

OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY,  
BARGARH.

Annexure-I

Quotation/ Tender Call Notice

*Order No. 01/ Dtd: 30.08.2024*

Sealed Quotation/ Tenders are invited from interested reputed service Provider Travel Agencies/ Tour Operators/ Private Individuals having GST registration for providing 1 (one) No. of AC vehicle (Petrol) like Tiago/ Bolt/ Celerio/ Dzire/Etios (Petrol) etc. or equivalent model and segment having same mileage and sitting capacity of 5 (five) including Driver which shall confirm to the terms & conditions at Annexure-A for official use in District Legal Services Authority, Bargarh on monthly rent basis.

1. The Service Provider shall have a valid OGST registration to Participate in the bidding tendering process.
2. The Service Provider, participating in the bidding process under the jurisdiction of Municipal Corporations, shall be registered on GeM platform.
3. The vehicle must be in road worthy condition, shall not be more than three years old from the date of initial registration and must have a valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution Certificate, Valid Contract Carriage Permit, Proof of up to date tax payment etc., mandatory for plying of vehicle.
4. The Driver of the vehicle must have 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. 14,400/- (Rupees Fourteen Thousand Four Hundred) shall be deposited by intending bidders in shape of Bank Draft drawn in favour of the Secretary, District Legal Services Authority, Bargarh and submit alongwith the tender as Security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.

7. The monthly rate of hire charges as per FDOM No.22924/F, dtd. 14.08.2023 of Finance Department, Govt. of Odisha is maximum of Rs. 20,000/- (Rupees Twenty Thousand) only (excluding fuel and lubricants).
8. The Vehicle must achieve a fuel efficiency of minimum average 17 K.M. per litre as per FDOM No.22924/F, dtd. 14.08.2023 of Finance Department, Govt. of Odisha.
9. The vehicles hired shall be in good condition and shall not be older than three years, Vehicles older than seven years should be replaced by new vehicles by the service provider.
10. The quotation completed in all respect should reach the undersigned vide address **District Legal Services Authority, Bargarh, ADR Building, Civil Courts Premises, Bargarh, Po/Ps/Dist.- Bargarh, Pin- 768028** through registered Post/ Speed Post/ by drop box of District Legal Services Authority, Bargarh **on or before 18.09.2024 by 01.00 P.M.** and shall be opened on the **same day at 04.30 P.M.** in the presence of bidders or their respective authorized representatives by the selection committee in the chamber of the Judge, Family Court, Bargarh. The bidders/ quotationers should mention **“Quotations for Hiring of Vehicle”** above the sealed envelope.
11. The application Form of quotation/ tender containing General Bid Information (Quotation/Tender Call Notice) & Terms & Conditions for hiring of vehicles etc. will be available with the office of the District Legal Services Authority, Bargarh on payment of a Non-refundable Demand Draft of **Rs. 1000/-** (Rupees One Thousand) only **in favour of the Secretary, District Legal Services Authority, Bargarh from 11 A.M. to 4 P.M. on every working day from dtd. 30.08.2024 to 18.09.2024** towards tender paper cost or can be downloaded from Odisha Govt. Website of Bargarh District <https://bargarh.odisha.gov.in> & website of Civil Court, Bargarh <https://bargarh.dcourts.gov.in> from dtd. 30.08.2024 to 18.09.2024 up to 01.00 P.M. In case the Application Form is downloaded from Odisha Govt. websites, the applicant shall have to furnish a Non-refundable Demand Draft in favour of the Secretary, District Legal Services Authority, Bargarh for an amount

of Rs.1000/- (Rupees One Thousand) only towards the cost of Application along with the Application Form.

12. The vehicle is to be hired from the date of engagement till two years.
13. The Authority reserves every right to interpret the contents/ clauses of the Bid document.
14. The incomplete tender document shall be summarily rejected.
15. The application received after due date shall be rejected.
16. The undersigned will not be responsible for postal delay.
17. The Bidder shall sign & put his seal on each page of Annexure-A & B.
18. The Authority reserves all the right to reject any or all quotation without assigning any reason thereof.

**Sd/-**  
Secretary,  
District Legal Services Authority,  
Bargarh

## ANNEXURE-A

### TERMS & CONDITIONS

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 vehicle, during the period of contract, shall have all necessary valid MV documents such as valid Registration Certificate, Insurance Certificate, Pollution Certificate, Fitness Certificate, valid Contract Carriage Permit, proof of up to date tax payment etc. and D.L. of the driver available all the times.
2. The District Legal Services Authority, Bargarh 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 litigations.
3. The hire charges as per FDOM No.22924/F, dtd. 14.08.2023 of Finance Department, Govt. of Odisha is maximum of Rs. 20,000/- (Rupees Twenty Thousand) only to be paid for monthly basis is final, but does not include cost of fuel, which is to be paid separately basing on actual consumption and as per existing Govt. 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/ Service provider.
4. It shall be the responsibility of the bidder/ Service Provider to provide a good driver and the remuneration of the driver shall be borne by the owner.
5. 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/ Service Provider.
6. In case the vehicles do not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
7. The vehicle shall report for duty for minimum 25 days in a month.

8. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be demanded.
9. Monthly hire charges and reimbursements towards cost of fuel ( 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.
10. The vehicle shall not be more than 3 years old from the initial registration and also in good condition during the period of contract.
11. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
12. 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.
13. If the bidder violates any of the terms of the contract, the District Legal Services Authority, Bargarh shall forfeit the entire amount of security deposit.

Seal & Signature of  
Quotationer/ Tenderer.

**Sd/-**  
Secretary,  
District Legal Services Authority,  
Bargarh

**ANNEXURE-B**

**GENERAL INFORMATION FOR HIRING OF VEHICLE**

<b>Sl. No.</b>	<b>Particulars</b>	<b>General Information required.</b>
01	Name of the Service Provider	
02	Complete Address	
03	OGST Number	
04	GeM Registration Number	
05	Name of the Bank, Bank Account No. and IFSC Code.	
06	Registration No. of Vehicle	
07	Year of Manufacture	
08	Make and Model	
09	Date of Registration	
10	Name and complete address of the owner of vehicle	
11	Fitness Certificate Validity	
12	Pollution Certificate Validity	
13	Permit Validity	
14	Insurance Validity	
15	Name/ Address of the Driver	
16	D.L. No. & validity of the D.L. of the Driver	
17	Proposed hire charge of the vehicle per month excluding fuel cost.	
18	Rate of fuel consumption/ Mileage per Litre	
19	Contact Number of the service provider (Tenderer/ Quotationer)	
20	Contact Number of Driver	

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

Seal & Signature of  
Quotationer/ Tenderer.

**Sd/-**  
Secretary,  
District Legal Services Authority,  
Bargarh