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**OFFICE OF THE ENGINEER-IN-CHIEF (CIVIL), ODISHA,  
NIRMAN SOUDHA, KESHARI NAGAR, UNIT-V, BHUBANESWAR-751001**

File No.SPC-13/2016

41739

Dt- 2/11/2017

**QUOTATION CALL NOTICE NO- /2017**

The Executive Engineer –cum-Manager (Admin), State Procurement Cell, Odisha, Bhubaneswar invites sealed quotations in prescribed schedule from the interested reputed Travel Agencies / Tour Operators or private individuals for providing 2No.s of Non AC Diesel driven Indica eV2 or equivalent vehicles on monthly rent basis for official use by the State Procurement Cell, Odisha, Bhubaneswar. The quotation schedules containing the terms and conditions of hiring of vehicles (Annexure-I, II & III and agreement format can be downloaded from the Government website [www.odisha.gov.in](http://www.odisha.gov.in) from 08.11.2017 to 17.11.2017 up to 4 P.M.

The authority reserves the right to accept/reject any or all the quotations without assigning any reason thereof.

**Executive Engineer-cum-Manager (Admin),  
State Procurement Cell, Odisha,  
Bhubaneswar.**

Memo No. 41740 dt. 2.11.2017

Submitted

Copy to the Engineer-in-Chief(Civil), Odisha/Chief Engineer (Buildings) /Chief Engineer (D.P.I. & Roads) /Chief Engineer, World Bank Project/Chief Architect, Odisha /S.E. P&D/ Notice Board/Guard File for information and wide circulation.

**Executive Engineer-cum-Manager (Admin),  
State Procurement Cell, Odisha,  
Bhubaneswar.**

Memo No. 41741 dt. 2.11.2017


Copy along with soft copy (CD) of the notice submitted to the Manager, Publication, I & P.R. Department, Odisha, Bhubaneswar with a request to get it published in two local Odia daily at an early date for wide publication of the notice.

Complimentary copy of the news papers containing the notice may be sent to this office for reference and record.

**Executive Engineer-cum-Manager (Admin),  
State Procurement Cell, Odisha,  
Bhubaneswar.**

Memo No. 41742 dt. 2.11.2017

Copy along with soft copy (CD) of the notice submitted to the Deputy Secretary to Government, Department of Information & Technology, Odisha, Bhubaneswar for favour of kind information with a request for necessary display in the website "[www.odisha.gov.in](http://www.odisha.gov.in)".

  
Executive Engineer-cum-Manager (Admin),  
State Procurement Cell, Odisha,  
Bhubaneswar.





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## STANDARD BIDDING DOCUMENT

Annexure-I


**OFFICE OF THE ENGINEER-IN-CHIEF (CIVIL), ODISHA,  
NIRMAN SOUDHA, KESHARI NAGAR, UNIT-V, BHUBANESWAR-751001**

Sealed quotations are invited from interested reputed Travel Agencies/Tour Operators or private individuals for providing 2nos of Non AC Diesel driven vehicles having sitting capacity not more than ten including driver, which shall confirm to the Terms and conditions (Annexure-II) for official use in State Procurement Cell, Odisha on monthly rent basis:

- 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 for plying of vehicle.
- 2) The 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, gently and obedient in nature.
- 4) A sum of Rs. 5000/- shall be deposited by the intending bidders in shape of NSC/POTD/Post Office Saving Bank A/c / KVP /Fixed Deposit Receipt of any Schedule Bank duly pledged in favour of the **Superintending Engineer, State Procurement Cell, Odisha, Bhubaneswar** and submitted along with the quotation as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
- 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) 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 (Annexure-III)
- 8) The quotation completed in all respect should reach the undersigned on or before **17.11.2017 by 4PM** and shall be opened on the **20.11.2017 at 11AM** in presence of the bidders or their authorized representatives.
- 9) The application form of quotation containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available with State Procurement Cell, Odisha, Bhubaneswar on payment of Rs.100 from **08.11.2017 to 17.11.2017** or can be downloaded from Odisha Govt. Website [www.odisha.gov.in](http://www.odisha.gov.in) from **08.11.2017 to 17.11.2017**. In case the application form is downloaded from Govt. website, the applicant shall furnish a Demand Draft for an amount Rs.100/- (Rupees One Hundred) only in favour of the **Executive Engineer, Bhubaneswar (R&B) Division-I, payable at Bhubaneswar** towards the cost of application along with the application.
- 10) The quotationers are required to furnish the attested copy of TIN number, GST certificate, PAN and any other connected documents in support of any further claims along with the quotation.

- 11) Statutory deduction of taxes as per prevailing Govt. Orders in force like GST, Income Tax, any other Central Govt. Taxes etc. will be made at sources from the bills.

**Seal & Signature of the  
Quotationer/Tenderer**

  
**Executive Engineer-cum-Manager (Admin),  
State Procurement Cell, Odisha,  
Bhubaneswar.**

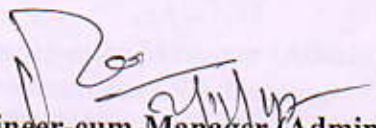


**TERMS & CONDITION FOR HIRING OF VEHICLES**

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

1. The hired vehicles, during period of contract, shall have all necessary valid MV document 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. The Department/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 damages to any property on account of use of hired vehicle any manner whatsoever. The hired shall be responsible for all such litigation.
2. The hire charges to be paid for monthly basis is final 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 expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of Engine, Gear Box & differential Coolant, Tyres & Tubes, Battery etc. will be borne by the bidder.
3. 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.
4. 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 thee vehicle/bidder.
5. In case of the vehicle do not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source.
6. The vehicles shall report for duty for minimum of 25 days in a month.
7. In case of emergency, the driver will have to report for duty as per the requirement of hires. No extra payment shall be demanded.
8. Monthly hire charges and reimbursements towards cost of diesel (as per actual) lubricants (as per Govt. norms) 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.
9. 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.
10. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
11. 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.
12. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.

Seal & Signature of the  
Quotationer/Tenderer

  
Executive Engineer-cum-Manager (Admin),  
State Procurement Cell, Odisha,  
Bhubaneswar.




GENERAL INFORMATION FOR HIRING VEHICLES

- 1) Registration No. of vehicle:-
- 2) Type of Vehicle (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) Contact Number of the Service Provider (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**

  
**Executive Engineer-cum-Manager (Admin),  
State Procurement Cell, Odisha,  
Bhubaneswar.**