



ଜିଲ୍ଲା ନିଯୋଜନ କାର୍ଯ୍ୟାଳୟ, ରାୟଗଡ଼
DISTRICT EMPLOYMENT EXCHANGE,
RAYAGADA
At- Collectorate Campus, Rayagada-765001
E-mail: deex_rayagada@yahoo.in

No. 749 /DEEx,Rayagada

Date. 09 / 10 / 2023

QUOTATION/TENDER CALL NOTICE

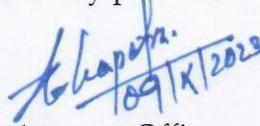
Sealed quotations are invited from interested Farms/Travel Agencies or private individuals for providing the following type of vehicle on monthly hiring basis for official use at the District Employment Exchange, Rayagada towards supervision and monitoring of the Skill Development Training Programme & other related activities in the district.

Sl. No	Vehicle Make & Model	Hiring Charges per month	Minimum Average Fuel Mileage	Unit Required
As per Finance Department O.M. No.30464/F Date 06.09.2019(Attached at Annexure-III)				

The detail Terms and Conditions (Annexure-I) of the Tender along with Application Form(Annexure-II) are available in the district website <https://www.rayagada.nic.in> which may be downloaded by the interested parties. It can be obtained in person from office of District Employment Exchange, Rayagada also.

The Tender Papers along with all required documents from the interested Farms/Travel Agencies or private individuals should be filed in the office of the District Employment Officer, Rayagada on or before 16.10.2023 by 1 P.M or it may sent through registered post/speed post in the address of District Employment Officer, Rayagada At- Under the campus of District Collectorate, Rayagada Pin-765001 in a sealed cover superscribed "Tender/Quotation for providing vehicle on hire basis". The Tender/Quotation received after scheduled date & time or in incomplete manner shall be summarily rejected. The Tender/quotation shall be opened on the same day i.e. 16.10.2023 at 3 P.M in presence of the committee members and bidders or their nominated representatives in the office chamber of the District Employment Officer, Rayagada.

The undersigned reserves the every right to cancel/reject the quotation or any part without assigning any reason thereof.


District Employment Officer,
Rayagada

Memo No. 750 /DEEx,Rayagada

Date. 09 / 10 / 2023

Copy along with copy of the enclosure submitted to the Notice Board of Collectorate, Rayagada/Zilla Parisada, Rayagada/DIPRO, Rayagada/Sub-Collectorate, Rayagada/Gunupur/Office Notice Board, Rayagada/Gunupur/ DIO, NIC to upload at the district website <https://www.rayagada.nic.in> for information and necessary wide publicity.


District Employment Officer,
Rayagada

Memo No. 751 /DEEx,Rayagada

Date. 09 / 10 / 2023

Copy submitted to the members Vehicle Tender Selection Committee, Rayagada for kind information and necessary action.


District Employment Officer,
Rayagada

Memo No. 752 /DEEx,Rayagada

Date. 09 / 10 / 2023

Copy submitted to the Director of Employment cum CEO,OSDA, Odisha, Bhubaneswar for favour of kind information.


District Employment Officer,
Rayagada

Memo No. 753 /DEEx,Rayagada

Date. 09 / 10 / 2023

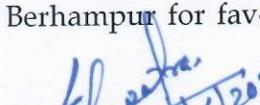
Copy submitted to the PA to the Collector, Rayagada for favour of kind information.


District Employment Officer,
Rayagada

Memo No. 754 /DEEx,Rayagada

Date. 09 / 10 / 2023

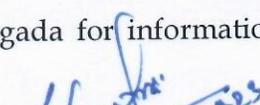
Copy submitted to the Regional Asst. Director of Employment, Berhampur for favour of kind information.


District Employment Officer,
Rayagada

Memo No. 755 /DEEx,Rayagada

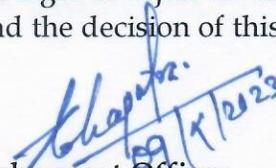
Date. 09 / 10 / 2023

Copy to the Head Clerk, District Employment Exchange, Rayagada for information and necessary action.


District Employment Officer,
Rayagada

TERMS AND CONDITIONS:-

- (i) The vehicle must be on road worthy condition and should have a valid R.C, Insurance, fitness, pollution clearance & valid contract carriage permit. The driver of the vehicle should have a valid driving license for transport passenger vehicle & should be experienced one.
- (ii) The remuneration of the driver along with repair / maintenance charges and other operating costs including road taxes will be borne by the Farm/Travel Agency.
- (iii) The driver of the vehicle should have specific Mobile number and attend the call round the clock if required. No separate payment would be made for the same.
- (iv) The cost of fuel and hiring charges will be paid by the undersigned time to time on receipt of funds released by the Director of Employment, Odisha, Bhubaneswar for the purpose.
- (v) The bidder should give willingness in writing that the agency is ready to send the vehicle to interior pockets of the district if required.
- (vi) The contract shall be valid for an initial period of one year starting from the date of issue of work order and the department may be extend the contract for one year more on the same term and conditions if the services are found satisfactory.
- (vii) The legible & clear photo copies of all the documents should accompany the bid. The bid accompanied with illegible documents shall be summarily rejected.
- (viii) The vehicle to be deployed should be preferable not more than 3 years old and must have commercial license/registration. Preference will be given to bidders deploying new/latest vehicles.
- (ix) Zero based mileage i.e. mileage starting and ending at/from duty or drop off location shall be adopted for the purpose of calculating kilometers.
- (x) The disengagement of vehicle during the contract period, two months prior notice is required for both the office & service provider.
- (xi) The vehicle provided/ deployed under the agreement should not used for any other purpose.
- (xii) The tender shall ensure that the vehicle is always fully insured including insurance claim of the driver and all other passengers and all statutory dues/ taxes are paid in time and shall also comply with Motor Vehicle Acts/Rules/ Other statutory requirement. This office shall not be responsible for any of the aforesaid claims/ dues.
- (xiii) Monthly hire charges and reimbursements towards cost of POL (as per actuals) of selected bidder will be paid in every succeeding month, as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.
- (xiv) The tender quoting lowest rate will be declared as successful bidder.
- (xv) The District Employment Officer, Rayagada reserves the right to reject all or any of the offers without assigning any reason thereof and the decision of this office shall be final and bidding.


 District Employment Officer,
 Rayagada

APPLICATION FORM FOR PROVIDING VEHICLE ON HIRE BASIS

1	Registration No. of the vehicle (Enclose copy of the RC 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 (Enclose copies of the documents of I.D & Address proof)		
7	Fitness Certificate validity (Enclose documentary proof)		
8	Permit validity (Enclose documentary proof)		
9	Insurance validity (Enclose documentary proof)		
10	Name/Address of the Driver (Enclose copies of document of I.D. & Address proof)		
11.	D.L. No. & Validity of the D.L. of the Driver (Enclose Photo copy of the D.L.)		
12	Proposed Hire charges of the vehicle per month excluding fuel cost in rupees.		
13	Rate of fuel consumption/ Mileage per liter		
14	GST/PAN Number of the Quotationer (Enclose documentary proof))		
15	Contact Number of the Service Provider (Tenderer/ Quotationer)	Mobile No.	Tele. No.

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

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

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/ Frtiga	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

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)	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

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.

Johok
6/9/19

Principal Secretary to Government