

**Government Of Odisha**  
**Deputy Director of Horticulture : Balangir**

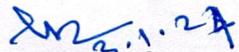
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**Tender Call Notice for Hiring of Vehicle for Office Use**

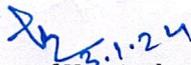
Sealed tenders are invited from interested reputed Travel Agencies / Tour Operators or Private Individuals for providing **one numbers of AC Diesel / Petrol driven vehicles - Bolero** having GST registration & GeM registration and sitting capacity not more than ten including driver, which shall conform to the Terms & conditions (**Annexure-II**) for official use in Deputy Director of Horticulture, Balangir on monthly 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 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 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) The successful bidder is required to deposit 10% of the approved negotiated amounts as Performance Bid Security which will be returned after completion period of agreement. If the services of Travel Agency is not up to satisfactory, the Performance Bid Security amount will be forfeited.
- 5) The monthly rate of hire charge of quoted, separately in the general bid information (excluding fuel and lubricants).
- 6) The Vehicle must achieve a minimum fuel efficiency of 10 Kms per litre with maximum hiring charges of Rs.31,000/- per month. The monthly rate of hiring charges be quoted in the prescribed format at Annexure-III excluding GST & Fuel.
- 7) The details of the make and year of manufacture of the vehicle, registration no, mileage (Kms covered per litre) 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**).

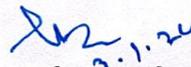
- 8) The undersigned will receive the sealed papers in envelop super scribing "Quotation for Hiring of Vehicle" up to 02.00 PM on 11.01.2024 by Registered post / Speed Post / Courier Service / Drop Box in the office of the DDH Bolangir. The sealed quotation paper will be opened on 11.01.2024 at 04.00 PM in the presence of the tender committee and the quotationers or their representatives to approve the lowest price. The quotation paper without detail & complete information as mentioned in the format will be summarily rejected. The authority reserves all the right to accept or reject all quotation papers without assigning any reason thereof.
- 9) The application form of quotation / tender containing General Bid Information and Terms and conditions for Hiring of Vehicles etc. will be available with Deputy Director of Horticulture, Balangir on payment of Rs.100/- from 04.01.2024 to 11.01.2024 or can be downloaded from Govt. website, the applicant shall furnish a Demand Draft for an amount of R. 100/- (Rupees One Hundred) only towards the cost of application along with the application.

  
Seal & Signature of  
Quotation / Tender Calling Authority  
Designation

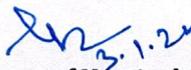
Memo No. 12 Date: 03.01.2024  
Copy to the District Information Officer, NIC Balangir for information and necessary action with a request to publish the tender in the District Website.

  
Dy. Director of Horticulture  
Balangir

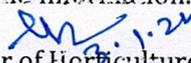
Memo No. 13 Date: 03.01.2024  
Copy forwarded to ADH Patnagarh & Titilagarh / AHOs of Balangir sub-division / for information with a request to display the same in notice board.

  
Dy. Director of Horticulture  
Balangir

Memo No. 14 Date: 03.01.2024  
Copy submitted to the Director of Horticulture, Odisha, Bhubaneswar for favour of kind information.

  
Dy. Director of Horticulture  
Balangir

Memo No. 15 Date: 03.01.2024  
Copy submitted to the CDO-cum-E.O, Zilla Parisad, Balangir for kind information.

  
Dy. Director of Horticulture  
Balangir

Memo No. 16 Date: 03.01.2024  
Copy submitted to the Collector & District Magistrate, Balangir for kind information.

  
Dy. Director of Horticulture  
Balangir

**TERMS AND 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 be responsible for all such litigation.
2. G.S.T. registration & GeM registration are compulsory for any service provider to provide hired vehicles to Government offices.
3. 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, Tyres & Tubes, Battery etc. will be borne by the owner.
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 owner.
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 and may engage vehicle from other source.
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. In the case of contracted vehicles, same car and driver should be sent daily. Any changes in vehicle or drivers will be allowed only in exceptional circumstances and that too with the prior information / approval of the authority.
9. 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 the possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.
10. The vehicle shall not be more than 3 years old & shall not run more than 50,000 KMs 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. The authority will not be responsible for any challan, loss, damage or accident to the vehicle or to driver.
13. The engagement and employment of drivers and payment of wages to them as per existing provisions labour laws and regulation is the sole responsibility of the Travel Agency and any breach of such laws or regulations shall be deemed to be breach of this contract.
14. In case of non-availability of vehicles, penalty as decided by Finance Department shall be imposed in addition to deduction at pro-rate basis for absence from duty.
15. In case of 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.
16. The authority reserves the right to order for deployment of additional vehicles to be engaged in Department on hire basis in case of requirement.
17. The present agreement will be up to 31<sup>st</sup> March 2024 which may be or may not be extended as per the requirement.
18. If the bidder, violates any of the terms & contract, Government shall forfeit the entire amount of security deposit.

  
Deputy Director of Horticulture  
Balangir

**ANNEXURE-III**

**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. GST Registration No. :-
11. GeM Registration No. :-
12. PAN No. :-
13. Name / Address of the Driver :-
14. D.L. No. & Validity of the vehicle per month excluding fuel cost :-
15. Proposed hire Charges of the vehicle per month excluding fuel cost :-
16. Annual Turnover of the Travel Agency /Tour Operator :-
17. Rate of fuel consumption / Mileage per litre :-
18. Contract Number of the Service provider (Tenderer / Quotationer ) :-

**Seal & Signature of the Tenderer**