

**Government of Odisha**  
**General Administration & Public Grievance Department**

\*\*\*\*\*

No. PT1-GAD-OE2-VEH-0006-2014- 16829 / Gen. Bhubaneswar Dt. 12.06.2024

**QUOTATION CALL NOTICE**

Sealed Quotations / tender having valid GST Registration Certificate are invited in the prescribed format (given in Annexure-B) from interested reputed Travel Agencies / Tour Operators or Private individuals (preferably from Bhubaneswar) for providing **1 (one) vehicle (TUV300 / Bolero / Sumo Gold / Ertiga or equivalent class)** having sitting capacity not more than 7 including Driver, which must confirm to the terms and conditions (given in Annexure-A) for official use in G.A. & P.G. Department, on monthly rent basis.

1. The Vehicle must be in road-worthy condition and shall not be more than three years from the initial registration and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, Valid Contract Carriage Permit, proof of up-to-date tax payment coverage etc. which are mandatory for plying of vehicle.

2. The Driver of the vehicle must have a valid commercial driving licence for driving light transport passenger vehicles and should be sufficiently experienced in driving light motor vehicle.

3. The Driver should be well behaved, gentle and docile in nature.

4. A sum of Rs. 5000/- shall be deposited by the quotationer in shape of Account Payee Bank Draft drawn in favour of the D.D.O-cum-Under Secretary to Government, G.A. & P.G. Department and submit along with the quotation as EMD / Bid Security Deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.

5. The monthly rate of hire charges shall be quoted in the General bid information (excluding fuel and Lubricants).

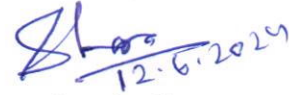
6. The vehicle must achieve a fuel efficiency of minimum average mileage of 10 Kms per litre with maximum hiring charges of **Rs. 31,000/- per month**.

7. 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 licence No. and period of validity should be specifically provided in the General bid information to be furnished with the quotation / tender.

8. The quotations completed in all respect should reach the undersigned on or before **26.06.2024** by **2.00 P.M.** and shall be opened on the same day at 4.00 P.M. The quotationers / authorized representatives of the firm may remain present during the opening of the quotation, if they desire.

9. The application for quotation / tender containing General bid information and terms and conditions for hiring of vehicles will be available with the Under Secretary to Government (O.E.- II), G. A. & P.G. Department on payment of Rs. 100/- or can be downloaded from Odisha Government Website <https://ga.odisha.gov.in/tenders-advertisement> from 12.06.2024. In case the application form is downloaded from Government 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 present requirement of vehicle is one but more vehicles shall be empanelled for future requirement if any.



Under Secretary to Government

Memo No. 16830 / Gen. Dt. 12.06.2024

Copy forwarded to all Departments of Government for information and necessary action.



Under Secretary to Government

Memo No. 16831 / Gen. Dt. 12.06.2024

Copy forwarded to the Under Secretary to Government, AR Cell, G.A. & P.G. Department for information and necessary action. He is requested to hoist this in the website of G.A. & P.G. Department.



Under Secretary to Government

Memo No. 16832 / Gen. Dt. 12.06.2024

Copy forwarded to Chief Receptionist / Addl. DCP, Lokaseva Bhawan Security for information and necessary action.

The Chief Receptionist is requested for issue of Lokaseva Bhawan entry pass to the intending bidders to enable them to submit their bid to the Department.



Under Secretary to Government

**TERMS & CONDITIONS FOR HIRING OF VEHICLES**

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 fuel, which is to be paid separately based 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 and 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 / Travel Agency.

4. In case of breakdown for reasons whatsoever, in replacement a vehicle of the same or better model shall be provided by the owner of the vehicle / bidder.

5. In case of the vehicle does not report regularly the authority will be at liberty to reject the agreement and may engage vehicle from other source.

6. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.

7. Monthly hire charges and reimbursements towards cost of fuel / petrol (as per actual) and lubricants (as per Government. norms) of selected bidder will be paid in every succeeding month, as far as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.

8. The Service Provider shall file GST Return and Taxes regularly and be updated in paying all statutory dues. They should submit a proof of the same alongwith the invoice.

9. The owner of the vehicle /driver shall not use the vehicle hired by Government for any private or commercial purposes beyond office hours or during holidays.

10. 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.

11. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.

12. 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.

13. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.

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 :
  
7. Fitness Certificate validity :
8. Permit validity :
9. Insurance validity :
10. Name and 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.....
15. Name & Address of the Service Provider :
  
16. Has the Service Provider provided vehicles to  
any Govt. Departments / Offices (Yes / No) :
17. If, Yes please mention the name of the Department /  
Office and No. of vehicles provided :

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

Seal & Signature of the  
Quotationer / Tenderer