



**DISTRICT RURAL DEVELOPMENT AGENCY,
MALKANGIRI.**

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Letter No 2600 / XXXIX-128 /2021 (MGNREGA)

Date 20 .07.2021

TENDER CALL NOTICE

Sealed tenders are invited from interested reputed Travel Agencies/Tour Operators or private individuals for providing 01(One) number of AC Petrol/Diesel driven vehicle having sitting capacity not more than Eight or new/ latest model vehicles including driver as per Finance Deptt. O.M No-30464/F dated-06.09.2019 and No-33326 dated-27.09.2019 , which shall confirm to the Terms and conditions (Annexure-I ,II & III) for official use in DRDA, Malkangiri on monthly rent basis. The quotation should be super-scribed " Quotation for Providing vehicle on hire basis" on the cover and sealed quotation should reach to the undersigned **on or before 05.08.2021 by 5.30 P.M by Speed Post /Regd. Post and shall opened on 06.08.2021 at 3.30 P.M** in the presence of the bidder or their authorized representatives at DRDA Conference Hall ,Malkangiri .Quotation received after the scheduled date and time shall not be accepted.

The application form of quotation containing General Bid Information & Terms and Conditions for Hiring of Vehicle will be available at DRDA, Malkangiri from **21.07.2021 to 05.08.2021** or can be downloaded from Malkangiri District Website www.malkangiri.nic.in from dt. **21.07.2021 to dt 05.08.2021**.

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

By the Orders of Collector-cum-DPC,MGNREGA

**PROJECT DIRECTOR,
DRDA, MALKANGIRI**

Memo No 2601 /2021

Dated 20 /07 /2021

Copy to the Additional District Magistrate, (Collectorate), Malkangiri/ Sub-Collector, Malkangiri/ P.A, ITDA, Malkangiri/All B.D.Os /Tahsildars /E.O, Malkangiri Municipality & E.O,Balimela N.A.C of this District with a request to affix the tender call notice in their notice board/ DIO, NIC, Malkangiri for information with a request to web host the tender call notice in the District website.

**PROJECT DIRECTOR,
DRDA, MALKANGIRI**

Memo No 2602 /2021

Dated 20 /07 /2021

Copy to the Editor, Dharitri/ Pragativadi.He is requested to publish the above Tender Call Notice for one day in local edition & submit the bill as per I & P.R Deptt. rate.

**PROJECT DIRECTOR,
DRDA, MALKANGIRI**

TERMS AND CONDITION

1. In view of pollution being high through use of Diesel vehicles, it is preferable to hire BS-IV compliant Petrol Vehicles.
2. The hiring charges do not include fuel cost (petrol/diesel) which is to be paid separately basing on actual consumption and lubricants as per existing Government norms .
3. The Local vehicle and New /Latest Model Petrol vehicle will be given priority during open of tender by the Tender Committee. The decision of the Tender Committee is final decision for finalization of vehicle.
4. The vehicle must be in Road Worthy condition, shall not be more then 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.
5. It will be ensured through Service Providers of hired vehicles that the vehicles are kept under optimum running condition and avoid accidents attributable to lack of maintenance/upkeep. The hired vehicles cannot be used for any private /commercial purpose beyond office hours or during holidays.
6. GST registration is compulsory for any Service Provider to provide hired vehicles to Government offices through Gem or through open bidding. Log books shall be maintained for the hired vehicles as in the case of Government vehicles. Kilometer reading and POL drawn shall be necessarily recorded in relevant columns and verified regularly by an authorized officer before making payment. The hiring may be discontinued immediately, when the vehicles are no longer required for offices.
7. A sum of Rs. 5000/- shall be deposited by the intending bidders in shape of Account Payee Bank draft drawn in favour of the Project Director, DRDA, Malkangiri payable at SBI, Malkangiri and submitted along with the tender as security deposit, After completion of tender along with the tender as security deposit .After completion of tender process, the amount will be refunded to unsuccessful bidders.
8. The monthly rate of hire charges be quoted separately in the General bid information (excluding fuel and lubricants).
9. The vehicle must achieve a fuel efficiency of at least 10 Kms , per litre.
10. The details of the make and year of manufacture of the vehicle, registration no,. Mileage (Kms covered per liter) 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 Quotations/Tender (Annexure-II).
11. The Quotation completed in all respect should reach the undersigned on or before 05.08.2021 by 5.30 P.M by Speed Post /Regd. Post and shall be opened on 06.08.2021 at 3.30 P.M in presence of the bidders or their authorized representatives at DRDA Conference Hall ,Malkangiri
12. The application form of quotation containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available at DRDA, Malkangiri from 21.07.2021 to 05.08.2021 by 5.30 P.M or can be downloaded from Malkangiri District Website www.malkangiri.nic from dated 21.07.2021 to 05.08.2021. The eligible bidder shall commence the services from the date of agreement and shall continue to provide the services for one year (as per the agreement made)


Project Director
DRDA, Malkangiri



TERMS AND CONDITIONS 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 vehicle, during the period of contract, shall have all necessary valid M.V documents such as -Valid Registration Certificate, Insurance Certificate, Fitness Certificate, Valid Contract Carriage Permit, Proof of up to date Tax Payment etc. which are mandatory, should be available all the times for plying of vehicle. The 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 in any manner what so ever. 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 for monthly basis is final, but does not include cost of fuel, which is to be paid separately basing on actual consumption and lubricants as per existing Govt. norms. All the expenditure of the vehicle towards repair / replacement of spare parts/ lubricating oil of Engine, Gear box and different coolant, tyres and tubes , battery etc, will be borne by the bidder.
3. In case of breakdown for reasons whatsoever the replacement of the vehicle of the same or better model shall be provided by the owner of the vehicle/ bidder.
4. In case of the vehicle don't report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source.
5. The vehicle shall report for duty for minimum of 25 days in a month.
6. Monthly hire charges and re-imburement towards cost of fuel (as per actual) and lubricants (as per Govt. norms) of selected bidder will be paid in every succeed month, as far as possible within 15 days of the submission of bills by the service provider and no advance payment will be made.
7. The vehicle shall not be more than 3 years old from the date of initial registration and also in good running condition during the period of contract .
8. In view of pollution being high through use of Diesel vehicles, it is preferable to hire BS-IV or with latest models compliant Petrol Vehicles.
9. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
10. In case the Service provider intend to withdraw the services 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.
- 11.If the bidder violates any term of the contract, he shall forfeit the entire amount of



Security deposit.

12. The L-1 bidder will be prepared on the basis of the quotations received and final selection will be made by the District Procurement Committee of DRDA for the latest new model vehicle.
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 and conditions.
14. Log books shall be maintained for the hired vehicles as in the case of Government vehicles. Kilometer reading and POL drawn shall be necessarily recorded in relevant columns and verified regularly by an authorized officer before making payment.
15. A sum of Rs. 5000/- shall be deposited by the intending bidders in shape of Bank STDR pledged in favour of the Project Director, DRDA, Malkangiri and submitted along with the tender as security deposit. After completion of tender along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
16. The vehicle must achieve a fuel efficiency of at least 10 Kms , per litre.
17. The details of the make and year of manufacture of the vehicle , registration no., Mileage (Kms covered per liter) 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 Quotations/Tender (Annexure-II).
18. The decision of the Tender Committee is final decision for finalization of vehicle and the Committee reserves the right to accept/ reject /cancel of any application/tender with out assigning any reason thereof at any time .


Project Director
DRDA, Malkangiri



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. PAN NO :
11. Proposed Hire charge of the Vehicle
Per month including Driver's Salary
& excluding fuel costs. :
12. Rate of fuel consumption / Mileage per litre :
13. Name of Driver & D.L.No/ Aadhaar No. :
14. Contact Number of the Service Provider (Tenderer / Quotationer)

FORMAT FOR PRICE BID

| Sl No | District/ Block | Hire Charges per month excluding Fuel in INR | Fuel (KMs per 01 litre) | Remarks if any |
|-------|-----------------|--|--------------------------|----------------|
| 1 | 2 | 3 | 4 | 5 |
| | | | | |

NB: Hire Charges : Monthly Hire Charges (in INR). Fuel Minimum 10 KMs per litre

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

FULL Signature of the Vehicle Owner.