



# DISTRICT PROJECT OFFICE, SAMAGRA SHIKSHA, JHARSUGUDA

[At. Collectorate Campus, Jharsuguda. Po. OMP Line, Dist. Jharsuguda, Pin. 768204]  
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No. 1340 /Estt/20

Dtd. 23.09.2020

## QUOTATION/TENDER CALL NOTICE

Sealed quotations are invited from local vehicle owner travel agency for engagement of a new Bolero at DPO RTE-SS, Jharsuguda on monthly hiring basis with reference to the letter No.30464/FIN/2019 dt.06.09.2019 of Finance Department, Govt. of Odisha, Bhubaneswar (SI No. 02 category). The Quotations must be reached by **29.09.2020 by 2.00 PM & will be finalized on dt.29.09.2020 at 4.00 PM in the office of the undersigned.**

The details to be provided in the paper by the quotationer is as follows:-

### GENERAL INFORMATION FOR HIRING VEHICLES

1. Registration No of Vehicles :-
2. Type of Vehicle :-
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 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 liter
14. Contact Number of the Service provider (Quotationer)  
Mobile..... Telephone.....

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

**Seal & Signature of the  
Quotationer/Tenderer**

Copy to Notice Board DPO RTE-SS, Jharsuguda/Collectorate, Jharsuguda for wide circulation/DIO NIC, Jharsuguda for information & requested to upload the documents in dept. website for wide circulation.

*23.9.20*  
DEO-CUM-DPC

*PS*  
SAMAGRA SHIKSHA, JHARSUGUDA.

GOVERNMENT OF ODISHA  
FINANCE DEPARTMENT

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No. 30464 /F.,  
FIN:COD-MV-0001-2017

Dated. 06-09-2019

OFFICE MEMORANDUM

Sub: Hiring of Private vehicles for official use by State Government Offices-  
Revision of hiring charges and related guidelines.

Hiring of private Vehicles for performing Government duties are being encouraged for entitled officers of Administrative Departments at all levels to save avoidable financial investment and maintenance & repair expenditure. The norms of hiring of private vehicles were fixed in Finance Department OM No. 34085/F Dated 29.09.2012 and subsequently revised in Finance Department OM No. 27037/F Dated 08.10.2015.

2. In this context, it has become imperative for inclusion of the new model of vehicles for use as hired vehicles, since many of the approved vehicles are no longer under manufacture. Proposals are being received for re-fixation of hiring charges as the cost of labour has since increased and higher priced vehicles with fuel efficient engines have been introduced by manufacturers. Considering these aspects and based on the parameters of ease of maintenance, service facility in nearby vicinity, fuel economy, eco-friendliness etc. new model vehicles are included and maximum hiring charges in respect of different kinds of hired vehicles are re-fixed with mileage as tabled below:

Sl. No	Category of offices	Type of vehicles permissible to be hired	Maximum hire charges per month excluding taxes (*)	Minimum Average Mileage in kms per litre
(1)	(2)	(3)	(4)	(5)
1	Blocks/Tahasils and other field offices	TUV300/Bolero/Sumo Gold/ Erfiga	Rs.31,000/-	10
2	District/Range level Offices	Tiago/ Bolt/ Celerio (Petrol)	Rs 20,000/-	17
3	Collectors /Superintendent of Police /and other equivalent Officers (For their own use)	Scorpio/Creta/ Mahindra Marazzo	Rs 37,000/-	10

## TERMS & CONDITIONS FOR HIRING OF VEHICLES

### Annexure-I

The following terms and conditions must be fulfilled by the bidder for providing a vehicle on hire on monthly rent basis.

1. The hired vehicles, during 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 damage to any property on account of use of hired vehicle any manner whatsoever. The hirer shall be responsible for all such litigation.
2. The hire charges to be paid for 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 & differential Coolant, Tyres & Tubes, Battery etc, will be borne by the bidder.
3. 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.
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 may engage vehicle from other sources.
6. The vehicles shall report for duty for minimum of 25 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 cost of diesel (as per actual) and lubricants (as per Govt. norms) of selected bidder will be paid in every succeeding month, as far as possible within fifteen days of the submission of bills and no advance payment will be made.
9. If the services are found to be unsatisfactory, the client shall given one month notice and the agreement will be terminated accordingly.
10. In case the bidder intends to withdraw the services 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.
11. A sum of **Rs.5000/-** shall be deposited by the successful quotationer in shape of Account Payee Bank Draft drawn in favour of the District Project Co-ordinator, RTE-SS, Jharsuguda as security deposit (Refundable without interest).
12. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.

- Sd -  
**District Project Co-ordinator,  
RTE- SS, Jharsuguda.**