



ଜିଲ୍ଲାପାଳଙ୍କ କାର୍ଯ୍ୟାଳୟ, ଗଜପତି, ପାରାଲକ୍ଷେମୁଣ୍ଡି  
COLLECTORATE, GAJAPATI, PARALAKHEMUNDI  
(ନିଜାନ୍ତ ଉପବିଭାଗ)

Letter No. : 5294 /

Date: 12/06/2024

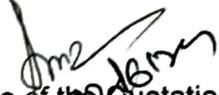
**Quotation /Tender Call Notice**

Sealed quotations / tenders are invited from interested reputed Travel Agencies /Tour Operators or Private individuals for providing 01 no of AC/NON-AC Diesel driven vehicles having sitting capacity not more than six including driver, which shall conform to the terms and conditions (Annexure-II) for official use of **Collector, Gajapati** on monthly rent basis:

1. The vehicle must be in Road Worthy condition, shall not be more than 03 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. GST registration and GeM registration are compulsory for providing vehicles on hire basis.
3. In view of pollution being high through use of Diesel vehicles, BS VI compliant petrol vehicles will be preferable.
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 of Payee Bank Draft drawn in favour of the Collector, Gajapati 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 hire charge of the vehicle be quoted separately in the general bid information (excluding fuel & lubrications).
8. Maximum hire charges of the vehicle will be **Rs.37000/-** excluding taxes as per letter No.22924//F., dt-14.08.2023 of Finance Department, Government of Odisha.

9. The vehicle must achieve a fuel efficiency of 10 kilometres per litre.
10. The details of the maker and year of manufacture of the vehicle, registration number, mileage (kms covered per litre) and name of the driver with valid Driving License number and period of validity should be specifically provided in the general bid information to be furnished with the quotation / tender (Annexure-III).
11. The Quotation / Tender, completed in all respect should reach the Deputy Collector(Nizarat), Collectorate, Gajapati on or before 27.06.2024 by 5.30pm through R.P and shall be opened on 28.06.2024 at 11.00 am at the Office Chamber of the Additional District Magistrate, Gajapati in presence of the bidders or their authorized representatives under the chairmanship of Addl. District Magistrate, Gajapati.
12. The application form of quotation / tender containing General bid information with terms & conditions for Hiring of vehicle etc will be available in the office of the Deputy Collector (Nizarat), Collectorate, Gajapati / Heads of Department/Office on payment of Rs. 100/-(Rupees one hundred)only from 10.30 A.M. to 05.30 P.M. or can be downloaded from this district website i.e., [www.gajapati.odisha.gov.in](http://www.gajapati.odisha.gov.in) from date 16.06.2024 to 26.06.2024. In case the form is downloaded from Govt. website, the applicant shall furnish a Demand Draft of Rs. 100/- in favour of the Collector, Gajapati towards cost of the application along with the application.

website: [www.gajapati.odisha.gov.in](http://www.gajapati.odisha.gov.in)

  
Signature of the Quotation /  
Tender Calling Authority

Memo No. 5295 /Niz.

Date- 12-06-24

Copy to the Sub-Collector, Paralakhemundi / all Tahasildars / all BDOs/ all District level Officers / E.O. Paralakhemundi Municipality / E.O. NAC Kashinagar/ Regional Transport Officer, Gajapati for information and necessary action. They are requested to display this notice in their Notice Board for wide publicity.

Copy to the D.I.O., N.I.C., Gajapati for information and necessary action with request to host this notice in the district portal.

  
Signature of the 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 on hire on monthly basis.

1. The hired vehicles, during period of contract, shall have all necessary valid MV documents such as valid Registration Certificates, Insurance Certificate, Fitness Certificate, valid Contract Carriage Permit. Proof of up-to-date tax payment and D.L. of the driver available all the time. The Department/Office, hiring the vehicle shall not be responsible for any damage/loss caused to hire vehicle or loss of life/injury made to any person or damaged 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 for monthly basis is final but does not include cost of petrol/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 responsibility of the bidder to provide a good driver and the salary of the driver shall be borne by the owner.
4. The vehicle must have a valid commercial License including interstate permit.
5. In case of break down for reasons whatsoever the replacement of the vehicle of the same or better model shall be provided by the bidder/owner of the vehicle.
6. In case of vehicle does not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source.
7. The vehicle 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 requirement of the hirer, no extra payment shall be demanded.
9. Monthly hire charges and reimbursement towards cost of petrol/diesel(as per actual) and lubricants (as per Govt. 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 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. FASTag must be affixed on windshield of the vehicle for online Highway Toll payment.
12. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
13. In case 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.
14. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.

Signature of the Quotation /  
Tender Calling Authority

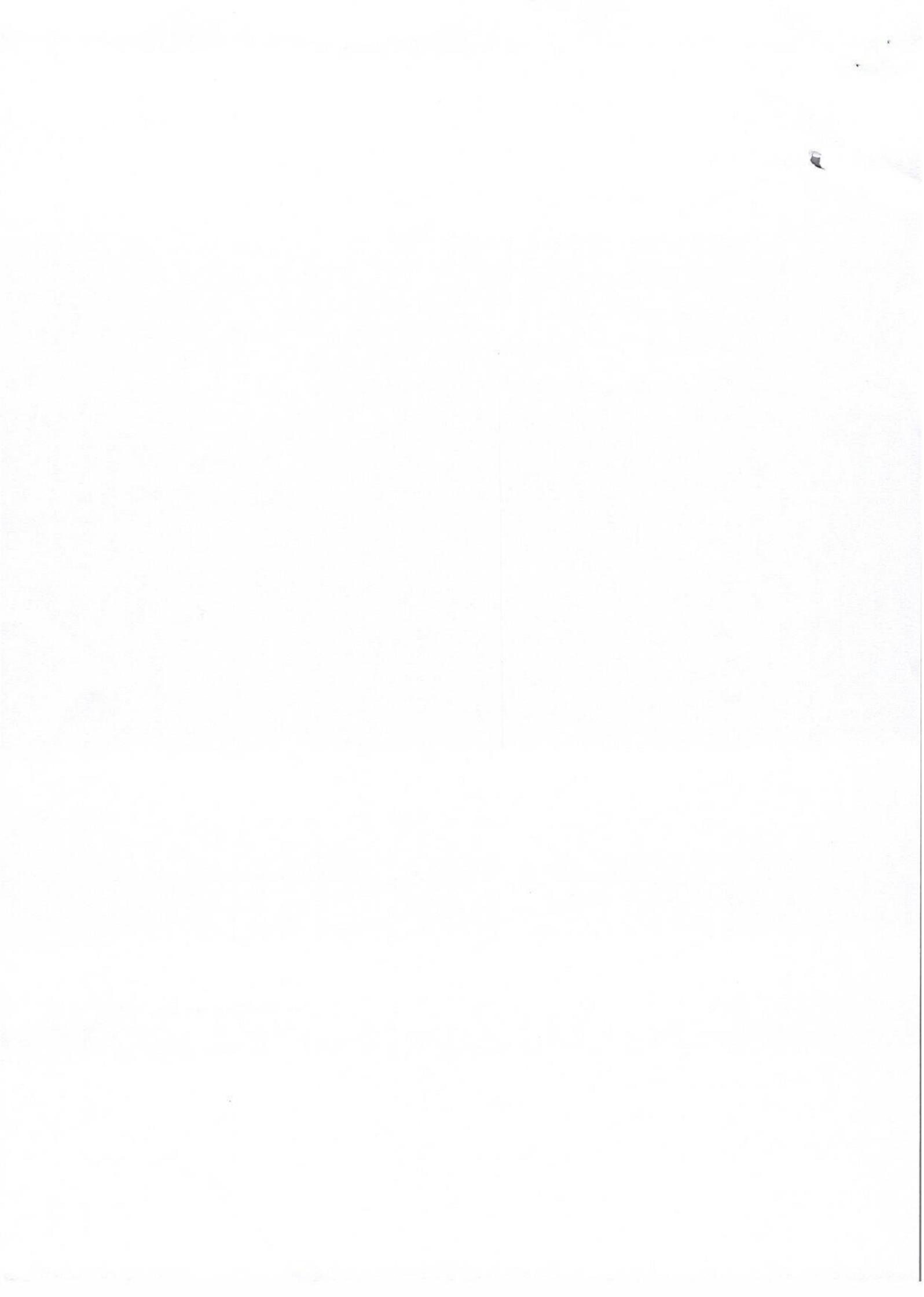


**GENERAL INFORMATION FOR HIRING VEHICLES**

1. Registration No. of the Vehicle :
2. Type of Vehicle(AC / Non AC) :
3. Year of Manufacture:
4. Model :
5. Date of Registration :
6. Name & Complete address of the  
Vehicle owner:
7. Fitness Certificate Validity:
8. Permit Validity:
9. Insurance Validity:
10. Name & address of the Driver:
11. D.L. No. & validity of D.L. of Driver:
12. Proposed hire charge of the vehicle  
per month excluding fuel cost:
13. Rate of fuel consumption /Mileage per litre:
14. Contact number of the Service provider(Bidder):  
Mobile \_\_\_\_\_ Telephone \_\_\_\_\_

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

Seal & Signature of the  
Quotationer / Tenderer



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GOVERNMENT OF ODISHA  
FINANCE DEPARTMENT

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Memo. No. FIN-CT1-TAX-0048-2023- 33418 /F, Date 07.12.2023

To,

All Departments of Government  
All Heads of Department

***Sub: Regarding applicability of GST Rate by the service providers on renting of motor vehicle designed to carry passenger where cost of fuel is not included in the consideration charged from the service recipient- reg.***

Madam/Sir,

Instructions were issued by the Finance Department vide FD OM. No. 22924/F Dated 14.08.2023, wherein it was specifically instructed that ***the hiring charges would not include fuel cost (petrol/diesel) which is to be paid separately basing on actual consumption as per norms and ceiling prescribed.***

In few instances, it is noticed that **Service Providers** providing vehicles on **hire basis** for use in Government Offices, Heads of Departments and Government Corporations and PSUs, where **cost of fuel is not included** in the hire charges, are charging GST @ 5% (CGST @ 2.5% + OGST @ 2.5%) in their Bill/Invoice instead of charging GST @ 18%. The appropriate rate of GST applicable in each case is clarified in the following paragraphs.

- a. As per F.D. Notification No. 19869-FIN-CT1-TAX-0022-2017 dated 29.06.2017 bearing SRO No. 305/2017 & Government of India Notification No. 11/2017-Central Tax (Rate) dated 28.06.2017 (amended from time to time), renting of any motor vehicle designed to carry passengers with operator falls under Heading 9966 and where the **cost of fuel is included** in the consideration charged from the service recipient is taxable @ 5% with a condition that Input Tax Credit (ITC) charged on goods and services used in supplying the service, **other than** the input tax credit of input service in the same line of business (i.e. service procured from another service provider of transporting passengers in a motor vehicle or renting of a motor vehicle) has **not been availed** . Otherwise, renting of any motor vehicle with operator and where the **cost of fuel is included** in

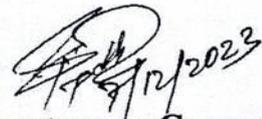
the consideration charged from the service recipient is taxable @ 12% with the scope to avail full ITC subject to conditions as per GST Act and rules made thereunder.

- b. In rest of the cases, where the **cost of fuel is not included** in the consideration charged from the service recipient, then GST is chargeable @ 18%.

All subordinate offices under the control of respective Departments of Government may accordingly be instructed to ensure strict compliance of statutory provisions of Odisha Goods and Services Act, 2017 subject to amendments from time to time.

Difficulties, if any, in the implementation of this circular may be brought to the notice of Finance Department.

Yours faithfully



**Special Secretary to Government**