

**GOVERNMENT OF ODISHA
HOME DEPARTMENT**

TENDER CALL NOTICE

No. HOME-OE2-SANC3-0001-2023/ 20844 Dated 17.05.2023

Sealed Quotations/Tenders are invited from interested reputed Travel Agencies/Tour Operators having valid GSTIN for providing 12 (Twelve) no of Maruti Swift D'zire or equivalent vehicles (AC-Petrol) including Driver on monthly rent basis for official use in Home Department; which shall confirm to the Terms and Conditions (**Annexure-I**) which also include the followings namely:-

(1)	The vehicle must be in road worthy condition, shall not be more than 3 years old and shall not have run more than 50,000 KMS 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 the vehicle.
(2)	The Driver of the vehicle must have a valid Driving License for driving light commercial passenger vehicle and should be sufficiently experienced in driving commercial passenger vehicle.
(3)	The Driver should be well behaved, gentle and obedient in nature and do not have any criminal antecedent.
(4)	A sum of Rs 5000/- shall be deposited by the intending bidders in the shape of Account Payee Bank Draft drawn in favour of the DDO-Cum-Under Secretary to Govt., Home Department to be submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders and in case of successful bidder same shall be adjusted against performance security.
(5)	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 Driver License No. and period of validity should be specifically mentioned in the general bid information to be furnished with the Quotation/Tender (Annexure-II) .
(6)	The vehicle must achieve a fuel efficiency of 17 Kms per litre.
(7)	The monthly rate of hire charge has to be quoted separately in the general bid information (excluding fuel cost). (Annexure-III)



(8)	The Quotation completed in all respect should reach the undersigned on or before 31.05.2023 by 3.00 PM and shall be opened on the same day at 4 P.M. in the office chamber of Additional Secretary to Govt. (OE) in presence of the bidders or their authorized representatives.
(9)	The details of terms and conditions of tender along with Tender Paper will be made available at Reception Counter of Home Department, Loka Seva Bhavan, Bhubaneswar on payment of Rs.100/- (Rupees One hundred) only in cash to the cashier with effect from 18.05.2023 to 31.05.2023 during 11.30 A.M. to 01.30 P.M. every day except Sundays/Govt. holidays. The same can also be downloaded from the website of Odisha Government (www.odisha.gov.in) or Home Department (www.home.odisha.gov.in) and Tender Papers need to be deposited along with a Bank Draft of Rs.100/- (Rupees One hundred) only drawn in favour of D.D.O-cum-Under Secretary to Government, Home Department and payable at the UCO Bank, Government of Odisha Secretariat Branch, Bhubaneswar.

Narottam Mohanty

(Narottam Mohanty)

Under Secretary to Government

Memo No. 20845 /Dated 17.05.2023

Copy along with copy of the enclosures forwarded to all Departments of Government for information and necessary action. It is requested that the Tender Call Notice may kindly be displayed in the Notice Board.

[Signature]
17-05-23

Under Secretary to Government

Memo No. 20846 /Dated 17.05.2023

Copy along with copy of the enclosures forwarded to the Head, State Portal, IT Portal, Secretariat, Bhubaneswar for hosting the Tender Call Notice in Odisha Government Website/Home Department Website for wide publicity of Tender.

[Signature]
17-05-23

Under 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 and shall be entered into an agreement.

1. The vehicle will be primarily used in Bhubaneswar-Cuttack city area. However, as and when required for official purpose it shall be moved beyond the aforesaid locality.
2. The vehicle shall not be more than 03 years and shall not have run more than 50,000 KMS from the initial date of registration and also in good running condition.
3. The hire charges inclusive of taxes are to be paid on monthly basis. The maximum monthly hire charges, excluding taxes is Rs. 26,000/- for the vehicle as per FDOM No-30464/F dated 06.09.2019. Cost of petrol will be paid separately basing on actual consumption @ 17 KMPL and average cost. All other expenditure such as Driver's remuneration, routine repair and servicing expenses, replacement of parts/ lubricating oil/ coolants/filter/tyres & tubes/battery etc., break-down/accident repair, etc. will be borne by the vehicle owner/ service provider. This office will not bear any cost other than monthly hire charges and cost of fuel as per terms and conditions of the tender/agreement.
4. The term of the agreement will be one year initially from the date of actual engagement and can be extended up to 03 years subject to satisfactory performance and on mutual consent on the same terms and conditions & subject to approval of the competent authority
5. The terms and conditions enshrined in the FDOM NO-34085/F dated 29.09.2012 read with FDOM No-27037/F dated 08.10.2015 and orders issued for the purpose of hiring of vehicles from time to time shall be strictly followed by the selected vehicle owner/service providers, failing which the agreement can be terminated.
6. The vehicle shall report for duty in all working days and also in the holidays as and when required to discharge the official requirement. No advance payment shall be made under any circumstances. If on any day the vehicle becomes unavailable for duty for any reason not relatable to this office, it

shall be treated as “**No Service Day**” and pro-rata deduction shall be made for each ‘No Service Day’ from the monthly bill of the vehicle owner/service provider along with penalty @3% for each day subject to maximum 10% of the monthly agreement value.

7. The hired vehicle, during the period of contract, must remain in road-worthy condition with all necessary regulatory and statutory permissions/ certificates/ clearances such as Valid Registration Certificate, Insurance Certificate, Fitness Certificate, Valid Commercial Permit, Pollution certificate (PUC), DL of the Driver, etc as required by the Commerce & Transport Department of the Govt. This Office shall not be responsible for any damage/loss caused to hired vehicle, loss of life/injury to the vehicle in any manner whatsoever. The vehicle owner/ Service provider shall be responsible for all such litigations.
8. It shall be the responsibility of the vehicle owner/ Service provider to provide a good, well behaved, gentle, obedient driver without having any criminal antecedents and having a valid Commercial Driving License. The Driver/ service provider shall have to furnish an undertaking that the driver engaged do not have any criminal antecedent.
9. The vehicle log book shall be maintained by the driver & signed by the user of the vehicle for noting daily opening and closing Kilometer readings. Kilometer reading and POL drawn shall be necessarily recorded in relevant columns and verified regularly by an authorized officer before making payment. The fuel cost will be calculated basing on the actual kilometer run by the vehicle and the average market cost of the fuel. The vehicle shall be kept inside the office premises after the office hour is over.
10. In case the selected vehicle cannot be deployed for service for whatever reasons, it shall be responsibility of the vehicle owner/ service provider to provide another vehicle of the same or better model, with same or better physical condition, at the same terms and conditions and on the consent of this office.
11. Monthly hire charges to the vehicle owner/ service provider will be paid usually within 10-15 days from submission of bill by the vehicle owner/ service provider. GST, TDS as applicable shall be deducted at the time of payment.
12. GST Registration is compulsory for any service provider to provide hired vehicles to this office.
13. The hired vehicles must be parked inside Loka Seva Bhavan premises after completion of official duty. The hired vehicles cannot be used for any

private/commercial purpose beyond office hours or during holidays and if on any case it is detected the contract can be terminated and penalty @5% of the agreement value will be realized/adjusted against the pending claim along with forfeiture of security money.

14. The selected bidders shall furnish security deposits @5% of the annual agreement value in the form of BG/NSC/cash deposits, etc pledged/deposited in favour of the **DDO-Cum-Under Secretary, Home Department.**
15. The hiring agreement/contract may be discontinued immediately, when the vehicles are no longer required for offices.
16. If the bidder violates any of the terms of contract/agreements, this office shall reserve the right to either terminate the contract or forfeit the entire amount of security deposit or both.


17-05-23
Under Secretary to Government

GENERAL INFORMATION FOR HIRING
VEHICLES

1. Registration No. of Vehicle:-
2. Type of Vehicle :-
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/PUC Validity:-
10. Name /Address of the Driver:-
11. DL No & Validity of the DL of the Driver:-
12. Rate of fuel consumption/ Mileage per Litre:-
13. 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.”

Seal & Signature of the
Quotationer/ Tenderer

GENERAL INFORMATION FOR HIRING
VEHICLES

1. Proposed hire charges of the vehicle per month excluding fuel cost:-

Type of vehicle	Hire charge of each vehicle excluding GST	Hire charges of 12 vehicles excluding GST
Swift Dzire or equivalent (AC Petrol)	Rs.	Rs.

2. 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.”

Seal & Signature of the
Quotationer/ Tenderer

