

**COMMISSIONERATE OF CT AND GST, ODISHA (AT -CUTTACK)**

**(FINANCE DEPARTMENT, GOVERNMENT OF ODISHA)**

**NOTICE**

No. 10148 /CT&GST.,  
CCT-OE-VEH-0020-2021

Dated. 03 /08 /2022

Sealed quotations/ tenders are hereby invited from interested Service Providers (Travel Agencies / Tour Operators or private individuals) for hiring of two (02) nos. of (BS-VI/BS-IV compliant petrol) vehicles (Swift Dzire/ Zest/ Xcent/ Tigor) on monthly hiring basis for office use of this office under the following terms & conditions.

**(A) Terms and Conditions for Hiring**

1. The vehicle will be primarily used in Cuttack-Bhubaneswar city area with occasional trips to other places of Odisha.
2. The hire charges inclusive of taxes is to be paid on monthly basis. The maximum monthly hire charges, excluding taxes is Rs.26,000.00. Cost of fuel will be paid separately basing on the actual consumption (@14 KMPL in case of petrol vehicle (Swift Dzire/ Xcent/ Tigor) and (@13 KMPL in case of petrol vehicle (Zest)). All other expenditure such as drivers remuneration, routine repair, payment of insurance/Road Tax, servicing expenses, replacement of parts/ lubricants/coolants/ filter/ tyres & tubes/ battery etc., break-down/ accident repair, etc. will be borne by the vehicle provider. Nothing extra will be paid under any circumstances by this office other than the monthly hire charges and cost of petrol. The vehicle provider should maintain the vehicle at regular interval without affecting the official duty.
3. Tenure of the hire agreement will be three years subject to annual renewal on satisfactory performance. However, either party can walk out of the agreement by giving 2-months advance notice to the other party.
4. The vehicle shall report for duty for a minimum of 25 days in the month. The vehicle shall be used by senior officials of this office for official purpose on all state Govt. working days and also on holidays, if required, for official work without any extra payment. No advance payment shall be made under any circumstances. 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 rate is Rs.26,000.00, then Rs. 1,040.00 shall be deducted for each 'No Service Day'.
5. The hired vehicle, during the period of contract, must remain in road-worthy condition with all necessary regulatory and statutory permissions/ certificates/ clearances such as Valid Registration Certificate, Insurance Certificate, Fitness Certificate, Valid Commercial Permit, Valid Contract Carriage Permit, Proof of up to date tax payment, DL of the driver, Pollution Certificate etc. This office shall not be responsible for any damage / loss caused to hired vehicles or loss of life /injury made

- to any person and damages to any property on account of use of hired vehicle in any manner whatsoever. The vehicle provider shall be responsible for all such litigations.
6. 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 for driving light transport passenger vehicle.
  7. GST registration is compulsory for any Service Provider (applicable to **Travel Agencies / Tour Operators**) to provide hired vehicles to Government office through open bidding.
  8. The vehicle log book shall be signed by the user of the vehicle for noting daily opening and closing kilometer readings. The fuel cost will be calculated basing on the actual kilometer 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 months will be as per the odometer reading which is to be reflected in the Log Books.
  9. In case the selected vehicle cannot be provided for hire service for whatever reasons, the vehicle provider has to provide another vehicle of the same or better model, and in same or better physical condition, at the same terms and conditions and same monthly hiring charges immediately without affecting the official duty.
  10. Monthly hire charges to the vehicle provider will be paid usually within 10 days from submission of bill by the vehicle provider. GST TDS shall be deducted at the time of payment, if applicable.
  11. 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.**
  12. The drivers deployed by the Service Providers shall not have any right for any claim whatsoever like employer and employee relationship against the Department or office concerned nor shall be entitled to other facilities admissible to regular/confirmed employees nor for any absorption in regular during the contract period or after expiry of the agreement.

#### **(B) Terms and Conditions for Bidding**

1. The vehicle must not be more than 3 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 and must be present in office compound for physical verification. The vehicle also must not have made any insurance claim in its life time.
2. 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 life time) shall be selected subject to being in satisfactory physical condition.

3. Preference shall be given to bidder who own as well as drive the vehicle themselves.
4. The bidder shall not be an employee of any State Govt. /Central Govt. office or any Public Sector Undertakings 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.**
5. The bidder shall give an undertaking that he/his firm has not been black listed by any organization/ Government Department along with the bid.
6. A "Bid Security Declaration" shall be submitted along with the bid.
7. 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.
8. Last date for submission of the bid is 25.08.2022 at 05:00PM. The bid shall be submitted to the CT & GST Officer (OE), Commissionerate of CT& GST, Odisha (at Cuttack) Baniyakar Bhawan, Old Secretariat Compound, Cantonment Road, Buxi Bazar, Cuttack-753001 in the enclosed format through Courier/Regd. Post/Speed Post only. The envelope containing the bid should be super scribed on the top "Sealed quotations/ tenders for hiring of petrol vehicles". Bids received beyond the last date/time shall not be accepted. **The bids will be opened on 26.08.2022 at 11:30AM in the Mini Conference Hall of this office.** Bidder or any of their authorized representatives can remain present at the time of opening of the bids.
9. This office reserves the right to increase/ decrease the number of vehicles to be hired based on the requirements/need of the officials and also to reject a vehicle, otherwise eligible as per conditions laid down in para B 1, if the actual physical condition of the vehicle is found to be un-satisfactory.
10. This office reserves the right to cancel the bidding process at any stage without assigning any reason thereof.

  
03.08.2022  
Deputy Commissioner of CT & GST (OE)  
Commissionerate of CT & GST (O), Cuttack

Memo No. 10149 /CT&GST.,

Dated. 03/08/2022

For wide publicity a copy of the quotation/tender call notice to be displayed in the notice board of this office and in the notice board of Range & Circle offices of Cuttack and Bhubaneswar offices.

  
03.08.2022  
Deputy Commissioner of CT & GST (OE)  
Commissionerate of CT & GST (O), 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 kilometer (as on the bidding date):-
- 7) Name & Complete address of the owner/ Travel Agency/ Tour Operator:-
- 8) Pan card/ Adhar card number of the owner of the vehicle:-
- 9) GSTIN with last year annual turn-over (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/ Adhar card number of the Driver:-
- 18) Contact Number of the Bidder  
Mobile.....Telephone.....
- 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. 26,000.00 (excluding taxes) for Swift Dzire/ Zest/ Xcent/ Tigor (Petrol)**

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

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

## FORM OF BID SECURITY DECLARATION

Name of the work :  
Date :  
Bid Identification No :

To

The Additional Commissioner of CT & GST(OE)  
Banijyakar Bhawan, Cuttack.

(Fill up the complete name & address of the Authority/ Employer/Tender Inviting Authority)

We, the undersigned declare that :

- 1 We understand that, according to your conditions, bids must be supported by a Bid Security Declaration.
- 2 We accept that the Authority /Employer/Tender Inviting Authority shall cancel our empanelment and/ or suspend/prohibit/debar/blacklist from participating in bidding in any contract of the state for a minimum period of 180 days, if we are in breach of our obligation (s) under the bid conditions, because we:
  - (a) Have withdrawn out Bid prior to the expiry date of the bid validity specified in the letter of Bid or any extended date provided by us ; or
  - (b) Having been notified of the acceptance of our Bid by the Employer prior to the expiry date the bid validity in the letter of Bid or any extended date provided by us.
    - (i) Failure of use to furnish the Performance Security and Additional Performance Security, if required in accordance ITB / Terms of the Bid Document , or
    - (ii) Fail to agree to the decisions of the contract negotiation meeting, or
    - (iii) Failure refuses to execute the contract.
3. We understand this Bid Security Declaration shall expire, if we are not the successful Bidder, upon the earlier of your notification of the name of the successful Bidder through award of contract; or after the expiry date of the Bid validity.

Name of the Bidder \_\_\_\_\_

Name of the person duly authorised to sign the Bid on behalf of the Bidder \_\_\_\_\_

Title of the person signing the Bid \_\_\_\_\_

Signature of the person named above \_\_\_\_\_

Date Signed \_\_\_\_\_ Day of \_\_\_\_\_

- In the case of the Bid submitted by joint venture specify the name of the Joint venture as Bidder.
- Person signing the Bid shall have the power of attorney given by the Bidder attached to the Bid.

(Note: In case of Joint venture, the Bid Security Declaration must be in the name of all members to the Joint venture that submits the Bid)

Name of the Authorized Representative