

COLLECTORATE, JAJPUR

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

No. 21 /dt. 07.01.2025

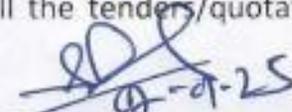
QUOTATION/TENDER CALL NOTICE

Sealed Quotations/Tenders are invited from Interested Travel Agencies/Tour Operators or Private individuals for providing one number of AC/Non AC Diesel/Petrol driven vehicle (Tiago / Bolt/ Celerio/etc) having sitting capacity not more than four including Driver, which shall confirm to the terms and Conditions (**Annexure-II**) for official use in Office of the D.I. & P.R.O, Jajpur on monthly rent basis.

1. The Vehicle must be in Road Worthy condition, shall not be more than 03 years old from the date of initial registration and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, Valid Contract Carriage Permit, proof of up to date tax payment etc 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 and should be sufficiently fit, capable of driving long distance at all hours and not be more than 50 years of age.
3. The Driver should be well behaved, gentle and obedient in nature.
4. A sum of Rs. **5000/- (Rupees Five thousand)** only shall be deposited by the intending bidder in shape of Account Payee Bank Draft drawn in favour of the **District Information & Public Relations Officer, Jajpur** and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidder.
5. The monthly rate of hire charge (Excluding GST) should be quoted separately in the general bid information (excluding fuel).
6. The Engine Oil/Lubricant will be borne by the vehicle owner.
7. The Vehicle must achieve a fuel efficiency of **17Kms per litre**.
8. The details of the make and year of manufacture of the vehicle, registration No., mileage (Kms covered per litre) 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**).
9. The quotation completed in all respect should reach the undersigned on or before 21.01.2025 by 2:PM. and shall be opened in the Office of A.D.M(Rcv.), Jajpur on 22.01.2025 at 2:PM in presence of the bidders or their authorized representatives.
10. In case the Quotation/Tender cannot be opened on the specified date and time owing to some exigency, the same shall be opened on the next working day at the same time.

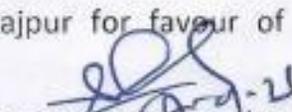
11. The application form of quotation/tender containing General Bid Information and Terms and Conditions for Hiring of Vehicle etc. will be available with D.I. & P.R.O Office, Jajpur on payment of Rs. 100/- from 1030 A.M. to 5:00 P.M. or can be downloaded from the Government Website www.jajpur.odisha.gov.in from 7.01.2025 to 21.1.2025. In case the application form is downloaded from Government 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.

12. The authority reserves the right to reject any or all the tenders/quotations without assigning any reason thereof.


Addl. District Magistrate (Rev.),
Jajpur

Memo No. 22 / Dt. 07.01.2025

Copy submitted to Collector & District Magistrate, Jajpur for favour of kind information.


Addl. District Magistrate (Rev.),
Jajpur

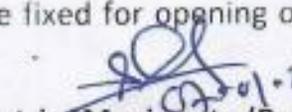
Memo No. 23 / Dt. 07.01.2025

Copy forwarded to C.D.O-cum-E.O, Zilla Parisad, Jajpur/All District Level Officers/All BDOs/All Tahasildars of Jajpur District for Information and necessary action. They are requested to hang the notice in their Notice Board for wide publication.


Addl. District Magistrate (Rev.),
Jajpur

Memo No. 24 / Dt. 07.01.2025

Copy forwarded Regional Transport Officer, Jajpur/District Treasury Officer, Jajpur, Assistant Collector, Nizarat, Jajpur for information and necessary action. They are requested to remain present on the date, time and venue fixed for opening of the Quotations/Tenders.


Addl. District Magistrate (Rev.),
Jajpur

Memo No. 25 / Dt. 07.01.2025

Copy forwarded to the DeGM, Collectorate, Jajpur for information and he is requested for hosting the notice on the District website i.e. www.jajpur.odisha.gov.in for wide publicity of the notice.


Addl. District Magistrate (Rev.),
Jajpur

Memo No. 26 / Dt. 07.01.2025

Copy forwarded to the Under Secretary to Govt. I & P.R., Department, (Vehicle Section) Odisha, Bhubaneswar/Deputy Director, I & PR (CD) Cuttack for information and necessary action.


Addl. District Magistrate (Rev.),
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.


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.”