

Office of the Collector & District Magistrate, Khordha
(Land Acquisition Section)

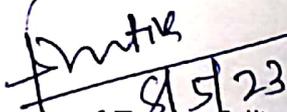
No. 6132 / Dt. 8-5-23
TENDER CALL NOTICE

FOR HIRING OF VEHICLE FOR LAND ACQUISITION SECTION
COLLECTORATE, KHORDHA.

Sealed tenders are invited from registered travel agencies / private individuals for hiring of 01(one) No. of (Tiago/Bolt/Celerio) white colour (Petrol) on monthly basis. Details regarding eligibility criteria, terms and conditions and the formats of submission of tender (Technical & Financial bid) are mentioned in the tender document which may be downloaded from website of www.odishafshgscd.gov.in or www.odisha.gov.in Interested agencies and individuals may submit their tenders in a sealed envelope super-scribing on the top of the sealed envelopes as "Tender for Hiring of Vehicles for Land Acquisition Section,Collectorate,Khordha".

The tender should reach at the office of the undersigned by 24.05.2023 (till 1.00 P.M). The tenders will be opened on 25.05.2023 at 11.00 A.M in the Collector Office,Khordha for finalization of Technical Bid. The Financial Bid will be opened on 25.05.2023 at 12.30 P.M in the Collector Office,Khordha. The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof.

Sd/-


(Seal & Signature of Tender Calling Authority)

Memo No- 6133 Date- 8-5-23

Copy to Notice Board of the Collector, Khordha/Tahasildar, Khordha/BDO, Khordha & Executive Officer, Khordha Municipality for information of General public.


(Seal & Signature of Tender Calling Authority)

OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, KHORDHA
(Land Acquisition Section)

TENDER FOR HIRING OF VEHICLES FOR OFFICIAL USE AT LAND
ACQUISITION SECTION, COLLECTORATE, KHORDHA.

Instructions to Service Provides

- (1) Sealed tenders are invited from interested reputed Travel Agencies / Tour Operators or private individuals for hiring of 01(one) No. of (Tiago/Bolt/Celerio) white colour (Petrol) vehicle which must conform to terms and condition mentioned in Annexure-I for use of Land acquisition Section, Collectorate, Khordha on monthly hire as per Finance Department norms.
- (2) The tender is to be submitted in two parts i.e. **Technical Bid (Cover-A)** and **Financial Bid (Cover-B)**. The format and documents to be submitted in technical and financial bid are mentioned in the tender document as annexure - II & III. The service providers should submit their technical and financial bid separately in two separate envelops and these two envelops should be put in to the another cover envelop super-scribed as "Tender for Hiring of Light Motor Vehicle on monthly basis" to O/o The Collector, Khordha (Land Acquisition Section).

The technical and financial bid envelops should be clearly marked as "Technical bid and Financial Bid" on the top of the relevant envelops.
- (3) The tender completed in all respect should reach the undersigned by 24.05.2023 at 1.00 P.M and shall be opened on 25.05.2023 at 11.00 A.M in presence of the service providers or their authorized representative of finalization of Technical bid.
- (4) The Financial Bid of those service providers shall be opened on 25.05.2023 at 12.30P.M whose technical bids are found to be qualified.

Sd/-


(Tender Calling Authority) 25/5/23

ANNEXURE - I

TERMS AND CONDITION

1. The vehicles must be in road worthy conditions and shall not be more than two years old from the initial registration and must have valid registration certificate, insurance certificate, fitness certificates, valid contract carriage permit, proof of up-to-date tax payment etc. the user agencies 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 properties on account of use of hired vehicle any manner whatsoever.
2. The driver of the vehicle must have a valid driving license to drive Light Motor Passenger vehicle and should be sufficiency experienced in driving light motor vehicle.
3. The driver of the vehicle is required to maintain polite and courteous behavior to words public as well as the Departmental Staff should be well behaved, gentle and polite in nature.
4. Rs.1000/- (Rupees one thousand) only in shape of A/c payee Bank Draft drawn in favour of DDO, Collectorate, Khordha shall be enclosed with the quotation as EMD which is refundable. EMD of unsuccessful bidders shall be refunded after finalization of the tender process.
5. Rs. 5000/- (Rupees five thousand) only to be deposited by successful bidder as security deposit in shape of Account Payee Bank Draft drawn in favour of DDO, Collectorate, Khordha . The amount will be refunded after the vehicle disengaged subject to deduction, if any.
6. The monthly hire charges shall be quoted in the Bid information (excluding Fuel).
7. Efficiency of the vehicle per liter shall be indicated.
8. 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 provided in the Bid to be furnished.
9. The contract will remain valid for a period of 2 years and can be extended by one year at the discretion of the user.

10. In the event of any breakdown / servicing and repairing of vehicles, the service provider at his own cost shall make alternate arrangement by providing similar vehicle.
11. 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 and differential coolant, tyres and tubes, battery etc. will be borne by the bidder.
12. KMPL shall be fixed by the user or its authorized representative on the day of reporting as per the actual POL test report.
13. It shall be the responsibility of the service provider to provide vehicle with driver as and when required.
14. The salary and other legal dues of the drivers shall be borne by the service provider.
15. The service provider will comply the labour law, EPF, GIS, minimum wages act applicable and other statutory compliances.
16. The service provider is responsible to depute suitable substitute driver in case of absence of the driver engaged.
17. The user will maintain record on daily basis kilometer run and time from the point of departure to arrival and it will be signed by the authorized signature of the user as per the GPS kilometers recording.
18. The service provider shall up-date the log book on daily basis.
19. The bidder will submit a checklist as per Annexure-III regarding the documents enclosed in the tender.
20. Each page of this tender document should be signed by the bidder with seal in token of having read, understood and accepted the terms and conditions of this contract.
21. The tenders (also called bids), not submitted in prescribed format, in the prescribed manner or required security deposit etc. shall be rejected by the Tender Committee at the risk and responsibility of the bidder.

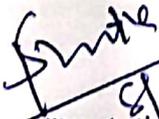
22. The tender calling authority shall make arrangements in his office for issuing a written acknowledgement, under proper seal hand signature of the filled in tenders, provided those are submitted on or before the due date. The acknowledgement shall be issued even if the Tenders are dropped in a sealed box. The acknowledgement receipt shall mention, among others, the tender call notice number.

23. Termination: - Tender Calling Authority shall have the discretion to terminate agreement work order at any time if the service provider fails to comply the statutory rules or the service is found to be unsatisfactory. Whereupon the agency will immediately cease the provision of the services and submit a bill for costs incurred to provide the contracted services to the date of termination.

24. The tenders / bids received in the prescribed time shall be opened by the tender committee at the prescribed date time and place. Any bid found incorrect or incomplete in any manner would be summarily rejected by the said committee.

25. Authority reserves the right to cancel any or all the quotation without assigning any reason thereof.

Sd/-


21/5/23
(Tender Calling Authority)

TENDER FORM

Part - 1 Technical Bid Cover A

(The documents have to be arranged serially as per the order mentioned below)

1.	Name of the Organization / Bidder	
2.	Address of the organization / Bidder with telephone No & Fax	
3.	E-mail id of the Organization	
4.	Name of authorized signatory	
5.	Specimen signature of the authorized signatory	
6.	Telephone number of authorized signatory	
7.	Name and Model of the vehicle	
8.	Type of Vehicle (A.C and Non-A.C)	
9.	Regd. No. of Vehicle	
10.	Year of manufacture	
11.	Date of Regd.	
12.	Fitness Certificate validity	
13.	Permit validity	
14.	Insurance validity	
15.	Rate of fuel consumption / Mileage per Ltr.	
16.	Name and address of the driver	
17.	Driving License No. and validity of the driver	
18.	Contact details of the service provider	
19.	GST Registration	(Attach self - attested copy of GST Registration Certificate)
20.	PAN	Attach self- attested copy of PAN card
21.	Undertaking to provide good conditioned vehicles (not more than 2 years old) along with all necessary documents required under traffic rule.	Attach the undertaking with signature & seal of the organization.
22.	Undertaking that the vehicle to be provided will not belong to any employee of the Directorate of FS, HGs & C.D or his / her relative.	Attach the undertaking with signature & seal of the organization
23.	Undertaking that the firm has not been debarred / blacklisted by any Govt. organization / Semi Government organization / PSUs	Attach the undertaking with signature & seal of the organization

DECLARATION :-

I / we hereby certify that the terms and conditions given with the tender notice have been read carefully and acceptable to me / us and that the information furnished above are full and correct to the best of my / our knowledge. I/we understand that in case of any deviation / false information in the above statement at any stage, our firm / Agency will be blacklisted / debarred and will not have any dealing with your organization in future.

Place :-

Date:-

(Signature & Seal of the Authorized Signatory)

ANNEXURE - III

TENDER FORM

Part -II - Financial Bid - Cover B

Sl.No.	Type of vehicle	Monthly rent excluding GST, fuel and lubricants
1.	Tiago/Bolt/Celerio Vehicle Make and Model	

B. GST :- Please mention the % of GST as applicable :- _____

Note :- GST will be paid extra as applicable and will not be taken into account for evaluation.

I/We hereby declare that all the above particulars are correct. I/We have read the terms and conditions of the Technical bid enclosed with this form separately duty signed on each page and I/We shall abide the same.

(Signature & Seal of the Authorized Signatory)

GOVERNMENT OF ODISHA
FINANCE DEPARTMENT

No. 30464 /F.,
FIN-COD-MV-0001-2017

Dated. 06.09.2019

OFFICE MEMORANDUM

Sub: **Hiring of Private vehicles for official use by State Government Offices-
Revision of hiring charges and related guidelines**

Hiring of private Vehicles for performing Government duties are being encouraged for entitled officers of Administrative Departments at all levels to save avoidable financial investment and maintenance & repair expenditure. The norms of hiring of private vehicles were fixed in Finance Department OM No. 34085/F Dated 29.09.2012 and subsequently revised in Finance Department OM No. 27037/F Dated 08.10.2015.

2. In this context, It has become imperative for inclusion of the new model of vehicles for use as hired vehicles, since many of the approved vehicles are no longer under manufacture. Proposals are being received for re-fixation of hiring charges as the cost of labour has since increased and higher priced vehicles with fuel efficient engines have been introduced by manufacturers. Considering these aspects and based on the parameters of ease of maintenance, service facility in nearby vicinity, fuel economy, eco-friendliness etc. new model vehicles are included and maximum hiring charges in respect of different kinds of hired vehicles are re-fixed with mileage as tabled below:

Sl. No	Category of offices	Type of vehicles permissible to be hired	Maximum hire charges per month excluding taxes (*)	Minimum Average Mileage in kms per litre
(1)	(2)	(3)	(4)	(5)
1	Blocks/Tahasils and other field offices	TUV300/Bolero/Sumo Gold/ Erliga	Rs 31,000/-	10
2	District/Range level Offices	tiago/ Boll/ Celerio (Petrol)	Rs 20,000/-	17
3	Collectors /Superintendent of Police /and other equivalent Officers (For their own use)	Scorpio/Creta/ Mahindra Marazzo	Rs 37,000/-	10

Sl. No	Category of offices	Type of vehicles permissible to be hired	Maximum hire charges per month excluding taxes (*)	Minimum Average Mileage in kms per litre
(1)	(2)	(3)	(4)	(5)
4	Heads of Department / Secretariat (Pool vehicles)	Tiago/ Bolt/ Celerio	Rs.20,000/-	17
5	Additional Secretaries /Heads of Department (For their own use)	Zest/Tigor/Swift Dzire/ Xcent/ Etios (Petrol)	Rs.26,000/-	17
6	Special Secretaries / Secretaries/Principal Secretaries and other equivalent officers (For their own use)	Ciaz/Honda City (Petrol)	Rs.30,000/-	12
7	Officers of the Apex Scale	Innova / Hexa /Xuv 500	Rs.42,000/-	9
8	Hon'ble Ministers/Other Dignitaries	Innova / Hexa /Xuv 500	Rs.42,000/-	9
9	Colleges/Universities/ Training Institutes/and other equivalent institutions	Private Mini Bus (30-32 seater)	Rs.85,000/-	6

3. Conditions for Hiring of Vehicles:

- i. Government offices are required to follow transparent bidding process through inviting competitive bids from the Service Providers for hiring of vehicles through the Standard Bidding Document prescribed in para-5 of the FDOM No. 34085/F Dated 29.9.2012 and arrive at a lesser cost than the maximum hiring charges prescribed. **In view of pollution being high through use of Diesel vehicles, it is preferable to hire BS-IV compliant Petrol Vehicles.**
- ii. The hiring charges do not include fuel cost (petrol/diesel) which is to be paid separately basing on actual consumption and lubricants as per existing Government norms
- iii. The vehicles hired shall be in good condition and shall not be older than three years. Vehicles older than five years should be replaced by new vehicles by the service provider.
- iv. It will be ensured through Service Providers of hired vehicles 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.**

- v. The model Service Provider Agreement is attached at **Annexure-A**.
- vi. Hiring shall be subject to the following ceilings of usage:
 - a. Vehicles used by officers of the grade of Heads of Department and above up to maximum of **2500kms** in a month.
 - b. Vehicles used by other Officers and for pool duty up to maximum of **2000kms** in a month.
 - c. **In case of variation exceeding 20% of distance run, the concurrence of Administrative Department shall be taken.**
- vii. Government offices may also hire the vehicle through GeM portal within the norms fixed by Finance Department i.e. on the type of vehicles permissible for Offices to be hired and the minimum average mileage. The sl. no 3 in table at para-2 on Maximum hire charges per month will not apply for the vehicle to be hired on GeM. The hiring charges of vehicles on GeM will be inclusive of fuel cost, lubricants, spare parts, maintenance, and salary of the driver, payment of insurance/Road tax etc., required for operation of vehicle.
- viii. 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.
- ix. GST registration and GeM registration are compulsory for any Service Provider to provide hired vehicles to Government offices through GeM or through open bidding.
- x. The recurring expenditure involved in hiring of vehicles shall be met from the Budget sanctioned for respective offices under the object head of "Motor Vehicles".
- xi. The hiring may be discontinued immediately, when the vehicles are no longer required for offices.
- xii. Sanction for hiring of vehicles for one-time sporadic requirement on case to case basis shall be accorded by concerned Administrative Department.

5. Cellings of Usage of Government Vehicles In State Government Offices

The Cellings of consumption of Petrol/Diesel per month for the vehicles used by different categories of officers and Ministers was prescribed in FDOM No. 10954/F Dated 14.03.2001. As an economy measure and rationalization of expenditure, the kilometer cellings of usage as fixed in para-3(vi) (subject to deviation for tours) and minimum average mileages as fixed in case of hired vehicles at column-5 in Table of para-2 will be applicable for equivalent model of Government Vehicles.

6. All other instructions on hiring of private vehicles for Government offices issued in FDOM NO.34085/F dated 29.9.2012 and Finance Department OM No. 27037/F Dated 8.10.2015 remain unchanged.

7. The revised norms shall be made applicable for the hired vehicles, after the completion of the contract period of the existing vehicles.

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

J. Shukla
6/9/19

Principal Secretary to Government