

GOVERNMENT OF ODISHA
CO-OPERATION DEPARTMENT

TENDER CALL NOTICE


No. COOP-OE3-ESTT-0001-2018 5088 /Coop., Date: 19.06.2020

Sealed quotations/tender having valid GST Registration Certificate are invited in the prescribed format (given in **Annexure-III**) from interested reputed Travel Agencies / Tour Operators or Private individuals for providing **1 (one) vehicle [Tiago / Bolt / Celerio (BS-IV compliant Petrol Vehicle)]** having sitting capacity not more than 5 including Driver, which must confirm to the terms and conditions (given in **Annexure-II**) for official use in Co-operation Department on monthly rent basis.

1. The Vehicle must be in road-worthy condition and shall not be more than three (3) years from the initial registration and must have valid registration certificate, insurance certificate, fitness certificate, valid contract carriage permit, proof of up-to-date tax payment etc. coverage etc. which are mandatory for plying of vehicle
2. The Driver of the vehicle must have a valid commercial driving licence for driving light transport passenger vehicles and should be sufficiently experienced in driving light motor vehicle.
3. The Driver should be well behaved, gentle and docile in nature.
4. A sum of Rs. 5,000/- (Rupees Five Thousand) only shall be deposited by the quotationer in shape of Account Payee Bank Draft drawn in favour of the DDO & Under Secretary to Government, Co-operation Department, if selected.
5. The monthly rate of hire charges shall be quoted in the General bid information (excluding fuel and Lubricants).
6. The vehicle must achieve a fuel efficiency of minimum average mileage of 17 KMs per litre with maximum hiring charges of **Rs. 20,000/- per month.**
7. 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 licence No. and period of validity should be specifically provided in the General bid information to be furnished with the quotation / tender.
8. The quotations completed in all respect should reach the undersigned on or before **29.06.2020 by 2.00 P.M.** and shall be opened on the same day at 4.00 P.M. The quotationers /authorized representatives of the firm may remain present during the opening of the quotation, if they desire.
9. The application for quotation / tender containing General bid information and terms and conditions for hiring of vehicles will be available with the Under Secretary to Government (OE-II), Co-operation Department on payment of Rs. 100/- or can be downloaded from Odisha Govt. Website www.odisha.gov.in and Co-operation Department Website www.coopodisha.in from **19.06.2020** to 29.06.2020. In case the application form is downloaded from Government website, 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.




10. The Authority reserves the right to cancel any/all the quotations/tenders without assigning any reason thereof.


19.6.2020
Deputy Secretary to Government

Memo No. 5089 /Coop., Date: 19.06.2020


Copy along with enclosure forwarded to All Department of Government / Head State Portal, I.T. Centre / Chief Receptionist / Sergeant, Secretariat Security for information and necessary action.

1. It is requested that the Tender Call Notice may kindly be displayed in the Notice Board of concerned Department for kind publicity for information and necessary action.
2. I.T. Centre is requested for hosting Tender Call Notice in the State Govt. website for wide publicity of the notice from 19.06.2020 to 29.06.2020.
3. The Chief Receptionist is requested for issue of Secretariat Entry Pass to the intending bidders to enable them to submit their bid to the Department.


19.6.2020
Deputy Secretary to Government


Memo No. 5090 /Coop., Date: 19.06.2020

Copy along with copy of the enclosure forwarded to DDO & Under Secretary to Government and Under Secretary (OE), Co-operation Department for information and necessary action.


19.6.2020
Deputy Secretary to Government

Memo No. 5091 /Coop., Date: 19.06.2020

Copy along with copy of the enclosure forwarded to Shri Rakesh Rosan Pradhan, Junior Programmer, Co-operation Department for hosting Tender Call Notice in the Department website for wide publicity of the notice from 19.06.2020 to 29.06.2020.


19.6.2020
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 hiring vehicle, 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 time. 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 fuel, which is to be paid separately basing on actual consumption and lubricants as per exiting 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 an educated experienced and well behaved 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 at any time and may engage vehicle from other sources.
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 reimbursement towards cost of fuel (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 serve one month notice before such withdrawal of service and termination of agreement.
12. If the bidder violates any of the term of contract, Government shall forfeit the entire amount of security deposit.
13. It will be ensured through Service Providers of hiring 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.
14. Log books shall be maintained for the hired vehicles as in the case of Government vehicles. Kilometer reading and POL drawn shall be necessarily recorded in relevant columns and
15. verified regularly by an authorized officer before making payment.
The hiring vehicle cannot be used for any private / commercial purpose beyond office hours or during holidays.
16. GST registration and GeM registration are compulsory for any Service Provider to provide hired vehicles to Government offices through GeM or through open bidding.



19.6.2020

Signature of Quotation / Tender Calling Authority

Deputy Secretary to Govt.
Co-operation Department

GENERAL INFORMATION FOR HIRING VEHICLE

- 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 Charges 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
- 15 Name & Address of the Service Provider :
- 16 Has the Service Provider provided vehicles to any Govt. Departments /Officers (Yes/No) :

If, Yes please mention the name of the Department / Office and No. of vehicles provided.



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

Seal & Signature of the

Quotationer / Tenderer