OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY,
BALANGIR.

Annexure-I

Quotation/ Tender Call Notice

Order No.01 /dt.31.07.2024

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(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, Balangir 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 Municiapl 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.10,000/-(Rupees ten thousand) only shall be deposited by intending bidders in shape of Bank Draft drawn in favour of the Secretary, District Legal

Services Authority, Balangir 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 be quoted separately in general bid information (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.
9. The details of the make and year of the manufacture of the vehicle, registration number, mileage (KM covered per liter) and name of the Driver, Driving License No. and Period of validity should be specifically provided in general bid information to be furnished with the quotation/ Tender (Annexure-B).
10. The quotation completed in all respect should reach the undersigned vide address District Legal Services Authority, Balangir, District Court campus, At/Po/ Dist. Balangir, Pin- 767001 through registered Post/ Speed Post/ by drop box of District Legal Services Authority, Balangir on or before **20.08.2024** by 01.00 P.M. and shall be opened on the same day at 05.00 P.M. in the presence of bidders or their respective authorized representatives by the selection committee in the chamber of the P.O., Special Court S.C. & S.T. (POA) Act, Balangir. 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 & Terms & Conditions for hiring of vehicles etc. will be available with the office of the District Legal Services Authority, Balangir on payment of a Non-refundable Demand Draft of Rs.1000/- (Rupees one thousand) only in favour of the Secretary, District Legal Services Authority, Balangir during office hour on every working day from dtd.31.07.2024 to 01.00 P.M of dtd 20.08.2024 towards tender paper cost or can be downloaded from Odisha Govt. Website of Balangir District https:/Balangir.odisha.gov.in from dtd.31.07.2024 to 20.08.2024 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, Balangir 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 to 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.
19. **Assistance to Bidders**:-Any queries relating to the Tender document and terms and conditions contained therein should be addressed to office of the Secretary, D.L.S.A., Balangir, At- Balangir District Court complex ,P.O./Dist.-Balangir Pin: 767001 or through Email:- dlsablgr2022 @ g.mail.com or through phone: 06652-233466.

Sd/-
Secretary,
DLSA,Balangir

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, Balangir 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 hire 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/ 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, Balangir shall forfeit the entire amount of security deposit.

Seal & Signature of
Quotationer/ Tenderer.

ANNEXURE-B

GENERAL INFORMATION FOR HIRING OF VEHICLE

Sl.No.	Particulars	General Information required.
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.

Memo No._____/ Dtd.31.07.2024.

Copy to Notice Board of District Legal Services Authority, Kalahandi, Bhawanipatna for wide information of General Public.

Sd/-
Secretary,
DLSA,Balangir

Memo No._____/ Dt.31.07.2024.

Copy submitted to the Collector-cum- District Magistrate, Balangir for kind information and necessary action with a request to direct the office to affix the notice in the Notice Board of your Institution for wide publicity of General Public.

Sd/-
Secretary,
DLSA,Balangir

Memo No._____/ Dt.31.07.2024.

Copy submitted to the Regional Transport Officer, Balangir with a request to direct the office to affix the notice in the Notice Board of your Institution for wide publicity of General Public.

Sd/-
Secretary,
DLSA,Balangir

Memo No.1455/ Dt.31.07.2024.

Copy alongwith with copy of Finance Deptt. O.M. No.22924/F, dtd. 14.08.2023 and Quotation Call Notice No.01/ dt.31.07.2024 along with Annexure-A & B forwarded to the System Officer, District Court, Balangir for uploading the same in the District Court website for information to the general public.

31/7/24
Secretary,
DLSA,Balangir