

CT & GST TERRITORIAL RANGE, CUTTACK II CUTTACK
(Under Commissionerate of CT & GST, Finance Department Government of Odisha)

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No. 1011 /CT & GST.,

Dated. 03/04/2023

Quotation/Tender Call Notice

Sealed Quotations / Tenders are hereby invited from interested reputed Travel Agencies / Tour Operators or Private individuals for providing 2(Two) nos. of vehicles on monthly hiring basis for official use under the following terms & conditions. Out of the required two vehicles, one vehicle is of Type-I i.e. TUV300/Bolero/Sumo Gold/Ertiga or vehicles of similar models & segment and another is of Type-II i.e. Swift Dzire/Xcent/Etios/Tigor/Zest or vehicles of similar models & segment (BS-IV compliant Petrol vehicles).

(A) Terms and conditions for Hiring

1. The vehicles will be used within the Districts of Cuttack, Khurda, Jagatsinghpur, Kendrapara with occasional trips to other districts of Odisha, if required.
2. The maximum hire charges excluding taxes is Rs.31,000.00 for the Type-I vehicles like TUV300/Bolero/Sumo Gold/Ertiga etc. and Rs.26,000.00 for the Type-II vehicles like Swift Dzire/Xcent/Etios/Tigor/Zest etc. per month. Nothing extra will be paid under any circumstances by this office other than the monthly hire charges and cost of fuel & lubricant as per the existing norms of the Govt.
3. The hiring charges do not include fuel cost (petrol/diesel) which is to be paid separately basing on the actual consumption (with the minimum average mileage @ 10 kmpl in case of Bolero etc. and @ 17 kmpl in case of Swift Dzire etc (petrol)).
4. 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/ vehicle provider.
5. This office hiring the vehicles 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 on any manner whatsoever. The Bidder shall be responsible for all such litigation.

6. The vehicle provider should maintain the vehicle at regular interval without affecting the official duty.
7. In case of breakdown for reasons whatsoever the replacement of a vehicle of the same or better model shall be provided by the vehicle provider.
8. Tenure of the hire agreement period will be one year subject to annual renewal on satisfactory performance. However, either party can walk out of the agreement by giving two months notice period.
9. The vehicles shall report for duty for a minimum of 25 days in the month. The vehicles shall be used by the office for official purposes on state govt. working days and also on holidays, if required for official work without any extra payment. If on any day the vehicle becomes unavailable for duty for any reason not relatable to this office, it shall be treated as 'No Service Day' and pro-rata deduction shall be made for each 'No Service Day' @ agreed monthly rent divided by 25 days. For example, if the agreed monthly rent is Rs.26,000.00, then Rs.1040/- shall be deducted for "No service day".
10. The vehicles must be in road worthy condition and shall not be more than three years from the date of initial registration.
11. The vehicles must 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, Driving License of the Driver etc.
12. It shall be the responsibility of the vehicle provider to provide a good, well behaved, gentle and obedient Driver without having any criminal antecedents and having a valid Commercial Driving License.
13. GST Registration is mandatory for the vehicle provider.
14. The vehicle log book shall be signed by the user of the vehicle for noting daily opening and closing kilometre readings. The fuel cost will be calculated basing on the actual kilometres run by the vehicle. No fuel shall be provided for to and fro trips of the vehicle from the premises of the vehicle provider to the office premises. The total journey covered by the vehicle during the month will be as per the odometer reading which is to be reflected in the log books.

15. The vehicle provider will ensure that the vehicles are kept under optimum running condition and avoid accidents attributable to lack of maintenance / upkeep.
16. The hired vehicles can not be used for any private / commercial purpose beyond office hour or during holidays.
17. The Drivers deployed by the vehicle provider shall not have any right for any claim whatsoever like employer and employee relationship against the office nor shall be entitled to other facilities admissible to regular employees nor for any absorption in regular employee category during the contract period or after the expiry of the agreement.

(B) Terms and Conditions for Bidding

1. GST registration is compulsory for the vehicle providers to provide hired vehicles to Government office through open bidding.
2. The vehicle must not be more than three years old from the date of initial registration to the last date of bidding. On the date of bidding, the vehicle must be in road worthy condition with all statutory and regulatory clearances / certificates & must be present in office compound for physical verification. The vehicle also must not have made any insurance claim in its life time.
3. Selection of the vehicles from amongst eligible vehicles shall be done on the basis of lowest bidding price. In case of lowest price bids of two or more vehicles being same, vehicles with lesser distance run (in its lifetime) shall be selected subject to being in satisfactory physical condition.
4. Preference shall be given to the bidder who owns as well as drives the vehicle himself.
5. The required two nos. of vehicles need not be taken on hire from one bidder. Vehicles can be taken on hire from multiple bidders.
6. **The bidder shall not be an employee of any state Govt./Central Govt. office or any public Sector Undertakings (PSU) and shall not be a relative of any employee of this organization. An Affidavit has to be submitted by the bidder to this effect along with the bid. Any person who is in State / Central Govt. Service or is an employee of a PSU shall not be made a partner to the contract by the bidder directly or indirectly in any manner whatsoever.**

- 7. The bidder shall give an undertaking that he or his firm has not been black listed by any organisation / Govt. Department along with the bid.**
8. The hiring may be discontinued immediately, when the vehicles are no longer required for office.
9. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
10. In case the vehicle 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.
11. If the bidder violates any of the terms of contract, the office shall forfeit the entire amount of security deposit.
12. A sum of Rs. 5,000/- (Rupees Five Thousand only) shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the Additional Commissioner of CT & GST, Territorial Range, Cuttack II and submitted along with the bid as security deposit. After completion of bidding process, the amount will be refunded to the unsuccessful bidders.
13. The monthly rate of higher charge be quoted separately in the "Bid Format" (excluding fuel & lubricants).
14. The details of the make & year of manufacture of the vehicle, registration number, mileage (kms. Covered per litre) and name of the Driver with driving license number & period of validity should be specifically provided in the general bid information to be furnished with the quotation / tender.
15. The successful bidder(s) is/are required to execute hire agreement with this office within seven days of receiving information from this office to this effect and is / are required to provide the selected vehicle(s) for hire within such number of days, not exceeding thirty days from executing the agreement, as will be intimated by this office.
16. The Last date of submission of the bid is 25.04.2023 at 02.00PM. The bid along with the enclosed format shall be dropped into Tender Box of the office of the CT & GST Territorial Range, Cuttack II, Samikhya Bhawan, Tangarhuda, Satichaura, Cuttack. The envelope containing the

bid should be super scribed on the top "Sealed quotations/ tenders for hiring of Type-I or Type-II vehicle". Bids shall not be allowed to drop into the Tender Box beyond the last date and time. The bids will be opened on 25.04.2023 at 3.00 PM in the chamber of chairman of the Tender Committee of this office. Bidder or any of their authorised representatives can remain present at the time of opening of the bids.

17. This office reserves the right to cancel the bidding process at any stage without assigning any reason thereof.
18. The application for quotation / tender containing Bid Format and terms and conditions for hiring of vehicles will be available in the Office of the CT & GST Territorial Range II, Cuttack and the Commissionerate of CT & GST, Odisha, Cuttack on Website <https://odishatax.gov.in/tender> from 04.04.2023.

S. Nayak
03.04.2023
**Addl. Commissioner of CT & GST,
Territorial Range, Cuttack- II, Cuttack**

Memo No. 1012 /CT & GST.

Dt. 03.04/2023

Copy submitted to the Additional Commissioner of CT & GST(IT Section), Commissionerate of CT & GST, Odisha, Cuttack to upload in the official website and to the notice board of this office and other offices of this building for wide publication.

S. Nayak
03.04.2023
**Addl. Commissioner of CT & GST,
Territorial Range, Cuttack- II, Cuttack**

BID FORMAT

- 1) Type of Vehicle :-
- 2) Registration No. of Vehicle :-
- 3) Date of Registration :-
- 4) Year of Manufacture :-
- 5) Model :-
- 6) Total distance run in kilometre (as on the bidding date):-
- 7) Name & complete address of the owner of vehicle:-
- 8) Pan Card / Aadhar card number of the owner of the vehicle:-
- 9) GSTIN (if registered under GST):-
- 10) Fitness Certificate validity :-
- 11) Permit validity:-
- 12) Insurance Validity
- 13) Has any insurance claim been made for the vehicle in the past ? If yes what was the total claim made and what was actual payment made by the insurance company:-
- 14) Name of the Driver :-
- 15) Address of the Driver:-
- 16) D.L. No. & Validity of the D.L of the Driver:-
- 17) Pan card / Aadhar card number of the driver:-
- 18) Contact Number of the Bidder
MobileTelephone
- 19) Contact Number of the Driver
- 20) Price Bid

Sl. No.	Vehicle Regd. Number & Model	Price Bid (i.e. Monthly Hire Charge) (Excluding taxes)
1		
2		
3		

N.B.:- Maximum monthly hire charges is Rs.31,000.00 for Type-1:-TUV300/Bolero/Sumo Gold/Ertiga and Rs.26,000.00 for Type-2:- Swift Dzire/Xcent/Etios/Tigor/Zest (Petrol)

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

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