

Annexure-I  
**Standard Bidding Document**  
**Government of Odisha Cooperation Department**  
Office of the Assistant Registrar of Cooperative Societies,  
Paralakhemundi Circle, Paralakhemundi.

Quotation / Tender Call Notice No. 692 /29-A-1/2014/Dated. 15/3/2021

Sealed Quotations /Tenders are invited from interested reputed Travel Agencies / Tour Operators or Private individuals for providing 01(One) no. of Non-AC Diesel/Petrol driven vehicles (**Bolero/ TUV300/ SUMO Gold/ Ertiga**) having sitting capacity not more than 10(Ten) including Driver, which shall conform to the Terms and Conditions prescribed by the Government of Odisha (Annexure-II) in O.M. No.27037/F. Dated.08.10.2015 for official use in the office of the Assistant Registrar of Cooperative Societies , Paralakhemundi Circle, Paralakhemundi under Government of Odisha in Cooperation Department on monthly rent basis.

1. The vehicle must be in Road worthy condition, shall not be more than 3 years old from the date of initial Registration & must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid Contact Carriage Permit, proof of up to date tax payment etc; which is mandatory for plying of vehicle.
2. GST Registration is compulsory for any service provider to provide hired vehicle to Government officer.
3. 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
4. The driver should be well behaved, gentle & obedient in nature.
5. A sum of Rs.5000/-(Rupees Five Thousand) shall be deposited by the intending bidders in shape of Account payee Bank Draft in favour of the **Assistant Registrar of Cooperative Societies, Paralakhemundi Circle, Paralakhemundi** & submit along with the tender paper as security deposit. After completion of the tender process, the amount will be refunded to unsuccessful bidders.
6. The monthly rate of hire charge (**Maximum Rs.31, 000/-P.M.**) may be quoted separately in general bid information (excluding fuel & Lubricant).
7. The vehicle must achieve a fuel efficiency of **10(Ten)** KMs per liter.
8. The details of the make and year of manufacture of the vehicle, Registration Number, Mileage (Kms covered per liter) and name of the Driver with Driving License No. & period of validity should be specifically provided in the general bid information to be furnished with the Quotation/Tender (Annexure-III).
9. The quotation completed in all respect should reach the Undersigned on or before 23.03.2021 by 12 Noon & shall be opened on the same day at 2 P.M. in presence of the bidders or their authorized representatives.

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10. The application form of Quotation / Tender containing General Bid Information & Terms and Conditions for hiring of vehicles etc; will be available with the Section Officer of the office of the Undersigned on payment of Rs.100/-from 16.03.2021 to 23.03.2021 10 A.M. on all working days or can be down loaded from Odisha Govt. Website [www.Odisha.gov.in](http://www.Odisha.gov.in) from Dt.. 16.03.2021 to 23.03.2021. In case the application form is downloaded from Govt. 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.

*M. N. Singh*  
15/3/21

Assistant Registrar of C.S.

Paralakhemundi Circle, Paralakhemundi.

Memo No. 693 / dt. 15/3/2021

Copy along with soft copy of the Quotation call notice submitted to the D.I.O., NIC, Gajapati with a request to hoist the quotation call notice in District Website of Gajapati for wide publicity.

*M. N. Singh*  
15/3/21

Assistant Registrar of C.S.,

Paralakhemundi Circle, Paralakhemundi.

Memo No. 694 / dt. 15/3/2021

Copy submitted to the Collector, Gajapati, Paralakhemundi / Sub- Collector, Paralakhemundi / R.T.O., Paralakhemundi / Executive Officer, Municipality Paralakhemundi /Tahasildar, Paralakhemundi for favour of information. They are requested to display the notice in their office Notice Board for wide publicity.

*M. N. Singh*  
15/3/21

Assistant Registrar of C.S.,

Paralakhemundi Circle, Paralakhemundi.

Memo No. 695 / dt. 15/3/2021

Copy submitted to the Deputy Registrar of Cooperative Societies, Berhampur Division, Berhampur/ Registrar of Cooperative Societies, Odisha, Bhubaneswar for favour of kind information & necessary action.

Copy to Office Notice Board

*M. N. Singh*  
15/3/21

Assistant Registrar of C.S.,

Paralakhemundi Circle, Paralakhemundi.

## Annexure-II

### TERMS & CONDITIONS FOR HIRING OF VEHICLES

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

1. The hired vehicle, 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 payments etc; & 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 hired vehicle 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 litigations.
2. The hire charges to be paid on monthly basis is final but does not include cost of Diesel, which is to be paid separately basing on actual consumption & Lubricants as per existing Government norms. All the expenditure of vehicle towards repair, replacement of spare parts, Lubricating Oil of Engine, Gear box & different 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 & 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/ bidder of the vehicle.
5. In case of the vehicle do not report regularly, the authority will be at liberty to reject the agreement & may engage vehicle from other source.
6. The vehicle 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 (as per actual) and lubricants (as per Government norms) 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 & no advance payment will be made.

Annexure-III

GENERAL INFORMATION FOR HIRING VEHICLE

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 Driver: -
11. Driving License 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: - Mobile \_\_\_\_\_  
(Tenderer / Quotationer) Telephone \_\_\_\_\_

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

Seal & Signature of the  
Quotationer / Tenderer.