



**OFFICE OF THE DISTRICT MAGISTRATE & COLLECTOR, PURI**

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(Emergency Section)

Order No. 4355/Emer Dt. 21.11.2024

**TENDER CALL NOTICE**

Sealed tenders are invited from interested reputed Travel Agencies/ Tour Operators having GST registration & GeM registration for providing 01 (One) No's of AC Petrol/Diesel vehicle on hire basis having sitting capacity of five including Driver which shall confirm to the terms & conditions at Annexure-II for official use in District Emergency Section, Puri on monthly basis.

**The vehicle must be in road worthy conditions & shall not be more than three years old from the date of initial registration having valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution Under Control Certificate, Valid Contract Carriage Permit, Proof of up to date tax payment etc. which are mandatory for plying of vehicle.**

The monthly rate of hiring charges be quoted in the prescribed format at Annexure-III excluding GST & Fuel.

A sum of Rs. 5000/- shall be deposited by the intending bidders in shape of Account Pay Bank draft drawn in favour of Collector, Puri and submitted along with tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.

The tender along with necessary documents should reach in the Emergency Section through registered post on or before **09.12.2024 by 3.00 PM & will be opened on the same day at 4.00 PM in the Office Chamber of ADM (General), Puri** in the presence of the bidders or their authorized representatives.

The Application Form of Tender containing tender call notice and Terms & Conditions for hiring of vehicle etc. will be available in District Emergency Section, Collectorate, Puri on payment of Rs.1000/- (Rupees one thousand) to Collector, Puri only from 21.11.2024 to 09.12.2024 or can be downloaded from District website (<https://puri.odisha.gov.in/>) from dated 21.11.2024. In case the Application Form is not downloaded from **District NIC website or details information may also be collected from Notice Board of District Emergency Section, Collectorate, Puri.** The applicant shall have to furnish a Demand Draft for an amount of Rs 1,000/- (Rupees one thousand) only in favour of the Collector, Puri towards the cost of Application Form of tender for hiring of vehicle.

  
Collector & DM, Puri

Memo No. 4356 /Emer., Dt. 21.11.2024

Copy forwarded to the Superintendent of Police, Puri / all ADM, Puri / CDO-cum-EO, Zilla Parisad, Puri / Sub-Collector, Puri / RTO, Puri / District Treasury Officer, Puri for information and necessary action.

Copy forwarded to the DeGM, Puri/ DI&PRO, Puri for information and necessary action.

  
Collector & DM, Puri

Memo No. 4357 /Emer., Dt. 21.11.2024

Copy forwarded to the Addl. Special Relief Commissioner, Odisha, Bhubaneswar for information and necessary action.

  
Collector & DM, Puri

**TERMS & CONDITIONS FOR HIRING OF VEHICLE**

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

G.S.T registration & GeM registration are compulsory for any Service Provider to provide hired vehicles to Government Offices.

The hired vehicle during the period of contract, shall have all necessary valid MV documents such as:- Valid Registration Certificate , Insurance Certificate, Fitness Certificate, Pollution Under Control Certificate , Valid Contract Carriage Permit ,Proof of up to date tax payment etc. and D.L of the Driver should be available all the times. The Department / Office hiring the vehicle shall not be responsible for any damage/loss caused to the hired vehicles or loss of life/ injury made to any person or damages to any property on account of use of hired vehicle any manner whatsoever. The service provider shall be responsible for all such litigation. The Travel Agency/Tour Operators should have his office at Bhubaneswar.

The hire charges to be paid to the Travel Agency on monthly basis. The fuel will be provided by the office basing on actual consumption of the vehicle & as per existing Government norms. The minimum average mileage in KMs per liter Petrol/Diesel will be 17KMs for A/C vehicle. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of the Engine, Gear Box & differential Coolant, Tyres & Tubes, Battery etc. including repairing of the vehicle will be borne by the bidder.

It shall be the responsibility of the bidder to provide a good Driver and the salary of the Driver shall be borne by the Travel Agency.

The Driver of the vehicle must have a valid Driving License for driving light transport passenger vehicle & should have sufficient experience in driving transport passenger vehicle. The Driver should be well behaved, gentle & obedient in nature.

The car and driver shall be at the disposal of the Authority during the period of engagement. The vehicle will be utilised on holidays for official work or any other important meeting with due approval & no extra payment will be made to the Travel Agency.

In the case of contracted vehicle, same car and driver should be sent daily. Any change in vehicle or driver will be allowed only in exceptional circumstances and that too with the prior information/approval of the Authority.

The driver of the vehicle provided must follow traffic rules and other regulations prescribed by the Govt. from time to time. Driver should be familiar with all important places in Bhubaneswar and outstations.

This Authority will not be responsible for any Challan , loss, damage or accident to the vehicle or to driver.

The daily record indicating time and mileage for each vehicle shall be maintained. Mobile phone facility (24x7 hours) must be available with the Travel Agency and driver.

Monthly hire charges and reimbursements towards cost of diesel/ petrol (as per actual) of the selected bidder will be paid in every succeeding month, as far as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.

The payment will be made on monthly basis on submission of pre-receipted bill(s) duly supported by duty slip(s)/log sheet(s) duly signed by the concerned Officers.

**The vehicle shall not be more than 3 years & shall not run more than 50,000 KMs from the initial registration and also in good running condition during the period of contract.**

- The engagement and employment of driver and payment of wages to them as per existing provisions of various labour laws and regulation is the sole responsibility of the Travel Agency and any breach of such laws or regulations shall be deemed to be breach of this contract.
- In case of non-availability of vehicle, penalty as decided by District Emergency Section, Collectorate, Puri shall be imposed in addition to deduction at pro-rata basis for absence from duty.

The authority reserves the right to order for deployment of additional vehicle to be engaged in the office on hire basis in case of requirement.

After selection of the bidder, the Travel Agency/Tour Operator have to execute agreement with Office at Annexure- 'A' within the period of fifteen days from the date of receipt of order.

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.

If the services are found to be unsatisfactory, the Authority reserves the right to terminate the agreement with prior intimation to the Travel Agency.

The vehicle will be utilized on official tour outside Bhubaneswar if required by the Office & no extra hiring charges will be paid for said tour.

The successful bidder is required to deposit 10% of the approved negotiated amounts as Performance Bid Security which will be returned after completion period of agreement. If the services of Travel Agency are not up to satisfactory, the Performance Bid Security amount will be forfeited.



**Collector & DM, Puri**

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 Vehicle:
7. Fitness Certificate validity:
8. Pollution Certificate validity:
9. Permit Validity:
10. Insurance Validity:
11. Name/Address of the Driver:
12. D.L No. & Validity of the D.L of the Driver:
13. Proposed hire charges of the Vehicle per  
Month excluding fuel cost:
14. Rate of fuel consumption/ Mileage per liter:
15. Contact Number of the Service provider  
(Tenderer / Quotationer) Mobile.....
16. GST Registration No.

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

Seal & Signature of the  
Quotationer/Tenderer