

**GOVERNMENT OF ODISHA  
ST & SC DEVELOPMENT DEPARTMENT**

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**QUOTATION CALL NOTICE**


No. 3164 /SSD, Dated Bhubaneswar the, 15<sup>th</sup> Feb, 2020.  
ST&SCD - BLD - PLAN2 - 0001 - 2020

Sealed quotations/tenders having valid GST Registration Certificate are invited in the prescribed format (given in Annexure- III) from interested reputed Travel agencies/ Tour operators or Private individuals **for providing 01 (one) Swift Dzire vehicle for the use of Technical Expert , OTDS under ST & SC Development, M&BC Welfare Department on monthly rent basis**, which must confirm to the Terms and conditions (**Annexure-II**) on monthly rent basis:

1. The vehicle must be in Road Worthy condition, shall not be more than 3 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 Driver of the vehicle must have a valid commercial Driving License for driving light transport passenger vehicles and should be sufficiently experienced in driving transport passenger vehicle.
3. The Driver should be well behaved, gentle and obedient in nature.
4. A sum of Rs.5000/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the **Under Secretary to Govt. (D.D.O.), ST & SC Dev. Deptt.**, 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 must be quoted separately in the general bid information (excluding fuel and lubricants).
6. The Vehicle must achieve a fuel efficiency of minimum 17 Kms. per litre with maximum hiring charges of Rs.26,000/- per month.
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 **02.03.2020 by 3.00 P.M** and shall be opened on the same day at 4.00 P.M. in presence of the bidders or their authorized representatives.

**P.T.O.**


10. The application form of quotation/tender containing General Bid Information & Terms and Conditions for Hiring of vehicle will be available in the Office of Addl. Secretary to Govt. (BLD), ST & SC Development Department on **15.02.2020 to 02.03.2020**. In case the application form is downloaded from the websites, the applicant shall furnish a Demand draft for an amount Rs. 100/- (Rupees One Hundred) only towards the cost of application along with Terms and Conditions.

  
Addl. Secretary to Govt.  
15/02/20

Memo No. 3165 /SSD Date. 15-02-2020


Copy along with enclosure forwarded to All Department of Government/ Head State Portal, I.T. Centre/ Chief Receptionist/ Sergeant, Secretariat Security for information and necessary action.

1. It is requested that the Tender Call Notice may kindly be displayed in the Notice Board of concerned Department for kind publicity for information and necessary action.
2. I.T. centre is requested for hoisting Tender Call Notice in the State Govt. website for wide publicity of the notice from **15.02.2020 to 02.03.2020**.
3. The Chief Receptionist is requested for issue of Secretariat entry pass to the intending bidders to enable them to submit their bid to the Department.

  
Addl. Secretary to Govt.  
15/02/20

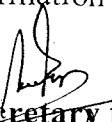
Memo No. 3166 /SSD Date. 15-02-2020

Copy along with copy of the enclosure forwarded to Shri Sujit Mukherjee, Special Officer (Stat) for hoisting Tender Call Notice in the Department website for wide publicity of the notice from **15.02.2020 to 02.03.2020**.

  
Addl. Secretary to Govt.  
15/02/20

Memo No. 3167 /SSD Date. 15-02-2020

Copy forwarded to OE-II Section / OMTES for information & necessary action.

  
Addl. Secretary to Govt.  
15/02/20

TERMS & CONDITIONS FOR HIRING OF VEHICLES

1. 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 fuel, 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 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.
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
  - 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