



OFFICE OF THE REGIONAL TRANSPORT OFFICER, PHULBANI

No. 1695 // Dated. 19th September 2018

QUOTATION/TENDER CALL NOTICE

Sealed quotations/tenders are invited from interested reputed Travel Agencies/Tour Operators or private individuals for providing one number of Bolero Diesel (Non A/c.) driven vehicle having sitting capacity not more than ten including driver, which shall confirm to the terms and conditions contained at **Annexure-II** for official use in RTO, Phulbani on monthly rent basis.

1. The vehicle must be in Road Worthy condition, shall not be more than 1 years old from the date of initial registration and 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 playing 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.
4. A sum of Rs.5000/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the RTO., Phulbani, and submitted along with the tender EMD as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
5. The monthly rate of hire charge is to be quoted separately in the general bid information (excluding fuel and lubricants) as per letter no 8644/TC dated 06.07.2018 of STA, Odisha Cuttack.
6. The Vehicle must achieve a fuel efficiency of 10 Kms. per litre.
7. The details of the make and year of manufacture of the Vehicle, Registration number, mileage (Kms covered per litre) and name of the Diver with Driving License number and period of validity should be specifically provided in the general bid information to be furnished with the Quotation/Tender paper at **(Annexure-III)**
8. The Quotation/Tender Papers completed in all respect should reach the undersigned on or before dated 03-10-2018 by 1.00 PM and shall be opened on the same day i.e. on 03-10-2018 at 3.30 P.M. in presence of the bidder or authorised representatives.

9. The application form of quotation/tender containing General Bid information & Terms and conditions for Hiring of Vehicle etc. will be available with Regional Transport Office, Phulbani on payment of Rs.100/- from 19.09-2018 to 03.10.2018 in working hour or can be downloaded from (www.kandhamal.nic.in) from 19.09.2018 to 03.09.2018 in case the application Form is downloaded from 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.

Keuta 19/9/18
Regional Transport Officer.
Phulbani, Kandhamal

Memo No. 1696 Date 19.09.18 /

Copy forwarded to the D.I.O., NIC, Phulbani with a request to get published the above tender notice immediately in the official Website of NIC, Kandhamal.

Keuta 19/9/18
Regional Transport Officer.
Phulbani, Kandhamal

TERMS & 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 rent basis.

ESSENTIAL FEATURES OF VEHICLES:

- (a) Vehicle should be always ready to travel throughout the jurisdiction of the undersigned in Kandhamal district.
- (b) The driver of the vehicle should have valid driving license and mobile phone.
- (c) Maintenance of the vehicle should be done regularly and in case of any accident the vehicle should be repaired within 48 hours.

TERMS AND CONDITIONS:

1. The Vehicle, during period of contract, shall have all necessary MV documents such as valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid Contract Carriage Permit, proof of up-to-date tax payments etc.
2. The Department/Office hiring the Vehicle shall not be responsible for any damage/loss caused to hire Vehicle 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. 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. In case of breakdown for reason whatsoever the replacement of a Vehicle of the same or better model shall be provided by the owner of the bidder.
5. In case the vehicle has to be sent for repair, etc the agency has to arrange an alternative vehicle for the period. Such periodical maintenance and repair should be undertaken by the owner of the vehicle only on Govt. holiday with prior permission from the authority. In case of accident, the vehicle should be repaired within 48 hours.
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 other source.
7. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
8. If the services are found to be unsatisfactory, the undersigned shall give one month notice and terminate the agreement.
9. In case of the bidder intends to withdraw the service 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.
10. If the bidder violates any of the terms of contract, Govt. shall forfeit the entire amount of security deposit.
11. All any of the tenders (or bids) submitted can be rejected without assigning any reasons thereof. No claims, whatsoever, shall be admissible for the alleged loss/damage suffered by the bidders on account of such rejection
12. The authority will not be responsible for any minor or major repair of the Vehicle.

13. No compromise will be made towards punctualities, cleanliness, obedience, promptness, behavior, etc. If the tender, at any point of time during official duty, fails to perform duties, as directed by the RTO., Phulbani, the contract will be cancelled and the EMD will be forfeited.
14. No advance payment will be made to the firm. The billing will be done on a monthly basis and it should be submitted by the firm by the first week of following month. Payment will be made only for those log books and duty slips which have been signed by the authorized person.

PERIOD OF CONTRACT:

- (a) The contract will be awarded for a period of one year from the date of issue of contract award and it may further be extended after fulfillment of certain conditions.
- (b) The rates at which the contract is awarded will be valid throughout the contract and no claims whatsoever on account of increase in the rate of fuel and other factors such as statutory payments, minimum wages, etc shall be entertain and it will be the responsibility of the contractor to bear such additional expenses.

AGE OF THE VEHICLE:

The vehicle shall not be more than 1 years old from the initial registration and also in good running condition during the period of contract.

DRIVER:

- (a) 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. The bidder should ensure that the driver employed have valid driving license and carry the necessary registration papers, security check verified and should be educated with proper behavior and should be well conversant with the traffic rules/regulations and district roads and routes.
- (b) It will be the responsibility of the driver to get the duty slips and log book entries indicating start kilometers, end kilometers, distance covered, times, places of visit, etc for each occasion of journey and counter signed by the managers.

TELEPHONE SUPPORT:

The firm should have adequate number of telephones for contact round the clock and should be submitted to the RTO., Phulbani. The telephone number of the drivers should also be submitted.

BID DOCUMENT :

1. Sealed quotation in the prescribed form in a envelopes duly super scribing "Tender for hiring of vehicle for RTO Phulbani" addressed to the RTO Phulbani should be dropped only in the sealed tender box kept in the office of the RTO, Phulbani.
2. The tender should be submitted in the proforma given in Annexure-II. It should be duly signed by authorized signatory.
3. Late or delayed tenders to any reason whatsoever will not be accepted/considered under any circumstances.

EARNEST MONEY DEPOSIT :

1. Tenders shall have to deposit EMD of Rs 5,000/- (Rupees five thousand) only in the form of crossed Demand Draft pledged in favour of RTO Phulbani payable at Phulbani. Tenders received without EMD will not be entertained/ considered and will be rejected summarily. Tenders received along with EMD in the form of cheque /cash will not be accepted/ considered and rejected. No interest would be paid on the EMD.
2. The EMD will be forfeited if the vendor withdraws or amends impair and derogates from the tender or fails to execute duties within the period of validity of tender.
3. The EMD will be refunded to the unsuccessful tender within thirty days from the date of issue of work order to the successful tender and no interest would be paid thereon and the EMD of the successful tender will be converted into security deposit. No interest will be paid on the EMD/ Security deposit.
4. In case the contract signed with service provider (successful bidder) is extended beyond one year, on mutual consent, the service provider will have to submit fresh EMD for the extended period.
5. The security deposit will be refunded to the contractor after two months the date of completion of the contract period and no interest would be paid there on.

Sd/-

Regional Transport Officer.
Phulbani, Kandhamal

Annexure-III

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 & complete address of the owner of vehicle:-
- 7) Fitness Certificate validity:-
- 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 charge of the vehicle per month excluding fuel cost:-
- 13) Rate of fuel consumption/Mileage per liter:-
- 14) Contact Number of the Service Provider (Tender/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
Quotationers/Tenderer**