

Model Bidding Document

Government of Odisha

DISTRICT EXCISE OFFICE : MALKANGIRI

No. 1829 / Ex., Dated 07.11.24

Quotation / Tender Call Notice

In pursuance to the O. M. No. 22924/F., Dated 14.8.2023 of Finance Department, Odisha and as per permission vide Letter No.8951/Ex., Dated.19.09.2024 & L.No. 9253/Ex dt. 30.9.2024 of Excise Commissioner, Odisha, Cuttack, sealed quotations / tenders are invited from interested reputed Travel Agencies / Tour Operators / private individuals for providing **04 (four) No. of Diesel driven vehicles (preferably Bolero/ Bolero(Neo) for enforcement work)** (as per the table below) for Malkangiri Excise Range & Excise Station Malkangiri, Balimela & Kalimela having sitting capacity not more than ten including driver, which shall conform to the Terms and conditions (Appendix-A) for official use in Malkangiri Excise Range & Excise Station Malkangiri, Balimela & Kalimlea under Superintendent of Excise, Malkangiri on monthly rent basis:

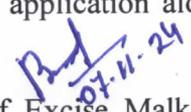
TABLE

Sl No.	Type of Vehicle	Maximum hire charges per month excluding taxes	Minimum average mileage in Kms per Liter
1	2	3	4
	<u>Excise Range Malkangiri & Excise Station Malkangiri, Balimela & Kalimlea</u>		
1	Bolero/ Bolero (Neo)	Rs.31,000/-	10

1. The service provider shall have valid O.G.S.T registration to participate in the tendering
2. The service provider, participating in the bidding process under the jurisdiction of Municipal corporations, shall be registered on GeM platform.
3. 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, Pollution Certificate, valid Contract Carriage Permit, proof of up to date tax payment etc. mandatory for plying of 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.

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6. A sum of **Rs.5000/-** (Rupees five thousand) only shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the Superintendent of Excise, Malkangiri and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders. The cover should be superscribed as "Quotation / Tender for vehicle".
7. The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants). **Service Tax would be reimbursed separately over and above the hire charges.**
8. The Vehicle must achieve a fuel efficiency of **12 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, 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, Malkangiri on or before **21.11.2024 by 5.00 P.M.** and shall be opened on **Dated 22.11.2024 at 10.30 A.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 District Excise Office, Malkangiri on payment of **Rs.1000/-** from **07.11.2024 to 21.11.2024** or can be downloaded from Malkangiri district website **www.malkangiri.** up to **21.11.2024**. 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, Malkangiri towards the cost of application along-with the application.


Superintendent of Excise, Malkangiri,
Quotation / Tender Calling Authority

Memo No. 1830 / Ex.,

Dated 07.11.24

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

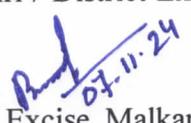
Copy forwarded to all Tahasildars / Block Development Officers of Malkangiri District for information and necessary action. They are requested to affix it in their Notice Board for wide publicity.

Copy Forwarded to the Sub-Collector, Malkangiri for favour of kind information and necessary action.

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

Copy forwarded to the **DEGM**, Collectorate Malkangiri for information and necessary action. He is requested to publish the same in the district website.

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


Superintendent of Excise, Malkangiri,
Quotation / Tender Calling Authority

Memo No. 1831 / Ex.,

Dated 07.11.24

Copy submitted to the Excise Commissioner, Odisha, Cuttack / Joint Secretary to Govt. Excise Department, Odisha, Bhubaneswar for favour of kind information and necessary action.


07.11.24
Superintendent of Excise, Malkangiri,
Quotation / Tender Calling Authority

TERMS & CONDITIONS FOR HIRING OF VEHICLES

The following terms and conditions must be fulfilled by the successful bidder for providing a vehicle 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, Pollution Certificate, Fitness Certificate, valid Contract carriage Permit, proof 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 (s) 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 diesel, 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, Tyres & Tubes, Battery etc., will be borne by the bidder.
4. It shall be the responsibility of the bidder to provide a good driver and 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 vehicle 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 reimbursement towards cost of fuel (as per actual) and lubricants (as per Govt. norms) 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 from 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 withdrawn the services of his vehicle and terminate the agreement, it shall be mandatory upon him to grant one month notice before such withdrawal of services and termination of agreement.
13. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.


07-11-24
Superintendent of Excise, Malkangiri,
Quotation / Tender Calling Authority

Annexure- B

General Information

Sl No.	Particular	
1	Name of the Service Provider	
2	Complete Address	
3	OGST Number	
4	GeM Register Number	
5	Bank Account No. and IFSC Code	
6	Register 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.