



**Cost of Application form for Tender : Rs.500/-**

Sealed tenders are invited from interested reputed Travel Agencies/ Tour Operators or Private Individuals for providing 01 nos of Vehicle of Ac (Diesel/Petrol) 01 (One) no Mahindra Bolero/ Neo/TUV300(with driver) to be engaged in the Panchayat Samiti Office, Papadahandi on monthly rent basis for a period of one year. **The envelope must be superscribed as " Tender for Hiring of Vehicles for Panchayat Samiti Office, Papadahandi.** " The tender shall confirm to the terms & conditions of the bidding document.

**(A) GENERAL INFORMATION**

1. The vehicle should have commercial license. The vehicle should not be more than three years old from the date of initial registration. The agency must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, Valid Contract Carriage Permit, Valid Pollution Certificate, proof of up-to-date tax payment etc. which is mandatory for plying of vehicles.
2. The Driver of the vehicle must have a valid Driving License for driving light transport passenger vehicle and should have sufficiently experienced in driving transport passenger vehicle. Salary of the driver shall be paid by the owner/agency of the vehicle.
3. The Driver should be well behaved, gentle obedient in nature.
4. The selected bidder shall have to execute an agreement with Block Development Officer, Papadahandi indicating the terms and conditions.
5. Payment of hiring charges shall be made on monthly basis after submission of Log Book of the vehicle duly certified by the officer using the vehicle along with the bill, Necessary TDS(IT) as prescribed shall be deducted from the monthly bill.
6. The vehicle will remain at the disposal of the Block Development Officer, Papadahandi
7. Earnest Money Deposit (EMD) : A sum of Rs.5,000/- ( Rupees Five Thousand) Only per vehicle for monthly hiring basis shall be deposited by the intending bidders in shape of Model Bank Guarantee for furnishing EMD ( Annexure-I) and submit along with the tender towards EMD. The reputed Travel Agencies/ Tour Operators or Private Individuals applying 01 no of vehicles have to submit EMD of Rs.5000/- (Rupees Five thousand) in the Model Bank Guarantee Format. After completion of the tender process, the EMD amount without interest of unsuccessful bidder will be refunded. BID submitted without EMD will summarily be rejected.
8. The selected bidder has to furnish performance security amount of 5% of the total cost in shape of Model bank Guarantee Format (Annexure-V).
9. All taxes/ renewal of Fitness /Pollution/ Insurance/ Permit Certificate as per Motor Vehicle Act shall be borne by Owner.
10. The vehicle must achieve a fuel efficiency of 10 (Ten) KMs per litre for Mahindra Bolero/ Neo/TUV300.
11. The details of the make and year of manufacture of the vehicle, registration no mileage (KMs covered per litre) and name of the Driver with Driving License No. and period of validity should be specifically provided in the general bid information to be furnished with the Tender ( Annexure-I)

12. The interested Service Providers/ Travel Agencies/ Tour Operators or Private Individuals may submit the sealed tender document complete in all respects along with EMD and other requisite documents as per Annexure-II on or before 31.03.2023 up to 3.00 PM addressed to Block Development Officer, Papadahandi by Speed Post/ Registered Post only. The Block Development Officer, Papadahandi is not responsible for any postal delay. The tender shall be opened on dated 31.03.2023 at 05.00 PM in presence of the bidders or their authorized representatives. Tender without requisite document as mentioned Annexure-II shall be liable for rejection.
13. The application for the tender containing General Bid Information & Terms and Conditions for Hiring of Vehicle can be downloaded from the website i.e [www.nabarangpur.nic.in](http://www.nabarangpur.nic.in). In case the application form is downloaded from the said website, the applicant shall furnish a Demand Draft for an amount of Rs.500/- ( Rupees Five Hundred) Only towards the cost of application along with the tender favouring Block Development Officer, Papadahandi.
14. The bidder has to furnish declaration as stated in Annexure-III long with the Bid.

*Handwritten signature and date: 27/3/23*

**Block Development Officer  
Papadahandi**



## (B) TERM & CONDITIONS FOR HIRING OF VEHICLES

The following terms and condition must be fulfilled by successful bidder for providing a vehicle on hire on monthly rental basis:

1. The hired vehicle during period of contract, shall have all necessary valid MV documents such as:- Registration Certificate, Insurance Certificate, Pollution Certificate, Fitness Certificate, Valid Contract Carriage Permit, Proof of up-to-date tax payment etc. and Driving License of the driver shall be available all the times.
2. The vehicle should have a commercial license. The vehicle should not be more than three years old from the date of the Service request.
3. The Agency will deploy the vehicle, which is well maintained, cleaned thoroughly both internally and externally. Vehicle shall be equipped with medical kit. The vehicle should have a mobile charger and ambient freshener.
4. The Agency shall ensure that all electrical connections, including lights (both brake/front), horn, turn indicators and other vehicle systems shall be periodically checked and maintained by the Service Provider to avoid any inconvenience to this office. In case of breakdown for reasons whatsoever the replacement of the vehicle of the same model or better model shall be provided by the owner of the bidder/vehicle.
5. The Agency shall ensure that the vehicle should be parked at the place as advised by the Block Development Officer, Papadahandi and should be available when not in duty. If the vehicle needs to be away for some reasons like refueling, petty repairing etc, it should be with the knowledge of the Controlling Officer of the Block Development Officer, Papadahandi. Moving away without the knowledge of the Controlling Officer of the Block Development Officer, Papadahandi will be considered as non-available and will be liable for penalty. The Agency to ensure that all maintenance work related to assigned vehicle shall be carried out in off duty hours.
6. The Agency shall be responsible for the acts and deeds of the drivers of the vehicles that include following:
  - i) Drivers that possess a valid commercial driving license shall be deployed by the agency
  - ii) Driver should be properly dressed in neat and clean attire.
  - iii) The driver of the vehicle deployed shall maintain polite & courteous behavior towards officials as well as to other departmental staffs. Following may be construed as " Misbehavior" and shall attract penalties as per provisions of the contract. Repeated instances may result in termination of services.
    - a. Denial of duty during contract period or during hours as noticed by this office.
    - b. Use of abusive languages
  - iv) The driver in no case shall report to duty in an inebriated state or consume alcohol while on duty. In such an event this office shall have full rights to terminate the contract with immediate effect.
  - v) Driver must be provided a working mobile phone and contact number provided to this office.
  - vi) In an event that for any reasons the driver changes his contact number during the tenure of the contract then Agency will immediately notify to this office of the above changes.
  - vii) The driver shall be reachable at all times during duty hours.
  - viii) Gossiping with the officers/staffs and using mobile phone during driving is not allowed. In case of urgency, driver should park the vehicle with permission from the officials and talk in the mobile to the minimum duration.



7. The hiring charges do not include fuel cost (Petrol/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 maintenance, replacement of spare parts, lubricating oil of engine, Gear Box & Differential coolant, Tyres & Tubes, Battery etc, and salary of the driver, payment of insurance/Road Tax etc, required for operation of vehicle will be borne by the Agency.
8. The Agency shall take comprehensive insurance cover with third party unlimited liability risk of the vehicles detailed for the user department requirement. This office shall not be liable for any damages whatsoever to public property and/or any third person due to any accident arising out of and in the course of deployment of service provider.
9. The Agency, Shall be solely responsible for any claims by any third part and/or employees of this department travelling in the vehicles for any injuries caused by the driver of the vehicle weather by accident or otherwise.
10. The Block Development Officer, Papadahandi will in no way be responsible for violation or traffic rules and /or infringement or any other law for the time being in force, either by the driver of the vehicle by the service provider. the driver as well as Agency shall comply with relevant rules and regulation of Motor Vehicles Act and Rules applicable at present or in future during the tenure of the contract and as may be enforced from time to time for which this office. Departments would not be held liable/responsible in any manner what so ever. Onus of compliance of all applicable Laws/ Acts, Rules including those under Motor Vehicle Acts/Rules shall rest with the Agency only and this office/department will not be liable for any manner.
11. The Office shall be responsible for ensuring compliance with the provisions related to Labour Law of Bonus Act, Contract Labour ( R&A) Act, Workman Compensation Act etc. as applicable from time to time. the driver (s) of the Agency Shall not be deemed to the employees of this office/department and hence the compliance of the applicable acts' law will be sole responsibility of the Agency.
12. The Office Shall be personally responsible for any theft, misconduct and /or disobedience n the part of drivers so provided by him.
13. During the contract period, if the vehicles seized or detained by Police./Motor Vehicle Authority or any other authorizes for whatsoever reasons that will be at the Service provider's risk. Also, alternative vehicle or similar or higher category will be provided by Agency without any extra charges.
14. The vehicles deployed for duty for this office shall at no point of time carry any person other than personnel authorized by this office/department.
15. The Vehicles cannot be out to any private. Commercial use beyond the duty hours or any holidays. Unauthorized use of the vehicles by the driver/service provider will lead to unilateral termination of the contract with immediate effect. The Office has to ensure the safety of passenger by avoiding negligent driving by their driver such over speeding, rash driving and driving vehicle without brakes/defective brakes.
16. The mileage count will start from the location of pickup and no extra kilometers from the garage to the pickup pint will be proved. The mileage count will also terminates at the dropping point and not up to the garage.



17. The Block Development Officer, Papadahandi shall make the payment towards hiring charges of the vehicle in every succeeding month by credit into the bank account of the Office through RTGS/ NEFT within 07 days from the date of receipt of bills complete in all respect. No advance payment made will be made.
18. The payment shall be subject to any deductions such as penalties, statutory deduction etc.
19. Log Books shall be maintained to the hired vehicles. Kilometer reading and POL drawn shall be necessarily recorded in relevant columns and will be verified regularly payment.
20. The hiring may be discontinued immediately, when the vehicles are no longer required of offices.
21. The Block Development Officer, Papadahandi shall responsible for costs relating to fuel, toll gate plaza charges, parking charges and oil tapping up between services and of the statutory levies. If any, paid during the journey would be billed on actual and shall be paid by the Block Development Officer, Papadahandi.
22. All distance shall calculate from the reporting point. No payment shall be made for journey from garage to reporting point.

### 23. Terminations

- a. The Block Development Officer, Papadahandi shall have the right to terminate the contract/ agreement, upon it giving 03 ( three) months notice in writing
  - b. The Office Shall have option to terminate the contract/agreement upon giving 03( three) month notice in writing and upon refund of any rental fees paid in advance, over and above the notice period.
  - c. Final Payment after termination of the contract shall be released on submission the log book (s) of the vehicles issued to the driver
24. Neither party of the contract/agreement shall be liable for failure to perform any of its obligations hereunder if prevented from doing so by reason of force majeure.
  25. If the bidder violated any of the terms of contract. Government shall forfeit the entire amount of performance security deposit.
  26. The Office Shall not assign or transfer its obligations and or rights under this agreement to any third party whether an associated entry or not, whether in whole or in part without the prior written consent of the Block Development Officer, Papadahandi of any change of ownership or management of the Agency's business.
  27. Preference will be give to official colour ( white) an mew vehicles
  28. The requirement of number of vehicles may increase
  29. Any dispute arising in respect of the terms & conditions of the agreement matter will be decided in the court of law. Within the jurisdiction of Nabarangpur District.
  30. The authority reserves the right to cancel/reject the tender without assigning any reasons thereof.

  
Block Development Officer,  
Papadahandi

**GENERAL BID INFORMATION**

1. Registration No. of Vehicle: -
2. Type of Vehicle (Diesel /Petrol AC/Non-AC): -
3. Year of Manufacture: -
4. Model: -
5. Date of registration: -
6. Name & complete address of the owner of vehicle: -
  
7. Fitness Certificate Validity: -
8. Permit Certificate Validity: -
9. Pollution Certificate Validity: -
10. Insurance Certificate Validity: -
11. Name /Address of the Driver: -
12. D.L.No. & Validity of the D.L. of the Driver: -
13. EMD Model Bank Guarantee Details: -
14. Proposed Hire Charges of the vehicle per month excluding fuel cost but including all taxes

Sl. No	Type of Vehicle	Hiring Charges (Per Month including Driver)	Quoted rate (in Rs.)	
			In Figures	In Words

15. Rate of Fuel Consumption /Mileage per litre

Sl. No	Type of Vehicle	Diesel /Petrol Consumption	Quoted rate (in Rs.)	
			In Figures	In Words

16. Contact Number of the Service provider (Tenderer /Bidder)

17.

Mobile..... Telephone.....

Certified that the information submitted above is /are true to the best of my knowledge and belief.

Date:

Signature of Authorized Person

Places:

Name:

## Annexure-II

1. Self-Attested copy of the PAN
2. Self-Attested copy of Annexure-III
3. Self-Attested copies of general bid information as at Annexure-I
4. EMD as prescribed in the tender document (Annexure-IV)
5. Cost of tender paper (Demand Draft of Rs 500/-)
6. Signed BID document as a proof of acceptance of the terms & conditions of the BID

UNDERTAKING

1. I, \_\_\_\_\_ Son /Daughter/Wife of Shri \_\_\_\_\_  
\_\_\_\_\_  
Proprietor /Director /Authorized Signatory of the Service Provider, mentioned above, am competent to sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. The information /documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I /We, am /are well aware of the fact that furnishing of any false information /fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date:

Signature of Authorized Person

Places:

Name:

Seal: