

GOVERNMENT OF ODISHA
SCIENCE & TECHNOLOGY DEPARTMENT

Annexure-I

Tender Call Notice For Hiring of Vehicle

No. 3004 / ST, Dated. 30.7.2022
File No. ST-OE-OM-0003-2019

Sealed quotations/tenders are invited from interested reputed Travel Agencies/Tour Operators (Within Bhubaneswar jurisdiction) having valid GST registration number, Income Tax/GST clearance Certificate, Pan Card, First Track Banking facility etc for providing **02 (two)** nos of BS-VI compliant petrol driven (A/C) Cars including driver on Monthly hiring basis, which shall confirm to the terms and conditions (**Annexure-II**) for engagement in the Science & Technology Department, Bhubaneswar for official purpose. Details regarding the vehicles are as follows:-

No of Vehicle Required	Type of Vehicle	Name of the Vehicle	Minimum Average mileage per liter.
1 (One)	BS-VI compliant petrol	Swift Dzire / Xcent/ Etios/ Zest/ Tigor	17 K.M
1 (One)	BS-VI compliant petrol	Ciaz/ Honda City	12 K.M

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, Fastag, 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. No provision of Bid security /EMD shall be kept in Bid Document, however a "Bid Security Declaration" (Annexure-IV) shall be kept in the Bid document which shall be furnished by the Quotationer/ Tenderer at the time of submitting the bid. Tenders/Quotations if not accompanied by Bid Security Declaration form dully filled in will not be considered.


5. The Successful Bidder has to furnish a performance security amount @ 3% to the quoted contract price value (one year contract value) for each vehicle separately. The performance security shall be in the form of Bank guarantee (BG).
6. The monthly rate of hire charge be quoted separately in the General Information on hiring of vehicles (Annexure-III) (excluding fuel and lubricants).
7. The Vehicle must achieve a fuel efficiency of at least 17 Kms per litre and 12 Kms respectively for two separate vehicles as indicated in above given table.
8. The details of the make and year of manufacture of the vehicle, registration no, mileage (Kms covered per liter) and name of the Driver with Driving License No. and period of validity should be specifically provided in the General Information to be furnished with the Tender (Annexure-III).
9. The application form of quotation / tender containing Terms and Conditions (Annexure-II) & General Bid Information (Annexure-III) for Hiring of Vehicles etc. shall only be downloaded from Science & Technology Department Website : <https://st.odisha.gov.in/> from **02.08.2022, 11.00 A.M upto 22.08.2022, 05.30 P.M** and the applicant shall furnish a Demand Draft for an amount Rs. 100/- (Rupees One Hundred only) drawn in favour of **The Under Secretary (O.E), Science & Technology Department, 7th Floor, Kharvel Bhavan, Government of Odisha, Bhubaneswar, Pin:751001** towards the cost of application along with the necessary information.
10. The Quotation completed in all respect should reach the **The Under Secretary (O.E), Science & Technology Department, 7th Floor, Kharvel Bhavan, Government of Odisha, Bhubaneswar, Pin:751001** through **Registered Post/ Speed Post only latest by 22.08.2022 by 5.30 P.M.**
11. The bid/sealed quotations will be opened on **23.08.2022 at 3.00 P.M.** in the office of the **Science & Technology Department**, Bhubaneswar in the presence of the bidders or their authorized representatives. The intended bidder is requested to submit his or any of his representatives contact details with phone no / copy of Aadhar Card for arranging a gate pass to enter the premises of Kharvel Bhawan, Bhubaneswar sufficiently a day ahead for gate pass permission.
12. **The Bidders / Tenderers are requested to mention their Regd. Email ID as well as their WhatsApp No on the body of the sealed envelope containing quotation along with related documents.**
13. The authority reserves the right to accept or reject any or all bids without assigning any reason thereof.


Seal & Signature of

Tender Calling Authority Designation
**Add. Secretary to Govt.
Science & Technology Deptt.**

Memo No. 3005 /ST, Dated. 30.07.2022


Copy forwarded to the Head State Portal Group, IT Centre, Secretariat with a request to display the Notice in the State Government Website for wide publicity/ All Departments/ A.D.M., Bhubaneswar/ Commissioner, B.M.C. with a request to display the Notice in their Notice Board for widely publicity/ Chief Receptionist, Odisha Lokseva Bhawan / Kharavela Bhawan/ Rajib Bhawan for information.


30/07/22

Under Secretary to Government

Memo No. 3006 /ST, Dated. 30.07.2022


Copy forwarded to A.S.O (O.E) for uploading the details in Science & Technology Department website on 02.08.2022 before 11.30 A.M for wide circulation.


30/07/22

Under Secretary to Government

Memo No. 3007 /ST, Dated. 30.07.2022

Copy forwarded to Additional Secretary to Government for information and necessary action.


30/07/22

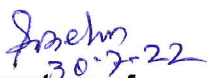
Under Secretary to Government

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 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. Science & Technology Department 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. The hire charges to be paid on monthly basis are final. This does not include cost of petrol which is to be paid separately basing on actual consumption and lubricants as per existing Government norms. All other expenditure of the vehicle towards repair of engine, body, replacement of spare parts, Gear Box, differential Coolant, Tyres & Tubes and Battery etc. will be borne by the bidder/ owner.
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 without any extra cost.
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 vehicles shall report for duty for minimum of 25 days in a month.
7. In case of emergency and/or outside / field tour the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
8. Monthly hire charges and reimbursements towards cost of petrol (as per actual) and lubricants (as per Govt. of Odisha FD norms) for the vehicle 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.

9. The vehicle shall not be more than 3 years old from the initial registration and also in good running condition during the period of contract.
10. If the services are found to be unsatisfactory, Science & Technology Department shall give one month notice and terminate the agreement.
11. 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.
12. The vehicle will ordinarily be used between 8.00 A.M. to 8.00 P.M. during Govt. working days. However in case of emergency the vehicle shall also be made available beyond the time limit, even on holidays for which no additional charges will be paid.
13. Normally the vehicle may be stationed at the Kharvel Bhawan at the risk of owner. For the purpose of determining the running KM, the distance from office to picking point and dropping point of the officer / person using the vehicle will be considered.
14. The vehicle logbook shall be maintained by the driver daily with attestation by the concerned officer(s) using the vehicle. A copy of the logbook shall be kept in the office for reference and audit.
15. The owner shall be responsible for any police /court case concerning the vehicle during engagement; Science & Technology Department shall have no liability on this account.
16. Change of driver is not advisable, in normal situation. However in case of exigency the owner will consult Science & Technology Department and submit the copy of valid driving license of the concerned new driver while changing.
17. If the owner/ bidder violates any of the terms of contract, Science & Technology Department shall forfeit the entire amount of security deposit.
18. An agreement would be signed in this regard.


30-7-22
Signature of
Tender Calling Authority.

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
(with Email ID &WhatsApp no)-----
of the owner of vehicle – -----

 7. PAN of the owner -
 8. Fitness Certificate validity -
 9. Permit Validity -
 10. Insurance validity -
 11. Name / Address and Contact No. of the Driver –
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.....
 12. D.L. No. & Validity of the D.L. of the Driver -
 13. Proposed hire charge of the vehicle per month excluding fuel cost -
 14. Rate of fuel consumption / mileage per litre -
 15. Contact Number of the Service provider (Tenderer/ Quotationer)
Mobile..... Telephone
- “Certified that the information submitted above is true to the best of my knowledge and belief.”

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

Science & Technology Department, 7th Floor, Kharvel Bhavan,
Government of Odisha, Bhubaneswar, Pin:751001, (0674) 2536772 / 2322713
Email: ps.secretaryst@gmail.com, Website: https://st.odisha.gov.in/

Tender Call Notice No. _____ Date _____

From

M/s

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To

The Under Secretary (O.E)
Science & Technology Department,
Bhubaneswar.

In response to the Tender call notice no..... dt....., I am submitting
herewith the price quotation(s) for the supply of vehicles for engagement in your office on
monthly basis. The details about the vehicle and driver are attached in Annexure-III.

Date:

Signature

Name & address of authorized
signatory.

Bid Security Declaration Form

To

The Under Secretary (O.E)
Science & Technology Department,
Bhubaneswar.

Dear Sir,

Sub: Your Tender Ref. No. _____ Dated _____

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Date: _____ / _____ /2022

Authorised Signatory:

Name:

Designation:

Place:

Phone:

Email:

Signature with Seal of the applicant