

**OFFICE OF THE DISTRICT LEGAL SERVICES
AUTHORITY, JHARSUGUDA**

Annexure-I

Quotation/ Tender Call Notice

Order No.01/05.08.2024

Sealed quotation/ tenders are invited from interested reputed Travel Agencies/ Tour Operators/ Private individuals for providing 01 no. of AC vehicle (Petrol) like Tiago/ Bolt/ Celerio (Petrol) etc. or equivalent model vehicles having sitting capacity not more than 05 (five) including driver, which shall conform to the terms and conditions (Annexure-A) for official use in District Legal Services Authority, Jharsuguda 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 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 drive should be well behaved, gentle and obedient in nature.
6. A sum of Rs.5,000/- shall be deposited by the intending bidders in shape Account Payee Bank Draft drawn in favour of the Secretary,

District Legal Services Authority, Jharsuguda 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).
8. The vehicle must achieve a fuel efficiency of minimum average 17 K.M. per litre as per FDOM No.22924/F. dtd.14.08.2023.
9. The details of the make and year of manufacture of the vehicle, registration number, 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 be furnished with the Quotation/ Tender (Annexure-B).
10. The Quotation completed in all respect should reach the undersigned vide address District Legal Services Authority, Jharsuguda, At-ADR Centre Building, Backside of Family Court, Jharsuguda, P.O. O.M.P. Line, Dist. Jharsuguda, PIN-768204 through registered post/ Speed Post/ by drop box of District Legal Services Authority, Jharsuguda on or before **23.08.2024 by 1.00 P.M.** and shall be opened on the same day at 4.30 P.M. in presence of the bidders or their authorized representatives by the Selection Committee in the Chamber of the Hon'ble Additional District & Sessions Judge, Jharsuguda. The bidders/ quotationers should mention **"Quotations for Hiring of Vehicle"** above the sealed envelope.
11. The application form of quotation/ tender containing General Bid Information & Term and Conditions for hiring of vehicles etc. will be available with the District Legal Services Authority, Jharsuguda on payment of a non-refundable Demand draft of Rs.100/ (Rupees one hundred) only in favour of the Secretary, District Legal Services Authority, Jharsuguda from 11.00 A.M. 4.00 P.M. on every working

day from date 05.08.2024 to 23.08.2024 towards tender paper cost or can be downloaded from District Court, Jharsuguda website and Odisha Govt. website of Jharsuguda district <http://jharsuguda.dcourts.gov.in> & <https://jharsuguda.odisha.gov.in>. from date 05.08.2024 to 23.08.2024. In case the application form is downloaded from District Court website, Jharsuguda and Odisha Govt. website of Jharsuguda district the applicant shall have to furnish a Non-refundable Demand Draft in favour of the Secretary, District Legal Services Authority, Jharsuguda for an amount of Rs.100/- (Rupees one hundred) only towards the cost of application along with the application.

12. The vehicle is to be hired from the date of engagement to till two years.
13. The Authority reserves every right to interpret the contents/ clauses of the Bid document.
14. The incomplete tender document shall be summarily rejected.
15. The application received after due date shall be rejected.
16. The undersigned will not be responsible for postal delay.
17. The Bidder shall sign & put his seal on each page of Annexure-A & B.
18. The Authority reserves all the right to reject any or all quotation without assigning any reason thereof.

By Order of the Selection Committee

sd/-
Secretary
District Legal Services Authority,
Jharsuguda

TERMS & CONDITION

The following 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 District Legal Services Authority, Jharsuguda shall not be responsible for any damage / loss caused to hired vehicles or loss of life / injury made to any person or damages 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 for monthly basis is final but does not include cost fuel, which is to be paid separately basing on actual consumption and 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 / service provider.
4. It shall be the responsibility of the bidder / service provider to provide a good driver and the remuneration of the driver shall be borne by the owner.
5. In case of breakdown for reasons whatsoever the replacement of a vehicle of the same or better model shall be provided by the owner of the vehicle / bidder / service provider.
6. In case of the vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
7. The vehicle 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. No extra payment shall be demanded.

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

Seal & Signature of
Quotationer/Tenderer.
Designation.

ANNEXURE-B

GENERAL INFORMATION FOR HIRING OF VEHICLE

Sl.No.	Particulars	General Information required
01.	Name of the Service Provider	
02.	Complete Address	
03.	OGST Number	
04.	GeM Registration Number	
05.	Bank Account No. and IFSC Code	
06.	Registration No. of Vehicle	
07.	Year of Manufacture	
08.	Make & Model	
09.	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 (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