

**GOVERNMENT OF ODISHA**  
**REVENUE AND DISASTER MANAGEMENT DEPARTMENT**

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No. RDM-OEB-MV-0004-2019 38472 /R&DM

Dated 4 DEC 2019

**QUOTATION CALL NOTICE**

Sealed Quotations/tenders are invited in the prescribed format (Annexure-II) from interested reputed Travel agencies/Tour Operator or Private individuals having valid GST Registration GeM Registration for providing 09(Nine) nos. of Non AC/AC vehicles preferably BS-IV/BS-VI compliant petrol vehicle which shall confirm to the terms and conditions (given in Annexure-I) for official use in Revenue & DM Department on monthly rent basis. The vehicles will be engaged in phased manner. The types of vehicles required are as detailed below :

Sl No.	Type of Vehicle	Nos. of vehicle required	Maximum Hire Charges per month excluding taxes	Mileage per Litre
1	Ciaz/Honda City (Petrol)- [Preferably AC]	01 (One)	Rs.30,000/-	12
2	Zest/Tigor/Swift Dzire/Xcent/Etios(Petrol) [Preferably AC]	04 (Four)	Rs.26,000/-	17
3	Tiago/Bolt/Celerio [Preferably AC]	04 (Four)	Rs.20,000/-	17
Total		<b>09 (Nine)</b>	-	-

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, Pollution Clearance Certificate, Valid Contract Carriage Permit, proof of up-to date tax payment, etc. which are mandatory for plying of vehicle.
2. 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.
3. The driver should be well behaved, gentle and obedient in nature.

P.T.O.

4. 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 D.D.O.-cum-Under Secretary to Govt.,Revenue & DM Department and submitted along with the tender as security deposit.After completion of tender process, the amount will be refunded to unsuccessful bidders.
5. The monthly rate of hire charge be quoted in the general bid information for hiring vehicle(excluding fuel and lubricants).
6. The Vehicle must achieve fuel efficiency as indicated in the table.
7. 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 Licence No. and period of validity should be specifically provided in the general bid information to be furnished with the quotation/tender (Annexure-II).
8. The quotation completed in all respect should reach the undersigned on or before **26.12.2019 by 1:00 P.M.** and shall be opened on the same day at **4:00 P.M.** in presence of the bidders or their authorized representatives.
9. The application form of quotation /tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available with the Under Secretary to Govt.,OE(B) Branch, Revenue & DM Department on payment of Rs.100/- from 06.12.2019 to 26.12.2019 or can be downloaded from Odisha Govt. Website [www.odisha.gov.in](http://www.odisha.gov.in) from 06.12.2019 to 26.12.2019. In case the application form is downloaded from Govt. website, the applicant shall furnish a Demand Draft for an amount Rs.100/- ( Rupees One Hundred) only towards the cost of application along with the application.

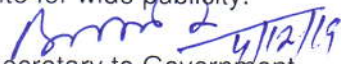
  
4/12/19  
Under Secretary to Government

Memo No. 38473 /R& DM

Dated 4 DEC 2019

Copy along with the copy of Annexure-I & II forwarded to all Departments of Govt./ Head State Portal Group, I.T. Centre, Lokseva Bhawan/ Sergeant (Security) for information and necessary action.

I.T. Center is requested to host the notice on the State Government website for wide publicity.

  
4/12/19  
Under Secretary to Government

Memo No. 38474 /R&DM

Dated 4 DEC 2019

Copy along with the copy of Annexure-I & II forwarded to Chief Receptionist. Lokseva Bhawan,BBSR for information and necessary action.

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

  
4/12/19  
Under Secretary to Government

Memo No. 38475 /R& DM

Dated 4 DEC 2019

Copy along with the copy of Annexure-I & II forwarded to e-Governance Branch, R& DM Department with a request to upload the same in Department website for wide publicity of the notice from 06.12.2019 to 26.12.2019.

  
4/12/19  
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.

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 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.
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.
4. 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.
5. In case of the vehicle do not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source.
6. The vehicles shall report for duty for minimum of 25 days in a month.
7. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
8. 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.

9. 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.
10. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
11. 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.
12. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.

**Signature of  
Quotation/Tender Calling Authority**



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 of vehicle : -
- 7) Fitness Certificate validity : -
- 8) Permit validity : -
- 9) Insurance validity : -
- 10) Name / 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.....

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

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