

OFFICE OF THE TAHASILDAR, KISHANNAGAR, CUTTACK
(An ISO - 9001 - 2008 Certified Office)

Notice No. 653

Date 15.03.2022

Quotations Call Notice

Sealed quotations are invited from the interested reputed Travel Agencies/ Tour operators or private individuals for providing one number of AC Diesel driven vehicle specifically TUV300/Bolero/Sumo Gold/Ertiga having seating capacity not more than ten including driver, which shall confirm to the Terms and conditions (Annexure-I) for official use in Kishannagar Tahasil, Cuttack on monthly rent basis.

- 1) The vehicle must be in Road-Worthy-condition, shall not be more than 1 year 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 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/- shall be deposited by the intending bidders in shape of Account payee Bank Draft drawn in favour of the Tahasildar, Kishannagar, Cuttack payable at Kishannagar.

With driver on monthly rent basis specially TUB300/Bolero/Sumo Gold/Ertiga Seated for official use in the office the undersigned as & when required. The terms & conditions & the general information for hiring the vehicle are indicated in Annexure-I & II. The details available in the district website(<http://cuttack.nic.in>). The details also available in the Kishannagar Tahasil. The quotation complete in all respect should reach the undersigned on or before 30.03.2022 by 4.00P.M. & shall be opened on the same day at 4.30P.M. in the presence of the quotationer or their representatives. The undersigned reserves all right to cancel the quotation call at any time without arising any reason thereof.

Memo No. 654 /Dt. 15.03.2022

Tahasildar, Kishannagar.

15.03.2022

Copy submitted to the ADM (Gen), Cuttack/ Sub-Collector, Sadar, Cuttack for information.

Memo No. 655 /Dt. 15.03.2022

Tahasildar, Kishannagar.

15.03.2022

Copy to Nazir with an instruction to publish in the office notice board for information.

Tahasildar, Kishannagar.

15.03.2022

Annexure-I

TERMS AND CONDITIONS FOR HIRING OF VEHICLES.

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

1. The vehicle should not be more than one year old by 15.03.2022.
2. Minimum mileage would be followed according to the guideline of Government.
3. Any type of repair & servicing will be borne by the agency as & when required during the period of hiring with their own cost of fuel.
4. The consumption of HSD/lubricant will be borne by the agency.
5. The vehicle must have valid documents as such as RC Book, up-to-date Road Tax, permit & fitness certificate, insurance certificate, pollution certificate & such other documents required for hiring the vehicle.
6. The vehicles shall be used both inside & outside the district.
7. Only Taxi permitted vehicle will be provided by the agency.
8. Service Tax would be reimbursed over & above the hire charges & TDS will be applicable to the bill.
9. The agency should be registered under appropriate laws/acts of Government for providing vehicles on daily rent basis.
10. The agency is to ensure reporting & exit time of vehicle & recording of full signature of Driver alongwith designation in the Log Book of the hired vehicle.
11. The agency is also to record time of entry & exit along with the KM reading in the Log Book.

Tahasildar, Kishannagar.

15-03-22

GENERAL INFORMATION FOR HIRING OF 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 charges of the vehicle per month excluding fuel cost :
13. Rate of fuel consumption/Mileage per liter :
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

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/Tahasis and other field offices	TUV300/Bolero/Sumo Gold/ Ertiga	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.65,000/-	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.

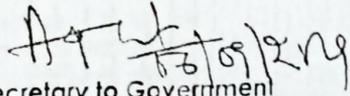
These instructions shall be effective from the date of issue of this Office Memorandum.

J. Shukla
6/9/19

Principal Secretary to Government

Memo No. 30465 /F.,Dated 06-09-2019

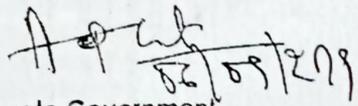
Copy forwarded to the Secretary to Governor/ Secretary OLA/ Principal Secretary/ Principal Secretary to Chief Minister, OSD to Chief Secretary/ Private Secretary to all Ministers and Ministers of State/ Accountant General(G&SSA), Odisha, Bhubaneswar/ Accountant General (E&RSA), Odisha, Bhubaneswar/ Accountant General (A&E), Odisha, Bhubaneswar/ Deputy Accountant General (Works), Odisha, Puri/ Advocate General , Odisha, Cuttack/ All Departments of Government/All Heads of Departments, All Revenue Divisional Commissioners/ All Collectors/ All Sub Collectors/ All Public Sector Undertakings/ All Financial Advisors/ All Assistant Financial Advisors/ Director, Madhusudan Das Regional, Academy of Financial Management, Chandrasekharpur, Bhubaneswar/ Director, Gopabandhu Academy of Administration, Bhubaneswar/ Principal, Short Hand and Type Writing Institute, Bhubaneswar/ All Treasury Officers/ All Special Treasury Officers/ All Sub-Treasury Officers/ All Universities/ All P.S.U.s/ all U.L.Bs for information.


Deputy Secretary to Government

Memo No. 30466 /F.,

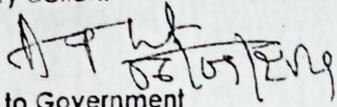
Dated _____

Copy forwarded to the Transport Commissioner, Odisha, Cuttack/All R.T.Os/ All M.V.Is for information and necessary action.


Deputy Secretary to Government

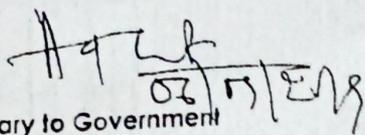
Memo No. 30467 /F.,Dated 06-09-2019

Copy forwarded to P.S. to Principal Secretary, Finance/P.S. to all Special Secretaries/ P.S. to all Additional Secretaries/ All Officers/ all Branches of Finance Department/ Guard files (10 copies) for information and necessary action.


Deputy Secretary to Government

Memo No. 30468 /F.,Dated 06-09-2019

Copy forwarded to the Head, Portal Group, Secretariat, Bhubaneswar, Odisha for information and necessary action. It is requested to hoist this Office Memorandum in the website of Finance Department (www.odisha.gov.in/finance) for general action.


Deputy Secretary to Government

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GOVERNMENT OF ODISHA
FINANCE DEPARTMENT

NO. 34085 /F., Bhubaneswar, dated 9.9.12
FIN-COD-MV-0007-2012

OFFICE MEMORANDUM

Sub : Hiring of private vehicles for official use by the offices under the State Government.

The State Government has been encouraging hiring of private vehicles for official use by different offices with a view to achieving economy as well as efficiency in the administrative expenditure. Accordingly, whenever new offices are set up the Administrative Departments concerned are being advised hiring of private vehicles instead of purchasing new vehicles. Similarly, the Administrative Departments are being advised to substitute hired private vehicles as and when existing old vehicles are condemned and/or when the regular drivers working in the offices concerned retire on superannuation. As a matter of policy, in future only select categories of functionaries - such as Principals/Secretaries / Secretaries, Heads of Departments, District Magistrates, Superintendents of Police and judicial officers would be provided with Government vehicles. Other offices would be authorised to hire private vehicles for performing official business and for undertaking official tours.

2. In this context it has been brought to our notice that difficulties are being faced by different offices in the matter of hiring of private vehicles since a standardised procedure for this purpose has not been prescribed. Consequently, a large number of references are being received on the issues relating to monetary ceiling of monthly hiring charges as well as types of the vehicles permitted to be taken on hire. After detailed examination of these aspects it has now been decided in consultation with the Transport Department that the following norms should be followed by different Government offices, for hiring of private vehicles for their official use:

Sl. No	Category of Offices	Type of vehicles permissible to be hired	Minimum Average Mileage	Maximum Hire charges per month(*)
1	Blocks & Tahasils and other field offices	Non-AC Marshal / Mahindra Max / Bolero / Tata Sumo	12 Kmpl	Rs. 16,000/-
2	District / Range Level Offices	Non-AC Indica, Ambassador	14 Kmpl	Rs. 13,000/-
3	Heads of Deptt. / Secretariat (Pool Vehicles)	Non-AC Indica, Ambassador	14 Kmpl	Rs. 13,000/-
4	Heads of Deptt. / Secretaries and other equivalent officers (For their own use)	Indigo / Maruti Dezire	14 Kmpl	Rs. 15,000/-

(*) Service Tax would be reimbursed separately over & above the hire charges.

3. District and range level offices as well as Heads of Departments, who are required to perform extensive field tours on a regular basis, will have the option of hiring of the types of vehicles specified at Sl. No. 1 of the preceding table with the corresponding terms and conditions.

4. POL as per mileage covered will be supplied separately by the offices concerned subject to the limit as prescribed by the Finance Department in this regard. No other charges would be payable by the Government offices for hiring of private vehicles. Salary of the drivers, repair and maintenance charges and other operating cost including taxes (except service tax or hire charges) would be borne by the service providers

5. Government offices would be required to invite competitive bids from the service providers for hiring of vehicles. A Standard Bidding Document (SBD) has been prepared for this purpose and attached to this circular (Annexure - I, II & III) in order to facilitate the process. This Standard Bidding Document has been designed to maximise mileage per litre for POL and to minimise monthly hire charges.

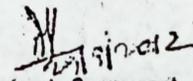
6. Concurrence of the Finance Department is necessary for hiring of private vehicles. In case private vehicles are required to be substituted in place of existing Government vehicles which is due for condemnation, necessary concurrence for this purpose may be sought only after completing the process of condemnation and auction of the old vehicles and after depositing sale proceeds of the auctioned vehicle. Hiring of vehicles for new offices would also require prior concurrence of the Finance Department.

These instructions will be effective from the date of issue of the office memorandum.


Principal Secretary to Government

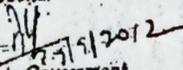
Memo No. 34087 (300) JF. Dated. 29.9.12

Copy forwarded to all Departments of Government / All Heads of Departments along with copy of Standard Bidding Document, terms and conditions and general information for hiring of vehicles in Annexure - I, II & III for reference and necessary action.


Additional Secretary to Government

Memo No. 34087 JF. Dated. 29.9.12

Copy along with copy of Standard Bidding Document, terms and conditions and general information for hiring of vehicles in Annexure - I, II & III forwarded to Senior software Engineer, State Portal, I.T. Department for hoisting this Office Memorandum in Finance Department website.


Additional Secretary to Government