

**Model Bidding Document**

**Government of Odisha**

**District Excise Office, Rayagada (Excise Department)**

No. 12 / Ex., Dated 02/01/2025

**Quotation / Tender Call Notice**

In pursuance to the Office Memorandum No.22924/F., Dated 14.08.2023 of Finance Department, Odisha and as per permission vide Letter No.9253/Ex., Dated 30.09.2024 and No.10192/Ex., Dated 02.11.2024 of the Excise Directorate, Odisha, Cuttack; sealed quotations / tenders are invited from interested reputed Travel Agencies / Tour Operators or private individuals for providing **03 (Three) Nos.** of Diesel driven vehicle (**preferably Bolero / Force for enforcement work**) (as per the table below) for **O.I.C. of Excise Stations, Kashipur / Gunupur / Kalyan-Singhpur** of District Excise Office, Rayagada having sitting capacity not more than **10 (Ten)** including driver, which shall confirm to the terms and conditions (Annexure-A) for official use by O.I.C. of Excise Stations, Kashipur / Gunupur / Kalyan-Singhpur under Superintendent of Excise, Rayagada on monthly rent basis as fixed by the Finance Department under reference:-

**TABLE**

Sl No.	Type of Vehicle	Maximum hire charges per month exclusive of all taxes (in Rs.)	Minimum average mileage (in Kms per Liter)
1	2	3	4
1	<b>Bolero / Force (9 Seater)</b>	Rs.31,000/-	10

1. The service provider shall have a valid GST registration to participate in the tendering process.
2. The service provider, participating in the bidding process under the jurisdiction of Municipal corporations, shall be registered on GeM platform.
3. The vehicle must be in road worthy condition, shall not be more than 03 (Three) years old from the date of initial registration and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution certificate, valid Contract Carriage Permit, proof of up to date tax payment etc. mandatory for plying of vehicle.

I/4333/2025

4. 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.
5. The Driver should be well behaved, gentle and obedient in nature.
6. A sum of **Rs.10,000/- (Rupees ten thousand) only** shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the Superintendent of Excise, Rayagada and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
7. The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants).
8. The Vehicle must achieve a fuel efficiency of **10 Kms** per liter.
9. 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-B).
10. The Quotation completed in all respect should reach through Post / Courier in the office of the Superintendent of Excise, Rayagada on or before **10.01.2025 by 5 P.M.** and shall be opened on **dated 13.01.2025 at 11 A.M.** in the office chamber of Superintendent of Excise, Rayagada in presence of the bidders or their authorized representatives. The sealed cover should be super-scribed as "**Quotation / Tender for private hired vehicle to be engaged at O.I.C. of Excise Station, \_\_\_\_\_ (name of the Excise Station)**".
11. The application form of quotation / tender containing general Bid information & terms and conditions for hiring of vehicles etc. will be available with District Excise Office, Rayagada on payment of non-refundable application fee of Rs.1000/- in shape of Demand Draft or can be downloaded from Rayagada district website [www.rayagada.nic.in](http://www.rayagada.nic.in) from **02.01.2025 to 10.01.2025** In case the application form is downloaded from Govt. website, the applicant shall furnish a Demand Draft of non-refundable application fee for an amount **Rs.1000/- (Rupees One thousand) only in favour of Superintendent of Excise, Rayagada** towards the cost of application along-with the other required documents.

  
02.01.25

Superintendent of Excise, Rayagada,  
Quotation / Tender Calling Authority

I/4333/2025

Memo No. 13 / Ex.,Dated 02/01/2025

Copy to all Inspectors of Excise and all O.I.Cs of Excise Station of Rayagada district for information and wide publicity.

Copy forwarded to all Tahasildars / Block Development Officers of Rayagada District for information and necessary action. They are requested to affix it in their Notice Board for wide publicity.

Copy forwarded to the Regional Transport Officer, Rayagada for favour of kind information and necessary action.

Copy forwarded to the Sub-Collector, Rayagada / Gunupur for favour of kind information and necessary action.

Copy forwarded to the D.I.P.R.O, Rayagada for favour of information & necessary action and wide publicity.

Copy forwarded to the D.I.O., N.I.C., Rayagada for favour of kind information and necessary action. He is requested to upload the .pdf file in the District portal for wide publicity of the Tender call Notice.

Copy to the Notice Board of Collectorate, Rayagada / District Excise Office, Rayagada for information of the general public.

  
Superintendent of Excise,  
Rayagada

Memo No. 14 / Ex.,Dated 02/01/2025

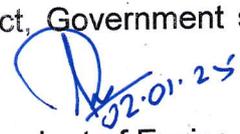
Copy submitted to the Excise Commissioner, Odisha, Cuttack / Joint Secretary to Government, Excise Department, Odisha, Bhubaneswar / Excise Deputy Commissioner, Southern Division, Berhampur for favour of kind information and necessary action.

  
Superintendent of Excise,  
Rayagada

**Annexure – A**  
**TERMS & CONDITIONS**

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

1. The hired vehicles during of contract shall have all necessary valid MV documents such as :- Valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution Certificate, valid Contract carriage Permit, proof up to date tax payment etc. and D.L. of the driver available all the times.
2. 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.
3. 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 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, Tires & Tubes, Battery etc., will be borne by the bidder.
4. It shall be the responsibility of the bidder to provide a good driver and the remuneration of the driver shall be borne by the owner.
5. 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.
6. In case of the vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
7. The vehicle shall report for duty for minimum of 25 days in a month.
8. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be demanded.
9. Monthly hire charges and reimbursement towards cost of diesel (as per actual) 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.
10. 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.
11. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
12. In case the service provider intends to withdrawn the services of his vehicle and terminate the agreement, it shall be mandatory upon him to grant one month notice before such withdrawal of services and termination of agreement.
13. If the bidder violates any of the terms contract, Government shall forfeit the entire amount of security deposit.

  
Superintendent of Excise, Rayagada,  
Quotation / Tender Calling Authority

**Annexure-B****GENERAL INFORMATION**

SI No.	Particulars	:-	
1	Name of the Service Provider	:-	
2	Complete Address	:-	
3	GST Number	:-	
4	GeM Registration Number	:-	
5	Bank Account No. and IFSC Code	:-	
6	Registration No. of Vehicle	:-	
7	Year of Manufacturing	:-	
8	Make & Model	:-	
9	Date of registration	:-	
10	Name and complete address of the owner of vehicle	:-	
11	Fitness Certificate validity	:-	
12	Pollution Certificate validity	:-	
13	Permit validity	:-	
14	Insurance validity	:-	
15	Name and address of the Driver	:-	
16	D.L. No. & validity of the D.L. of the Driver	:-	
17	Proposed hire charge of the vehicle per month excluding fuel cost	:-	
18	Rate of fuel consumption / mileage per liter	:-	
19	Contact No. of the Service Provider (Tenderer / Quotationer)	:-	
20	Contact number of Driver	:-	

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

Seal & signature of the  
Quotationer / Tenderer.