



OFFICE OF THE TAHASILDAR, BARBIL

Email: barbiltahasil.office@gmail.com

Short Quotation Call Notice

No. 518 / Dt. 10.02.2021

Sealed quotations/tenders are invited from interested reputed Travel Agency/Tour Operators or Private individuals for providing 01 (one) nos of AC/ Non AC/Diesel driven Mahindra Bolero/TUV300 vehicle having sitting capacity not more than seven including driver, which shall confirm to the terms and conditions (Annexure-I) for official use in Office of the Tahasildar, Barbil on monthly hire 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 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 shape of Account payee Bank Draft drawn in favour of the Tahasildar, Barbil 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 charges be quoted separately in the general bid information(excluding fuel and lubricant)
- 6) The vehicle must achieve fuel efficiency of 10kms per liter. The monthly hire charge of the vehicle is given as per letter no. 30464/F/ dated, 06.09.2019 of Finance Deptt. Govt. of Odisha.
- 7) 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)
- 8) The Quotation completed in all respect should reach to the undersigned on or before 25.02.2021 by 1.00PM though **Speed Post/ registered post** only and shall be opened on the same day at 3.30PM 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 vehicle etc. will be available with Tahasildar, Barbil from 11.02.2021 to 20.02.2021 or can be downloaded from the District Website www. Kendujhar.nic.in from 11.02.2021.

  
Tahasildar, Barbil

Memo No. 519 / dated 10.02.2021 /

Copy to Notice Board of this Office for wide publication.

  
Tahasildar, Barbil

Memo No. 520 / dated 10.02.2021 /

Copy to the Sub- Collector, Champua/P.A.I.T.D.A, Champua/ Block Development Officer, Joda/ Champua/ Jhumpura Tahasildar, Champua/Jhumpura Child Development Project Officer, Joda (urban & Tribal)/Champua/ Jhumpura Executive Officer, Barbil/Joda Municipality with a request to publish in the notice board for wide publicity.

  
Tahasildar, Barbil

Memo No. 521 / dated 10.02.2021 /

Copy to D.I.O, N.I.C, Keonjhar with a request to upload the Short Quotation Notice along with annexure-I& II (Attached with the Short Quotation Call Notice) in the Keonjhar District website for wide publicity.

  
Tahasildar, Barbil

Memo No. 522 / dated 10.02.2021 /

Copy to Dy. Collector, Nizarat, Collectorate, Keonjhar for information with a request to publish in the notice board of Collectorate, Keonjhar for wide publication.

  
Tahasildar, Barbil

TERM & CONDITION FOR HIRING OF VEHICLE

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

I. The 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 documents 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 vehicles.**

II. 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.

III. The vehicle hired shall be in good condition and shall not be older than three years. Vehicle older than five years should be replaced by new vehicle by the service provider.

IV. It will be ensured through service providers of hired vehicles that the vehicles are kept under optimum running condition and avoid accidents attributable lack of maintenance/upkeep. **The hired vehicle cannot be used for any private/Commercial purpose beyond office hours or during holidays.**

V. The model service provider agreement is attached at **Annexure-A.**

VI. Hiring shall be subject to the following ceilings of usage:

A. Vehicle used by officers of the grade of Heads of Department and above up to maximum **2500Kms** in a month.

B. Vehicle used by other officers and for pool duty up to maximum of **2000Kms** in a month.

**C. In case of variation exceeding 20% of distance run, the concurrence of Administrative Department shall be taken.**

VII. Government offices may also hire the vehicle through GeM portal within the norms fixed by Finance Department i.e. on the type of vehicle permissible for offices to be hired and the minimum average mileage. The SI 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.

VIII. Log book shall be maintained for the hired vehicles as in the case of Government vehicles. Kilometer reading and POL down shall be necessarily recorded in relevant columns and verified regularly by an authorized officer before making payment.

- IX. GST registration and GeM registration are compulsory for any service provider to provide hired vehicles to Government offices through GeM or through open bidding.
- X. The recurring expenditure involved in hiring of vehicles shall be met from the budget sanctioned for respective offices under the object head of "Moter Vehicles".
- XI. The hiring may be discontinued immediately, when the vehicles are no longer required for offices.
- XII. Sanctioned for hiring of vehicles for one time sporadic requirement on case to case basis shall be accorded by concerned Administrative Department.
- XIII. All other instruction for hiring of private vehicle for official use issued vide FDOM No. 34085/F Dated 29.09.2012, FDOM No. 27037/F Dated 08.10.2015 and FDOM No. 30464/F Dated 06.09.2019 remain in force and unchanged.

  
Tahasildar, Barbil

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 and complete Address of  
Owner of Vehicle : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Fitness Certificate Validity : \_\_\_\_\_
8. Permit Validity : \_\_\_\_\_
9. Insurance Validity : \_\_\_\_\_
10. Name & Address of the Driver : \_\_\_\_\_
11. DL No. & Validity of DL of the Driver : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
12. Proposed hire charges of vehicle per month  
Excluding fuel cost. : \_\_\_\_\_
13. Rate of fuel consumption/mileage per Ltr : \_\_\_\_\_
14. Contact number of the Service Provider  
(Tender/Quotationer) Mobile No. : \_\_\_\_\_
15. PAN No. : \_\_\_\_\_
16. GST No. : \_\_\_\_\_

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

Seal and Signature of the  
Quotationer/Tender

**NB:** (Xerox copy of all relevant documents of vehicle and driving license of the driver to be attached along with this form duly filled in).