



**DISTRICT LEGAL SERVICES AUTHORITY,  
MAYURBHANJ, BARIPADA**

**ADR Centre Building  
Near Civil Courts, Baripada  
E-mail:- [dlsamayurbhanj1@gmail.com](mailto:dlsamayurbhanj1@gmail.com)**



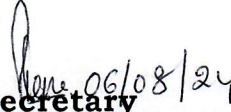
**Annexure-I**

**Quotation/Tender Call Notice**

Sealed quotations/ tenders are invited from interested reputed Travel Agencies/ Tour Operators / Private individuals for providing 01 (one) no. of **AC Tiago/ Bolt/ Celerio/ Dzire etc. (Petrol)** driven vehicles having sitting capacity not more than 05 including driver, which shall conform to the Terms and conditions (**Annexure-A**) for official use in District Legal Services Authority, Mayurbhanj, Baripada on monthly rent basis:

1. The service provider shall have a valid OGST registration to participate in the tendering.
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 3 years old from the date of initial registration and must have 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 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 in white dress, well behaved, gentle and obedient in nature.
6. A sum of **₹.2000/-** (rupees two thousand) only shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the **Secretary, District Legal Services Authority, Mayurbhanj, Baripada** and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
7. The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants).
8. The Vehicle must achieve a fuel efficiency of **17 K.M per litre**.
9. The details of the make and year of manufacture of the vehicle, registration no., mileage (KM covered per litre) and name of the Driver, Driving License No. and period of validity should be specifically provided in the general bid information to be furnished with the Quotation/Tender (**Annexure -B**).

10. The Quotation completed in all respect along with supporting documents should reach the undersigned through **registered Post/ Speed Post/ By Hand** on or before **22.08.2024 by 1.30 P.M** and shall be **opened on the same day at 4:00 P.M.** in presence of the bidders or their authorized representatives. The sealed quotation should be super-scribed "**Quotation for Providing of Vehicle on Hire Basis**" on the cover page.
11. The application form of quotation/tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available on the working days with the **District Legal Services Authority, Mayurbhanj, Baripada** on payment of **₹.1,000/- (Rupees One Thousand)** from **09.08.2024 to 22.08.2024** towards tender paper cost or can also be downloaded from the Mayurbhanj, Baripada District Court website <https://mayurbhanj.dcourts.gov.in> from **09.08.2024 to 22.08.2024**. In case the application form is downloaded from Govt. website, the applicant shall furnish a Demand Draft for an amount **₹.1,000/- (Rupees One Thousand)** only **in favour of Secretary, District Legal Services Authority, Mayurbhanj, Baripada** towards the cost of Tender/ Quotation paper along with the application Form.
12. The undersigned shall not be held responsible for non-receipt/ late receipt of the tender/ quotation documents sent by post beyond the stipulated date and time. Tender/ quotation received after scheduled date and time or incomplete Tender/ quotation shall not be accepted.
13. The authority reserves all the right to reject any or all quotation without assigning any reason thereof.

  
Secretary

**DLSA, Mayurbhanj, Baripada**

**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. District Legal Services Authority, Mayurbhanj, Baripada 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 Service Agency shall be responsible for all such litigations.
3. The hire charges 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.
4. It shall be the responsibility of the bidder 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.
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, Government shall forfeit the entire amount of security deposit.

  
Secretary

**DLSA, Mayurbhanj, Baripada**

**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