

OFFICE OF THE DISTRICT JUDGE, KALAHANDI, BHAWANIPATNA

No.....5090...../ DATED: 03-07-25 .

QUOTATION/TENDER CALL NOTICE FOR HIRING OF VEHICLES

Sealed tenders are invited in the prescribed format Annexure-I accompanied by self-attested copies of vehicles registration certificate, driving licence of driver, insurance bond up-to-date tax payment receipt, certificate of fitness, pollution certificate and first page of bank pass book, tender fee and performance security in shape of Demand Draft (DD) from intending vehicles Owners/ services providers. Travel agencies for supply of one A.C petrol/ diesel on monthly basis for the official use of the chief Judicial Magistrate, Kalahandi, Bhawanipatna which shall also be used for to and fro journey of the officer. Tenders in sealed envelope super scribing on the top of the envelope as " TENDER FOR HIRING OF VEHICLE ON MONTHLY BASIS WITH REFERENCE TO No.....5090..... dated....3-7-25... should be sent by registered post so as to reach the "Registrar, Civil Courts, Kalahandi, Bhawanipatna " on or before 17.07.2025 till 4.00PM.

Quotation shall not include cost of fuel and only hire charges amount is to be quoted for the vehicle. Cost of fuel is to be borne by the officer.

TERMS AND CONDITION

- 1.The monthly hire charges should be inclusive of all the expenses such as driver wages/ food, 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 for Tiago/ Bolt/Celerio (Petrol) etc.

4.The monthly rate of hiring charges is quoted in the general bid information (excluding fuel) which shall not exceed Rs.20,000.00 as per the rate fixed by the Finance Department , Govt of Odisha vide OM No. 30464/F, dated 06.09.2019.

5.The price quoted shall remain effective for a period of one year.

6.The tender paper completer in all respect requires to be submitted with the tender fee (non- refundable) of Rs.100/- (Rupees one hundred) only and a sum of RS.1000/- (Rupees one thousand) only shall be deposited by the intending bidders in shape of Demand Draft (DD) drawn in favour of the "Registrar, Civil courts, Kalahandi, BhawaniPatna as security deposit (refundable) in any bank as stipulated in the finance Department letter No. 22857 dated 19.08.2021 and to be submitted Tender documents. After completion of Tender process, the security deposit will be refunded without interest to unsuccessful bidders. The security deposit of the successful bidder shall be retained as security deposit till termination of the tenure and the same will be refunded without interest.

7.The Tender has been invited in the prescribed format (Annexure-I) and application form of the tender containing general information for hiring vehicle is available in the web site: <http://kalahandi.dcourts.gov.in>.

8. The tender without EMD and tender fee shall be treated as invalid and shall not be taken into consideration.

9. In case of breakdown, for any reasons whatsoever, the replacement of the same vehicle or better model shall be provided by the service Agency/ Service provider/owner.

10. 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.

11. The vehicle will ordinarily be used between 8.00 AM to 8.00 PM 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.

12. In case of emergency the driver will have to report for duty as per the requirement of hirer, and no extra payment shall be demanded.

13. The vehicle log book shall be maintained by the driver on daily basis with attestation by the concerned officers using the vehicle. For determination of fuel cost, the log book shall be verified by the JIC, process Establishment Section of the District court as and when required.

14. The driver must have valid driving license with sufficient experience in driving the motor vehicle. He should wear white dress and formal pant while on duty and be of good behaviour and manner , sincere, punctual, gentle, obedient in nature and free from having any bad habit of chewing tobacco, betel and taking liquor etc.

15. The driver must be having a mobile phone and contract 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.

16. Change of driver is not admissible in normal circumstances. However, in case of exigency the owner agency/ service provider/ owner will provide a Driver along with a copy of the DL and identification proof of the driver.

17. The vehicle must be a new one, preferable 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.

18. 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.

19. In case, the condition of vehicle is found un-satisfactory, 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 against 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.

20. If the owner/ bidder violates any of the terms and condition of the contract, the court shall forfeit the entire amount of security deposit.

21. The guidelines/ Circulars issued by the Finance Department, Govt of Odish from time to time shall apply mutatis mutandis.

22. The authority reserves the right to accept/ reject/ negotiate any or all part of the tender without assigning any reasons thereof.

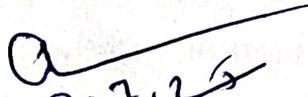
The sealed quotations will be opened by the Registrar, Civil Courts, Kalahandi, Bhawanipatna on Dated 18.07.2025 at 4.00 PM. In the presence of the tenderers or their representatives, if present in the Court.

Sd/-

Registrar, Civil Courts,
Kalahandi, Bhawanipatna

Memo No.....5091..... Dated.....03/07/2025

Copy forwarded to the Notice board for general information/ The DIO, NIC, Kalahandi/ The MVI, Bhawanipatna for information.


2.7.25

Registrar, Civil Courts,
Kalahandi, Bhawanipatna