

OFFICE OF THE COMMISSIONER LAND RECORDS & SETTLEMENT,
ODISHA, BOARD OF REVENUE, CUTTACK.

No.III-15/2022- 308 /CLR&S., Dated 13.02.2023

Quotation/Tender Call Notice

Sealed quotations/tenders are invited from interested reputed Travel Agencies/ Tour Operators or Private Individuals having valid Income Tax & GST Registration for providing following type of vehicle(Car) on monthly hiring basis for official use of the Addl. Secretary to Commissioner, LR&S, Odisha, Board of Revenue, Cuttack.

| Sl. No. | Type of vehicle(Car) & Model | Minimum Average Fuel Mileage |
|---------|---|------------------------------|
| 1 | Zest/ Tigor/ Swift Dezire/ Xcent/ Etios (Petrol) | 17 k.m. / litre |

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

The Quotation completed in all respect should reach the undersigned on or before **24.02.2023 by 3.00 p.m.** in a sealed cover superscribing "Tender/Quotation for providing vehicle on hire basis". The Tender/Quotation received after the scheduled date & time or in incomplete manner shall be summarily rejected. The Tender/Quotation shall be opened on the **same day at 3.30 p.m.** in presence of the bidders or their authorized representatives.

The Authority reserves the right to cancel the quotation or any part of it at any time without assigning any reason thereof.

By orders of Commissioner,
L.R.&S., Odisha, Cuttack.

Addl. Secretary (CLR&S)

Memo No. 309 /CLR&S., Dated 13.02.2023

Copy forwarded to the AFA-cum-Dy. Secretary to Govt. of Odisha, R.& D.M. Department, Bhubaneswar for information and necessary action.

Addl. Secretary (CLR&S)

Memo No. 310 /CLR&S., Dated 13.02.2023

Copy forwarded to the Sr. P.S. to Member, Board of Revenue, Odisha, Cuttack / Notice Board of Main Board and CLR&S Wing, Board of Revenue, Odisha, Cuttack for information and necessary action.

Addl. Secretary (CLR&S)

Memo No. 311 /CLR&S., Dated 13.02.2023

Copy along with Annexure-I&II forwarded to the Technical Director, NIC, 5th Floor, Board of Revenue, Odisha, Cuttack for information and necessary action.

He is requested to upload the Tender Notice with its annexure in the official website of Board of Revenue for wide publicity.

Addl. Secretary (CLR&S)

o/c

TERMS & CONDITIONS FOR HIRING OF VEHICLES

The following terms and conditions as fixed by Government in F.D.O.M.No.30464/F., dated 06.9.2019 must be fulfilled by the successful bidder for providing a Petrol driven Car (Zest/ Tigor/ Swift Dezire/ Xcent/ Etios) on hire on monthly rent basis.

1. The Firms/Individuals whose services were previously found un-satisfactory, need not apply. The same will not be considered.
2. Clear and legible copies of all documents should be attached.
3. The vehicle must be in Road Worthy condition, shall not be more than 03 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. Preference will be given to new/latest vehicle.
4. The bidder, if required, may be asked to produce the offered vehicle with all documents for inspection by the Authority prior to opening of the bids.
5. A sum of Rs.5000/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the D.D.O., O/o the Commissioner, Land Records & Settlement, Odisha, Cuttack and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
6. 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.
7. The Driver should be well behaved, gentle and obedient in nature. He should be neatly dressed in proper uniform and should maintain all protocol while in duty.
8. The Driver should have specific Mobile number to attend the calls round the clock if required. No separate payment shall be made for the same.
9. The Driver once nominated should not be changed without prior intimation to the concerned officer.
10. The hired vehicles, during the period of contract, shall have all necessary valid MV 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 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.
11. The monthly rate of hire charge should be quoted separately in the general bid information (excluding fuel and lubricants).
12. The vehicle must achieve a fuel efficiency of minimum average mileage of 17 (Seventeen) Kms per litre.

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12/2/23

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13. The details of the make and year of manufacture of the vehicle, registration no., mileage (Kms covered per litre) 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**).
14. The hire charges to be paid for monthly basis is final but does not include cost of petrol/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, Engine, Gear Box & differential Coolant, Tyres & Tubes, Battery etc. will be borne by the bidder.
15. It shall be the responsibility of the bidder to provide a good driver and the salary of the driver shall be borne by the owner.
16. 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 with fulfilling all conditions of the "Service Provider Agreement".
17. In case of the vehicle does not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source.
18. The vehicle shall report for duty for minimum of 25 days in a month.
19. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
20. Monthly hire charges and reimbursement towards cost of petrol (as per actual) 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.
21. The vehicle shall not be more than 3(three) years old from the initial registration and also in good running condition during the period of contract.
22. GST registration is compulsory for any service provider to provide hired vehicle through open bidding.
23. The selected/successful bidder will have to execute an Agreement with the Authority of the vehicle hiring office as per Government in F.D.O.M.No.30464/F., dated 06.9.2019.
24. If the services are found to be unsatisfactory, the client shall give three month notice and terminate the agreement.
25. 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 three month notice before such withdrawal of service and termination of agreement.
26. The hiring may be discontinued immediately, when the vehicle is no longer required for office.
27. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.


Addl. Secretary (CLR&S)

Annexure-II

APPLICATION & GENERAL INFORMATION FOR HIRING VEHICLES

(Copies of relevant documents must be attached)

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 D.L. of the Driver :-
12. Proposed Hire Charges of the vehicle
per month excluding fuel cost:- Basic- Rs..... & GST-
Rs.....
13. Rate of fuel consumption/Mileage per Litre :-
14. Contact Number of the Service Provider(Tenderer/Quotationer) :-
Mobile No.....Telephone No.....
PAN No..... GST No.....

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

Seal & Signature of the
Quotationer/Tenderer

Signature
17/2/23