

Government of Odisha
Parliamentary Affairs Department

File no.29321800102020 (ME-4-08/2020) No. 6451 /PAD, Dated. 11.11.2024

TENDER CALL NOTICE

Sealed quotations / tenders are invited from O.G.S.T and Govt. Registered Travel Agencies / Tour Operators located at Bhubaneswar for providing (01) one no of BS-IV compliant Petrol Vehicles of Zest/Tigor/Swift Dzire/ Xcent / Etios (Petrol) category including driver on monthly hire basis (**within monthly hiring charges of Rs.20,000/- excluding fule and lubricant**), which shall confirm to the terms and conditions (**Annexure-A**) for official use in Parliamentary Affairs Department as common pool vehicle.

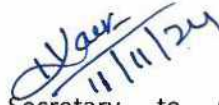
1. The Service provider shall have a valid OGST registration to participate in the tendering process.
2. The vehicle must be in road worthiness condition, shall not be more than 1(one) year old from the date of initial registration and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid Contract Carriage Permit, Pollution Under Control Certificate, Tax Clearance Certificate(such as Income Tax and G.S.T. clearance certificate) which are mandatory for plying of vehicle.
3. The driver of the vehicle must have valid Driving License 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.5000/-** shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of Under Secretary to Government, Parliamentary Affairs Department and submitted along with the tender as security deposit. After completion of the tender process the amount will be refunded to unsuccessful bidders.
6. The monthly rate of hire charges (**Finicial Bid**) be quoted separately in the general bid information (excluding fuel and lubricants). The bidders should submit their **technical and financial bid separately in two envelops** and these two envelops should be put into **another cover envelop** super-scribed as **“Tender for Hiring of Vehicles on Monthly Basis in reference to Advertisement No...../24 dtd.....2024”**.
7. The vehicle must achieve fuel efficiency of **17 Kms. 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-B**).
9. The quotation completed in all respect should reach the undersigned on or before **02.12.2024 by 12.00 Noon** and shall be opened on the same day at 12.30 P.M. in the presence of the bidders or their authorized representatives.

10. The application form of quotation / tender containing General Bid Information & Terms and Conditions for Hiring of vehicles etc. will be available in the website of Parliamentary Affairs Department i.e www.pa.odisha.gov.in . A Bank Draft of Rs.100/- (Rupees Hundred) only drawn in favour of Under Secretary to Government, Parliamentary Affairs Department towards cost of tender paper must be submitted by the bidder/Travel Agency along with the tender paper through registered post/ speed post mentioning their complete mailing address .

11. The application received without bank draft towards payment of General Bid Information will not be entertained.

12. Any doubt regarding the hiring process may be clarified by contacting the P.A Department Office Telephone No- **0674-2322614** during the office hour.

13. The Authority reserves the right to dismiss or reject any application received incomplete without citing the reason thereof.


Under Secretary to Government
Parliamentary Affairs Department

Memo No. 6452 /PAD, Dated. 11.11.2024

Copy forwarded to the Head State Portal Group, IT Centre, Secretariat with a request to display the Notice in the State Government website for wide publicity/ All Departments/ A.D.M., Bhubaneswar/ Commissioner, B.M.C. with a request to display the Notice in their Notice Board for widely publicity.


Under Secretary to Government


Memo No. 6453 /PAD, Dated. 11.11.2024

Copy forwarded to the Chief Receptionist, Secretariat/ A.C.P., Secretariat Security/ Copy to Notice Board, Parliamentary Affairs Department/ 5 (five) spare copies to P.A., O.E-II Section.


Under Secretary to Government

Memo No. 6454 /PAD, Dated. 11.11.2024

Copy forwarded to the Information and Public Relations Department with a request to take necessary steps for early publication of this Tender Call Notice in a single issue of a **widely circulated Odia daily on or before 12.11.2024**. A copy of the publication along with Bills in triplicate may please be sent to this Department for needful.


Under Secretary to Government

Annexure-A

Terms & Conditions

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, Pollution 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 fuel, which is to be paid separately basing on actual consumption and 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 remuneration 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. In case of the vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice.

7. The vehicles shall report for duty for minimum of 25 days in a month.

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

9. Monthly hire charges and reimbursements towards cost of fuel (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.

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.

Seal & Signature of
Quotation/Tender Calling Authority

Designation

Annexure-B**General Information**

Sl 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	
18	Rate of fuel consumption / Mileage per litre	
19	Contact Number of the Service provider (Tenderer/Quotationer)	
20	Contact number of Driver	

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

Seal & Signature of
Quotationer / Tenderer