

OFFICE OF THE ASSISTANT DIRECTOR SERICULTURE DEOGARH

E-mail: adsdeogarh@yahoo.com

At: Kacherisahi, PO: Deogarh-768108

Ph. No. :06641-226790/ Mob.:9778128689

Notice No. 390 / Date. 11/05/2023

NOTICE FOR QUOTATION/TENDER HIRING VEHICLE

Sealed quotation/ tender are invited from interested reputed Travel Agencies /Tour Operators or Private individuals for providing one number of Non-A.C. BS-IV (i.e Tiago/ Bolt/ Celerio) compliant Petrol driven vehicle having sitting capacity not more than ten including driver, which shall conform to the Terms and conditions (Annexure-II), for the official use in Office of the Assistant Director Sericulture, Deogarh 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 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.5,000/-** (Rupees Five thousand)only shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of **Assistant Director Sericulture, Deogarh, Payable at Deogarh** and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
5. The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants).
6. The vehicle must achieve a fuel efficiency of 17 Kms per liter.
7. The details of the make and year of manufacture of the vehicle, registration no. , mileage (Kms covered per litre) and name of the Driver with Driving License No. 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 by **Speed Post/ Registered Post/ Courier** only on or before 25.05.2023 by 10AM and shall be opened on the same day at 12.30 PM in presence of the bidders or their authorized representatives.

The application form of Quotation /Tender containing General Bid information & Terms and conditions for Hiring of Vehicles etc. can be received from the office of the Assistant Director of Sericulture, Deogarh on payment of Rs.100/- (Rupees One hundred) only in cash or Downloaded from the website www.deogarh.nic.in towards non-refundable cost of Tender Documents (paper cost) on any working day from 12.05.2023 between 07.00 AM to 1.00PM.

Complete Address for Submission of Bid.

**The Assistant Director of Sericulture, Deogarh,
At: Kacherisahi, Po: Deogarh-768108.**


Seal & Signature of
Quotation / Tender Calling Authority
(Assistant Director Sericulture, Deogarh)

Memo No.391(5) / Date...11/05/2023

Copy forwarded to the Secretary, Barkote TRCS/ Deogarh TRCS/ Remal MRCS/ Kuchinda MRCS/ Rairkhol TRCS for information with a request to publish this notice, in the notice Board for wide publicity.


11/5/2023
Asst. Director Sericulture,
Deogarh

Memo No....392 / Date...11/05/2023

Copy to notice board of Office of the Asst. Director Sericulture, Deogarh for wide publicity.


11/5/2023
Asst. Director Sericulture,
Deogarh

Memo No.....393 / dated...11/05/2023

Copy Submitted to the Officer-In-Charge , NIC, Deogarh for information & with a request to upload the tender notice in the website for wide publicity.


11/5/2023
Asst. Director Sericulture,
Deogarh

Memo No.394(6) / Date...11/05/2023

Copy forwarded to the Block Development Officer, Barkote/ Reamal/ Tileibani/Kuchinda/ Naktideol/ Rairkhol for information with a request to publish this notice in the notice Board for wide publicity.


11/5/2023
Asst. Director Sericulture,
Deogarh

Memo No.395(2) / Date...11/05/2023

Copy submitted to the D.I.P.R.O, Deogarh /D.I.P.R.O, Sambalpur for favour of kind information with a request to publish this notice, in the office notice board for wide publicity.


11/5/2023
Asst. Director Sericulture,
Deogarh

Memo No.396(2) / Date...11/05/2023

Copy submitted to the CDO-Cum-Executive Officer, Zilla Parisad, DRDA, Deogarh /Sambalpur for favour of kind information with a request to publish this notice, in the office notice board for wide publicity.


11/5/2023
Asst. Director Sericulture,
Deogarh

Memo No.397(2)/ Date...11/05/2023

Copy submitted to the Collector, Deogarh /Sambalpur for favour of kind information with a request to publish this notice, in the office notice board for wide publicity.

 11/5/2023

Asst. Director Sericulture,
Deogarh

Memo No...398 / Date. 11/05/2023

Copy submitted to the Dy. Director Sericulture, Keonjhar for favour of kind information with a request to publish this notice, in the office notice board for wide publicity.

 11/5/2023

Asst. Director Sericulture,
Deogarh

Memo No...400 / Date...11/05/2023

Copy submitted to the Director of Textiles & Handloom, Odisha, Bhubaneswar for favour of kind information with reference to the Order No.11445 dated 19.12.2015 and memo no.11447 dated 19.12.2015 of Directorate of Textiles, Odisha, Bhubaneswar .

 11/5/2023

Asst. Director Sericulture,
Deogarh

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.

- i. 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 Driving License of the driver available all the times. The Department/Office hiring the vehicle shall not be responsible for any damage/ loss caused to hired 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.
- ii. The hire charges to be paid for monthly basis is final but does not include cost of diesel/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 & differential Coolant, Tyres & Tubes, Battery etc. will be borne by the bidder.
- iii. 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.
- iv. 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.
- v. 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.
- vi. The vehicle shall report for duty for minimum 25 days in a month.
- vii. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
- viii. Monthly hire charges and reimbursements towards cost of diesel/ Petrol (as per actual) and lubricants (as per Govt. Norms) of selected bidder will be paid in every succeeding month as per as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.
- ix. 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.
- x. If the service are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
- xi. 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.
- xii. If the bidder violets any of the terms of contract, Government shall forfeit the entire amount of security deposit.

1. SCOPE OF WORK :

- a. The scope of the contract includes Hiring of Non-Ac Petrol BS-IV vehicle which must show mileage of at least 17 KM per litre for Asst. Director Sericulture, Deogarh. The vehicle to be provided for hiring shall not be older than three years.
- b. Contractor should press into service only good petrol driven vehicles with posh interior, noiseless drive and perfect running condition, as per requirement.
- c. The vehicle shall always be provided with decent upholstery, clean seat covers, comfortable seat cushions, hand rests and other basic fittings/ accessories /equipments for maximum comfort. All items shall invariably be in good working condition.
- d. The noise level outside and inside the vehicle shall always be maintained at a desirable low level befitting a well maintained vehicle. The doors of the vehicle shall be maintained in best condition without allowing any room for noise etc. Vibration in the vehicle shall always be within desirable/ tolerance limits. All repairs (Major/ Minor) are under the scope of contractor.
- e. **Penalty for not providing Vehicle :-**Vehicle shall be made available on all days inclusive of Sundays and holidays, if required and also the driver will be made available at any time on call. If contractor fails to provide vehicle due to any reason on any day, the recovery will be 1.5 times per day of quoted rates, calculated on per day basis. Further, if contractor fails to provide the vehicle for total period of more than (7) days, Asst. Director Sericulture, Deogarh has the right to terminate the contract.
- f. The vehicle will be spared to for five days(not consecutive) in a month attending regular servicing & maintenance, for which no deduction will be made towards absence of the vehicle for duty. However ,the vehicle for maintenance will be spared on a convenient day as fixed by the Asst. Director Sericulture, Deogarh.
- g. It will be the responsibility of the contractor to ensure that the vehicle is registered as per the latest Motor Vehicle Act. The Driver's License, RC Book and other documents should always be available with the Driver.
- h. The vehicle also generally carry accessories like tool kit, consumable spares, rain coat, umbrella, torch light, first aid box, which are to be arranged by the contractors.
- i. The Vehicle shall have to report for duty as per the prior instructions of Asst. Director Sericulture, Deogarh at the given place and time. In case delay in reporting of the vehicle at the assigned place is more than half an hour it will treated as the vehicle is unavailable for the whole day and proportionate per day charges shall be deducted from the monthly payment.
- j. The vehicle will be kept absolutely in good running condition and contractor should maintain the vehicle regularly. In the event of non - availability of this vehicle, on any account, the contractor have to provide suitable alternate vehicle with in 6(six) hours.
- k. In case of requisition/seizure of the vehicle by RTO or any other authority ,it will be the responsibility of the contractor to get the vehicle released, during such period of requisition/seizure, contractor has to arrange alternate vehicle with in 6(six) hours.
- l. The vehicle will be utilized generally with in Deogarh, Sambalpur, Jharsuguda & Bargarh District. However, in the event of specific requirement, the vehicle will be required to be sent for out station duty as per the direction of Asst. Director Sericulture, Deogarh .
- m. Contractor should make arrangements on his own for the stay/ accommodation of the driver, so that the latter remains available at all reasonable hours of the day. The Driver should abide by the rules laid down by Transport Authority relevant to the subject and should always strictly follow the traffic rules and regulations so as to ensure safety of the passengers.

- n. The Driver shall be courteous, sober and never be under the influence of liquor / intoxicants while on duty and shall avoid over speeding or hazardous driving, ensuring safety and comfort of the passengers. The Driver shall be conversant in both Oriya and Hindi languages. The Driver should possess all documents likes Driving License, Registration Certificate, Pollution control Certificate etc. And copies shall be provided to this Office.
- o. The contractor shall submit copies of all the relevant documents like Commercial Registration, Certificate of Fitness, Registration Certificate, Road permit, Goods Tax Payment receipt, Insurance etc., while submitting the tender. The contractor shall also submit copy of work order of similar nature to determine the experience of the Firm/contractor that the vehicle has been deputed and work has been completed satisfactorily.
- p. The Driver shall obtain the signature of the user of vehicle in the log book immediately after performing the duty. The initial meter reading shall be taken either at the place of start of duty and get terminated at the place where duty ends.
- q. Log book has to be maintained making all the entries of the movements of the vehicle on duty. The log book shall be handed over to Office of the Asst. Director Sericulture, Deogarh at the end of the contract.

2. AWARD VALUE :

- a. The total contract value of the work will be based on quoted rates and the breakup of total contract price as quoted in the Bill of quantities enclosed herewith.
- b. The contract price shall be FIRM and no escalation in price on account of any reason whatsoever will be allowed during the currency of the contract. The contract price shall be inclusive of all types of Taxes, Duties, Levies, Check Gate, Parking and Service Charges except Service Tax which will be paid extra on actual Bill amount. No variation in above Taxes, duties etc. will be entertained during the currency of the contract.

3. DURATION OF CONTRACT :-

The contract will be initially up to one year, commencing from the date of award/ deputing the vehicle. Thereafter the Asst. Director Sericulture, Deogarh reserves the right to extend the contract for a further period as per the same rates, terms & conditions of the contract. However, if the performance of the contract is not found to be satisfactory, Asst. Director Sericulture, Deogarh reserves the right to terminate the contract without assigning any reason thereof. In the event of such termination, the contractor shall have no right to claim for the balance period.

4. PAYMENT TERMS :-

- a. The Monthly Bills payable shall be released after deduction of statutory levies within 15 days from the date of submission of Bill in proper form.
- b. Contractor should submit a Bill for the previous month. The payment shall be released on monthly basis and after certification by the Officer-in Charge.
- c. Income Tax will be deducted at source from the monthly Bills payable as per IT Act and certificate will be issued as per statutory regulations.

- d. Driver of the vehicle should fill up the opening Meter Reading, when the user boards the vehicle and also the final Meter Reading shall be got verified and signed from user of the vehicle by the Driver.
- e. Only Petrol will be supplied by the Office of the Asst. Director Sericulture, Deogarh . The Mobil Oil and other lubricants will not be supplied by the Office of the Asst. Director Sericulture, Deogarh .
- f. All the Road Taxes, Comprehensive Insurance etc. of the vehicle for the full sitting capacity will be paid by the contractor at his own cost.
- g. For any damage cause to third party or to property of Asst. Director Sericulture, Deogarh due to negligence of the Driver, the same will be made good by the contractor at his own cost.

5. SECURITY DEPOSIT :-

The EMD of the successful bidder will be converted as Security Deposit and will be released without any interest on successful completion of contract period. In case ,the contractor fails to complete the contract as per the agreed terms and conditions, the contract stands terminated in between and the amount of security Deposit will be forfeited.

6. RISK PERFORMANCE :-

In the event of failure of the contractor to execute the contract as per the terms & conditions of award, Asst. Director Sericulture, Deogarh reserves the right to engage vehicles from outside Agencies at his risk and cost. Further not withstanding anything stated hereinabove, Asst. Director Sericulture, Deogarh reserves the right to terminate the contract by giving one month's written notice to contractor without assigning any reason whatsoever.

7. GENERAL CONDITION :-

Income Tax and other Taxes as applicable at the time of payment shall be deducted at source unless contractor/ Agency is exempted by concerned Tax Authorities. Contractor shall not sublet any portion of the contract without the prior approval of Assistant Director Sericulture, Deogarh. If any property /fitting or fixture of Asst. Director Sericulture, Deogarh is damaged by contractor/ his Driver during the working hours, the cost as fixed by the Officer-in Charge shall be recovered from contractor's monthly Bill.

8. SETTLEMENT OF DISPUTES & ARBITRATION :-

All the questions and disputes relating to the meaning and instructions under this contract herein before mentioned shall be referred to sole arbitrator of the Asst. Director Sericulture, Deogarh. The award of the sole Arbitrator shall be final, conclusive and binding on both the parties. Notwithstanding anything, any dispute between the parties, contractor shall not be entitled to withhold, delay or defer his obligations under the contract and same shall be carried out strictly in accordance with the terms and conditions of contract.

The arbitration shall be conducted in accordance with the provisions of the Arbitration and conciliation Act,1996 or any statutory modifications there of re-enactment OR any scheme, Rules made there-under and for the time being enforce.

The venue of Arbitration shall be Deogarh. The courts of the Deogarh shall have exclusive jurisdiction in all matters arising out of the contract.

A handwritten signature in green ink, appearing to be 'Lach', with a date '11/5/2023' written below it.

**Asst. Director Sericulture,
Deogarh**

TENDER PAPER

NAME OF THE WORK : Hiring of vehicle for official use at O/O ADS, Deogarh

1	Name & Complete address of the owner of vehicle	
2	PAN card No. of owner of the vehicle	
3	Registration No. of Vehicle	
4	Type of vehicle (AC / Non-AC)	
5	Year of Manufacture	
6	Model	
7	Date of Registration of vehicle	
8	Fitness Certificate validity of the vehicle	
9	Permit validity of the vehicle	
10	Insurance validity of the vehicle	
11	Name /Address of the Driver	
12	Driving License No. & Validity of Driving License of the Driver	
13	Proposed hire charge of the vehicle per month excluding fuel cost.	
14	Rate of fuel consumption / Mileage per litre(without A.C):-	
15	Details of EMD (Attach account payee B.D of Rs.5,000/- in favour of Asst. Director Sericulture, Deogarh payable at Deogarh)	Amount :- Rs..... Bank Draft No..... Date..... Name of Bank.....
16	Contact Number of the Service provider Tenderer / Quotationer)	Mobile No Land phone No.....

Place :

Full Signature of the Tenderer

Date

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) Driving License No. & Validity of D.L of the Driver :-
- 12) Proposed hire charge of the vehicle per month Excluding fuel cost. :-
- 13) Rate of fuel consumption / Mileage per litre :-
- 14) Contact Number of the Service provider (Tenderer / Quotationer) :-

“ Certified that the above information submitted by me are true in the best of my knowledge and belief ”

**Seal & Signature of
the bidder / Tenderer**