

## Quotation Call Notice for Hiring of Vehicle on Monthly Basis

No 2 /Dated 16.8.2024.

Sealed quotations/ tenders are invited from interested reputed Travel Agencies/Tour Operators or Private individuals for providing following type of vehicle (Car ) having sitting capacity not more than 5 including driver, which shall conform to the Terms and Conditions (Annexure-A) for official use in District Legal Services Authority, Puri on monthly rent basis: -

Sl. No.	Type of Vehicle(Car ) and model	Minimum average fuel mileage	Maximum hire charges per month (excluding taxes)
1	Tiago/Bolt/Celerio (petrol) etc	17 k.m./litre	Rs.20,000/-

- 1) The Service Provider Shall have a Valid OGST registration to participate in the tender process.
- 2) The service provider, participating in the bidding process under the jurisdiction of Puri district , 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, Valid Contract Carriage permit, Proof of upto 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.5,000/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of Secretary, District Legal Services Authority payable at Puri and submitted along with the quotation as security deposit. After completion of the Tender process, the amount will be refunded to unsuccessful bidders.
- 7) The monthly rate of hire charge should be quoted separately in the general bid information (excluding fuel and lubricants).
- 8) The Vehicle must achieve a fuel efficiency of minimum average mileage of 17(seventeen) Kms per litre .
- 9) 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 (Annexure-III).



- 10) The Quotation completed in all respect should reach the Office of Secretary, District Legal Services Authority, Civil Court Premises, Puri-752001 through Speed/Registered post or by hand (drop box) on or before **27.08.2024 by 5.00 p.m.** and shall be opened **29.08.2024 at 4.30 p.m** in presence of the bidders or their authorized representatives.
- 11) The application form of quotation / tender containing General bid Information & Terms and conditions for Hiring of Vehicles etc. will be available with Office of the Secretary, District Legal Services Authority, Puri or can be downloaded from Official website of District Court, Puri <https://puri.dcourts.gov.in>. In case the application form is downloaded from website of District Court, Puri, the applicant shall furnish a Demand Draft for an amount of Rs.100/- (Rupees one hundred) only towards the cost of application along with the application.
- 12) The envelopes containing the application should be clearly superscribed as "Application for Hiring of Vehicle"

SA/-  
Secretary,  
District Legal Services Authority, Puri

Memo No \_\_\_\_\_/Dated. \_\_\_\_\_

Copy forwarded to the Registrar, Civil Courts, Puri for information with a request to direct the System Officer, Dist. Court, Puri to upload the Quotation call Notice in the Official Website of Puri District for wide publicity & information to all.

Secretary,  
District Legal Services Authority, Puri

Memo No \_\_\_\_\_/Dated. \_\_\_\_\_

Copy forwarded to the Registrar, Civil Courts, Puri/the Collectorate, Puri/RTO, Puri for information with a request to display the Quotation Call Notice in the office Notice Board for wide publicity and dissemination of information.

Secretary,  
District Legal Services Authority, Puri



## 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 vehicles, during 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 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.

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 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.

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 of the vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice.

7. The vehicles shall report for duty for minimum of 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 running 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 contract, Government shall forfeit the entire amount of security deposit.

Seal & Signature of  
Quotation/Tender Calling Authority

Designation



**Annexure-B****General Information**

Sl.No.	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	OGST Number	
4	GeM Registration Number	
5	Bank Account No. and IFSC Code	
6	Registration No. of Vehicle	
7	Year of Manufacture	
8	Make and Model	
9	Date of registration	
10	Name & 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.