

# DISTRICT EXCISE OFFICE: SUBARNAPUR

No. 500/Ex. Dtd. 17.04.23

## Quotation/Tender Call Notice

In pursuance of O. M. No.30464/F., Dated 06.09.2019 of Finance Department, Odisha and as per permission vide Letter No.2190/Ex., Dated 16.02.2023 of the Excise Commissioner, Odisha, Cuttack; sealed quotations / tenders are invited from interested reputed Travel Agencies / Tour Operators or private individuals for providing **Two (2)** Nos. of AC Diesel driven vehicles of BS-6 or above type (as per the table below) for IIC, District Mobile Unit, Subarnapur and Sonepur Excise Station on having sitting capacity not more than 9 including driver, which shall conform to the Terms and conditions (Annexure-II) for official use in District Excise office under Superintendent of Excise, Subarnapur on monthly rent basis from the date of Agreement executed to **31.03.2024**:

**TABLE**

Sl No.	Type of Vehicle	Maximum hire charges per month excluding taxes	Minimum average mileage in Kms per Liter
1	2	3	4
1	Bolero/Sumo Gold	Rs.31,000/-	10

1. The vehicle must be on Road worthy condition and shall not be more than 03 (Three) years old from the date of initial registration and must have valid GST Certificate, Registration Certificate, Insurance Certificate, Fitness Certificate, valid Contract Carriage Permit, Proof of up to date tax payment, Pollution Certificate etc which are mandatory for plying of the vehicle.
2. All 02 vehicles need not be taken on hire from one bidder. Vehicles can be taken on hire from multiple bidders.
3. 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.
4. The Driver should be well behaved, gentle and obedient in nature.
5. The sealed Tender must be accompanied with a Non-refundable amount of Rs. 1000/- towards Tender document cost in shape of Online Treasury Challan to be deposited in <https://www.odishatreasury.gov.in/echallan/> in the Excise Head of Account 0039-00-800-0097-01027-000 - Misc. Receipts (Other items).
6. The successful bidder shall have to submit a Performance Security of Rs.5,000/- (Rupees Five thousand ) Only in shape of Demand Draft / Fixed Deposit Receipt from any Scheduled Bank / Bank Guarantee from a Scheduled Bank situated within Odisha drawn in favour of Superintendent of Excise, Subarnapur at the time of signing of the contract. Failure to comply the terms & conditions of the contract shall constitute sufficient grounds for forfeiture of the Performance Security. The Demand Draft / Fixed Deposit Receipt / Performance Bank Guarantee shall be released after three months of expiry of the contract. No interest shall be paid on the Demand Draft / Fixed Deposit Receipt / Performance Bank Guarantee.

  
17-04-23

7. The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants) i.e., maximum hire charges per month excluding diesel is @ of costs Rs.31,000/-.
8. The vehicle must achieve a fuel efficiency of 10 K.M per litter.
9. The details of the make and year of manufacture of the vehicle registration no., mileage (KM covered per litter) and name of the Driver with Driving License No. and period of validity should be specifically provided in the general bid information to bid information to be furnished with the Quotation/Tender.
10. The Quotation completed in all respect should reach the undersigned on or before **25.04.2023 by 11.00 A.M** and shall be opened & scrutinized on Dt. **26.04.2023 at 10.30 A.M** in presence of the bidders or their authorized representatives in the office chamber of Superintendent of Excise, Subarnapur.
11. The application form of quotation/tender containing General Bid information and terms and conditions for Hiring of Vehicles etc. will be available with the District Excise Office, Subarnapur.
12. In case of breakdown of the vehicle en-route the owner shall provide vehicle on replacement basis for completion of journey/tour.

  
17.04.23  
Superintendent of Excise  
Subarnapur

Memo No. 501/Ex.Dt. 17.04.23

Copy to All Inspectors /All O.I.Cs of Excise in the District for information and wide publicity.

Copy to D.I.P.R.O, Suabrnapur for information and wide publicity.

Copy to R.T.O, Subarnapur for information and wide publicity.

Copy to N.I.C, Subarnapur for information and wide publicity in web portal.

Copy to the Notice Board of Collectorate/District Excise Office, Subarnapur for information of the reputed Travel Agencies/Tour operators or private individuals having with commercial vehicles.

  
17.04.23  
Superintendent of Excise  
Subarnapur

Memo No. 502/Ex.Dt. 17.04.23

Copy submitted to the Excise Commissioner, Odisha, Cuttack for favour of kind information and necessary action.

  
17.04.23  
Superintendent of Excise  
Subarnapur

**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.

1. The hired vehicles, during period of contract shall have all necessary valid M.D. documents such as: Valid Registration Certificate, Insurance Certificate, Fitness Certificate, Valid Contract Marriage 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 vehicle 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 hired shall be responsible for all such litigation.
2. The hire charge to be paid in 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 and different coolant, Tyres, Tubes, Batter etc, Will be borne by the bidder.
3. It shall be the responsibility of the bidder to provide and 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 my engage vehicle from other source.
6. The vehicle shall report for duty for minimum of 30 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 lubricants ( as per Govt. norms) of selected bidder will be paid in every succeeding month, as per as possible subject to availability of allotment within fifteen days of the submission of bills 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 agreement for engagement of Vehicle shall be terminated by giving one month notice.
11. In case the client 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, the undersigned shall forfeit the entire amount of security so deposited.

  
17.04.23  
Superintendent of Excise  
Subarnapur

**Annexure-III**

**GENERAL INFORMATION FOR HIRING VEHICLES**

1. Registration No. of the vehicle :-
2. Type of vehicle (AC / Non-AC) :-
3. Year of Manufacture :-
4. Model :-
5. Date of registration :-
6. Name and complete address of the owner of vehicle :-
  
7. Fitness Certificate validity :-
8. Permit validity :-
9. Insurance validity :-
10. Name and 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 litter :-
14. Contact No. & Address of the Service Provider  
(Tenderer / Quotationer)

Mobile No. \_\_\_\_\_

Telephone

No. \_\_\_\_\_

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

Seal & signature of the  
Tenderer / Quotationer.

**DISTRICT EXCISE OFFICE, SUBARNAPUR**

No. 503 / Ex., Dated 17.04.23

**OFFICE ORDER**

It is hereby ordered that, a scrutiny committee comprising of following members are hereby constituted to scrutinize, the quotation / Tender documents received from applicants for hired vehicles to be engaged in District Excise Office, Subarnapur.

1. Superintendent of Excise, Subarnapur-Chairman
2. R.T.O., Subarnapur or his representative-Member
3. Inspector of Excise, Sonapur Range-Member-Convener
4. Section Officer, DEO, Subarnapur-Member

The Tender documents for engagement of hired vehicle will be scrutinized on 26.04.2023 from 10.30 A.M. onwards in the Office chamber of Superintendent of Excise, Subarnapur in presence of the bidders or their authorized representatives.

  
17.04.23  
Superintendent of Excise,  
Subarnapur

Memo No. 504 / Ex., Dated 17.04.2023

Copy to Officer's concerned for information and necessary action.

  
17.04.23  
Superintendent of Excise,  
Subarnapur

