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Revenue Officers' Training Institute

Gothapatana, Bhubaneswar, 751003

Lt. No: ESTT (B) - 12/2017- 226 / ROTI

Date: 02.03.2017

To

All Departments of Govt.
All Heads of Department,
Govt. of Odisha, Bhubaneswar

Sub: Regarding hiring of private vehicle for Revenue officers' Training Institute, Gothapatna, Bhubaneswar.

Sir,

I am to send here with the Quotation/Tender Call Notice along with the Terms & Conditions for hiring of one Bolero and one Indigo vehicles for this Institute, adopting the procedure laid down in Finance Department O.M. No.34085/F dated 29.09.2012 read with O.M. No.27037/F dated 08.10.2015 for wide publicity and information of all concerned.

Yours faithfully,


Administrative Officer,
ROTI

Memo No. 2272/ROTI

Date: 02.03.2017.

Copy to Deputy Secretary to Govt. (IMU), Revenue and DM Department, Odisha, Bhubaneswar / NIC, State Unit, Bhubaneswar with a request to upload the information in the Department / Institute website.


Administrative Officer,
ROTI



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Quotation/Tender Call Notice

Sealed quotations/tenders are invited from interested reputed Travel Agencies / Tour operators or private individuals for providing one number of AC Diesel Driven Vehicle (Preferably One Bolero) having Sitting Capacity not more than 10 including Driver and one number of AC Diesel / Petrol driven Indigo or Swift Dezire vehicles as given below:

Sl	Type of Vehicle	Sitting Capacity
1	AC Indigo / Swift Dzire (Petrol) / Swift Dzire (Diesel)	Not more than five including driver
2	AC Bolero / Marshal / Tata Sumo / Mahindra Maxx (Preferably Bolero)	Not more than ten including driver

The following Term and conditions must be fulfilled by the successful bidders for providing the vehicles on hire on monthly rent basis for Official use by the ROTI, Gothapatana :

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 Contact 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 **Administrative Officer, ROTI, Gothapatana** 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). Also daily hire charges may be quoted. Taxes, if any may also be indicated clearly. Monthly hire charges should not exceed Rs. 18,000/- (AC Indigo)/ Swift Dzire (Rs. 20,000/-) for vehicle quoted at Sl. No. 1 and Rs. 20,000/- for vehicle quoted at Sl. No. 2.

6. The Vehicle must achieve a fuel efficiency of 15 Kms. (AC Indigo) / 14 Kms. [AC Swift Dzire (Petrol)]/ 17 Kms. [AC Swift Dzire (Diesel)] for above Sl. No.(1) & 10 Kms. per litre for above Sl. No. (2) Vehicles.
7. The details of the make and year of manufacture of the Vehicle(s), 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. Both the vehicles will be stationed inside the campus of ROTI, Gothapatana all the day (Both day & night), so that the same can be utilized as and when required by the Authority of the Institute.
9. The mobile number of the drivers so engaged by the successful bidder should be available and open all times, so that, he can be informed during emergency time as and when required by the authority.
10. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
11. The Quotation completed in all respect should reach the undersigned on or before **30.03.2017** by **11.00 AM**. and shall be opened on the same day at **03.00 PM** in presence of the bidders or their authorized representatives.
12. The application form of quotation/tender containing General Bid Information & Terms and Conditions for Hiring of Vehicles etc. will be available with the Revenue Officers' Training Institute, Gothapatana on payment of Rs.100.00 (Rupees One Hundred) only from **dt.03.03.2017** to **dt.29.03.2017** by **05.00 PM** or can be downloaded from **www.rotiodisha.nic.in** / **www.odisha.gov.in/revenue** of Revenue & DM Department, Odisha, Bhubaneswar. In case the application form is downloaded from website, the applicant shall furnish a Demand Draft for an amount of Rs.100.00 (Rupees one hundred) only towards the cost of application along with the application. The amount is payable to Administrative Officer, ROTI, Gothapatana, Bhubaneswar.
13. Individual Owner, Owner-cum-Driver can participate in the tender process.



OSD-cum-Director, ROTI.

TERMS AND CONDITIONS FOR HIRING OF VEHICLE

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

1. The hired vehicles, during period of contract / hiring, shall have all necessary valid M.V. 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 losses 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 fuel, 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, Lubricants oil of Engine, Gear Box and 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 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 26days in a month and four days can be utilized by the Owner for maintenance, servicing etc.
7. From the date of engagement a plate showing "On Govt. Duty, Revenue & DM Department" be fitted in the front side and back side of the Vehicle.
8. Both the vehicles will be stationed inside the campus of ROTI, Gothapatana all the day (Both day & night), so that the same can be utilized as and when required by the Authority of the Institute.
9. The mobile number of the drivers so engaged by the successful bidder should be available and open all times, so that, he can be informed during emergency time as and when required by the authority including Govt. Holidays.
10. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
11. Monthly hire charges and reimbursements towards cost of fuel (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.
12. 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.

13. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
14. In case the service 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.
15. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
16. On the date of engagement of the Vehicles, two passport size photograph of Driver, copy of Driving License/ Mobile No./ copy of RC Book be submitted to the Administrative Officer, ROTI positively.
17. From the date of engagement the driver should not switch up Mobile and as and when called on from any Officer/ Staffs of ROTI be should respond immediately.



OSD-cum-Director, ROTI.

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 & 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. & Validity of the D.L. of the Driver :
12. a) Proposed hire charges of the vehicle per month excluding fuel cost. :
13. Rate of fuel consumption/Mileage per litre :
14. Contact Number of the Service provider :
(Tenderer/Quotationer) Mobile..... Telephone.....

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

Seal & Signature of the
Quotationer / Tenderer