

**Standard Bidding Document**  
**Government of Odisha**  
**DISTRICT EXCISE OFFICE, BOUDH**

No. 3182 / Ex., Dated 18-12-2024

**Quotation / Tender Call Notice**

Sealed quotations/tenders are invited from interested reputed Travel Agencies/ Tour Operators or private individual for providing **02(Two)** nos. of Non-AC/ AC Diesel driven vehicles having sitting capacity not more than **09 (Nine)** including driver, which shall conform to the Terms and Conditions (**Appendix-A**) for use in control under **District Excise Office, Boudh** (One vehicle for Official use and another vehicle for enforcement purpose) Department/ Office on monthly rent basis.

**T A B L E**

Sl No.	Type of Vehicle	Maximum hire charges per month excluding taxes	Minimum average mileage in Kms per Liter
1	2	3	4
1	<b>Scorpio</b>	Rs.31,000/-	10
2	<b>Bolero/ Ertiga / TUV-300/ Sumo Gold</b>	Rs.31,000/-	10

- 1) The service provider shall have a valid OGST registration to participate in the tendering.
- 2) The Service provider, participating in the bidding process under the jurisdiction of Municipal Corporations, shall be registered in GeM platform.
- 3) The vehicle must be in road worthy condition, shall not be more than 3 year old from the date of initial registration and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution Certificate, valid Contract Carriage Permit, proof of up-to-date tax payment etc. Mandatory for plying vehicle.
- 4) 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.
- 5) The Driver should be well behaved, gentle and obedient in nature.
- 6) 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 **Superintendent of Excise, Boudh** and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
- 7) The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants).
- 8) The Vehicle must achieve a fuel efficiency of **10** Kms per liter.

- 9) 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 bid information to be furnished with the Quotation/ Tender (**Appendix-B**)
- 10) The Quotation completed in all respect should reach in the office of the Superintendent of Excise, BOUDH on or before **24.12.2024 by 5.00 P.M. (either by hand or by registered post) except Sunday and holidays and** shall be opened on **Dated 26.12.2024 at 03 P.M.** in presence of the bidders or their authorized representatives. The quotation received manually is required to be dropped in the Tin Box kept in the office of the Superintendent of Excise, BOUDH. In the cover page of the sealed envelope containing quotation, it should be clearly mentioned that "**QUOTATION FOR HIRING OF VEHICLE**". Each sealed envelope should contain only one quotation / application.
- 11) The application form of quotation / tender containing general Bid information & terms and conditions for hiring of vehicles etc. will be available with District Excise Office, Boudh or **Notice board of District Excise Office, Boudh / Collectorate, Boudh** on payment of **Rs.1000/- (one thousand) in shape of Demand Draft from 18.12.2024 to 24.12.2024** or can be downloaded from Boudh district website **[www.boudh.odisha.gov.in](http://www.boudh.odisha.gov.in)** from **18.12.2024 to 24.12.2024**. In case the application form is downloaded from Govt. website, the applicant shall furnish a Demand Draft for an amount **Rs.1000/- (Rupees One thousand)** only in favour of **Superintendent of Excise, Boudh**, towards the cost of application along-with the application.

Memo No. 3183 / Ex.,

*Memo*  
*18-12-2024*  
Superintendent of Excise, Boudh  
*18/12/24* (Seal & Signature of  
Quotation/Tender Calling Authority)  
Dated 18-12-2024

Copy to all Inspectors of Excise and all O.I.Cs of Excise Station of Boudh district for information and wide publicity.

Copy forwarded to the R.T.O., Boudh for favour of information & necessary action and wide publicity

Copy forwarded to the D.I.P.R.O, Boudh for favour of information & necessary action and wide publicity.

Copy forwarded to the DeGM Boudh for information and necessary action. She is requested to publish the same in the district website.

Copy to the Notice Board of Collectorate, Boudh / District Excise Office, Boudh for information of the general public.

*Memo*  
*18-12-2024*  
Superintendent of Excise, Boudh,  
*18/12/24*

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, Pollution, Fitness Certificate, valid Contract Carriage Permit, proof of up-to-date tax payment etc. and D.L. of the driver available all the times.
2. 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.
3. The hire charges to be paid for monthly basis is final but does not include cost of fuel, which is to be paid separately basing on actual consumption and 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, Tyers & Tubes, Battery etc. Will be borne by the bidder.
4. It shall be the responsibility of the bidder to provide a good driver and the remuneration 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 terminate the agreement without prior notice.
7. The vehicles shall report for duty for minimum of 25 days in a month.
8. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be demanded.
9. Monthly hire charges and reimbursements towards cost of fuel (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 vehicle shall not be more than 3 years old form 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. 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.
13. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
14. The selected/ successful bidder will have to execute an Agreement with the Authority as per Government in Finance Department OM No- 22924/F dated-14.08.2023.
15. Clear and legible copies of all documents should be attached and be self- attested.

  
18.12.2024  
Superintendent of Excise, Boudh,  
Quotation / Tender Calling Authority

**NB:- The Security Deposit of Rs.5,000/- and cost of application of Rs.1,000/- is mandatory for all category of applicant.**

**GENERAL INFORMATION FOR HIRING VEHICLES**

Sl No	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	OGST Number	
4	GeM Registration Number	
5	Bank Account No and IFSC Code	
6	Registration No. of Vehicle	
7	Year of Manufacture	
8	Make & Model	
9	Date of registration	
10	Name & complete address of the owner of vehicle:	
11	Fitness Certificate validity	
12	Pollution Certificate validity:	
13	Permit validity	
14	Insurance validity	
15	Name / Address of the Driver:	
16	D.L No. & Validity of the D.L of the Driver:	
17	Proposed hire Charge of the vehicle per month excluding fuel cost:	
18	Rate of fuel consumption/ Mileage per litre:	
19	Contact Number of the Service Provider (Tenderer/ Quotationer):	
20	Contact number of Driver:	

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

Seal & signature of the  
Quotationer / Tenderer.