

OFFICE OF THE DISTRICT JUDGE, BOUDH

Letter no.....7340...../Dt.....02.11.2023

TENDER CALL NOTICE FOR HIRING OF VEHICLE

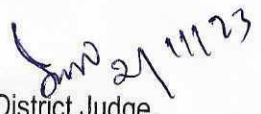
Sealed tenders are invited in the prescribed format(Annexure-B) accompanied by self-attested copies of vehicle registration certificate, driving licence of driver, valid insurance bond of said vehicle, up-to-date tax payment receipt, fitness certificate, pollution certificate and first page of bank pass book of the service provider(tenderer), earnest Money Deposit (EMD) of Rs.1,000/- in shape of Demand draft and police verification report from concerned Police Station of driver, to be deployed from intending vehicle owners/service providers/Travel Agency(s) for supply of A/C diesel/Petrol(subject to availability) driven vehicle such as Zest/Tigor/Xcent/Etios/Swift Dzire on hiring basis for official use of the Chief Judicial Magistrate, Boudh. The sealed envelop should be superscribed as "Tender for hiring of vehicle on hiring basis reference to advertisement no.02 dt.02.11.2023 and should be sent by speed post/Regd. Post so as to reach on or before 16.11.2023 by 4.30p.m in the address (The Registrar, Civil Courts, Boudh, Po/P.S./Dist.-Boudh-762014).

TERMS & CONDITIONS

01. The Service Provider/Travel Agency shall have a valid OGST registration to participate in the tendering process.
02. The vehicle to be used for office purpose 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 the vehicle.
03. The Driver of the vehicle must have a valid driving licence for driving light transport passenger vehicle and should be sufficiently experienced in driving transport/passenger vehicle.
04. The driver of the vehicle should be well behaved, gentle and obedient in nature. He/she shall have no criminal case pending in any Court of Law.

05. A sum of Rs.1,000/- in shape of demand draft pledged in favour of the **Registrar, Civil Courts, Boudh** shall be tendered by the intending service providers as EMD amount. After completion of the tender process, the amount will be refunded to the unsuccessful service providers.
06. Performance security deposit of the successful tenderer shall be deposited @ 3% of the tendered amount at the time of agreement and the same will be refunded without any interest after lapse of the agreement period.
07. The tender without EMD shall be treated as invalid and shall not be taken into consideration.
08. All the sealed tenders/quotations shall be opened on the same day in presence of the bidders or their authorized representatives.
09. The monthly hire charges of the vehicle is inclusive of all the expenses such as driver wages, food, toll tax, road tax, insurance, repair cost, maintenance, replacement of spare parts, coolant, engine oil, tyres, tube, batteries etc which are to be borne by the service provider.
10. The hiring charges of the vehicle does not include Fuel cost. The fuel cost will be paid separately as per actual consumption and as per existing Government norms in monthly bill.
11. The hiring charges of the vehicle will be paid on monthly basis in every succeeding month as far as possible within 15 days from the date of submission of bills and no advance payment will be made. The Payment shall be subject to any deductions such as penalties, statutory deductions etc., if any.
12. The minimum mileage of the vehicle per litre should be not less than 17 k.ms.
13. The log Book will be supplied by the service provider to maintain the same by the driver. The Log Book should be maintained daily and will be signed by the user in regular basis.
14. The maximum rate of hiring charges in the general bid information (Excluding fuel) should not exceed Rs.26,000/-(Rupees twenty-six thousand) only, as the rate fixed by the Finance Dept. Govt. of Odisha O.M. no.22924 dt.14.08.2023.
15. The office will not be held responsible for any damage/loss caused to hired vehicle or loss of life/injury made to any person or damage to any property(s) on account of use of hired vehicle in any manner whatsoever, the hirer shall not be held responsible for all such litigation during the contract period.
16. In case of breakdown/maintenance, reasons whatsoever, the replacement of the same vehicle or better model shall be provided by the Service Provider/tenderer and no extra cost will be imposed by the service provider/tenderer.
17. In case of emergency, the driver will have to report for duty before the Officer concerned as per the requirement of hirer and no extra payment shall be demanded.

18. The vehicle will ordinarily be used between 8a.m. to 8p.m. during official working days. However, in case of emergency the vehicle shall also be made available beyond the time limit even on holidays for which additional charges will not be paid.
19. The driver must be supplied with a cell phone by the service provider and contact number will be provided to the office. In the event of change of cell number, the same will be intimated to the Officer concerned/office during the tenure of the contract.
20. Alteration in providing driver is no way admissible in normal situation. However, in case of exigencies and with prior written permission, the service provider will engage alternative driver with valid licence and proof of Identity.
21. The vehicle cannot be put to any private/commercial use within or beyond the duty hours or on holidays. Unauthorized use of vehicle by the driver/service provider will lead to unilateral termination of the contract with immediate effect. Vehicle must be parked in the garage residential quarters or office as directed by the Officer concerned during the contract period.
22. In case, the condition of the vehicle is found to be unsatisfactory, it shall be returned for immediate replacement and failing which the authority shall have right to cancel the agreement.
23. If the service provider violates any of the terms and conditions of the contract, the Court shall forfeit the entire amount of security deposit.
24. Violation of any terms and conditions shall entail cancellation of agreement forthwith.
25. The monthly rate of hire charge be quoted separately in the general bid information(excluding fuel & lubricants). The annexure 'B' is annexed
26. 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 licence no. and period of validity should be specifically provided in the general bid information to be furnished with the quotation.
27. The authority reserves right to cancel or reject the tender process at any time without assigning any reasons thereof.
28. Details of the application form of quotation/tender containing General Bid Information and terms and conditions for hiring of vehicle is available in the District Court Website <https://boudh.dcourts.gov.in>


District Judge,
Boudh

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 & 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