

# Model Bidding Document

## Government of Odisha

### District Excise Office, Koraput

No. 2863 / Ex., Dated 02.11.2024

### Quotation / Tender Call Notice

In pursuance to the O. M. No.22924/F., Dated 14.08.2023 of Finance Department, Odisha and as per permission vide Letter No.8950/Niz., Dated 19.09.2024 & No.9253/Ex dated 30.09.2024 of Joint Excise Commissioner, Odisha, Cuttack; sealed quotations / tenders are invited from interested reputed Travel Agencies / Tour Operators or private individuals for providing **06 Diesel/Petrol driven vehicle (preferably Bolero for enforcement work)** (as per the table below) for **Inspectors of Excise, Koraput Range, Jeypore Range, Nandapur Range, Jeypore Special Enforcement Unit, Kotpad Model Excise Station and District Mobile Unit, Koraput** having sitting capacity not more than ten including driver, which shall conform to the Terms and conditions (Annexure-II) for official use in the said offices under Superintendent of Excise, Koraput on monthly rent basis:

#### TABLE

Sl No.	Type of Vehicle	Maximum hire charges per month exclusive of all taxes	Minimum average mileage in Kms per Liter
1	2	3	4
1	<b>Bolero /TUV300/Sumo Gold</b>	Rs.31,000/-	10

1. The vehicle must be in road worthy condition, shall not be more than 03 (Three) years old from the date of initial registration and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid Contract Carriage Permit, proof of up to date tax payment etc. which are mandatory for plying of vehicle.

2. 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.
3. The Driver should be well behaved, gentle and obedient in nature.
4. A sum of **Rs.5000/-** (Rupees five thousand) only shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the Superintendent of Excise, Koraput and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders. The cover should be super-scribed as "Quotation / Tender for vehicle to be engaged at **Inspectors of Excise, Koraput Range, Jeypore Range, Nandapur Range, Jeypore Special Enforcement Unit, Kotpad Model Excise Station and District Mobile Unit, Koraput**".
5. The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants). Service Tax would be reimbursed separately over and above the hire charges.
6. The Vehicle must achieve a fuel efficiency of **10 Kms** per liter.
7. The details of the make and year of manufacture of the vehicle, registration No., mileage (Kms covered per liter) 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 (Annexure –III).
8. The Quotation completed in all respect should reach through Post / Courier in the office of the Superintendent of Excise, Koraput on or before 16.11.2024 by **5 P.M.** and shall be opened on **dated** 18.11.2024 at **11 A.M.** in the office chamber of Sub-Collector, Koraput in presence of the bidders or their authorized representatives.
9. The application form of quotation / tender containing general Bid information & terms and conditions for hiring of vehicles etc. will be available with **District Excise Office, Koraput on payment of Rs.100/-** in shape of Demand Draft or can be downloaded from Koraput district website [www.koraput.nic.in](http://www.koraput.nic.in) from 02.11.2024 to 16.11.2024. In case the application form is downloaded from Govt. website, the applicant shall furnish a Demand Draft for an amount Rs.100/- (Rupees

One Hundred) only in favour of Superintendent of Excise, Koraput towards the cost of application along-with the application.



Collector & D.M., Koraput,  
Quotation / Tender Calling Authority

Memo No. 2864 / Ex.,

Dated 02.11.2024

Copy to all Inspectors of Excise and all O.I.Cs of Excise Station of Koraput district for information and wide publicity.

Copy forwarded to all Tahasildars / Block Development Officers of Koraput District for information and necessary action. They are requested to affix it in their Notice Board for wide publicity.

Copy forwarded to the Regional Transport Officer, Koraput for favour of kind information and necessary action.

Copy forwarded to the Sub-Collector, Koraput / Jeypore for favour of kind information and necessary action.

Copy forwarded to the A.D.I.P.R.O., Jeypore / D.I.P.R.O, Koraput for favour of information & necessary action and wide publicity.

Copy forwarded to the D.I.O., N.I.C., Koraput for favour of kind information and necessary action. She is requested to upload the .pdf file in the District portal for wide publicity of the Tender call Notice.

Copy to the Notice Board of Collectorate, Koraput / District Excise Office, Koraput for information of the general public.



Superintendent of Excise,  
Koraput

Memo No. 2865 / Ex.,

Dated 02.11.2024

Copy submitted to the Excise Commissioner, Odisha, Cuttack / Joint Secretary to Govt. Excise Department, Odisha, Bhubaneswar for favour of kind information and necessary action.



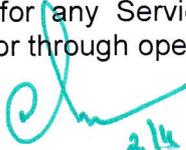
Superintendent of Excise,  
Koraput

## Annexure – II

### TERMS & CONDITIONS FOR HIRING OF VEHICLES

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

1. The hired vehicles during the contract period 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.
2. 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 (s) or damage to any property on account of use of hired vehicle any manner whatsoever. The hirer shall be responsible for all such litigation.
3. The hire charges to be paid for monthly basis are 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, Tires & Tubes, Battery etc., will be borne by the bidder.
4. 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.
5. 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.
6. In case of the vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice and he may engage vehicle for other source.
7. The vehicle shall report for duty for minimum of 25 days in a month.
8. In case of emergency the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
9. Monthly hire charges and reimbursement towards cost of diesel (as per actual) and lubricants (as per Govt. norms) of selected bidder will be paid in every succeeding month, as per as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.
10. The vehicle shall not be more than 3 years old from the initial registration and also in good running condition during the period of contract. Vehicles older than 07 (Seven) years should be replaced by the Service Provider.
11. If the services are found to be unsatisfactory, the client shall give one-month notice and terminate the agreement.
12. In case the service provider intends to withdrawn the services of his vehicle and terminate the agreement, it shall be mandatory upon him to grant one-month notice before such withdrawal of services and termination of agreement.
13. If the bidder violates any of the terms contract, Government shall forfeit the entire amount of security deposit.
14. GST registration and GeM registration are compulsory for any Service Provider to provide hired vehicles to Government offices through GeM or through open bidding.

  
Collector & D.M., Koraput,  
Quotation / Tender Calling Authority

**Annexure-III**

**GENERAL INFORMATION FOR HIRING VEHICLES**

1. Registration No. of the vehicle :-
2. Type of vehicle (AC / Non-AC) :-
3. Year of Manufacturing :-
4. Model :-
5. Date of registration :-
6. Name and complete address of the owner of vehicle :-
  
7. Fitness Certificate validity :-
8. Permit validity :-
9. Insurance validity :-
10. Name and 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 No. & Address of the Service Provider (Tenderer / Questioners)

Mobile No. \_\_\_\_\_

Telephone No. \_\_\_\_\_

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

Seal & signature of the  
Quotationer / Tenderer.