



DISTRICT MINERAL FOUNDATION, JAJPUR

Ph. - 06728-222227

E-mail: dmfjajpur@gmail.com, Website - <https://jajpur.nic.in>



Letter No: DMF/ 434 /2025

Date: 30 / 06 /2025

TENDER CALL NOTICE

Sealed tenders are invited in the prescribed format from reputed Travel Agencies/Tour Operators/Private individuals of Jajpur for **“Hiring one no of Vehicle (Mahindra Bolero Neo, Top Model, 7-Seater SUV) for engagement by the Planning & Monitoring Unit of DMF, Jajpur on a monthly rental basis”**. The vehicles will be deployed for the PMU of DMF, Jajpur for monitoring of the projects.

TERMS & CONDITIONS OF THE TENDER:

1. General Conditions:

- a) The service provider shall have a valid GST registration to participate in the tendering.
- b) The vehicle must be in road worthy condition, shall not be more than 1 year 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.
- c) 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.
- d) The bid shall be quoted for all the items in the prescribed format of tender as specified in **Annexure- I** otherwise it will be rejected. Corrections, if any, shall be made by crossing out, initialing, dating and rewriting.
- e) The bid price should exclude the cost of fuel, lubricants to be used during the engagement period under Planning & Monitoring Unit of DMF. However, the price quoted should include the cost towards driver's salary and other maintenance work of the vehicle.
- f) Only one no. of Vehicle will be engaged under Planning & Monitoring Unit of DMF, Jajpur for the initial period of one-year which will be extended further on the basis of the performance of the service in the initial year.
- g) The agency shall bear expenses towards toll cess & parking fees during the engagement, which will be reimbursed after production of invoices in original by the agency to the PMU on monthly basis.

- h) The cost towards fuel & lubricants will be reimbursed as per Govt. norms on the basis of minimum average mileage.
- i) The vehicle should have been registered as commercial vehicle and must be comprehensively insured.
- j) Statutory deductions like TDS, TDS on GST shall be deducted from the rental value as per laws in force.

2. Bid Security & Cost of Tender Paper:

- a) The bidder shall furnish bid security of **Rs.5,000/- (Rupees Five Thousand only)** in the shape of Demand Draft/ Pay Order drawn in favour of "**Collector & Managing Trustee, DMF, Jajpur**" payable at "**Jajpur Town**".
- b) The bidder has also to submit cost of tender paper of **Rs.1,000/- (Rupees One Thousand only)** in the shape of Demand Draft/ Pay Order drawn in favour of "**Collector & Managing Trustee, DMF, Jajpur**" payable at **Jajpur Town**.
- c) Any such bid not secured with the appropriate sum of bid security will be rejected.
- d) The bid security received from any unsuccessful bidders shall be refunded within reasonable time period after completion of the bidding process.
- e) The above bid security will be forfeited, if the bidder:
- Withdraws its bid during the period of bid validity or
 - Fails to perform the contractual obligations as per the work order.

3. Submission of Bid:

- Interested bidders may submit their sealed tender in the prescribed format and superscripting "**Hiring of vehicle on monthly rental basis for the PMU, DMF, Jajpur**" on cover of envelope addressed to the Office of the "**Collector & Managing Trustee, DMF Cell, 1st Floor, Collectorate Building, Jajpur Town, Jajpur, Pin-755001**"
- The bids completed in all respect should reach the undersigned on or before **Dt.21.07.2025 by 5:00 PM** and the tender will be opened at the Collector's Conference Hall on **Dt.22.07.2025 at 11.00 AM**. In the presence of the bidders or their authorized representatives.

Documents to be attached along with the bid:

The following documents must be submitted along with the information prescribed in Annexure-I

a. General Documents:

- Copy of Goods and Services Tax Identification Number (GSTIN) of the bidder,
- Copy of the PAN Number of the bidder

4. Bid Security & Cost of Tender Paper

b. *Vehicle Specific documents:*

1. Copy of registration Certificate of the vehicle.
2. Copy of fitness certificate of the vehicle.
3. Copy of Pollution Certificate.
4. Copy of up-to-date road tax payment receipts
5. Copy of up-to-date Insurance Certificate of the vehicle.
6. Copy of driver's driving license for driving commercial vehicle.

(Note: Bids not complying to any of the above requirement, will be out rightly rejected at the discretion of the Client's authority)

4. Tender received late and incomplete will not be considered. 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-I**.

5. Each Bidder shall submit only one quotation as per the format of quotation.

6. Validity of Tender:

Tender shall remain valid for a period not less than 30 (thirty) days from the last date specified for submission of the tender. Notwithstanding anything contained above, the authority reserves the right to accept or reject any tenders or to cancel the bidding process or reject all tenders at any time prior to issue of work order.

7. Evaluation of Tender:

The client/buyer will evaluate and compare the tender determined to be substantially responsive i.e.:

- (a) Which is properly signed and sealed,
- (b) In conformity with the terms and conditions, and specifications,
- (c) Submitted as per the prescribed format,

The tenders will be evaluated for all the items together, following the least cost method.

8. Award of contract:

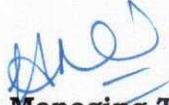
- The work order will be placed to the selected bidder (s) whose bid has been determined to be substantially responsive; who has offered the lowest evaluated bid price provided the vehicle is in good working condition. Prices for all items taken together will be considered.
- Any effort by a bidder to influence the buyer/client in its decision on bid evaluation or placement of work order may result in rejection of the bidder's offer.

- The bids are liable to be rejected if any of the above conditions are not complied with.
- The bidder whose bid is accepted will be notified for the award of contract by the buyer prior to expiration of the tender validity period. The terms of the accepted offer shall be incorporated in the work order. The eligible bidder shall commence the services from the date of place of the work order and shall continue to provide the services.
- Notwithstanding the above, the buyer reserves the right to accept or reject any tenders and to cancel the bidding process and reject all tenders at any time prior to award of work order.
- Any legal disputes arising out of this are subject to Jajpur jurisdiction only.
- Bidders may be present in person or through their representative(s) during the opening of tender as per above date, time and venue.

9. Other Terms and Conditions of the Tender:

- The hired vehicles, during 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.
- The PMU, DMF, Jajpur 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.
- The hire charges to be paid for monthly basis is final but does not include cost of fuel, which is to be paid separately 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.
- In case of the vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
- The vehicle should be new one from the date of opening of the tender and should be in excellent running condition.
- The agency must have its permanent office/place of business at the respective district headquarter.
- The entire major and minor repair shall be borne by the agency itself.
- The vehicle must be available with PMU office on all days including off hours & on holidays as desired by PMU, for official purposes only.
- A log book has to be maintained on daily basis by the driver and be signed by the concerned member of PMU who ever uses the vehicle on that particular day.

- The driver will report at PMU, DMF Cell at the district headquarters respectively at 08.00 AM in the morning and will be available in the office or as desired by authority.
- The vehicle may be used during Sundays and holidays as desired by the authority.
- The responsibility of comprehensive insurance of vehicle and personal accident insurance of the driver will be borne by the service provider.
- In case of breakdown for reasons whatsoever the replacement of a vehicle of the same or better model shall be provided by the service provider.
- The driver driving the vehicle should have a valid driving license. The conduct of the driver if not acceptable by the staffs of the PMU, DMF, the agency shall substitute him immediately. The driver of the vehicle also should possess a cell phone with him.
- The bidder will provide service of vehicle in a neat & clean condition with clean towels on the seat twice a month and general servicing and pollution check-up will be carried out by the contractor as per the requirement.
- In case of driver is called for at night, Sundays or holidays no extra charge will be paid for the same. There will be no extra night halt charge for using the vehicle at night and no additional charges for use in emergencies, Sundays and holidays shall be allowed.
- If the services are found to be unsatisfactory, the authority shall give one month notice and terminate the agreement.
- 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 violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.


Collector & Managing Trustee
DMF, Jajpur

Memo No 435

Dated 30/06/2025

Copy forwarded to Notice Board of Collector & District Magistrate, Jajpur/ Office of the CDO-cum-EO, Zilla Parishad, Jajpur, all Tahsildar's/BDO's of Jajpur district/ for information and with a request to display the quotation call notice in their respective office notice board for wide publication.



**Collector & Managing Trustee
DMF, Jajpur**

Memo No 436

Dated 30/06/2025

Copy forwarded to the District E-Gov Manager, Jajpur with request to upload the tender call notice in the Jajpur District Website (<https://jajpur.odisha.gov.in>) on Dt.01.07.2025 (i.e. from Dt.01.07.2025 to Dt.21.07.2025 (up to 5:00 PM) for wide publication and timely response by the intending suppliers.



**Collector & Managing Trustee
DMF, Jajpur**



**Collector & Managing Trustee
DMF, Jajpur**

GENERAL INFORMATION

Sl. No.	Particulars	Detail information
1.	Name of the Service Provider	
2.	Complete address of the Service Provider	
3.	Contact No. of the Service Provider	
4.	GST Number	
5.	PAN No.	
6.	Bank Account No and IFSC Code	
7.	Vehicle Registration No.	
8.	Date of Registration	
9.	Year of Manufacturing	
10.	Make & Model Name	
11.	Name & complete address of owner of vehicle with Contact No.	
12.	Fitness Certificate with validity	
13.	Pollution Certificate validity	
14.	Permit validity	
15.	Insurance validity	
16.	Name & Address of the Driver with contact no.	
17.	Driver's Driving License No. & Validity	
18.	Demand Draft No. & Date towards Cost of Tender paper (Rs.1,000)	
19.	Demand Draft No. & Date towards Bid Security (Rs.5,000)	

FORMAT FOR PRICE BID

1	2	3	4
Sl. No.	Type of the Vehicle	Monthly Hiring Charges without GST (In Rs.)	Consumption of Fuel Km/Liter (Mileage per litre)
1	Mahindra Bolero Neo (Top model, 7-seater SUV)		

UNDERTAKING

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

Signature of Bidder

Place:

Date: