



ଜିଲ୍ଲା ସୂଚନା ଓ ଲୋକସଂପର୍କ ଅଧିକାରୀଙ୍କ କାର୍ଯ୍ୟାଳୟ, କଟକ

ବିଜ୍ଞପ୍ତି ସଂଖ୍ୟା- ୧୦୦୯ ଡା-୨୩.୦୭.୨୦୨୨

No.: F-85

ଓଡ଼ିଶା ସରକାରଙ୍କ ଅର୍ଥ ବିଭାଗ ପତ୍ରସଂଖ୍ୟା - ୩୦୪୭୪/ ଡା୦୭.୦୯.୨୦୧୯, ୩୪୦୮୫/ ଡା ୨୯.୦୯.୨୦୧୨ ଓ ଏବଂ ୨୯୮୧୯/ ଡା ୦.୧୧.୨୦୨୨, ଏତଦ୍ୱାରା ନିମ୍ନ ସ୍ୱାକ୍ଷରକାରୀ ସରକାରୀ କାର୍ଯ୍ୟ ସଂପାଦନ ନିମନ୍ତେ ପେଟ୍ରୋଲଗାଳିତ ଏକ ଚାରିଚକିଆ ଯାନ(TIAGO/BOLT/CELERIO) ଏବଂ ଡିଜେଲଗାଳିତ BOLERO/ BOLERO NEO ଯାନ ମାସିକ ଭଡାସୂତ୍ରରେ ଆହ୍ୱାନ କରୁଛନ୍ତି । ଉକ୍ତ ଚାରିଚକିଆ ଯାନ ୩ ରୁ ୪ ବର୍ଷ ମଧ୍ୟରେ ହୋଇଥିବା ଆବଶ୍ୟକ ଓ ଏହି ବିଜ୍ଞପ୍ତି ପ୍ରକାଶନ ଠାରୁ ୧୪(ଚଉଦ ଦିନ) ମଧ୍ୟରେ କାର୍ଯ୍ୟ ବିବେଚନା ନିମ୍ନସ୍ୱାକ୍ଷରକାରୀଙ୍କ ନିକଟରେ କୋଟେସନ ପହଞ୍ଚିବା ଆବଶ୍ୟକ । ଏ ସମ୍ବନ୍ଧିତ ସବିଶେଷ ତଥ୍ୟ ଜିଲ୍ଲା ସୂଚନା ଓ ଲୋକସଂପର୍କ କାର୍ଯ୍ୟାଳୟ ଏବଂ ଜାତୀୟ ସୂଚନା କେନ୍ଦ୍ର,କଟକ (www.cuttack.nic.in) ୱେବସାଇଟରେ ଉପଲବ୍ଧ ।

କର୍ତ୍ତୃପକ୍ଷଙ୍କ ଅଧିକାରରୁକ୍ତ କ୍ଷମତା ଅନୁଯାୟୀ, ବିନାକାରଣରେ ଯେ କୌଣସି ଆବେଦନ (କୋଟେସନ)କୁ ଗ୍ରହଣ ବା ନାକଚ କରାଯାଇପାରିବ । ଏ ସମ୍ବନ୍ଧରେ କୌଣସି ଆପତ୍ତି ବା ଅଭିଯୋଗ ଗ୍ରହଣଯୋଗ୍ୟ ନୁହେଁ ।

ସ୍ୱା/-

ଉପନିର୍ଦ୍ଦେଶକ, ସୂଚନା ଓ ଲୋକସଂପର୍କ ବିଭାଗ,
ତଥା ଭାରପ୍ରାପ୍ତ ଜିଲ୍ଲା ସୂଚନା ଓ ଲୋକସଂପର୍କ ଅଧିକାରୀ,କଟକ

OIPR- 15005/11/0002/2324

Standard Bidding Document
Government of Odisha
District Information & Public Relations Office, Cuttack

Annexure-1

Quotation/Tender Call Notice

Sealed quotations/tenders are invited from interested reputed Travel Agencies/Tour Operators or private individuals for providing One no of Non AC/AC Petrol/ Diesel driven vehicles like BOLT/TIAGO/CELERIO/SWIFT DESIRE having sitting capacity not more than five including driver, in case of Diesel driven BOLERO/BOLERO NEO having sitting capacity not more than Seven and Nine including driver respectively, which shall conform to the Terms and conditions (Annexure-II) for official use in D.I.&P.R.Office,Cuttack on monthly rent basis:

- 1) The vehicle must be in Road Worthy condition, shall not be more than 3 - 4 year old from the date of initial registration and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, Valid Contract Carriage Permit, proof of upto 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 District Information & Public Relations Officer, Cuttack 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 charges be quoted separately in the general bid information (excluding fuel and lubricants)
- 6) The Vehicle must achieve a fuel efficiency of 17 Kms per litre in case of Petrol driven Vehicle and 10 Kms in case of Diesel driven Bolero/ Bolero Neo Vehicle.
- 7) The details of the make and year of manufacture of the vehicle, registration no., mileage (Kms covered per litre) 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 7.07.2023 by 5.30 P.M and shall be opened on 10.07.2023 in presence of the bidders or their authorized representatives as 8th and 9th of July are Government holidays.
- 9) The application form of quotation /tender containing General Bid Information & Term and conditions for Hiring of Vehicles etc. will be available with District Information & Public Relations Office, Cuttack on payment of Rs 100/- from 23.06.2023 to 7.07.2023 upto 4.30P.M or can be downloaded from Govt. Website www.odisha.gov.in from 23.06.2023 to 7.07.2023. In case the application form is downloaded from Govt. Website, the applicant shall furnish a Demand Draft for an amount Rs.100/- (Rupees One Hundred) only towards the cost of application along with the application.

R. Lakshmi
23/06/2023
Deputy Director,
Information & P.R Department,
and In-Charge D.I.&P.R.O, Cuttack

Annexure - II

TERMS & 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 3-4 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.

Alakshya
23/06/2023

**Deputy Director,
Information & P.R Department,
and In-Charge. D.I.&.P.R.O, Cuttack**

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