



GOVERNMENT OF ODISHA  
DEPARTMENT OF ENERGY

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**TENDER CALL NOTICE**

No. 8077 /En., Bhubaneswar, dt. 31<sup>st</sup> August, 2021  
ENG-OE-MV-0001-2020

**Sealed quotations / tenders are hereby invited from interested Service Providers (Travel Agencies / Tour Operators / Private individuals) for hiring of two (2) nos. of BS-IV / BS-VI vehicles (Swift Dzire / Zest / Tigor / Xcent / Etios) on monthly hiring basis for office use of this Department under the following terms & conditions.**

**A. Terms and Conditions for Hiring.**

1. The vehicle will be primarily used in Bhubaneswar city area with occasional trips to other places of Odisha.
2. The hire charges inclusive of taxes is to be paid on monthly basis. The maximum monthly hire charges, excluding taxes is Rs.26,000.00. Cost of fuel will be paid separately basing on actual consumption @17 KMPL. All other expenditure such as driver's remuneration, routine repair and servicing expenses, replacement of parts/ lubricating oil/coolants/ filter/ tyres & tubes/ battery etc., break-down/ accident repair, etc. will be borne by the vehicle provider. Nothing extra will be paid under any circumstances by this Deptt other than the monthly hire charges and cost of petrol.
3. Tenure of the hire agreement will be three years subject to annual renewal on satisfactory performance. Either party can walk out of the agreement by giving 3 months advance notice to the other party. However, final payment, if any due(s), after termination of the contract shall be released on submission of the Log Book(s) of the vehicle, car pass and pass/id card issued to the Driver.
4. Neither party to this Agreement shall be liable for failure to perform any of its obligations hereunder if prevented from doing so by reason of force majeure.
5. The vehicle shall report for duty for whole month. The vehicle shall be used by senior officials of this Department for official purpose on all state Govt. working days and also on holidays. No advance payment shall be made under any circumstances. If on any day the vehicle becomes unavailable for duty for any reason it shall be treated as 'No Service Day' and pro-rata deduction shall be made for each 'No Service Day' @ agreed monthly rent divided by 30 days. '
6. The hired vehicle, during the period of contract, must remain in road-worthy condition with all necessary regulatory and statutory permissions/ certificates/ clearances such as Valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid Commercial Permit. Proof of up to date tax payment, DL of the driver, etc. This office shall not be responsible for any damage / loss caused to hired vehicles or loss of life /injury made to any person and damages to any

property on account of use of hired vehicle in any manner whatsoever. The vehicle provider shall be responsible for all such litigations.

7. It shall be the responsibility of the vehicle provider to provide a good, well behaved, gentle and obedient driver without having any criminal antecedents and having a valid Driving License.
8. GST registration and GeM registration are compulsory for any Service Provider (applicable to Travel Agencies / Tour Operators) to provide hired vehicles to Government office through GeM or through open bidding.
9. The vehicle log book shall be signed by the user of the vehicle for noting daily opening and closing kilometre readings. The fuel cost will be calculated basing on the actual kilometre run by the vehicle. No fuel shall be provided for to and fro trips of the vehicle from the premises of the vehicle provider to the office premises.
10. In case the selected vehicle cannot be provide for hire service for whatever reasons, the vehicle provider has to provide another vehicle of the same or better model, and in same or better physical condition, at the same terms and conditions.
11. Monthly hire charges to the vehicle provider will be paid usually within 15 days from submission of bill by the vehicle provider. GST TDS shall be deducted at the time of payment, if applicable.
12. It will be ensured through Service Providers of hired vehicles that the vehicles are kept under optimum running condition and avoid accidents attributable to lack of maintenance/ upkeep. The hired vehicles cannot be used for any private / commercial purpose beyond office hours or during holidays.

#### **B. Terms and Conditions for Bidding**

1. The vehicle must not be more than 3 years old from the date of initial registration to the last date of bidding. On the date of bidding, the vehicle must be in roadworthy condition with all statutory and regulatory clearances /certificates and must be present in office compound for physical verification. The vehicle also must not have made any insurance claim in its life time.
2. Selection of the vehicles from amongst eligible vehicles shall be done on the basis of lowest bidding price. In case of lowest price bids of two or more vehicles being same, vehicles with lesser distance run (in its life time) shall be selected subject to being in satisfactory physical condition.
3. Preference shall be given to bidder who own as well as drive the vehicle themselves.
4. The bidder shall not be an employee of any State Govt. /Central Govt. office or any Public Sector Undertakings and shall not be a relative of any employee of this organization. **An affidavit has to be submitted by the bidder to this effect along with the bid. Any person who is presently in State/ Central Govt. service or is an employee of a PSU shall not be made a partner to the contract by the bidder directly or indirectly in any manner whatsoever.**
5. **A sum of Rs. 5000(Five Thousand rupees only) shall be deposited by the bidder in shape of Accounts Payee Bank Draft in favour of the Principal Secretary, Energy Department and submitted along with the bid as refundable security deposit.** After completion of bidding process, the security deposit will be refunded to the unsuccessful bidders.

6. The successful bidder(s) is/ are required to execute hire agreement with this office within ten days of receiving information from this office to this effect and is/are required to provide the selected vehicle(s) for hire within such number of days, not exceeding thirty days from executing the agreement, as will be intimated by this office.
7. **Last date for submission of the bid is 14.09.2021 at 02.00 PM. The bid shall be submitted to the Deputy Secretary (OE), Energy Department, Kharabela Bhawan, Bhubaneswar in the enclosed format through Courier/Regd. Post/Speed Post only.** The envelope containing the bid should be super scribed on the top **"Sealed quotations / tenders for Hiring of Petrol Vehicles"**. Bids received beyond the last date/time shall not be accepted. **The bids will be opened on 14.09.2021 at 04.00 PM in the Office Chamber of Special Secretary to Government.** Bidder can remain present at the time of opening the bids.
8. This office reserves the right to cancel the bidding process at any stage without assigning any reason thereof. This office also reserves the right to reject a vehicle, otherwise eligible as per conditions laid down in para B 1, if the actual physical condition of the vehicle is found to be un-satisfactory.

Memo 8078 dt. 31/08/21

Copy forwarded to Head State Portal Group, NIC, IT Centre, Secretariat with a request to transmit the notice in Govt. website of the Department of Energy for wide publicity.

✓  
Special Secretary to Govt.  
31.08.2021

Memo 8079 dt. 31/08/21

Copy forwarded to All Departments with a request to display the notice in their Board for wide publicity / Guard file.

✓  
Special Secretary to Govt.  
31.08.2021

Memo 8080 dt. 31/08/21

Copy forwarded to Chief Receptionist, Secretariat for information and necessary action. He / She is requested to allow the Quotationers to enter into secretariat campus up to 14/09/2021 during office hours on the working days.

✓  
Special Secretary to Govt.  
31.08.2021

Memo 8081 dt. 31/08/21

Copy to Notice Board of the Department of Energy for information of all concerned.

✓  
Special Secretary to Govt.  
31.08.2021

✓  
Special Secretary to Govt.  
31.08.2021

## BID FORMAT

1. Type of Vehicle :-
2. Registration No. of Vehicle:-
3. Date of Registration:-
4. Year of Manufacture:-
5. Model:-
6. Total distance run in kilometre (as on the bidding date):-
7. Name & Complete address of the owner/ Travel Agency/ Tour Operator:-
8. Pan card/ Aadhar card number of the owner of the vehicle:-
9. GSTIN with last year annual turn-over (if registered under GST):-
10. Fitness Certificate validity:-
11. Permit validity:-
12. Insurance validity:-
13. Has any insurance claim been made for the vehicle in the past? If yes what was the total claim made and what was actual payment made by the insurance company:-
14. Name of the Driver
15. Address of the Driver:-
16. D.L. No. & Validity of the D.L. of the Driver:-
17. Pan card/ Aadhar card number of the Driver:-
18. Contact Number of the Bidder  
Mobile.....Telephone.....
19. Contact Number of the Driver .....
20. Price Bid

SL No.	Vehicle Regd. Number & Model	Price Bid (i.e., Monthly Hire Charge) (Excluding taxes)
1.		
2.		
3.		

**N.B.:-Maximum monthly hire charges is Rs. 26,000.00 (excluding taxes) for Swift Dzire(Petrol)/ Zest (Petrol)/ Tigor (Petrol)/ Xcent (Petrol)/ Etios (Petrol)**

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

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