

DISTRICT EXCISE OFFICE : KENDRAPARA

No. 2000 / Ex. Dtd. 07-11-2024

Email- excisekdp@gmail.com, Ph. 06727-230687

QUOTATION / TENDER CALL NOTICE

Sealed quotations / tenders are invited from interested Reputed (Travel Agencies / Tour Operators or Private individuals) for providing 03 (Three) no of (Bolero / Sumo Gold / Ertiga / TUV-300/ Scorpio) Diesel driven (AC / Non-AC) vehicles having sitting capacity not more than 10 (Ten) including driver, which shall conform to the Terms and conditions (Annexure-II) for Excise Enforcement work in Kendrapara Excise Station, Marshaghai Excise Station and Aul Excise Station under establishment of Superintendent of Excise, Kendrapara on monthly rent basis:-

- 1). The vehicle must be in Road Worthy / Good running condition, shall not be more than 3 (three) years 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. which are mandatory for playing 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 and disciplined in nature. The owner is responsible for engagement of one dedicated driver to perform the Govt. duty without any hesitation.
- 4). a. As sum of **Rs.5,000/-** shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favor of the **Superintendent of Excise, Kendrapara** and submitted along with the tender as Security Deposit. Each application must accompany with the amount of sum of **Rs.5,000/-** shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favor of the **Superintendent of Excise, Kendrapara**. No application will be considered valid without Account Payee Bank Draft. Bank drafts will be returned to the unsuccessful applicants only after finalization of the bid process.
b. The applications which have not duly been filled in and not having valid Bank draft of sum of **Rs.5,000/-** shall be liable for rejection.
- 5). The Fuel (as per actual) will be supplied by this office.
- 6). The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants).
- 7). The Vehicle must achieve a fuel efficiency of **minimum average mileage of 10 (ten) Kms per liter**.
- 8). The Quotation for monthly higher charge of the vehicle excluding fuel cost shall be as per the **prevailing hire charges of this district**.

- 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 (Annexure- II).
- 10). The Quotation completed in all respect should reach the undersigned on or before **dtd.20-11-2024 by 03.00 PM** including Holidays and shall be opened on the same day **at 05.00 P.M** in presence of the bidders or their authorized representatives.
- 11). The application form of Quotation / Tender containing General Bid information & Terms and Conditions for Hiring of Vehicles etc. will be available with Head Clerks of District Excise Office, Kendrapara.
- 12). Period of contract is **01-12-2024 to 31-11-2025**.
- 13). Apart from the normal working days the vehicle can be used on Holidays / Sundays and even in odd hours in case of emergency situation.
- 14). All types of repair / maintenance are to be done by the vehicle owner at his cost including payment of Tax etc and payment of wages of the Driver.
- 15). Log Book & Stock / Issue register of Fuel etc are to be maintained according to Govt. procedure and signed by the Driver and the officer using the vehicle.
- 16). The concerned vehicle Owner should execute an agreement containing above Terms & days of receipt of engagement order
- 17). The Authority reserves the right to cancel the contract of the vehicle at any time without prior Notice and showing any reasons thereof.
- 18). The Authority reserves the right to cancel the quotation or any part without any reason assigning thereof.
- 19). The agreement force in vide Finance Deptt. Bhubaneswar office Memorandum No.30464/ F.dt.06-09-2019, No.34085/ F.Dtd.29-09-2012 & 22924/F,dtd. 14.08.2023.


07.11.2024
Superintendent of Excise,
Kendrapara

Memo No. 2001/ Ex. Dtd. 07-11-2024
Copy to the Notice Board of District Excise Office, Kendrapara/ Notice Board Collectorate, Kendrapara/ Notice Board DIPRO, Kendrapara / Notice Board of RTO, Kendrapara for information & wide publicity.


07.11.2024
Superintendent of Excise,
Kendrapara

Memo No. 2002 / Ex. Dtd. 07-11-2024

Copy forwarded to the DeGM, Kendrapara for information and necessary action. He is requested to upload the Quotation /Tender call notice in the district website for wide publicity.

Copy to all Inspector of Excise/ all sub-Inspector of Excise of this district for information & wide publication.


07.11.2024
Superintendent of Excise,
Kendrapara

Memo No. 2003 / Ex. Dtd. 07-11-2024

Copy forwarded to the Excise Commissioner, Odisha, Cuttack for favor of kind information and necessary action.


07.11.2024
Superintendent of Excise,
Kendrapara

TERMS & CONDITIONS FOR HIRING OF VEHICLES

The stipulations and terms and conditions embodied in the tender document will form a part of the agreement.

1. The hired vehicle, 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 in any manner whatsoever. The owner / successful tenderer, whose vehicle is hired, shall be responsible for all such litigation. Salary of driver, repair and maintenance charges and other cost including taxes (except service tax on hire charges) shall be borne by the successful tenderers / service providers.
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 / successful bidder.
5. In case of the vehicle does not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source.
6. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
7. 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.
8. The vehicle shall not be more than 3 (three) years old from the initial registration and also in good running condition during the period of contract.
9. If the services are found to be unsatisfactory, the client shall give one-month notice and terminate the agreement.



10. 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.
11. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
12. This should be ensured by the Service Provider that the vehicles are kept under optimum running condition and avoid accidents attributable to lack of maintenance / upkeep. The hired vehicles cannot be used for any private / commercial purpose beyond office hours or during holidays.
13. Log books shall be maintained for the hired vehicles as in the case of Government vehicles. Kilometer reading and POL drawn shall be necessarily recorded in relevant columns and verified regularly by an authorized officer before making payment.
14. GST registration and GeM registration are compulsory for any Service Provider to provide hired vehicles to Government offices through GeM or through open bidding.



07.11.2024

**Signature of
Quotation 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 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 / Mileage per litre. :- _____
- 14) Contact number of the service provided (Tenderer / Questioner) :-
Mobile _____
Telephone _____

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

Seal & Signature of the Quotationer