



ODISHA FORESTRY SECTOR DEVELOPMENT SOCIETY
SFTRI Campus, At/Po-Ghatikia, Bhubaneswar-751 029
Ph: 0674-2386016, mail:webmail@ofsdp.org



Sealed Tenders are invited from interested reputed Travel Agencies/ Private individuals/Tour Operators for providing AC Diesel/ Petrol driven vehicles including driver conforming to the Terms and Conditions issued in Annexure of Finance Department Office Memorandum No.30464/F dt.06.09.2019 for official/ field tour used in O/o PCCF (Projects) and Project Director, SFTRI Campus, At/Po- Ghatikia, Bhubaneswar on monthly rent basis.

The General Bid information & Terms and Conditions for Hiring of Vehicles etc. will be available with this Office on payment of Rs.100/- from **09/02/2023 to 23/02/2023**(Original Money Receipt of which is to be attached with the Tender application) or can be downloaded from website:www.ofsds.in from **09/02/2023 to 23/02/2023** in case the application form is download from website:www.ofsds.in, the applicant shall furnish a Bank Demand Draft for an amount of Rs.100/- (Rupees One Hundred) only in favour of "PROJECT DIRECTOR, OFSDP PHASE-II" to be drawn on any Nationalized Banks payable at Bhubaneswar towards the cost of application.

The quotation completed in all respect should reach the undersigned on or before **23.02.2023 by 13:00 hrs** and shall be opened by the Authorized Officer on the **same day at 16:00 hrs** in presence of the bidders or their authorized representatives.

The authority will not be held responsible for any technical problem or failure of network.

The authority reserves the right to cancel/reject the tender without assigning any reason thereof.

The time has been extended till 15.03.2023 by 13:00 hrs and shall be opened by the Authorized Officer on the same day at 16:00 hrs in presence of the bidders or their authorized representatives.

Deputy Project Director (A&F)

**ODISHA FORESTRY SECTOR DEVELOPMENT SOCIETY
SFTRI CAMPUS, AT/PO- GHATIKIA, BHUBANESWAR-29.**

TENDER CALL NOTICE

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The quotation completed in all respect should reach the undersigned on or before **23.02.2023 by 13:00 hrs P.M** and shall be opened by the Authorized Officer on the **same day at 16:00 hrs** in presence of the bidders or their authorized representatives.

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Dy.Project Director (A&F)
OFSDS,Bhubaneswar

TERMS AND CONDITIONS OF HIRING OF VEHICLES

The following Terms and conditions must be fulfilled by the successful bidder for providing a vehicle on monthly rental basis for local journey at Bhubaneswar and journey outside Bhubaneswar within Odisha separately:

1. The vehicle must be in Road Worthy condition, shall not be more than 3 years old from the date of initial registration and must have valid High Security Registration Plates (HSRP), Registration Certificate, Insurance Certificate, pollution certificate, Fitness Certificate, valid Contract Carriage Permit, proof of up-to-date tax payment etc. which are mandatory for plying of vehicle.
2. The vehicle will be stationed in the office premises of Office of the PCCF (Projects) and Project Director, OFSDS, Bhubaneswar.
3. 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.
4. The Driver should be well behaved, gentle and obedient in nature and the salary of the Driver shall be borne by the owner.
5. The Department/Office hiring the vehicle shall not be responsible for any damage/loss caused to hired vehicle 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.
6. The hire charges to be paid on monthly basis are final but does not include cost of diesel/ petrol and lubricants, which are to be paid separately on the basis of actual consumption as per existing Government norms of selected bidder in every succeeding month, as far as possible within 15 days of the submission of bill by the bidder and no advance payment will be made. All the expenditure of the vehicle towards repair, replacement of spare parts, lubricating oil of engine, gearbox and different coolant, tyres and tubes, battery etc. will be borne by the bidder.
7. 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.
8. In case if the vehicle does not report regularly, the authority will be at liberty to cancel the agreement and may engage vehicle from other source.
9. The vehicles shall report for duty for minimum of 25 days in a month as intimated by the hirer subsequently.
10. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
11. The hired vehicles cannot be used for any private/commercials purpose beyond office hours or during holidays.

12. The log books shall be maintained for the hired vehicles as in the case of Govt. vehicle. Kilometer reading and POL drawn shall be necessarily recorded in relevant columns and verified regularly by an authorized officers of the hirer before making payment.

13. GST registration is compulsory for any bidder to provide hired vehicle to the government offices through open bidding.

14. The hiring vehicle may be discontinued immediately when the vehicles are no longer required for offices.

15. A sum of Rs.5000/- shall be deposited as refundable Earnest Money Deposit (EMD) by the intending bidders (per tender paper) in shape of fixed deposit (TDR) drawn at any Nationalized Bank at Bhubaneswar duly pledged in favour of **“PROJECT DIRECTOR, OFSDP PHASE-II”** and is to be submitted along with tender paper. After completion of tender process, the amount will be refunded to unsuccessful bidders.

16. The EMD of the successful bidder will be retained as Security Deposit (SD) and the EMD of other bidders will be returned after the completion of the bidding process.

17. The vehicles to be provided must have a fuel efficiency of the following vehicles as given below:

S.No.	Type of Vehicle	POL Type	Minimum Average Mileage (in Km/lt)
A.	Scorpio/ Mahindra (Marazzo)(AC)	Diesel	10
B.	Zest/ Tigor/ Swift Desire/Xcent/Etios (AC)	Petrol	17
C.	Innova/ Hexa/ XUV 500(AC)	Diesel	9

18. All the expenditures of the vehicle towards repair, replacement of spare parts, lubricating oil of the engine, gear box and differential coolant, tires, tubes, Battery will be borne by the First Party. The owner of hire vehicle will have to put a sticker of **“ON GOVT DUTY”** on its number plate written in red color letters.

19. The monthly rate of hire charge is to be quoted separately in the general bid information (excluding fuel and lubricants).

20. The vehicle will be available to Second Party for all working days of a month on holidays, when required or asked by the Authority on official urgency, the vehicle to be reported for duty, otherwise **Rs.1000.00 (Rupees One thousand only)** per day to be deducted from the hire charges.

21. The details of the make and year manufacture of the vehicle, registration no., mileage (Kms covered as per liter) and name of the Driver with Driving License No. and period of validity (with Xerox Proof thereof) should be specifically provided in the general bid information to be furnished with the Tender (Annexure-III).

22. The tender complete in all respect should be dropped in the tender box kept near the reception counter of this office in the Ground Floor on or before **09.02.2023 by 13:00 hrs** and shall be opened by the Authorized Officer on the **same day at 4:00 P.M.** in presence of the bidders or one of their authorized representatives. **The time has been extended till 15.03.2023 by 13:00 hrs and shall be opened by the Authorized Officer on the same day at 16:00 hrs in presence of the bidders or their authorized representatives.**

23. The application form of tender containing General Bid information & Terms and Conditions for Hiring of Vehicles etc. will be available with Sri Gautam Kumar Rout, Accountant of this Office on payment of Rs.100/- from **09/02/2023 to 23/02/ 2023**(Original Money Receipt of which is to be attached with the Tender application) or can be downloaded from our office website<www.ofsds.in> from **09/02/2023 to 23/02/2023**. In case the application form is downloaded from office website, the applicant shall furnish a Demand Draft for an amount of Rs.100/- (Rupees One Hundred) only drawn on any Nationalized Bank payable at Bhubaneswar to be drawn in favour of “the Project Director, OFSDP Phase- II” as above towards the cost of application. **The time has been extended till 15.03.2023 by 13:00 hrs.**

24. The quality of the vehicle will bear more weightage than the financial bid.

25. If the services are found to be unsatisfactory the authority shall give one month notice and terminate the agreement.

26. In case the bidder 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.

27. If the bidder violates any of the terms of contract, Authority shall forfeit the entire amount of security deposit.

28. The authority reserves the right to cancel/reject the tender without assigning any reason thereof.

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Dy. Project Director (A&F)
OFSDS,Bhubaneswar.

**GENERAL INFORMATION FOR HIRING VEHICLE
(For each Vehicle attach separate Form)**

- 1) Name & Complete Address
Of Owner of Vehicle :-
- 2) Registration Number of Vehicle :-
- 3) Type of Vehicle(AC) :-
- 4) Year of Manufacture :-
- 5) Model :-
- 6) Date of Registration :-
- 7) Fitness Certificate Validity :-
- 8) Permit validity :-
- 9) Insurance Validity :-
- 10) Payment Details of Road Tax etc: :-
- 11) Vehicle Mileage (in km/lt) :-
- 12) Name / Address of the Driver :-
- 13) DL No & Validity of the DL of Driver :-
- 14) Proposed Hire Charges of the
vehicle per month excluding
fuel cost :-
- 15) Rate of Fuel Consumption /Mileage
(in km per Ltr) :-
- 16) Halting Charges in case of Night halts on tour outside Bhubaneswar:Rs./
Night :-
- 17) Contact Number of the Bidder (Tenderer)
Mobile.....
Telephone.....

Certified that:

1. The information furnished above is true to the best of my knowledge and belief.
2. The Agency providing the vehicle has not been black listed by any other government/ non- government agency.
3. The driver has not met with an accident while driving a vehicle and has not been blacklisted by any other government/ non- government agency.

**Seal & Signature of the Bidder
Name of Bidder
Name of Transport Agency
Address of the Agency**