

STANDARD BIDDING DOCUMENT
GOVT. OF ODISHA
PANCHAYATA SAMITI, MALKANGIRI
QUATATION/ TENDER CALL NOTICE

No 73 /2022

Dated 5.1.22

Sealed Quotation / Tender are invited from interested reputed Travel agencies/ Tour Operators or Private Individuals to engage One number of Non- AC/AC New model of vehicle i.e. TUV 300/ Bolero /Sumo Gold/ Ertiga having seat capacity not more ten including driver, which shall conform to the norms of hiring private vehicles in Govt. offices as permissible under OA No.30464/F dtd.-06.09.2019 of Finance Department Govt. of Odisha and terms and conditions Annexure-II) for official use in Panchayat Samiti, Malkangiri(MGNREGA Administrative Contingency) on monthly hiring charges @ Maximum Rs.31000/-(Rupees Thirty one thousand) only per month including driver & excluding fuel, lubricants . In view of pollution being high by use of many of the approved vehicles it is preferable to hire BS-VI compliant Vehicles based upon the parameters of ease of maintenance fuel economy and eco friendliness.

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 1(One) year 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.
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 the Driver with Hired vehicle by the Service Provider is must, even if, any Govt. Driver is available in the office. Without provision of Driver the hire charges as finalized will not be paid to the Service Provider.
6. A sum of Rs.10000/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft in favour of the Block Development Officer, Malkangiri and submitted along with the Tender paper as Security Deposit. After completion of Tender Process, the amount of Security Deposit will be refunded to unsuccessful bidders.
7. The monthly hire charges as including the driver be quoted separately in the General Bid Information (excluding Fuel and Lubricants)
8. The vehicle must achieve a Fuel Efficiency of 10Kms per Litre.
9. 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 Licence 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 15.01.2022 by 5.00 P.M either by Registered/ Speed Post to Panchayat Samiti ,Malkangiri which shall be opened on the same day at 5.30 P.M in presence of the bidders or their authorized representatives.


CS/01/2022

11. A sum of Rs.5000/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft in favour of the Block Development Officer, Malkangiri and submitted along with the Tender paper as paper cost . After completion of Tender Process, the amount of paper cost will be refunded to unsuccessful bidders.
12. The application form of Quotation/ Tender containing General Bid information Terms and Conditions for hiring private of vehicles etc will be available at Panchayat Samiti, Malkangiri on payment of Rs.100.00 or can be downloaded from Malkangiri District website www.malkangiri.nic.in from 5 01.2022 to 13 01.2022 In case the application 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 along with the application.
13. The eligible bidder shall commence the services from the Date of Agreement and shall continue to provide the services up to 30.03.2022 or as per the Agreement made/ signed between the undersigned and the successful eligible Bidder
14. Other Terms & Conditions will be finalized at the time of Negotiation for agreement.

Block Development Officer
Malkangiri

PANCHAYAT SAMITI, MALKANGIRI

Memo No 74

Dated 5.1.22

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, Malknagiri/ all BDOs, CDPOs & Tahsildars, Eos of Municipality, Malkanngir/ Balimela NAC 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 a request for web hosting the Tender Call Notice in the District website at the earliest.

Block Development Officer
Malkangiri

TERM & CONDITIONS FOR HIRING OF VEHICLES (IAY)

The following Terms & 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 caused 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 litigation/ damages.
- 2) The hire charges to be paid after deduction of Income Tax or any other Tax as applicable under extant law/ Rules on a monthly basis but does not include cost of fuel 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 responsibility of the Bidder to provide a good driver and the remuneration 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 model or better model shall be provided by the owner of the vehicle/ bidder.
- 5) In case the vehicle do not report regularly the authority will be at liberty to reject the agreement at any time and may engage vehicle from any other source.
- 6) The vehicle shall report for duty for a minimum of 25 days in a month.
- 7) However In case of emergency, the driver will have to report for duty as per the requirement of hirer at any time/ day. No extra payment shall be demanded by the owner/ bidder of the vehicle.
- 8) Monthly hire charge 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 early as possible within 15 (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 03 year old from the initial Registration and should always be in good running condition during the period of contract/ hire.
- 10) If the service are found to be Unsatisfactory, the hirer shall give 15 (Fifteen) days notice and will terminate the agreement.
- 11) In case the service provider/ owner of the vehicle intends to withdraw the services of his vehicle and terminate the agreement, it shall be mandatory upon him to service of one month Notice prior to 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 terns/ condition of contract, he/she 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 (MGNREGA CONTINGENCY)" at Block Office, Malkangiri.
- 16) The application form must be signed by the vehicle owner / bidder and properly sealed and also attached with all relevant documents including Security Deposit as per the Terms & Conditions.
- 17) The undersigned always reserves the Right to Reject all or any of the Tender without assigning any reason thereof.

Signature
Quotation/ Tender Calling Authority

GENERAL INFORMATION FOR HIRING VEHICLE (MGNREGA)

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				

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