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ODISHA STATE FOOD COMMISSION

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Notice No. 239 /FC., dt. 16/2/2022

Tender Call Notice

Sealed quotations/ tenders are invited from interested reputed Travel Agencies/Tour Operators/Service Providers/Private Individuals for providing 01 (one) no. of **AC Petrol** driven vehicle (**Ciaz/Honda City/equivalent or more to Honda City or Ciaz**) having sitting capacity not more than five including driver, which shall conform to the terms and conditions (*Annexure-I*) for own use of Member for official purpose in the Odisha State Food Commission, Bhubaneswar on monthly rent basis:

1. The conditions of the Hiring of Vehicles shall be strictly as per the norms laid down in the Finance Department O.M. No. 30464/F-dt.06.09.2019 read with the Finance Department OM No. 34085/F-dt.29.09.2012 and subsequently revised in FD OM No. 27037/F-dt.08.10.2015.
2. The Service Provider must have **GST Registration Certificate**.
3. The Service provider must have **registered with GeM** (Government e- Marketplace).
4. The vehicles must **not be more than three years old** as on the date of the service request from the date of initial registration.
5. The vehicles must be in Road Worthy condition 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 vehicles.
6. The vehicles must be **BS-IV or above compliant PETROL vehicles**.
7. The vehicles must have **commercial license**.
8. The Driver of the vehicle must have a valid commercial Driving License and should be sufficiently experienced in driving vehicles to be hired.
9. The Driver should be well behaved, gentle and obedient in nature.
10. A sum of **₹ 5,000/-** (Rupees five thousand) only shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the **Odisha State Food Commission, Bhubaneswar** payable at **Bhubaneswar** and submitted along with the tender as security deposit. After completion of tender process the amount will be refunded to unsuccessful bidders.
11. The maximum hire charges per month excluding Taxes is Rs.30,000/- per vehicle. The hiring charges do not include fuel cost (Petrol) which is to be paid separately basing on actual consumption and lubricants as per existing Government norms.
12. The monthly rate of hire charge and taxes be quoted separately in the general bid information (excluding fuel and lubricants).
13. The vehicle must achieve a fuel efficiency of at least **12 K.M.** per litre for the vehicles.

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14. 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(Annexure-II).
15. The completed tenders in all respect should reach the undersigned on or before **03.3.2022 by 5.30 P.M.** by REGISTERED POST/SPEED POST/COURIER or be dropped in Tender Drop Box installed in the O/o Odisha State Food Commission and shall be opened on **04.3.2022 at 11.30 A.M.** in presence of the bidders or their authorized representatives.
16. The application form of tender containing General Bid Information and terms and conditions for hiring of vehicles etc. will be available with the Odisha State Food Commission on payment of ₹ 200/- in shape of Account Payee Bank Draft drawn in favour of the **Odisha State Food Commission, Bhubaneswar** payable at **Bhubaneswar** or can be downloaded from Odisha Government website www.odisha.gov.in or www.odishafoodcommission.nic.in. In case the application form is downloaded from Government Website, the applicant shall furnish a Account Payee Bank Draft drawn in favour of the **Odisha State Food Commission, Bhubaneswar** payable at **Bhubaneswar** for an amount of ₹ 200/- (Rupees Two hundred) only towards the cost of application along with the application.
17. The authority reserves the right to cancel any portion or total tender without assigning any reason thereof.
18. The quotations/tenders received after due date and time shall be summarily rejected.

By order of the Chairperson



16/2/22

Member Secretary

Memo No. 240/FC., date 16/2/2022

Copy forwarded to the PS/Steno/JEA to Chairperson/ Member, Odisha State Food Commission, Bhubaneswar for kind information of Chairperson/Member.



16/2/22

Member Secretary

Memo No. 241/FC., date 16/2/2022

Copy forwarded to the Joint Secretary to Government, FS & CW Department/ Commerce & Transport Department/ Finance Department/ RTO-1 & RTO-2 , Bhubaneswar for information and necessary action.



16/2/22

Member Secretary

Memo No. 242/FC., date 16/2/2022

Copy to State Head Portal, I.T. Department for hosting this tender document in the Odisha Government official website.



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Member Secretary

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Memo No. 243 /FC., date 16/2/2022

Copy to the Director, I & P.R. Department for publication of the Tender Advertisement in the Samaj (Odia daily, all Odisha Edition) for information of all concerned.



Member Secretary

Memo No. 244 /FC., date 16/2/2022

Copy to the Notice Board of Odisha State Food Commission, Bhubaneswar for information and necessary action.



Member Secretary

Annexure-I**TERMS & CONDITONS 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 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 not be responsible for all such litigation.
2. The hire charges to be paid for monthly basis is final but does not include cost of petrol, which is to be paid separately basis 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 service provider.
4. In case of breakdown for reasons whatsoever the replacement of a vehicle of the same or better model shall be provided by the service provider of the vehicle/bidder.
5. In case the vehicle does not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source.
6. The vehicle 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 Petrol (as per actual) and lubricants (as per Govt. norms) of selected bidder will be paid 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(three) years old from the initial registration and also in good running condition during the period of contract.

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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, the Commission shall forfeit the entire amount of security deposit.
13. The agreement with the successful bidder will be made as per the service provider agreement provided in the Annexure-A of the Finance Department Office Memorandum No. 30464/F-dt.06.09.2019.
14. All the participating bidders should go through the Finance Department O.M. No. 30464/F-dt.06.09.2019 read with the Finance Department OM No. 34085/Fdt.29.09.2012 and subsequently revised in FD OM No. 27037/F-dt.08.10.2015 before submitting the tender document.

**Signature of the Tender Calling Authority**

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Annexure-II**GENERAL INFORMATION FOR HIRING VEHICLES**

1. Registration No. of Vehicle:-
 2. Type of Vehicle (A/C Non A/C):-
 3. Year of Manufacture:-
 4. Model:-
 5. Date of registration:-
 6. (i) Name of the service provider of vehicle:-
(ii) Complete Address:
 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(in Rupees):
i) In figures ()
ii) In Words ()
 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”.

Signature of the Tenderer