

**GOVERNMENT OF ODISHA
FINANCE DEPARTMENT**

(FIN-OM-MV-0001-2023) 4955 /F Dated 15/02/23

TENDER CALL NOTICE

Sealed tenders are invited from interested reputed Travel Agencies/ Tour Operators having GST registration & GeM registration for providing 20(Twenty) No's of AC Petrol/Diesel Maruti Swift Dzire vehicles on hire basis having sitting capacity of five including Driver which shall confirm to the terms & conditions at Annexure-II for official use in Finance Department on monthly basis.

The vehicle must be in road worthy conditions & shall not be more than three years old from the date of initial registration having valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution Under Control Certificate, Valid Contract Carriage Permit, Proof of up to date tax payment etc. which are mandatory for plying of vehicle.

The monthly rate of hiring charges be quoted in the prescribed format at Annexure-III excluding GST & Fuel.

The Travel Agency have to submit the EMD amounting to Rs. 5000/- (Rupees five thousand) only in shape of Bank draft in favour of DDO-cum-Under Secretary to Government, Finance Department payable at Bhubaneswar.

The tender along with necessary documents should reach the undersigned on or before 04.03.2023 by 3.00 PM & will be opened on the same day at 4.00 PM in the office chamber of Special Secretary(O&M Branch), Finance Department in the presence of the bidders or their authorized representatives.

The Application Form of Tender containing tender call notice & Terms & Conditions for hiring of vehicles etc. will be available in O&M Branch of Finance Department on payment of Rs.100/- (Rupees one hundred) to DDO-cum-Under Secretary to Government, Finance Department only from 17.02.2023 to 03.03.2023 or can be downloaded from Odisha Government website www.odisha.gov.in or Finance Department website <http://finance.odisha.gov.in> from dated 17.02.2023. In case the Application Form is downloaded from Odisha Govt. web site or Finance Department

website, the applicant shall have to furnish a Demand Draft for an amount of Rs 100/- (Rupees one hundred) only in favour of DDO-cum-Under Secretary to Government, Finance Department towards the cost of Application Form of tender for hiring of vehicles.

By the order of Principal Secretary



(Shri Jatindra Kumar Samal)
Deputy Secretary to Government.

Memo No 4956 /F Dated 15/02/23

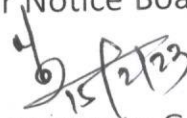
Copy along with copy of the enclosure forwarded to I&PR Department for information and necessary action. They are requested to publish this notice in two widely circulated Odiya Local Dailies namely The "Samaj" and The "Sambad" for wide publication.



Deputy Secretary to Government.

Memo No 4957 /F Dated 15/02/23

Copy forwarded to all Departments for information & necessary action. They are requested to display this Notice in their Notice Board for wide publicity.



Deputy Secretary to Government.

Memo No 4958 /F Dated 15/02/23

Copy forwarded to Head State Portal Group, IT Centre Odisha Loka Seva Bhawan for information and necessary action. They are requested to post the Tender Call Notice in Government of Odisha website www.odisha.gov.in and FinanceDepartment website <http://finance.odisha.gov.in> for wide publicity.



Deputy Secretary to Government.

Memo No 4959 /F Dated 15/02/23

Copy forwarded to D.D.O-Cum-Under Secretary to Government, F.D for information and necessary action.

Handwritten signature and date
15/2/23

Deputy Secretary to Government

Annexure-II

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 rent basis.

G.S.T registration & GeM registration are compulsory for any Service Provider to provide hired vehicles to Government Offices.

The hired vehicles during the period of contract, shall have all necessary valid MV documents such as:- Valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution Under Control Certificate, Valid Contract Carriage Permit, Proof of up to date tax payment etc. and D.L of the Driver should be 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 damages to any property on account of use of hired vehicle any manner whatsoever. The service provider shall be responsible for all such litigation. The Travel Agency/Tour Operators should have his office at Bhubaneswar.

The hire charges to be paid to the Travel Agency on monthly basis. The fuel will be provided by the Department basing on actual consumption of the vehicle & as per existing Government norms. The minimum average mileage in KMs per liter Petrol/Diesel will be 17Kms for A/C vehicles. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of the Engine, Gear Box & differential Coolant, Tyres & Tubes, Battery etc. including repairing of the vehicle will be borne by the bidder.

It shall be the responsibility of the bidder to provide a good Driver and the salary of the Driver shall be borne by the Travel Agency.

The Driver of the vehicle must have a valid Driving License for driving light transport passenger vehicle & should have sufficient experience in driving transport passenger vehicles. The Driver should be well behaved, gentle & obedient in nature.

The car and driver shall be at the disposal of the Authority during the period of engagement. The vehicle will be utilised on holidays for official work if required for Assembly work, Budget work or any other important meeting with due approval & no extra payment will be made to the Travel Agency.

In the case of contracted vehicles, same car and driver should be sent daily. Any change in vehicle or drivers will be allowed only in exceptional circumstances and that too with the prior information/approval of the Authority.

The drivers of the vehicle provided must follow traffic rules and other regulations prescribed by the Govt. from time to time. Drivers should be familiar with all important places in Bhubaneswar and outstations.

This Authority will not be responsible for any Challan, loss, damage or accident to the vehicle or to driver.

The daily record indicating time and mileage for each vehicle shall be maintained. Mobile phone facility (24x 7 hours) must be available with the Travel Agency and drivers.

Monthly hire charges and reimbursements towards cost of diesel/ petrol (as per actual) of the 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. TDS as per IT Act & Rules will be deducted.

The payment will be made on monthly basis on submission of pre-receipted bill(s) duly supported by duty slip(s)/log sheet(s) duly signed by the concerned Officers.

The vehicle shall not be more than 3 years & shall not run more than 50,000 KMs from the initial registration and also in good running condition during the period of contract.

- The engagement and employment of drivers and payment of wages to them as per existing provisions of various labour laws and regulation is the sole responsibility of the Travel Agency and any breach of such laws or regulations shall be deemed to be breach of this contract.
- In case of non-availability of vehicles, penalty as decided by Finance Department shall be imposed in addition to deduction at pro-rata basis for absence from duty.

The authority reserves the right to order for deployment of additional vehicles to be engaged in the Department on hire basis in case of requirement.

After selection of the bidder, the Travel Agency/Tour Operator have to execute agreement with Department at Annexure- 'A' within the period of fifteen days from the date of receipt of order.

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.

If the services are found to be unsatisfactory, the Authority reserves the right to terminate the agreement with prior intimation to the Travel Agency.

The vehicle will be utilized on official tour outside Bhubaneswar if required by the Department & no extra hiring charges will be paid for said tour.

The successful bidder is required to deposit 10% of the approved negotiated amounts as Performance Bid Security which will be returned after completion period of agreement. If the services of Travel Agency is not up to satisfactory, the Performance Bid Security amount will be forfeited.

Deputy Secretary to Government
Finance Department

APPLICATION FORM OF TENDER FOR HIRING OF VEHICLES

1. Type of Vehicle :-
2. Year of Manufacture:-
3. Model:-
4. Date of Registration:-
5. Name & Address of the Travel Agency/Tour Operator :-

6. Fitness Certificate Validity:-
7. Permit Validity:-
8. Insurance Validity:-
9. GST registration No.
10. GeM registration No.
11. TAN No.
12. Quoted hire charges for Swift Dzire vehicle per month excluding fuel cost & GST:-

13. Annual Turnover of the Travel Agency/ Tour Operator

14. Name of the other Government Departments/Offices where similar service are provided by the Travel Agency:-
 - i)
 - ii)
 - iii)
 - iv)
 - v)

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

Seal & signature of the Tenderer