

GOVERNMENT OF ODISHA

FINANCE DEPARTMENT

(FIN-OM-MV-0006-2020 ) 98 /F Dated 04.01.2021

TENDER CALL NOTICE

Sealed quotations / tenders are invited from interested reputed Travel Agencies/ Tour Operators/ Private individuals having GST registration & GeM registration for providing Ten (10) numbers of AC petrol/Diesel Maruti Swift Dezire/ Zest/Etios vehicles having sitting capacity of five including Driver which shall conform to the Terms & conditions at Annexure-II for official use in Finance Department on monthly basis.

The vehicle must be in road worthy conditions & shall not be more than three years old from the date of initial registration and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution Under Control Certificate, Valid Contract Carriage Permit, Proof of up to date tax payment etc. which are mandatory for plying of vehicle.

The Driver of the vehicle must have a valid Driving License for driving light transport passenger vehicle & should have sufficient experience in driving transport passenger vehicles. The Driver should be well behaved, gentle & obedient in nature.

A sum of Rs.5,000/- ( Rupees five thousand) only shall be deposited by the intending bidders in shape of Accounts Payee Bank Draft drawn in favour of DDO cum Under Secretary to Government, Finance Department & submitted along with the tender as security deposit. After completion of tendering process, the amount will be refunded to un-successful bidders.

The monthly rate of hiring charges be quoted separately excluding GST & Fuel in the general bid information at Annexure-III.

The Quotation completed in all respect should reach the undersigned on or before 29.01.2021 by 4.00 PM & shall be opened on the same day at 5.00 PM in the presence of the bidders or their authorized representative.

The application form of Quotation/tender containing General Bid Information & Terms & Conditions for hiring of vehicles etc. will be available in O&M Branch of Finance Department on payment of Rs. 100/- ( Rupees one hundred) only from 07.01.2021 to 27.01.2021 or can be down loaded from Odisha Government Finance Department website [www.odisha.gov.in](http://www.odisha.gov.in) from dated 05.01.2021 to 21.01.2021 . In case the application form is downloaded from Odisha Govt. web site, the applicant shall furnish a Demand Draft for an

amount of Rs 100/- ( Rupees one hundred ) only towards the cost of application along-with the application.

By the order of Principal Secretary  
( Shri J.K.Samal)

Under Secretary to Government.

Memo No 99 /F Dated 04.01.2021

Copy along with copy of the enclosure forwarded to I&PR Department for information and necessary action. They are requested to publish this notice in three widely circulated local Odia Newspapers namely "The Samaj", "The Sambad" & " The Prameya" for wide publication.

 04.01.21  
Under Secretary to Government.

Memo No 100 /F Dated 04.01.2021

Copy forwarded to all Departments/Head State Portal Group, IT Centre Odisha Loka Seva Bhawan for information and necessary action. They are requested to display the Notice in their Notice Board/ to post the tender Call Notice in F.D Website respectively for wide publicity.

 04.01.21  
Under Secretary to Government.

Memo No 101 /F Dated 04.01.2021

Copy forwarded to D.D.O-Cum-Under Secretary to Government, F.D for information and necessary action.

 04.01.21  
Under Secretary to Government

## Annexure-II

### 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.

G.S.T registration & GeM registration are compulsory for any Service Provider to provide hired vehicles to Government Offices.

The hired vehicles, during the period of contract, shall have all necessary valid MV documents such as:- Valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution Under Control Certificate, Valid Contract Carriage Permit, proof of up to date tax payment etc. and D.L of the Driver should be 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 service provider shall be responsible for all such litigation.

The hire charges to be paid for monthly basis is final but does not include cost of fuel, which is to be paid separately basing on actual consumption of fuel and lubricants as per existing Government norms. The minimum average mileage in KMs per liter Petrol/Diesel will be 17Kms for A/C vehicles. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of the Engine, Gear Box & differential Coolant, Tyres & Tubes, Battery etc. including repairing of the vehicle will be borne by the bidder.

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.

The car and driver shall be at the disposal of the Authority during the period of engagement.

In the case of contracted vehicles, same car and driver should be sent daily. Any change in vehicle or drivers will be allowed only in exceptional circumstances and that too with the prior information/approval of the Authority.

The drivers of the vehicle provided must follow traffic rules and other regulations prescribed by the Govt. from time to time. Drivers should be familiar with all important places in Bhubaneswar and outstations.



This Authority will not be responsible for any Challan, loss, damage or accident to the vehicle or to driver.

The daily record indicating time and mileage for each vehicle shall be maintained. Telephone facility (24x 7 hours) must be available with the Travel Agency and drivers.

Monthly hire charges and reimbursements towards cost of diesel/ petrol (as per actual) of selected bidder will be paid in every succeeding month, as far as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made. TDS as per IT Act & Rules will be deducted.

The payment will be made on monthly basis on submission of pre-receipted bill(s) duly supported by duty slip(s)/log sheet(s) duly signed by the concerned officers.

The vehicle shall not be more than 3 years & shall not run more than 50,000 KMs from the initial registration and also in good running condition during the period of contract.

**Bid Security:**

- i. The bidder must deposit Rs.5000/- (Rupees five thousand only) as Bid Security. The bid security shall be in the form of Demand draft drawn in favour of DDO cum Under Secretary to Government, Finance Department payable at UCO Bank, Secretariat, Bhubaneswar.
- ii. The Bid Security may be forfeited:
  - a. If bidder withdraws his bid during the period of bid validity specified by the bidder in the bid form.
  - b. If the successful bidder fails
    - To sign contract
    - To furnish performance security
    - The successful bidder is required to pay balance Total Performance Security amount equal to 20% of the approved Negotiated Rates per month for vehicles hired.
    - Under Performance Security will be discharged after completion of Travel Agency's performance obligations under the contract (without interest for the period retained by Department).

Therefore, validity should be 2 months more in addition to the contract tenure.

- The engagement and employment of drivers and payment of wages to them as per existing provisions of various labour laws and regulation is the sole responsibility of the Travel Agency and any breach of such laws or regulations shall be deemed to be breach of this contract.
- In case of non-availability of vehicles, penalty as decided by Finance Department shall be imposed in addition to deduction at pro-rata basis for that day.

The authority reserves the right to select the model and number of vehicles to be engaged in the department on hire basis.

After selection of the bidder, the Travel Agency/Tour Operator have to execute agreement with Department at Annexure- 'A' within the period of fifteen days from the date of receipt of order.

If the services are found to be unsatisfactory, the authority reserves the right to terminate the agreement with prior intimation at any time.

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.

If the bidder violates any of the terms of contract, the entire amount of security deposit will be forfeited

A handwritten signature in black ink, followed by the date '04.01.21' written below it.

Under Secretary to Government

Finance Department

Annexure-III

GENERAL INFORMATION FOR HIRING VEHICLES

1. Registration No. of Vehicle:-
2. Type of Vehicle :-
3. Year of Manufacture:-
4. Model:-
5. Date of Registration:-
6. Name & Address of the owner of vehicle:-
  
7. Fitness Certificate Validity:-
8. Permit Validity:-
9. Insurance Validity:-
10. Name /Address of the Driver:-
  
11. DL No & Validity of the DL of the Driver:-
12. Quoted hire charges for the vehicles given below per month excluding fuel cost & GST:-
  - Tata Zest-
  - Swift Dzire
  - Toyota Etios
13. Mileage per Litre:-
14. Name, address & Contact No. of the Service Provider (Tender/ Quotationer)

"Certified that the Information submitted above is true to the best of my knowledge and belief."

Seal & Signature of the  
Quotationer/ Tenderer

**AGREEMENT**

This agreement has been made and executed on \_\_\_\_\_ day  
of \_\_\_\_\_, 2021.

**BETWEEN**

Government of Odisha in Finance Department, Loka Seva Bhawan,  
Bhubaneswar represented by the Under Secretary to Govt, of this Department  
herein after called as a party of 1<sup>st</sup> part (First Party).

**AND**

I -

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The second party agreed to supply on hire a \_\_\_\_\_  
Vehicle bearing No. \_\_\_\_\_, to the 1<sup>st</sup> party for official  
purposes with the following terms and conditions.



### Obligation of the 1<sup>st</sup> Party

1. Government of Odisha in Finance Department, Odisha Loka Seva Bhawan shall not be responsible for any damage/loss caused to the hired vehicles or loss of life/injury made to any person or damages to any property on account of use of hired vehicles in any manner whatsoever. The hire shall be responsible for all such litigation.
2. The hire charge to be paid on monthly basis is final, but does not include the cost of diesel, which is to be paid separately basing on actual consumption as per existing Government norms.
3. In case the driver of the vehicle does not report regularly for duty, the 1<sup>st</sup> party will be at liberty to reject the agreement and can engage vehicle from other source.
4. That the 1<sup>st</sup> party shall pay monthly hire charges @ Rs \_\_\_\_\_ (Rupees \_\_\_\_\_) including GST and reimbursement towards cost of Diesel/Petrol @ 17K.Ms./Ltr. to the 2<sup>nd</sup> party in every succeeding month, as far as possible within 15 days of the submission of the bill by the 2<sup>nd</sup> party. No advance payment will be made for the purpose to the 2<sup>nd</sup> party.
5. If the service provided by the 2<sup>nd</sup> party found to be unsatisfactory, the 1<sup>st</sup> party is at liberty to terminate the agreement by giving one month notice to the 2<sup>nd</sup> party.
6. If the 2<sup>nd</sup> party violates any of the terms of the contract, the 1<sup>st</sup> party shall forfeit the entire amount of security deposit.
7. The contract is valid upto \_\_\_\_\_ with effect from \_\_\_\_\_
8. That the said contract is renewable after expiry of the tenure and if the 1<sup>st</sup> party feels that the service provided by the 2<sup>nd</sup> party is satisfactory.
9. If any dispute arises in future, the same shall be subject to jurisdiction of Bhubaneswar Court.

Both the parties signed and executed this agreement in presence of the following witness.



### Obligation to the 2<sup>nd</sup> party

1. The 2<sup>nd</sup> party being the owner of the said vehicle should have possessed all necessary valid MV documents such as : Valid Registration Certificate, Insurance Certificate, Fitness Certificate, Valid Contract Carriage Permit, and proof of up-to-date tax payment etc. and Driving License of the Driver is available all the times.
2. All expenditure of the vehicle towards repair, replacement of spare parts, Gear Box and different mobil, lipal, coolant, Tyres and Tubes, Battery etc. will be borne by the 2<sup>nd</sup> party i.e the owner of the vehicle.
3. It shall be responsibility of the 2<sup>nd</sup> party i.e the owner of the vehicle to provide a good driver and salary of the driver shall be borne by the owner.
4. The 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/i.e. 2<sup>nd</sup> party so that service provision shall not be interrupted.
5. The driver of the vehicle shall report for duty for minimum of 25 days in a month much prior to the official time.
6. In case of emergency, the driver of the vehicle shall have to report for duty even on govt. holidays/Sundays as per the requirement on Government duty and on outside tours. For this purpose no extra payment shall be demanded by the 2<sup>nd</sup> party.
7. The vehicle must be in road worthy condition and shall not be more than 3 years old from the initial registration and also in good running condition during the period of contract. The hired vehicles cannot be used for any private commercial purpose beyond office hours or during holidays.
8. That in case the 2<sup>nd</sup> party (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.

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C

Witness

Signature of the 1<sup>st</sup> party

1.

2.

Witness

Signature of the 2<sup>nd</sup> party

1.

2.