

**OFFICE OF THE ASSISTANT DRUGS CONTROLLER, ODISHA,**

**DHENKANAL CIRCLE, DHENKANAL**

**At-Mahisapat, P.o/Dist-Dhenkanal, Pin-759001.**

**E-Mail: adcdkcircle@gmail.com**

**Quotation/ Tender Call Notice for hiring of vehicle**

No. 54 ADC/ DKL CIRCLE /DKL

Dtd. 07/01/2022

Sealed quotation / tenders are invited from interested reputed Travel Agencies/ Tour operators or private individuals for providing vehicle, which shall conform to the terms & conditions ( Annexure-I) for official use of the undersigned of office of the Assistant Drugs Controller, Dhenkanal Circle, Dhenkanal, on monthly rent basis as per the rate quoted vide Finance Department office Memorandum No.30464/F Dated 06.09.2019.

**REQUIREMENT OF HIRED VEHICLE**

Sl.No.	Type of Vehicles	No. of vehicle required	Maximum Hiring Charges per month excluding diesel cost	Minimum Average Mileage in Km per liter	Remarks
1.	Ertiga/ TUV 300/ Bolero/ Sumo Gold	1 no.	Rs. 31,000/-	10	With A/C facility

**Annexure-I**

**TERMS & CONDITIONS FOR HIRING OF VEHICLE**

**General features:**

- Any private individuals/ Local registered Travel Agency can participate in the tender process.
- Bidders must apply the tender along with all documents related to the vehicle. No undertaking towards supply of vehicle on hiring of basis is admissible.
- The monthly rate of hire charge shall be quoted separately in the price bid including all charges of the Driver, (Exclusive of Fuel Cost & Taxes)
- The requirement of vehicle as mentioned may vary as per the need.

**Essential features of vehicle:**

- The vehicle should have valid – Registration, Commercial permit, (Contract Carriage Permit), Insurance coverage, Fitness certificate, Pollution clearance and Road tax clearance.
- The vehicle preference should be given to – Ertiga (1<sup>st</sup> Preference) / Bolero (2<sup>nd</sup> Preference) / TUV 300 (3<sup>rd</sup> Preference) / Sumo Gold (Last Preference).
- The vehicle shall not be more than 3 years old as on date of advertisement from the date of registration of vehicle and also in good running condition during the period of contract. Latest model with BS6 engine shall be preferable.



**Major features of Contract:**

- The hiring charge should include the cost towards salary of driver, service, repair & maintenance of the Vehicle but excludes the cost of fuel & oil. Only oil and fuel cost will be borne by the office by reimbursement @ 10 km per liter only and 1 liter lubricant per 1000kms.
- Salary of the driver will be paid by the owner. The fuel cost initially will be borne by the party and reimbursed from authority through bill.
- GST Registration is compulsory for Transport Agency not compulsory for private individuals.
- Maintenance and all the taxes of the vehicle will be borne by the owner. (Except toll tax, entry tax, permit fee, parking charge etc.)
- 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.
- For effective communication, the driver of the vehicle has to be provided with a mobile phone by the Vehicle owner. The mobile no. must be shared with the concerned authorities and it should be kept open 24x7.
- The Driver should have a clean track record without any history of conviction in the court of law.
- Owner must make alternative arrangements if regular driver is absent or the vehicle become off road.
- No compromise will be made with respect to punctuality, cleanliness, obedience, promptness, behavior etc, of the driver.
- 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.
- If during the course of engagement of the vehicle any accidents etc, occurred either to vehicle or to the third party, authority will not be responsible and any liability arising out such accident will be the responsibility of the party only.
- The hiring charges will be deducted per day basis if the service is not provided in any day by the party.
- No advance payment is payable by the authority to the party. The billing will be done on a monthly basis (Monthly hiring charge + Reimbursement of fuel cost + Lubricants) and it should be submitted by the party within first week of the following month. The payment will be made only as per the log books and duty slips which have been signed by the authority or any authorized officer. It will be responsibility of the driver to get approved log book and duty slips for each occasion of journey signed by the authority or any authorized officer on day to day basis.
- The vehicle will be designed / branded by the authority as per Drugs Control Administration norms and connected with GPRS by the Health department.
- The vehicle shall report the concerned authorities for duty on all days in a month except Govt. holidays. If emergency arises the driver may be called to report on any holidays.
- The vehicle shall be required generally for 12 hours in a day (8 AM to 8 PM). It will make halt if required.
- In case of emergency, the driver will have to report for duty as per requirement. No extra payment shall be demanded.
- The successful bidder shall execute an agreement with the Assistant Drugs Controller, Dhenkanal Circle, Dhenkanal.
- There will be an agreement between concerned authority and bidder that in the event of discontinuation of service, either party will be required to give 1 month period notice intimation to the other party.
- The contract shall be initially for a period of one year. It may be extended for another one year subject to the satisfactory performance.
- If the services are found to be unsatisfactory, the authority shall give one month notice and terminate the agreement. In case the service provider intends to withdraw the services of his vehicle and terminate the agreement, it shall be mandatory for him to grant one month notice prior to that.



**Location & Operational area:**

- The vehicle will be located at O/o the Assistant Drugs Controller, Dhenkanal Circle, Dhenkanal at the disposal of the authority. The area of operation will be within the designated Dhenkanal Circle, which comprises of Revenue District of Dhenkanal, Angul & Keonjhar. Minimum tour to be undertaken by the authority will be 25 days per month. Micro plan & route chart to be prepared accordingly by the authority i.e. the Assistant Drugs Controller, Dhenkanal Circle in consultation with the Range Drugs Inspectors.
- The vehicle with driver will report for duty daily as per the need of concerned authority and will leave with due permission.

**Tender Fees s:**

Tender must be accompanied by Rs. 1,000/- Only (Non-refundable) as processing fees in form of Demand Draft, drawn on any Nationalized Bank in favour of the Assistant Drugs Controller, Dhenkanal Circle, Dhenkanal payable at Dhenkanal.

**Other Features:**

- The selection will be made basing on monthly hiring charges, the agreement will be executed between Assistant Drugs Controller & approved L1 bidder.
- The application in the prescribed format i.e., Technical bid in annexure-II & Financial bid in annexure- III along with all the relevant documents should reach at the office of the undersigned on or before **24.06.2022 within 5.00 P.M** through Regd. Post / Speed Post / Courier only. Tenders should come during office working hours, which should be super scribed as "**Tender for hiring of vehicles** for Assistant Drugs Controller, Dhenkanal Circle".
- The undersigned reserves the right to reject all or any quotations without assigning the reason thereof.

  
Asst. Drugs Controller, Odisha,  
Dhenkanal Circle, Dhenkanal

Memo no. 55 ADC/DKL CIRCLE / DKL

Dt. 07/06/2022

Copy forwarded to the Head, State Portal Group, NIC, IT Centre, State Secretariat, Bhubaneswar for information and necessary action. He is requested to float the Quotation Call Notice in Govt. website for wider publication. Email : [tendersorissa@gmail.com](mailto:tendersorissa@gmail.com).

  
Asst. Drugs Controller, Odisha,  
Dhenkanal Circle, Dhenkanal

Memo 56 ADC/DKL CIRCLE/ ADC

Dt. 07/06/2022

Copy submitted to the Drugs Controller, Odisha, Bhubaneswar for information and necessary action.

  
Asst. Drugs Controller, Odisha,  
Dhenkanal Circle, Dhenkanal.

**Date & Time of Tender Submission and Finalization**

1.	Last date for submission of Tender & address	<b>Date: 24.06.2022 Time 5.00 PM</b> Address: Office of the Assistant Drugs Controller, Dhenkanal Circle, Dhenkanal At- Mahisapat, PS-Town, PO/Dist- Dhenkanal, Pin-759001.
2.	Modality of Submission	Through Speed post/ Registered post/ Courier only
3.	Date, Time and place of opening of Tender (Technical & financial Bid)	<b>Date: 28.06.2022, Time- 11.00AM</b> Place of Tender Opening: <b>O/o the Assistant Drugs Controller, Dhenkanal Circle, Dhenkanal</b> (Bidders / authorized representative may remain present at the time of opening of Tender)

"HIRING OF VEHICLE ON MONTHLY BASIS"

**Annexure-II**

**TECHNICAL BID**

The details in respect of the Agency / Individual are as given below:

1	Name of the Bidder	
2	Status of the Bidder ( Travel Agency/Tour Operator/Individual)	
3	Details Address with Phone no. of bidder	
4	Registration Certificate in case of (Local Travel Agency). (Proof to be attached)	
5	GST Registration no. (Proof to be attached)	
6	PAN Detail (Proof to be attached)	
7	Detail of tender fee of Rs. 1,000/- In favour of "Assistant Drugs Controller "Dhenkanal Circle, Dhenkanal	
9	D/L No. with validity of D/L no. of the driver (Proof of Driving License to be attached)	
10	Vehicle Details (All proof to be attached and originals to be produced at the time of bid opening)	Name of Owner
		Model of the Vehicle
		Date of Registration
		Registration No.
		Fitness Certificate
		Road Tax Clearance up to
		Validity of Insurance up to
		Pollution Certificate up to

Date:  
Place:

(Signature of the Authorized Signatory)

Name:  
Designation:  
Seal:



**FINANCIAL BID**

Rate quoted for hiring of vehicle (4 wheeler Passenger vehicle) on monthly basis

<b>Particulars</b>	<b>Monthly Hiring charges in Rs. Including all charges of the Driver (Exclusive of Fuel Cost &amp; Service Tax)</b>
Type of Vehicle	
Variant of the vehicle (Petrol/Diesel)	
Monthly hiring charges of the Passenger Vehicle (without fuel) with Driver	
Provision of AC (YES / NO)	

- Fuel (Diesel) shall be reimbursed @ 10 Km / Liter basis

**DECLARATION**

1. We are not involvement in any litigation that may have an impact on the delivery of services as required under this tender.
2. We are not black listed by any Central / State Government / Public Sector undertaking in India.

Yours faithfully,

Date:  
Place:

(Signature)  
Name:  
Designation:  
Seal: