

**Standard Bidding Document  
Government of Odisha**

**District Excise Office, Dhenkanal.**

No...2220.../Ex.dt...10/12/2019

**Quotation/Tender Call Notice**

Sealed quotations/tenders are invited from interested reputed Travel Agencies/Service Providers/ Tour Operators or private individuals for providing **one** non AC Diesel driven vehicle( **Bolero**) having sitting capacity not more than ten including driver, which shall conform to the Terms and conditions (Annexure-II) for official use in Excise Range office under Supdt.of Excise, Dhenkanal 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 Collector, Dhenkanal 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).Service Tax would be reimbursed separately over and above the hire charges.
6. The Vehicle must achieve a fuel efficiency of 10 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, Dhenkanal on or before 19.12.2019 by 2.00 P.M. and shall be opened on the same day at 4.00 P.M. in presence of the bidders or their authorized representatives.

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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, Dhenkanal on payment of Rs.100/- from 11.12.19 to 19.12.2019 or can be downloaded from Dhenkanal district website www. Dhenkanal.nic.in from Dt-11.12.19 to Dt 19.12.2019. 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, Dhenkanal towards the cost of application along with the application.

  
Collector, Dhenkanal  
Quotation/ Tender calling Authority

Memo No. 2221 /Ex.dt. 10/12/2019

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

Copy forwarded to the P.D. D.R.D.A, Dhenkanal for favour of information and necessary action.

Copy forwarded to the R.T.O, Dhenkanal for favour of information and wide publicity.

Copy forwarded to the all Tahasildars/ B.D.Os of this district for information and wide publicity.

Copy forwarded to the Sub-Collector, Dhenkanal/Hindol/ Kamakshya Nagar for information and wide publicity.

Copy forwarded to the Chairman, Dhenkanal Municipality for information and necessary action .

Copy forwarded to the Superintendent of Police, Dhenkanal for information and necessary action.

Copy to all Inspectors of Excise and S.Is. of Excise of Dhenkanal district for information and wide publicity.

Copy to the D.I.P.R.O, Dhenkanal for information and wide publicity

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

Copy to DIO, NIC, Dhenkanal for information and necessary action. He is requested to publish the same in the district website (CD enclosed).

  
Collector, Dhenkanal  
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 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 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, Tires & 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 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 will 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 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.
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 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.

  
Collector, Dhenkanal  
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**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 for 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