

OFFICE OF THE TAHASILDAR, KAKATPUR

Notice No. _____

Dt. _____



QUATATION/ TENDER CALL NOTICE FOR HIRING OF VEHICLE FOR OFFICIAL USE BY TAHASILDAR

Sealed quotation / tender are invited from interested travelled agencies/Tour operators or private individual for providing one non A.C diesel driver vehicle having sitting capacity not more than 10 including driver preferably marshal/Mahindra Max /Bolero/Tata sumo for official use in Tahasil office on monthly rent basis on following terms and conditions. Vide Finance Department letter No.30464 dtd.06.09.19,FDOM NO.34085 dtd. 29.09.12 & FDOM NO.27037 dtd.08.10.15.

Terms and Conditions

- i. Government offices are required to following transparent bidding process through inviting competitive bids from the Service Providers for hiring of vehicles through the Standard Bidding Document prescribed in Para-5 of the FDOM No.34085/F Dated 29.9.2012 and arrive at a lesser cost than the maximum hiring charges prescribed. In view of pollution being high through use of Diesel vehicles, it is preferable to hire **BS-IV complaint Petrol Vehicles.**
- ii. 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.
- iii. The vehicles hired shall be in good condition and shall not be older than three years. older than five years should be replaced by new vehicles by the Service Provider.
- iv. 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.**
- v. The model Service Provider Agreement is attached at **Annexure-A.**
- vi. Hiring shall be subject to the following ceilings of usage:
 - a. Vehicles used by officers of the grade of Heads of Department and above up to maximum of 2500 Kms. in a month.
 - b. Vehicles used by other officers and for pool duty up to maximum of 2000 Kms. in a month.

- c. In case of variation exceeding 20% of distance run, the concurrence of Administrative Departmental shall be taken.
- vii. Government offices may also hire the vehicle through GeM Petrol within the norms fixed by Finance Department i.e. on the type of vehicles permissible for officers to be hired and the minimum average mileage. The Sl. No.3 in table at para-2 on Maximum hire charges per month will not apply for the vehicle to be hired on GeM. The hiring charges of vehicles on GeM will be inclusive of fuel cost, lubricants, spare parts, maintenance, and salary of the Driver, payment of Insurance/Road Tax etc., required for operation of vehicle.
- viii. 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.
- ix. GST Registration and GeM Registration are compulsory for any Service Provider to provide hired vehicles to Government offices through GeM or through open bidding.
- x. The recurring expenditure involved in hiring of vehicles shall be met from the Budget sanctioned for respective offices under the object head of "Motor Vehicles.
- xi. The hiring may be discontinued immediately, when the vehicles are no longer required for offices.
- xii. Sanction for hiring of vehicles for one-time sporadic requirement on case to case basis shall be accorded by concerned Administrative Department.
- xiii. The monthly rent of hire charges be quoted separately in the general bid information excluding fuel and lubricant. The maximum monthly hire charges rate should not exceed Rs.31000/- per month.
- xiv. The vehicle must achieve a fuel efficiency of 10km/ltr.
- Xv. The quotation completed in all respect should reach the undersigned on or before 10.06.22 by 10 AM and shall be opened on the same day at 1 PM in presence of available bidder or their authorized representatives.
- xvi. This Agreement shall be valid for one year from the date of execution of this agreement.
- Xvii. The undersigned can be terminated you at any time without any notice she desired.

Seal & sign of quotation
Authority cum
Kakatpur, Dist-Puri


TAHASILDAR
KAKATPUR
TAHASILDAR
KAKATPUR

Memo No.

/dt

Copy to office Notice Board, Office of the Tahasildar Kakatpur for information.

Seal & sign of quotation /tender calling
Authority cum **TAHASILDAR**
Kakatpur, Dist-Puri **KAKATPUR**

Memo No.

/dt

Copy to all BDO, All Tahasildar/All RIs of this Tahasil for kind information with request for putting in their Notice Board for wide publicity and necessary action.

Seal & sign of quotation /tender calling
Authority cum **TAHASILDAR**
Kakatpur, Dist-Puri **KAKATPUR**

Memo No.

/dt

Copy submitted to Collector Puri/Sub Collector Puri for information.

Seal & sign of quotation /tender calling
Authority cum **TAHASILDAR**
Kakatpur, Dist-Puri **KAKATPUR**

Memo No.

1458 ✓

/dt

06-05-22

Copy submitted to DIO, NIC Puri for upload in district portal.

Seal & sign of quotation /tender calling
Authority cum **TAHASILDAR**
Kakatpur, Dist-Puri **KAKATPUR**

APPLICATION FORM FOR SUBMITTING SEALED TENDERS

Name and address of the applicant :-

1. Date of initial registration of vehicle --
2. Name and address, photograph copy, DL, of the driver --
3. Monthly hire charges claimed Rs --
(Excluding fuel and lubricant)
4. Fuel efficiency of the vehicle --
5. Details of accidents if meet by the vehicle in past --

Signature of the applicant