



**Government of Odisha**  
**Office of Special Relief Commissioner**

No. 5115 /R&DM (DM)  
RDM-RLF-ACCT-0009-2022

Date: 21 Sept. 2023

**Quotation Call Notice**

Sealed quotation/ tenders are invited from interested reputed Travel Agencies/ Tour Operations/ Private individuals for providing one 1(one) no. of AC Petrol/ Diesel driven vehicles of Zest/ Tigor / Swift/ Dzire/ Xcent / Etios having sitting capacity of 5(Five) including driver, which shall conform to the Terms and Conditions (Annexure-I) for official use in this Department / Office 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 Pollution Certificate, 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 Special Relief Commissioner, Odisha Payable at Bhubaneswar 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(exclusive of all taxes GSTN) be quoted separately in the general bid information (excluding fuel and lubricants).
6. The vehicle must achieve a fuel efficiency of 17 Kms per litre with maximum hiring charges of Rs.26,000 for Zest/ Tigor/ Swift Dzire/ Xcent/ Etios (Petrol) etc.

7. The details of the make and year of manufacture of the vehicle, registration number, mileage (Kms covered per litre) and name of Driver with Driving Licence Number and period of validity should be specifically provided in the general bid information to be furnished with the Quotation/ Tender (Annexure-II).
8. The Quotation completed in all should reach the Office of the Special Relief Commissioner, Revenue & Disaster Management Department, Rajiv Bhawan, Bhubaneswar, Odisha-751001 on or before **10.10.2023 by 5.00 PM** and shall be opened on **11.10.2023 at 12.00 PM** in the presence of the bidders or their authorized representatives.
9. The Application form of quotation containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available with Office of the Special Relief Commissioner, Revenue & Disaster Management Department, Rajiv Bhawan, Bhubaneswar, Odisha-751001 on payment of **Rs.1000/- from 21.09.2023 to 10.10.2023 by 5.00 PM** or can be downloaded from Government website [www.odisha.gov.in](http://www.odisha.gov.in) (link- <https://odisha.gov.in/all-tenders-quotation>) & <https://srcodisha.nic.in> (link- <https://srcodisha.nic.in/tender.php>) **from 22.09.2023 to 10.10.2023 by 5.00 PM**. In case application form in downloaded from Government Website, the applicant shall furnish a **Demand Draft** for an amount **Rs.1000/-** (Rupees One Thousand) only towards the cost of application along with the application.
10. The undersigned the reserves the right to cancel the notice & all quotations without assigning any reason thereof.
11. The agreement will be executed as per the Government of Odisha in Finance Department Office Memorandum No. 22924/F dt. 14.08.2023.

  
21/09/23  
Joint Special Relief Commissioner

Memo No. 5116 /R&DM(DM)

Date: 21/09/23

Copy along with soft copy of the tender forwarded to the Director, Information and Public Relations Department, Government of Odisha, Bhubaneswar for information with a request to publish the Quotation Call Notice in two widely circulated local Odia Daily Newspaper and send copies of Publication to the undersigned for reference.

  
21/09/23  
Joint Special Relief Commissioner

Memo No. 5117 /R&DM(DM)

Date: 21 Sept 2023

Copy along with soft copy of the tender forwarded to Officer in Charge State Web Portal for publication in web portal.

*As*  
*21/09/23*

Joint Special Relief Commissioner

Memo No. 5118 /R&DM(DM)

Date: 21 Sept. 2023

Copy forwarded to Accounts Section / Bill Assistant /FA-Cum-JS/ OSD (Establishment) for information & necessary action.

*As*  
*21/09/23*

Joint Special Relief Commissioner



## **Annexure-I**

### **TERMS AND CONDITIONS FOR HIRING OF VEHICLES:**

The following terms and conditions must be fulfilled by the successfully bidder for providing a vehicle on hire on monthly rent basis.

1. The hired vehicle during period of contract, shall have all necessary valid MV documents such as: Valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid Pollution Certificate, Contact Carriage Permit, Proof of up to date tax payment etc. and DL of the Driver available all the times.
2. 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 damages to any property on account of use of hired vehicles any manner whatsoever. The hirer shall responsibility for all such litigation.
3. The hire charges to be paid for monthly basis is final but does not include cost of fuel, which is to be paid separately basing on actual consumption and lubricants as per existing Governments norms. All the expenditure of the vehicle towards repair, replacement of spare parts, lubricating oil of Engine, Gear Box and differential Coolant, Tyres & Tubes, Battery etc will be borne by the bidder.
4. It shall be the responsibility of the bidder to provide a good driver and the salary of the driver shall be borne by the bidder.
5. 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.
6. In case of the vehicle do not report regularly, the authority will be at liberty to reject the agreement without prior notice and may engage vehicle from other source.
7. The vehicle shall report for duty for whole month except two days for maintenance subject to prior 4 days notice.
8. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
9. Monthly hire charges and reimbursements to-wards cost of petrol (as per actual) and lubricants (as per Govt. 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.
10. The vehicle should not be more that 3 years old from the initial registration and also in good running condition during the period of contract.

11. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
12. In case the service provider/bidder intends to withdraw the service of his Vehicle and terminate the agreement, it shall be mandatory upon him to give one month notice before such withdrawal of service and termination of agreement.
13. If the bidder violates any of the terms and contract, Government shall forfeit the entire amount of security deposit.
14. The driver of the vehicle should have the knowledge local language & local routes.
15. Proportionate deduction will be made from monthly hire charges for absence vehicle and Driver in duty days as mentioned under Clause-6.
16. The Toll charges if any will be borne by the Owner.
17. The bidder or his representative should remain present at the time of the opening of the tender, otherwise no complain shall be entertained thereafter.
18. The successful L1 bidder vehicle shall enter into agreement on non judicial stamp paper with Special Relief Commissioner, Odisha, Bhubaneswar before agreement.
19. GST registration is compulsory for any service provider to provide hired vehicles to Govt. Offices through open bidding.
20. The undersigned reserved every right to accept or reject any or all of the quotation in full or part without assigning any reason thereof.

**Annexure-II**

**GENERAL INFORMATION FOR HIRING VEHICLES**

<b>Sl. No.</b>	<b>Particulars</b>	
1	Name of the Service Provider	
2	Complete Address	
3	OGST Number	
4	GeM Registration Number, if any	
5	Bank Account No. and IFS 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	
18	Rate of Fuel consumption/ Mileage per litre	
19	Contact Number of the Service Provider (Tenderer/ Quotationer )	
20	Contact Number of the Driver	

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

Seal & signature of the  
(Quotationer/ Tenderer)