

GOVERNMENT OF ODISHA  
OFFICE OF THE CHIEF DISTRICT AGRICULTURE OFFICER, MALKANGIRI

L.No. 1753

Date 13.07.2021

QUOTATION / TENDER CALL NOTICE FOR HIRING OF VEHICLE

Sealed quotation / tenders are invited from interested vehicle owner of scheduled specification mentioned below for engagement of vehicles along with driver, in the office of the Chief District Agriculture Officer, Malkangiri for official use which shall confirm to the Terms & conditions. (Annexure-I)

**Vehicle specification:-**

Official purpose –BOLERO (Preferably white in Colour) shall not be more than 1 (one) year old.

**Eligibility:-**

1. The vehicle must be commercial & in brand new condition, must valid registration Certificate, Insurance Certificate, Fitness Certificate, valid contract carriage Permit, proof of up to date tax payment etc, which are mandatory for hiring of vehicle.
2. The driver of the vehicle must have a valid Driving License for and should be sufficiently experienced in driving transport passenger vehicle.
3. The driver should be well behaved, gentle & obedient in nature.
4. A sum of Rs.5000/- shall be deposited by the intending bidder in shape of Account Payee Bank Draft as EMD drawn in favour of the Chief District Agriculture Officer, Malkangiri payable at SBI Main Branch, Malkangiri. After completion of the tender process, the amount will be refunded to unsuccessful bidders.
5. The monthly rate of hire charge should be quoted separately in the general bid information (Excluding fuel and lubricants.)
6. The details of the make and year of manufacture of vehicle, registration no, millage ( Kms covered per litter) and name of the Driver with Driver license No and period of validity should be specifically provide in the general information to be furnished with the quotation / Tender ( Annexure-III) along with the following attested documents.
  - Xerox copy of R.C Book.
  - Xerox copy of Road permit.
  - Xerox copy of Fitness Certificate
  - Xerox copy of insurance Certificate.
  - Xerox copy of pollution free Certificate.
7. The Quotation complete in all respect should reach the undersigned on or before 20.07.2021 by 4PM by registered post /courier service only and shall be open on the same day at 4PM in presence of the bidders or their authorized representative along with the committee members.
8. The selected vehicle owner will execute an agreement with the undersigned having all terms & condition before engagement of the vehicle. The minimum run of the Vehicle at a liter diesel must not be less than @ 12 km. per litre. The committee reserves right to accept / cancel one or all, even of found lowest without assigning any reason therefore.

*N. H. Prasad*  
13.07.21

Chief District Agriculture Officer,  
Malkangiri

Memo No. 1754

Date 13.07.2021

Copy submitted to the Director of Agriculture & Food Production, Odisha, Bhubaneswar for favour of his kind information and necessary action.

*N. H. Prasad*  
13.07.21

Chief District Agriculture Officer,  
Malkangiri

Memo No. 1755

Date 13.07.2021

Copy to the DIO, NIC, Malkangiri for information with request to web host the tender call notice in the district website.

*N. H. Prasad*  
13.07.21

Chief District Agriculture Officer,  
Malkangiri

Memo No. 1756

Date 13.07.2021

Copy to all District Level Officer of Malkangiri District with a request to kindly display the same in their Notice Board & wide publicity.

*N. H. Prasad*  
13.07.21

Chief District Agriculture Officer,  
Malkangiri

**GENERAL INFORMATION FOR HIRED VEHICLE**

1. Registration No. of the 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 DL of driver :
12. Proposed hire charges of the vehicle per month including driver salary and excluding fuel cost. :
13. Rate of fuel consumption / mileage per liter :
14. Contact Number of the Service provider  
Mobile No.: Telephone No.:

SI No.	District / Block	Hire charges (including driver monthly salary & excluding fuel in INR)	Fuel (KMs / Litre)	Remarks if any

**N.B.:-** Hire charges: Monthly Hire charges (In INR), Fuel, Minimum 12Kms / litre for block and district. Certified that the information submitted above is true to the best of my knowledge and belief.

**Full Signature of the Vehicle Owner**

TERMS AND CONDITIONS FOR HIRING OF VEHICLE

The following term and conditions must be fulfilled by successful bidder for proving a Vehicle on hire on monthly basis.

1. The hired Vehicle, 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 and Driving License of the driver available all the times. The Department / Office hiring the vehicle 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 in any manner whatsoever. The owner of the vehicle shall be responsible for all such litigations.
2. The hire charges to be paid after deduction of Income Tax or any other Tax as applicable by law on monthly basis in final but does not include cost of diesel, which is to be paid separately basing on actual consumption lubricants as per existing Government norms. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of Engine, Gear box and differential Coolant, Tyres & Tubes, Battery etc. will be borne by the bidder.
3. It shall be responsibility of the bidder to provide a good Driver and the salary of the driver shall be borne by 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 vehicle do not report regularly, the authority will e liberty to reject the agreement and may engage vehicle from other source.
6. The vehicle shall report for duty for minimum 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 demand.
8. Monthly charges and reimbursement towards the cost of the diesel (as per actual) and Lubricant (as per Govt. norms) of selected bidder will be paid in every succeeding month, as far as possible within fifteen days of the submission of bill by the service provider and no advance payment will be made.
9. The vehicle shall not more than 3 years old from the initial registration and also in good running condition during the period of contract.
10. If the service found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
11. In case the service provider intends to withdraws 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 violets any of the terms and contract, Govt. 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 draft as per the term and conditions.
14. The undersigned reserve the right to reject all of any of the tender without assigning any reason thereof.

  
13.07.21  
Chief District Agriculture Officer  
Malkangiri