

Mail ID:- daobhubaneswar@gmail.com, Contact-0674-2391745

No. 2276...../LFA, (BBSR)

Date 26.09.2022

Quotation/ Tender Call Notice

Sealed quotations/ Tenders are invited in prescribed format (Annexure-III) from interested Travel Agencies/ Tour Operators or private individuals having valid GSTIN for providing one AC vehicle preferably BS-VI compliant petrol vehicle which shall conform to the terms and conditions given in (Annexure-II) for official use in Office of the Audit Officer, Local Fund Audit, Bhubaneswar on monthly rent basis. The vehicle will be engaged from the date of signing of Agreement . The type of vehicle required is as detailed below.

Sl. No.	Type of vehicle	No. Of vehicle required	Maximum Hire Charges per month (Excluding Fuel cost & GST)	Minimum Average Mileage in KMs per litre
1	Tiago/Bolt/Celerio (Preferably AC vehicle)	1 (One)	Rs.20,000.00 (Twenty thousand)	17 (Seventeen)

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26/9/2022
Audit Officer,

Local Fund Audit, Bhubaneswar

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ANNEXURE-I

1. The vehicle must be in Road Worthy condition, shall not be more than 3 years old from the date of service request and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution free Certificate, Valid Contact Carriage Permit, Proof of up to date tax payment etc. which are mandatory for plying of vehicles.
2. 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. The monthly rate of Hire Charge be quoted separately in the general bid information (excluding fuel and lubricants).
5. The vehicle must have minimum fuel efficiency of **17 Kms. Per Litre.**
6. 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 Quotation/Tender (**Annexure-III**)
7. The Quotation completed in all respect should reach the undersigned on or before 26.10.2022 by 5.00 p.m. and shall be opened on 28.10.2022 at 3.00 p.m. in presence of the bidders or their authorized representatives.
8. The application form of quotation / Tender containing general bid information & Terms and conditions for Hiring of Vehicles etc will be available with the Audit Officer, Local Fund Audit, Bhubaneswar on payment of Rs.500.00 (Rupees Five hundred) only from dt.27.09.2022 to dt.26.10.2022 by 5 p.m. or can be downloaded from website www.lfaodisha.nic.in of the Directorate of Local Fund Audit, Odisha, Bhubaneswar. In case, the application form is downloaded, the applicant shall furnish a Demand draft for an amount of Rs.500.00 (Rupees Five hundred) only towards the cost of application along with the application. The amount is payable to Audit Officer, Local Fund Audit, Bhubaneswar.

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ANNEXURE-II

TERMS AND CONDITIONS FOR HIRING OF VEHICLE

The following terms and condition must be fulfilled by the successful bidder for providing vehicle on hire on monthly rent basis.

1. The hired vehicle, during period of contact/hiring, shall have all necessary valid M.V. documents such as:- valid Registration Certificate, Insurance 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. Audit Office, LFA, Bhubaneswar shall not be responsible for any damage/loss caused to hired vehicle of losses 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.
2. The hire charges to be paid on monthly basis is final but does not include cost of fuel, 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, Lubricants oil of Engine, Gear Box and different coolant, Tyres and Tunes, Battery etc. Will be borne by the bidder.
3. The vehicle should be under optimum running condition and avoid accidents attributable to lack of maintenance/ up keep. The hired vehicle cannot be used for any private / any commercial purpose beyond office hours or during holidays.
4. GST Registration for vehicle providers is mandatory.
5. A sum of Rs. 5000/- shall be deposited by the intending bidders in shape of Account payee Bank Draft drawn in favour of the Audit Officer, Local Fund Audit, Bhubaneswar and submitted along with the tender as EMD. After completion of tender process, the amount will be refunded to unsuccessful bidders.
6. The successful bidder will have to deposit Rs. 15000.00 in shape of account payee Bank Draft as performance security deposit which will be kept along with security deposit with the hirer till the completion of the contact of termination of the agreement, if any, which is earlier.
7. 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.
8. 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.
9. In case the vehicle does not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source.
10. The vehicle shall report for duty for minimum of 26 days in a month and four days can be utilized by the Owner for maintenance, servicing etc.

Handwritten signature
Audit Officer
Local Fund Audit. Bhubaneswar
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11. From the date of engagement a plate showing "On Govt. Duty, Finance Department" be fitted in the front side and back side of the Vehicle.
12. The vehicle would be stationed inside the campus of Audit Office, Local Fund Audit, Bhubaneswar all the day (Both day & night), so that the same can be utilized as and when required by the Authority of the Institute. The vehicle should be kept neat and clean all the day and hygiene should be maintained.
13. The mobile number of the driver so engaged by the successful bidder should be available and open all times, so that he can be informed during emergency time as and when required by the authority including Govt. Holidays.
14. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
15. Monthly hire charges and reimbursements towards cost of fuel (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.
16. The vehicle hired should be in good condition and shall not be older than 3 years from the date of service request. Vehicles older than 5 (five) years should be replaced by a new vehicle by the service provider.
17. If the services are found to be unsatisfactory, the authority shall give one month notice to the service provider and terminate the agreement.
18. In case the service provider intends to withdraw the services of his vehicle and terminate the agreement, it shall be mandatory upon him to give three months notice before such withdrawal of service and termination of agreement.
19. If the bidder violates any term of the contract, Government shall forfeit the entire amount of security deposit.
20. On the date of engagement of the Vehicles, two passport size photograph of Driver, copy of Driving Licence/Mobile No/copy of RC Book be submitted to the Audit Officer, Local Fund Audit, Bhubaneswar positively.
21. From the date of engagement, the driver should not switch off the Mobile intentionally and he should respond immediately to any call from any officer/ staff of Audit Office, Local Fund Audit, Bhubaneswar.
22. The undersigned has the right to cancel/ terminate the quotation/tender at any time without assigning any reason thereof.

M. S. Mishra
Audit Officer
Local Fund Audit, Bhubaneswar
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ANNEXURE-III

GENERAL INFORMATION FOR HIRING VEHICLE.

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 charges of the vehicle per month excluding fuel cost :
13. Rate of fuel consumption / Mileage per litre :
14. GST Registration No. (Proof to be enclosed) :
15. Contact Number of the Service provider :

(Tenderer / Quotationer)

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

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

Seal & Signature of the Quotationer / Tenderer