

OFFICE OF THE DISTRICT LABOUR OFFICER, CHATRAPUR, GANJAM

QUOTATION/TENDER CALL NOTICE

No. 378 /DLO, Chatrapur,

Dt. 4-3-21

Sealed quotations are invited from interested reputed Travel Agencies/ Tour Operators or private individuals for providing 1 no. of Tiago/Bolt/Celerio (Petrol) including Driver to be engaged on monthly rent basis under District Labour Officer, Chatrapur for building activities with head quarters at District Labour Office, Chatrapur as per the requirement, which shall confirm to the terms and conditions mentioned in the Annexure.

- 1) The vehicle must be in Road worthy condition, shall not be more than 3 years old from the date of initial registration and must have valid registration Certificate, Insurance Certificate, Fitness Certificate, Valid Contract Carriage Permit etc. which are mandatory for plying of the 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/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the District Labour Officer, Chatrapur 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)
- 6) The vehicle must achieve a fuel efficiency of 17 K.Ms.
- 7) The details of the make and year of manufacture of the vehicle, Registration no., mileage (Kms. covered per litre) and name of the Driver with Driving License No. and period of validity should be (supported by photocopy of all relevant documents duly signed on it) in specifically provided in the general bid information with the Quotation (annexure-II).
- 8) The quotation completed in all respect should reach the undersigned on or before **22.03.2021 by 4.00 P.M.** and shall be opened on the same day at 5.00 P.M. in presence of the bidders or their authorized representative.
- 9) The application form of quotation/tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. is enclosed herewith at Annexure-I & II will be available with District Labour Officer, Chatrapur.
- 10) The undersigned reserves the right to reject or cancelled any or all the tender without assigning any reason thereof.

Spair 4/3/21
District Labour Officer, Chatrapur.

OFFICE OF THE DISTRICT LABOUR OFFICER, CHATRAPUR, GANJAM

Memo No. 379 /DLO, Chatrapur ✓

Dtd. 4-3-21

Copy to the Office Notice Board for information of all concerned.

Spair 4/3/21
District Labour Officer, Chatrapur

Memo No. 380 (5) /DLO, Chatrapur

Dtd. 4-3-21

Copy submitted to the Collector & District Magistrate, Ganjam, Chatrapur// Regional Transport Officer, Ganjam, Chatrapur //Sub-Collector, Chatrapur, Ganjam// Project Director, DRDA, Ganjam, Chatrapur// Deputy Director, Advertisement, I & PR Department, Govt. of Odisha, Bhubaneswar for favour of kind information and necessary action.

paaw 4/3/21
District Labour Officer, Chatrapur

Memo No. 381 /DLO, Chatrapur

Dtd. 4-3-21

Copy submitted to the D.I.O, NIC, Ganjam for information. He is requested to upload the document in the website of NIC for publication.

paaw 4/3/21
District Labour Officer, Chatrapur

TERMS & CONDITIONS FOR HIRING OF VEHICLES

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

1. The hired vehicle, 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 hirer shall be responsible for all such litigation.
2. 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 and Tubes, Battery etc. will be borne by the bidder.
3. 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.
4. In case of breakdown for reasons whatsoever the replacement of vehicle of the same or better model shall be provided by the owner of the vehicle/bidder.
5. In case of breakdown for reasons whatsoever the replacement of a vehicle of the agreement and may engage vehicle from other source.
6. The vehicles shall report for duty for minimum 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 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 payments 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.
11. In case the service provider intends to withdraw the service 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.

GOVERNMENT OF ODISHA
FINANCE DEPARTMENT

No. 30464 /F.,
FIN-COD-MY-0001-2017

Dated. 06-09-2019

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	Blocks/Tahasis and other field offices	TUV300/Bolero/Sumo Gold/ Friga	Rs 31,000/-	10
2	District/Range level Offices	Tiaga/ Bolt/ Celerio (Petrol)	Rs 20,000/-	17
3	Collectors /Superintendent of Police /and other equivalent Officers (For their own use)	Scorpio/Creta/ 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)	Triago/ Bolt/ Celerio	Rs.20,000/-	17
5	Additional Secretaries /Heads of Department (For their own use)	Zest/tigor/Swift Dzire/ Xcent/ Etios (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 sporadic requirement on case to case basis shall be accorded by concerned Administrative Department.

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.

J. Chok
6/9/19

Principal Secretary to Government

Memo No. 30465 /F..Dated 06.09.2019

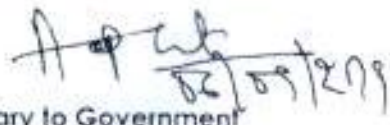
Copy forwarded to the Secretary to Governor/ Secretary OLA/ Principal Secretary/ Principal Secretary to Chief Minister, OSD to Chief Secretary/ Private Secretary to all Ministers and Ministers of State/ Accountant General(G&SSA), Odisha, Bhubaneswar/ Accountant General (E&RSA), Odisha, Bhubaneswar/ Accountant General (A&E), Odisha, Bhubaneswar/ Deputy Accountant General (Works), Odisha, Puri/ Advocate General, Odisha, Cuttack/ All Departments of Government/All Heads of Departments, All Revenue Divisional Commissioners/ All Collectors/ All Sub Collectors/ All Public Sector Undertakings/ All Financial Advisors/ All Assistant Financial Advisors/ Director, Madhusudan Das Regional, Academy of Financial Management, Chandrasekharpur, Bhubaneswar/ Director, Gopabandhu Academy of Administration, Bhubaneswar/ Principal, Short Hand and Type Writing Institute, Bhubaneswar/ All Treasury Officers/ All Special Treasury Officers/ All Sub-Treasury Officers/ All Universities/ All P.S.Us/ all U.L.Bs for information.


Deputy Secretary to Government

Memo No. 30466 /F..

Dated _____

Copy forwarded to the Transport Commissioner, Odisha, Cuttack/All R.T.Os/ All M.V.Is for information and necessary action.


Deputy Secretary to Government

Memo No. 30467 /F..Dated 06.09.2019

Copy forwarded to P.S. to Principal Secretary, Finance/P.S. to all Special Secretaries/ P.S. to all Additional Secretaries/ All Officers/ all Branches of Finance Department/ Guard files (10 copies) for information and necessary action.


Deputy Secretary to Government

Memo No. 30468 /F..Dated 06.09.2019

Copy forwarded to the Head, Portal Group, Secretariat, Bhubaneswar, Odisha for information and necessary action. It is requested to hoist this Office Memorandum in the website of Finance Department (www.odisha.gov.in/finance) for general action.


Deputy Secretary to Government