

## **Annexure-I**

### **OFFICE OF THE PANCHAYAT SAMITI, KORUKONDA**

No. 340/1-21

Dtd. 17/11/2021

#### **SHORT QUOTATION/TENDER CALL NOTICE**

Sealed Quotations/Tender are invited from the interested reputed Travel Agencies/Tour Operators or private individuals for providing **01 (One) number** of **Non AC/AC driven- TUV300/Bolero/Sumo Gold/Ertiga type vehicles having sitting capacity not more than ten excluding driver**, which shall conform to the Terms and conditions (Annexure-II) for official use in **Panchayat Samiti, Korukonda (IAY Admn. Contingency)** on monthly rent basis @ **maximum Rs.31000/- (Rupees thirty one thousand ) only per month including driver & excluding fuel, lubricants and taxes**. In view of pollution being high through use of Diesel Vehicles, it is preferable to hire BS-VI compliant Petrol Vehicles.

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

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, Pollution Certificate, valid Contract Carriage Permit, proof of up to date tax payment etc. which are mandatory for plying of vehicle. Vehicles older than five years should be replaced by new vehicles by the service provider.
2. GST registration and Gem registration are compulsory for any service provider to provide hired vehicles to Govt. offices through Gem or open bidding.
3. 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.
4. The Driver should be well behaved, gentle and obedient in nature.
5. Providing of Driver with hire vehicle by the service provider is must though the Govt. driver is available in the office. Without driver the hire charges as finalized will not be paid.
6. A sum of Rs.5000/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the **Block Development Officer, Korukonda** and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
7. The monthly rate of hire charge including driver be quoted separately in the general bid information (excluding fuel and lubricants)
8. The Vehicle must achieve a fuel efficiency of at least 10 Kms. per liter.
9. The details of the make and year of manufacture of the vehicle, registration number, 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 quotation/tender (Annexure-III).
10. The Quotation completed in all respect should reach the undersigned on or before **Dtd- 23.11.2021 by 5.00 P.M.** during working day and shall be **opened on the same day at 5.30 P.M.** in presence of the bidders or their authorized representatives.
11. The application form of quotation/tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available with Panchayat Samiti Office, Korukonda on payment of Rs.100/- from **17.11.2021 to 23.11.2021** or can be downloaded from Malkangiri

form is downloaded from Govt. website, the applicant shall furnish a Demand Draft for an amount of Rs.100/- only towards the cost of application alongwith the application.

12. The eligible bidder shall commence the services from the date agreement and shall continue to provide the services for one year or as per the agreement made.
13. Other terms & conditions will be finalized at the time of Negotiation.

*A. Anshuman*  
17-11-2011  
Block Development Officer,  
Korukonda  
Date: 13/11/21

Memo No. 3402

Copy to Notice Board of this office.

Copy submitted to the Project Director, DRDA, Malkangiri for favour of kind information and necessary action.

Copy to Dy. Collector, Nizarat, Collectorate, Malkangiri / all BDOs, CDPOs & Tahsildar, EO NACs with a request to affix the tender call notice in their notice board for its wide publicity.

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

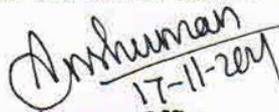
*A. Anshuman*  
17-11-2011  
Block Development Officer,  
Korukonda

**Annexure-II**

**TERMS & CONDITIONS FOR HIRING OF VEHICLE (IAY ADMN. CONTIGENCY)**

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 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 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 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 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 reimbursement towards cost of diesel (as per actual) and lubricants (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 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 shall 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. The vehicle owner/bidder should apply in the prescribed format.
13. If the bidder violates any of the terms of contract, he shall forfeit the entire amount of security deposit.
14. The L1 bidder will be prepared on the basis of the quotation received and final selection will be made by the Block procurement committee.
15. The bidder/vehicle owner should mention on the top of the cover "**Quotation for providing vehicle on hire basis (IAY ADMN. CONTIGENCY)**" at Block Office, Korukonda
16. The application form must be signed by the vehicle owner or bidder and properly sealed and also attached with all relevant documents including security deposit as per the terms & conditions.
17. The undersigned reserves the right to reject all or any of the tender without assigning any reason thereof.

  
17-11-2024  
**Block Development Officer**  
**Korukonda**

**GENERAL INFORMATION FOR HIRING VEHICLE (IAY ADMN. CONTIGENCY)**

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. Pollution validity :
11. GST No :
10. Name / Address of the Driver :
11. D.L. No. & Validity of the D.L. of the Driver :
12. Proposed hire Charge of the vehicle per month including Driver Salary & excluding fuel cost. :
13. Rate of fuel consumption / Mileage per litre :
14. Contact Number of the Service provider (Tenderer/Quotationer)  
Mobile.....Telephone.....

**FORMAT FOR PRICE BID**

SL. No	District/ Block	Hire Charges (including Driver Monthly Salary & excluding Fuel) in INR	Fuel (Kms per Ltr)	Remarks if any
1	Panchayat Samiti, Korukonda (IAY Admn. Cont)			

NB. Hire charges: Monthly Hire charges (in INR).Fuel : minimum 10 KMPL to be quoted.

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

**Full Signature of the Vehicle Owner**