

COLLECTORATE, JAJPUR

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(D.I. & P.R.O. SECTION)

No. 1219 / Date. 17/11/2023

Sealed quotation are invited from interested travel agencies / tour operator, private individuals for engagement of one no. of Non AC / AC petrol driven vehicle (Tiago / Bolt/ Celerio) or similar category (Petrol) for engagement on annual agreement and monthly rent basis following terms and conditions available in the District Website which can be downloaded from the website i.e. www.jajpur.nic.in. The sealed quotations super scribed as "QUOTATION FOR ENGAGEMENT OF VEHICLE IN DISTRICT INFORMATION & PUBLIC RELATIONS OFFICE, JAJPUR" should reach D.I. & P.R.O., Jajpur by Regd. Post / Speed Post only on or before **29.11.2023 by 05.00 P.M.** and will be opened on 30.11.2023 at 11:30 AM in the Office chamber of Addl. District Magistrate, Jajpur before tender committee and quotationer.

Shortfall of any required document will not be entertained and the quotation paper will be liable for rejection. Quotation received after the due date and specified time for any reason whatsoever shall be rejected. The undersigned will not be responsible for any delay in Postal service. The undersigned reserves the right to cancel the quotation any moment without mentioning any reason thereof.


Addl. District Magistrate,
Jajpur

Memo No. 1220 / Dt. 17/11/2023

Copy along with the copy of advertisement text submitted to the District Information Officer, NIC, Jajpur for information. He is requested to kindly upload the tender documents along with other terms and conditions of the tender for wide publicity in the District Website, www.jajpur.nic.in.


Addl. District Magistrate,
Jajpur

Memo No. 1221 / Dt. 17/11/2023

Copy to Notice Board of D.I. & P.R.O. Section / Notice Board of the Collectorate, Jajpur / All B.D.Os & Tahasildars for wide circulation.


Addl. District Magistrate,
Jajpur

TERMS & CONDITIONS FOR HIRING OF VEHICLES

The following terms and conditions must be fulfilled by the successful bidder for providing a vehicle on hire 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. 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 of 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 fuel cost (Petro/ Diesel) which is to be paid separately basing on actual consumption and lubricants as per existing Government norms. 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. 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 vehicles shall report for duty in all working day as well as and when required 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 POL (as per actual) and lubricants (as per Govt. norms) of selected bidder will be paid in every succeeding month, as par 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 of contract.

10. The vehicle can not be used for any private commercial purposes beyond office hours or during holidays.
11. Log Book of the vehicle will be maintained by the driver.
12. The vehicle must achieve fuel efficiency of 17 Kms per litre.
13. The Maximum hire charges per month excluding taxes is Rs. 20,000/- (Rupees Twenty thousand) only.
14. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
15. 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.
16. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
17. In view of pollution being high through use of Diesel vehicle it is preferable to hire BS-IV compliant Petrol vehicles.


(17-11-23)

**Addl. District Magistrate,
Jajpur**

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 / Quotationeer)
Mobile Telephone.....

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