



ଓଡ଼ିଶା ସରକାର  
ମିଶନ ଶକ୍ତି ବିଭାଗ

GOVERNMENT OF ODISHA  
DEPARTMENT OF MISSION SHAKTI

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No. MS-OE-MISC-0020-2022-1954 /MS

Dt.12.05.2023

### TENDER CALL NOTICE

Sealed Tenders are invited by reputed Travel Agency/Tour Operators for providing of Tiago/Bolt/Celerio and similar types of vehicles. The details of Terms & Conditions including General Information may be downloaded from the website <https://www.missionshakti.odisha.gov.in> from **13.05.2023 to 03.06.2023**. The Tender in Annexure-II completed in all respect shall be deposited in the office of the Department of Mission Shakti, Mission Shakti Bhawan, Pokhariput, Bhubaneswar-751030 on or before **Dt.03.06.2023. by 4 P.M.** through Register Post/Speed Post only. A sum of Rs. 5,000/- (Rupees Five Thousand) only shall be deposited by intending bidders in the shape of an Account Payee Bank Draft drawn in favour of the DDO cum Under Secretary, Department of Mission Shakti and submitted along with the Tender as the security deposit. This will be refunded to unsuccessful bidders after the completion of tender process. The tender will be opened on **05.06.2023** at 11A.M. at the Department of Mission Shakti, Mission Shakti Bhawan, Pokhariput, Bhubaneswar. The authority reserves the right to modify/cancel the tender at any point of time, the same will be published in the website- <https://www.missionshakti.odisha.gov.in>.

By order of the Commissioner cum-Secretary  
Department Mission Shakti

  
Under Secretary

**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 for use as pool vehicle of the Department of Mission Shakti.

1. The hired vehicle, during period of contract, shall have all necessary valid MV documents such as: - valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution 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 vehicle shall not be responsible for any damage/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 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 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. The number of vehicles to be engaged will be intimated separately.
4. It shall be responsibility of the bidder to provide a good driver and the salary of the driver shall be borne by the owner.
5. 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.
6. The Driver should be well behaved, gentle and obedient in nature.
7. 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.
8. 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 sources.
9. The vehicle service will be for Twenty-four hours in a day as per the requirement during the contract period.
10. The vehicle with driver must remain present in the headquarters.
11. The Vehicle must achieve a minimum fuel efficiency of 17 kms per litre.
12. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
13. The Driver of the vehicle will maintain a log book towards day to day movement of the vehicle and produce the same duly authenticated by the officials using the vehicle in this office of Department of Mission Shakti for verification as and when required.
14. Monthly hire charges and reimbursement towards cost of Petrol / diesel as per actual and lubricants (as per Govt. norms) of the vehicle will be paid by the First Party in every succeeding month as far as possible within one month of the submission of bills

alongwith production of Log Book, authenticated by officers using the vehicle, by the vehicle owner by e-transfer to the Account of the Second Party and no advance payment will be made, on any account. Goods & Service Tax Shall be paid over & above the aforesaid amount as stipulated in Office Memorandum No.34085 dated 29.09.2012 of Govt. of Odisha Finance Department after submitting the details of deposit along with the challans by the second party.

15. The vehicle shall not be more than 3 years old from the initial registration and also in good condition during the period of contract.
16. The vehicle will be hired for a period of one year from the date of agreement, subject to satisfactory service during the contract period. In case of satisfactory service during the period of one-year contract, the Authority may consider availing the services for the subsequent year on similar terms & conditions.
17. If the services are found to be unsatisfactory, the client shall give one-month notice and terminate the agreement.
18. 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.
19. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit if any.
20. The bidder quoting lowest hiring charges within Rs.20000/-per month will be considered as lowest bidder.
21. The Tender received after the due date and incomplete shall summerarily be rejected.
22. The authority has the right to reject or accept any/all Tender without assigning any reason thereof.
23. Any legal dispute shall be applicable subject to the Jurisdiction of Bhubaneswar.

**Signature of Tender Calling Authority**

**GENERAL INFORMATION FOR HIRING OF 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 liter :

14. Rate of Mobil consumption/  
Mileage per liter :

15. Contact Number of the Service

Provider (Bidder) :

Mobile.....Telephone....

16. Has the service provider provided vehicles to any Govt. Department / Office  
( Yes/ No:-

17. If, Yes please mention the name of the Department/ office and No. of vehicle  
provided:-

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

**Seal & Signature of the Quotationer/ Tender**