



DISTRICT URBAN DEVELOPMENT AGENCY, PURI

Housing & Urban Development Department  
GOVERNMENT OF ODISHA

Letter No: - 387//DUDA, Date:- 15.09.2023

File No: 11 / 20 /DUDA

DUDA, PURI

E-mail: puriduda@gmail.com

**DISTRICT URBAN DEVELOPMENT AGENCY, PURI**  
**H&UD Department, Govt. of Odisha**

**Quotation Call Notice**

Sealed quotations are invited from interested Private individuals for providing **one no. of AC Petrol driven vehicle (Tiago/Bolt/Celerio etc.)** having sitting capacity not more than **5 (Five) including driver** for official use in the **Office of the PD, DUDA, Puri** on monthly rent basis, which shall conform to the Terms & Conditions (Annexure-'A').

1. The service provider shall have a valid OGST registration to participate in the tendering process.
2. 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, Pollution Certificate, valid Contract Carriage Permit, proof of up-to-date tax payment etc. mandatory for plying of vehicle.
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. A sum of Rs. 40,000/- (Rupees Forty Thousand only) shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the Project Director, DUDA, Puri and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to the unsuccessful bidders.
6. The monthly rate of hire charge must be quoted separately in the general bid information (excluding fuel and lubricants).
7. The Vehicle must achieve a fuel efficiency of minimum 17 KM per litre.
8. The details of the make and year of manufacture of the vehicle, registration no, mileage (KM covered per litre) and name of the Driver, Driving License No. and period of validity should be specifically provided in the general bid information to be furnished with the Quotation (Annexure-'B').

*(Signature)*



**DISTRICT URBAN DEVELOPMENT AGENCY, PURI**

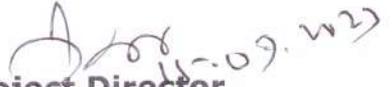
**Housing & Urban Development Department  
GOVERNMENT OF ODISHA**

**DUDA, PURI**  
E-mail: [puriduda@gmail.com](mailto:puriduda@gmail.com)

**9.** The Quotation completed in all respect should reach the undersigned on or before **28.09.2023** at **5:00 PM** and shall be opened on **30.09.2023** at **11:30 AM** in the office chamber of the PD, DUDA (1<sup>st</sup> Floor, Health Office, Puri Municipality, Mochi Sahi Square) in presence of the bidders or their authorized representatives.

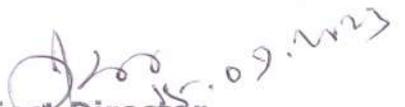
**10.** The application form of quotation containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. can be downloaded from Puri District administration website <https://puri.nic.in/> from Dt. 18.09.2023 to Dt. 28.09.2023. The applicant shall furnish a Demand Draft for an amount Rs. 100/- (Rupees One Hundred only) towards the cost of application along with the application.

**11.** The eligible bidder shall commence the services from the date of placement of order and shall continue to provide the services up to 1 year and it may further be extended subject to satisfactory performance.

  
**Project Director,  
DUDA, Puri**

**Memo No: - 388 /Dt:- 15 /09/2023**

Copy to the Deputy Collector, Nizarat, Collectorate, Puri/The Executive Officers of Puri Municipality, Konark NAC, Pipili NAC, Nimapara NAC to affix the quotation call notice on their notice board.

  
**Project Director,  
DUDA, Puri**

**Terms & Conditions**

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

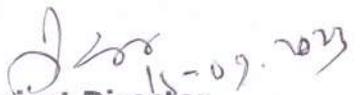
1. The hired vehicles, during period of contract, shall have all necessary valid MV documents such as valid Registration Certificate, Insurance Certificate, Pollution Certificate, Fitness Certificate, valid Contract Carriage Permit, proof of up-to-date tax payment etc. and D.L. of the driver available all the times.
2. The DUDA 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 any manner whatsoever. The service provider shall be responsible for all such litigation.
3. The hire charges to be paid on monthly basis is final, but does not include cost of fuel, which is to be paid separately basing on actual consumption and 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.
4. It shall be the responsibility of the bidder to provide a good driver and the remuneration 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 terminate the agreement without prior notice.
7. The vehicles shall report for duty for minimum of 25 days in a month.
8. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be demanded.
9. Monthly hire charges and reimbursements towards cost of fuel (as per actual) and lubricants (as per Govt. norms) of selected bidder will be paid in every succeeding month, as per as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.
10. The vehicle shall not be more than 3 years old from the initial registration and also in good running condition during the period of contract.



11. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.

12. 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.

13. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.

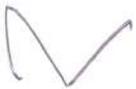
  
**Project Director,**  
**DUDA, Puri**

**Annexure-B**

**APPLICATION FORM**

<b>Sl. No.</b>	<b>Particulars</b>	
1	Name of the Service Provider	
2	Complete Address	
3	OGST Number	
4	Bank Account No and IFSC Code	
5	Registration No. of Vehicle	
6	Year of Manufacture	
7	Make & Model	
8	Date of registration	
9	Name & complete address of the owner of vehicle	
10	Fitness Certificate validity	
11	Pollution Certificate validity	
12	Permit validity	
13	Insurance validity	
14	Name Address of the Driver	
15	D.L. No. & Validity of the D.L. of the Driver	
16	Proposed hire Charge of the vehicle per month excluding fuel cost	
17	Rate of fuel consumption / Mileage per litre	
18	Contact Number of the Service provider (Quotationer)	
19	Contact number of Driver	

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



Signature of the Quotationer