

GOVERNMENT OF ODISHA  
COOPERATION DEPARTMENT

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Quotation / Tender Call Notice

No. COOP-OE2-MV-0001-2022- 12271 /Coop., Dated: 31/10/2023

Sealed quotations/tenders are invited from interested reputed Travel Agencies/Tour Operators/ private individuals for providing 01(one) no of AC Petrol driven vehicles (Zest / Tigor / Swift Dzire / Xcent / Etios etc) having sitting capacity of 05 (five) including driver, which shall conform to the Terms and conditions (Annexure-A) for official use in Cooperation Department on monthly rent basis.

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 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, 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. A sum of Rs.5000/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the "DDO US Cooperation Department " and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
7. The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants).
8. The Vehicle must achieve a fuel efficiency of 17 (Seventeen) Km per litre.
9. The details of the make and year of manufacture of the vehicle, registration no., mileage (Kms covered per litre) and name of the Driver, 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).
10. The Quotation completed in all respect should reach the undersigned on or before 14.11.2023 and shall be opened on the same day at 4.00 PM in presence of the bidders or their authorized representatives in the Conference Hall of Cooperation Department.
11. The application form of quotation /tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available with OE-II Section of this Department on payment of Rs.1000/- from 10.30 AM to 2.00 PM or can be downloaded from Odisha Govt. Website <https://coop.odisha.gov.in> /





www.odisha.gov.in from Dt. 31.10.2023 to Dt. 14.11.2023. In case the application form is downloaded from Odisha Govt. website, the applicant shall furnish a Demand Draft in favour of "DDO US Cooperation Department " for an amount Rs.1000/- (Rupees One Thousand) only towards the cost of application along with the application.

*SPIM 31/10/2023*  
Special Secretary to Government

Memo No. 12272 /Coop., Dated: 31/10/2023

Copy forwarded to all Departments of Government of Odisha (including Co-operation Department Notice Board) for information and necessary action.

*SPIM 31/10/2023*  
Special Secretary to Government

Memo No. 12273 /Coop., Dated: 31/10/2023

Copy along with copy of the enclosure forwarded to DDO-Cum-Under Secretary to Government for information and necessary action.

*SPIM 31/10/2023*  
Special Secretary to Government

Memo No. 12274 /Coop., Dated: 31/10/2023

Copy forwarded to Chief Receptionist / Sergeant, Lokseva Bhawan Security for information and necessary action.

The Chief Receptionist is requested for issue of Lokseva Bhawan entry pass to the intending bidders to enable them to submit their bid to the Department.

*SPIM 31/10/2023*  
Special Secretary to Government

Memo No. 12275 /Coop., Dated: 31/10/2023

Copy along with copy of the enclosure forwarded to Sri Subrat Kumar Tripathy, Sr. IT Programmer, Co-operation Department for hosting Tender Call Notice in the Department website for wide publicity of the notice from 31.10.2023 / Head State Portal Group for information and necessary action.

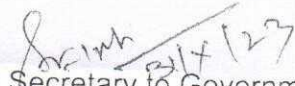
*SPIM 31/10/2023*  
Special Secretary to Government



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 salary 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.

  
Special Secretary to Government

General Information

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 and Signature of the  
Quotationer / Tenderer