

**GOVERNMENT OF ODISHA  
MS&ME DEPARTMENT**

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**Quotation/ Tender Call Notice**

Bhubaneswar, dated 25<sup>th</sup>, November, 2019

No. II-OE-<sup>52/2019</sup>~~14/2018~~6753/MSME, Sealed quotations / tenders are invited from interested reputed Travel Agencies/Tour Operators or Private individuals having GST Certificate in the prescribed format (Annexure –II) for providing following nos of BS-IV complaint vehicle as detailed below.

| Sl No | Type of Vehicle  | Nos of Vehicle required | Maximum hire charges per month | Mileage per litre |
|-------|--|-------------------------|--------------------------------|-------------------|
| 1.    | Zest/Tigor/Xcent /Swift Dzire/Etios (Petrol) or equivalent class | 1(one)                  | Rs 26,000/-                    | 17                |
| 2.    | Tiago/Bolt/Celerio (Pool Vehicles)                               | 2 (Two)                 | Rs 20,000/-                    | 17                |

The vehicle may conform to the Terms and Conditions (given) in (Annexure-I) for official use in MSME Department on monthly rent basis.

- i. 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.
- ii. 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.
- iii. The Driver should be well behaved, gentle and obedient in nature.
- iv. A sum of ₹5000/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the DDO-cum-Under Secretary to Government, MS&ME Department and submitted along with the tender as security deposit for each vehicle. After completion of tender process, the amount will be refunded to unsuccessful bidders.
- v. The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants)
- vi. 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.

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- vii. The Quotation completed in all respect should reach the undersigned on or before 06-12-2019 by 3:00 P.M and shall be opened on the same day at 4:30 P.M. If desired the bidders or their authorized representatives may present during the opening of the quotation.
- viii. The application form of quotation/tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available with Under Secretary to Government(OE- Section ) of the MSME Department on payment of ₹100/- from 27-11-2019 to 06-12-2019 or can be downloaded from Odisha Government Website [www.odisha.gov.in](http://www.odisha.gov.in) from Dt 27-11-2019 to 06-12-2019. In case the application form is downloaded from Government website, the applicant shall furnish a Demand Draft for an amount of ₹100/- (Rupees One Hundred) only towards the cost of application along with the application.

  
Under Secretary to Government  
MS&ME Department


Memo No. 6754/MSME, Bhubaneswar dt 25.11.2019

Copy along with copy of Annexure-I &II forwarded to all Departments for information and necessary action. They are requested to display the Tender Call Notice in their Notice Boards for wide publicity/ Notice Board of MS&ME Department

  
Under Secretary to Government

Memo No. 6755/MSME, Bhubaneswar dt 25.11.2019

Copy alongwith copy of Annexure-I &II forwarded to the Head, State Portal Group, NIC, Secretariat Building, Bhubaneswar to display the same in the Government of Odisha Website for wide publicity.

  
Under Secretary to Government

Memo No. 6756/MSME, Bhubaneswar dt 25.11.2019

Copy forwarded to the Chief Receptionist, Odisha Secretariat, Bhubaneswar for information and necessary action.

  
Under Secretary to Government



**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 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 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. 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 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 charges and reimbursements towards cost of diesel (as per actual) and 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.

**Signature of  
Quotation/Tender Calling Authority**

Annexure - IIGENERAL 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 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:
- 13) Rate of fuel consumption / Mileage per litre:-
- 14) Contact Number of the Service provider (Tenderer/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