

**QUOTATION CALL NOTICE FOR HIRING OF ONE VEHICLE ON DAILY BASIS FOR
TOUR OUTSIDE BHUBANESWAR**

No. 630-CFPMP CELL-97/2016

Dt. 03.12.2016

Sealed quotations are invited from interested reputed travel agencies / tour operators for providing AC Diesel vehicles or comparable diesel models of other brands having seating capacity not more than five including driver for official use by Odisha Forestry Sector Development Society on tour to outside Bhubaneswar on daily rental basis, which shall conform to the terms and Conditions (Annexure I & II). Interested travel agencies / tour operators may submit offers for daily hiring with halting charges etc. in prescribed proforma.

The detailed quotation call notice and the format for use in offer along with the terms and conditions of engagement of vehicle will be available at PMU, OFSDS, SFTRI Campus, Ghatikia, Bhubaneswar. The same may be seen and down loaded from website: **www.ofsds.in**. The complete offer is to reach the O/o Principal CCF (Projects) & Project Director, OFSDS, Odisha at PMU, OFSDS, SFTRI Campus, Ghatikia, Bhubaneswar – 751029 on or before 19.12.2016 by 1.30 PM by Registered or speed post or by special messenger. The quotations shall be opened at 3.30 PM on the same day in presence of the quotationers or their authorised representatives.

Sd/-

Deputy Project Director, A & F

Letter No-

Date-

From

M/s.

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To

The PCCF Projects-cum Project Director
Odisha Forestry Sector Development Society.
Bhubaneswar

Dear Sir,

I am submitting the quotations for supply of following types of diesel vehicles for engagement in your office on daily basis for officers proceeding on tour. The details about the vehicle and the drivers are attached in Annexure –III.

Format for Hiring of vehicles for tour of Officials

Sl. No.	Description of vehicles	Registration No.	Date of Purchase of Vehicle as per RC	Daily fixed Charges (Rs. / Each Hiring)	Distance included as Free (Km)	Consumption of Diesel (Ltr./ km)	Night Halting Charges (Rs./ night)
1	Scorpio						
2	Bolero						
3	Innova						
4	Other comparable Models of Diesel vehicles						

PAN-

TIN No-

Signature

Name of Authorized Signatory

Address

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Quotation Call Notice

Sealed quotations are invited from interested reputed Travel Agencies/ Tours Operators for providing AC Diesel driven vehicle preferably Scorpio/ Bolero/ Toyota Innova having sitting capacity not more than five including driver for performing tour outside Bhubaneswar, which shall conform to the terms and condition (Annexure-II) for official use in office of PCCF (Projects) & Project Director, OFSDS, Bhubaneswar on daily rental basis:

- 1) The vehicle must be in road worthy condition, shall not be more than 2 years old from the date of initial registration and must have valid Registration Certificate, Insurance Certificate, Fitness certificate, valid contract Carriage permit, proof of up to date tax payment etc. which are mandatory for plying of vehicle.
- 2) 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.
- 3) The driver should be well behaved, gentle and obedient in nature.
- 4) A sum of Rs 1000/- shall be deposited by the intending bidders towards Earnest Money Deposit in shape of Account Payee Bank Draft drawn in favour of "PD, OFSDS AND PCCF, PROJECTS-AJY(STATE PLAN)", payable at Bhubaneswar and submitted along with the quotation. After completion of process, the amount will be refunded to the bidders. The successful bidder will be required to deposit Security Deposit of Rs. 1,000/-(one thousand) only in shape of a term deposit drawn on any Nationalized Bank at Bhubaneswar duly pledged to the to the "PCCF, Projects and Project Director, OFSDS", Bhubaneswar. It may be noted that no quotation will be considered without valid Earnest Money Deposit.
- 5) The daily rate of hiring charge be quoted separately in the general bid information (excluding fuel and lubricants).
- 6) The Vehicle must achieve a fuel efficiency of 10 Kms per litre.
- 7) 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 proved in the general bid information to be furnished with the Quotation (Annexure-III).
- 8) The Quotation completed in all respect and duly signed on each page should reach the undersigned on or before 19.12.2016 by 1.30 PM by Regd. or Speed post and shall be opened on the same day at 3.30 PM in presence of the bidders or their authorized representatives.
- 9) The application form of quotation containing general Bid information & Terms and conditions for hiring of Vehicles etc. will be available at the office of the PCCF, Projects and PD, OFSDS, SFTRI Campus, Ghatikia, Bhubaneswar on payment of Rs. 100/- only from 10.30 AM to 4.30 PM or can be downloaded from the website www.ofsds.in. In case the application form is downloaded from the above website, the applicant shall furnish a Demand Draft for an amount Rs 100/- (Rupees One Hundred) only drawn in the name of the "PD, OFSDS AND PCCF, PROJECTS-AJY(STATE PLAN)" on any nationalized bank payable at Bhubaneswar towards the cost of application along with the application form.
- 10) The Contract will be valid for a period of one year from the date of execution of the agreement. The same may be extended further for another such period(s) as mutually agreed by both the parties.

Seal & Signature of Quotationer

TERMS & CONDITIONS FOR HIRING OF VEHICLE

The following terms and conditions must be fulfilled by the successful bidders of providing a vehicle on hire on monthly rent basis.

1. The hired vehicles, during period of contract, shall have all necessary valid Motor Vehicle documents such as; - Valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid Contract Carriage Permit, proof of up to date tax payment etc, and Driving Licence of the driver available all the times. The Department / Office hiring the vehicle shall not be responsible for any damage/loss caused to hired vehicles of loss of life/ injury made to any person or damage to any property on account use of hired vehicle in any manner whatsoever. The bidder shall be responsible for all such litigations.
2. The hire charges to be paid for daily basis is final but does not include cost of diesel for distance covered beyond the free distance included in the hiring charges, 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.
3. 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. This organization shall not be responsible for providing any kind of job/post to the driver.
4. In case of breakdown of hired vehicle on tour for reasons whatsoever a replacement vehicle of the same or better model shall be provided by the owner of the vehicle/ quotationer.
5. In case of the vehicle does not report on time, the authority will be at liberty to reject the agreement and may engage vehicle from other source.
6. The vehicles shall report for duty for a minimum of 30 minutes in advance of beginning of tour.
7. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
8. 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 far as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.
9. The vehicle shall not be more than 2 years old from the initial registration and should be in good running condition during the period of contract. Vehicles that have met with accidents shall not be provided to the hirer by the bidder.
10. If the services are found to be unsatisfactory, the clients shall give one month notice and terminate the agreement.
11. In case the service provider intends to withdraw the services of his vehicle and terminate the agreement, it shall be mandatory upon him to provide one month notice before such withdrawal of service and termination of agreement.
12. If the quotationer violates any of the term of contract, PCCF, Projects and PD, OFSDS Odisha reserves the right to terminate the contract and forfeit the entire amount of security deposit without assigning any reason thereto.

Signature of the Quotationer

GENERAL INFORMATION FOR HIRING VEHICLES
(NB: To be filled for each vehicle separately)

- | | | | |
|-----|---|----|-------------------------|
| 1) | Registration No.of Vehicle | :- | _____ |
| 2) | Type of Vehicle (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 Validity | :- | _____ |
| 9) | Insurance Validity | :- | _____ |
| 10) | Name/Address of the Driver | :- | _____

_____ |
| 11) | D.L. No. & Validity of the D.L
Of the Driver | :- | _____
_____ |
| 12) | Proposed hire charge of the Vehicle
Per day excluding fuel cost | :- | _____
_____ |
| 13) | No. of Kms free in the hiring Charges:- | | _____ |
| 14) | Rate of fuel consumption/
Mileage per liter | :- | _____
_____ |
| 15) | Rate per hour per km for detention
Charges (including Driver Charges | :- | _____ |
| 16) | Contact Number of the Service Provider
(Tenderer / Quotationer) Mobile | :- | _____ |

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

Seal & Signature

Name and Address of the
Quotation / Tenderer