

OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, PURI  
Emergency Section

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Letter No. 384 /Emer Dated 11.02.2021

**Quotation/ Tender call Notice**

Sealed quotations/tenders are invited from interested reputed Travel Agencies/Tour Operators of private individuals for providing one fuel efficient vehicle other than (Indica eV2) having sitting capacity not more than five including driver, which shall conform to the Terms and Conditions (Annexure-I) for official use in District Emergency Operation Centre, Puri on monthly rent basis:

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, Valid Contract Carriage Permit, proof of up to date tax payment etc. which are mandatory for applying 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.
4. The monthly rate of hire charges is Rs.16,000/- (Rupees Sixteen Thousand only) excluding fuel and lubricants.
5. The vehicle must achieve a fuel efficiency of 17kms per litre.
6. 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 Quotation/ Tender (Annexure-II)
7. The Quotation completed in all respect should reach the undersigned on or before 26.02.2021 by 1.30 P.M and shall be opened on the same day at 4.30 P.M in presence of the bidders or their authorized representatives.
8. The eligible bidder shall commence the service from the date of placement of the order and shall continue to provide service and it may further be extended after fulfillment of certain conditions.

  
Dy. Collector, Emergency, Puri

11.2.2021

## **TERMS AND CONDITIONS FOR HIRING OF VEHICLE**

Annexure-I

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 vehicles, during period of contract shall have 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 DL 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 shall be responsible for all such litigation.
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 Government norms. All the expenditure of the vehicle towards repair, replacement of spare parts lubricating oil of engine, gear box & different coolant, tyres & tubes and batteries 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 the owner.
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. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
7. Monthly hire charges and reimbursement towards cost of fuel (as per actual) and lubricants (as per Govt. norms) of selected bidders will be paid in every succeeding month, within fifteen days of the submission of bills by the service provider and no advance payment will be made.
8. The vehicle shall not to be more than 3 years old from the initial registration and also in good running condition during the period of contract.
9. If the services are found to be unsatisfactory, the client shall be given one month notice for termination of the agreement.

10. In case the service provider intends to withdraw the services of his vehicle and terminate the agreement, it shall be mandatory upon him to give one month notice before such withdrawal of service and termination of agreement.
11. The vehicle owner/bidder should apply in format as per i.e Annexure-I
12. All or any of the tenders (or bids) submitted can be rejected without assigning any reason thereof. No claim, whatsoever, shall be admissible for the alleged loss/damaged suffered by the bidders on account of such rejections.
13. The list will be prepared on the basis of the quotation received and final selection will be made by the tender committee.
14. The application form must be signed by the vehicle owner or bidder and properly sealed and also attached with all relevant documents as per the terms & conditions.

  
**Dy. Collector, Emergency, Puri**  
11.2.2024

ANNEXURE-I

**TENDER DOCUMENT FOR ENGAGEMENT OF VEHICLE IN  
DISTRICT EMERGENCY SECTION, COLLECTORATE, PURI**

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**GENERAL INFORMATION FOR HIRING VEHICLE**

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 the vehicle :
7. Fitness Certificate validity :
8. Permit validity :
9. Insurance validity :
10. Name / Address of Driver :
11. D.L No. & Validity of D.L  
Of the Driver :
12. Rate Quoted for the above vehicle :

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

**Seal & Signature of the  
Quotationer / Tenderer**