quotation or any part without any reason assigning thereof.

By the order of Collector, Jajpur  
Addl. District Magistrate (Rev.)  
Jajpur

Memo No 59 /Emgy. Dt. 24.3.23

Copy of this quotation call notice forwarded to Deputy Collector, Nizarat for publication in the office notice board.

Addl. District Magistrate (Rev.)  
Jajpur

Memo No 60 /Emgy. Dt. 24.3.23

Copy of this quotation call notice forwarded to CDO-Cum-EO, ZP, Jajpur /All BDOs/ Tahasildars of Jajpur District for displaying the same in their respective notice board for wide publication

Addl. District Magistrate (Rev.)  
Jajpur

Memo No 61 /Emgy. Dt. 24.3.23

Copy to DIO, NIC, Jajpur for information and necessary action. He is requested to host the above quotation call notice in the District Website for wide publicity and information of intending bidders.

Addl. District Magistrate (Rev.)  
Jajpur

## TERMS AND 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 vehicles during period of contract, shall have all necessary valid M.V. 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 vehicles or loss life/injury made to any person or damage to any property on account of use of hired vehicle any manner whatsoever. The hirer 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 Fuel, which is to be paid separately basing on the actual consumption as per existing Government norms. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricants oil of Engine, Gear Box and differential Coolant, Tyres and Tubes, Battery etc. will be borne by the bidder. The ceiling limit of hiring charges of vehicle is Rs 20,000/- per month.
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.
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 the 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.
8. Monthly hire charges and reimbursements towards cost of fuel (as per actual) of selected bidder will be paid in every succeeding month, as far as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.
9. The vehicle shall not be more than 3 years old from the initial registration and also in good running condition during the period contract.
10. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
11. 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.
12. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.

  
24.09.2023  
Addl. District Magistrate (Rev),  
Jajpur

**N.B- The Security Deposit of Rs. 5,000/- and cost of application of Rs. 100/- is mandatory for all category of applicant.**

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 charges 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 \_\_\_\_\_

Telephone \_\_\_\_\_

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

Seal & Signature of the  
Quotationer / Tenderer

**COLLECTORATE, JAJPUR**  
(EMERGENCY SECTION)

Ref: - Quotation/Tender Call Notice

No. \_\_\_\_\_ /dtd. \_\_\_\_\_

**APPLICATION FOR QUOTATION /TENDER CALL NOTICE**

From:

M/S.....

S/O.....

At.....PO.....

PS.....Dist.....

To

The Collector & DM, Jajpur

Sir,

I am submitting herewith the price quotation(s) for the supply of following types of vehicles for engagement in your office on monthly hiring basis. The details about the vehicle and driver are attached in Annexure-III.

**FORMAT FOR QUOTATION FOR HIRING OF VEHICLE**

Sl. No	Description of Vehicle (Type/Model/Make)	Monthly Fixed Charges (In Rs.)	Consumption of Fuel (KM/Ltr.)

PAN/TIN No.        :-

Date                :-

Signature  
Name & Address of  
Authorized Signatory