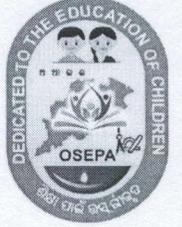




DISTRICT PROJECT OFFICE, SAMAGRA SHIKSHA, JHARSUGUDA

[At. Collectorate Campus, Jharsuguda. Po. OMP Line, Dist. Jharsuguda, Pin. 768204]
Phone No. 06645-274468 (O), Fax No. 06645-272068, E-mail:dpjhsarsussa.opepa@nic.in



No. 2428 /Estt/2022

Dtd. 03.11.22

SHORT QUOTATIONS

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. The Quotations must be reached by **09.11.2022 at 5.00 PM through speed post/regd.post & will be finalized on dt.10.11.2022 at 11.30 AM 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

2429/Estt/22 Dt. 03.11.22

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

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3.11.22
DEO-CUM-DPC

SAMAGRA SHIKSHA, JHARSUGUDA.

Annexure-I

TERMS & CONDITIONS FOR HIRING OF VEHICLES

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

1. The tender paper can be downloaded from website and submitted alongwith paper cost amounting to **Rs.1000/- (Rupees One Thousand)** only through Demand Draft favoring DPC SS, Jharsuguda.
2. The quotation paper must be reached to DPO by regd.post/speed post by **09.11.22 up to 5.00 PM**. The quotation will **open on dt.10.11.22 at 11.30 AM** in office of the District Project Co-ordinator SS, Jharsuguda.
3. 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 bidder shall be responsible for all such litigation.
4. 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.
5. 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.

6. 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.
7. 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 source.
8. The vehicles shall report for duty for minimum of 25 days in a month.
9. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
10. 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 by the service provider and no advance payment will be made.
11. The vehicle registration should not become more than 03 years old. However BS 6 model is preferable for shake of Air pollution.
12. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
13. 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 one month notice before such withdrawal of service and termination of agreement.
14. A sum of **Rs.5000/-** shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the District Project Co-ordinator, SS, Jharsuguda and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
15. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.

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3-11-24
District Project Co-ordinator,
RTE- SS, Jharsuguda

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ESH
23/8/20

ODISHA SCHOOL EDUCATION PROGRAMME AUTHORITY
"SHIKSHA SOUDHA", UNIT-V, BHUBANESWAR-751001

Ph No 0674-2395325(O)
FAX-0674-2392721
E mail- opepaedu@yahoo.co.in

BHUPENDRA S. POONIA, IAS
State Project Director

No. 3435/ESH/20

Dated: 18/3/2020

To
All District Project Coordinators,
RTE-SS, Odisha.

Sub: Revision / Enhancement of Mobility support.

Ref: DPO, SS, Baragarh letter No. 2132 dt 16.01.2019 & DPO, SS, Nuapada Letter
No. 2638 Dt. 26.10.19

Madam / Sir,

With reference to the subject and letter cited above, I am to say that the hiring charges of private vehicles and fixation of mileage of hired vehicles and Government vehicles will be revised as per Finance Deptt. Office Memorandum No. 30464 / F, Dt- 06.09.2019 as mentioned at sl. no.2 i.e applicable to District / Range level officers. Further, it is to be followed strictly subject to its approval in next E.C meeting of OSEPA.

This is for your information and necessary action.

Encl: As above.

Your's faithfully



State Project Director

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GOVERNMENT OF ODISHA
FINANCE DEPARTMENT

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

Dated. 06-09-2015

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	Subs/Tahsildar and other field offices	TUV300/Bolero/Sunto/Gala/ Frigo	Rs 31,000/-	10
2	District/Range level Offices	fiaga/ Boli/ Celerio (Petrol)	Rs 20,000/-	17
3	Collectors /Superintendent of Police /and other equivalent Officers for their own use	Scorpio/Citra/ Mahindra Marazzo	Rs 37,000/-	10

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)
4	Heads of Department / Secretariat (Pool vehicles)	Trigo/ Bolt/ Celerio	Rs.20,000/-	17
5	Additional Secretaries /Heads of Department (For their own use)	Zest/Tigor/Swift Dzire/ Xcent/ Elios (Petrol)	Rs.26,000/-	17
6	Special Secretaries / Secretaries/Principal Secretaries and other equivalent officers (For their own use)	Ciaz/Honda City (Petrol)	Rs.30,000/-	12
7	Officers of the Apex Scale	Innova / Hexa /Xuv 500	Rs.42,000/-	9
8	Hon'ble Ministers/Other Dignitaries	Innova / Hexa /Xuv 500	Rs.42,000/-	9
9	Colleges/Universities/ Training Institutes/and other equivalent institutions	Private Mini Bus (30-32 seater)	Rs.85,000/-	6

3. Conditions for Hiring of Vehicles:

- i. Government offices are required to follow transparent bidding process through inviting competitive bids from the Service Providers for hiring of vehicles through the Standard Bidding Document prescribed in para-5 of the FDOM No. 34085/F Dated 29.9.2012 and arrive at a lesser cost than the maximum hiring charges prescribed. **In view of pollution being high through use of Diesel vehicles, it is preferable to hire BS-IV compliant Petrol Vehicles.**
- ii. The hiring charges do not include fuel cost (petrol/diesel) which is to be paid separately basing on actual consumption and lubricants as per existing Government norms
- iii. The vehicles hired shall be in good condition and shall not be older than three years. Vehicles older than five years should be replaced by new vehicles by the service provider.
- iv. It will be ensured through Service Providers of hired vehicles that the vehicles are kept under optimum running condition and avoid accidents

attributable to lack of maintenance/upkeep. The hired vehicles cannot be used for any private/commercial purpose beyond office hours or during holidays.

- v. The model Service Provider Agreement is attached at **Annexure-A**.
- vi. Hiring shall be subject to the following ceilings of usage:
 - a. Vehicles used by officers of the grade of Heads of Department and above up to maximum of **2500kms** in a month.
 - b. Vehicles used by other Officers and for pool duty up to maximum of **2000kms** in a month.
 - c. In case of variation exceeding 20% of distance run, the concurrence of Administrative Department shall be taken.
- vii. Government offices may also hire the vehicle through GeM portal within the norms fixed by Finance Department i.e. on the type of vehicles permissible for Offices to be hired and the minimum average mileage. The sl. no 3 in table at para-2 on Maximum hire charges per month will not apply for the vehicle to be hired on GeM. The hiring charges of vehicles on GeM will be inclusive of fuel cost, lubricants, spare parts, maintenance, and salary of the driver, payment of insurance/Road tax etc., required for operation of vehicle.
- viii. Log books shall be maintained for the hired vehicles as in the case of Government vehicles. Kilometer reading and POL drawn shall be necessarily recorded in relevant columns and verified regularly by an authorized officer before making payment.
- ix. GST registration and GeM registration are compulsory for any Service Provider to provide hired vehicles to Government offices through GeM or through open bidding.
- x. The recurring expenditure involved in hiring of vehicles shall be met from the Budget sanctioned for respective offices under the object head of "Motor Vehicles".
- xi. The hiring may be discontinued immediately, when the vehicles are no longer required for offices.
- xii. Sanction for hiring of vehicles for one-time spotadic requirement on case to case basis shall be accorded by concerned Administrative Department.

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5. Ceilings of Usage of Government Vehicles in State Government Offices

The Ceilings of consumption of Petrol/Diesel per month for the vehicles used by different categories of officers and Ministers was prescribed in FDOM No 10954/F Dated 14.03.2001. As an economy measure and rationalization of expenditure, the kilometer ceilings of usage as fixed in para-3(vi) (subject to deviation for tours) and minimum average mileages as fixed in case of hired vehicles at column-5 in Table of para-2 will be applicable for equivalent model of Government Vehicles.

6. All other instructions on hiring of private vehicles for Government offices issued in FDOM NO.34085/F dated 29.9.2012 and Finance Department OM No. 27037/F Dated 8.10.2015 remain unchanged.

7. The revised norms shall be made applicable for the hired vehicles, after the completion of the contract period of the existing vehicles.

These instructions shall be effective from the date of issue of this Office Memorandum.

[Handwritten Signature]
6/3/18

Principal Secretary to Government