

**COMMISSIONERATE OF CT AND GST, ODISHA (AT -CUTTACK)**

**(FINANCE DEPARTMENT, GOVERNMENT OF ODISHA)**

**TENDER CALL NOTICE**

No. 10829/CT&GST.,  
CCT-OE-VEH-0020-2021

Dated. 06/07/2023

Sealed quotations/ tenders are hereby invited from interested Service Providers (Travel Agencies / Tour Operators or private individuals) for providing 04(four) nos. of Petrol/ Diesel vehicles (Swift Dzire/ Zest/ Xcent/ Tigor OR similar model and segment) on monthly hiring basis for office use of this office under the following terms & conditions.

**(A) Terms and Conditions for Hiring**

1. The vehicle will be primarily used in Cuttack-Bhubaneswar city area with occasional trips to other places of Odisha.
2. The hire charges inclusive of taxes is to be paid on monthly basis. The maximum monthly hire charges, excluding taxes is Rs.26,000.00. Fuel will be provided by the office basing on actual consumption of the vehicle and as per existing Government norms. The minimum average mileage in KMs per liter Petrol/Diesel will be 17 KMs. All other expenditure such as remuneration to the drivers, routine repair, payment of insurance/Road Tax, servicing expenses, replacement of parts/ lubricants/coolants/ filter/ tyres & tubes/ battery etc., break-down/ accident repair, etc. will be borne by the vehicle provider. Nothing extra will be paid under any circumstances by this office other than the monthly hire charges. The vehicle provider should maintain the vehicle at regular interval without affecting the official duty.
3. Tenure of the hire agreement will be three years subject to annual renewal on satisfactory performance. However, either party can walk out of the agreement by giving 3-months advance notice to the other party.
4. The vehicle shall report for duty for a minimum of 25 days in the month. The vehicle shall be used by senior officials of this office for official purpose on all state Govt. working days and also on holidays, if required, for official work without any extra payment. 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' @ agreed monthly rent divided by 25 days. For example if the agreed monthly rate is Rs.26,000.00, then Rs.1,040.00 shall be deducted for each 'No Service Day'.
5. 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, Valid Contract Carriage Permit, Proof of up-to date tax payment, Pollution Under Control Certificate, DL of the driver, etc. This



- office shall not be responsible for any damage / loss caused to hired vehicles or loss of life /injury made to any person and damages to any property on account of use of hired vehicle in any manner whatsoever or any challan payment issued by the concerned Authority. The vehicle provider shall be responsible for all such litigations.
6. It shall be the responsibility of the vehicle provider to provide a good, well behaved, gentle and obedient driver without having any criminal antecedents and having a valid Commercial Driving License for driving light transport passenger vehicle.
  7. GST registration is compulsory for any Service Provider (applicable to **Travel Agencies / Tour Operators**) to provide hired vehicles to Government office through open bidding.
  8. The vehicle log book shall be signed by the user of the vehicle for noting daily opening and closing kilometer readings. No fuel shall be provided for to and fro trips of the vehicle from the premises of the vehicle provider to the office premises. The total journey covered by the vehicle during the months will be as per the odometer reading which is to be reflected in the Log Books.
  9. In case the selected vehicle cannot be provided for hire service for whatever reasons, the vehicle provider has to provide another vehicle of the same or better model and segment having same or better physical condition, at the same terms and conditions and same monthly hiring charges immediately without affecting the official duty with the prior permission/ approval of the Authority. Frequently changing of Drivers/ vehicles cannot be accepted.
  10. Monthly hire charges will be paid to the vehicle provider in every succeeding month as far as possible within 15 days from submission of bill. GST, TDS shall be deducted at the time of payment, if applicable.
  11. It will be ensured through Service Providers of hired vehicles that the vehicles are kept under optimum running condition and avoid accidents attributable to lack of maintenance/upkeep. **The hired vehicles cannot be used for any private/ commercial purpose beyond office hours or during holidays.**
  12. The drivers deployed by the Service Providers shall not have any right for any claim whatsoever like employer and employee relationship against the Department or office concerned nor shall be entitled to other facilities admissible to regular/confirmed employees nor for any absorption in regular during the contract period or after expiry of the agreement.

#### **(B) Terms and Conditions for Bidding**

1. The vehicle must not be more than 3 years old from the date of initial registration to the last date of bidding. On the date of bidding, the vehicle must be in road- worthy condition with all statutory and regulatory clearances /certificates and must be present in office compound for physical verification. The vehicle also must not have made any insurance claim in its life time.
2. Selection of the vehicles from amongst eligible vehicles shall be done on the basis of lowest bidding price. In case of lowest price bids of two or more vehicles being same,

- vehicles with lesser distance run (in its life time) shall be selected subject to being in satisfactory physical condition.
3. The bidder shall not be an employee of any State Govt. /Central Govt. office or any Public Sector Undertakings and shall not be a relative of any employee of this organization. **An affidavit has to be submitted by the bidder to this effect along with the bid. Any person who is in State/ Central Govt. service or is an employee of a PSU shall not be made a partner to the contract by the bidder directly or indirectly in any manner whatsoever.**
  4. **The bidder shall give an undertaking that he/his firm has not been black listed by any organization/ Government Department along with the bid.**
  5. A sum of **Rs.5,000/- (Five Thousand rupees only)** shall be deposited by the bidder in shape of **Accounts Payee Bank Draft** in favour of the **Commissionerate of CT & GST, Odisha (at Cuttack)** and submitted along with the bid as **refundable security deposit**. After completion of bidding process, the security deposit will be refunded to the unsuccessful bidders.
  6. The successful bidder(s) is/ are required to execute hire agreement with this office within seven days from the date of receipt of order and is/are required to provide the selected vehicle(s) for hire within such number of days, not exceeding thirty days from executing the agreement, as will be intimated by this office.
  7. **Last date for submission of the bid is 31.07.2023 at 05:00PM. The bid shall be addressed to the CT & GST Officer (OE), Commissionerate of CT& GST, Odisha (at Cuttack) Baniyakar Bhawan, Old Secretariat Compound, Cantonment Road, Buxi Bazar, Cuttack-753001 in the enclosed format through Courier/Regd. Post/Speed Post only.** The envelope containing the bid should be super scribed on the top **"Sealed quotations/ tenders for hiring of Petrol/ Diesel vehicles"**. Bids received beyond the last date and time shall not be accepted. **The bids will be opened on 01.08.2023 at 11:30AM in the Mini Conference Hall of this office.** Bidder or any of their authorized representatives shall remain present at the time of opening of the bids.
  8. This office reserves the right to **increase/ decrease the number of vehicles to be hired** based on the requirements/need of the officials and also to reject a vehicle, otherwise eligible as per conditions laid down in para B 1, if the actual physical condition of the vehicle is found to be un-satisfactory.
  9. This office reserves the right to cancel the bidding process at any stage without assigning any reason thereof.

*D*  
*06-07-2023*  
**Deputy Commissioner of CT & GST (OE)**  
**Commissionerate of CT & GST (O), Cuttack**

Memo No. 10830 /CT&GST.,

Dated. 06/07/2023

For wide publicity a copy of the Tender Call Notice to be displayed in the notice board of this office and in the notice board of Range & Circle offices of Cuttack and Bhubaneswar.

*P*  
*06-07-2023*  
Deputy Commissioner of CT & GST (OE)  
Commissionerate of CT & GST (O), Cuttack

Memo No. 10831 /CT&GST.,

Dated. 06/07/2023

For wide publicity a copy of the Tender Call Notice to be forwarded to all Departments of Govt. of Odisha / all Heads of Departments / RTO, Cuttack / RTO, Bhubaneswar & RTO-2, Bhubaneswar for information and necessary action. They are requested to display this in their Notice Board.

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*06-07-2023*  
Deputy Commissioner of CT & GST (OE)  
Commissionerate of CT & GST (O), Cuttack

Memo No. 10832 /CT&GST.,

Dated. 06/07/2023

For wide publicity a copy of the Tender Call Notice (both hard/ soft copy) to be forwarded to the Head, State Portal Group, IT Centre, Lok Seva Bhawan, Odisha for information and necessary action. They are requested to post the Tender Call Notice in Government of Odisha website [www.odisha.gov.in](http://www.odisha.gov.in).

*P*  
*06-07-2023*  
Deputy Commissioner of CT & GST (OE)  
Commissionerate of CT & GST (O), Cuttack

## BID FORMAT

1. Type of Vehicle :
2. Registration No. of Vehicle :
3. Date of Registration :
4. Year of Manufacture :
5. Model :
6. Total distance run in kilometer (as on the bidding date) :
7. Name & Complete address of the owner/ Travel Agency/ Tour Operator :
  
8. Pan card/ Aadhaar card number of the owner of the vehicle :
9. GSTIN with last year annual turn-over (if registered under GST) :
10. Fitness Certificate validity :
11. Permit validity :
12. Insurance validity :
13. Has any insurance claim been made for the vehicle in the past? If yes what was the total claim made and what was actual payment made by the insurance company :
14. Name and address of the Driver :
  
15. D.L. No. & Validity of the D.L. of the Driver :
16. Pan card/ Aadhaar card number of the Driver :
17. Contact Number of the Bidder (Mobile/ Telephone) :
18. Contact Number of the Driver :
19. Price Bid :

Sl. No.	Vehicle Regd. Number & Model	Price Bid ( i.e., Monthly Hire Charge) (Excluding taxes)
1.		
2.		
3.		

**N.B.:-Maximum monthly hire charges is Rs. 26,000.00 (excluding taxes) for Swift Dzire/ Zest/ Xcent/ Tigor (Petrol/Diesel).**

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

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