

GOVERNMENT OF ODISHA
ST & SC DEVELOPMENT, M&BCW DEPARTMENT
Loka Seva Bhawan, Bhubaneswar

QUOTATION/TENDER CALL NOTICE

No 14310 /SSD, Bhubaneswar

Dated 12th July, 2024

STSCD-OM-MV-0003-2020

Sealed Quotations /Tenders having valid GST Registration Certificated are invited from the interested Travel Agencies/ Tour Operators/ Private Individuals for providing 11(Eleven) nos. of Maruti Suzuki Dzire (Petrol) vehicle on monthly rent basis and for hiring of vehicle on call basis (Format-B) **for use in ST & SC Development, M & BCW, Department**, which must confirm to the Terms and Conditions at Annexure-A. Interested bidders may also quote for other categories of vehicle on monthly rent basis in the prescribed format (Format-A). In case of providing 11 nos. of Dzire vehicle on monthly rent basis the **General information for hiring of vehicle** (Annexure-B) must be filled separately & completely for each vehicle. A single **General information for hiring of vehicle** (Annexure-B) for multiple nos. of Dzire vehicles will be treated as a single vehicle only. However, Annexure-B is not needed for other categories of vehicle to be quoted either on monthly rent basis or on call basis. For hiring of vehicle on call basis, quotations must be submitted in prescribed formats i.e. Format-B & Format-C.

The application form of Quotations /Tenders containing General Bid Information & Terms and conditions for hiring of vehicles etc. will be available in the O/o Deputy Director (OE-II), ST & SC Development Department, M & BCW Department during the office hours after payment of Rs.1,000/- (Rupees One Thousand only) (non-refundable) or can be downloaded from the Website www.odisha.gov.in or www.stsc.odisha.gov.in from **15.07.2024 to 14.08.2024**. In case, the application form is downloaded from the website, the applicant shall furnish a Demand Draft of an amount of Rs.1,000/- (Rupees One Thousand only) (non-refundable) in favor of DDO-cum-AFA-cum-Under Secretary to Govt., ST & SC Development, M & BCW Department towards the cost of application. The cost of application includes both for hiring on monthly rent basis and for hiring on call basis.

Interested parties may drop their duly filled in Tender Papers in separate Sealed envelope inside a large envelope clearly super-scribed as **"Tender for Hiring of Vehicles in ST & SC Development, M & BCW Department on Monthly Rent Basis"** and **"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 14.08.2024. 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. on 16.08.2024.

The authority 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

Memo No 14311 / SSD

Date 12/7/2024

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 15.07.2024.

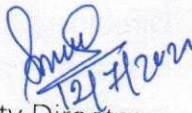

Deputy Director

Memo No 14312 / SSD

Date 12/7/2024

Copy along with enclosure forwarded to All Department of Government/ Head State Portal, I.T. Centre/ Chief Receptionist/ ACP, 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 wider publicity.
2. 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.

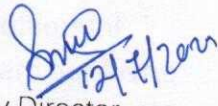

Deputy Director

Memo No 14313 / SSD

Date 12/7/2024

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

1. The Superintendent, Issue Section is requested to display it in the Notice Board of the Department for wide publication.


Deputy Director

Memo No 14314 / SSD

Date 12/7/2024

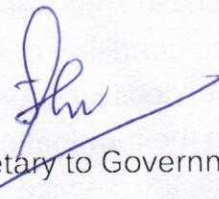
Copy forwarded to PS to Commissioner-cum-Secretary for kind information of the Commissioner-cum-Secretary.


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 vehicle and should be sufficiently experienced in driving transport/passenger vehicle.
5. The Driver should be well behaved, gentle and obedient in nature.
6. The maximum ceiling of monthly hire charges and minimum mileage to be quoted separately in the form (Format A) (excluding fuel). Details of Hiring charges, POL mileage per litre, Detention charges, Night Halt charges etc. to be quoted in format - B & C (On call vehicles).
7. The vehicles must have achieved a minimum fuel efficiency and maximum monthly hire charges as mentioned in Format-A.
8. The details of the year of manufacture of the vehicle, registration No., mileage (Kms covered per litre), name, address of the Driver with Driving License no. and validity period should be specifically provided in the *general information for hiring of vehicle* with the Quotation/Tender (Annexure-B) (only for 11 nos. of Dzire vehicle on monthly rent basis)
9. Separate envelopes superscribing "**Hiring of Vehicles in ST & SC Development, M & BCW Department on Monthly Rent basis**" and "**Hiring of vehicles in ST & SC Development, M & BCW Department on call basis**" must be submitted inside a large envelope.
10. A sum of Rs. 1,50,000/- shall be deposited by the intending bidders in shape of Account payee bank draft drawn in favor of DDO-cum-AFA-cum-Under Secretary to Govt, 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.
11. The tender Form must be signed by vehicle owner/ service provider/ bidder, attached all relevant documents including drafts as per the terms and conditions with properly sealed condition.

The authority reserves the right to reject all or any of tender without assigning any reason thereof.



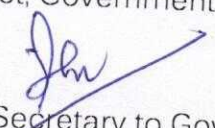
Additional Secretary to Government

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 time.
2. The Department 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 fixed which does not include cost of fuel. Fuel cost 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, Engine oil, Gear Box, 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 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 with same or better model shall be provided by the owner of the vehicle/ bidder.
6. In case of irregularity the authority shall have the liberty to terminate the agreement without any prior notice.
7. The vehicles shall be reported 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 for which no extra payment shall be paid.
9. No advance payment shall be made for monthly hire charges and reimbursements towards cost of fuel and lubricants (as per Govt. norms). Payment will be made every succeeding month within 15 working days of the submission of bills by the service provider.
10. The vehicle shall not be more than 3 years old from the initial registration and in good running condition during the period of contract.
11. If the services are found to be unsatisfactory, the bidder shall be given one month notice prior to the termination 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 security money deposit.


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

GENERAL INFORMATION FOR HIRING OF VEHICLES

1. Name & Address of the Service Provider: -
2. OGST Number: -
3. GeM Registration Number: -
4. Registration No. of vehicle: -
5. Type of Vehicle: -
6. Year of manufacture: -
7. Make & Model: -
8. Date of Registration: -
9. Name & complete address of the owner of vehicle: -
10. Fitness Certificate validity: -
11. Permit Validity: -
12. Insurance Validity: -
13. Monthly hire charges (excluding GST):-
14. Mileage per litre:-
15. Name/Address of Driver: -
16. D.L No. & Validity: -
17. Contact Number of the Service provider (Tenderer/ Bidder): - Mobile _____
Telephone _____
18. Contact No. of Driver: -

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

Seal & Signature of

The Tenderer

N.B: Xerox copy of the documents should be attached with this Form and original must be produced as and when required.

Format A

HIRING OF VEHICLE ON MONTHLY RENT BASIS

SL No.	Type of Vehicle	Maximum hire Charges per month (in Rs.)	Hire charges quoted by bidder	Minimum milage per liter (in KM)	Milage quoted by bidder
01	Tiago/Bolt/Celerio/Wagon R (or Equivalent)	20,000/-		17	
02	Dzire (or Equivalent)	26,000/-		17	
03	Ciaz/City	30,000/-		12	
04	Innova/Hexa/XUV500	42,000/-		09	

Date

Seal & Signature of the Tenderer

Place:

Name:

Seal:

Format-B

Hiring of vehicle on call basis(>=200KM)

Sl No	Types of Vehicle	Hire Charges per KM	Detention/Halting Charges*(Per Hour) (Excluding Night Halt)	Nigh Halt Charges (10:00PM to 06:00 AM)	Remarks
01	Celerio/Wagon R (Or Equivalent)				
02	Dzire (Or Equivalent)				
03	Maruti Ciaz				
04	Honda City				
05	Ertiga				
06	Bolero/Scorpio				
07	XUV 500				
08	Innova Crysta				

**Running hour shall not exceed 50 KMs per hour.*

Date:

Seal & Signature of the Tenderer

Place:

Name:

Seal:

Format-C

Hiring of vehicle on call basic (Local < 200KM)

Sl No.	Types of Vehicle	Hire Charges (Half Day) (≤ 4 Hour)	Hire Charges (Full Day) (> 4 Hours)	POL mileage per litre	Night Halt Charges
01	Celerio/Wagon R (Or Equivalent)				
02	Dzire (Or Equivalent)				
03	Maruti Ciaz				
04	Honda City				
05	Ertiga				
06	Bolero/Scorpio				
07	XUV 500				
08	Innova Crysta				

Date:

Seal & Signature of the Tenderer

Place:

Name:

Seal: