



**OFFICE OF THE
MUNICIPALITY, BASUDEVPUR.**

At/P.O.-Basudevpur, Dist.-Bhadrak, Odisha, Pin-756125

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Letter No. 2040.....

Date 05-8-24.....

Quotation Call notice

Sealed quotation/tenders are invited from interested Travel Agencies/Tour Operators or private individuals for providing 1 nos. of AC Diesel driven vehicles having sitting capacity not more than ten including driver, which shall conform to the terms & conditions.

For official use in Basudevpur Municipality Office on monthly rent basis.

1. The vehicle must be in road worthy condition, shall not be more 3 years old from the date of initial registration & must have valid Registration Certificate Insurance Certificate, Fitness Certificate, valid Certificate Carriage permit proof up to date tax payment etc which is mandatory for playing of vehicle.
2. The driver of the vehicle must have a valid Driving License for Driving light transport passenger vehicle & should be sufficiently experienced in driving transport passenger vehicle
3. The driver should be well behaved, gentle & obedient in nature.
4. A sum of Rs. 10000 Rupees (Ten Thousand) only shall be deposited by the successful bidders in shape of account payee bank draft drawn in favour of Executive Officer, Basudevpur Municipality as security deposited and the amount to be refund after completion of agreement period.
5. The monthly rate of hire charge is quoted separately in the general bid information (excluding fuel & lubricants).
6. The vehicle must be achieving a fuel efficiency of 10kms/lit.
7. The details of the make & year of manufacture of the vehicle, registration no., mileage (kms covered per litre) & name of the driver with Driving License No. & period of validity should be specifically provided in the general bid information to be furnished with the quotation (Annexure-ii).
8. The quotation completed in all respect should be reach the undersign on or before **14.08.2024** by 11 am & shall be opened on the same day at 1 pm in presence of the bidders or their authorized representative.
9. The application form of quotation containing general bid information & terms & conditions for hiring of vehicle etc. will be available with Basudevpur Municipality Office on payment of Rs 500/- from **06.08.24 to 14.08.24** or can be downloaded from

Basudevpur Municipality Website www.basudevpurmunicipality.in from 06.08.24 to 14.08.24. In case the application form is downloaded from Govt. website, the applicant should furnish a Demand Draft for an amount Rs 500/- (Rupees Five Hundred) only towards the cost of application along with the application for EMD in shape of DD in favour of Executive Officer to be attached Rs 5000/- Rupees (Five Thousand) only & after completion of tender process the amount of EMD will be refunded to unsuccessful bidders.

10. All pages of tender paper must seal and sign by agency.


Executive Officer
Municipality Basudevpur


Memo No. 2041 / Date 05.8.24

Copy to the Office Notice Board for information of general public.


Executive Officer
Municipality Basudevpur

Memo No. 2042(2) / Date 05-8-24

Copy submitted to the Tahasildar, Basudevpur/Block Development Officer, Basudevpur with request to publish the above Quotation call Notice in there Notice Board.


Executive Officer
Municipality Basudevpur

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.

1. The hired vehicles, during period of contract, shall have all necessary valid MV documents such as-valid registration certificate, Insurance certificate, Fitness Certificate, Contract Carriage Permit, proof of up to date tax payment etc. and D.L of driver available all the times. The Department / 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.
2. The hire charges to be paid for monthly basis is final but does not include cost of diesel, 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.
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 whatever 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 vehicles shall report for duty for minimum of 25 days in a month.
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. Monthly hire charges and reimbursements towards cost of diesel (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.
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. If the agency is found to be unsatisfactory the client shall give one month notice and terminate the agreement.
11. In case the service provider intend to withdraw the services of his vehicle and terminate the agreement, it shall be mandatory upon him to grant one month notice period before such withdrawal of service and termination of agreement.
12. If the bidder violates any of the term of contract, Government shall forfeit the entire amount of Security deposit.


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Municipality Basudevpur

GENERAL INFORMATION FOR HIRING VEHICLE (FORM-I)

SI No	Description	Fill up Required Information	Remarks
1	Registration No. Of Vehicle		
2	Type of Vehicle (AC/Non-AC)		
3	Year Of Manufacture		
4	Model No.		
5	Date Of Registration		
6	Name & Address of Owner of Vehicle		
7	Fitness Certificate Validity		
8	Permit Validity		
9	Insurance Validity		
10	Name & Address of Driver		
11	DL No & Validity of DL of the Driver		
12	Contact no of Service provider and owner		
13	Agency PAN/TAN No.		
14	Agency Bank Account No. & Details		
15	Agency GST No.		
16	Tender Paper Cost paper Receipt No./DD No. dt.		
17	EMD Cost DD no. & Date		

❖ **Attach all above valid documents**

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


Executive Officer
Municipality Basudevpur

FINANCIAL INFORMATION FOR HIRING VEHICLES (FORM-II)

Agency Name & Details:-

SI No	Description	Fill up Required Information	Remarks
2	2	3	4
1	Hiring Charges of the Vehicle per month Excluding Fuel Cost Govt. Schedule Rate (Base Rate)	Rs. 31000/-	
2	Agency proposed Hire Charge of vehicle per month excluding fuel cost.		
a	Less quoted rate		Write less percentage in inner Colum-2 and amount in colum-3
b	Schedule quoted rate		
3	Rate of Fuel Consumption/ Mileage per liter		

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


Executive Officer
Municipality Basudevpur