

Government of Odisha
Higher Education Department

No. PT1-HE-OE-MISC-0069/2015 25068 /H.E., Dated. 3.9.18

QUOTATION CALL NOTICE

Sealed quotations/tenders having valid GST Registration Certificate are invited in the prescribed format (Given in Annexure-III) from interested reputed Travel Agencies/Tour Operators or private individuals for providing following nos. of vehicles details as below.

Sl. No.	Type of Vehicle	Nos. of Vehicle required	Maximum hire charges per vehicle	Mileage per Litre
1.	Innova	01	Rs. 30,000/-	09 (Diesel)
1.	Swift D-zire or equivalent	07	Rs. 20,000/-	17 (Diesel)
2.	Indigo or equivalent	04	Rs. 18,000/-	15 (Diesel)

The terms and conditions (Annexure-II) for official use in Higher Education Department on monthly rent basis as per the rate quoted vide Finance Department Office Memorandum No-27037/F, dt. 08.10.2015 (Copy enclosed).

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 a valid Driving licence 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. 5,000/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the Under Secretary to Govt.(OE) ,Department of Higher Education 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 be quoted separately in the general bid information (excluding fuel and lubricants).
6. The Vehicle must achieve a fuel efficiency of 09 KM for Innova, 15KM for Indigo and 17KM for Maruti Suzuki Dzire per litre.
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 Quotation completed in all respect should reach the undersigned on or before 11.09.2018 by 3.00 P.M. and shall be opened on the same day at 4.00 P.M. in presence of the bidders or their authorized representatives.
9. The application form of quotation / tender containing general bid information and terms and conditions for hiring vehicles Etc. will be available with Under Secretary to Government of the Department from 03.08.2018 to 10.09.2018.

Seal & signature of
Quotation / Tender Calling Authority
Under Secretary to Government
Higher Education Department

Memo No. 25069 /H.E., dated the 3.9.18

Copy forwarded to the Head of the portal Group, IT Centre for information & necessary action. They are requested to publish this notice in the website of Department of Higher Education.

Memo No. 25070 /H.E., dated the 3.9.18

Copy forwarded to the Chief Receptionist, Odisha Secretariat/Sargent , Secretariat Security for information and necessary action.

Memo No. 25071 /H.E., dated the 3.9.18

Copy forwarded to All Departments with a request to display this Notice on their Notice Board for publicity.

Memo No. 25072 /H.E., dated the 3.9.18

Copy forwarded to PT Cell, Department of Higher Education with a request to publish this notice in the website of Department of Higher Education.

Under Secretary to Government

GOVERNMENT OF ODISHA
FINANCE DEPARTMENT

OFFICE MEMORANDUM

No. 27037 /F
FIN-COD-RULE-0004/2015

Dated 8/10/2015

Subject- Revision of Hiring charges of private vehicles and fixation of mileage of hired vehicles and Government vehicles

In terms of the provisions of Para 6 of Finance Department Office Memorandum No.34085/F dated 29.09.2012 concurrence of Finance Department is necessary for hiring of private vehicles for official use in case of existing condemned and auctioned vehicles after deposit of sale proceeds of the auctioned vehicle. Hiring of vehicles for new offices would also require prior concurrence of Finance Department.

It has been decided that henceforth the Administrative Departments shall be competent to take a decision at their level for hiring of private vehicle for official use in substitution of existing Government vehicle after completion of the process of condemnation and auction of old vehicle and deposit of the sale-proceeds in treasury .

However, hiring sought without condemnation of existing vehicles and hiring of vehicles for new offices will require prior concurrence of Finance Department.

2. Revision of hiring charges and mileages of private vehicles for use of offices under the State Government

The norms for hiring private vehicles were fixed in Finance Department O.M. No.34085/F dt.29.09.2012. The cost of labour has since increased requiring a fresh look at the hire charges. Similarly fuel -efficient engines have also been introduced by different manufacturers. Considering these aspects, hiring charges and average mileage in K.Ms per litre in respect of different kinds of hired vehicles are re-fixed in consultation with Transport Department as tabled below.

Sl.No.	Category of offices	Type of vehicles permissible to be hired	Maximum hire charges per month excluding diesel cost (*)	Minimum Average Mileage in kms per litre
1.	Blocks/Tahasils and other field offices	Bolero/Marshal/Tata Sumo/Mahindra Max	Rs.20,000/-	10
2.	District/Range level Offices	Indica eV2	Rs 16,000/-	17
3.	Heads of Department /Secretariat (Pool vehicles)	Indica eV2	Rs 16,000/-	17
4.	Heads of Department/Secretaries and other equivalent officers (For their own use)	Indigo	Rs.18000/-	15
		Swift Dzire (Petrol)	Rs 20000/-	14
		Swift Dzire (Diesel)	Rs 20000/-	17
5.	Hon'ble Ministers/Other Dignitaries	Innova	Rs 30,000/-	09
		Tavera	Rs 30,000/-	10

*Service Tax would be reimbursed separately over and above the hire charges

3. Mileage of Government Vehicles under use in State Government Offices

The kilometerage per one litre of fuel in respect of different Government vehicles was issued in Commerce & Transport Department letter no. 19841-LC.II Gen-113/84-T Dated 17.12.1984 and letter no. LC II-Gen-8/87-17202/90-T Dated 10.11.1987. In view of the improvement in engines of the vehicles, the mileages as fixed in case of hired vehicles at Para-2 will be applicable for Government vehicles.

4. All other instructions on hiring of private vehicles for Government offices issued in FDOM No. 34085/F Dated 29.9.2012 remain unchanged.

These instructions shall be effective from the date of issue of this Office Memorandum.

By the Order of Governor


Additional Chief Secretary to Government

Memo No. 27038 /F.,

Dated 8/10/2015

Copy forwarded to the Secretary to Governor/Principal Secretary to Chief Minister/ Private Secretary to all Ministers and Ministers of State/Accountant General (G&SSA), Odisha, Bhubaneswar/ Accountant General (E&RSA), Odisha, Bhubaneswar/ Accountant General (A&E), Odisha, Bhubaneswar/ Deputy Accountant General (Works), Odisha, Puri/ Advocate General, Odisha, Cuttack / All Departments of Government/All Heads of Departments/ All Collectors//All Sub Collectors/All Public Sector Undertakings/All Financial Advisors/All Assistant Financial Advisors/Director, Madhusudan Das Regional Academy of Financial Management, Chandrasekharpur, Bhubaneswar/Director, Gopabandhu Academy of Administration, Bhubaneswar/ Principal, Short Hand and Type Writing Institute, Bhubaneswar/ All Treasury Officers/ All Special Treasury Officers/All Sub-Treasury Officers/ /All Universities/All P.S.U.s/All U.L.Bs for information.

[Signature] 8/10/15

Under Secretary to Government

Memo No. 27039 /F.,

Dated 8/10/2015

Copy forwarded to the Transport Commissioner, Odisha, Cuttack/All R.T.O.s /All M.V.Is for information and necessary action.

[Signature] 8/10/15

Under Secretary to Government

Memo No. 27040 /F.,

Dated 8/10/2015

Copy forwarded to P.S. to Additional Chief Secretary, Finance/ P.S. to all Special Secretaries/P.S. to all Additional Secretaries/All Officers/ all Branches of Finance Department /Guard files (10 copies) for information and necessary action.

[Signature] 8/10/15

Under Secretary to Government

Memo No. 27041 /F.,

Dated 8/10/2015

Copy forwarded to the Head, Portal Group, Secretariat, Bhubaneswar, Odisha for information and necessary action. It is requested to hoist this Office Memorandum in the website of Finance Department (www.odisha.gov.in/finance) for general information.

[Signature] 8/10/15

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. 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. 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 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 vehicles 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. 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 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, the client 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. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.

**Signature of
Quotation/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 of the owner :
7. Fitness Certificate validity :
8. Permit validity :
9. Insurance validity :
10. Name and 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/Mileage per litre :
14. Contact number of the Service Provider(Tenderer/Quotationer)
Mobile.....Telephone.....
15. Name & Address of the Service Provider :
16. Has the Service Provider provided vehicles
to any Govt. Departments / Offices (Yes / No) :
17. If, Yes please mention the name of the Department /
Office and No. of vehicles provided :

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

Seal & Signature of the
Quotationer / Tenderer