

## DIRECTORATE OF DRUGS CONTROL, ODISHA, BHUBANESWAR

At- Gajapati Nagar, Near Sainik School, P.O.- Mancheswar Railway Colony, Bhubaneswar-17

Email: [dca-odisha@gov.in](mailto:dca-odisha@gov.in) , [drugscontrolorissa@gmail.com](mailto:drugscontrolorissa@gmail.com)

No. 2970 -DC-II-Estt-9/22

Date- 21/05/2022

### Quotation/ Tender Call Notice for hiring of vehicles

Sealed quotations/ tenders are invited from interested reputed Travel Agencies/ Tour Operators or private individuals for providing following nos. of vehicles, which shall conform to the Terms and conditions (Annexure-II) for official use in Directorate of Drugs Control, Odisha on monthly rent basis as per rate quoted vide Finance Department Office Memorandum No. 30464/F. dated 06.09.2019 (Copy enclosed):

Sl. No.	Type of vehicle	Nos. of vehicle required	Maximum hire charges per vehicle	Mileage per Litre
1	Bolero / TUV 300 / Sumo Gold/ Ertiga	2	Rs.31000/-	10
2	Dzire / Zest/ Tigor / Swift/ Xcent / Etios (Petrol)	2	26000/-	17

### Annexure-I

TERMS AND CONDITIONS FOR HIRING VEHICLES ON MONTHLY RENTAL BASIS UNDER THE DIRECTORATE OF DRUGS CONTROL, ODISHA, BHUBANESWAR

- 1) The vehicle must be in Road Worthy condition, shall not be more than 3 years old from the date of initial registration 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.5000/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of "**Drugs Controller, Odisha, Bhubaneswar**" 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 (exclusive of all Taxes GSTN) be quoted separately in the general bid information (excluding fuel and lubricants).
- 6) The Vehicle must achieve a fuel efficiency of 10Kms per litre for Bolero / TUV 300 / Sumo Gold/ Ertiga and 17 Kms per litre for Dzire / Zest/ Tigor / Swift/ Xcent / Etios (Petrol) vehicles.
- 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 Quotation/ Tender (Annexure-III)
- 8) The Quotation completed in all respect should reach the undersigned on or before 06.06.2022 by 1.00 p.m. and shall be opened on the same day at 3.00 p.m. in presence of the bidders or their authorized representatives.
- 9) The application form of quotation/tender containing general bid information and terms and conditions for hiring of vehicles etc. will be available with office of the Directorate of Drugs Control, Odisha, Bhubaneswar on payment of Rs. 100/- (Rupees One Hundred) only in shape of Bank Draft from any Nationalized Bank drawn in favour of "**Drugs Controller, Odisha, Bhubaneswar**" within office hours from dated 23.05.2022 to 06.06.2022 (12.00 p.m.). In case the application form is downloaded from Govt. 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 undersigned reserves the right to cancel the notice and all quotations without assigning any reason thereof.
- 11) The application form of quotation /tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. is attached herewith (Annexure-IV) or can be downloaded from the website of this Directorate **[www.dcaodisha.gov.in](http://www.dcaodisha.gov.in)**.
- 12) The agreement will be executed as per Govt. of Odisha in Finance Deptt. Office Memorandum No. 30464/F. dated 06.09.2019.

  
**Drugs Controller, Odisha**

**Seal & Signature of Quotation / Tender  
Calling Authority & Designation**

**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/ 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 diesel / petrol, 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 /petrol (as per actual) and lubricants (as per Govt. norms) of selected bidder will he 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. The hired vehicle cannot be used for any private/commercial purpose beyond office hours of during holiday.
11. The hiring may be discontinued immediately, when the vehicles are no longer required for officer.
12. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
13. 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.
14. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
15. The bidder or is representative should remain present at the time of the opening of the tender otherwise no complaint shall be entertained. The right negotiates the rates with the undersigned if necessary.
16. GST registration is compulsory for any service provider to provide hired vehicles.
17. The undersigned reserved every right to accept or reject any or all of the quotation in full or part without assigning any reason thereof.

  
21/5/2022  
**Drugs Controller, Odisha**  
**Signature of Quotation/Tender Calling Authority**

**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) Contact Number of the Service provider (Tenderer/Quotationer):-
- Mobile ..... Telephone. .... Email: .....

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

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

**DIRECTORATE OF DRUGS CONTROL, ODISHA, BHUBANESWAR**

QUOTATION CALL NOTICE FOR HIRING OF VEHICLE ON MONTHLY RENTAL BASIS  
UNDER THE DIRECTORATE OF DRUGS CONTROL, ODISHA, BHUBANESWAR

From:

To

The Drugs Controller, Odisha,  
Bhubaneswar.

Sir,

In response to the quotation call notice No. \_\_\_\_\_ dated \_\_\_\_\_, I am submitting herewith the price quotation(s) for supply of vehicles for engagement in your office on monthly basis. The details about the vehicle(s) and driver(s) are attached herewith in Annexure-III.

Further, I/we do hereby declare that I/we have never been blacklisted by any Government / Public Sector Undertaking Organization with regard to hiring of vehicles on monthly rent basis. List of Government / Public Sector Undertaking Organization(s) to whom I/we have provided vehicles on hire on monthly rent basis are as follows.

- 1.
- 2.
- 3.

Yours faithfully,

Date-

Signature

Name and address of the authorized signatory

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Memo No. 2971

Dated - 21/05/2022

Copy forwarded to the Head, State Portal Group, NIC, I.T. Centre, State Secretariat Bhubaneswar (both hard & sift copy) for information and necessary action. He is requested to float the Quotation Call Notice in Government websites for wider publication. Email: [tendersorissa@gmail.com](mailto:tendersorissa@gmail.com)

  
21/5/2022  
Drugs Controller, Odisha

Memo No. 2972

Dated - 21/05/2022

Copy forwarded to the R.T.O., Bhubaneswar & R.T.O.-2, Bhubaneswar for information & wide publication of the Quotation/Tender call Notice.

  
21/5/2022  
Drugs Controller, Odisha

Memo No. 2973

Dated - 21/05/2022

Copy forwarded to the Section Officer-II for information and you are instructed to upload the tender in the official website of this Directorate for wide publication.

  
21/5/2022  
Drugs Controller, Odisha

Memo No. 2974

Dated - 21/05/2022

Copy forwarded to the Assistant Drugs Controller (RPT)-DDO for information and necessary action.

  
21/5/2022  
Drugs Controller, Odisha

Memo No.

2975

Dated - 21/05/2022

Copy to the **Notice Board** of Directorate of Drugs Control, for wide publication of the Quataion/Tender call notice.

  
21/5/2022  
Drugs Controller, Odisha