

**DISTRICT AUDIT OFFICE  
LOCAL FUND AUDIT, KALAHANDI  
BHAWANIPATNA**

Phone No.: 06670-230408; Email: [daokalahandi@gmail.com](mailto:daokalahandi@gmail.com)

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**Letter No.2651/DAO (LFA)**

**Dated.16.11.2023**

Quotation/Tender Call Notice

Sealed quotation/tender is invited from interested reputed Travel Agencies/Tour operators or private individuals for providing 1 no. of AC Petrol driven (BS-IV or upper) Sedan/Hatchback class vehicle, which shall conform to the terms and Conditions (Annexure-A) for official use in the District Audit Office, Local Fund Audit, Kalahandi, Bhawanipatna on monthly rent basis:

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 Municipality Corporation shall be regusted 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. 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 sufficient experienced in driving transport passenger vehicle.
5. The Driver should be well behaved, gentle and obedient in nature.
6. A sum of Rs. 5000/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of District Audit Officer, Local Fund Audit, Kalahandi, Bhawanipatna and submitted along with the tender as security deposit. After completion of tender process, the amount will be refundable to unsuccessful bidders,
7. The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants)
8. The Vehicle must achieve a fuel efficiency of 17 Kms per litre.
9. The details of the make and year of manufacture of the vehicle, registration number, mileage (Kms covered per litre) and name of the Driver with Driving License No. and period of validity should be specially 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 undersigned on or before 05/ 12 / 2023 by 12.00 AM and shall be opened on the same day 01.00PM in presence of the bidders or their representatives.
11. The application form of quotation/tender containing General Bid Information & Terms and Conditions for Hiring of Vehicle etc. will be available with the District Audit Officer, Local Fund Audit, Kalahandi, Bhawanipatna on payment of Rs. 100/- from 16.11.2023 to 05.12.2023 or can be downloaded from Odisha Govt. Website [www.Odisha.gov.in](http://www.Odisha.gov.in) from dated 16.11.2023 to 05.12.2023. In case the application form is downloaded from Govt. website, the applicant should furnish a Demand Draft for an amounting Rs. 100/- (Rupees One Hundred) only towards the cost of application fee along with application.

*16/11/23*  
**District Audit Officer**  
**Local Fund Audit, Kalahandi**  
**LFA, Kalahandi**  
**Bhawanipatna**

**Memo No.2652/ DAO(LFA)**

**Dated.16.11.2023**

Copy submitted to the Collector / CDO cum EO ZillaParishad Kalahandi for kind information and necessary action.

Copy to DIO N.I.C ,Bhawanipatna for information with request to upload the tender call notice in Odisha Govt. [www.Odisha.Govt.in](http://www.Odisha.Govt.in) N.I.C website for wide publication.

Copy submitted to Deputy Director, DLFA, Odisha, Bhubaneswar for kind information.

Copy to office notice board/ office of other public offices

(Municipalty,RTO,BDO, Bhawanipatna for wide publication)

*16/11/23*  
**District Audit officer**  
**Local Fund Audit, Kalahandi**  
**LFA, Kalahandi**  
**Bhawanipatna**

## Annexure- A

### TERMS & CONDITIONS FOR HIRING OF VEHICLES

The following in 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 on monthly basis as per para-5 of Govt. of Odisha Finance Dept. ltr. No. 30464/dt.06.09.19 is final but does not include cost of diesel, which is to be paid separately basing on actual consumption and lubricants 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 salary of the driver shall be borne by the owner.

5. In case of breakdown for reason 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 emergency, the driver will have to report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source.

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 of hirer. No extra payment shall be demanded.

9. Monthly hire charges and reimbursements towards cost of diesel (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 violets any of the terms of contract, Government shall forfeit the entire amount of security deposit.

Signature of  
District Bank Officer,  
the District Bank, Cuttack  
Bhawana

**Annexure - B**

**GENERAL INFORMATION FOR HIRING VEHICLES**

1. Name of the Service Provider :-
2. Complete Address :-
3. OGST No :-
4. GeM Registration No :-
5. Bank A/c No & 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 (Tender/Quotationer)  
Mobile..... Telephone.....
20. Contact Number of the Driver :-

“Certified that the information submitted above is true to the best of my knowledge and belief”

Seal and Signature of  
the Quotationer/Tenderer