



**DISTRICT LEGAL SERVICES AUTHORITY**  
ଜିଲ୍ଲା ଆଇନ ସେବା ପ୍ରାଧିକରଣ

**ADR BUILDING, GATE NO.8,  
CIVIL COURTS CAMPUS, BHUBANESWAR – 751014**  
Email : [secretary.dlsabbsr@gmail.com](mailto:secretary.dlsabbsr@gmail.com)  
[dlsa-khurda@gov.in](mailto:dlsa-khurda@gov.in)



**Annexure-I**

Sealed tenders are invited in the prescribed format (Annexure-A) accompanied by self-attested copies of vehicle registration certificate, driving license of driver, insurance bond, up-to-date tax payment receipt, certificate of fitness, pollution certificate & first page of bank pass book, tender fee and performance security in shape of Demand Draft (DD) from intending Vehicle Owners/Service Providers/ Travel Agencies for supply of A/C Petrol driven vehicle such as Tiago/Bolt/Celerio/Etios (Petrol) etc. on monthly hire basis for the official use of Secretary, DLSA, Khurda at Bhubaneswar which shall also be used for to and fro journey of the concerned officer:

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 well behaved, gentle and obedient in nature.

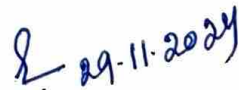
6. A sum of ₹10,000/- (Rupees Ten-thousand only) shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the Secretary, DLSA, Khurda at Bhubaneswar and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
7. The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants), which should not exceed ₹20,000/-, the rate fixed by the Finance Department, Govt. of Odisha vide Memorandum No.22924/F, dtd.14.08.2023.
8. The Vehicle must achieve a fuel efficiency of 17 kM 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 should reach the Secretary, District Legal Services Authority, Khurda at Bhubaneswar, Pin-751014 through regd. Post/speedpost/by hand on or before 13.12.2024 by 01:00 P.M. and shall be opened on the same day at 05:00 P.M. in presence of the bidders/Tender Committee, Bhubaneswar & Secretary, DLSA, Khurda at Bhubaneswar & the bidders of their authorized representatives. The sealed quotations should be super-scribed "Quotation for providing of vehicle on Hire Basis" on the cover page. The bidders may depute their representatives, duly authorized in writing to attend the opening of bids in due date and time.
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, Khurda at Bhubaneswar on payment of Rs.1000/- from 30.11.2024 to 13.12.2024 towards tender paper cost or can be



downloaded from District Court Website, Khurda <https://khurda.dcourts.gov.in/> from Dt.30.11.2024 to Dt.13.12.2024. In case the application form is downloaded from Govt. website, the applicant shall furnish a Demand Draft for an amount ₹1000/- (Rupees One Thousand) only towards the cost of Tender/Quotation paper along with the application form in favour of Secretary, DLSA, Khurda at Bhubaneswar.

12. The Tender/Quotation paper cost of ₹1000/- (Rupees One Thousand) shall not be refundable.
13. The overwriting/correction in the bid documents are not permitted and any such overwriting in such documents will lead to its rejections.
14. Participation in this bid will imply that the bidder has accepted the all the terms & conditions and subsequent modifications, if any, of this bid documents.
15. The undersigned shall not be held responsible for non-receipt/late receipt of the Tender/Quotations 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.
16. The Authority reserved all the rights to reject any or all Quotation without assigning any reason thereof.

Assistance to bidder:- Any queries relating to the Tender documents or the terms & conditions contained therein should be address to the Office of the Secretary, District Legal Services Authority, Khurda at Bhubaneswar at ADR Building, Judicial Court Complex, Lewis Road, Bhubaneswar, Dist.-Khurda, Pin-751014 or through email :secretary.dlsabbsr@gmail.com or through Mob No.8144320055.

  
Secretary,

DLSA, Khurda at Bhubaneswar

**TERMS & CONDITIONS**

The following terms and conditions must be fulfilled by the successful bidder for providing a vehicle on hire on monthly rent basis.

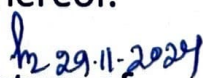
1. The monthly hire charges should be inclusive of all the expenses such as driver wages/food, toll tax, road tax insurance, repair and maintenance, replacement of spares parts, coolant, engine oil, tyres, tubes, battery etc. which are to be borne by the service provider.
2. The hiring charges excluding fuel cost to be paid for monthly basis in every succeeding month, as far as possible within fifteen days of the submission of bills and no advance payment will be made.
3. The minimum average mileage per litre should be 17 kms.
4. The Monthly rate of hiring charges be quoted in the general bid information (excluding fuel) which should not exceed Rs. 20,000/- , the rate fixed by the Finance Department, Govt. of Odisha vide OM No. 22924/F, Dt. 14.08.2023.
5. The price quoted shall remain effective for a period of One Year.
6. The Tender has been invited in the prescribed format (Annexure-B and application form of the tender containing General Information for Hiring Vehicle is available in the website.
7. The Tender without EMO and Tender fee shall be treated as invalid and shall not be taken into consideration.
8. In case of breakdown, reasons whatsoever, the replacement of the same vehicle or better model shall be provided by the service Agency/ Service provider /Owner.
9. 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 on account of use of hired vehicle in any manner whatsoever. The hirer shall not be held responsible for all such litigation, if it so happens during the journey period.

10. The vehicle will ordinarily be used between 8.00 A.M. to 8.00 P.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 no additional charges will be paid.
11. In case of emergency, the driver will have to report for duty as per the requirement of hirer, no extra payment shall be demanded.
12. The vehicle log book shall be maintained by the driver daily with attestation by the concerned Officer(s) using the vehicle. For determination of fuel cost, the log book shall be verified by Office as and when required.
13. The driver must be having a mobile phone and contact number be provided to the office. In the event that for any reason the driver changes his contact number during the tenure of the contract, the Agency/ Service provider will immediately intimate the above change to the office.
14. Change of driver is not admissible in normal situation. However in case of exigency the owner Agency/ Service provider /owner will engage alternative driver with valid driving license. The Agency/ Service provider/Owner will be responsible for providing a copy of the D.L. and identification proof of the driver.
15. The driver should wear formal dress while on duty and be of good behavior and manners, sincere, punctual, gentle, obedient in nature and free from having any bad habit of chewing tobacco, betel and taking liquor etc. He must have valid driving license with sufficient experience in driving Light Motor Vehicle.

16. The vehicle must be new one, preferably less than three years old and should be in good condition. The vehicle should have comprehensive insurance and commercial fitness as per the Odisha Motor Vehicle Rules.
17. The vehicle cannot be put to any private/commercial use beyond the duty hours or on holidays. Unauthorized use of the vehicle by the driver/service provider/ Owner will lead to unilateral termination of the contract with immediate effect. The Agency/Service provider has to ensure the safety of passenger by avoiding negligent driving by their drivers such as over speeding, rash driving and driving vehicle without brakes/defective brakes.
18. In case, the condition of vehicle is found unsatisfactory, it shall be returned for immediate replacement. In case no replacement is made in time, the authority shall have the right to hire a vehicle from the market and additional cost incurred by the authority shall be deducted from the monthly payment due of the agency/service provider. Repeated failure to provide vehicle as and when required by the office/ authority will make the Agency/ Service provider /Owner liable for **Blacklisting**.
19. If the owner/bidder violates any of the terms and condition of the contract, the Office shall forfeit the entire amount of security deposit.
20. The guidelines/circulars issued by Finance Department, Govt. of Odisha from time to time shall apply *mutatis mutandis*.
21. The Authority reserves the right to accept/reject/negotiate any or all part of the Tender without assigning any reasons thereof.

  
Signature of

Quotation/Tender Calling Authority



**GENERAL INFORMATION FOR HIRING OF VEHICLE**

<b>S.L. No.</b>	<b>Particulars</b>	
1	Name of the Service Provider	
2	Complete Address	
3	OGST Number	
4	GeM Registration Number	
5	Bank Account No. of Vehicle	
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 liter	
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