

DISTRICT TREASURY, NAYAGARH
(FINANCE DEPARTMENT, GOVERNMENT OF ODISHA)

QUATATION/TENDER CALL NOTICE

NO.....~~599~~..... /TRY, DATED ~~25/06/24~~..

In pursuance of Letter No. OE-II-73/2023 **19960/DTI**, dt-**11.12.2023**, DTI(O), Bhubaneswar, sealed quotations/tenders are invited from interested service providers (Reputed Travel Agencies/ Tour operators/Private individuals) for hiring of 01(one) nos. of AC Petrol driven vehicle (**Tiago/Bolt/Celerio or above model** having seating capacity not more than **05(Five)** including driver which shall confirm to the terms and condition for official use in the O/o the Treasury Officer, District Treasury Nayagarh on monthly rent basis:

1. The Service provider shall have a valid GST registration to participate in the tender.
2. The hired vehicle, must be in road worthy condition, shall not be more than 3 years from the date of initial registration and must have valid *Registration certificate, Insurance Certificate, Fitness Certificate, Valid commercial Permit, Valid Contract Carriage Permit, Proof of up to date tax payment, DL of the Driver etc* mandatory for plying of the vehicle.
3. The Driver of the vehicle must have valid Driving License for driving light transport passenger vehicle and should be sufficiently experienced in driving transport/ passenger vehicle.
4. The driver should be well behaved, gentle and obedient in nature without having any criminal antecedents.
5. A sum of **Rs.5000/-** (Rupees five thousand) shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the **Treasury Officer, Dist. Treasury, Nayagarh** and submitted along with the tender as security deposit. After completion of tender process, the security deposit shall be refunded to the unsuccessful bidders.
6. The hire charge is to be paid on monthly basis. The maximum monthly rate of hire charges, excluding taxes is **Rs. 20,000.00**.
7. The vehicle must achieve a fuel efficiency of **17 Km** per litre.
8. The details of make and year of manufacture of the vehicle, registration no, mileage (Km covered per litre) and name of the Driver, Driving License no. and period of validity should be specifically provided in the general bid information to be furnished with the quotation/tender (**Annexure-B**) and copy of documents to be submitted in support of the same.
9. Preference will be given to new registration vehicle.
10. Last date for submission of the Quotation completed in all respect is **25.07.2024 at 2.P.M.** The Quotation shall be submitted

to the Treasury Officer, District Treasury, Nayagarh in the enclosed format through **courier/ Regd. Post/ Speed Post/by hand**. The envelope containing the Quotation should be super scribed on the top "Sealed Quotation/ Tenders for hiring of Petrol vehicle". Bids received beyond the last date/time shall not be accepted. The bid will be opened on **25.07.2024** at **4.P.M.** in the Office chamber of the Treasury Officer, District Treasury, Nayagarh. Bidders/their authorized representative can remain present at the time of opening of the bids.

11. The application form of quotation/tender containing general bid information & terms and conditions for hiring of vehicles etc will be available with District treasury, Nayagarh on payment of Rs. 1000.00 through Demand Draft from 27.06.2024 to 23.07.2024 or can be down loaded from Odisha Govt. Website www.Odisha.gov.in from 27.06.2024 to 23.07.2024. In case the application form is downloaded from Govt. Website, the applicant shall furnish a Demand Draft drawn in favour of Treasury Officer, Dist. Treasury, Nayagarh for an amount of Rs.1000.00 only towards the cost of application Form of tender for hiring of vehicles.

J 25/6/24
Treasury Officer
District Treasury, Nayagarh

Memo No. 600

/Try, Dated: - 25/06/24

Copy submitted to the DTI (O), Bhubaneswar/D.M. & Collector, Nayagarh for information and necessary action.

J 25/6/24
Treasury Officer
District Treasury, Nayagarh

Memo No. 601

/Try, Dated: - 25/06/24

Copy submitted to the D.I.O., NIC Nayagarh for information. He/ She is requested to wave host the quotation in the district website.

J 25/6/24
Treasury Officer
District Treasury, Nayagarh

Memo No. 602

/Try, Dated: - 25/06/24

Copy to the Notice Board, Dist Treasury, Nayagarh for information and necessary action.

J 25/6/24
Treasury Officer
District Treasury, Nayagarh

TERMS AND CONDITIONS

The Following term and conditions must be fulfilled by the successful bidder for providing vehicle on hire on monthly rent basis.

1. The hired vehicle, during the period of contract, shall have all necessary valid MV documents such as valid Registration certificate, Insurance Certificate, Fitness Certificate, Valid commercial Permit, Valid Contract Carriage Permit, Proof of up to date tax payment, DL of the Driver available all the times.
2. This 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 and damages to the any property on account of use of hired vehicle in any manner whatsoever, the vehicle provider shall be responsible for all such litigation.
3. The hire charges to be paid on monthly basis. The maximum monthly charge excluding taxes is **Rs. 20,000.00**. Cost of Diesel/Petrol will be paid separately basing on actual consumption @ 17 KMPL. All other expenditure such as driver's remuneration, routine repair and servicing expenses, replacement of parts/lubricating oil/coolants/ filter/Tyres & tubes/battery etc. break down/accident repair etc. will be borne by the vehicle provider. Nothing extra will be paid under any circumstances by this office other than the monthly hire charges and cost of diesel/petrol.
4. Tenure of the hire agreement will be one-year subject to annual renewal up to three years on satisfactory performance. However, either party can work out of the agreement by giving three-month advance notice to the other party.
5. It shall be the responsibility of the bidder to provide a good, well behaved, gentle and obedient driver without having any criminal antecedents and the remuneration of the driver shall be borne by the owner.
6. In case the selected vehicle cannot be provided for hire service for whatever reasons, the vehicle provider has to provide another vehicle of the same or better model, and in same or better physical condition, at the same terms and conditions.
7. The vehicle shall report for duty for a minimum of 25 days in the month. The vehicle shall be used by the officials of this office for official purpose on all state Govt. working days and also on holidays if required, for official work. No extra payment shall be demanded under any circumstances. If on any day the vehicle becomes unavailable for duty for any reason not



- relatable to this office, it shall be treated as "No Service Day" and pro-rata deduction shall be made for each "No service Day" @ agreed monthly rent divided by 25 days. For example, if the agreed monthly rate Rs. 20,000.00 then Rs.800/- shall be deducted for each "No Service Day".
8. In case the vehicle does not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
 9. Monthly hire charges to the vehicle provider will be paid in every succeeding month as per as possible, within the 15 days of the submission of bill by the service provider and no advance payment will be made. GST TDS shall be deducted at time of payment, if applicable.
 10. In case the service provider intends to withdraw the services of his vehicle & terminate the agreement, it shall be the mandatory upon him to grant one notice before such withdrawal & termination of agreement.
 11. The vehicle log book shall be signed by the user of the vehicle for noting daily opening and closing kilometer readings. The fuel cost will be calculated basing on the actual kilometer run by the vehicle. No fuel shall be provided for to and fro trips of the vehicle from the premises of the vehicle provider to the office premises.
 12. It will be ensured through service provider of hired vehicle that the vehicle is kept under optimum running conditions and avoid accidents attributable to lack of maintenance/upkeep. The hired vehicle cannot be used for any private/commercial purpose beyond office hours or during holidays.
 13. The vehicle must not be more than 3 years old from the date of initial registration to the last date of bidding on the date of bidding. The vehicle must be in road worthy condition with all statutory and regulatory clearances/ certificates. The vehicle also must not have made any insurance claim in its life time.
 14. Selection of vehicles from amongst eligible vehicles shall be done on the basis of lowest bidding price. In case of lowest price bids of two or more vehicles being same vehicles with less distance run (in its life time) shall be selected subject to being in satisfactory physical condition.
 15. The bidder shall not be an employee of any state Government/Central Govt. office or any public sector undertakings and shall not be a relative of any employee of this organization. **An affidavit has to be submitted by the bidder to this effect along with the bid.** Any person who is in State/Central Govt. service or is an employee of a PSU shall not

be made a partner to the contract by the bidder directly or indirectly any manner whatsoever.

16. The successful bidder is required to execute hire agreement with this office within seven days of receiving information from this office to this effect and is required to provide the selected vehicle(s) for hire within such number of days, not exceeding thirty days from executing the agreement, as well be intimated by this office.
17. If the bidder violates any of the terms of contract, this office shall forfeit the entire amount of security deposit.
17. This office reserves the right to cancel the bidding process at any stage without assigning any reason thereof. This office also reserves the right to reject a vehicle, otherwise eligible as per conditions laid down, if the actual physical condition of the vehicles is found to be un-satisfactory.

S. 25/6/27

**Treasury Officer
District Treasury, Nayagarh**

GENERAL INFORMATION**ANNEXURE -B**

| SL. No. | PARTICULARS | |
|---------|---|--|
| 1 | Name of the Service Provider | |
| 2 | Complete Address | |
| 3 | GST Number (Copy of RC To be submitted) | |
| 4 | Gem Registration Number | |
| 5 | Bank Details i.e. BANK name, Bank Account No & IFSC Code | |
| 6 | Registration No of Vehicle | |
| 7 | Year of Manufacture | |
| 8 | Make & Model | |
| 9 | Date of Registration | |
| 10 | Name & Complete Address of the owner of the Vehicle | |
| 11 | Fitness Certificate Validity | |
| 12 | Pollution Certificate Validity | |
| 13 | Permit Validity | |
| 14 | Insurance Validity | |
| 15 | Name & Address of the Driver | |
| 16 | D.L. No & Validity of the D.L. of the Driver | |
| 17 | Proposed hire Charge of the Vehicle per Month excluding fuel cost &Tax | |
| 18 | Rate of Fuel consumption/ Mileage per Litre | |
| 19 | Contact Number of Service Provider (Tenderer/Quotationer) | |
| 20 | Contact Number of Driver | |

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

**Seal and Signature of
Quotationer/ Tenderer**