

**OFFICE OF THE COLLECTOR AND DISTRICT MAGISTRATE: BARGARH**

(Nizarat Section)

No.14528 / Niz. Dated. 29.09.2023

**QUOTATION CALL NOTICE**

Sealed quotations are invited from interested reputed Travel Agencies / Tour Operators / Private Individuals for providing one nos. of AC Petrol / Diesel driven vehicles having sitting capacity not more than Seven sitter including driver, which shall conform to the Terms and conditions (Appendix-A) for official use of Addl. Commissioner, Settlement & Consolidation, Bargarh on Monthly hire basis.

1. The service provider shall have a valid OGST registration to participate in the tendering. No vehicle of any service provider without GST shall be engaged for official use
2. The service provider, participating in the bidding process under the jurisdiction of Municipal Corporations, Shall be registered on Gem Platform.
3. The vehicle must be in road worthy condition, shall not be more than 3 years old from the date initial registration and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, Valid contract carriage permit. Proof of up-to-date Tax payment etc. mandatory for plying of vehicle.
4. 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.
5. The Driver should be well behaved, Gentle and obedient in nature
6. The sum of Rs. 10000/- shall be deposited by the intending bidders in shape of Account payee bank Draft drawn in favour of the Nizarat Officer, Collectorate, Bargarh and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
7. The monthly rate of hire charges is to be quoted separately in the general bid information (excluding fuel and lubricant)
8. The vehicle must be achieving a fuel efficiency of 10 K.M per liter.
9. The detail of the make and year of manufacture of the vehicle registration no. mileage (K.M Covered per liter) and name of the Driver with License No. and period of validity should be specifically provided in the general bid information to be furnished in the quotation Tender (Annexure-B)
10. The Quotation completed in all respect should reach to the Collectorate, Bargarh on or before 30.10.2023 by 1.30 PM and shall be opened on the same day at 5.00 P.M in presence of the bidder or their authorized representative
11. The application form of quotation containing General Bid information & Term and conditions for hiring of Vehicles etc. will be available within Nizarat Section, Collectorate, Bargarh on payment of Rs. 1000/- from 29.09.2023 to 30.10.2023 or can be downloaded from website [www.bargarhnic.gov.in](http://www.bargarhnic.gov.in) from 29.09.2023 to 30.10.2023. In case the application form is downloaded from Bargarh website the applicant shall furnish a Demand Draft for an amount Rs. 1000/- (Rupees one Hundred) only towards the cost of application along with the application.

  
Additional District Magistrate,  
Bargarh

## ANNEXURE-A

### TERMS & CONDITIONS FOR HIRING OF THE VEHICLES

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

1. The hired vehicle during the 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 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 hirer shall be responsible for all such litigation.
3. The hire charge 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, Lubricant 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 remuneration of the driver shall be borne by the owner.
5. In case breakdown for reason whatsoever the replacement of the vehicle with 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 vehicle 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 reimbursement towards cost of fuel (as per actual) and lubricant (as per Govt. norms) of select bidder will be paid in every successful month, as per possible within fifteen days of submission of bills to 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 unsatisfactory, the client shall give one month notice and can terminate the agreement.
12. In case the service provider intends to withdraw the service of the vehicle and terminate the agreement. It shall be mandatory upon him to grant one month notice before such withdrawal or service and termination of agreement.
13. If the bidder violates any on the terms of contract, the office shall forfeit the entire amount of security deposit.

  
Additional District Magistrate,  
Bargarh

General Information

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

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

Seal & Signature of  
Quotationer / Tenderer