

District Excise Office, Dhenkanal.

No. 1687.../Ex.dt. 30/09/2021

Quotation/Tender Call Notice for hiring of vehicle

Sealed quotations/tenders are invited from interested reputed Travel Agencies/Service Providers / private individuals for providing **one** AC Diesel driven vehicle( **Bolero/ TUV300/Ertiga/Sumo Gold**) having sitting capacity not more than ten including driver, for its uses in Excise Enforcement & proper monitoring of excise administration by District excise Office, Dhenkanal as per the following terms & conditions and also terms and conditions laid down in Annexure-II.

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 Superintendent of Excise, 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 Vehicle must achieve a fuel efficiency of minimum 10 Kms per liter.
6. 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)
7. The maximum offer price (hire charges) shall be Rs.31,000/- per month excluding diesel cost. The lowest offer price will be accepted.
8. The rate to be quoted for the vehicle on the monthly engagement basis inclusive of all taxes and duties.
9. The service provider/ the vehicle owner will provide driver and make payment of all statutory dues including the salary of the driver.
10. All expenditure of the vehicle towards maintenance and repair of the vehicle, replacement of the spare parts, lubricating oil of engine, gearbox, different coolant, tires , tubes, batteries etc. and payment of road tax shall be borne by the vehicle owner.
11. The contract will be valid for one year from the date of signing of agreement, which may be extended basing on the quality of service provided.
12. In case the vehicle do not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source.

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30-09-2021

13. The monthly bill for hiring charges shall be submitted to the Superintendent of Excise, Dhenkanal at the end of each month and the cost of hiring charges shall be paid by the Superintendent of Excise, Dhenkanal after receiving allotment from the Govt./ availability of the funds under the head. No claim or any interest for delay in making payment shall be entertained.
14. In the event of any accident the Supdt. Of Excise, Dhenkanal shall not be liable for any compensation to anybody affected. The office hiring the vehicle shall not be responsible for any damage/ loss caused to hired vehicle or loss of life/injury made to any person or damage to any property on account of use of hired vehicle in any manner whatsoever. The hirer shall not be responsible for such litigation.
15. If the bidder violates any of the terms and contract, Govt. shall forfeit the entire amount of security deposit.
16. The vehicle will be engaged for 24 hours duty whenever required and no extra payment shall be demanded.
17. The contract may be revoked/cancelled at any time, before expiry of agreement by the authority without assigning any reason thereof.
18. If any dispute arises Collector is the final conciliation authority and the decision of the Collector will be final.
19. In case of breakdown for reasons whatsoever, the replacement of the vehicle of the same or better model shall be provided by the owner of the vehicle/bidder.
20. 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.
21. Tender inviting authority reserves the right of accepting or rejecting one or more tender offer(s) or cancelling the tender without assigning any reasons thereof.
22. Vehicle will ordinarily be deployed within the Dhenkanal district and may sometime be deployed elsewhere within the State.
23. The Quotation completed in all respect should reach in the office of the Superintendent of Excise, Dhenkanal on or before **25-10-2021** by **1.00 P.M.** and shall be opened on the same day at **4.00 P.M.** in presence of the bidders or their authorized representatives.
24. All the stipulations and terms and conditions of tender documents and notice for hiring of vehicles, including the Annexure-III are applicable and must be adhered to. While submitting the tender offers, the tenderers also submit the signed copies of tender documents including the terms and condition in Annexure-II. The envelop containing the tender offer should be super-scribed "Tender offer for Hiring of Vehicles" at the top of the envelop and the name, address and mobile number at the left corner of the envelop.

By order of Collector, Dhenkanal

*Mahi*  
*30-09-2021*

Superintendent of Excise,  
Dhenkanal.

*30/9/21*

Memo No. 1688 /Ex.dt. 30/09/2021

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 A.D.M/ 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 kind information and wide publicity.

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

Copy forwarded to the Superintendent of Police, Dhenkanal for kind information and wide publicity.

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).

*Mahi*  
30.09.2021

**Superintendent of Excise,  
Dhenkanal.**

*30/9/21*

**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 not 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.

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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.
13. It should be ensured by the Service Provider that the vehicles are kept under optimum running condition and avoid accidents attributable to lack of maintenance/ upkeep. The hired vehicles cannot be used for any private/commercial purpose beyond office hours or during holidays.
14. Log books shall be maintained for the hired vehicles as in the case of Government vehicles. Kilometer reading and POL drawn shall be necessarily recorded in relevant columns and verified regularly by an authorized officer before making payment.
15. GST Registration is compulsory for any Service Provider/ Private individuals to provide hired vehicles to Government offices through open bidding.

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*30-09-2021*  
**Superintendent of Excise,**  
**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 hire charge of the vehicle  
Per month excluding fuel cost.
- 13) Rate of fuel consumption/ Mileage per litre (Km/Liter)
- 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