



**Government of Odisha**  
**Office of Special Relief Commissioner**

No. 2373 /R&DM(DM)

Date: 25.04.2022

**RDM-RLF-ACCT--0009-2022**

**Quotation Call Notice**

Sealed quotation/ tenders are invited from interested reputed Travel agencies/ Tour Operations/ Private individuals for providing 2 vehicles 1(**one**) no. Of Petrol driven vehicles of Zest/ Tigor / swift/ Dzire/ Xcent / Etios and 1(**one**) **vehicle** (Tiago /Bolt / Celerio or equivalent class) having sitting capacity of 5(Five) including driver, which shall conform to the Terms and conditions (Annexure-II) for official use in this Department / Office on monthly rent basis.

The Application form of quotation containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available with Office of the Special Relief Commissioner, Revenue & Disaster Management Department, Rajiv Bhawan, Bhubaneswar, Odisha-751001 on payment of **Rs.100/- from 27.04.22 to 11.05.2022 by 3.00 PM** or can be downloaded from Government website [www.odisha.gov.in](http://www.odisha.gov.in) (link:- <http://odisha.gov.in/tender> & <http://srcodisha.nic.in> (<http://srcodisha.nic.in/tender.php>)). **27.04.22 to 11.05.2022 by 3.00 PM**. In case application form in downloaded from Government 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.

Sd/-

Joint Special Relief Commissioner

**TERMS AND CONDITIONS FOR HIRING OF VEHICLES:**

The following terms and conditions must be fulfilled by the successfully bidder for providing a vehicle on hire on monthly rent basis.

1. The hired vehicle during period of contract, shall have all necessary valid MV documents such as: Valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid Contact Carriage Permit, Proof of up to date tax payment etc. and DL of the Driver 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 vehicles any manner whatsoever. The hirer shall responsibility 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 basing on actual consumption and lubricants as per existing Governments norms.
3. All the expenditure of the vehicle towards repair, replacement of spare parts, lubricating oil of Engine, Gear Box and differential Coolant, Tyres & Tubes, Battery etc will be borne by the bidder.
4. It shall be the responsibility of the bidder to provide a good driver and the salary of the driver shall be borne by the bidder.
5. 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.
6. The vehicle shall report for duty for minimum 25 days in a month.
7. In case of the vehicle do not report regularly or the service is found unsatisfactory, the authority will be at liberty to reject the agreement and may engage vehicle from other source.
8. The vehicle shall report for duty for whole month except two days for maintenance subject to prior 4 days notice.
9. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
10. Monthly hire charges and reimbursements to-wards cost of petrol (as per actual) and lubricants (as per Govt. norms) of selected bidder will be paid in every succeeding month on submission as per as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.
11. The driver of the vehicle should have the knowledge local language & local routes.

12. Proportionate deduction will be made from monthly hire charges for absence vehicle and Driver in duty days as mentioned under Clause-6.
13. The Toll charges if any will be borne by the Owner.
14. The Vehicle not be more that 3 years old from the initial registration and also in good running condition during the period contract.
15. In case the service provider/bidder intends to withdraw the service of his Vehicle and terminate the agreement, it shall be mandatory upon him to give one month notice before such withdrawal of service and termination of agreement.
16. If the bidder violates any of the terms and contract, Government shall forfeit the entire amount of security deposit.
17. The bidder of the representative should remain present at the time of the opening of the tender otherwise no complain shall be entertained. The right negotiates the rates with the undersigned if necessary.
18. The successful L I bidder vehicle shall enter into agreement on non judicial stamp paper with Special Relief Commissioner, Odisha, Bhubaneswar before agreement.
19. GST registration is compulsory for any service provider to provide hired vehicles to Govt. Offices through open bidding.
20. The undersigned reserved every right to accept or reject any or all of the quotation in full or part without assigning any reason thereof.

**Annexure-III**

**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 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 Charge of the vehicle per month excluding fuel cost |  |
| 13) Rate of Fuel consumption/ Mileage per litre                      |  |
| 14) Contract Number of the Service Provider (Tenderer/ Quotationer ) |  |
| Mobile:.....Telephone:.....  |  |

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

Seal & signature of the

(Tenderer / Quotationer)