

3969/Exc/19
12-9-19

GOVERNMENT OF ODISHA

EXCISE DEPARTMENT

Quotation/Tender Call Notice

No. 4283 /Ex., Bhubaneswar, dated 27-8-19

I-OE(MV)-70/2018

Sealed quotations/tenders are invited from interested reputed Travel Agencies/ Tour Operators or private individuals for providing 1 (One) Diesel driven (A/C Swift Dzire) vehicle having sitting capacity not more than five including driver, which shall conform to the Terms and conditions (Annexed) for official use in Excise 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 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/-** shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the DDO-cum-Desk Officer, Excise Department and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
5. The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants).
6. The Vehicle must achieve a fuel efficiency of 17(Seventeen) Kms per litre.
7. The details of the make and year of manufacture of the vehicle, registration No, mileage (Kms covered per litre) 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(Format Annexed).
8. The Quotation completed in all respect should reach the undersigned on or before **17.09.2019** by **4.00 PM** and shall be opened on the same day at **4.15 PM** 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 Office Establishment Section of Excise Department on all working days except Sundays

G.M.

and Government holidays on payment of **Rs.100/-(Rupees One Hundred)** only from **28.08.2019** to **17.09.2019** or can be downloaded from Excise Department website: excise.odisha.gov.in / Odisha Government website www.odisha.gov.in from **28.08.2019** to **17.09.2019**. In case the application form is downloaded from Government website, the applicant shall furnish a Demand Draft for an amount of **Rs. 100/- (Rupees One Hundred)** only towards the cost of application along with the application.


27/8/19
Seal & Signature of

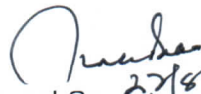
Quotation/Tender Calling Authority

Designation
Additional Secretary to Govt.
Excise Department

Memo No. 4384 /Ex., dated 27-8-19

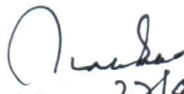
Copy alongwith copy of enclosures forwarded to All Departments of Government for information and necessary action.

It is requested that the Quotation/ Tender Call Notice may kindly be displayed in the Notice Board of the concerned Department for wide publicity.


27/8/19
Additional Secretary to Government

Memo No. 4385 /Ex., dated 27-8-19

Copy alongwith copy of enclosures forwarded to Senior Software Engineer, State Portal, IT Department for hoisting the Quotation/Tender Call Notice in Excise Department website / Government of Odisha website for wide publicity.

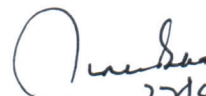

27/8/19
Additional Secretary to Government

TERMS AND 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.

1. The hired vehicles, 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 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 or damage to any property an account of use of hired vehicle any manner whatsoever. The Agency providing vehicle shall be responsible for all such litigation.
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 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 so that service provision shall not be interrupted.
5. In case the vehicle does not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source.
6. The vehicles shall report for duty for minimum of 25 days in a month.

7. In case of emergency, the driver shall 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 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.
10. If the services are found to be unsatisfactory, the hiring Department/ Office shall give one month notice and terminate the agreement.
11. 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.
12. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.



Seal & Signature of

Quotation/Tender Calling Authority

**Additional Secretary to Govt.
Excise Department**

GENERAL INFORMATION FOR HIRING VEHICLES

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 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 litre:
14. Contact Number of the Service Provider(Tenderer/Quotationer)

Mobile.....Telephone.....

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

Seal & Signature of
Quotationer/Tenderer

GOVERNMENT OF ODISHA
FINANCE DEPARTMENT

OFFICE MEMORANDUM

No. 27037 /F
FIN-COD-RULE-0004/2015

Dated 8/10/2015

Subject- Revision of Hiring charges of private vehicles and fixation of mileage of hired vehicles and Government vehicles

In terms of the provisions of Para 6 of Finance Department Office Memorandum No.34085/F dated 29.09.2012 concurrence of Finance Department is necessary for hiring of private vehicles for official use in case of existing condemned and auctioned vehicles after deposit of sale proceeds of the auctioned vehicle. Hiring of vehicles for new offices would also require prior concurrence of Finance Department.

It has been decided that henceforth the Administrative Departments shall be competent to take a decision at their level for hiring of private vehicle for official use in substitution of existing Government vehicle after completion of the process of condemnation and auction of old vehicle and deposit of the sale-proceeds in treasury .

However, hiring sought without condemnation of existing vehicles and hiring of vehicles for new offices will require prior concurrence of Finance Department.

2. Revision of hiring charges and mileages of private vehicles for use of offices under the State Government

The norms for hiring private vehicles were fixed in Finance Department O.M. No.34085/F dt.29.09.2012. The cost of labour has since increased requiring a fresh look at the hire charges. Similarly fuel –efficient engines have also been introduced by different manufacturers. Considering these aspects, hiring charges and average mileage in K.Ms per litre in respect of different kinds of hired vehicles are re-fixed in consultation with Transport Department as tabled below.

Sl.No.	Category of offices	Type of vehicles permissible to be hired	Maximum hire charges per month excluding diesel cost (*)	Minimum Average Mileage in kms per litre
1.	Blocks/Tahasils and other field offices	Bolero/Marshal/Tata Sumo/Mahindra Max	Rs20,000/-	10
2.	District/Range level Offices	Indica eV2	Rs 16,000/-	17
3.	Heads of Department /Secretariat (Pool vehicles)	Indica eV2	Rs 16,000/-	17
4.	Heads of Department/Secretaries and other equivalent officers (For their own use)	Indigo	Rs18000/-	15
		Swift Dzire (Petrol)	Rs 20000/-	14
		Swift Dzire (Diesel)	Rs 20000/-	17
5.	Hon'ble Ministers/Other Dignitaries	Innova	Rs 30,000/-	09
		Tavera	Rs 30,000/-	10

*Service Tax would be reimbursed separately over and above the hire charges

3. Mileage of Government Vehicles under use in State Government Offices

The kilometrage per one litre of fuel in respect of different Government vehicles was issued in Commerce & Transport Department letter no 19841-LC.II .Gen-113/84-T Dated 17.12.1984 and letter no. LC II-Gen-8/87-17202/90-F Dated 10.11.1987. In view of the improvement in engines of the vehicles, the mileages as fixed in case of hired vehicles at Para-2 will be applicable for Government vehicles.

4. All other instructions on hiring of private vehicles for Government offices issued in FDOM No. 34085/F Dated 29.9.2012 remain unchanged.

These instructions shall be effective from the date of issue of this Office Memorandum.

By the Order of Governor


Additional Chief Secretary to Government

Memo No. 27038 /F., Dated 8/10/2015

Copy forwarded to the Secretary to Governor/Principal Secretary to Chief Minister/ Private Secretary to all Ministers and Ministers of State/Accountant General (G&SSA), Odisha, Bhubaneswar/ Accountant General (E&RSA), Odisha, Bhubaneswar/ Accountant General (A&E), Odisha, Bhubaneswar/ Deputy Accountant General (Works), Odisha, Puri/ Advocate General, Odisha, Cuttack / All Departments of Government/All Heads of Departments/ All Collectors//All Sub Collectors/All Public Sector Undertakings/All Financial Advisors/All Assistant Financial Advisors/Director, Madhusudan Das Regional Academy of Financial Management, Chandrasekharpur, Bhubaneswar/Director, Gopabandhu Academy of Administration, Bhubaneswar/ Principal, Short Hand and Type Writing Institute, Bhubaneswar/ All Treasury Officers/ All Special Treasury Officers/All Sub-Treasury Officers/ /All Universities/All P.S.U.s/All U.L.Bs for information.

[Handwritten Signature] 8/10/15

Under Secretary to Government

Memo No. 27039 /F., Dated 8/10/2015

Copy forwarded to the Transport Commissioner, Odisha, Cuttack/All R.T.Os /All M.V.Is for information and necessary action.

[Handwritten Signature] 8/10/15

Under Secretary to Government

Memo No. 27040 /F., Dated 8/10/2015

Copy forwarded to P.S. to Additional Chief Secretary, Finance/ P.S. to all Special Secretaries/P.S. to all Additional Secretaries/All Officers/ all Branches of Finance Department /Guard files (10 copies) for information and necessary action.

[Handwritten Signature] 8/10/15

Under Secretary to Government

Memo No. 27041 /F., Dated 8/10/2015

Copy forwarded to the Head, Portal Group, Secretariat, Bhubaneswar, Odisha for information and necessary action. It is requested to hoist this Office Memorandum in the website of Finance Department (www.odisha.gov.in/finance) for general information.

[Handwritten Signature] 8/10/15

Under Secretary to Government