



COLLECTORATE ; DEOGARH.

(ST & SC Development Section)

E-Mail:-dwo_deogarh@yahoo.com

(Phone No.06641-226407)

Tender Notification No. 1007 /SSD, Dated : 27.07.2021

TENDER CALL NOTICE FOR HIRING OF VEHICLES

Sealed tenders are invited from the interested reputed Travel Agencies/ Tour Operators or Private Individuals for providing 01 (One) no. of vehicle (White or equivalent to white Colour) Tiago/ Bolt/ Celerio or any similar model (Petrol) (within the same rate), which shall confirm to the Terms and conditions (Annexure-III) for official use at District Welfare Office, Deogarh on monthly rent basis so as to reach in the O/O the District Welfare Officer, Deogarh on or before **10.08.2021** up to **5.30 PM** through Registered/ Speed Post/ Courier Service and can also be dropped in the "Tender Box" placed in the Office of the District Welfare Officer, Deogarh. Tender document cost for Rs.100/- (Rupees One Hundred) only (Non-refundable) in shape of Demand Draft drawn in favour of District Welfare Officer, Deogarh in the sealed bid document should be submitted. The technical bid & financial bid will be opened on **11.08.2021** at **11 A.M.** in the presence of bidder(s) or their authorized representative in the Office of the undersigned. The Standard Bidding Document and Terms & Conditions can be downloaded from <http://deogarh.nic.in>. The undersigned reserves the rights to reject any or all quotations without assigning any reason thereof.


District Welfare Officer,
DEOGARH.

Memo No. 1008 / Date 27.07.2021

Copy to A.D.M., Deogarh/ P.D., DRDA, Deogarh/ Sub-Collector, Deogarh/ PA, ITDA, Tileibani/ D.S.W.O., Deogarh/ C.S.O., Deogarh/ All BDOs of Deogarh District/ All Tahasildar of Deogarh District/ C.D.V.O., Deogarh/ R.T.O., Deogarh/ D.E.O., Deogarh/ D.P.C., S.S.A., Deogarh/ Executive Officer, Deogarh Municipality, Deogarh/ DI & PRO, Deogarh/ All C.D.P.O. of Deogarh District for kind information with a request to kindly display it at their respective office Notice Board for wide publicity.

Copy to DIO, NIC, Deogarh for information and necessary action with a request to hoist the quotation call notice through District web site for wide publicity.

Copy to Notice Board of this office.


District Welfare Officer,
DEOGARH.

Tender Document for Hiring of Vehicle

Last Date & Time for Submission of Sealed Tender Document : **10.08.2021 at 5.30 PM**

Opening of Sealed Technical & Financial Bid of Tender Document: **11.08.2021 at 11 AM**
(In presence of Travel Agencies/ Tour Operators or Private Individuals)

: 1 :

CONTENTS OF TENDER DOCUMENT

Sl. No.	Description of Contents	Page No.
<i>1</i>	<i>2</i>	<i>3</i>
1	Contents of Tender Document	1
2	Bidder Covering Letter	2
3	Letter of Authorization	3
4	Technical Bid for Hiring of Vehicles (Annexure-I)	4
5	Financial Bid for Hiring of Vehicle (Annexure-II)	5
6	Terms & Conditions for Hiring of Vehicles (Annexure-III)	6 - 8

BIDDER'S COVERING LETTER

To

The District Welfare Officer,
Deogarh.

Sir,

Ref : Tender No. _____ dtd. _____

Having examined the conditions of contract and specifications, the receipt of which is hereby duly acknowledged, I the undersigned offer to execute the work shown in the scope of work and jurisdiction of contract as well as schedule of prices attached herewith and made part of this.

I undertake that, if our bid is accepted, I shall execute the work in accordance with specification, time limits and terms & conditions stipulated in the tender documents. If my bid is accepted, I shall submit the performance security deposit as per the conditions mentioned in the contract.

Until a formal agreement is prepared and executed, this bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.

Bid submitted by me is properly prepared and sealed so as to prevent any subsequent alteration or replacement.

Date this day of (The month and year)

Signature of Authorised Signatory

In capacity of

Duly authorized to sign the bid for and on behalf of

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

Tender No. _____

To

The District Welfare Officer,
Deogarh.

Subject : Authorisation for attending bid opening on **11.08.2021 at 11 AM** (Date) in the
Tender for Hiring of Vehicle for Official use of District Welfare Officer, Deogarh
(Tender No. _____ dtd. _____)

Sir,

Following person is hereby authorized to attend the bid opening for the tender mentioned
above on behalf of myself, whose specimen signature is attested by me.

Specimen Signature of Authorised Person

Signature of Bidder

Name of Authorised Person :

Note :

1. Only one representative shall be allowed
2. Permission for entry to the hall, where bids will be opened, will be refused in case authorization as prescribed above is not produced.

TECHNICAL BID FOR HIRING OF VEHICLES
(To be filled and signed by the Quotationer/ Tenderer)

1.	Registration No. of Vehicle	
2.	Type of Vehicle	
3.	Year of Manufacture	
4.	Model	
5.	Date of Registration	
6.	Name & Complete address of the Owner	
7.	Fitness Certificate Validity	
8.	Pollution Control Certificate Validity	
9.	Permit Validity	
10.	Insurance Validity	
11.	Name & Address of the Driver	
12.	D.L. No. & Validity of D.L. of the Driver	
13.	Rate of Fuel Consumption/ Mileage per Liter (In Kms per Liter)	
14.	Contact Number of the Service Provider (Quotationer/ Tenderer)	
15.	Particulars of Earnest Money Deposit (EMD)	
	i. Bank Draft No.	
	ii. Date	
	iii. Amount	
	iv. Drawn in favour of	
16.	Particulars of Tender Cost	
	i. Bank Draft No.	
	ii. Date	
	iii. Amount	
	iv. Drawn in favour of	

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

Signature of the

Annexure-II

FINANCIAL BID FOR HIRING OF VEHICLES
(To be filled and signed by the Quotationer /Tenderer)

1	Name & Complete address of the owner of vehicle	
2	Proposed Hire Charges including salary of driver of the vehicle per month excluding fuel cost (both in figure & words)	<i>(In figure)</i> <i>(In words)</i>
3	Rate of fuel consumption/ Mileage per liter (in Kms per liter)	

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

Signature of the Quotationer/ Tenderer

TERMS & CONDITIONS FOR HIRING OF VEHICLES

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

1. Tender inviting authority reserves the right of accepting or rejecting one or more tender offer(s) or cancelling the tender without assigning any reason thereof.
2. Vehicles will ordinarily be deployed within the jurisdiction of Deogarh District and may sometime be deployed elsewhere within the State. The period of engagement is tentatively one year from the date of engagement, which may be extended further in subsequent year by the mutual agreement between vehicle owner and the authority on provision of funds and satisfactory services.
3. The vehicle must be in Road Worthy condition, shall not be more than 3 (Three) years old from the date of initial registration and must have valid Registration Certificate, Insurance Certificate, Pollution Control Certificate, Fitness Certificate, Valid Contract Carriage Permit, Proof of up-to-date tax payment etc. which are 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. A sum of Rs.1,000/- (Rupees One Thousand) only in shape of Demand Draft duly pledge in favour of the "**District Welfare Officer, Deogarh**" payable at Deogarh and submitted alongwith tender documents as Earnest Money Deposit (EMD). After completion of tender process, the amount will be refunded to unsuccessful bidders. In case of successful tenderer, the EMD will be converted to performance security. The performance security or security deposit is liable for forfeiture in full or part on violation of terms and conditions or on default to placing vehicle on being successful bidder.
7. The monthly rate of hire charges including salary of driver is to be quoted separately in the Financial Bid information and the hire charges is subject to a maximum of Rs.20,000/- per month (Excluding fuel and lubricants) (Annexure-II)
8. The vehicle must achieve fuel efficiency of 17 or above K.M. per liter. The tenderers quoting higher fuel efficiency i.e., more number of kilometers per liter of fuel consumption will be taken into consideration along with the quoted hiring charges for deciding the cost effective tender offers. Other criteria and terms & conditions will also be applicable for the same. Therefore, all such offers must fulfill the criteria as laid down in the terms & conditions, of this tender document.
9. The details of the make and year of manufacture of the vehicle, Registration No. mileage (Kms covered per liter) and name of the Driver with Driving License No. and period of validity should be specifically provided in the Technical Bid information to be furnished with the Quotation/ Tender (Annexure-I).
10. The Quotation completed in all respects should reach to the undersigned on or before 10.08.2021 by 5.30 PM and the technical bid will be opened on 11.08.2021 at 11 AM in presence of bidders or their authorized representatives.



11. Tender papers received after the last date of receipt due to postal delay on any reason there of will not be accepted and returned back to the concerned tenderer.
12. The technical bids would first be taken into consideration by the committee or authority. The Technical & Financial bids shall be opened on the scheduled date and time in the presence of the bidders of his authorized representatives, if any who wish to be present on the spot at that time. Only one person for each bidder shall be allowed to be present at the time of opening the tender.
13. The Financial Bid of only those tenderers will be opened whose Technical bids are found to be in order. The Financial bids will also be opened in the presence of the bidders or authorized representatives of the technically bidder/quotationer, if any, who wish to be present on the spot at that time. The lowest bidder (L1) in the financial bid would be considered. In case the lowest bidder (L1) is disqualified after selection for any reason there of the second lowest (L2) bidder would be considered by the authority.
14. The District Welfare Officer, Deogarh is the competent authority reserves the rights to annual all bids without assigning any reason.
15. The application form of quotation/ tender containing General Bid Information and Terms & Conditions for hiring of vehicles etc. are available in Deogarh District Government Website <http://deogarh.nic.in>. The applicant can be downloaded the application form (tender papers) from the said Government website and shall furnish a non-refundable demand draft for an amount of Rs.100/- (Rupees One Hundred) only in shape of Demand Draft in favour of District Welfare Officer, Deogarh payable at Deogarh towards the cost of Tender Document and Tender Application.
16. All the stipulations and terms & conditions of tender documents and notice for hiring of vehicles, including the Annexure-I & II are applicable and must be adhered to while submitting the tender offers, the tenderers also submit the ink signed copies of tender documents including the terms & conditions in Annexure-I & II, the envelope containing the tender offer should be super scribe "Tender Offer for Hiring of Vehicle" at the top of the envelop and name, address with mobile number at the left corner of the envelope where separately sealed Technical Bid & Financial Bid will be inside.

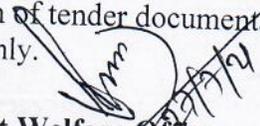
The stipulations and terms & conditions embodied in the tender document will form a part of the agreement.

17. The hired vehicle, during period of contract shall have necessary valid MV 13 document such as valid Registration Certificate, Insurance Certificate, valid Contract Carriage Permit, proof of up-to-date tax payment (Road Tax) etc., valid D.L. of the Driver available all the times. The Department/ Office hiring the vehicles 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 Owner/ successful tenderer, whose vehicle is hired, shall be responsible for all such litigation. Salary of driver, repair and maintenance charges and other cost including taxes (except service tax on hire charges) shall be borne by the successful tenderers/ service providers.



: 8 :

18. The hire charges to be paid for monthly basis is final but does not include cost of Petrol, which is to be paid separately basing on actual consumption and lubricants 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 & Tubes, Battery etc. will be borne by the bidder.
19. 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.
20. 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/ successful bidder.
21. In case the vehicle does not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source.
22. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
23. Monthly hire charges and reimbursements towards cost of Petrol (as per actual) and lubricants (as per Govt. 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 service provider/ owner of the vehicle, subject to availability of funds with respective head of account and no advance payment will be made.
24. The vehicle shall not be more than 3 (Three) years old from the initial registration and also in good running condition during the period of contract.
25. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
26. In case the service provider/owner of the vehicle intends to withdraw the services of the 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.
27. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
28. This should be ensured by the Service Provider/ Owner of vehicle that the vehicles are kept under optimum running condition and avoid accidents attributable to lack of maintenance/upkeep. The hired vehicles cannot be used for any private/ commercial purpose beyond office hours or during holidays.
29. Log Books shall be maintained for the hired vehicles as in the case of Government vehicles.
30. The successful tenderers will have to execute and sign the agreement with the concerned heads of office, who will be approving authority and will control the movement of their respective vehicles and pay the monthly hire charges and the reimbursement of POL, Lubricants as per terms & conditions and stipulations of this tender by observing the required official formalities.
31. Modifications, if any, in Tender documents or terms & conditions, will be notified only on the Website and advertisement where the tender document has been uploaded. The tender inviting authority reserves all the right to modify/ cancel the terms & conditions of tender without assigning any reasons thereof before the last date of submission of tender documents.
32. Any legal dispute arising out of this is subject to this district jurisdiction only.


District Welfare Officer,
DEOGARH.