

Government of Odisha
Higher Education Department

TENDER CALL NOTICE

No.HE-OE-MISC-0069/2015 37134 /H.E., Dated. 29th Aug 2023

Sealed quotations/tenders are invited from interested reputed Travel Agencies/Tour Operators or private individuals having valid GST Registration for providing 16 nos. of AC Diesel/Petrol driven vehicles having sitting capacity of five(05) including driver on monthly rent basis in the prescribed format(Given in Annexure-III) initially for a period of two(02) years which can be extended upon satisfactory performance. This shall confirm to the terms & Conditions at Annexure-II for official use in Higher Education Department. The Details of the required vehicles is mentioned as below:

Sl. No.	Type of vehicle	No. of vehicle required	Maximum hire charges per vehicle per Month excluding taxes	Minimum Average Mileage in Kms per litre
01	Zest/Tigor/Swift Dzire/Xcent/Etios(petrol)	06	Rs.26,000/-	17
02	Tiago/Bolt/Celerio etc.	10	Rs.20,000/-	17

1. The vehicle must be in Road Worthy condition, shall not be more than 03 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 service provider shall have a valid OGST registration to participate in the tendering.
3. The Driver of the vehicle must have a valid Driving licence for driving light transport passenger vehicle and should be sufficiently experienced in driving transport passenger vehicle.
4. The Driver should be well behaved, gentle and obedient in nature.

5. A sum of Rs.5,000/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the Joint Secretary to Government (OE), Higher Education Department and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
6. The monthly rate of hiring charge be quoted separately in the general bid information (excluding fuel charges).
7. The Vehicle must achieve a fuel efficiency of 17 KM per litre.
8. 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).
9. The Quotation completed in all respect should reach the undersigned on or before 27.09.2023 by 03.00 P.M. and shall be opened on the same day at 04.00 P.M. in presence of the bidders or their authorized representatives.
10. The application form of quotation/tender containing 'General Information for Hiring Vehicles' and 'terms and conditions for hiring vehicles, Service Provider Agreement etc. will be available with Higher Education Department Website <https://dhe.odisha.gov.in> from 31.08.2023 to 10.09.2023. 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 in favour of DDO-cum-Under Secretary to Govt., Higher Education Department towards the cost of application along with the application.
11. Overwriting in respect of figures and words will not be acceptable.
12. The Department reserves the right to reject any or all quotations without assigning any reason thereof.


Seal & signature of

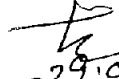
Quotation / Tender Calling Authority

**Joint Secretary to Govt.
Higher Education Deptt.**

Designation

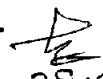
Memo No. 37135/HE, dated the 29.08.2023

Copy forwarded to the Head of the portal Group, IT Centre for information & necessary action. They are requested to publish this notice in the website of Department of Higher Education.


29.08.23
Officer On Special Duty

Memo No. 37136/HE, dated the 29.08.2023

Copy forwarded to the Joint Director(Advertisement), Information & Public Relation Department for information and necessary action. They are requested to publish this notice in two Odia daily News Papers and one local English daily News Paper on or before 31.08.2023.


29.08.23
Officer On Special Duty

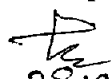
Memo No. 37137/HE, dated the 29.08.2023

Copy forwarded to the Additional DCP, Lok Seva Bhawan Security, Lok Seva Bhawan for information and necessary action.


29.08.23
Officer On Special Duty

Memo No. 37138/HE, dated the 29.08.2023

Copy forwarded to All Departments with a request to display this Notice on their Notice Board for publicity.


29.08.23
Officer On Special Duty

Memo No. 37139/HE, dated the 29.08.2023

Copy forwarded to IT Section, Higher Education Department with a request to publish this notice in the website of Higher Education Department on or before 31.08.2023.


29.08.23
Officer On Special Duty

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.
2. 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.
3. The hire charges to be paid for monthly basis is final but does not include cost of diesel, 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.
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 owner.
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 vehicles shall be available all the time. In case the vehicles do not report regularly, the authority will be at liberty to reject the agreement and may engage vehicles from other source.
7. The vehicles shall report for duty for minimum of 25 days in a month.
8. The vehicles cannot be used for any private/commercial purpose beyond office hours or during holidays and if in 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.
9. The selected bidders shall furnish security deposit @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, Higher Education Department.

10. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
11. Monthly hire charges and reimbursements towards cost of diesel (as per actual) and lubricants (as per Govt. norms) of selected bidder will be 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.
12. 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.
13. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
14. 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.
15. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.

Baker
29/8/23

Signature of

Quotation/Tender Calling Authority
Joint Secretary to Govt.
Higher Education Deptt.

Annexure-III

General Information For Hiring Vehicles

SI No	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	OGST Number	
4	GeM Registration Number	
5	Bank Account No and IFSC Code	
6	Registration No. of Vehicle	
7	Year of Manufacture	
8	Make & Model	
9	Date of registration	
10	Name & complete address of the owner of vehicle	
11	Fitness Certificate validity	
12	Pollution Certificate validity	
13	Permit validity	
14	Insurance validity	
15	Name / Address of the Driver	
16	D.L. No. & Validity of the D.L. of the Driver	
17	Proposed hire Charge of the vehicle per month excluding fuel cost & taxes	
18	Rate of fuel consumption/ Mileage per litre	
19	Contact Number of the Service provider (Tenderer/Quotationer)	
20	Contact number of Driver	