

**Standard Bidding Document  
Government of Odisha  
TAHASIL OFFICE, MATHILI  
Quotation/Tender Call Notice**

No 764 /2021

Dt. 10 /03/2021

Sealed quotations/tenders are invited from interested reputed Travel Agencies/tour Operators or private individuals for providing 01 nos of Non AC/AC Diesel driven vehicles having sitting capacity not more than ten including driver, which shall conform to the Terms and condition (Annexure-II) for official use in Mathili Tahasil Office on monthly rent basis:

1. 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, valid Contract Carriage permit, proof of up to date tax payment etc. Which are mandatory for plying of vehicle.
- 02) 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.
- 03) The Driver should be well behaved, gentle and obedient in nature.
- 04) A sum of Rs. 5000/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the Tahasildar, Mathili and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
- 05) The monthly rate of hire charge is quoted separately in the general bid information (excluding fuel and lubricants).
- 06) The vehicle must achieve a fuel efficiency of 10 Kms. Per liter.
- 07) The details of the make and year of manufacture of the vehicle, registration no, mileage (Kms covered per liter) 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).
- 08) The Quotation completed in all respect should reach the undersigned on or before 26.03.2021 by 1.00 PM and shall be opened on the same day at 3.00 PM in presence of the bidders or their authorized representatives.
- 09) The applications form of quotation/tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. can be downloaded from Malkangiri District Website [www.malkangiri.nic.in](http://www.malkangiri.nic.in). The eligible bidder shall commence the services from the date mentioned in the agreement and shall continue to provide the services for one year (as per agreement made).

Memo No 765 /2021

Copy to the Notice Board of this Office for wide publicity.

Copy submitted to all Tahasildars & BDOs with a request to affix the quotations/tender call in their notice board / DIO, NIC, Malkangiri for information with a request to host the quotation/tender call notice in District website.

*B. S. S. S.*  
TAHASILDAR, MATHILI

Dt. 10 /03/2021

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TAHASILDAR, MATHILI

TERMS & CONDITIONS FOR HIRING OF VEHICLES

The following terms and condition must be fulfilled by the successful bidder for proving vehicle on hire on monthly rent basis.

1. The hired vehicles, during period of contract shall have all necessary valid M.V documents such as: valid Registration 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 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 are final but do 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, replacements of spare parts, lubricating oil of engine gear box and different 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 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 vehicle shall report for duty for whole 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 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.
9. The vehicle shall not be more than 3 years old from the initial registration and also on good running condition during the period of contract.
10. If the services are found to be unsatisfactory the client shall give one month notice and terminate the agreement.
11. in case the service provider intends to withdraw the service of his vehicle and terminate the agreement. It shall be mandatory upon him to grant one month notice before such with drawl of service and termination of agreement.
12. If the bidder violates any of the terms of contract Government shall forfeit the entire amount of security deposit.
13. TDS as per the norms will be deducted from the claim bill.

*Rinella*  
TAHSILDAR, MATHILI 10/12/2021

**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 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/Quotationer)  
Mobile No.....Telephone No.....

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

**Seal & Signature of the  
Quotationer/Tenderer**