

Annexure - I

GOVERNMENT OF ODISHA
COMMERCE AND TRANSPORT (COMMERCE)
DEPARTMENT

COM-OE-OM-0011-2024 744 /C, Dated 17-02-2025

QUOTATION CALL NOTICE

Sealed Quotations/Tenders are invited from GST and Govt. Registered Travel Agencies / Tour Operators or Private individuals for providing 1 (One) No. of vehicle Compliant preferably Petrol vehicle category including Driver on Monthly basis, which shall confirm to the terms and conditions (Annexure-1) for official use of officers in the rank of Addl. Secretary of C&T Department.

1) 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, valid Contract Carriage Permit, Pollution under control Certificate, Tax clearance Certificate etc. which are mandatory for plying of vehicle.

2) The Driver of the vehicle must have a valid commercial Driving License for driving light transport passenger vehicle and should be sufficiently experienced in driving transport passenger vehicle.

3) The Driver should be well behaved, gentle and obedient in nature.

4) 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-Cum- Under Secretary to Government, C&T (Commerce) Department if selected .

5) The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants)

6) The vehicle must achieve fuel efficiency of **17 Kms. per litre.**

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-III).

8) The Quotation completed in all respect should reach the undersigned on or before **27.02.2025** by 2.00 P.M. and shall be opened on the same day at 4.00 P.M. The quotationer / authorized representatives of the firm may remain present during the opening of the quotation, if they desire.

9) The application form of quotation /tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available with the Joint

Secretary to Government (OE), C&T (Commerce) Department on payment of Rs.100/- or can be downloaded from Odisha Government Website <https://ct.odisha.gov.in>. In case the application form is downloaded from Government website, the applicant shall furnish a Demand Draft for an amount Rs. 100/- (Rupees One Hundred) only towards the cost of application along with the application.

10) The Authority reserves the right to dismiss or reject any application received incomplete without giving any reason thereof.

B G M
13/2/25

Joint Secretary to Government

Memo. No. 745 Dt 17-02-2025

Copy forwarded to all Department of Government / Head State portal I.T. Centre / Chief Receptionist /Sergeant, Secretariat Security for information and necessary action.

I.T. Center is requested for hosting the notice on the State Government website for wide publicity of the notice. 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

B G M
13/2/25

Joint Secretary to Government.

Memo. No. 746 Dt 17-02-2025

Copy forwarded to PMU Section of C&T Department for updating the QUOTATION CALL NOTICE on C&T Deptt., Website for wide publication .

B G M
13/2/25

Joint Secretary to Government.

TERMS & CONDITIONS FOR HIRING OF VEHICLES Annexure -I I

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, Fitness Certificate, valid Contract Carriage Permit, proof of up to date tax payment etc. and D.L. of the driver 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 damage to any property on account of use of hired vehicle in any manner whatsoever. The hirer shall not be responsible for all such litigation.
2. 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.
3. It shall be the responsibility of the bidder to provide a good driver with well behaved, gentle and obedient in nature and the salary of the driver shall be borne by the owner.
4. 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.
5. In case of the vehicle do not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source.
6. The vehicles shall report for duty for minimum of 25 days in a month.
7. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
8. Monthly hire charges and reimbursements towards cost of diesel/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.
9. 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.
10. If the services are fowl (to be unsatisfactory), the client shall give one month notice and terminate the agreement
11. 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
12. If the bidder violates any of the terms of contract, Government shall forfeit entire amount of security deposit.

Seal & Signature of the

B. Q. M.
17/2/25

**Joint Secretary to Govt.
C & T (Commerce) Deptt.**

Quotation/Tender Calling Authority

Annexure-III**GENERAL INFORMATION FOR HIRING VEHICLES**

1. Registration No. of Vehicle :-
2. Type of Vehicle (AC/Non-AC): -
3. Year of Manufacture:-
 - 4) Model : -
 - 5) Date of registration:-
 - 6) Name & complete address of the owner of vehicle :
 - 7) Fitness Certificate validity :
 - 8) Permit validity
 - 9) Insurance validity :
 - 10) Name / Address of the Driver : -
 - 11) D.L. No. & Validity of the D.L. of the Driver-
 - 12) Proposed hire Charge of the vehicle per month excluding fuel cost:
 - 13) Rate of fuel consumption / Mileage per liter:
 - 14) Contact Number of the Service provider (Tenderer/ Quotationer)

Mobile.....Telephone.....

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

Signature of the
Quotationer/Tenderer