

GOVERNMENT OF ODISHA

ODIA LANGUAGE, LITERATURE & CULTURE DEPARTMENT

TENDER CALL NOTICE

No - OLLC-OEII-MV-0003-2022/ 2740 /OLL&C., Date 01/06/2023

Sealed quotations/tenders are invited in the prescribed format (Annexure-III) from interested reputed Travel Agencies/Tour Operators or private individuals having valid GST Registration certificate for providing 01 (one) no. of AC vehicle Swift Dzire/Etios/Zest/Tigor/Xcent (petrol) and also vehicles of new model in the similar category/ segment having seating capacity not more than 05 (five) including driver which shall confirm to the Terms and Conditions (Annexure-II) for official use in the Odia Language, Literature & Culture Department on monthly rent basis.

1. The vehicle must be in road-worthy condition, shall not be more than 03 (three) years old from the date of initial registration and must have a 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 a light transport passenger vehicle and should be sufficiently experienced in the driving a transport passenger vehicle.
3. The Driver should be well behaved, gentle and obedient in nature.
4. A sum of Rs. 5000/- (Rupees Five Thousand) only shall be deposited by the intending bidders in the shape of Account Payee Bank Draft drawn in favour of the "DDO-cum-Under Secretary to Government, OLL& Culture Department" and submitted along with the tender as security deposit. After completion of the 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 (Seventeen) Kms per litre with maximum hiring charges of Rs. 26,000/- (Rupees Twenty Six Thousand) only per month.



7. The details of the make and year of manufacture of the vehicle registration number, 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 16.06.2023 **by 05.00 P.M.** and shall be opened on 17.06.2023 at 12.30 PM in the presence of the bidders or their authorized representatives.

9. The application form of tender containing General Bid Information & Terms and Conditions for Hiring of Vehicles etc. will be available in Government Website <https://culture.odisha.gov.in/> from 01.06.2023 to **16.06.2023** upto 05.00 P.M. In case the application form is downloaded from the above website the applicant shall furnish a Demand Draft for an amount of Rs.100/-(Rupees One Hundred) only towards the cost of application alongwith the application.

10. The authority reserves the right to reject any/all quotations/tenders without assigning any reason thereof.

11. Over-writing in respect of figures and words will not be acceptable.

Joint Secretary to Government

Memo No- 2741 /OLL&C, Dt. 01/06/2023

Copy along with copy of the enclosures forwarded to all Departments of Government of Odisha including OLL&C Department Notice Board for information and wide publication of the Quotation/Tender call Notice.

Joint Secretary to Government

Memo No- 2742 /OLL&C, Dt. 01/06/2023

Copy along with copy of the enclosures forwarded to Under Secretary to Government (DDO)all Departments of Government of Odisha including OLL&C , OLL& C Department for information and necessary action.

Joint Secretary to Government

Memo No- 2743 /OLL&C, Dt. 01/06/2023

Copy forwarded to Chief Receptionist/Sergeant, Lokseva Bhawan Security for information and necessary action.

The Chief Receptionist is requested to issue Lokseva Bhawan entry pass to the intending bidders to enable them to submit their bid to the Department.

Joint Secretary to Government

Memo No- 2744 /OLL&C, Dt. 01/06/2023

Copy along with copy of the enclosure forwarded to Head, Portal Group IT Centre, Ground Floor, Odisha, Secretariat Annex Building, Bhubaneswar to float the above notice in official website of Govt. of Odisha.

Joint Secretary to Government

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 Provider (Tender/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 and Signature of the Quotationer/Tenderer

TERMS & CONDITIONS FOR HIRING OF VEHICLES

The following terms and conditions must be fulfilled by the successful bidder for providing vehicle on hire on a monthly rent basis.

1. The hired vehicle, during the period of the 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 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 & Tube, 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 does 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 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 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.
13. The driver should be well trained, well conversant with roads and routes and adjourn areas as well as having good eyesight, devoid of bad habits and having proper valid driving license with proper uniforms for driving the vehicles. The driver should observe all etiquette and protocol while performing the duty and shall be neatly dressed and carry a mobile phone in working condition for which no separate payment shall be made by the Department. The driver should always remain with the vehicle during entire period of duty. In case of any urgency, the driver may seek permission from the concerned officer.
14. The vendor should have Pan No. and Regd. Of service Tax Photocopies of which are to be submitted for proof.
15. The office shall not be responsible for any toll tax, fine charged by MVI, Police or other agencies, parking, losses, damages, any accident of the vehicle or for the injury to the driver or any other third party. All such expenses on this account shall be borne by the vendor/supplier or vehicles and there will be no reimbursement from the Department in this regard.
16. The prices are to be quoted for hiring on monthly basis (Rs. 26,000/- per month). The price quoted should be exclusive of all taxes and to be understanding that there will be no increase or decrease in contract rate mentioned subject to maximum unit of Rs. 26,000/- (Rupees Twenty Six Thousand) only in respect of car mentioned at Tender Call Notice.

Joint Secretary to Government

Annexure-A

Service Provider Agreement

1. This Agreement is made on this _____ day of _____ (Month) _____ (Year) on the orders of Governor of Odisha by and between the "Principal" **Name of the Office, address** (which expression shall unless be excluded by or repugnant to the context be deemed to include its successors and assigns) and "Service Provider" **Name, having its registered office (detailed address) herein after called "agency"** which expression shall unless excluded by or repugnant to the context be deemed to include its successors and assigns; herein after described as 2nd Party.

2. Whereas the Principal is desirous of engaging the Agency to provide vehicle on hiring basis and the Agency is agreed to provide the vehicle as its service provider with the terms and condition mentioned hereinafter.

2.1 Whereas the Agency is the owner of a make and model of motor vehicle of the following description: Registration number _____; Model _____; Chassis number _____; Engine number _____; Color _____; Year of Manufacture _____.

2.2 Whereas the Service Provider having PAN No _____ and GST No _____ which are valid on this date.

3. **RENTAL**

The motor vehicle is hereby hired for one year at the rate of _____ per month (excluding GST) payable monthly and the mileage of the vehicle, which will be governed as per the Finance Department O.M No _____ Dated _____. The contract will be renewed subject to satisfaction of the Principal.

3.1 **Extension of the tenure of Contract**

The contract can be extended for a maximum period of six (06) months from the date of completion of the contract of the vehicle subject to mutual consent of both parties.

4. **The Service Provider Obligations**

4.1 Service provider agrees to terms and conditions of the contract and shall ensure full compliance to them.

4.2 Agency agrees to provide quality services as per SLAs mentioned in the contract.

4.3 Agency to ensure that vehicle deployed shall arrive at designated location on time. In an event of delay in arrival beyond 15 minutes, user shall have right to hire other taxi services (which may or may not be of similar hired car category). The fare charges shall be charged to service provider.

4.4 Agency to ensure that all maintenance work related to assigned vehicle shall be carried out in off duty hours.

4.5 In the event of break-down, servicing & repairs of the assigned vehicle the service provider at his own cost shall make alternate arrangement by providing similar or higher class of vehicle(s) for which agreement is entered into. Failure to do so will evoke penalty or possible termination of contract.

4.6 The Agency shall not be allowed to sub-let the Contract.

4.7 The Agency shall only provide vehicles which have the comprehensive insurance.

4.8 Police verifications for deployed driver shall be ensured by the Agency

4.9 Agency shall update the log book at least once in every 72 hours. Failure to do so shall be penalized as per this contract. At the time of termination of contract, the service provider shall hand over the log book (s) to the Principal.

Vehicles

4.10 The vehicle should have commercial license. The vehicle should not be more than three years old from the date of the Service request. Vehicles older than five years should be replaced by the service provider. During replacement of the vehicle or driver, as the case may be, the pass/id card issued, if any, shall be surrendered.

4.11 The Agency will deploy the vehicle, which is well maintained, cleaned thoroughly both internally and externally. Vehicle shall be equipped with medical kit. The vehicle should have a mobile charger and ambient freshener.

4.12 The Agency shall ensure that all electrical connections including lights (both brake and front), horn, turn indicators, and other vehicle systems shall be periodically checked and maintained by Service Provider to avoid any inconvenience to user department.

4.13 Agency shall ensure that the vehicle should be parked at the place as advised by the Principal and should be available, when not in duty. If the

vehicle needs to be away for some reasons like refueling, petty repairing etc., it should be with the knowledge of the Controlling Officer of the Principal. Moving away without the knowledge of the Controlling Officer of the Principal will be considered as non-available and will be liable for penalty.

Driver deployed

The Agency shall be responsible for the acts and deeds of drivers of the vehicles that include following:

4.14 Drivers that possess a valid commercial driving license shall be deployed by the agency.

4.16 Driver should be properly dressed in neat and clean attire, if required driver should wear uniform of specific color as per requirement of the Principal. The Agency shall provide at his own cost proper uniform and badges as per STATE MOTOR VEHICLES RULES (amended up to date) and photo identity cards to the drivers.

4.17 The driver of the vehicle deployed for user department duties maintain polite & courteous behaviour towards department users as well as to other departmental staff. Following may be construed as "Misbehaviour" and shall attract penalties as per provisions of the contract. Repeated instances may result in termination of services

i) Denial of duty during contract period, or during hours as noticed by user departments;

ii Use of abusive language;

4.18 The driver in no case shall report to duty in an inebriated state or consume alcohol while on duty. In such an event user department shall have full rights to terminate the contract with immediate effect.

4.19 Driver must be provided a working mobile phone and contact number be provided to user department.

4.20 In an event that for any reasons the driver changes his contact number during the tenure of the contract then Agency will immediately notify the user department of the above change.

4.21 The driver shall be reachable at all times during duty hours.

4.22 Gossiping with the guests and using mobile phone during driving is not allowed. In case of urgency, driver should park the vehicle with permission

from the user and talk in the mobile to the minimum duration.

4.23 As soon as the driver is advised to attend any guest by the administration, the driver should call /SMSs the guest giving his mobile and vehicle details. Charges of calls /SMSs will be on agency's account.

4.24 Vehicle and driver should not be changed frequently. Any such changes should be informed by the agency to the authority well in advance for permission.

Statutory Rules compliance & Taxes:

4.25 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. All the expenditure of the vehicle towards repair maintenance, replacement of spare parts, lubricating oil of engine, Gear Box & differential coolant, Tyres & Tubes, Battery etc. and salary of the driver, payment of insurance/Road tax etc. required for operation of vehicle in a state will be borne by the Agency.

4.26 The Agency shall take comprehensive insurance cover with third party unlimited liability risk of the vehicles detailed for the user department requirement. User shall not be liable for any damages whatsoever to public property and /or any third person due to any accident arising out of and in the course of deployment of service provider's vehicle.

4.27 The Agency shall be solely responsible for any claims by any third party and/or employees of user department traveling in the vehicle for any injuries caused by the driver of the vehicle whether by accident or otherwise.

4.28 The user department will in no way be responsible for violation of traffic rules and /or infringement of any other law for the time being in force, either by the driver of the vehicle or by the service provider. The driver as well as Agency shall comply with relevant rules and regulations of Motor Vehicles Act and Rules applicable at present or in future during the tenure of the contract and as may be enforced from time to time for which user departments would not be held liable/responsible in any manner what soever. Onus of compliance of all the applicable Laws/Acts/Rules including those under Motor Vehicle Acts/Rules shall rest with the Agency only and user/user departments will not be liable in any manner.

4.29 The Agency shall be responsible for ensuring compliance with the provisions related to Labour Law and especially Minimum Wages Act,

Payment of Wages Act, PF, ESI Act, Payment of Bonus Act, Contract Labour [R&A] Act, Workmen Compensation Act etc. as applicable from time to time. The employees of the Agency shall not be deemed to be employees of the user department and hence the compliance of the applicable acts laws will be the sole responsibility of the Agency.

4.30 The Agency shall be personally responsible for any theft, misconduct and /or disobedience on the part of drivers so provided by him.

4.31 During the contract period, if the vehicle is seized or detained or requisitioned by Police/Motor Vehicle Authority or any other authorities for whatsoever reasons that will be at the service provider's risk. Also, alternate vehicle of similar or higher category will be provided by Agency without any extra charges.

4.32 The vehicles deployed for duty for the user department shall at no point of time carry any person other than personnel authorized by user department.

4.33 The vehicle cannot be put to any private/commercial use beyond the duty hours or on holidays. Unauthorized use of the vehicle by the driver/service provider will lead to unilateral termination of the contract with immediate effect. The Agency has to ensure the safety of passenger by avoiding negligent driving by their drivers such as over speeding, rash driving, and driving vehicle without brakes/defective brakes.

4.34 The mileage count will start from the location of pickup and no extra kilometers from the garage to the pickup point will be provided. The mileage count will also terminate at the dropping point and not up to the garage.

5 The obligations of Principal

5.1 Principal shall make the payment towards hiring charges of the vehicle at the end of every month by credit into the bank account of the Agency through ECS/RTGS within 15 days from the date of receipt of bills complete in all respect. User department shall pay the vendor all amounts on an invoice that are not the subject of a bonafide dispute within 15 days after department's receipt of a valid invoice that complies in all material respects in terms of this Agreement;

5.2 The payment shall be subject to any deductions such as penalties, statutory deduction etc.

5.3 Principal shall accept the log book entries updated by Driver. Failure to take action on log book entries updated by Driver shall result in auto