

Government of Odisha
ST & SC Development, M & BC Welfare Department
Lokaseva Bhawan, Bhubaneswar

QUOTATION/TENDER CALL NOTICE

6687 /SSD, Bhubaneswar Dated 15.03.24
SCD-OM-MV-0003-2020

Sealed Quotations /Tenders are invited from the interested Travel Agencies/ Tour Operators/ Private Individuals for providing 06(Six) nos. of AC Petrol/Diesel driven Dzire or similar model vehicles having seating capacity not more than 5 including driver and 05 (Five) nos. of Tiago/Bolt/Celerio or similar model vehicles on **monthly rent basis** whereas Innova Crysta, Ertiga, Bolero, Dzire, XUV 500, Scorpio vehicles for hiring **on call basis** for a period of 01 (One) Year, which must confirm to the Terms and Conditions at Annexure-A.

The application form of Quotations /Tenders containing General Bid Information & Terms and conditions for hiring of vehicles etc. will be available in the Department during the office hours on payment of Rs.1000/- or can be downloaded from the Website www.odisha.gov.in from **15.03.2024 to 14.04.2024**. In case, the application form is downloaded from the website, the applicant shall furnish a Demand Draft for an amount of Rs.1000/- (Rupees One Thousand only) towards the cost of application along with the application.

Interested parties may drop their duly filled in Tender Papers in a Sealed envelope superscribed as **"Tender for Hiring of Vehicles in ST & SC Development, M & BCW Department on Monthly Rent Basis"** or **"Tender for Hiring of Vehicles in ST & SC Development, M & BCW Department on Call Basis"** as the case may be in the Drop Box available in the Department or submit to the undersigned through **Speed Post/Registered Post** which should reach on or before 05:30 PM on 14.04.2024 positively and the same will be opened in the Conference Hall of the Department by a Committee in the presence of the participants or their authorized representatives at 11:30 A.M. of 15.04.2024.


Additional Secretary to Government
ST & SC Development, M & BCW Department

Memo No 6688 /SSD

Date 15.03.24

Copy forwarded to the Deputy Director (Advertisement), I & PR Department for information and necessary action. He is requested to take necessary steps for publication of Tender Call Notice in one Odia Daily News Paper for wide circulation by 16.03.2024(Saturday). A copy of the publication may please be furnished to this Department for reference.


Deputy Director

Memo No 6689 /SSD

Date 15.03.24

Copy forwarded to all Departments of Government/all Heads of Department of the Government for information with request to kindly display it on their Notice Board for publicity.


Deputy Director

Memo No 6690 / SSD

Date 15.03.24


Copy along with the copy of Tender papers forwarded to Head State Portal Group/Sri Sujit Mukherjee, Special Officer (Statistics) for hosting the Tender Call Notice in the Department website for wide publicity of the notice from 16.03.2024.


Deputy Director

Memo No 6691 / SSD

Date 15.03.24

Copy along with the copy of Tender papers forwarded to the Superintendent, Issue Section with a request to display in Notice Board of the Department for wide publication.


Deputy Director

Memo No 6692 / SSD

Date 15.03.24


Copy forwarded to PS to Commissioner-cum-Secretary for kind information of the Commissioner-cum-Secretary.


Deputy Director

Memo No 6693 / SSD

Date 15.03.24

Copy forwarded to all Branch Officers/ all Sections of this Department for kind information.


Deputy Director

GENERAL BID INFORMATION

1. The service provider shall have a valid OGST registration to participate in the tendering.
2. The service provider, participating in the bidding process under the jurisdiction of Municipal Corporations, shall be registered on GeM platform.
3. The vehicle must be in Road Warranty 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, Pollution Certificate, valid Contract Carriage Permit, proof of up-to-date tax payment etc. mandatory for plying of vehicle.
4. The Driver of the vehicle must have a valid Driving License for driving light transport passenger vehicles and should be sufficiently experienced in driving transport/passenger vehicle.
5. The Driver should be well behaved, gentle and obedient in nature.
6. The **monthly rate of hire charges to be quoted separately in the form (Format A)** (excluding fuel & lubricants). The vehicle must achieve a fuel efficiency of as mentioned in FD OM No 22924, dated 14.08.2023 and details of Hiring charges per day, POL mileage per litre etc. to be quoted in **format-B for on call vehicles**.
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 License no. and period of validity should be specifically provided in the general bid information to be furnished with the Quotation/Tender (Annexure-B)
8. Separate tender applications/Quotation should be submitted for **“Hiring of Vehicles in ST & SC Development, M & BCW Department on Monthly Rent basis”** and for **“Hiring of vehicles in ST & SC Development, M & BCW Department on call basis”**.
9. A sum of **Rs. 100000/-** shall be deposited by the intending bidders in shape of Account payee bank draft drawn in favour of ST & SC Development, M & BCW Department and submitted along with the tender as security deposit(in case of Hiring of vehicles on monthly rent basis). After completion of the tender process, the draft will be returned to the unsuccessful bidders.
10. The bidders/ vehicle owner should mention on the top of the envelop ‘For Hiring of Vehicles on Monthly Basis’ or ‘For Hiring of Vehicles on Call Basis’ as the case may be.
11. The tender Form must be signed by vehicle owner/ service provider/ bidder and properly sealed and also attached with all relevant documents including drafts as per the terms and conditions.
12. The undersigned reserves the right to reject all or any of tender without assigning any reason thereof.




Additional Secretary to Government
ST & SC Development, M & BCW Department

TERMS & CONDITIONS FOR HIRING OF VEHICLES

The following terms and conditions must be fulfilled by the successful bidder for providing a vehicle on hire monthly rent basis/on call 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 hiring the vehicle shall not be responsible for any damage/ loss caused to the hired vehicles or loss of life/ injury made to any person or damage to any property on account of use of the hired vehicles in 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 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 remuneration of the driver shall be borne by the owner of the vehicle.
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 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 15 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 service provider violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.


Additional Secretary to Government
ST & SC Development, M & BCW Department

General Information

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	
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

Format A

HIRING OF VEHICLE ON MONTHLY RENT BASIS

SL No.	Type of Vehicle	Hire Charges per month (AC)	POL Mileage per litre (AC)	Remarks
1				
2				
3				
4				

Date:

Seal & Signature of the Tenderer

Place:

Name:

Seal:

