

**GOVERNMENT OF ODISHA
ODIA LANGUAGE LITERATURE & CULTURE DEPARTMENT**

Tender Call Notice

Bhubaneswar, the dated

01/06/2020

No. OLL&C.-4/2020/ 1609 /OLL.C., Sealed tenders are invited from interested reputed Travel Agencies/Tour Operators or private individuals for providing **01 (One)** No. of AC Petro/Diesel driven **TATA TIAGO/TATA BOLT/MARUTI CELERIO** vehicles having sitting capacity not more than Five including driver, which shall confirm to the terms and conditions (**Annexure - I**) for official use in **Odia Language, Literature & Culture Department** on monthly rent basis:

1. The vehicle must be in Road Worthy and good condition 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.5,000/-** shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the **D.D.O., Odia Language, Literature & Culture Department** 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 be quoted separately which shall not exceed Rs. 20,000/-per month in the general bid information. The monthly hire charge is excluding fuel and lubricants.
6. The Vehicle must achieve a fuel efficiency of **17(Seventeen)** 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 Tender (**Annexure - II**).
8. The Tender completed in all respect should reach the undersigned on or before **06.06.2020 by 02.00 P.M.** and shall be opened on the same day at **04.00 P.M.** in presence of the bidders or their authorized representatives.

P.T.O.

9. The application form of tender containing General Bid Information & Terms and Conditions for hiring of vehicles etc. will be available with **Office Establishment – II Section, Secretariat Wing of Odia Language, Literature & Culture Department** on payment of case amount of Rs`100/- from **11.00 A.M. to 05.00 P.M.** Or can be downloaded from Odisha Govt. Website <http://www.orissaculture.gov.in> from dt.**29.05.2020 to 06.06.2020** 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 towards the cost of application along with the application.

Seal & Signature of
Tender Calling Authority
Designation – Joint Secretary to Govt.,
Odia Language, Literature & Culture Department

Memo No. 1610 /OLLC., Dt. 01/06/2020

Copy along with the copy of **Annexure – I & II** forwarded to OIC. State Portal Group, IT Centre, Department of IT, North Annex Building of the Secretariat (Ground Floor), Bhubaneswar / OIC (Deputy Director, Odia Language, Literature & Culture Department), Website Updating Branch, Odia Language, Literature & Culture Department / M/S. Luminous Infoways Pvt. Ltd, N-6/373, IRC Village, Bhubaneswar with a request to transmit the Notice in Government website of Odia Language, Literature & Culture Department .

Deputy Secretary to Government

Memo No. 1611 /OLLC., Dt. 01/06/2020

Copy forwarded to the Deputy Secretary (Publication) Information & Publication Department for information & necessary action with request to publish this Tender Call Notice in two leading local daily News Papers for consecutive two days and furnish the paper clippings to this Department immediately.

Deputy Secretary to Government

Memo No. 1612 /OLLC., Dt. 01/06/2020

Copy forwarded to All Departments of Government with a request to display the Notice in their Notice Board for wide publicity / Notice Board, Odia, Language, Literature and Culture Department.

Deputy Secretary to Government

Memo No. 1613 /OLLC., Dt. 01/06/2020

Copy to Chief Receptionist, Odisha Secretariat, Bhubaneswar for information and necessary action. She is requested to allow the bidders who intend to purchase/apply the Tender Documents from Odia Language, Literature & Culture Department

Deputy 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 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 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 must be in Road Worthy and good condition 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.
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

Tender Calling Authority

Designation – Joint Secretary to Govt.,
Odia Language, Literature & Culture Department

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 Driver:-
12. Proposed hire charge of the vehicle per month excluding fuel cost and service Tax:-
13. Rate of fuel consumption/ Mileage per litre:-
14. Contract Number of the Service Provider (Tenderer)

Mobile No.:-

Telephone No.:-

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

Seal & Signature of the Tenderer