

# DISTRICT PLANNING AND MONITORING UNIT, MALKANGIRI

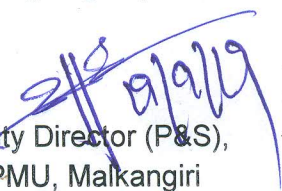
O.O. No. 532 / STAT/2019/Dated 19.09.2019

## Quotation/Tender Call Notice

Sealed Quotations/Tenders are invited from interested reputed Travel Agencies/Tour Operators or Private Individuals for providing One of Non-AC Diesel driven vehicle having sitting capacity not more than ten including driver, which shall conform to the Terms and conditions (Annexure-I,II&III) for official use in **District Planning and Monitoring Unit, Malkangiri** on monthly rent basis. The Quotation should be superscribed "**Quotation for providing vehicle on hired basis**" on the cover and sealed quotation along with all relevant documents should reach to the undersigned on or before **26.09.2019 by 1.00 P.M. and shall be opened on the same day at 3.00 P.M.** in the presence of the bidders or their authorized representatives. The sealed quotations may be dropped in the TENDER BOX placed at the Office of the Dy. Director (P&S), DPMU, Malkangiri or may be sent through speed post / registered office to reach the Dy. Director (P&S) DPMU, Malkangiri within the time period fixed i.e. 26.09.2019 by 1.00 P.M. Quotation received after the scheduled date and time and by any other means shall not be accepted.

The application form of quotation containing General Bid Information & Terms and conditions for Hiring of Vehicle will be available at District Planning and Monitoring Unit (Statistical Wing), Malkangiri on Payment of Rs. 100/- (tender processing fee) from 19.09.2019 to 25.09.2019 or can be downloaded from Malkangiri District website [www.malkangiri.nic.in](http://www.malkangiri.nic.in). In case the application form is downloaded from District website, the applicant shall furnish a Demand Draft in favour of **Deputy Director (P&S), District Planning and Monitoring Unit, Malkangiri** for an amount Rs. 100/- (Rupees One hundred) towards the cost of Tender processing fees.

The undersigned reserves the right to reject all or any of the tender without assigning any reason thereof.

  
Deputy Director (P&S),  
DPMU, Malkangiri

Memo No. 533<sup>(17)</sup>

Dated 19.09.2019

Copy to Deputy Collector, Nizarat, Collectorate, Malkangiri /Project Director, DRDA, Malkangiri/all BDOs, CDPOs & Tahasildar, with the request to affix the tender call notice in their notice board/DIO, NIC, Malkangiri for information with the request to web host the tender call notice in the District website.

  
Deputy Director (P&S),  
DPMU, Malkangiri

**TERMS AND CONDITIONS:**

1. The vehicle must be in Road Worthy condition, shall not more than 3 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. which 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.
3. The Driver should be well behaved, gentle and obedient in nature.
4. **A sum of Rs.5000/-** shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the Deputy Director (P & S), District Planning and Monitoring Unit Malkangiri Payable at SBI, Malkangiri and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.  
The monthly rate of hire charges be quoted separately in the general bid information including all charges to be borne by the owner like drivers salary, taxes etc. but excluding fuel and lubricants.
5. The vehicle must achieve a fuel efficiency of 10 Kms. per litre.
6. The details of the make and year of manufacture of the vehicle, registration Number, 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)
7. The Quotation completed in all respect along with relevant documents should reach the undersigned on or before **26.09.2019 by 1.00 P.M.** though speed post/ registered post or by dropping in the TENDER BOX placed at District Planning & Monitoring Unit, Malkangiri and shall be **opened on the same day at 3.00 P.M.** in presence of the bidders or their authorized representatives.
8. The application form of quotation/tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available with District Planning and Monitoring Unit (Statistical Wing), Malkangiri on payment of Rs. 100/- (tender processing fees) from 19.09.2019 to 25.09.2019 or can be downloaded from Malkangiri District website [www.malkangiri.nic.in](http://www.malkangiri.nic.in) . In case the application form is downloaded from District website, the applicant shall furnish a Demand Draft in favour of Deputy Director (P&S), District Planning and Monitoring Unit, Malkangiri for an amount Rs. 100/- (Rupees One Hundred) towards tender processing fees.
9. The eligible bidder shall commence the services from the date agreement and shall continue to provide the services for one year (as per the agreement made).

  
Deputy Director (P&S)  
DPMU, Malkangiri



**TERMS & CONDITION FOR HIRING OF VEHICLES**

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 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 Owner of the vehicle shall be responsible for all such litigations.
2. The hire charges to be paid for monthly basis is final but does not include cost of 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 of the vehicle.
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 for minimum of 25 days 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 diesel (as per actual) and lubricants (as per Government 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.
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. If the services are found to be unsatisfactory, the client may give one month notice and terminate the agreement.
11. 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.
12. If the bidder violates any of the terms of contract, he shall forfeit the entire amount of security deposit.
13. The application form must be signed by the vehicle owner or bidder and properly sealed and also attached with all relevant documents including drafts as per the terms & conditions.
14. The undersigned reserves the right to reject all or any of the tender without assigning any reason thereof.
15. The owner of the vehicle/Service provider must have GST registration.

  
Deputy Director (P&S),  
DPMU, Malkangiri

**GENERAL INFORMATION FOR HIRING VEHICLES**  
**(Last Date of Receipt: 26.09.2019 1 P.M at DPMU, Malkangiri)**

1. Registration No. of Vehicle :
2. Type of vehicle (AC/Non AC) :
3. Year of Manufacture :
4. Model :
5. Date of Registration :
6. Name and 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. Whether DD against the security Deposits submitted: DD No. \_\_\_\_\_ Date \_\_\_\_\_
13. Whether the cost of tender processing fee : if Yes DD No \_\_\_\_\_ Date \_\_\_\_\_  
submitted through DD

- 14. Proposed hire charges of the vehicle per :  
Month including all charges to be borne  
by the owner like drivers salary, taxes etc.  
excluding fuel cost**

Rs \_\_\_\_\_ / month

(The rate quoted by the bidders must be within the limits prescribed by the Government in Finance Department, Govt. of Odisha for specific cases of vehicles.)

- 15. Rate of fuel consumption/mileage per litre :**

Km / Ltr

- 16. Contact Number of the Service Provider(Tenderer/ Quotationer)**

Mobile No.....Telephone No.....

- 17. List of documents**
- |              |     |
|--------------|-----|
| 1)           | 6)  |
| Attached: 2) | 7)  |
| 3)           | 8)  |
| 4)           | 9)  |
| 5)           | 10) |

**"Certified that the information submitted above is true to the best of my knowledge and belief and as per facts supported by relevant documents attached".**

Seal & Signature of the  
Quotationer/Tenderer