



Government of Odisha

# BOARD OF REVENUE: ODISHA: CUTTACK

No-VII(A)-53/2019- 1571 /M.B. NIZ., Dated: 10-04-24.

## QUOTATION / TENDER CALL NOTICE

Sealed Quotations/ Tenders are invited from interested reputed Travel Agencies/ Tour Operators or Private individuals having valid GST Registration for providing the following vehicle on monthly hiring basis for Pool use in Board of Revenue, Odisha at Cuttack. The Firms/ Individuals whose services were previously found unsatisfactory in this office with regard to supply of hire vehicle need not apply. Their applications, if received shall not be considered irrespective of their submissions.

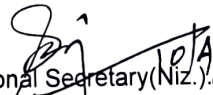
Sl. No.	Vehicle Make & Model	Max. Monthly Hiring Charges (Excluding GST)	Min. Average Fuel Mileage
1	TATA TIAGO/ TATA BOLT/ MARUTI CELERIO OR HIGHER VERSION (Petrol Driven A/C Vehicle)	Rs.20,000/-	17 K.M. P.L.

The details of the **Terms and Conditions (Annexure-I)** of the Tender along with **Application Form (Annexure-II)** are available in this office website <http://www.boardodisha.nic.in> which may be downloaded by the interested parties. It can be obtained in person from Board of Revenue, Odisha, Cuttack also.

The Tender Papers along with required documents may be dropped in the Tender Box kept at Nizarat Section, Board of Revenue, Odisha, Cuttack by 1 P.M. on 22.04.2024 (22<sup>nd</sup> April, 2024) or it may be sent through registered post/ speed post in the address of Additional Secretary (Nizarat), Board of Revenue, Odisha, Cuttack, AT- Rajaswa Bhawan building, P.O- Chandinichowk, Dist.-Cuttack Pin-753002 in a sealed cover superscribed "Tender/ Quotation for providing vehicle on hire basis". The tender/ quotation received after scheduled date & time or in incomplete manner shall be summarily rejected. The Tender shall be opened on 22.04.2024 at 4 P.M in the office chamber of Secretary, Board of Revenue, Odisha, Cuttack in the presence of the bidders or their authorized representatives.

The authority reserves the right to cancel the quotation or any part thereof without assigning any reason.

By orders of the Secretary,  
Board of Revenue, Odisha, Cuttack

  
Additional Secretary (Niz.)

Memo No. 1572 /M.B. NIZ., Dated: 10-04-24

Copy forwarded to the F.A-cum-Special Secretary to Govt., Revenue & D.M. Deptt., Odisha, Bhubaneswar for information & necessary action.

  
Additional Secretary (Niz.)

Memo No. 1573 /M.B. NIZ., Dated: 10-04-24

Copy forwarded to the Financial Advisor/ Senior P.S to Hon'ble Member/ P.S to Secretary/ S.O, Budget, Board of Revenue, Odisha, Cuttack for information & necessary action.

  
Additional Secretary (Niz.)

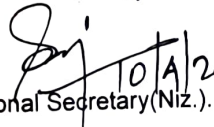
Memo No. 1574 /M.B. NIZ., Dated: 10-04-24

Copy forwarded to the Superintendent, Issue Section, Main Board for affixing this Notice in the Notice Board of Board of Revenue, Odisha, Cuttack/ Nazir, C.H/ Nazir, L.R.S/ Nazir, Registration Wing of Board of Revenue, Odisha, Cuttack/ Nazir, RDC(CD)/ Nazir, Collectorate, Cuttack for information & necessary action. They are requested to affix the Notice in their office Notice Board for wide publicity.

  
Additional Secretary (Niz.)

Memo No. 1575 /M.B. NIZ., Dated: 10-04-24

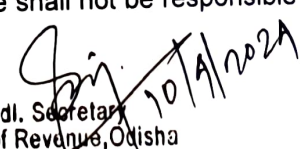
Copy forwarded to the Technical Director, NIC, 5<sup>th</sup> floor, Board of Revenue, Odisha, Cuttack with a request to upload the Tender Notice through Website of Board of Revenue for wide publicity of the same.

  
Additional Secretary (Niz.)

  
Additional Secretary (Niz.)

**TERMS AND CONDITIONS OF TENDER NOTICE NO.1571/M.B. NIZ., DATED. 10.04.2024**

1. The Firms/ Individuals whose services were previously found unsatisfactory in this office with regard to supply of hired vehicles need not apply. Their applications, if received shall not be considered irrespective of submissions.
2. The legible & clear photo copies of all the documents should accompany with the bid. The bid accompanied with illegible documents shall be summarily rejected.
3. The vehicle to be deployed should be preferably not more than 6 month old and must have commercial license/ registration. Preference will be given for new/ latest/ brand new vehicle.
4. The bidders should produce the vehicle offered, for inspection by the Department if required with all the documents prior to finalization of the Bid.
5. The bidder shall submit Security Deposit of Rs.5,000/- in shape of Bank Draft drawn in favour of Secretary, Board of Revenue, Odisha, Cuttack payable at Cuttack for each vehicle separately in each application.
6. The vehicle deployed will be in excellent and neat exterior/ interior/ seat cover & ambient freshener and running condition which they shall also maintain during the period of hire.
7. The Driver once nominated for a vehicle should not be changed except in case of emergency and that also with prior intimation to the officer concerned.
8. The Driver of vehicle should have specific Mobile number and to attend the call round the clock if required. No separate payment would be made for the same.
9. The driver must have a valid Driving License with minimum of 3 years' driving experience. The driver should have good antecedents. The service provider would ensure that the drivers employed have valid driving license and clean driving record. The driver of the vehicle provided must follow traffic rules and all other regulations prescribed by the Government from time to time. The driver shall observe all the etiquettes and protocol while performing his duty and shall have mobile and be neatly dressed in proper uniform.
10. The vehicle shall report for duty for minimum 25 days in a month. If required the vehicles should be provided on any day including Saturday, Sunday and Holidays including odd hours as required by the hirer for official use. No extra payment shall be made for such duty.
11. Zero based mileage i.e. mileage starting and ending at/from duty or drop off location shall be adopted for the purpose of calculating kilometres.
12. In case, the vehicle provided is found un-satisfactory, the same shall be returned for replacement. In case the replacement vehicle is not provided in time or if the vehicle fails to report for duty/ in case of breakdown of vehicle on any particular day the office would have a right to hire a vehicle from the market and additional cost incurred by this office will have to be borne by the service provider.
13. For disengagement of vehicle during the contract period, one month prior notice is required for both the office & service provider.
14. The vehicle provided/ deployed under the agreement should not be used for any other purpose.
15. The Tenderer shall ensure that the vehicle is always fully insured including insurance claim of the driver and all passengers and all statutory dues/ taxes are paid in time and shall also comply with Motor Vehicle Acts/ Rules/ Other statutory requirement. This office shall not be responsible for any of the aforesaid claims/ dues.

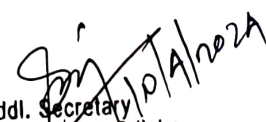
  
Addl. Secretary  
Board of Revenue, Odisha  
Cuttack

10.04.24



16. The fuel tank of the vehicle should always be kept with sufficient fuel, in case of any emergency if any officer pays for the fuel, the same should be reimbursed by the service provider immediately on production of the bill.
17. The service provider will comply with all the statutory Acts, Labour Laws, M.V. Acts etc. in force and all liabilities in this connection will be of the service provider. This office will be in no way liable towards taxes, fee, penalties, cost of fuel and salary of the drivers, vehicle maintenance charges or any other charges except for the contract price,
18. The service provider shall not sublet/ sub-contract-transfer or assign the contract or any part thereof in any manner whatsoever without the prior consent of the Department. However, such consent shall not relieve the service provider from any obligations, duty or responsibility under the contract and the contractor shall be fully responsible for the services hereunder and for the executions and performance of the contract.
19. The service provider shall undertake to indemnify the department against such damages/ charges arising on account of or connected with the negligence of the service provider or his staff or any person under his control whether in respect of the accident/ injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demands thereof.
20. The bidder shall provide copies of all the details of the vehicles deployed including copy of the RC Book, Insurance policy, Fastag facility and full details of the addresses and copies of the driving licence of drivers.
21. Monthly hire charges and reimbursements towards cost of POL (as per actuals) of selected bidder will be paid in every succeeding month, as far as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.
22. Rate/ bid/ offer must be mentioned in prescribed proforma in figures and in words in respect of each vehicle separately. In case of any discrepancy, rates quoted in words will prevail. Conditional tender offer to offer at variance from prescribed specification would be ineligible to compete for the tender. Prices and price components shall be firm and shall not be subject to any price variation or adjustment on account of any price escalations throughout the execution of the contract.
23. The bidder must have valid GST Registration. The bids of the bidders without GST Registration will be rejected. The hiring rate quoted shall clearly show: - Basic monthly hiring charge of the vehicle + GST = Total price. The vehicle should have the FASTAG facility.
24. The Board of Revenue, Odisha, Cuttack reserves the right to reject all or any of the offers without assigning any reason thereof and the decision of this office shall be final and binding.
25. The Board of Revenue, Odisha, Cuttack will not be under any obligation, legal or otherwise, to provide any employment to any of the personnel of the service provider during or after the expiry of the hiring period. The Department doesn't recognize employer-employee relationship between the Department and the personnel deployed by the service provider. The Department shall not be responsible financially or otherwise for any damage/ injury to the vehicle or driver or person deployed by the service provider during the hiring period.
26. The selected bidder shall have to execute an agreement with the office for providing & managing of the vehicles mutually agreed.
27. No additional terms & conditions over and above the conditions stipulated above shall be entertained by the Board of Revenue, Odisha, Cuttack.
28. In case of any dispute of any kind and in any respect whatsoever, the decision of Board of Revenue, Odisha, Cuttack shall be final and binding.


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Addl. Secretary  
Board of Revenue, Odisha  
Cuttack  
10/11/24

**APPLICATION FORM FOR PROVIDING VEHICLE ON HIRE BASIS**

1)	Registration No. of the Vehicle (Enclose copy of the RC 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 (Enclose copies of the document of I.D & Address proof)	
7)	Fitness Certificate validity (Enclose documentary proof)	
8)	Permit validity (Enclose documentary proof)	
9)	Insurance validity (Enclose documentary proof)	
10)	Name/ Address of the Driver (Enclose copies of the document of I.D & Address proof)	
11)	D.L. No. & Validity of the D.L. of the Driver (Enclose photo copy of the D.L)	
12)	Details of Security Deposit (Bank Draft No., Date & Amount) to be submitted in original	
13)	Proposed hire Charges of the vehicle per month excluding fuel cost	Basic Rs.
		GST Rs.
		Total Rs.
14)	Rate of fuel consumption/ Mileage per litre	
15)	GST/ PAN Number of the Quotationer (Enclose photo copies of the certificates)	
16)	Contact Number of the Service Provider (Tenderer/ Quotationer)	
	Mobile ..... Telephone .....	

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

  
 Addl. Secretary  
 Board of Revenue, Odisha  
 Cuttack  
 10.4.24

Seal & Signature of the  
Quotationer/ Tenderer with date