

**DISTRICT RURAL DEVELOPMENT AGENCY, NAYAGARH**  
**DISTRICT WATER & SANITATION MISSION, NAYAGARH**

**QUOTATION CALL NOTICE**

No. 01

Dated: 01/01/2021

Sealed quotations are invited from interested reputed Travel Agencies/ Tour Operator or Individuals/ Service providers having GST and GeM registration for providing one Tiago/Bolt/Celerio(Petrol) vehicles having sitting capacity not more than Four including driver which shall conform to the terms and conditions for official use in District Water & Sanitation Mission, DRDA, Nayagarh for a period of one year from the date of initial engagement on monthly rent basis. The contract may either be renewed (not more than 5 years- in case of a new vehicle) depending upon satisfactory services rendered or fresh quotation may be called for the coming fiscal.

The detailed quotation shall be received by the office of Project Director, Nayagarh from Dated 01.01.2021 to 08.01.2021 (till 3 PM). The sealed Quotation should be sent only through Speed Post or Regd Post up to 08.01.2021 by 3 PM & the sealed quotation will be opened at 11.00 AM. on 11.01.2021 at the O/o PD DRDA, Nayagarh, AT/Po- Nabaghanapur, Dist- Nayagarh, Odisha, PIN- 752070.

1. 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, Valid Contract Carriage Permit, proof of up-to-date tax payment etc, which are mandatory.
2. The owner of the vehicle must have valid GeM registration, GSTIN, PAN etc., which are mandatory for engaging the vehicle.
3. The Driver of the vehicle must have a valid Driving Licence for driving light transport passenger vehicle and should be sufficiently experienced in driving transport passenger vehicle. The Salary and other expenses of driver should be borne by owner of the vehicle.
4. The Driver should be well behaved, gentle and obedient in nature.
5. The monthly rate of hire charge be quoted separately in the general Bid information (excluding fuel and lubricants).
6. The vehicle must achieve a fuel efficiency of 17 kms per litre.
7. TDS & GST calculation as per the govt. norms will be calculated from the hiring charges of the vehicle.

8. The fuel will be supplied by the owner of the vehicle and after submitting bills in original the fuel bill will be disbursed to the owner of the vehicle in monthly basis along with the hiring charges.
9. 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 Licence No. and period of validity should be specifically provided in the general Bid information to be furnished with the quotation.
10. The quotation completed in all respect should be sent only through Speed Post/Regd Post specifically super scribing "Quotation for supply of vehicle" at the top of the envelope to O/o Project Director, DRDA Nayagarh AT/Po-Nabaghanapur, Dist- Nayagarh, Odisha, PIN- 752070 on or before Dt.08.01.2021 by 03.00 PM and shall be opened on Dt.11.01.2021 at 11.00 AM. in presence of the Bidders and there authorised representatives at O/o DRDA, Nayagarh.
11. The application form of quotation containing general Bid information & Terms and Conditions for hiring vehicles etc. will be available on Nayagarh Official Website <http://nayagarh.nic.in> on or before Dt.08.01.2020.
12. Other conditions can be seen in the document attached with the application form.
13. The quotation received beyond the scheduled date & time shall be rejected. The undersigned reserved all the rights to receive or reject any or all quotations without assigning any reasons thereof.

  
Project Director,  
DRDA, Nayagarh

Memo No- 02

Date- 01/01/2021

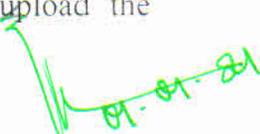
Copy forwarded to the Addl. District Magistrate, Nayagarh/ Sub-Collector, Nayagarh/All BDOs/All Tahasildar/All Executive Officers of ULBs/All CDPOs/All District Level Officers of Nayagarh District/All Line Deptts. for information and necessary action. They are requested to publish the notice in their notice Boards for wide publicity.

  
Project Director,  
DRDA, Nayagarh

Memo No- 03

Date- 01/01/2021

Copy to DIO, NIC Nayagarh for information. She is requested to upload the Quotation Call Notice in Dist website for wide publicity.

  
Project Director,  
DRDA, Nayagarh

**DISTRICT RURAL DEVELOPMENT AGENCY, NAYAGARH**  
**DISTRICT WATER & SANITATION MISSION, NAYAGARH**

**Application for Quotation Call Notice**

**From:**

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**To**

**The Project Director,  
DRDA, Nayagarh**

**Sir,**

I am submitting the quotation for the supply of following vehicle for engagement in District Water & Sanitation Mission, DRDA Nayagarh on monthly basis. The details about the terms and condition, vehicle details and driver details are attached in Annexure-I, Annexure-II and Annexure-III (after readings carefully and signed in annexure).

**Format for Quotation for Hiring of Vehicle**

Sl. No.	Name and Registration No. Of Vehicle	Proposed Hiring Charge (excluding PoL) per month (in Rupees)

**Date:**

**Seal and Signature of  
Quotationeer**

**TERMS & CONDITIONS FOR HIRING OF VEHICLES**

The following terms and conditions must be fulfilled by the bidder for providing a vehicle on hire on monthly rent basis:

1. The hired vehicle, during period of contract, shall have all necessary valid MV documents such as:- valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid Contract Carriage Permit, proof of up to date tax payment, GSTIN, PAN and DL of the driver available all the times. The Office hiring the vehicle shall not be responsible for any damage/loss caused to hired vehicles or loss of life/injury made to any person or damage to any property. The owner of the vehicle shall be responsible for all such litigation.
2. The hire charges is to be paid on monthly basis in final but will not include cost of diesel/petrol, which is to be paid separately on actual consumption & actual bill. All the expenditure of the vehicle towards repair, replacement of spare parts, lubricating oil of engine, Gear Box & different coolant, Tyres & Tubes, Battery will be borne by owner of the vehicle.
3. It shall be the responsibility of the owner of the vehicle to provide a good driver and salary to the driver shall be borne by the owner of the vehicle. In case of breakdown for reason whatsoever the replacement of a vehicle shall be provided by the owner of the vehicle.
4. In case of vehicle don't report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source.
5. In case of emergency, the driver will have to report for duty as per the requirement.
6. Monthly hire charges, reimbursement towards cost of diesel/petrol (as per actual) will be paid in every succeeding month, as far as possible within 15 days of the submission of bills by the owner of the vehicle and no advance payment will be made.

7. 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.
8. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
9. 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.

I have read all terms and condition carefully and agreed to all terms and conditions stipulated above unanimously without any hesitation.

**Date:**

**Seal and Signature of  
Quotationeer**

**GENERAL INFORMATION FOR HIRING VEHICLES**

1. Registration No. of the Vehicle :
2. Year of Manufacture :
3. Model :
4. Date of Registration :
5. Name /Address of  
the Owner of the Vehicle :
6. Fitness Certificate Validity :
7. Permit Validity  
(Xerox copy to be attached with) :
8. Insurance Validity  
(Xerox copy to be attached with) :
9. Name /Address of the Driver :
10. D.L. No. & Validity of  
the Driver :
11. Proposed Hire Charges  
(Excluding Fuel Cost & GST) :
12. Mileage per litre :
13. Contact No.  
Owner of the Vehicle :
- Driver of the Vehicle :

This is to certify that the information submitted above is true to the best of my knowledge and belief.

**Date:**

**Seal and Signature of  
Quotationeer**

**GENERAL INFORMATION OF DRIVER**

1. Name /Address of the Driver :
  
2. Driving Licence No :
  
3. Validity of Driving Licence :
  
4. Personal Mobile No. :
  
5. Contact No :  
(in case of Emergency)

This is to certify that the information submitted above is true to the best of my knowledge and belief.

**Date:**

**Seal and Signature of  
Quotationeer**