

## **DISTRICT RURAL DEVELOPMENT AGENCY : PURI**

### **INVITATION FOR QUOTATION FOR MONTHLY HIRING OF OFFICE VEHICLE FOR DISTRICT RURAL DEVELOPMENT AGENCY, PURI**

1. Govt. of India have implemented MG NREGS Scheme for & on order to monitor the implementation of the scheme properly at field level for which this invitation for tender is issued.
2. Sealed tenders are invited in the prescribed format from the local travel agencies / individuals of Puri for "Hiring of Vehicle" ( Non AC) for engagement by the Project Director, District Rural Development Agency, Puri on a monthly rental basis for a period of one year.

#### **TERMS & CONDITIONS of the tender.**

##### **1. Bid Price:**

- The bid shall be quoted for all the items as mentioned in the format of tender otherwise it will be rejected. The format of price bid specified in **Annexure – I** should be used. Corrections, if any, shall be made by crossing out, initialing, dating and rewriting.
- The bid price excludes the cost of fuel, lubricants during the engagement period under District Rural Development Agency, Puri. However, the price quoted should be includes the cost towards payment and other maintenance work of the vehicle.
- Only one vehicle to be engaged under **Project Director, D.R.D.A., Puri.**
- The owner will bear all toll & parking charges during the engagement, which will be reimbursed after production of bills by the bidder to the D.R.D.A., Puri on monthly basis.
- The vehicle should have been registered as commercial vehicle and must be comprehensively insured.

## **2. Bid Security & Documents:**

The bidder shall furnish bid security of Rs. 53,000.00 ( Rupees three thousand) only in shape of Demand Draft / Pay Order in favour of **Project Director, D.R.D.A., Puri**. Any bid not secured with bid security will be rejected. The above bid security will be forfeited if a bidder (i) withdraws its bid during the period of bid validity or (ii) fails to perform the contractual obligations as per the purchase order. The EMD of the unsuccessful bidder will be returned after finalization of the tender.

### **Documents to be attached with the tender:**

1. Copy of the registration Certificate of the vehicle.
  2. Copy of the driver's driving license for driving commercial vehicle.
  3. Copy of up to date road tax payment receipt.
  4. Copy of up to date Insurance Certificate of the vehicle.
  5. Copy of the PAN Card of the bidder.
  6. Copy of the Service tax registration No. of the bidder.
3. Quotation received late and incomplete will not be considered. The bidder should sign and stamp each page of the tender document. The price bid has to be submitted as per format at **Annexure I**.
4. Each Bidder shall submit only one quotation as per the format of quotation.

### **5. Other Terms and Conditions of the tender:**

- The vehicle should be less than 3/4 years old from the date of opening of the tender and should be in excellent running condition.
- The travel agency / individual must have its permanent office at the respective district headquarter.
- All the major & minor repair shall be made by the vehicle owner himself.
- The vehicle must be available with **D.R.D.A., Puri** office as per requirement including off hours and on holidays as desired by the **Project Director, D.R.D.A.** for office purpose only.
- A log book has to be maintained on daily basis by the driver and be signed by the concerned officials of D.R.,D.A., Puri who ever uses the vehicle on that particular day.
- The driver will report at D.R.D.A's office at 8.00 AM in the morning and will be available in the office or as desired by the Authority.

- The responsibility of comprehensive insurance of the vehicle and personal accident insurance of the driver will be of the contractor.
- In case of break down, the bidder will provide a suitable vehicle in place of the regular vehicle.
- The Driver driving the vehicle should have a valid driving license. The conduct of the driver if not acceptable by Project Director, D.R.D.A., Puri. and the contracted firm / private owner shall substitute him immediately. The driver of the vehicle also should possess a cell phone with him.
- The bidder will provide service of the vehicle in a near & clean condition with clean towels on the seat twice a month and general servicing and pollution check-up will be carried out by the contractor as per the requirement.
- In case of driver is called in night, no extra charges will be paid. There will be no extra night halt charge for using the vehicle at night.

#### **6. Validity of Tender:**

Tender shall remain valid for a period not less than 60 days from the last date specified for submission of the tender. Notwithstanding the above, the authority reserves the right to accept or reject any tenders and to cancel the bidding process and reject all tenders at any time prior to the issue of Purchase Order.

#### **7. Evaluation of Quotations:**

The purchaser will evaluate and compare the tender determined to be substantially responsive i.e which

- (a) are properly signed and sealed;
- (b) confirm to the terms and conditions, and specifications.
- (c) Submitted as per the prescribed format

The tender will be evaluated for all the items together.

#### **8. Award of contract:**

- The purchase order will be placed on the selected bidder (s) whose bid has been determined to be substantially responsive and who has offered the lowest evaluated bid price. Prices for all items taken together will be considered.
- Any effort by a bidder to influence the purchaser in its decision on bid evaluation or placement of purchase order may result in rejection of the bidder's offer.
- The bids are liable to be rejected if any of the above conditions are not complied with.

- The bidder whose bid is accepted will be notified of the award of contract by the purchaser prior to expiration of the tender validity period. The terms of the accepted offer shall be incorporated in the purchase order. The eligible bidder shall commence the services from the date of placed of the purchase order and shall continue to provide the services for a period of one year.
  - Notwithstanding the above, the purchaser reserves the right to accept or reject any tenders and to cancel the bidding process and reject all tenders at any time prior to award of purchase order.
  - Any legal disputes arising out of this are subject to Puri jurisdiction only.
  - Interested bidders may submit their sealed tender in the prescribed format mentioning " Hiring of Monthly Vehicle for D.R.D.A., Puri" on cover of the envelop to the Project Director, D.R.D.A., PURI by 24.11.2011.
  - Bidders may be present in person or through their representative (s) during the opening of quotation at 3 AM/PM on 24.11.11 in office chamber of Project Director, D.R.D.A., Puri.
-

# DISTRICT RURAL DEVELOPMENT AGENCY : PURI

## ANNEXURE : I

### FORMAT FOR BID

Sl. No.	Type of Vehicle	Monthly hiring charges in ( Rs.)	Consumption of Fuel (Petrol/Diesel) Km/Lt.	Consumption of Lubricants ( Kms / Lt.)	Taxes if any

- (i) Vehicle Registration No :-
- (ii) Date of purchase:-
- (iii) Registration Date:-
- (iv) Name of the Driver with contact No.:-
- (v) Name of Individual / Travel Agency:-
- (vi) Address:-

Telephone No.

#### Undertaking:

We agree to provide the vehicle ( within 2 years old) as per the terms and conditions and rates mentioned in the price bid for a period of one year from the date of signing of the contract/receipt of the purchase order from Project Director, D.R.D.A., Puri and also agree the price will remain unchanged for that period due to fluctuation of POL price.

Place:

**Signature of Bidder**

Date:

DISTRICT RURAL DEVELOPMENT AGENCY - PURI

ANNEXURE - I

FORMAT FOR BID

Sl. No.	Type of Vehicle	Quantity to be supplied (Nos.)	Estimated cost of supply (Rs.)	Company Name	Address of the Company

NIC Bid

Undertaking  
We agree to provide the vehicle (within 7 days) as per the terms and conditions and rates mentioned in the bid for a period of one year from the date of award. The contract receipt of the purchase order from District D.R.D.A., Puri and also agree the price will remain unchanged for the period of one year.

Signature of Bidder  
Date:

Place: