

Standard Bidding Document

Government of Odisha

DISTRICT EXCISE OFFICE : GAJAPATI : PARALAKHEMUNDI :

No. 340 /Ex.,

Dated :- 24/02/2023

Quotation / Tender Call Notice

In pursuance to the Office Memorandum No.30464/F., Dated 06.09.2019 of Finance Department, Odisha and as per permission vide Letter No.2190/Ex., Dated 16.02.2023 of the Excise Commissioner, Odisha, Cuttack; sealed quotations / tenders are invited from interested reputed Travel Agencies / Tour Operators or private individuals for providing 3(three) Diesel driven vehicle ( **Bolero for enforcement work**) for (1)Range Inspector, R.Udayagiri, (2) Model Excise Station, Kasinagar (3) District Mobile Unit, Gajapati having sitting capacity not more than ten including driver, which shall conform to the Terms and conditions (Annexure-II) for official use in District Excise office under Superintendent of Excise, Gajapati on monthly rent basis:

TABLE

Sl No.	Type of Vehicle	Maximum hire charges per month excluding taxes	Minimum average mileage in Kms per Liter
1	2	3	4
1	Bolero	Rs.31,000/-	10

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, proof of up to date tax payment etc. which are mandatory for plying of vehicle.
2. 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.
3. The Driver should be well behaved, gentle and obedient in nature.
4. A sum of Rs.5000/- (Rupees five thousand) only shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the Superintendent of Excise, Gajapati and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders. The cover should be super scribed as "Quotation / Tender for vehicle to be engaged at District Mobile Unit, Gajapati".
5. The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants). Service Tax would be reimbursed separately over and above the hire charges.

6. The Vehicle must achieve a fuel efficiency of 12 Kms per liter.
7. The details of the make and year of manufacture of the vehicle, registration No., mileage (Kms covered per liter) 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 in the office of the Superintendent of Excise, Gajapati on or before 10-03-2023 by 5.00 P.M. and shall be opened on dated 14-03-2023 at 11.00 A.M. in presence of the bidders or their authorized representatives.
9. The application form of quotation / tender containing general Bid information & terms and conditions for hiring of vehicles etc. will be available with District Excise Office, Gajapati on payment of Rs.100/- in shape of Demand Draft from 24-02-2023 to 10-03-2023 or can be downloaded from Gajapati district website [www.gajapati.nic.in](http://www.gajapati.nic.in) from 24-02-2023 to 10-03-2023. 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 in favour of Superintendent of Excise, Gajapati towards the cost of application along-with the application.

  
Collector & D.M., Gajapati.  
Quotation / Tender Calling Authority

Memo No. 341 / Ex.,

Dated 24/02/2023

Copy to all Inspectors of Excise and all O.I.Cs of Excise Station of Gajapati district for information and wide publicity.

Copy forwarded to all Tahasildars / Block Development Officers of Gajapati District for information and necessary action. They are requested to affix it in their Notice Board for wide publicity.

Copy forwarded to the Sub-Collector, Paralakhemundi for information and necessary action.

Copy forwarded to the D.I.P.R.O, Gajapati for information & necessary action and wide publicity.

Copy forwarded to the D.I.O., N.I.C., Gajapati for information and necessary action. He is requested to publish the same in the district website.

Copy submitted to the Excise Commissioner, Odisha, Cuttack / Joint Secretary to Govt. Excise Department, Odisha, Bhubaneswar for favour of kind information and necessary action.

Copy to the Notice Board of Collectorate, Gajapati / District Excise Office, Gajapati for information of the general public.

  
Collector & D.M., Gajapati  
Quotation / Tender Calling Authority.



**TERMS & CONDITIONS FOR HIRING OF VEHICLES**

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

1. The hired vehicles during of contract shall have all necessary valid MV documents such as :- Valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid Contract carriage Permit, proof 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 hired vehicles or loss of life / injury made to any person (s) or damage to any property on account of use of hired vehicle any manner whatsoever. The hirer shall be responsible for all such litigation.
2. The hire charges to be paid for monthly basis is final but does not include cost of diesel. 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 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 for 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 reimbursement towards cost of diesel (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. Preference will be given to new vehicle.
10. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
11. In case the service provider intends to withdrawn the services of his vehicle and terminate the agreement, it shall be mandatory upon him to grant one month notice before such withdrawal of services and termination of agreement.
12. If the bidder violates any of the terms contract, Government shall forfeit the entire amount of security deposit.
13. GST registration and GeM registration are compulsory for any Service Provider to provide hired vehicles to Government offices through GeM or through open bidding.

  
Collector & D.M., Gajapati.

Quotation / Tender Calling Authority



**GENERAL INFORMATION FOR HIRING VEHICLES**

1. Registration No. of the vehicle :-
2. Type of vehicle (AC / Non-AC) :-
3. Year of Manufacturing :-
4. Model :-
5. Date of registration :-
6. Name and complete address of the owner of vehicle :-
  
7. Fitness Certificate validity :-
8. Permit validity :-
9. Insurance validity :-
10. Name and 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 No. & Address of the Service Provider  
(Tenderer / Questioners)

Mobile No. \_\_\_\_\_

Telephone No. \_\_\_\_\_

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

Seal & signature of the  
Quotationer / Tenderer.