

STATE LEVEL ADMINISTRATIVE UNIT FOR SPECIAL DEVELOPMENT COUNCIL  
ST & SC Development, Minorities & Backward Classes Welfare Department  
Govt. of Odisha, SCSTRTI Campus, CRPF Square, Bhubaneswar.

No:531\_/E-35/2023 Date:02.09.2023

**QUOTATION CALL NOTICE FOR HIRING VEHICLE**

Sealed Quotations are invited from interested local reputed Travel Agencies/ Tour Operators with valid GST Registration number for providing one (AC) Swift Dzire/Xcent/Etios (Petrol) driven vehicle having sitting capacity not more than five including driver, for official use in the office of the State Level Administrative Unit for SDC, CRPF Square, Bhubaneswar-751003 on monthly rent basis which shall confirm to the terms and conditions of the required bid documents available in the following websites <https://www.sdcodisha.in> or <https://www.stsc.odisha.gov.in>

The details of the quotation documents for hiring of the vehicle may be downloaded from the aforementioned websites from 05.09.2023 to 25.09.2023. The quotation should be submitted through Speed Post/ Registered Post only, addressing to the Secretary, State Level Administrative Unit (SLAU) for SDC, SCSTRTI Campus, CRPF Square, Bhubaneswar, 751003 by 5.00 PM of 25.09.2023. The quotation documents containing in a sealed envelope should be superscribed as "QUOTATION FOR HIRING OF VECHILE FOR SLAU"

The quotations will be opened on 27.09.2023 at 11:00 AM in presence of the Internal Committee. The bidder firm or their authorized representative may remain present at the time of opening of quotations.

The authority reserves the right to reject any or all quotations without assigning any reason thereof.

Sd./-  
**Secretary, SLAU for SDC**

## QUOTATION CALL DOCUMENTS / BID DOCUMENTS

The detail of the quotation/bid documents for hiring one (AC) Swift Dzire/ Xcent/Etios (Petrol) driven vehicle having sitting capacity not more than five including driver which will be officially used in the office of the State Level Administrative Unit (SLAU) for SDC is furnished below:

### 1. Instruction for submitting the QUOTATION/BID application:

- i) Quotationer should carefully read the Terms & Condition for hiring of vehicle before making the application.
- ii) Quotationer should fill-up TECHNICAL BID and place it in separate sealed cover superscribed as "TECHNICAL BID"
- iii) Quotationers should fill-up FINANCIAL BID and place it in separate sealed cover superscribed as "FINANCIAL BID"
- iv) Both the above mentioned sealed covers "TECHNICAL BID" and "FINANCIAL BID" should be placed in another sealed cover superscribed as "QUOTATION FOR HIRING OF VECHILE FOR SLAU" and send to the Secretary, State Level Administrative Unit (SLAU) for SDC, SCSTRTI Campus, CRPF Square, Bhubaneswar, 751003 through Speed Post/ Registered Post only.
- v) The Technical Bid of the quotationer will be opened and evaluated first. If the terms and conditions are found satisfactory in the technical bid, then the Financial Bid of the quotationer will be opened for evaluation.

### 2. Details of Bid document and date lines

<b>Bidding Schedule</b>	<b>Deadline</b>
Date of issue of tender	05.09.2023
Tender due date	25.09.2023 by 05.00 PM
Address for submission of Tender Documents	Secretary, State Level Administrative Unit (SLAU) for SDC, SCSTRTI Campus, CRPF Square, Bhubaneswar-751003
Opening of Technical Bid	In the Office of the State Level Administrative Unit (SLAU) for SDC, SCSTRTI Campus, CRPF Square, Bhubaneswar. <b>Date: 27.09.2023 at 11.00 AM</b>
Opening of Financial Bid	In the Office of the State Level Administrative Unit (SLAU) for SDC, SCSTRTI Campus, CRPF Square, Bhubaneswar. <b>Date: 27.09.2023 at 3.00 PM</b>

Sd./-  
**Secretary, SLAU for SDC**

## Annexure 'A'

### TERMS AND CONDITIONS FOR HIRING OF VECHILE

The following terms and conditions must be fulfilled by the successful/selected quotationer for providing the vehicle 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, Insurance, Fitness, Contract Carriage Permit and 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. The Driver should be well behaved, gentle and obedient in nature. 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.
3. The vehicle must achieve a minimum fuel efficiency of 17 KM per litre in case of (AC) Swift Dzire/Xcent/Etios (Petrol). It is preferable to hire BS- IV or above compliant vehicle. The maximum hire charge of the vehicle per month excluding taxes is Rs. 26,000/- (Rupees Twenty Six Thousand) only.
4. The Travel Agency/Tour Operator shall provide fuel to the vehicle. The payment on fuel will be made on the basis of the kilometre run as stipulated by Finance Department i.e, 17 KM per litre of Petrol.
5. The details of the quotationer (Travel Agency/Tour Operator) and the Driver should be specifically provided in the “**Technical Bid**” to be furnished with the Quotation as per the format given at **Annexure-I**.
6. The monthly rate of hire charge must be quoted separately in the “**Financial Bid**” information (excluding fuel and lubricants) at **Annexure-II**.
7. The hired vehicle, during period of contract, shall have all necessary valid Motor Vehicle 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 vehicle 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 Travel Agency/Tour Operator shall be responsible for all such litigation.
8. The selected Travel Agency/Tour Operator shall have to execute an agreement in Rs.100/- Stamp Paper with the Secretary, SLAU for SDC to provide the vehicle on monthly rent basis for the period of the contract.
9. The quotationer/ bidder must have valid GST Registration Number.
10. 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. will be borne by the quotationer/bidder. It shall be the responsibility of the quotationer/bidder to pay salary of the driver in every month.

11. In case of breakdown of the engaged vehicle for reasons whatsoever may be the replacement of a vehicle of the same or better model shall be provided by the Travel Agency/Tour Operator.
12. The vehicle shall report for duty in time. In case of exigency/emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
13. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement. In case the Travel Agency/Tour Operator intends to withdraw the service of the vehicle and terminate the agreement, it shall be mandatory upon him to give two month notice before such withdrawal of service and termination of agreement.
14. The agreement for hiring of vehicle will be generally for a period of one year from the date of agreement which can be extended time to time depending upon the satisfactory performance and consent of both the parties.
15. The tender committee will decide the quotation on the basis of the date of registration of vehicle & condition of vehicle and the quoted hire charges by the quotationer.
16. The hired vehicle cannot be used for any private/commercial purpose beyond office hours or during holidays.
17. The Agency have to ensure that all maintenance work related to the assigned vehicle shall be carried out in off duty hour.
18. The Agency shall not be allowed to sublet the contract and should have comprehensive insurance policy.
19. The Agency shall ensure that vehicle should be parked at the place as advised by the office of SLAU and should be available there, when not in duty. If the vehicle needs to be away for some reasons like refuelling, petty repairing etc. it should be done with the prior permission/knowledge of the Office of SLAU. Moving away without the knowledge of the Office will be considered as non-available and will be liable for penalty.
20. The vehicle and driver should not be changed frequently. Any such change should be informed by the agency to the authority well in advance for permission.
21. The mileage count will start from the location of pickup and no extra kilometres from the garage to the pickup point will be provided.
22. The payment shall be subject to any deductions such as statutory deductions like GST/SST as deemed proper.

**Sd/-**  
**Secretary, SLAU for SDC**

**Annexure-I**

**TECHNICAL BID**

**(FOR HIRING OF VECHILE FOR SLAU)**

(To be furnished in a separate sealed cover superscribed as "TECHNICAL BID")

1. Name of the Service Provider (Travel Agency/Tour Operator)
2. Complete Address of the proprietor of the Service Provider
3. Contact Number of the Service Provider: Tel No.e-mail id:
4. PAN No. of the Service Provider (Attach Copy of the PAN)
5. Valid GST Registration Number of the Service Provider (Enclose Copy of the GST Registration)
6. Registration No. of Vechile: (Attach copy of the RC Book)
7. Type of Vehicle:
8. Year of Manufacture:
9. Model:
10. Date of Registration:
11. Name and complete address of the owner of vehicle:
12. Fitness Certificate validity: (Attach copy of the certificate)
13. Contract Carriage Permit validity: (Attach copy of the certificate)
14. Comprehensive Insurance validity: (Attach copy of the insurance certificate)
15. Name/ Address of the Driver: (Attach copy of the address proof, Aadhar Card/  
Driving Licence/Any Government identification proof)
16. Driving Licence No. & Validity of the D.L of the Driver: (Attach copy of the DL)

" Certified that the information submitted above are true to the best of my knowledge and belief."

Date :-

**Seal & Signature of the Quotationer**

Place :-

Full Name :-

**Annexure-II**

**FINANCIAL BID**

**(FOR HIRING OF VECHILE FOR SLAU)**

(To be furnished in a separate sealed cover superscribed as "FINANCIAL BID")

1. Name of the Quotationer:
2. Address with contract No. & e-mail address:
3. Name & address of the Proprietor of the Travel Agency/ Tour Operator (with mobile number):
4. Vehicle Details:
  - a. Registration no. of vehicle: (Attach copy of the RC Book):
  - b. Type of Vehicle:
  - c. Year of Manufacture:
  - d. Model:
  - e. Date of Registration:
5. Rate of Hiring Charges per Month  
(Excluding of Service Tax / GST & Fuel and Lubricant)

Sl No.	Type of Vehicle	Monthly Hiring Charges (Excluding of Service tax/GST & fuel and lubricant)

Date :-

Seal & Signature of the Quotationer

Place :-

Full Name :-