


State Institute for Rural Development & Panchayati Raj  
Odisha, Bhubaneswar – 751 012

General Terms & Conditions

1. The tenderers are to deposit **Rs. 500/-** towards cost of tender documents (Non Refundable) in shape of Bank Draft / Banker's Cheque favouring the Director, SIRD & PR, Bhubaneswar. The tender documents submitted without paper cost shall not be entertained at any stage.
2. The tenderers are to deposit **Rs. 10,000/-** as EMD in shape of Bank Draft / Banker's Cheque favouring the Director, SIRD & PR, Bhubaneswar along with the tender documents. The tender documents submitted without EMD shall not be entertained at any stage. The EMD deposited will be refunded (Refundable without interest) to the unsuccessful tenderers soon after completion / finalization of the tendering process.
3. The authorization letters if any to be enclosed in the tender with due attestation.
4. The quoted amount must be inclusive of all taxes against each item based on the format. Any percentage or in decimal should not be quoted. The rate should be in clear cut numerical.
5. The contract / rates of the successful bidder for the year 2018-19 may be extendable, up-to two years subject to satisfactory performance review by the undersigned at the end of 1<sup>st</sup> year of contract.
6. No conditional tender will be accepted by the authority from the tenderers.
7. No advance payment will be made to the party after acceptance of tender or execution of order.
8. Original documents are to be produced for verification by the members of the committee.
9. If any information / document furnished by the tenderers with the tender papers as asked for are found to be misleading or incorrect at any stage their tenders will be rejected without assigning reasons thereof
10. The tenders received beyond the scheduled date and time will not be entertained / considered at any cost.
11. The undersigned / committee reserves the full right to accept in full or part or reject any or all the tenders without assigning any reason thereof. The undersigned / committee is not bound to accept the lowest rates.
12. In case of any legal dispute, it will be adjudicated within the jurisdiction of Bhubaneswar court only.
13. All pages of the bids are to be signed & stamped by the tenderer.
14. Selection of the items will be followed on finalization of samples whenever is necessary.
15. Details of information are to be furnished in the Tender's Profile and following **Two Bid (Technical & Financial)**. The technical bid and the financial bid should be sealed by the bidder in separate envelope duly superscribed and both these sealed envelope are to be put in a bigger envelope which should also be sealed and duly superscribed.
16. The Tenderers should furnish the particulars in the specific format attached (to be sealed on sealing wax) in a sealed envelope superscribed as "**HIRING OF VEHICLES ON MONTHLY RENT BASIS**" on the top to the sealed cover within the date & time specified above by Registered / Speed Post / Courier Service. No Tender will be received by hand. The authority shall not be responsible for any postal delay.
17. For any services / supply the firm / organization should not be blacklisted by any Government organization  
If found later on, the action deemed to fit will be initiated against the firm as per the law.
18. The Director, SIRD & PR reserves the rights to terminate the contract at any time without notice if the supplier / firm fails to make the supply within the specified time or in accordance with the specifications & samples.

  
DIRECTOR  
9/2/18

**TENDERER's PROFILE**  
(To be filled in & returned with the documents)

1.	Name of Proprietor / Partner / Director. (In Capital letters)	
2.	Details of name of the firm and address (Registered Office and Operating Branch)	Office:-  Residence:-  Mobile :-  Fax No :-  e-Mail I.D.:
3.	Details of amount towards paper cost.	<b>Rs. 500/-</b> D.D. / B.C. No. _____ Dt. _____ dawn on Bank _____
4.	Details of amount of Earnest Money Deposit	<b>Rs. 10,000/-</b> D.D. / B.C. No. _____ Dt. _____ dawn on Bank _____
5.	Details of up-dated e-filing acknowledgement should be furnished.	
6.	GST Registration No. . (Photo copy must be attached)	
7.	Details of past experience of similar nature of work at least for three years. (Photo copy to be attached)	

**DECLARATION**

- 1) I ..... Son / Daughter / Wife of Shri ..... Proprietor / Partner / Director / authorized signatory of the Service Provider mentioned above and competent to sign this declaration and execute this tender document;
- 2) I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
- 3) The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we / am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

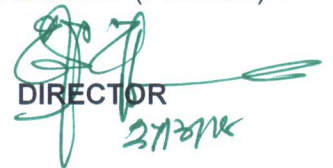
Signature of Authorized person  
Full Name:  
Seal:



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**TERMS & CONDITIONS FOR HIRING OF VEHICLES ON MONTHLY RENT BASIS**

1. The hired vehicles, during the period of contract 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 Driving Licence 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 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 for monthly basis is final but does not include cost of diesel, which is to be paid separately basing on actual consumption and lubricants as per existing Government norms.
3. All the expenditure of the vehicle towards repair, replacement of spare parts, lubricating oil of engine, Gear Box and differential coolant, Tyres and Tubes, Battery etc. will be borne by the bidder.
4. 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.
5. In case of breakdown for reason whatsoever the replacement of a vehicle of the same or better model shall be provided by the owner of the vehicle / bidder.
6. In case of the vehicle do not report regularly on time, the authority will be at liberty to reject the arrangement and may engage vehicle from other source.
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 of hirer. No extra payment shall be demanded.
9. Monthly hire charges and reimbursements towards cost of diesel (as per actual) and lubricants (as per the norms of Government of Odisha) 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 One year of 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.
14. After finalization of the tender, the successful bidder shall furnish information in Annexure-III, which will be provided separately.
15. In case of No tenderer found suitable, the monthly hiring of vehicles will be as per the Finance Department circular.
16. In case of exigencies / visit of State Guest / protocol duties, hiring of vehicles will be from the empanelled agency of State Guest House / Home Department (Protocol) / OTDC.

  
DIRECTOR  
27/2/14

## FINANCIAL BID

### HIRING OF DIFFERENT VEHICLES ON MONTHLY RENT BASIS FOR THE YEAR: 2018-19

Description	NON A/C VEHICLE					A/C VEHICLE				
	Indica	Indigo	Swift	Bolero	Innova	Indica	Indigo	Swift	Bolero	Innova
Monthly Hiring Charges of the vehicles. (Excluding cost of Diesel)										

1. The vehicle should not be more than two years old by 31.03.2018.
2. Minimum mileage would be followed according to the guideline of Government.
3. Any type of repair & servicing will be borne by the agency as & when required during the period of hiring.
4. The consumption of HSD / lubricant will be borne by the agency.
5. The vehicle must have valid documents as such as RC Book, all Odisha permit, up-to-date Road tax, permit & fitness certificate, insurance certificate and such other documents required for hiring the vehicle.
6. The vehicle should be at disposal of undersigned both in working and holidays for performing duties.
7. The driver of the vehicle should have valid driving license.
8. The wages and fooding etc. of the driver will be borne by the agency.
9. The rate for monthly basis should be quoted separately for each type of vehicle and the mileage per litre of the vehicle will be mentioned in the tender.
10. Only taxi permitted vehicle will be provided by the agency.
11. GST would be reimbursed over and above the hire charges.
12. The agency should be registered under appropriate laws / acts of Government for providing vehicles on monthly rent basis.
13. The agency is to ensure reporting and exit time of vehicle and recording of full signature of traveler along with designation in the duty slip of the hired vehicle.
14. The agency is also to record time of entry and exit along with the Km. reading in the duty slip at the gate point of SIRD & PR by the security guard on duty.

Signature of the bidder with office seal