



ଜିଲ୍ଲା ପରିଷଦ, ଯାଜପୁର  
(ଓଡିଶା ଜୀବିକା ମିଶନ, ମିଶନ ଶକ୍ତି ବିଭାଗ)

ମିଶନ  
ଶକ୍ତି

ZILLA PARISHAD, JAJPUR

(Odisha Livelihoods Mission, Deptt. Of Mission Shakti, Jajpur, 755001)  
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Letter No. OLM/ 15

Date. 12/01/2024

**QUOTATION CALL NOTICE**

Sealed quotations are invited from the interested reputed Travel Agencies/Tour Operators/ Private individuals for providing one no of AC Petrol driven vehicle (**Tiago/Bolt/Celerio/Swift Dzire/Etios and having similiar model etc**) including driver, which shall conform to the Terms & Conditions (Annexure-A) for official use in the **District Mission Management Unit (DMMU) of Odisha Livelihoods Mission, ZP, Jajpur** on a monthly rent basis.

1. The Service provider shall have a valid GST registration to participate in the tendering.
2. 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, Pollution Certificate, valid Contract Carriage Permit, proof of up-to-date tax payment etc. mandatory for plying of vehicle.
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 & obedient in nature.
5. **A Sum of Rs. 5000/- (Rupees Five Thousand)** only shall be deposited by the intending bidders in shape of **DD/ Bank draft** drawn in favour of the **“ODISHA LIVELIHOODS MISSION, NRLM, JAJPUR”** payable at **SBI, Jajpur Town branch** and submit along with the tender as security deposit. 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, ZP, Jajpur. The EMD of the unsuccessful bidders will be returned after finalization of the tender process.
6. The detail Terms & Conditions are attached in Annexure-A.
7. The **monthly rate of hire charge** to be quoted separately in the **format for price bid information (excluding fuel)** attached in the **Annexure-II**. The General Bid Information to be submitted in the prescribed format attached at **Annexure-I**. If the bidder not submitted the required documents then the quotation/tender will be rejected.
8. The vehicle must achieve a fuel efficiency of **minimum 17 KM** per litre.
9. The detail of the make and year of manufacture of the vehicle, registration no, mileage, (KM covered per litre) and name of the Driver, Driving License No. and period of validity should be specifically provided in the **general bid information to be furnished with the Quotation/tender in the format attached at Annexure-I & the price bid information format attached at Annexure-II**.
10. Tender shall remain valid for a period not less than 60 days from the last date specified for submission of the tender.

11. **The bidder has to submit the following self attested documents along with the quotation.**
  - A. Copy of the Registration Certificate of the vehicle.
  - B. Copy of the Driver's Driving License for driving commercial vehicle.
  - C. Copy of up to date Road Tax Payment receipt.
  - D. Copy of up to date insurance Certificate of the vehicle.
  - E. Copy of the PAN No of the Bidder & GST Registration No of the bidder.
12. **The conditional bids shall not be considered and will be out rightly rejected in every first instance.**
13. **If any quotationer found to be blacklisted by the block/district/any Govt. offices, then their bids will be rejected at any stages during finalisation of the quotation or after finalisation of quotation.**
14. The Quotation completed in all respect should reach the undersigned on or before **22<sup>nd</sup> January 2024 by 1.30 P.M.** and shall be opened on **the same day at 3.30 P.M.** The bidders may be present in person or through their representative(s) during the opening of the tender at the office of the CDO-cum-EO, Zilla Parishad, Jajpur.
15. The application form of quotation containing General Bid Information, Price Bid Information & Terms and Conditions for Hiring of Vehicles etc. will be available with DMMU, OLM, ZP, Jajpur on **payment of Rs. 1000/- (in shape of DD in favour Odisha Livelihoods Mission, NRLM, Jajpur, payable at SBI, Jajpur Town) from 12.01.2024 to 20.01.2024 (11 AM to 4 PM)** in all official days or can be downloaded from [www.jajpur.nic.in](http://www.jajpur.nic.in) from **Dt. 12.01.2024 to Dt. 20.01.2014**. In case the application form is downloaded from Govt. website, the applicant shall furnish a Demand Draft in favour **Odisha Livelihoods Mission, NRLM, Jajpur payable at SBI, Jajpur Town for an amount of Rs. 1000/- (Rupees One Thousand)** only towards the cost of application along with the application. The application fee is non refundable. Tender/Quotation submitted without application fee will be rejected.
16. The authority reserves the right to accept or reject any tenders and to cancel the bidding process and also reject all tenders at any time prior to the issue of Purchase Order.

Interested bidders are advised to submit sealed envelopes subscribing "**Quotation for Hiring of Vehicle for DMMU, OLM, ZP, Jajpur**" on the cover of the envelope to the **Chief Development Officer-cum-Executive officer, Zilla Parishad, Jajpur** on or before **22.01.2024 up to 1.30 PM** through **Registered Post/Speed Post only** 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 at the office of the **CDO-cum-EO, ZP, Jajpur**.

*Ashu-12/1/2024*  
CDO-cum-EO,  
Zilla Parishad, Jajpur.  
*W*

Memo No. 16 Date: 12/01/2024

The Addl. District Magistrate (General), Jajpur with a request to affix the quotation call notice in the Collectorate notice board and webhost the quotation call notice & the bid documents in the district website for wider publicity.

Copy to Notice Board of Zilla Parishad, Jajpur

*Ashu-12/1/2024*  
CDO-cum-EO,  
Zilla Parishad, Jajpur.  
*W*

## Terms & Conditions

The following terms & 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 valid Registration Certificate, Insurance Certificate, Pollution 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.
2. The vehicle should have been registered as commercial vehicle and must be comprehensively insured.
3. DMMU, OLM, ZP, Jajpur 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 what so ever. The hirer shall be responsible for all such litigation.
4. **The hire charges to be paid for monthly basis is final but does not include cost of fuel, which to be paid separately to the POL supplier from DMMU, OLM basing on actual consumption and as per existing Govt.norms. All the expenditure of the vehicles towards repair, replacement of spare parts, Lubricating oil of Engine, Gear Box & differential coolant, Tyres & Tubes, Battery etc. will be borne by the bidder.**
5. It shall be the responsibility of the bidder to provide a good driver and the remuneration of the driver shall be borne by the owner.
6. 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.
7. In case of the vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
8. The vehicle shall report for duty for minimum of 25 days in a month.
9. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be demanded.
10. Monthly hire charges of the 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.
11. 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.
12. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement without assigning any reason thereof.
13. The period of contract shall be initially for a period of 2 years which can be extended subject to satisfactory performance.
14. The driver will report at DMMU, OLM, ZP, Jajpur at 08.00 AM in the morning and will be available in the office or as desired by Authority.

15. The vehicle may be used during Sundays and holidays as desired by the authority.
16. 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. If the bidder failed to provide the vehicle within the specific time period mentioned in the agreement, without proper & valid justification, the order and agreement will be cancelled and the security deposit will be forfeited.
17. Quotation received late and incomplete will not be considered. The DMMU, OLM, ZP, 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 II &** the General information has to be submitted as per the format at **Annexure I.**
18. Documents to be attached
19. Any legal disputes arising out of this are subject to Jajpur jurisdiction only.
20. If the bidder violates any of the terms of contract, Govt. shall forfeit the entire amount of security deposit.

*Ashw. 12/1/2024*  
CDO-cum-EO,  
Zilla Parishad, Jajpur  
*On*

**General Information**

SI No	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	GST Number	
4	Bank Account No. & IFSC Code	
5	Registration No. of the Vehicle	
6	Year of Manufacture	
7	Make & Model	
8	Type of Vehicle (AC/Non AC)	
9	Date of registration	
10	Name & complete address of the Owner of the vehicle	
11	Fitness certificate validity	
12	Pollution Certificate Validity	
13	Permit Validity	
14	Insurance Validity	
15	Name & Address of the Driver	
16	D.L. No. & validity of the D.L. of the Driver	
17	Contact Number of the Service Provider (Quotationer)	
18	Contact number of the Driver	

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

Date:

Seal & Signature of the bidder

**FORMAT FOR PRICE BID**

SI No	Particulars	
1	Proposed Hire Charge of the Vehicle per month excluding fuel cost(INR)	
2	Rate of Fuel Consumption/Mileage per litre (in KM)	
3	Demand Draft/Bankers Cheque No & Date:-	

**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 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 two year from the date of signing of the contract from DMMU, OLM, ZP, Jajpur.

**Signature of Bidder**

Place:

Date: