

**OFFICE OF THE SUB-COLLECTOR, BHAWANIPATNA.**

No. 5351 /Niz. Dated. 10 / 07 /2023

**TENDER / QUOTATIONCALLNOTICE.**

Sealed tenders / quotations are invited from interested reputed Travel Agencies/ Tour Operators or Private individuals having GST registration for providing 01(One) No. of white colour SCORPIO latest model Diesel vehicle, on hire basis having sitting capacity not more than 07 including Driver which shall confirm to the terms & conditions at Annexure-II for official use in the Sub-Collector Office, Bhawanipatna on monthly basis.

The vehicle must be in road worthy conditions & shall not be more than three years old from the date of initial registration having valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution Under Control Certificate, Valid Contract Carriage Permit, Proof of up to date tax payment etc. which are mandatory for plying of vehicle.

The monthly rate of hiring charges be quoted in the prescribed format at Annexure-III excluding GST & Fuel.

The Travel Agency have to submit the EMD amounting to Rs. 5,000/- (Rupees Five thousand) only in shape of Bank Draft in favour of Sub-Collector, Bhawanipatna, Dist-Kalahandi payable at Bhawanipatna.

The sealed tender / quotations along with necessary documents should reach the undersigned on or before 25.07.2023 by 3.00 PM through Registered Post & will be opened on the same day at 4.00 PM in the Office Chamber of Sub-Collector, Bhawanipatna in the presence of the bidders/ applicants or their authorized representatives.

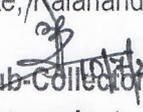
The Application Form of Tender containing Tender Call Notice & Terms & Conditions for hiring of vehicles etc. will be available in the Nizarat Section of Sub-Collector Office, Bhawanipatna on payment of Rs.100/- (Rupees One hundred) only from 10.07.2023 to 24.07.2023 up to 3.P.M or can be downloaded from website [www.kalahandi.nic.in](http://www.kalahandi.nic.in) from dated 11.07.2023 In case the Application Form is downloaded from [www.kalahandi.nic.in](http://www.kalahandi.nic.in) website, the applicant shall have to furnish a Demand Draft for an amount of Rs 100/- (Rupees One hundred) only in favour of Sub-Collector, Bhawanipatna, Kalahandi towards the cost of Application Form of tender / quotation for hiring of vehicle.

  
Sub-Collector,  
Bhawanipatna

MemoNo. 5352 /Niz.Dt. 10 / 07 /2023

Copy (along with enclosure) to Notice Board of this office for information & wide publicity.

Copy along with copy of the enclosure submitted to the Collector & District Magistrate, Kalahandi for kind information & display in the Notice Board of the Collectorate, Kalahandi for wide publicity.

  
Sub-Collector,  
Bhawanipatna

MemoNo. 5353 /Niz.Dt. 10 / 07 /2023

Copy forwarded to District Informatic Officer, National Information Center, Kalahandi, Bhawanipatna for information. He is requested to display this Notice along with enclosure in the website of NIC, Kalahandi for wide publicity.

  
Sub-Collector,  
Bhawanipatna

**TERMS & CONDITIONS FOR HIRING OF VEHICLES**

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

G.S.T registration is compulsory for any Service Provider to provide hired vehicles to Government Offices.

The hired vehicle during the period of contract, shall have all necessary valid MV documents such as: -Valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution Under Control Certificate, Valid Contract Carriage Permit, Proof of up to date Tax payment etc. and D.L of the Driver should be available all the times. The Sub-Collector Office, Bhawanipatna hiring the vehicle shall not be responsible for any damage/ loss caused to the hired vehicle or loss of life/ injury made to any person or damages to any property on account of use of hired vehicle any manner what so ever. The service provider /applicant shall be responsible for all such litigation. The Travel Agency and Tour Operators should have his office under the jurisdiction of Kalahandi District.

The hire charges to be paid to the Travel Agency/ application monthly basis. The fuel will be provided by the Sub-Collector Office, Bhawanipatna basing on actual consumption of the vehicle & a pre existing Government norms. The minimum average mileage in KMs per liter Diesel will be 10 Kms. All the expenditure of the vehicle towards repair, replacement of Spare parts, Lubricating oil of the Engine, Gear Box & differential Coolant, Tyres & Tubes, Battery etc. including repairing of the vehicle will be borne by the bidder.

It shall be the responsibility of the bidder to provide a good Driver and the salary of the Driver shall be borne by the Travel Agency.

The Driver of the vehicle must have a valid Driving License for driving light transport passenger vehicle & should have sufficient experience in driving transport passenger vehicles. The Driver should be well behaved, gentle & obedient in nature.

The vehicle and driver shall be at the disposal of the Authority during the period of engagement. The vehicle will be utilized on holidays for official work if required for Field work, Emergency work or any other important meeting with due approval & no extra payment will be made to the Travel Agency.

In the case of contracted vehicles, same vehicle and driver should be sent daily. Any change in vehicle or driver will be allowed only in exceptional circumstances and that too with the prior information/approval of the Authority.

The drivers of the vehicle provided must follow traffic rules and other regulations prescribed by the Govt. from time to time. Driver should be familiar with all important places in the jurisdiction of Bhawanipatna / Kalahandi district.

This Authority will not be responsible for any Challan, loss, damage or accident to the vehicle or to driver.

The daily record indicating time and mileage for each vehicle shall be maintained. Mobile Phone facility (24x 7 hours) must be available with the Travel Agency and Driver.

Monthly hire charges and reimbursements towards cost of diesel (as per actual) of the selected bidder will be paid in every succeeding month, as far as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made. TDS as per IT Act & Rules will be deducted.

The payment will be made on monthly basis on submission of pre- receipted bill(s) duly supported by duty slip(s)/log sheet(s) duly signed by the concerned Officers.

The vehicle shall not be more than 3 years & shall not run more than 50,000 KMs from the initial registration and also in good running condition during the period of contract.

- The engagement and employment of driver and payment of wages to him as per existing provisions of various labour laws and regulation is the sole responsibility of the Travel Agency and any breach of such laws or regulations shall be deemed to be breach of this contract.
- In case of non-availability of vehicles, penalty as decided by Sub-Collector, Bhawanipatna shall be imposed in addition to deduction at pro-rata basis for absence from duty.

The authority reserves the right to order for deployment of additional vehicles to be engaged in the Sub-Collector Office, Bhawanipatna, on hire basis in case of requirement.

After selection of the bidder, the Travel Agency/ Tour Operator have to execute an agreement With the Sub-Collector, Bhawanipatna within the period of fifteen days from the date of receipt of order.

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.

If the services are found to be unsatisfactory, the Authority reserves the right to terminate the agreement with prior intimation to the Travel Agency.

The vehicle will be utilized on official tour outside Bhawanipatna/ Kalahandi if required by the Sub-Collector Office, Bhawanipatna & no extra hiring charges will be paid for said tour.

The successful bidder is required to deposit 10% of the approved negotiated amounts as Performance Bid Security which will be returned after completion period of agreement. If the services of Travel Agency are not up to satisfactory, the Performance Bid Security amount will be forfeited.

The undersigned reserves the right to reject all or any of the quotations without assigning any reason thereof.

  
Sub-Collector,  
Bhawanipatna

**APPLICATION FORM OF TENDER FOR HIRING OF VEHICLE**

1. Registration No. of the Vehicle :
2. Type of Vehicle (AC / Non AC) :
3. Year of Manufacture :
4. Model :
5. Date of Registration :
6. Name & Complete address of the Vehicle owner :
7. Fitness Certificate Validity :
8. Permit Validity :
9. Insurance Validity :
10. GST Registration No. :
11. TAN / PAN No. :
12. Name & address of the Driver :
13. D.L. No. & validity of D.L. of Driver :
14. Proposed hire charge of the vehicle per month excluding fuel cost :
15. Rate of fuel consumption / Mileage per liter :
16. Contact number of the Service Provider (Bidder)  
Mobile No. :  
Telephone No.:

"Certificate that the information above is true to the best of my knowledge and belief"

Seal & Signature of the  
Quotationer/ Tenderer