

**GOVERNMENT OF ODISHA**  
**Planning & Convergence Department**

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**TENDER CALL NOTICE FOR HIRING OF VEHICLE**

File No:- PT2-PC-OEII-MV-0035-2017- 9506 /P, Date: 23.05.2023


Sealed tenders are invited in the prescribed format (given in Annexure-II) from registered Travel Agencies/Tour Operators having valid GST Registration for providing one (01) number of BS-IV or above type of vehicle [Ciaz/ Honda City (Petrol)] along with Driver on monthly hiring basis for official use of Planning & Convergence Department for a period of three years, which shall conform to the Terms and conditions specified at Annexure-I& A and prevailing Government rules.

1. The interested bidder(s) may download the tender documents from the website <https://pc.odisha.gov.in/> and submit the same to the Planning & Convergence Department by Registered Post /Speed Post/ Courier Service.
2. The sealed Tender must be accompanied with a Non-refundable amount of Rs.100/- towards Tender document cost in shape of Bank Draft of the scheduled bank drawn in favour of the Deputy Secretary to Government, Planning & Convergence Department, Lok Seva Bhawan, Bhubaneswar-751001 payable at Bhubaneswar.
3. A sum of Rs.5,000/- (Rupees Five Thousand) only shall be deposited by the intending bidder(s) in the shape of account payee Demand Draft/ fixed deposit receipt/ banker's cheque/ bank guarantee from a Scheduled Bank situated within Odisha drawn in favour of the "DDO-cum-Deputy Secretary to Government, Planning & Convergence Department, Lok Seva Bhawan, Bhubaneswar-1" (in an acceptable Format at Annexure-III) and submitted along with the tender as Bid security deposit. After completion of the tender process, the amount will be refunded to unsuccessful bidder(s).
4. The intending bidder(s) must quote the monthly rate of hire charges (excluding fuel cost, lubricant and GST) in the general bid information as per point-2 of the Annexure-I.

5. The Authority reserves the right to reject any or all Tender /Tenders at anytime without assigning any reason thereof. The Tender received incomplete or after the scheduled date and time shall be rejected.
6. The sealed Tender document completed in all respect should reach the undersigned on or before **13.06.2023 by 5.30 P.M.** and **shall be opened on 16.06.2023 at 11.00 A.M. in the office chamber of Chairperson, Departmental Purchase Committee, Planning & Convergence Department** and if the due date falls on a holiday, then the bid shall be opened on the next working day. The Bidder/Authorized representatives of the firm may remain present during the opening of the tender documents, if they desire.
7. The vehicle shall be used for both local and outstation tours.
8. If required by this Department, within the agreement period, the selected bidder should be willing to provide one or more vehicle(s) of same class at the contract value per vehicle.
9. For any query, please contact Sri Sushil Kumar Baliarsingh, ASO (MV), Contact No. 8249266034 during office hours.

**Complete Address for submission of Tender:**


Joint Secretary to Government (OE),  
Planning & Convergence Department,  
Lok Seva Bhawan, Bhubaneswar-751001.

  
Joint Secretary to Government

Memo No. 9507 /P

Dt 23.05.2023

Copy along with Annexure-V forwarded to the Information & PR Department for information. They are requested to take necessary steps for publication of Short Tender Call Notice as given in Annexure-V in one widely circulated Odia daily and one widely circulated English daily for two consecutive days before 25<sup>th</sup> May, 2023. A copy of the publication may be sent to this Department for reference.

  
Joint Secretary to Government

Memo No. 9508 (40) /P

Dt 23.05.2023

Copy along with copy of the enclosure forwarded to all Departments of Government of Odisha including P&C Department Notice Board for information and wide publication of the Quotation/Tender call Notice.

Memo No. 9509 /P

Joint Secretary to Government

Dt 23.05.2023

Copy along with copy of the enclosure forwarded to Deputy Secretary to Government (DDO), P&C Department for information and necessary action.

Memo No. 9510 (2) /P

Joint Secretary to Government

Dt 23.05.2023

Copy forwarded to Chief Receptionist / Addl. DCP, Lok Seva Bhawan Security for information and necessary action.

The Chief Receptionist is requested to issue Lok Seva Bhawan entry pass to the intending bidders to enable them to submit their bid to the Department.

Memo No. 9511 /P

Joint Secretary to Government

Dt 23.05.2023

Copy along with copy of the enclosure forwarded to Head, Portal Group IT Centre, Ground Floor, Odisha, Lok Seva Bhawan Annex Building, Bhubaneswar to float the abode notice in official website of Govt. of Odisha.

Memo No. 9512 /P

Joint Secretary to Government

Dt 23.05.2023

Copy along with copy of the enclosure forwarded to IMU Section, P&C Department for hosting Tender Call Notice in the Department website for wide publicity of the notice immediately.

Joint Secretary to Government



**TERMS & 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 vehicle, during the period of the contract, shall have all necessary valid MV documents such as: - valid Registration Certificate, Insurance Certificate, Fitness Certificate, pollution 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 in any manner whatsoever. The hirer shall be responsible for all such litigation.
2. The hire charges to be paid for monthly basis is final but does not include cost of petrol, 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 bidder.
3. 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.
4. 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.
5. 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.
6. The vehicle shall report for duty for minimum of 25 days in a month.
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. Log book shall be maintained for the hired vehicle as in the case of Government vehicles.

9. Monthly hire charges and reimbursements towards cost of petrol (as per actual) and lubricants (as per Govt. norms) of selected bidder will "be paid in every succeeding month, as per as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.

10. The hired vehicles cannot be used for any private/commercial purpose beyond office hours or during holidays.

11. The vehicle shall not be more than 3 years old from the initial registration and also be in good running condition during the period of contract. Vehicle older than five years shall be replaced by new vehicle by the service provider.

12. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.

13. In case 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.

14. 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.


15. 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 tender (Annexure-II).

16. The vehicle must achieve fuel efficiency of 12 Kms. per litre (KMPL).

17. The details mentioned in the General Bid Information (Annexure-II) shall be furnished completely with supporting documents failing which Tender will be rejected without assigning any reason.

18. All the pages in the bid documents should be legible, filled in clearly and signed by the authorized person / representatives.

19. The vendor should have Pan No. and GST registration Photocopies of which are to be submitted for proof.

  
Joint Secretary to Government

**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) Name/ Address of the Driver
- 11) D.L. No. & Validity of the D.L. of the Driver
- 12) Proposed hire Charge of the vehicle per month (excluding fuel cost):
- 13) Rate of fuel consumption I Mileage per litre
- 14) Contact Number of the Service provider (Tenderer / Quotationer) Mobile Telephone, Email ID
- 15) Name & Address of the Service Provider
- 16) Has the Service provider provided vehicles to any Govt. Departments/ Officers (Yes/No)
- 17) If, Yes, please mention the name of the Department, Office and No. of vehicles provided
- 18) Whether the service provider blacklisted by any office/ Department/ organisation (Yes/No)

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

Seal and Signature of the Quotationer /Tenderer

**Bank Guarantee Format for furnishing EMD**

*(Ref Para 21)*

Whereas.....  
(hereinafter called the "tender") has submitted their offer dated.....for the supply  
of.....( hereinafter called the "tender") against the  
purchaser's tender enquiry No. ....

KNOW ALL MEN by these presents that WE .....of  
..... having our registered office at .....are bound unto  
..... (hereinafter called the "purchaser") in the sum of .....for  
which payment will and truly to be the said purchaser, the bank binds itself, its successors and  
assigned by these presents.

Sealed with the  
Common Seal of the said Bank this .....day of .....20.....

THE CONDITIONS OF THIS OBLIGATION ARE:

- (1) If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
- (2) If the tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity:
  - a) If the tenderer fails to furnish the Performance Security for the due performance of the contract.
  - b) Fails or refuses to accept/execute the contract.

WE undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by its due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or above date.

Our \_\_\_\_\_ branch at \_\_\_\_\_ \* (Name & Address of the \_\_\_\_\_ \* branch) is liable to pay the guaranteed amount depending on the filling of claim and any part thereof under this bank Guarantee only and only if you serve upon us at our \_\_\_\_\_ \* branch a written claim or demand and received by us at our \_\_\_\_\_ \* branch on or before Dt. \_\_\_\_\_ otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

.....  
(Signature of the authorized officer of the bank)

.....  
.....

Name and designation of the officer

.....

Seal, name & address of the bank and address of the Branch



### **Service Provider Agreement**

1. This Agreement is made on this day of (Month) (Year) on the orders of Governor of Odisha by and between the "Principal" Name of the Office, address ( (which expression shall unless be excluded by or repugnant to the context be deemed to include its successors and assigns) and "Service Provider" Name , having its registered office (detailed address) herein after called "agency" which expression shall unless excluded by or repugnant to the context be deemed to include its successors and assigns; herein after described as 2<sup>nd</sup>Party.

2. Whereas the Principal is desirous of engaging the Agency to provide vehicle on hiring basis and the Agency is agreed to provide the vehicle as its service provider with the terms and condition mentioned hereinafter.

2.1 Whereas the Agency is the owner of a make and model of motor vehicle of the following

Description:

Registration number:

Model:

Chassis number:

Engine number:

Color :

Year of Manufacture:

2.2 Whereas the Service Provider having PAN No and GSTNo which are valid on this date.

### 3. RENTAL

The motor vehicle is hereby hired for three years at the rate of \_\_ per month(excluding GST) payable monthly and the mileage of the vehicle, which will be governed as per the Finance Department O.M. No.30464/F., Dated 06.09.2019. The contract will be renewed subject to satisfaction of the Principal.

#### 3.1 Extension of the tenure of Contract

The contract can be extended for a maximum period of three (03) years from the date of deployment of the vehicle subject to mutual consent of both the parties.

#### 4. The Service Provider Obligations:

4.1 Service provider agrees to terms and conditions of the contract and shall ensure full compliance to them.

4.2 Agency agrees to provide quality services as per SLAs mentioned in the contract.

4.3 Agency to ensure that vehicle deployed shall arrive at designated location on time. In an event of delay in arrival beyond 15 minutes, user shall have right to hire other taxi services (which may or may not be of similar hired car category). The fare charges shall be charged to service provider.

4.4 Agency to ensure that all maintenance work related to assigned vehicle shall be carried out in off duty hours.

4.5 In the event of break-down, servicing & repairs of the assigned vehicle the service provider at his own cost shall make alternate arrangement by providing similar or higher class of vehicle(s) for which agreement is entered into. Failure to do so will evoke penalty or possible termination of contract.

4.6 The Agency shall not be allowed to sub-let the Contract.

4.7 The Agency shall only provide vehicles which have the comprehensive insurance. 4.8 Police verifications for deployed driver shall be ensured by the Agency

4.9 Agency shall 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 Principal.

#### Vehicles:

4.10 The vehicle should have commercial license. The vehicle should not be more than three years old from the date of the Service request. Vehicles older than five years should be replaced by the service provider. During replacement of the vehicle or driver, as the case may be, the pass/id card issued, if any, shall be surrendered.

4.11 The Agency will deploy the vehicle, which is well maintained, cleaned thoroughly both internally and externally. Vehicle shall be equipped with medical kit. The vehicle should have a mobile charger and ambient freshener.

4.12 The Agency shall ensure that all electrical connections including lights (both brake and front), horn, turn indicators, and other vehicle systems shall be periodically checked and maintained by Service Provider to avoid any inconvenience to user department.

4.13 Agency shall ensure that the vehicle should be parked at the place as advised by the Principal and should be available, when not in duty. If the vehicle needs to be away for some reasons like refuelling, petty repairing etc., it should be with the knowledge of the Controlling Officer of the Principal. Moving away without the knowledge of the Controlling Officer of the Principal will be considered as non-available and will be liable for penalty.

Driver deployed:

The Agency shall be responsible for the acts and deeds of drivers of the vehicles that include following:

4.14 Drivers that possess a valid commercial driving license shall be deployed by the agency.

4.16 Driver should be properly dressed in neat and clean attire, if required driver should wear uniform of specific color as per requirement of the Principal. The Agency shall provide at his own cost proper uniform and badges as per STATE MOTOR VEHICLES RULES (amended up to date) and photo identity cards to the drivers.

4.17 The driver of the vehicle deployed for user department duties maintain polite & courteous behaviour towards department users as well as to other departmental staff. Following may be construed as "Misbehaviour" and shall attract penalties as per provisions of the contract. Repeated instances may result in termination of services

i) Denial of duty during contract period, or during hours as noticed by user departments;

ii) Use of abusive language;

4.18 The driver in no case shall report to duty in an inebriated state or consume alcohol while on duty. In such an event user department shall have full rights to terminate the contract with immediate effect.

4.19 Driver must be provided a working mobile phone and contact number be provided to user department.

4.20 In an event that for any reasons the driver changes his contact number during the tenure of the contract then Agency will immediately notify the user department of the above change.

4.21 The driver shall be reachable at all times during duty hours.

4.22 Gossiping with the guests and using mobile phone during driving is not allowed. In case of urgency, driver should park the vehicle with permission from the user and talk in the mobile to the minimum duration.

4.23 As soon as the driver is advised to attend any guest by the administration, the driver should call /SMSs the guest giving his mobile and vehicle details. Charges of calls /SMSs will be on agency's account.

4.24 Vehicle and driver should not be changed frequently. Any such changes should be informed by the agency to the authority well in advance for permission.

Statutory Rules compliance & Taxes:

4.25 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\_ All the expenditure of the vehicle towards repair maintenance, replacement of spare parts, lubricating oil of engine, Gear Box & differential coolant, Tyres & Tubes, Battery etc. and salary of the driver, payment of insurance/Road tax etc. required for operation of vehicle in a state will be borne by the Agency.

4.26 The Agency shall take comprehensive insurance cover with third party unlimited liability risk of the vehicles detailed for the user department requirement. User shall not be liable for any damages whatsoever to public property and /or any third person due to any accident arising out of and in the course of deployment of service provider's vehicle.

4.27 The Agency shall be solely responsible for any claims by any third party and/or employees of user department travelling in the vehicle for any injuries caused by the driver of the vehicle whether by accident or otherwise.

4.28 The user department will in no way be responsible for violation of traffic rules and /or infringement of any other law for the time being in force, either by the driver of the vehicle or by the service provider. The driver as well as Agency shall comply with relevant rules and regulations of Motor Vehicles Act and Rules applicable at present or in future during the tenure of the contract and as may be enforced from time to time for

which user departments would not be held liable/responsible in any manner whatsoever. Onus of compliance of all the applicable Laws/Acts/Rules including those under Motor Vehicle Acts/Rules shall rest with the Agency only and user/user departments will not be liable in any manner.

4.29 The Agency shall be responsible for ensuring compliance with the provisions related to Labour Law and specially Minimum Wages Act, Payment of Wages Act, PF, ESI Act, Payment of Bonus Act, Contract Labour [R&A] Act, Workmen Compensation Act etc. as applicable from time to time. The employees of the Agency shall not be deemed to be employees of the user department and hence the compliance of the applicable acts laws will be the sole responsibility of the Agency.

4.30 The Agency shall be personally responsible for any theft, misconduct and/or disobedience on the part of drivers so provided by him.

4.31 During the contract period, if the vehicle is seized or detained or requisitioned by Police/Motor Vehicle Authority or any other authorities for whatsoever reasons that will be at the service provider's risk. Also, alternate vehicle of similar or higher category will be provided by Agency without any extra charges.

4.32 The vehicles deployed for duty for the user department shall at no point of time carry any person other than personnel authorized by user Department.

4.33 The vehicle cannot be put to any private/commercial use beyond the duty hours or on holidays. Unauthorized use of the vehicle by the driver/service provider will lead to unilateral termination of the contract with immediate effect. The Agency has to ensure the safety of passenger by avoiding negligent driving

by their drivers such as over speeding, rash driving, and driving vehicle without brakes/defective brakes.

4.34 The mileage count will start from the location of pickup and no extra kilometres from the garage to the pickup point will be provided. The mileage count will also terminate at the dropping point and not up to the garage.

5 The obligations of Principal:

5.1 Principal shall make the payment towards hiring charges of the vehicle at the end of every month by credit into the bank account of the Agency through ECS/IRTGS within 15 days from the date of receipt of bills complete in all respect. User department shall pay the vendor all amounts on an invoice that are not the subject of a bonafide dispute within 15 days after department's receipt of a valid invoice that complies in all material respects in terms of this Agreement;

5.2 The payment shall be subject to any deductions such as penalties, statutory deduction, etc.

5.3 Principal shall accept the log book entries updated by Driver. Failure to take action on log book entries updated by Driver shall result in auto acceptance of reading provided by service provider.

5.4 The Principal shall be responsible for costs relating to fuel, toll gate charges, parking charges and oil topping up between services and other statutory levies, if any, paid during the journey would be billed on actual and shall be paid by Principal.

5.5 All distances shall be calculated from the reporting point. No payment shall be made for journey from garage to reporting point.

6. Terminations:

6.1 The Principal shall have the right to terminate this Agreement, upon it giving 3 (three) month notice in writing.

6.2 The Agency shall have the option to terminate this Agreement upon giving 3 (three) month notice in writing and upon refund of any rental fees paid in advance, over and above the notice period.

6.3 Final payment after termination of the contract shall be released on submission of the log book(s) of the vehicle, car pass and pass/id card issued to the driver, if any.

7. Force majeure:

Neither party to this Agreement shall be liable for failure to perform any of its obligations hereunder if prevented from doing so by reason of force majeure.

8. Entire agreement

This Agreement together with the schedules and annexes hereto constitutes the entire agreement and understanding between the Parties and supersedes all previous agreements, understandings and/or representations between the Parties.

9. Waiver of remedies:

No forbearance, delay of indulgence by either Party in enforcing the provisions of this Agreement shall prejudice or restrict the rights of either Party nor shall any waiver of its rights operate as a waiver of any subsequent breach and no right, power or remedy herein conferred upon or reserved for the Party is exclusive of any other, power or remedy available to the Party and each such right, power or remedy shall be cumulative.

10. Assignment & change in ownership/management:

10.1 The Agency shall not assign or transfer its obligations and or rights under this Agreement to any third party, whether an associated entity or not, whether in whole or in part without the prior written consent of the Principal

10.2 The Agency shall immediately notify Principal of any change of ownership or management of the agency's business.





**GOVERNMENT OF ODISHA  
Planning & Convergence Department**

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The detail of the Tender Call Notice is available in the official website of the Planning & Convergence Department i.e. <https://pc.odisha.gov.in/>. All future addendum/corrigendum, if any, shall be hosted on the above website only.

  
Joint Secretary to Government

P&C Department

