

GOVERNMENT OF ODISHA
FINANCE DEPARTMENT

No. 30464 /F.,
FIN-COD-MV-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/Tahasils and other field offices	TUV300/Bolero/Sumo Gold/ Erliga	Rs 31,000/-	10
2	District/Range level Offices	Tiago/ 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

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(1)	(2)	(3)	(4)	(5)
4	Heads of Department / Secretariat (Pool vehicles)	Tiago/ 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

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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:
- Vehicles used by officers of the grade of Heads of Department and above up to maximum of 2500kms in a month.
 - Vehicles used by other Officers and for pool duty up to maximum of 2000kms in a month.
 - 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 Officers to be hired and the minimum average mileage. The sl. no 3 in table of para-7 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.

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- vii. Government offices may also hire the vehicle through GeM portal within the norms laid by Finance Department i.e. on the type of vehicles permissible for Officers to be hired and the minimum average mileage. The sl. no 3 in table of 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.
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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.

Johok
6/9/19

Principal Secretary to Government

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Principal Secretary to Government

TENDER FORM

Part – I Technical Bid – Cover – A

(The documents have to be arranged serially as per the order mentioned below)

1	Name of the Office applied for	
2	Name of the Organization/Agency/ Individual	
3	Address of the organization/ Agency/ Individual with telephone no. & fax	
4	e-mail id of the Organization/Agency/ Individual	
5	Name of authorized signatory	
6	Specimen signature of the authorized signatory	
7	Instrument No. and date of the EMD of Rs.10,000/- (Rupees ten thousand only) (in shape of Demand Draft)	
8	Registration Certificate of the Firm (Partnership Agency/ Organization/ Firm / Company) (Attach self-attested copy of the Registration Certificate in case of the Agency/ Organization/Firm/ Company)	
9	PAN (Attach self-attested copy of PAN Card)	
10	Undertaking to provide new vehicle or good conditioned vehicles	
11	Undertaking that the vehicle to be provided will not belong to any Govt. offices	
12	Undertaking that the firm has not been debarred/ blacklisted by any Govt. Organization/Semi Government Organization.	

DECLARATION:

I/we hereby certify that the terms and conditions given with the tender notice have been read carefully and acceptable to me/us and that the information furnished above are ~~true~~ and correct to the best of my/our knowledge.

Date:

(Signature & Seal of the Authorized Signatory)

TENDER FORM

Part II - Financial Bid - Cover B

Monthly Basis Rate

Sl. No.	Type of Vehicle	**K.M. per one Liter of diesel/ Petrol	**K.M. per one Liter of lubricant	Monthly Rent excluding fuel & lubricant per vehicle (Rs.)
1	2	3	4	5
1.	Bolero (AC/ Non-AC)			
2.	Any other			

Place: Angul

Date:

(Signature & Seal of the Authorized Signatory)

