

GOVERNMENT OF ODISHA
FOREST, ENVIRONMENT & CLIMATE CHANGE DEPARTMENT

No. FE-OE-MV-0003-2022 17412 / FE&CC, Date. 17.08./2023

Quotation

Sealed tenders are invited from interested reputed Travel Agencies/ Tour Operators having valid GST registration for supplying AC Petrol/Diesel Maruti Swift Dzire vehicles on hire basis having sitting capacity of five including Driver which shall confirm to the terms & conditions at Annexure-II for official use in Forest, Environment & Climate Change Department on monthly basis.

The vehicle must be in road worthy conditions & shall not be more than three years old from the date of initial registration having valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution Under Control Certificate, Valid Contract Carriage Permit, Proof of up-to-date tax payment etc. which are mandatory for plying of vehicle.

The monthly rate of hiring charges be quoted separately excluding GST & Fuel in the general bid information at Annexure-III.

A sum of Rs. 5,000/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of D.D.O-cum-Under Secretary to Government, Forest & Env. Department, and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.

The application form of quotation /tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available with the Deputy Secretary to Govt., Forest, Environment & Climate Change Department on payment of Rs.100/- or the application form can also be downloaded from Odisha Government website www.odisha.gov.in or Forest, Env. & CC Department website <http://forest.odisha.gov.in>. The applicant shall furnish a Demand Draft of an amount Rs. 100/- (Rupees One Hundred) only towards the cost of application.

The Quotation/tender completed in all respect should reach the undersigned on or before 25.08.2023 by 3.30 PM & shall be opened on the same day at 5.00 PM in the presence of the bidders or their authorized representative.


Additional Secretary to Government.



Memo No 17413 / FE&CC Date 17.08.23

Copy forwarded to all Departments. They are requested to display the Notice in their Notice Board for wide publicity.


Additional Secretary to Government.


Memo No 17414 / FE&CC Date 17.08.23

Copy forwarded to FA-cum-Additional Secretary/ Accounts Section, FE&CC Department for information and necessary action.


Additional Secretary to Government.

Memo No 17415 / FE&CC Date 17.08.23

Copy forwarded to Head State Portal Group, IT Centre Odisha Loka Seva Bhawan for information and necessary action. They are requested to post the tender Call Notice in the Government of Odisha website for wide publicity.


Additional Secretary to Government.

TERMS & CONDITIONS FOR HIRING OF VEHICLES

The following terms and conditions must be fulfilled by the successful bidder for providing a vehicle on hire on a monthly rent basis.

G.S.T registration is compulsory for any Service Provider to provide hired vehicles to Government Offices.

The hired vehicles during the period of contract shall have all necessary valid MV documents such as:- Valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution Under Control Certificate, Valid Contract Carriage Permit, Proof of up-to-date tax payment etc. and D.L of the Driver should be available all the times. The Department / Office 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 damages to any property on account of use of hired vehicle any manner whatsoever. The service provider shall be responsible for all such litigation. The Travel Agency/Tour Operators should have his office at Bhubaneswar.

The hire charges to be paid for monthly basis is final the fuel will be provided by the Department basing on actual consumption of fuel as per existing Government norms. The minimum average mileage in KMs per liter Petrol/Diesel will be 17Kms for A/C vehicles. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of the Engine, Gear Box & differential Coolant, Tyres & Tubes, Battery etc. including repairing of the vehicle will be borne by the bidder.

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.

The Driver of the vehicle must have a valid Driving License for driving light transport passenger vehicle & should have sufficient experience in driving transport passenger vehicles. The Driver should be well-behaved, gentle & obedient in nature.

The car and driver shall be at the disposal of the Authority during the period of engagement. The vehicle will run on holidays for official work when required on urgent basis for Assembly work, Budget work or any other important meeting with due approval.

In the case of contracted vehicles, same car and driver should be sent daily. Any change in vehicle or drivers will be allowed only in exceptional circumstances and that too with the prior information/approval of the Authority.

The drivers of the vehicle provided must follow traffic rules and other regulations prescribed by the Govt. from time to time. Drivers should be familiar with all important places in Bhubaneswar and outstations.

This Authority will not be responsible for any Challan, loss, damage or accident to the vehicle or to driver.

The daily record indicating time and mileage for each vehicle shall be maintained. Mobile phone facility (24x 7 hours) must be available with the Travel Agency and drivers.



Monthly hire charges and reimbursements towards cost of diesel/ petrol (as per actual) of selected bidder will be paid in every succeeding month, as far as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made. TDS as per IT Act & Rules will be deducted.

The payment will be made on monthly basis on submission of pre-receipted bill(s) duly supported by duty slip(s)/log sheet(s) duly signed by the concerned officers.

The vehicle shall not be more than 3 years & shall not run more than 50,000 KMs from the initial registration and also in good running condition during the period of contract.

The engagement and employment of drivers and payment of wages to them as per existing provisions of various labour laws and regulation is the sole responsibility of the Travel Agency and any breach of such laws or regulations shall be deemed to be breach of this contract.

In case of non-availability of vehicles, penalty as decided by Finance Department shall be imposed in addition to deduction at pro-rata basis for absence from duty.


The authority reserves the right to order for deployment of additional vehicles to be engaged in the Department on hire basis in case of requirement.

After selection of the bidder, the Travel Agency/Tour Operator have to execute an agreement with the Department within the period of fifteen days from the date of receipt of order.

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.

If the services are found to be unsatisfactory, the authority reserves the right to terminate the agreement with prior intimation at any time.

The vehicle will be utilised on official tour outside Bhubaneswar if required by the Department. No extra hiring charges will be paid for said tour.


Additional Secretary to Government
Forest, Env. & CC Department

GENERAL INFORMATION FOR HIRING VEHICLES

1. Registration No. of Vehicle:-
2. Type of Vehicle :-
3. Year of Manufacture:-
4. Model:-
5. Date of Registration:-
6. Name & Address of the owner of vehicle:-

7. Fitness Certificate Validity:-
8. Permit Validity:-
9. Insurance Validity:-
10. Name /Address of the Driver:-

11. DL No & Validity of the DL of the Driver:-
12. Quoted hire charges for the vehicles given below per month excluding fuel cost & GST:-
 - Swift Dzire
13. Name, address & Contact No. of the Service Provider (Tender/ Quotationer)

“Certified that the Information submitted above is true to the best of my knowledge and belief.”

Seal & Signature of the
Quotationer/ Tenderer