

Standard Bidding Document

Government of Odisha

DISTRICT EXCISE OFFICE : GAJAPATI : PARALAKHEMUNDI :

No. 2484 /Ex.,

Dated :- 18-11-2024

Quotation / Tender Call Notice

In pursuance to the Office Memorandum No.22924/F., Dated 14.08.2023 of Finance Department, Odisha and as per Letter No.9254/Ex., Dated 30.09.2024 of the Excise Commissioner, Odisha, Cuttack; sealed quotations / tenders are invited from interested reputed Travel Agencies / Tour Operators or private individuals for providing 1(one) Petrol/Diesel driven vehicle having sitting capacity not more than ten including driver, for Excise Enforcement work in the Establishment of Supdt. of Excise, Gajapati on monthly rent basis and shall conform to the Terms and conditions as mentioned in Annexure-A.

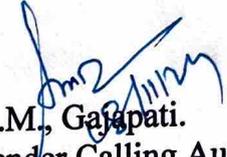
T A B L E

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 service provider shall have a valid OGST registration to participate in the tendering.
2. The service provider, participating in the bidding process under the jurisdiction of Municipal Corporations, shall be registered on GeM platform.
3. 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, Pollution Certificate, valid Contract Carriage Permit, proof of up-to-date tax payment etc. mandatory for plying of vehicle.
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/- (Rupees five thousand) only shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the Supdt. 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 monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants).

8. The Vehicle must achieve a fuel efficiency of 10 KM per litre.
9. The details of the make and year of manufacture of the vehicle, registration no., mileage (KM covered per litre) and name of the Driver, Driving License No. and period of validity should be specifically provided in the general bid information to be furnished with the Quotation/Tender (Appendix-B).
10. The Quotation completed in all respect should reach the undersigned on or before 02-12-2024 by 5.00 P.M. and shall be opened on the ~~same~~ ^{next} day at 11.00 A.M in presence of the bidders or their authorized representatives.
11. 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.1000/- from 18-11-2024 to 02-12-2024 or can be downloaded Govt. Website ^{gajapati.} www.Odisha.gov.in from Dt. 18-11-2024 to Dt. 02-12-2024. In case the application form is downloaded from Govt. website, the applicant shall furnish a Demand Draft for an amount Rs. 1000/- (Rupees One thousand) only towards the cost of application along with the application.


A.D.M., Gajapati.

Quotation / Tender Calling Authority


Memo No. 2485 / Ex.,

Dated 18-11-2024

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.

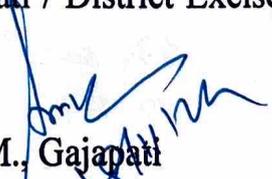
Copy forwarded to the Sub-Collector, Paralakhemundi for information and necessary action.

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

Copy forwarded to the Dist. E-Gov. Manager, Collectorate, 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.


A.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 period of contract, shall have all necessary valid MV documents such as valid Registration Certificate, Insurance Certificate, Pollution 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.
2. 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 or damage to any property on account of use of hired vehicle any manner whatsoever. The hirer shall be responsible for all such litigation.
3. 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 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.
4. It shall be the responsibility of the bidder to provide a good driver and the remuneration of the driver shall be borne by the owner.
5. 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.
6. In case of the vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
7. The vehicles 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 the requirement. No extra payment shall be demanded.
9. Monthly hire charges and reimbursements towards cost of fuel (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.
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. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
12. 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.

13.

If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.

A.D.M., Gajapati.

Quotation / Tender Calling Authority

GENERAL INFORMATION FOR HIRING VEHICLES

- 1 Name of the Service provider :
- 2 Complete Address :

- 3 OGST number :
- 4 GeM Registration Number :
- 5 Bank Account No. and IFSC code :

- 6 Registration No. of Vehicle :
- 7 Year of Manufacturer :
- 8 Make & Model :
- 9 Date of Registration :
- 10 Name & complete address of the owner of vehicle :

- 11 Fitness certificate validity :
- 12 Pollution certificate validity :
- 13 Permit validity :
- 14 Insurance validity :
- 15 Name/ Address of the Driver :

- 16 D.L. No. & Validity of the D.L. of the Driver :
- 17 Proposed hire Charges of the vehicle per month excluding fuel cost :
- 18 Rate of fuel consumption/ Mileage per liters :
- 19 Contact Number of the Service provider (Tenderer/ Quotationer) :
- 20 Contact number of Driver :

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

Seal & signature of the