

**DISTRICT PROJECT OFFICE, SAMAGRA SHIKSHA, PURI**  
**(ODISHA SCHOOL EDUCATION PROGRAMME AUTHORITY(OSEPA))**  
**(Department of School & Mass Education, Odisha)**

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Letter No: 4017

File No: VIII/13/Est/19.



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Date: 3/9/20.

**QUOTATION CALL NOTICE**

Sealed quotations are invited from the Regd. Travel Agencies / Tour Operators or private individuals for providing Indigo (AC), Swift desire (AC), Excent (AC), Bolero (AC), Renault Triber (AC) Diesel/Petrol driven vehicles for official use in District Project Office, Samagra Shiksha, Puri, Odisha on monthly rent basis for monitoring and supervision of SSA Project Work. The quotation shall confirm to the terms & conditions of Quotation Call notice.

The sealed quotations will be received at the District Project office, SS, Puri on any working day till 18/09/2020 up to 1.00 P.M through Speed Post/ Registered Post or can be submitted in the sealed drop box kept in the District Project Office, SS, Puri, the same will be opened on 18/09/2020 at 4.00 P.M in the Office of the DPC, SS, Puri in presence of the quotationers/ authorized representatives and Committee Members. The office will not be held responsible for any kind of postal delay. The terms and conditions are as follows.

**GENERAL INFORMATION, TERMS & CONDITIONS FOR HIRING OF VEHICLES.**

1. The vehicle must have Govt. registered number for the purpose of Commercial use The vehicle must be in Road Worthy condition, shall not be more than 03 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.
2. 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.
3. The Driver should be well behaved, gentle, and obedient in nature and with good moral character. The driver must not have adverse record and possess minimum ME standard of qualification to read and write any minor mechanical trouble of the vehicle.
4. **Earnest Money Deposit (EMD):** A sum of Rs. 5,000/- (Rupees Five Thousand Only) shall be deposited by the intending quotationers in shape of Account Payee bank draft drawn in favour of the "District Project Coordinator, SS, Puri" and submitted along with the quotation towards EMD. The EMD of un-successful quotationers shall be refunded soon after finalization of the quotation. EMD of the successful quotationer will be refunded after receipt of the performance security. Quotation submitted without EMD will summarily be rejected.

5. The selected quotationer has to furnish performance security amount of 05% of the total cost of contract in shape of Account Payee bank Draft drawn in favour of the "District Project Coordinator, SS, Puri.
6. The monthly rate of hire charges be quoted separately (excluding GST & fuel) which should be within the maximum hire charges per month as indicated in Finance Department Office Memorandum no.30464 dated 06.09.2019.The rate quoted for monthly hiring basis is to be as per form A .
7. The Vehicle must achieve fuel efficiency as indicated in Finance Department Office Memorandum no. 30464 dated 06.09.2019 (minimum average mileage in kms per litre).
8. The details of the make and year of manufacture of the vehicle, registration no, mileage (Kms covered per litre) and name of the Driver with Driving License No. and period of validity should be specifically provided in the general information to be furnished with the Quotation (Annexure-I).
9. The interested Regd. Travel Agencies / Tour Operators or private individuals may submit the sealed quotation complete in all respects along with EMD and other requisite documents as per Annexure-II on or before 18/09/2020(in working days only) addressed to District Project Office, Samagra Shiksha, Puri by registered Post / Speed Post /.can be submitted in the sealed drop box kept in the District Project Office, SS, Puri, the same will be opened on 18/09/2020 at 4.00 P.M in the Office of the DPC, SS, Puri in presence of the quotationers/ authorized representatives and Committee Members The sealed envelope super scribing as "QUOTATION FOR HIRING OF VEHICLE ON MONTHLY BASIS-2020".Any other mode of submission of quotation will not be accepted. DPO, SS, Puri is not responsible for any postal delay.
10. The quotationer is to furnish declaration as stated in Annexure-III along with the Quotation.
11. The hired vehicles, 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 etc. 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 Regd. Travel Agencies / Tour Operators or private individuals shall be responsible for all such litigation.
12. The hire charges to be paid for monthly basis is final but does not include cost of diesel/petrol, which is to be paid separately basing on actual consumption as per approval. 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 quotationer.
13. It shall be the responsibility of the Regd. Travel Agencies / Tour Operators or private individuals to provide a good driver and the salary of the driver shall be borne by the owner.

14. In case of breakdown for reasons whatsoever, the replacement of a vehicle of the same or better model shall be provided by the Regd. Travel Agencies / Tour Operators or private individuals.
15. 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.
16. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
17. Monthly hire charges and reimbursements towards cost of diesel/petrol (as per actual) of selected quotationer will be paid in every succeeding month, as per as possible within fifteen days of the submission of bills by the Regd. Travel Agencies / Tour Operators or private individuals and no advance payment will be made. GST as applicable will be reimbursed by DPO on submission of claim.
18. The vehicle shall not be more than 03 years old from the initial registration up to the contract period and also in good running condition during the period of contract.
19. If the services are found to be unsatisfactory, DPO shall give one month notice and terminate the agreement.
20. 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.
21. If the quotationer violates any of the terms of contract, DPO shall forfeit entire amount of performance security deposit.
22. The performance of the Regd. Travel Agencies / Tour Operators or private individuals in its previous contract with DPO, past records, if any, shall be evaluated by the purchase Committee before awarding the contract. DPO reserves the right to reject the quotation of the quotationer having unsatisfactory performance in the previous contract, if any, with DPO, SS, Puri.
23. The Authority reserves the right to cancel /reject any or all the quotation without assigning any reason thereof.

3/9/20  
District Project Coordinator, RTE-SS, Puri

Memo No. 4018 /SS/ Date 3/9/20

Copy forwarded to NIC, Puri/ Office Notice Board, SS/ Notice Board of Collector, Puri/ Project Director, DRDA, Puri/ District Education Officer, Puri/ Sub Collector, Puri/ DIPRO, Puri/ BEO, Puri/ Block Development Officer, Puri Sadar/ DSWO, Puri/ RTO, Puri/ Executive Officer, Puri municipality for information and they are requested to display the quotation call notice in their Notice Board for wide publicity for information to general public..

3/9/20  
District Project Coordinator, RTE- SS, Puri

**GENERAL QUOTATION INFORMATION**

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1. Registration No. of Vehicle : -
2. Type of Vehicle (diesel/petrol 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 the D.L. of the Driver : -
12. Contact Number of the Regd. Travel Agencies / Tour Operators or private individuals  
(Quotationer)  
Mobile ..... Telephone.....

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

Date:

Signature of Authorized Person

Place:

Name:

Seal :

Documents to be attached with the Quotation.

1. Self attested copy of the GST Registration certificate.
2. Self attested copy of the PAN
3. Self attested copy Annexure-I, III.
4. Form A.
5. EMD as prescribed in the quotation document.
6. Proof of purchase of cost of quotation paper.
7. Signed QUOTATION document as a proof of acceptance of the term & conditions of the  
QUOTATION.

Declaration

1. I, \_\_\_\_\_ Son/ Daughter/ Wife of Shri

\_\_\_\_\_  
Proprietor / Director/ Authorized Signatory of the Regd. Travel Agencies / Tour Operators  
or private individuals mentioned above, am competent to sign this declaration and  
execute this quotation document;

2. I have carefully read and understood all the terms and conditions of the quotation and undertake to abide by them.
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I /We, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my quotation at any stage besides liabilities towards prosecution under appropriate law.
4. I permit DPO, SS, Puri to inspect the records to ascertain the above facts.
5. I permit DPO; SS, Puri to cross check the above facts from any other sources.
6. I will abide by the decision of DPO, SS, Puri regarding award of contract.
7. This is also certified that neither my -self nor my organization will indulge in any corrupt practices so far as this empanelment is concerned.

Date:

Place:

Signature of Authorized Person

Name:

Seal :

Form-A

Financial offer for Hiring of vehicle On Monthly Basis:

Type of Vehicle (Diesel/Petrol Driven)	Monthly hiring charges (in Rs)	Fuel consumption KM per liter
Indigo (AC)		
Swift Desire (AC)		
Excent (AC)		
Bolero (AC)		
Renault, Triber (AC)		

The amount stated above is exclusive of GST.

Date:

Place:

Signature of Authorized Person

Name:

Seal :