



**Revenue Officers' Training Institute**  
Gothapatana, Bhubaneswar, 751003



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L No. LE / II- 02/ 2023- 1615 / ROTI

Date: 26.07.2023

**Quotation / Tender Call Notice**

Sealed quotations / tenders are invited in prescribed format (Annexure-III) from interested reputed Travel Agencies / Tour operators or private individuals having valid GST Registration for providing 2 (Two) nos. of Non AC / AC Vehicles preferably BS-IV or above compliant petrol vehicle, which shall confirm to the Terms and Conditions (given in Annexure-II) for official use in the office of ROTI, Gothapatana, Bhubaneswar on monthly rent basis. The vehicles will be engaged from the date of signing of Agreement for a period of one year. The types of vehicles required are as detailed below.

Sl No	Type of vehicle	No. of vehicle required	Maximum Hire Charges per month (Excluding Fuel cost & GST)	Minimum Average Mileage in KMs per liter
1	TUV300 / Bolero / Sumo Gold / Ertiga	1 (one)	Rs. 31,000.00 (Thirty one thousand)	10 (Ten)
2	Zest / Tigor / Swift Dzire / Xcent / Etios (Petrol) (preferably AC vehicle)	1 (one)	Rs. 26,000.00 ( Twenty six thousand)	17 (seventeen)

  
**Director, ROTI**

## **ANNEXURE-I**

1. The vehicle must be in Road Worthy condition, shall not be more than 3 (three) 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 favor of the Director, ROTI, Gothapatana, Bhubaneswar and submitted along with the tender as security deposit. The amount will be refunded to the unsuccessful bidders after completion of the tender process.
5. The monthly rate of hire charge to be quoted separately in the general bid information (excluding fuel & lubricants).
6. The Vehicles must achieve a fuel efficiency as per respective columns specified for each vehicle.
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. The Quotation completed in all respect should reach the undersigned on or before 16.08.2023 by **5.00 PM** and shall be opened on 18.08.2023 at **11.00 AM** 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 the Revenue Officers' Training Institute, Gothapatana on payment of Rs.**500.00** (Rupees Five Hundred) only up to 16.08.2023 by **05.00 PM** or can be downloaded from the website **www.rotiodisha.nic.in** of Revenue Officers' Training Institute, Gothapatana, Bhubaneswar. In case the application form is downloaded from website, the applicant shall furnish a Demand Draft for an amount of Rs.500.00 (Rupees five hundred) only towards the cost of application along with the application. The amount is payable to Director, ROTI, Gothapatana, Bhubaneswar.

**Director, ROTI**

## **ANNEXURE-II**

### **TERMS AND CONDITIONS FOR HIRING OF VEHICLE**

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

1. The hired vehicle, 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. ROTI 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 on 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. The vehicle should be under optimum running condition and avoid accidents attributable to lack of maintenance / up keep. The vehicle shall be kept in ROTI premises all the time and shall not be taken out except with express permission of ROTI authorities and for periodical maintenance as per maintenance schedule specified by the manufacture company. The hired vehicle cannot be used for any private / any commercial purpose beyond office hours or during holidays.
4. GST Registration for service providers is mandatory.
5. 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.
6. 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.
7. 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.
8. 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.

9. The mobile number of the driver with Whatsapp No. 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) of selected bidder will be paid in every succeeding month, as far as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.
12. The vehicle hired should be in good condition and shall **not be older than 3 years** from the initial registration.
13. If the services are found to be unsatisfactory, the authority shall give one month notice to the service provider 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 give three month notice before such withdrawal of service and termination of agreement.
15. If the bidder violates any term of the contract or withdraw the vehicle before the agreement period, ROTI 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 to be submitted to the Administrative Officer, ROTI positively.
17. From the date of engagement, the driver should not switch off the Mobile intentionally and he should respond immediately to any call from any officer / staff of ROTI.

**Director, ROTI.**

**ANNEXURE-III**

**GENERAL INFORMATION FOR HIRING VEHICLE.**

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. Proposed hire charges of the vehicle per month excluding fuel cost :
13. Rate of fuel consumption / Mileage per litre :
14. GST Registration No. (Proof to be enclosed) :
15. 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

