

**GOVERNMENT OF ODISHA**  
**FINANCE DEPARTMENT**

\*\*\*

Bhubaneswar, dated the 25<sup>th</sup> January, 2023

No.FIN-SMS-SS-0044-2022 2938 /F, Sealed quotation are invited from interested Travel Agencies/ Tour Operators for providing one AC Petrol vehicles as detailed below on hire basis in accordance with FD O.M. No. 30464/F dated 06.09.2019 for official use in Directorate of Savings & Financial Services, Bhubaneswar.

**Vehicles Details**

No. of vehicle required	Maximum hire charges per month (excluding fuel cost and GST)	Minimum Average mileage in Kms per Litre
1 (One)	Rs. 26,000/- (Twenty six thousand)	17 (Seventeen)

The details of terms and conditions for hiring & bidding and the bid document have been enumerated below:-

**(A) Terms and Conditions for Bidding**

1. GST registration and GeM registration are mandatory for the Bidder.
2. The vehicle should have Commercial License.
3. The vehicle must not be more than 3 years of old from the date of initial registration to the last date of bidding. On the date of bidding, the vehicle must be in road worthy condition with all statutory and regulatory clearance/ certificates.
4. The successful bidder is required to execute hire agreement with this office within seven days of receiving information from this office to this effect and is required to provide the selected vehicle for hiring within such number of days, not exceeding thirty days from executing the agreement, as will be intimated by this office.
5. Last date for submission of the bid is dt. 31.01.2023 by 5.00 P.M. The bid shall be submitted to the Director, Savings & Financial Services, Finance Department, Lokseva Bhawan, Bhubanesawr, 751001 in the enclosed format through Courier/ Regd. Post/ Speed Post only. The envelop containing the bid should be super scribed on the top " Sealed quotation/ tenders for hiring of petrol vehicles". Bids received beyond the last date/ time shall not be accepted. The bids will be opened on 01.02.2023 at 11.00 A.M.
6. This Office reserves the right to cancel the bidding process at any stage without assigning any reason thereof. This office also reserves the right to reject the vehicle, if the actual physical condition of the vehicle is found to be un-satisfactory as per conditions laid down in Para A 1.

**(B) Terms and Conditions for Hiring by successful bidder**

1. The vehicles will be used for official duty at Bhubaneswar city and tour across the Odisha as and when required including holidays also.
2. The hire charges inclusive of taxes is to be paid on monthly basis. The maximum monthly hire charges, excluding taxes is Rs. 26,000/-. The cost of petrol will be paid separately basing on actual consumption of Rs. 17 Kms per Litre.
3. All other expenditure such as driver's remuneration, routine repair and servicing, replacement of parts, lubricating oil of Engine, gear box, coolants, filter, tyres, tube and battery etc., break-down and accident repair, etc will be borne by the vehicle provider. Nothing extra will be paid under any circumstances by this office other than the monthly hire charges, cost of petrol and lubricants as per existing norms.
4. Tenure of the hire agreement will be three years subject to annual renewal on satisfactory performance. However either party can walk out of the agreement by giving 03 months advance notice to the other party.
5. The vehicle shall report for duty for a minimum of 25 days in the month. The vehicle shall be used by officials of this office for official purpose on all state Govt working days and also on holidays, if required, for official work. No advance payment shall be made under any circumstance. If on any day the vehicle becomes unavailable for duty for any reason not relatable to this Office, it shall be treated as 'No Service Day' and pro-rata deduction shall be made for each 'No Service DAY' @ agreed monthly rent divided by 25 days. For example if agreed monthly rate is Rs. 26,000/- then Rs. 1040/- shall be deducted for each 'No Service Day'.
6. The hired vehicle, during the period of contract, must remain in road-worthy condition with all necessary regulatory and statutory permission/ certificates/ clearances such as Valid Registration Certificate, Insurance Certificate, Fitness Certificate, Valid Commercial Permit, Valid Contract Carriage Permit, Proof of up to date tax payment, pollution Certificate, DL of the driver, etc. This official shall not be responsible for any damage/loss caused to hired vehicles or loss of life/injury made to any person and damage to any property on account of use of hired vehicle in any manner whatsoever. The vehicle provider shall be responsible for all such litigations.
7. Selection of vehicles from amongst eligible vehicles shall be done on the basis of lowest bidding price. In case of lowest price bids of two or more vehicles being same, the bidder will take a test drive and select the vehicle subject to being in satisfactory physical condition.

8. It shall be the responsibility of the vehicle provider to provide a good, well behaved, gentle and obedient driver without having any criminal antecedents and having a valid commercial Driving License.
9. The vehicle log book shall be signed by the user of the vehicle for noting daily opening and closing kilometer run by the vehicle. No fuel shall be provided for to and fro trips of the vehicle from the premises of the vehicle provider to the office premises.
10. In case the selected vehicle cannot be provided for hiring services for whatever reasons, the vehicle provider has to provide another vehicle of the same or better model, and in same or better physical condition, at the same terms and conditions.
11. Monthly hire charges and reimbursement towards cost of petrol (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.
12. It will be ensured through Service Providers of hired vehicles that the vehicles are kept under optimum running condition and avoid accidents attributable to lack of maintenance/ upkeep. The hired vehicle cannot be used for any private/ commercial purpose beyond office hours or during holidays.
13. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
14. 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.
15. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
16. The selected bidder should furnish an undertaking that the vehicle supplied by him is updated in terms of clearing of dues of finance company and in this regards, the vehicle after being engaged is required to furnish the clearance of dues from finance company in every quarter.

**(C) Bid Document (Annexure-I)**

  
25.01.23

Director, Savings & Financial Services

## BID FORMAT

### **A. Particulars of Service Provider (Bidder)**

- 1 Name of the bidder :
- 2 Address of the bidder :
  
- 3 Contact Number of the Bidder :
- 4 GSTIN of the bidder :
- 5 GeM registration number of the bidder :

### **B. Particulars of vehicle**

- 1 Type of Vehicle :
- 2 Registration No. of vehicle :  
(Attach self attested copy of  
Registration Certificate)
- 3 Date of Registration :
- 4 Year of Manufacture :
- 5 Model :
- 6 Total distance run in kilometre :  
(as on bidding date)
- 7 Fitness certificate validity :  
(Attach self attested copy)
- 8 Permit Validity :  
(Attach self attested copy)
- 9 Insurance validity :  
(Attach self attested copy)  
Has any insurance claim been :  
made for the vehicle in the past?
- 10 If yes what was the total claim :  
made and what was the actual  
payment made by the insurance  
company?

### **C. Particulars of owner of the vehicle**

- 1 Name and address of the owner :
- 2 Pan card/ Aadhar Card number :  
of the owner of the vehicle(to be  
attached)

### **D. Particulars of the Driver**

- 1 Name of the Driver :
- 2 Address of the Driver :
- 3 D.L. No. & Validity of the D.L. of :  
the Driver ()
- 4 Pan Card/ Aadhar Card number :  
of the Deriver()
- 5 Contact Number of the Driver :

E. Proposed hire charges of the Vehicle per month excluding fuel:

**N.B :-** Self attested : should be interpreted as attested by the bidder.

Seal & Signature of the  
Quotation/ Tenderer