

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

**No.III-09/19- 2181 /CLR&S., Dated 28-11-2023**

**Quotation/Tender Call Notice**

Sealed quotations/tenders are invited from interested reputed Travel Agencies/ Tour Operators or Private Individuals for providing following type of vehicle(Car) having sitting capacity not more than 05 including driver, which shall conform to the Terms and Conditions (**Annexure-A**) for official use of the Commissioner, Land Records & Settlement, Odisha, Board of Revenue, Cuttack on monthly rent basis.

<b>Sl. No.</b>	<b>Type of vehicle(Car) &amp; Model</b>	<b>Minimum Average Fuel Mileage</b>	<b>Maximum Hire Charges per month (excluding taxes)</b>
1	Zest/ Tigor/ Swift Dezire/ Xcent/ Etios (Petrol), etc	17k.m. / litre	Rs.26,000/-

- 1) The service provider shall have a valid OGST registration to participate in the tendering.
- 2) The service provider, participating in the bidding process under the jurisdiction of Municipal Corporations, shall be registered on GeM platform.
- 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, Pollution Certificate, valid Contract Carriage Permit, proof of up-to-date tax payment etc. which are mandatory for plying of vehicle.
- 4) 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.
- 5) The Driver should be well behaved, gentle and obedient in nature.
- 6) A sum of Rs.5,000/- 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 CLR&S, Odisha, Cuttack and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
- 7) The monthly rate of hire charge should be quoted separately in the general bid information (excluding fuel and lubricants).
- 8) The vehicle must achieve a fuel efficiency of minimum average mileage of 17 (Seventeen) Kms per litre.
- 9) 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 Application Form (**Annexure-B**).

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*Handwritten signature and date:*  
28/11/23

- 10) The Quotation completed in all respect should reach the undersigned on or before **08.12.2023 by 4.00 p.m.** and shall be opened on the **same day at 4.30 p.m.** in presence of the bidders or their authorized representatives.
- 11) The application form of quotation /tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available with Office of the Commissioner, Land Records & Settlement, Odisha, Board of Revenue, Cuttack on payment of Rs.100/- (Try. Chalan) during the office hours from **29.11.2023 to 08.12.2023** or can be downloaded from Board of Revenue official website <http://www.boardodisha.nic.in> from **29.11.2023 to 08.12.2023** . In case the application form is downloaded from Board's website, the applicant shall furnish a Treasury Chalan (0029-Land Revenue-800-Other Receipts-9907950) for an amount of Rs.100/- (Rupees One Hundred) only towards the cost of application along with the application.
- 12) The Authority reserves the right to cancel the tender/quotation or any part of it at any time without assigning any reason thereof.

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

*28/11/23*  
Addl. Secretary (CLR&S)

Memo No. 2182 /CLR&S., Dated 28-11-2023

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

*28/11/23*  
Addl. Secretary (CLR&S)

Memo No. 2183 /CLR&S., Dated 28-11-2023

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.

*28/11/23*  
Addl. Secretary (CLR&S)

Memo No. 2184 /CLR&S., Dated 28-11-2023

Copy along with Annexure- A&B forwarded to the Technical Director, NIC, 5<sup>th</sup> 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.

*28/11/23*  
Addl. Secretary (CLR&S)



**TERMS & CONDITIONS FOR HIRING OF VEHICLES**

The following terms and conditions as fixed by Government in F.D.O.M.No.22924/F., dated 14.8.2023 must be fulfilled by the successful bidder for providing a vehicle(car) 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 hired vehicles, during the period of contract, shall have all necessary valid MV documents such as valid Registration Certificate, Insurance Certificate, Pollution 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 which are mandatory for plying of vehicle. Preference will be given to new/latest with BS-VI emission compliant vehicle.
4. The 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 damage to any property on account of use of hired vehicle any manner whatsoever. The service provider shall be responsible for all such litigation.
5. The Service Providers will ensure that the vehicle is kept under optimum running condition and avoid accidents attributable to lack of maintenance/ upkeep. The hired vehicle cannot be used for any private/commercial purpose beyond office hours or during holidays.
6. The hire charges to be paid for monthly basis is final but does not include cost of fuel, which is to be paid separately basing on actual consumption and as per existing Government norms. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of Engine, Gear Box & differential Coolant, Tyres & Tubes, Battery etc. will be borne by the Bidder.
7. 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.
8. 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. He should have specific Mobile number to attend the calls round the clock if required. No separate payment shall be made for the same.
9. 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.
10. In case of the vehicle does not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
11. The vehicle shall report for duty for minimum of 25 days in a month.

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12. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
13. Monthly hire charges and reimbursement towards cost of fuel (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.
14. The hiring may be discontinued immediately, when the vehicle is no longer required for office.
15. The vehicle shall not be more than 03(three) years old from the initial registration and also in good running condition during the period of contract.
16. The selected/successful bidder will have to execute an Agreement with the Authority as per Government in F.D.O.M.No.22924/F., Dt.14.8.2023.
17. The period of contract shall be initially for a period of 02(two) years which can be extended subject to satisfactory performance.
18. If the services are found to be unsatisfactory, the client shall give 01(one) month notice and terminate the agreement.
19. In case the service provider intends to withdraw the services of his vehicle and terminate the agreement, it shall be mandatory upon him to give 01(One) month notice before such withdrawal of service and termination of agreement.
20. If the bidder violates any of the terms of contract, this Office shall forfeit the entire amount of security deposit.

  
Addl. Secretary (CLR&S)



**Annexure-B****APPLICATION & GENERAL INFORMATION FOR HIRING VEHICLES**

(Copies of relevant documents must be attached)

Sl No	Particular	
1	Name of the Service Provider	
2	Complete Address	
3	OGST Number	
4	GeM Registration Number	
5	Bank A/C No. & IFSC Code	
6	Registration No. of Vehicle	
7	Year of Manufacture	
8	Make & Model	
9	Date of Registration	
10	Name & complete address of the owner of Vehicle	
11	Fitness Certificate validity	
12	Pollution Certificate validity	
13	Permit validity	
14	Insurance validity	
15	Name & Address of Driver	
16	D.L.No. & Validity of D.L. of the Driver	
17	Proposed Hire Charge of the vehicle per month excluding fuel cost	
18	Rate of fuel consumption / Mileage per Litre	
19	Contact Number of the Service Provider (Tenderer/ Quotationer)	
20	Contact Number of Driver	

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

Seal & Signature of the  
Quotationer/Tenderer