



**DISTRICT LEGAL SERVICES AUTHORITY,
JAJPUR**

AT-CIVIL COURT PREMISES, PO/PS/DIST-JAJPUR

Tel: - 06728 222340.

E-mail:- dlsajajpur@gmail.com



Order : 02/09.08.2024

Annexure-I

Quotation/Tender Call Notice

Sealed Quotation/tenders are invited from interested reputed service Provider Travel Agencies/Tour Operators/Private Individuals having GST registration for providing **1(one) No. of AC vehicle (Petrol) like Tiago/Bolt/Celerio/Swift (Petrol) or vehicle of similar model** and segment (preferably of white color) having same mileage and hiring charges and sitting capacity of 5 (five) including Driver which shall confirm to the terms & conditions at Annexure-A for official use in District Legal Services Authority (DLSA), Jajpur, on monthly rent basis.

1. The Service Provider shall have a valid OGST registration to Participate in the tendering process.
2. The Service Provider, participating in the bidding process under the jurisdiction of Municipal Corporations, shall be registered on GeM platform.
3. The vehicle must be in road worthy condition, shall not be more than 03 (three) years old from the date of initial registration and must have a 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.
4. 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.
5. The Driver should be well behaved, gentle and obedient in nature.
6. A sum of Rs.10,000/- shall be deposited by intending bidders in shape of Account Payee Bank Draft drawn in favour of the Secretary, District Legal Services Authority, Jajpur and submit along with the tender as Security

deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.

7. The monthly rate of hire charge be quoted separately in general bid information (excluding fuel and lubricants) which should not exceed Rs.20,000/- (Rupees Twenty Thousand), the rate fixed by the Govt. of Odisha vide FDOM No.22924/F, dt.14.08.2023.

8. The Vehicle must achieve a fuel efficiency of minimum average 17 km. per litre as per FDOM No.22924/F, dt.14.08.2023.

9. The details of the make and year of the manufacture of the vehicle, registration number, mileage (KM covered per liter) and name of the Driver, Driving License No. and Period of validity should be specifically provided in general bid information to be furnished with the Quotation/Tender (Annexure-B).

10. The Quotation completed in all respect should reach the undersigned vide address: To The Secretary, District Legal Services Authority, Jajpur, At-Civil Court Premises, P.O/P.S/ Dist-Jajpur, Pin-755001 through registered Post/ Speed Post/ by hand on or before 02.09.2024 by 02.00 P.M and shall be opened by the tender committee in the Video Conferencing Hall of Civil Courts, Jajpur on the same day at 04.30 P.M. in the presence of bidders or their respective authorized representatives. The sealed quotations shall contain separate envelopes for Technical Bid and Financial Bid and should be superscribed **“Quotation for Providing of Vehicle on Hire Basis”** on the cover envelope. The bidders may depute their representative dully authorized in writing to attend the opening bids on the date and time.

11. The applicant shall submit self attested copies of vehicle Commercial registration certificate, driving license of driver, insurance certificate, up-to-date tax payment receipts, certificate of fitness, pollution certificate, first page of bank pass book & bank draft of tender security of the vehicle owner along with the application form.

12. The application form of quotation/tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. shall be downloaded from the Jajpur District Court website <https://jajpur.dcourts.gov.in> or Jajpur District website

<https://jajpur.odisha.gov.in> from 12.08.2024 to 02.09.2024. The applicant shall furnish a Demand Draft for an amount of Rs.1,000/- (Rupees One Thousand) only in favour of the Secretary, District Legal Services Authority, Jajpur towards the cost of application along with the application Form. The said application cost of Rs.1,000/- shall not be refundable.

13. Overwriting/corrections in the bid documents are not permitted and any such overwriting in such documents will lead to its rejection.

14. Participation in this bid will imply that the bidder has accepted all the terms and conditions and subsequent modifications, if any, of this bid document.

15. The undersigned shall not be held responsible for non-receipt/late receipt of the tender/quotation documents send by post beyond the stipulated date and time. Tender/quotation received after scheduled date and time or incomplete Tender/quotation shall not be accepted.

16. The authority reserves all the right to reject any or all quotation without assigning any reason thereof.

17. The vehicle is to be hired from the date of engagement till two years which can be extended subject to satisfactory performance.

18. The Authority reserves every right to interpret the contents/clauses of the Bid document.

19. The Bidder shall sign & put his seal on each page of Annexure-A & B.

By Order,

Sd/-
Secretary, DLSA, Jajpur.

ANNEXURE-A**TERMS & CONDITIONS**

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 vehicle, during the period of contract, shall have all necessary valid MV documents such as 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 District Legal Services Authority, Jajpur shall not be responsible for any damage/ loss caused to hired vehicle 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 owner of the vehicle/bidder/Service Provider shall be responsible for all such litigations.
3. 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 actual consumption and as per existing Govt. 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/Service Provider.
4. It shall be the responsibility of the bidder/ Service Provider to provide a good driver and the remuneration of the driver shall be borne by the owner of the vehicle/bidder/Service Provider.
5. 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/Service Provider.
6. In case the vehicle does not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
7. The vehicle shall report for duty for minimum 25 days in a month.
8. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be demanded.
9. Monthly hire charges and reimbursements towards cost of fuel (as per actual) and lubricants (as per Govt. norms) 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.

10. 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.

11. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.

12. 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.

13. If the bidder violates any of the terms of the contract, the District Legal Services Authority, Jajpur shall forfeit the entire amount of security deposit.

14. The vehicle cannot be put to any private/commercial use beyond the duty hour or on holidays. Unauthorized use of the vehicle by the driver/service provider/owner will lead to unilateral termination of the contract.

15. It shall be the responsibility of the driver/owner/service provider to maintain the cleanliness of the vehicle.

16. The vehicle Log Book shall be maintained by the driver daily with attestation of by the concerned officer.

**Seal & Signature of
Quotationer / Tenderer**

By Order,

**Sd/-
Secretary, DLSA, Jajpur.**

ANNEXURE-B
GENERAL INFORMATION FOR HIRING OF VEHICLE

Sl. No.	Particulars	General information required
01	Name of the Service Provider	
02	Complete Address	
03	OGST Number	
04	GeM Registration Number	
05	Name & Address of the Bank, Bank Account No. and IFSC Code	
06	Registration No. of Vehicle	
07	Year of Manufacture	
08	Make and Model	
09	Date of Registration	
10	Name and 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	Proposed hire charge of the vehicle per month excluding fuel cost	
18	Rate of fuel consumption/ Mileage per Litre	
19	Contact Number of the service provider (Tenderer/ Quotationer)	
20	Contact Number of Driver.	

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

**Seal & Signature of
Quotationer / Tenderer**

By Order,

**Sd/-
Secretary, DLSA, Jajpur.**