

# OFFICE OF THE DIVISIONAL LABOUR COMMISSIONER, MALKANGIRI

## Quotation Call Notice

No. 3074 / Date 18.10.2019

### QUOTATION FOR HIRING OF VEHICLE

Office of the Divisional Labour Commissioner, Malkangiri intends to hire one Tiago/Bolt/Celerio (Petrol) vehicle on a monthly basis. Interested Travel Agent firms/Taxi and Tour Operators/private individuals having valid PAN number/service Tax Registration No./Commercial Tax (which ever is applicable) may send sealed quotation for providing the vehicle with Driver on a monthly basis for the requirements given below.

Sl No.	Type of Vehicle	Requirements	Minimum Average Mileage in kms per liter	Maximum Hire charges per month(*) excluding taxes (*)
1	Tiago/Bolt/Celerio (Petrol)	On monthly basis (for local as well as outstation tour inside Odisha) without cost of fuel (Diesel) and lubricants (mobil)	17 K.M	Rs 20,000/-

(\*) Service Tax/Commercial Tax would be reimbursed separately over & above the hire charges.

Detail requirement and the terms and conditions are mentioned in the Request for Quotation (RFQ) document can be downloaded from the website-[www.malkangiri.nic.in](http://www.malkangiri.nic.in) The application forms shall be avail in the web page.

The deadline for submission of quotation is 18.10.2019 to 29.10.2019 in the O/o the Divisional Labour Commissioner, Malkangiri At-Old Collectorarte, PO/Ps/Dist: Malkangiri and the quotations will be opened by the tender Committee.

The quotations received incomplete/after the scheduled date and time shall be rejected. The quotationer or their authorized representative may remain present at the time of opening of quotations.

The authority reserves right to reject any or all the quotations without assigning any reason thereof.

  
District Labour Officer,  
Malkangiri

**Standard Bidding Document**  
**Government of Odisha.**  
**OFFICE OF THE DIVISIONAL LABOUR COMMISSIONER, MALKANGIRI.**  
**Quotation/Tender Call Notice**

Sealed quotations/tender are invited from interested reputed Travel agencies/Tour Operators or Private individuals for providing 01 Tiago/Bolt/Celerio (Petrol) vehicles having sitting capacity not more than Five including driver, which shall conform to the Terms and Conditions (Annexure-II) for Official use in the office of the Divisional Labour Commissioner, Malkangiri on monthly rent basis:

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 License for driving light transport passenger vehicle and should be sufficiently experienced in driving transport vehicle.
3. The Driver should be well behaved, gentle and obedient in nature. He must have using seat belt at the time of driving.
4. A sum of Rs 5000/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft in favour of the **Registering officer-cum-District Labour Officer, Malkangiri** 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 17 Kms per liter.
7. The details of all 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 Quotationer (Annexure-III)
8. The Quotation completed in all respect should reach the under signed on or before **29.10.2019 by 3.30 P.M.** shall be opened on the same day at 4.30 P.M in presence of the bidders or their authorized representatives.
9. The application form of quotation/tender containing General Bid information & Terms and Conditions for Hiring of Vehicles etc. will be available with the Divisional Labour Commissioner, Malkangiri on payment of Rs 100/- from 18.10.2019 to 29.10.2019 or can be download from Malkangiri District Website [www.malkangiri.nic.in](http://www.malkangiri.nic.in) from dt 18.10.2019 to Dt. 29.10.2019. In case the application from Malkangiri District Website, the applicant shall be furnish a Demand Draft for an amount of Rs 100/- (Rupees One Hundred) only in favour of the District Labour Officer, Malkangiri towards the cost of application along with the application.

  
District Labour Officer,  
Malkangiri.

TERMS & CONDITIONS FOR HIRING OF VEHICLES

The following terms and condition 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 under Control 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 damages/loss caused to hired vehicles or loss of life/injury made to any person or damages to any property on account of use of hired vehicle any manner whatsoever. The hire 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 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 any 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 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.
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 service 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.
13. Government offices are required to follow transparent bidding process through inviting competitive bids from the Service Providers for hiring of vehicles through the Standard Bidding Document prescribed in para-5 of the FDOM No. 34085/F Dated 29.09.2012 and arrive at a lesser cost than the maximum hiring charges prescribed. **In view of Pollution being high through use of Diesel vehicles, it is preferable to hire BS-IV compliant Petrol Vehicle.**

14. 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.
15. The vehicle hired shall be in good condition and shall not be older than three years. Vehicles older than five years should be replaced by new vehicles by the service provider.
16. It will be ensured through Service Providers of hired vehicles 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.**
17. The model Service Provider Agreement is attached at Annexure-A
18. Hiring shall be subject to the following ceiling of usages:
- Vehicles used by officers of the grades of Heads of Department and above up to maximum of 2500kms in a month.
  - Vehicles used by other Officers and for pool duty up to maximum of 2000 kms in a month.
  - In case of variation exceeding 20% of distance run, the concurrence of Administrative Department shall be taken.
20. Government officers may also hire the vehicle through GeM portal within the norms fixed by Finance Department i.e on the type of vehicles permissible for offices to be hired and minimum average mileage. The sl. No 3 in table at para-2 on maximum hire charges per month will not apply for the vehicle to be hired on GeM. The hiring charges of vehicles on GeM will be inclusive of fuel cost, lubricants, spare parts, maintenance, and salary of the driver, payment of insurance/Road tax etc., required for operation of vehicle..
21. 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.
22. GST registration and GeM registration are compulsory for any Service Provider to provide hired vehicles to Government offices through GeM or through open bidding.
23. The recurring expenditure involve in hiring of vehicles shall be met from the Budget sanctioned for respective offices under the object head of " Motor Vehicles" .
24. The hiring may be discontinued immediately, when the vehicles are no longer required for offices.
25. Sanction for hiring of vehicles for on-time sporadic requirement on case to case basis shall be accorded by concerned Administrative Department.
26. All other instructions on hiring of private vehicles for Government offices issued in FDOM No.34085/F dated 29.09.2019 and Finance Department OM No.27037/F Dated 8.10.2015 remain unchanged.
27. The revised norms shall be made applicable for the hired vehicles, after the completion of the contract period of the existing vehicles.

  
18/10/2019  
District Labour Officer,  
Malkangiri.

General Information for hiring vehicles

- 1) Registration No. of Vehicle :  
(Attach a Copy)
- 2) Type of Vehicle (AC/Non-AC) :
- 3) Year of Manufacture :
- 4) Model :
- 5) Date of Registration :
- 6) Name & Address of the owner of vehicle :
  
- 7) Fitness Certificate validity/  
Pollution under Control Certificate :  
(Attach a Copy)
- 8) Permit validity :
- 9) Insurance validity :  
(Attach a Copy)
- 10) Name /Address of the Driver :  
(Attach a Copy)
- 11) D.L No. & Validity of the D.L of the :  
Driver (Attach a Copy)
- 12) Whether Driver using seat belt at the :  
time of driving (Yes/No)
- 13) Proposed hire charge of the vehicle per :  
month excluding fuel cost
- 14) Rate of fuel consumption/Mileage as :  
per liter
- 15) Contact Number of the Service :  
Provider (Tender/Quotationer)

Mobile No.: \_\_\_\_\_ Telephone : \_\_\_\_\_

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

Seal& Signature of the  
Quotationer/Tenderer