



## OFFICE OF THE TAHASILDAR, SATYABADI

Order No. 3945 Date: 25.11.2022

QUOTATION CALL NOTICE No.

Dated:



Sealed quotation in conformity with the terms & conditions are invited from reputed Travel agencies/ Tour operators/ Private individuals for Hiring of one private Vehicle (Bolero/Innova or equivalent) with commercial Registration and having valid carriage Permit for official use of Tahasildar Satyabadi on monthly rent basis.

1. The Vehicle must be in road-worthy condition and shall not be more than three years from the initial registration and must have valid registration certificate, insurance certificate, fitness certificate, valid contract carriage permit, proof of up to-date tax payment, coverage etc. which are mandatory for plying of vehicle.

2. The Driver of the vehicle must have a valid commercial driving licence for driving light transport passenger vehicles and should be sufficiently experienced in driving light motor vehicle.

3. The Driver should be well behaved, gentle and docile in nature.

4. A sum of Rs. 5000/- shall be deposited by the quotationer in shape of Cheque in favour of the D.D.O-cum-Tahasildar, Satyabadi which shall be subject to refund immediately in case of the highest offer accepted by the competent authority.

5. The monthly rate of hire charges shall be quoted in the General bid information (excluding fuel).

6. The vehicle must achieve a fuel efficiency of minimum average mileage of 10 Kms per litre with maximum hiring charges of Rs. 30,000/- per month.

7. 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 licence No. and period of validity should be specifically provided in the General bid information to be furnished with the quotation/ tender.

8. The quotations completed in all respect should reach the undersigned on or before 20.12.2022 by 5.00 P.M. and shall be opened on the 21.12.2022 day at 11.00 A.M. The quotationers / authorised representatives of the firm may remain present during the opening of the quotation, if they desire.

9. The decision of the Tender committee for all the purpose shall be final and binding.

10. The Chairman –cum-Tahasildar Satyabadi reserve the right to reject any or all the tenders without assigning any reasons. The chairman also reserves the right to withdraw the said vehicle from the tender without assigning any reason thereof. The decision of the chairman shall be final in this regard during the entire process of this tender-cum-hire at any stage.

## **TERM AND CONDITIONS FOR HIRING OF VEHICLES**

The following terms and conditions must be fulfilled by the successful bidder for providing a vehicle on hire on monthly on hire on monthly rent basis.

1. 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.
2. 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 properties on account of use of hired vehicle any manner whatsoever. The hirer shall be responsible for all such litigation. The hired charges to be paid for monthly basis is final but does not include cost of diesel, which is to be paid separately basing on actual consumption as per existing Government norms.
3. 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.
4. 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.
5. 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.
6. In case of the vehicle do not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from another source.
7. The vehicle shall report for duty for minimum of 25 days in a month. In case of emergency, the driver will have report for duty as per the requirement of hirer. No extra payment shall be demanded. No advance payment will be made.
8. The vehicle shall not be more than 3-year-old from the initial registration and also in good running condition during the period of contract. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement. 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 Two month notice before such withdrawal of service and termination of agreement. If the bidder violates any of the terms of contract, Tahasildar shall forfeit the entire amount of security deposit.
9. The vehicle should be parked at the place as advised by the Thasildar and should be available when not in duty. If the vehicle needs to be away for some reasons like refuelling, petty repairing etc., it should be with the Knowledge of the Controlling officer of the Tahasil. Moving away without Knowledge of the Controlling officer of the Tahasil will be considered as non-available and will be liable for penalty.

10. The agency shall be solely responsible for any claims by any third party and/or employees of user department travelling in the vehicle for any injuries caused by the Driver of the vehicle whether by accident or otherwise.
11. The user office is no way responsible for violation of traffic rules.
12. During the contract period if the vehicle seized or detained or re or requisitioned by police/MVI or any authorities for whatever reason that will be Service providers/owners' risk.
13. The vehicle cannot be put to any private /commercial use beyond the duty hours or on holidays.

**Driver Deployed: -**

The Agency/Owner shall be responsible for the acts and deeds of driver of the vehicle that include following:

1. Driver that posses a valid commercial Driving license shall be deployed.
2. Driver should be properly dressed in neat and clean attire, if required driver should wear uniform of specific colour as per requirement of the Tahasildar, Satyabadi. Agency/owner shall provide at his own cost proper uniform and badges as per the state vehicle Rules and photo Identity card to the Drivers.
3. The Driver must maintain polite & courteous behaviour towards office staff. Following may be constructed as "Misbehaviour" and shall attract penalties as per provision of Contract. Repeated instances may result in termination of services
  - i) Denial of duty during contract period or during hours as noticed by user of this office.
  - ii) use of abusive language
4. The Driver in no case shall report to duty in an inebriated state or consume alcohol while on duty. In Such case Tahasildar has full right to Terminate the Contract with immediate effect.
5. Driver must be provided a working mobile phone and contact number to be Provided to Tahasil office.
6. Driver shall be reachable at all times during duty hours.
7. Gossiping with guests and using mobile phone during Driving is not allowed.
8. Vehicle and Driver should not be changed frequently. Any such changes should be informed by the Agency to the authority well in advance for permission.

  
**Chairman cum-  
Tahasildar, Satyabadi**

Memo No. 3946/2022

Dt. 25.11.2022

Copy submitted to DIO, NIC, Puri for favour of Kind Information and necessary action. He is requested to upload this tender Notice on District website for wide publication of the Same.

  
Chairman-cum-  
Tahasildar, Satyabadi

Memo No. 3947/2022

Dt. 25.11.2022

Copy submitted to ADM (G), Puri for favour of Kind Information and necessary action. He is requested to provide the permission for using hire vehicle for smooth functioning of this office.

  
Chairman-cum-  
Tahasildar, Satyabadi

Memo No. 3948/2022

Dt. 25.11.2022

Copy submitted to BDO, Satyabadi for favour of Kind Information and necessary action. He is requested to Place one copy at their office Notice Board and also take necessary steps for placement of this Notice at Notice Board of each Panchayat office for wide publication of the Same.

  
Chairman-cum-  
Tahasildar, Satyabadi

Memo No. 3949/2022

Dt. 25.11.2022

Copy to ALL R. Is for favour of Information. They are directed to Place one copy at their office Notice Board and also ensure the placement of this Notice at Notice Board of each Panchayat office for wide publication of the Same.

  
Chairman-cum-  
Tahasildar, Satyabadi

**General Information for Hiring Vehicles**

1. Registration No. of Vehicle: -
2. Type of Vehicle (AC/Non-AC): -
3. Year of Manufacture: -
4. Model: -
5. Date of Registration: -
6. Name and Complete Address of the Owner: -
7. Fitness Certificate Validity: -
8. Permit Validity: -
9. Insurance validity: -
10. Name and address of the Driver: -
11. D.L. No & Validity of the D.L of the Driver:
12. Proposed hire charges of the Vehicle per Month excluding Fuel Cost: -
13. Rate of Fuel consumption/Mileage per litre: -
14. Contact number of the Service provider (Tender/Quotationer)  
Mobile No.....
15. Name & Address of the Service Provider: -
16. Has the Service provider provided Vehicles  
To any Govt. Departments/officers (Yes/No):-
17. If, yes please mention the name of the Department/  
Office and No.of vehicles provided:-

**NB: Copy of the Document must be Enclosed. (Mandatory)**

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

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

Attested  
25/1/22  
TAHASILDAR  
Satyabadi