

## **DISTRICT EXCISE OFFICE: BHADRAK**

No. 673 /Ex, Dt. 15.03.2024

### **QUOTATION / TENDER CALL NOTICE**

Sealed quotations/tenders are hereby invited from interested service providers (Travel Agencies/Tour Operators/Private individuals) for hiring of **01 (One Number)** of Diesel/Petrol vehicle (TUV 300/ Bolero/ Sumo Gold) having seating capacity not more than 10 (Ten) including driver which shall confirm to the terms & condition for official use in the District Excise Office, Bhadrak. In view of pollution being high through use of diesel vehicle, preference will be given to hire petrol driven vehicles of BS-VI Model.

#### **(A) Terms & Conditions for Hiring**

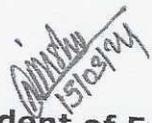
1. The vehicle will be primarily used in Bhadrak Jurisdiction with occasional trips to other place of Odisha.
2. The hire charges including taxes is to be paid on monthly basis. The maximum monthly charges, excluding taxes is Rs. 31,000/- Cost of Diesel/Petrol will be paid separately basing on actual consumption @10KMPL. All other expenditure such as driver's remuneration, routine, repair & 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 & cost of diesel.
3. Tenure of the hire agreement will be one year subject to annual renewal up to three years on satisfactory performance. However, either party can walk out of the agreement by giving three months advance notice to the other party.
4. 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 & also on holidays if required, for official work No advance payment shall be made 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" & 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. 31,000/- then Rs. 1200/- shall be deducted for each "No Service Day".

5. The hired vehicle, during the period of contract, must remain in road-worthy condition with all necessary regulatory & statutory permission/certificate/clearance 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 Driver etc. This office shall not be responsible for any damage/loss caused to hired vehicle or loss of life/injury made to any person & damage 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.
6. It shall be the responsibility of the vehicle provider to provide a good, well behaved, gentle & obedient driver without having any criminal antecedents & having a valid Commercial Driving License.
7. GST Registration & GeM Registration are compulsory for any Service Provider (applicable to Travel Agencies/ Tour Operators) to provide hired vehicles to Government Office through GeM or through open bidding. For Private individual, GST Registration is mandatory for deduction of 2% GST TDS.
8. The vehicle log book shall be signed by the user of the vehicle for noting daily opening & closing kilometer readings. The fuel cost will be calculated basing on the actual kilometer run by the vehicle. No fuel shall be provided for tour & for trips of the vehicle from the premises of the vehicle provider to the office premises.
9. Log book shall be maintained for the hired vehicle as in the case of Government vehicle. Kilometers reading and POL drawn shall be necessarily recorded in relevant columns and verified regularly by an authorized officer before making payment.
10. 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 & in same or better physical condition at the same terms & conditions.
11. Monthly hire charges to the vehicle provider will be paid usually in every succeeding month within 15 days from submission of bill by the vehicle provider subject to availability of allotment. GST TDS shall be deducted at time of payment, if applicable.
12. It will be ensured through service providers of hired vehicles that the vehicles are kept under optimum running conditions & 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.

### **(B) Terms & Conditions for Bidding**

1. The vehicle must not be more than 03 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 & regulatory clearances/certificates. The vehicle also must not have made any insurance claim in its life time.
2. 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.
3. The Tender shall not be an employee of any State Government / Central Government office or any public sector undertakings & shall not be a relative of any employee of this organization. An affidavit has to be submitted by the Tender 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 Tender directly or indirectly any manner whatsoever.
4. A sum of Rs.5000/-(Rupees Five thousand)shall be deposited by the Tender in shape of Account payee Bank Draft in favour of the Superintendent of Excise, Bhadrak & submitted along with the bid as refundable security deposit. After completion of bidding process, the security deposit shall be refunded to the unsuccessful Tenders.
5. Agency shall be update the log book at least once in every 72 hours failure to do so shall be penalized as per this contract. At the time of termination of contract, the service provider shall hand over the log book (s) to the authority.
6. The successful Tender(s) is/are required to execute hire agreement with this office within 07(seven) days of receiving information from this office to this effect & is/are required to provide the selected vehicle(s)for hire within such numbers of days, not exceeding 30(thirty)days from executing the agreement, as well as intimated by this office.
7. Last date for submission of the bid is **27.03.2024 at 01 P.M.** The bid shall be submitted to the Head-Clerk, O/o the Superintendent of Excise, Bhadrak in the enclosed format through Bid-Box/ Courier/Regd. Post/Speed Post only. The envelope containing the bid should be super scribed on the top "Sealed Quotation /Tenders for hiring of Diesel vehicle" Bids received beyond the last date/time shall not be accepted. The bid will be opened on **27.03.2024 at 04 P.M** in the chamber of the Superintendent of Excise, Bhadrak of this office. Tender can remain present at the time of opening of the bids.

8. 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 in Para B1, if the actual physical condition of the vehicles is found to be un-satisfactory.

  
15/03/24  
Superintendent of Excise,  
Bhadrak

Memo No. 674 /Ex, Dt. 15.03.2024

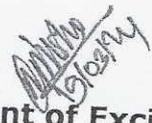
Copy submitted to the Excise Commissioner, Odisha, Cuttack for favour of kind information & necessary action.

  
15/03/24  
Superintendent of Excise,  
Bhadrak

Memo No. 675 /Ex, Dt. 15.03.2024

Copy to Office Notice Board / Collectorate, Bhadrak / Sub-Collector, Bhadrak for wide publication.

Copy to All Excise Station, Bhadrak / Range Inspector, Bhadrak and Basudevpur/ Inspector of Excise Mobile Unit for wide publicity of the above notice.

  
15/03/24  
Superintendent of Excise,  
Bhadrak

Memo No. 676 /Ex, Dt. 15.03.2024

Copy submitted to the DIO, NIC, Bhadrak for information and necessary action, with a requested to upload the Quotation/ Tender Call notice in the [www.bhadrak.nic.in](http://www.bhadrak.nic.in) & GeM Portal from 16.03.2024 to 27.03.2024 for public information from.

  
15/03/24  
Superintendent of Excise,  
Bhadrak

Memo No. 677 /Ex, Dt. 15.03.2024

Copy forwarded to Regional Transport Officer for wide publication and information to all Travel Agency.

Copy forwarded to D.I & PRO, Bhadrak for information and wide publicity as official correspondents.

  
15/03/24  
Superintendent of Excise,  
Bhadrak

**GENERAL INFORMATION FOR HIRING VEHICLES**

1. Type of Vehicle :
2. Registration No. of Vehicle :
3. Date of Registration :
4. Year of Manufacture :
5. Model :
6. Total distance run in kilometer (as on the bidding date) :
7. Name & complete address of the owner/Travel Agency/Tour Operator:
8. Pan Card/Aadhar Card number of the owner of the vehicle :
9. GSTIN with last year annual turn-over (if registered under GST) :
10. Fitness Certificate Validity :
11. Permit Validity :
12. Insurance Validity :
13. Has any insurance claim been made for the vehicle in the past? If yes what was the total claim made & what was actual payment made by the insurance company :
14. Name of the Driver :
15. Address of the Driver :
16. D.L No. & Validity of the D.L of the Driver :
17. Pan Card/Aadhar Card number of the Driver :
18. Contact Number of the Service Provider (Tenderer/Quotationer)  
Mobile \_\_\_\_\_ Telephone \_\_\_\_\_
19. Contact Number of the Driver \_\_\_\_\_
20. Price Bid

Sl. No.	Vehicle Regd. Number & Model	Price Bid (i.e. Monthly Hire Charges) (Excluding Taxes)
1		
2		

"Certified that the information submitted above is true to the best of my knowledge & belief"

**Seal & Signature of the  
Quotationer/Tenderer**