

*Annexure – I*

**OFFICE OF THE DEPUTY COMMISSIONER OF EXCISE, (N.D.),  
SAMBALPUR**

No. 237 / Ex., Dt. 01-09-2021

**Quotation / Tender Call Notice**

Sealed competitive quotations / tenders are invited from interested reputed Service Provider/private vehicle owner for providing 1 (one) no. of (TUV300/Bolero/Sumo Gold / Ertiga) in view of pollution being high through use of Diesel vehicles, it is preferable to hire BS-IV compliant petrol vehicles having sitting capacity not more than ten including driver, which shall conform to the Terms and condition (Annexure – II) for use in Official / Enforcement work of office of the Deputy Commissioner of Excise, (N.D.), Sambalpur on monthly rent basis.

1. The vehicle must be on 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 playing 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 Deputy Commissioner of Excise, (N.D.), Sambalpur and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
5. The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants) i.e. maximum hire charges per month excluding diesel costs Rs.31,000/-.
6. The Vehicle must achieve a fuel efficiency of 10 Km. per liter.
7. The detail of the make and year of manufacture of the vehicle registration no mileage (Km. covered per liter) and name of the Driver with Driving License No. and period of validity should be specifically provided in the

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general bid information to be furnished with the Quotation / Tender (Annexure-III).

8. The Quotation completed in all respect should reach the undersigned on or before 15-09-2021 by 5.00 P.M. and shall be opened & scrutinized on dtd. 16-09-2021 in presence of the bidders or their authorized representatives and shall be approved by the undersigned.
9. The application form of quotation / tender containing General Bid information and terms and condition for Hiring of Vehicles etc. will be available with the office of the Deputy Commissioner of Excise, (N.D.), Sambalpur.

  
Superintendent of Excise  
Sambalpur

Memo No. 238 / Ex., Dt. 01-09-2021

Copy to all Inspectors / Sub-Inspectors of Excise for information & wide publicity.

Copy to D.I.P.R.O., Sambalpur for information & wide publicity.

Copy to R.T.O. Sambalpur for information & wide publicity.

Copy to N.I.C., Sambalpur for information & publicity in web portal.

Copy to Notice Board of Collectorate / District Excise Office, Sambalpur.

  
Superintendent of Excise  
Sambalpur

## ***Annexure - II***

### **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 hired vehicles, during period of contract shall have all necessary valid M.D. 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 vehicle 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 hired shall be responsible for all such litigation.
2. The hire charges to be paid in 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 and different Coolant, Tyres & Tubes, Battery etc. will be borne by the bidder.
3. It shall be the responsibility of the bidder to provide and 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 source.
6. The vehicle 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 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 and no advance payment will be made.

9. 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.
10. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
1. In case the client intends to withdraw the service 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.
12. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.

  
Deputy Commissioner of Excise, (N.D.),  
Sambalpur

***Annexure – III***

**GENERAL INFORMATION FOR HIRING VEHICLES**

1. Registration No. of Vehicle :
2. Type of Vehicle (AC / Non AC) :
3. Year of Manufacture :
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 / Address of the Driver :
  
11. D.L. No. and 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 Tender / Quotationer  
Mobile No. / Telephone No. \_\_\_\_\_
15. Draft No. & Date (Security fee Rs. 5000/-)

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

Signature of the applicant