

**POVERTY & HUMAN DEVELOPMENT MONITORING AGENCY (PHDMA)  
PLANNING & CONVERGENCE DEPARTMENT  
GOVERNMENT OF ODISHA**

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**QUOTATION / TENDER CALL NOTICE FOR HIRING OF PRIVATE VEHICLES**

No. 628 /PH., Bhubaneswar  
PHDMA-13/20

Dated the 23<sup>rd</sup> August, 2022.

Sealed quotations/ tenders are invited from interested reputed Travel Agencies/Tour Operators or private individuals for providing ONE no. of AC Scorpio vehicle (Mahindra) having sitting capacity of minimum five persons excluding driver, which shall confirm to the Terms & Conditions (**Annexure-I**) for Official use in the office of **POVERTY & HUMAN DEVELOPMENT MONITORING AGENCY (PHDMA), P & C Department, Lokaseva Bhavan, Bhubaneswar** on monthly rent basis:

1. The vehicle must be in Road Worthy condition, shall not be more than 3 (**Three**) years old from the date of initial registration (*however, preference will be given priority to the newer vehicle*) 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, gentle and obedient in nature.
4. A sum of **Rs. 5000/-** (Rupees Five thousand) only shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of **POVERTY & HUMAN DEVELOPMENT MONITORING AGENCY (PHDMA)** payable at **Bhubaneswar** and submitted along with the tender as **security deposit**. After completion of tender process, the amount will be refunded to unsuccessful bidders.
5. The monthly rate of hire charge to be quoted separately in the general bid information (**excluding GST and fuel & lubricants**). The GST, fuel and lubricants would be reimbursed separately over & above the hire charges.
6. The Vehicle must achieve a fuel efficiency of 10 (Ten) 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/Tender (**Annexure-II**).
8. The Quotation completed in all respect should reach the undersigned on or before **dated 30<sup>th</sup> August, 2022 by 4.00 P.M.** in the office of the PHDMA at Lokaseva Bhavan, Bhubaneswar.
9. The application form of quotation / tender containing General Bid Information & Terms and Conditions for hiring of Vehicles etc. can be downloaded from Odisha Government Website i.e., <https://odisha.gov.in/> and PHDMA Website i.e., [www.phdma.odisha.gov.in](http://www.phdma.odisha.gov.in) from dated **23<sup>rd</sup> August 2022 to 30<sup>th</sup> August 2022 by 4.00 P.M.** The applicant shall furnish a Demand Draft for an amount of Rs.100/- (Rupees One Hundred) only drawn in favour of **POVERTY AND HUMAN DEVELOPMENT MONITORING AGENCY (PHDMA)** payable at **Bhubaneswar** towards the cost of application along with the application form downloaded from the website.

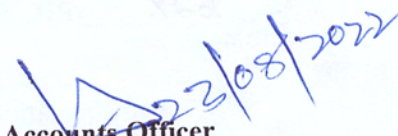
Chief Accounts Officer



Memo No. <sup>629</sup>\_\_\_/PH, Bhubaneswar,

dated the <sup>rd</sup>23/08/2022

Copy forwarded to Chief Receptionist for information and necessary action and PHDMA Notice Board.

  
Chief Accounts Officer

Memo No. <sup>630</sup>\_\_\_/PH, Bhubaneswar,

dated the <sup>rd</sup>23/08/2022

Copy forwarded to Head, IT Portal, Lokaseva Bhavan for publication in the Government of Odisha Website.

  
Chief Accounts Officer



**TERMS & CONDITIONS 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 the 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 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 damage to any property on account of use of hired vehicle in any manner whatsoever. The hirer shall not be responsible for all such litigation.
2. The hire charges after deducting income tax at source (TDS) to be paid for monthly basis is final but does not include cost of diesel & lubricants, 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. Repair and maintenance charges and other operating cost including taxes (except GST on hire charges) would be borne by the Service Provider/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 the 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 hirer. No extra payment shall be demanded.
8. Monthly hire charge and reimbursements towards cost of diesel (as per actual) and lubricants (as per Government norms) of selected bidder, will be paid in every succeeding month, as far as possible within 15 (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 (Three) years old from the initial registration and also in good running condition during the period of contract. However, preference will be given priority for the newer vehicle.
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.

  
Chief Accounts Officer



**GENERAL INFORMATION FOR HIRING VEHICLES**

1. Registration No. of Vehicle:-
2. Type of Vehicle (AC/Non-AC):-
3. Year of Manufacture:-
4. Model:-
5. Date of Registration:-
6. Name & complete address of the owner of the 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 Charge of the vehicle per month excluding fuel cost and GST:-
13. Rate of fuel consumption /Mileage per litre:-
14. Contract Number of the Service Provider (Tenderer / Quotationer): Mobile No. .... / Telephone No. ....and E-Mail .....

“Certified that the information submitted above is true to the best of my knowledge and belief.”

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