

Annexure - I

TERMS & CONDITIONS FOR HIRING OF VEHICLES.

The following Terms and Conditions must be fulfilled by the successful bidders for providing vehicles on hire on monthly rent basis.

01. Tender inviting authority reserves the right of accepting or rejecting one or more tender offer(s) or cancelling the tender without assigning any reason thereof.
02. The Diesel run Scorpio will be engaged for a period of 12 (twelve) months and Bolero / Mahindra Max or Mahindra TUV vehicles will be engaged for a period of maximum 08 months as per approved cost norm. The vehicle will be renewed for further period if required subject to satisfactory service and performance of the vehicle provided.
03. Vehicle will ordinarily be deployed within the jurisdiction of DFO, Jharsuguda (KL) Division and may sometime be deployed elsewhere within the state.
04. The vehicle must be in road worthy condition, shall not be more than 03 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.
05. The Driver of the vehicle must have a valid Driving Licence for driving light transport passenger vehicle and should have sufficiently experience in driving transport passenger vehicle.
06. The driver should be well behaved, gentle and obedient in nature.
07. **A sum of Rs. 5,000/- (Rupees Five Thousand) only for each vehicle** for which rate is quoted, shall be deposited by the intending bidders towards tender security in shape of Account Payee Bank Draft drawn in favour of the **Divisional Forest Officer, Jharsuguda (Kendu Leaf) Division, Jharsuguda.** After completion of tender process, the amount will be refunded to unsuccessful bidders. In case of successful tenderers, the tender security will be converted into performance security. The performance security or security deposit is liable for forfeiture in full or part on violation of terms and conditions or on default to placing vehicles on being successful bidder.
08. The monthly rate of hire charge be quoted separately in the general bid information **(excluding fuel and lubricants).**
09. The vehicle must achieve a fuel efficiency of minimum 10 (Ten) Km per litre. The tenderers quoting higher fuel efficiency i.e. more no. of kilometres per litre of fuel consumption will be taken into consideration along with the quoted hiring charges for deciding the cost effective tender offers. Other criteria and terms and

conditions will also be applicable for the same. Therefore, all such offers must fulfil the criteria as laid down in the terms and conditions of this tender document.

10. 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 - II**). The general information for hiring of vehicles along with Account Payee Bank Draft of Rs. 5,000/- as stated in Clause - 7 above must be submitted separately for each vehicle for which rate is quoted.
11. The stipulations and terms and conditions embodied in the tender document will form the part of the agreement.
12. The hired vehicles, 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 etc. and DL of the Driver available all the times. The Department/ Office hiring the vehicles 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 in any manner whatsoever. The owner / successful tenderer, whose vehicle is hired, shall be responsible for all such litigations. Salary of the driver, repair and maintenance charges and other cost including taxes (except service Tax on hire charges) shall be borne by the successful tenderers / service providers.
13. The hire charges to be paid on monthly basis do not include cost of diesel which is to be paid separately basing on actual consumption and lubricants as per existing Government norms. All the expenditures 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.
14. It shall be the responsibility of the bidders to provide good drivers.
15. In case of breakdown for reasons whatsoever the replacement of vehicles of the same or better models shall be provided by the owners of the vehicles / successful bidders.
16. In case the vehicles do not report regularly, the authority will be at liberty to reject the agreement and may engage vehicles from other sources.
17. The vehicle shall report for duty for minimum of 25 days in a month.
18. In case of emergency, the drivers will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.

19. Monthly hire charges of selected bidders will be paid in every succeeding month as far as possible within 15 days of the submission of the bills by the service providers and no advance payments will be made.
20. Reimbursement towards cost of diesel and lubricants (as per Govt. Norms) will be made to the Range Officer / In-charge of the Office, the Vehicle is deployed on submission of requisite bills.
21. If services are not required or found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
22. 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.
23. If the bidders violate any of the terms of contract, Government shall forfeit the entire amount of security deposit.
24. The successful tenderers will have to execute and sign the agreement with the concerned / respective head of office who will be approving authorities and will control the movement of their respective vehicles and pay the monthly hire charges and the reimbursement of diesel / lubricant as per terms and conditions and stipulations of this tender by observing the required official formalities.
25. The tender inviting authority reserves the right to modify / cancel the terms and conditions of tender without assigning any reason thereof before the last date of submission of tender document.


Signature of
Tendering Authority
(With designation & seal)
Divisional Forest Officer
Jharsuguda (KL) Division