

**REVENUE OFFICERS' TRAINING INSTITUTE, GOTHAPATNA,
BHUBANESWAR.**

Lt. No: ESTT (B) - 07/16- 52 / ROTI Date: 16.01.2016

From

Sri Julius Lakra, IAS
Addl. Secretary to Govt.,
Revenue and D.M.Dept. & Director I/C

To

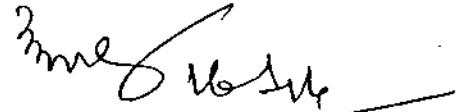
All Departments of Govt.
All Heads of Department
Government of Odisha,
Bhubaneswar.

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

Sir,

I am to send here with the tender papers for hiring of two vehicles (preferably one Bolero and one Indica) for this Institute, adopting the procedure laid down in the circular no. 27037/F dated 08.10.2015 of Finance Department for wide publicity and information of all concerned.

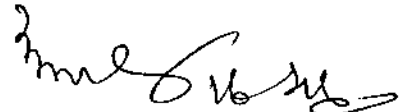
Yours faithfully



Addl. Secretary to Govt., Revenue & DM
Department and Director I/C, ROTI

Memo No. 53 / ROTI Date: 16.01.2016

Copy to Deputy Secretary to Govt. (IMU), Revenue and DM Department, Odisha, Bhubaneswar with request to upload the tender papers in the Department website.



Addl. Secretary to Govt., Revenue & DM
Department and Director I/C, ROTI

Standard Bidding Document

Government of Odisha

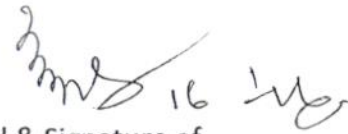
Revenue Officers' Training Institute, Gothapatana, Bhubaneswar

Quotation/Tender Call Notice

Sealed quotations/tenders are invited from interested reputed Travel Agencies/Tour Operators or private individuals for providing 01 no. of AC Diesel driven vehicle (preferably one Bolero) having sitting capacity not more than ten including driver, which shall conform to the Terms and conditions(Annexure-II) for official use in the Revenue Officers' Training Institute, Gothapatana, Bhubaneswar on monthly rent basis:

- 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, proof of up to date tax payment etc. which are mandatory for plying of vehicle.
- 2) The Driver of 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 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 efficiency)
- 6) The Vehicle must achieve a fuel efficiency of minimum average mileage 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 the undersigned on or before 28.01.2016 by 3p.m and shall be opened on the same day at 4 p.m in presence of the bidders or their authorized representatives.
- 9) The application form of Quotation/Tender containing General Bid Information & Terms and condition for Hiring of Vehicle etc. will be available with the Administrative Officer, ROTI on payment of Rs 100/- from 18.01.2016 to 28.01.2016 up to 1 p.m or can be downloaded from Odisha Govt. website www.odisha.gov.in/revenue from Dt 18.01.2016 to Dt. 27.01.2016. In case the application form is downloaded for an amount Rs.100/-(Rupees One Hundred) only towards the cost of application along with the application.



Seal & Signature of
Quotation/Tender calling Authority
Designation

Director
Revenue Officers' Training Institute
Gothapatna, Bhubaneswar

Annexure - IITERMS & 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 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 & 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 vehicles 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 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.

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 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.
12. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.



Signature of
Quotation/Tender Calling Authority

Director
Revenue Officers' Training Institute
Gothapatna, Bhubaneswar


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 & 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 Charge 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**

Annexure-I

Standard Bidding Document

Government of Odisha

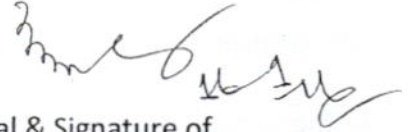
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- 1) The vehicle must be in Road Worthy condition, shall not be more than 3 years old from the date of initial registration and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid Contract Carriage Permit, proof of up to date tax payment etc. which are mandatory for plying of vehicle.
- 2) The Driver of vehicle must have a valid Driving License for driving light transport passenger vehicle and should be sufficiently experienced in driving transport passenger vehicle.
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- 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 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 efficiency)
- 6) The Vehicle must achieve a fuel efficiency of minimum average mileage of 17 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).

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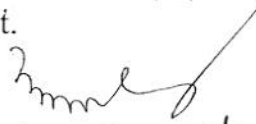
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2. The hire charges to be paid for monthly basis is final but does not include cost of diesel, which is to be paid separately basing on actual consumption and lubricants as per existing Government norms. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of Engine, Gear Box & differential Coolant, Tyres & Tubes, Battery etc. will be borne by the bidder.
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Signature of

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Quotation/Tender Calling Authority

Director

Revenue Officers' Training Institute
Gothapatna, Bhubaneswar


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

**Seal & Signature of the
Quotationer/Tenderer**