

I/114262/2024


ANNEXURE-IOFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE  
JAGATSINGHPUR.Letter No. 3223 / Emg. Dt. 21/02/24 /Quotation Call Notice

Sealed quotations/tenders are invited from interested reputed Travel Agencies /Tour Operators / Private Individuals for providing one petrol driven vehicle Tiago / Bolt / Celerio/Swift Dzire, which shall in conformity to the terms and conditions (Annexure-II) for official use by the Deputy Collector, Emergency, Collectorate, Jagatsinghpur on monthly rent basis.

1. The vehicle must be in road worthy condition, shall not be more than 3 years old from the date of initial registration, must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid Contract carriage permit, proof of up to date tax payment etc. which are mandatory for plying of vehicle.
2. 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.
3. The driver should be well behaved, gentle and obedient in nature. The owner is responsible for engagement of one dedicated driver to perform the Govt. duty without any hesitation
4. A sum of Rs.5,000/-shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of Collector, Jagatsinghpur and submit along with the tender paper as security deposit. After completion of tender process, the amount will be refunded to the unsuccessful bidders.
5. The monthly rent of hire charge be quoted separately in the general bid information (excluding fuel and lubricants). The maximum hire charges per month is Rs. 20,000/- (Rupees Twenty thousand) only as per Govt. norm.
6. The vehicle must achieve a fuel efficiency minimum average of 17 (seventeen) K.Ms per litre.
7. The details of the make and year of manufacture of the vehicle, registration and mileage (KMs covered per litre) and name of the driver with Driving License Number and period of validity should be specifically provided in the general bid information to be furnished with the Quotation / Tender (**Annexure-III**).
8. The Quotation completed in all respect should reach the undersigned on or before **13.03.2024 by 3.00 p.m. through Regd. Post only** addressing to Deputy Collector, Emergency, Collectorate, Jagatsinghpur and shall be opened on the same day at **4 p.m.** in presence of the bidders or their authorized representative in the Office Chamber of Additional District Magistrate, Jagatsinghpur. In the cover page of the sealed envelope containing quotation, it should clearly be mentioned that "**QUOTATION FOR HIRING OF VEHICLE**". Each sealed envelope should contain only one quotation/application. **The undersigned is not responsible for any Postal delay.**


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9. The application form of quotation / tender containing General Bid information (**Annexure-I**) & Terms and conditions for Hiring of Vehicles etc. (**Annexure-II**) will be available in the District Emergency Section, Jagatsinghpur on payment of **Rs.100/- (Rupees One hundred)Only** from **dt-22.02.2024 to 06.03.2024** or can be downloaded from **District Office Website [WWW.Jagatsinghpur.nic.in](http://WWW.Jagatsinghpur.nic.in) dt-22.02.2024 to 06.03.2024**. In case the application from downloaded from District website, the applicant shall furnish a **Demand Draft** for an amount of **Rs.100/-(Rupees One hundred)Only** towards the cost of application along with the application.
10. The authority reserves the rights to cancel all or any quotation / tender without assigning any reasons thereof.

  
Collector & District Magistrate  
Jagatsinghpur.


Memo No. 3224 / Emg. Dt. 21/02/24 /

Copy forwarded to the DIO, NIC, Jagatsinghpur for information. He is requested to get the above Quotation Call Notice published immediately in the official website of the district.

  
Collector & District Magistrate  
Jagatsinghpur.

Memo No. 3225 / Emg. Dt. 21/02/24 /

Copy forwarded to the Additional District Magistrate, Jagatsinghpur/ Paradip , Project Director, DRDA, Jagatsinghpur / Sub-Collector, Jagatsinghpur / RTO Jagatsinghpur / All District Level Officers of Jagatsinghpur District for information with a request to publish the Quotation Call Notice in their Notice Board for wide publication.

  
Collector & District Magistrate  
Jagatsinghpur.

Memo No. 3226 / Emg. Dt. 21/02/24 /

Copy to Office Notice Board of Collectorate, Jagatsinghpur.

  
Collector & District Magistrate  
Jagatsinghpur.

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ANNEXURE-IITERM & 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.

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 Driving License of the driver should be available always. The Department / Office hiring the vehicle shall not be responsible for any damage / loss caused to hired 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 in any manner whatsoever. The hirer shall be responsible for all such litigation.
2. The hire charges to be paid on monthly basis is final but does not include cost of diesel or petrol, which is to be paid separately basing on actual consumption as per existing Government norms. All the expenditure of the Vehicle towards repair, replacement of spare parts, Lubricating oil of Engine, Gear Box and differential Coolant, Tyres and Tubes, Battery etc. will be borne by the bidder. The ceiling limit of hiring charges of vehicle is Rs.20,000/- per month
3. 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.
4. 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.
5. In case of the vehicle do not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source.
6. The hired vehicle cannot be used for any private / commercial purpose.
7. In case of emergency, the driver will have to report for duty as per the requirement of the office. No extra payment shall be demanded.

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8. Monthly hire charges and reimbursements towards cost of diesel or petrol (as per actual) and lubricants (as per Government Norms) of selected bidder will be paid in every succeeding month, as far as possible within fifteen days of the submission of bills by the bidder and no advance payment will be made.
9. 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.
10. Period of contract is from the date of agreement till one year from the date of engagement.
11. Apart from the normal working days, the vehicle can be used on Holidays/Sundays and even in odd hours in case of emergency situation.
12. All types of repair maintenance are to be done by the vehicle owner at his own cost including payment of Tax etc. and payment of wages of Driver.
13. Log Book & Stock/Issue Register of Fuel etc. are to be maintained according to Government procedure and signed by the Driver and the Officer using the vehicle.
14. The concerned vehicle owner should execute an agreement containing above Terms & Condition in Non-Judicial stamped paper with the Collector & District Magistrate Jagatsinghpur within three days of receipt of engagement order.
15. If the services are found to be unsatisfactory, the Authority reserves all right to cancel the contract of the vehicle at any time without prior Notice and showing at reason thereof.
16. In case the bidder 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.
17. If the bidder violates any of the terms of contract, the security deposit amount will be forfeited.

Collector & District Magistrate  
Jagatsinghpur.

ANNEXURE-IIIGENERAL INFORMATION FOR HIRING VEHICLES.

1. Registration number of vehicle :-.....
2. Type of vehicle (A/C / Non A/C) :-.....
3. Year of manufacture :-.....
4. Model :-.....
5. Date of registration :-.....
6. Name & complete address of the owner of vehicle :-.....  
.....
7. Fitness certificate :-.....
8. Permit validity :-.....
9. Insurance validity :-.....
10. Name / 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 (Quotationer) :-.....

Mobile No-.....

Telephone No-.....

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

**Seal & Signature of the Quotationer.**