

**OFFICE OF THE DEPUTY DRUGS CONTROLLER:  
NORTH ZONE BALASORE**

Plot No-1060, Khata No - 140, At-Bhaskarganj-B, Po/Ps-Sahadevkhunta, Dist-Balasore,  
Pin – 756001, Email: ddcnorthzone@gmail.com

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No 1554 /DDC-NZ /Balasore/22-23/Vehicle

Dated 26/07/2022

**TENDER CALL NOTICE FOR HIRING OF VEHICLE**

Sealed tenders are invited from any private individuals/ Local registered Travel Agency only having valid GSTIN/ PAN for providing of vehicle on monthly hiring basis under the undersigned of office of the Deputy Drugs Controller, North Zone, Balasore on annual rate contract basis.

The sealed tenders should reach at office of Deputy Drugs Controller, North Zone, Balasore in any working on or before 24.08.2022 till 5.00 P.M. along with all required documents by speed post/ registered post/ courier only by super scribing on the top of the envelop "**Tender for hiring of vehicle**". The tender will be opened on 25.08.2022 at 11.00 A.M. in the office of the undersigned in presence of the bidders/ authorized representative of the bidders. Details regarding items and terms & conditions may be downloaded from [www.balasar.nic.in](http://www.balasar.nic.in) The undersigned reserves the right to accept or reject any or all quotations without assigning any reason thereof.

*[Signature]*  
26.07.2022  
**Dy. Drugs Controller, Odisha  
North Zone, Balasore**

**Date & Time of Tender Submission and Finalization**

RFP No. \_\_\_\_\_/2022-23

Date. \_\_\_\_\_

**DETAILED PROPOSALS ARE INVITED FROM ELIGIBLE BIDDERS FOR HIRING OF VEHICLES AT  
OFFICE OF THE DEPUTY DRUGS CONTROLLER, NORTH ZONE, BALASORE**

1	Period of Availability of RFP Document	From 06.08.2022 to 24.08.2022. (Download from website: <a href="http://www.baleswar.nic.in">www.baleswar.nic.in</a> )
2	Last date for submission of Tender & address	Date: 24.08.2022 Time 5.00 PM Address: Office of the Deputy Drugs Controller, North Zone, Balasore. Plot No-1060, Khata No - 140, At-Bhaskarganj-B, Po/Ps-Sahadevkhunta, Dist-Balasore, Pin – 756001
3	Modality of Submission	Through Speed post/ Registered post/ Courier only
4	Date, Time and place of opening of Tender (Technical & financial Bid)	Date: 25.08.2022, Time- 11.00 AM Place of Tender Opening: Office of the Deputy Drugs Controller, North Zone, Balasore. Plot No-1060, Khata No - 140, At-Bhaskarganj-B, Po/Ps-Sahadevkhunta, Dist-Balasore, Pin – 756001 (Bidders / authorized representative may remain present at the time of opening of Tender)

**REQUIREMENT OF HIRED VEHICLE**

<i>Sl. No.</i>	<i>Name of Institution</i>	<i>Quantity</i>
1.	Office of the Deputy Drugs Controller, North Zone, Balasore.	1 No.

## TERMS & CONDITIONS FOR HIRING OF VEHICLE

### General features:

- Any private individuals/ Local registered Travel Agency only can participate in the tender process.
- Bidders must be applied the tender along with all documents related to the vehicle. No undertaking towards supply of vehicle on hiring of basis is admissible.
- The monthly rate of hire charge shall be quoted separately in the price bid including all charges of the Driver. (Exclusive of Fuel Cost & Taxes)
- The requirement of vehicle as mentioned may vary as per need.

### Essential features of vehicle:

- The vehicle should have valid – Registration, Commercial permit. (Contract Carriage Permit), Insurance coverage, Fitness certificate, Pollution clearance and Road tax clearance.
- The vehicle preference should be given to – Bolero (1<sup>st</sup> Preference) / TUV 300 (2<sup>nd</sup> Preference) // Sumo Gold (Last Preference).
- The vehicle shall not be more than 2 years old as on date of advertisement from the date of registration of vehicle and also good running condition during the period of contract. Latest model with BS6 engine shall be preferable.

### Ceiling limit & Mileage of vehicles:

Type of Vehicles	Maximum Hiring Charges per month excluding diesel cost	Minimum Average Mileage in Km per liter	Remarks
Bolero / TUV 300/ / Sumo Gold	Rs. 31,000/- per month	10	With A/C facility

### Major features of Contract:

- The hiring charge should include the cost towards salary of driver, service, repair & maintenance of the Vehicle but excludes the cost of fuel & oil. Only oil and fuel cost will borne by the office by reimbursement @ 10 km per liter only and 1 liter lubricant per 1000kms.
- Salary of the driver will paid by the owner. The fuel cost initially will be borne by the party and reimbursed from authority through bill.
- GST Registration are compulsory for Transport Agency not compulsory for private individuals.
- Maintenance and all the taxes of the vehicle will borne by the owner. (Except toll tax, entry tax, permit fee, parking charge etc.)
- 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.
- For effective communication, the driver of the vehicle has to be provided with a mobile phone by the Vehicle owner. The mobile no. must be shared with the concerned authorities and it should be kept open 24x7.
- The Driver should have a clean track record without any history of conviction in the court of law.
- Owner must make alternative arrangements if regular driver is absent or the vehicle become off road.
- No compromise will be made with respect to punctuality, cleanliness, obedience, promptness, behavior etc, of the driver.
- 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.

- If during the course of engagement of the vehicle any accidents etc, occurred either to vehicle or to the third party, authority will not be responsible and any liability arising out such accident will be the responsibility of the party only.
- The hiring charges will be deducted per day basis if the service is not provided in any day by the party.
- No advance payment is payable by the authority to the party. The billing will be done on a monthly basis (Monthly hiring charge + Reimbursement of fuel cost + Lubricants) and it should be submitted by the party within first week of the following month. The payment will be made only those log books and duty slips which have been signed by the authority or any authorized officer. It will be responsibility of the driver to get approved log book and duty slips for each occasion of journey signed by the authority or any authorized officer on day to day basis.
- The vehicle will be designed / branded by the authority as per Drugs Controller norms and connected with GPRS by the Health department.
- The vehicle shall report the concerned authorities of the different wings/departments for duty on all days in a month except Govt. holidays. If emergency arises the driver may be called to report in any holidays.
- The vehicle shall be required generally for 12 hours in a day (8 AM to 8 PM). It will make halt if required.
- In case of emergency, the driver will have to report for duty as per requirement. No extra payment shall be demanded.
- The successful bidder shall execute an agreement with the Deputy Drugs Controller, North Zone, Balasore.
- There will be an agreement between concerned authority and bidder that in the event of discontinuation of service, either party will be required to give 1 month period notice intimation to the other party.
- The contract shall be initially for a period of one year. It may be extended for another one year subject to the satisfactory performance.
- If the services are found to be unsatisfactory, the authority shall give one month notice and terminate the agreement. The Contract will also be terminated in case of following reasons;

If the behavior of the Driver is not proper;  
 Any attempt to tamper the log book/GPRS device;  
 In case of the vehicle do not report regularly;  
 In case the driver of the vehicle is found to be convicted.

**Location & Operational area:**

- Each vehicle will be located at O/o the Deputy Drugs Controller, North Zone, Balasore at the disposal of the authority of different department/ wings. The area of operational will be within the Zone & provide fixed day services at Balasore district for screening, facilitate & management. Minimum tour to be undertaken by the team will be 25 days per month. Micro plan & route chart to be prepared accordingly by the authority of the department with the staffs in the District in consultation with the Deputy Drugs Controller.
- The vehicle with driver will report for duty daily as per the need of concerned authority and will leave with due permission.

**Tender Fees s:**

Tender must be accompanied by Rs. 1,000/- Only (Non-refundable) as processing fees in form of Demand Draft (Must be submitted), drawn on any Nationalized Bank in favour of the **“Office of the Deputy Drugs Controller, North Zone, Balasore” payable at Balasore**

**Other Features:**

- The income tax as applicable will be charged on prevailing rate.

- The selection will be made basing on monthly hiring charges, the agreement will be executed between Deputy Drugs Controller & approved L1 bidder.
- The application in the prescribed format i.e., Technical bid in annexure-I & Financial bid in annexure if along with all relevant documents should reach to the office of the undersigned on or before **24.08.2022 within 5.00 P.M** through Regd. Post / Speed Post / Courier only. Tenders should come during office working hours, which should be super scribed as **“Tender for hiring of vehicles”** for Deputy Drugs Controller”.
- The undersigned reserves the right to reject all or any offers without assigning the reason thereof.

**Note:** The bidders can apply for Balasore as mentioned and get them empanelled through this tender.

***Documents to be submitted with the tender:***

1. Copy of registration for the vehicle.
2. Copy of driver's driving license.
3. Copy of up to date road tax payment receipts.
4. Copy of vehicle insurance,
5. Copy of Pollution Certificate.
6. Copy of PAN card.
7. Copy of GST certificate if any.
8. Affidavit for declaration of not blacklisted by any Organization.

Annexure-I  
"HIRING OF VEHICLE ON MONTHLY BASIS"

**TECHNICAL BID**

The details in respect of the Agency / Individual are as given below:

1	Name of the Bidder	
2	Status of the Bidder (Local Travel Agency/Individual)	
3	Details Address with Phone no. of bidder	
4	Registration Certificate in case of (Local Travel Agency) (Proof to be attached)	
5	GST Registration no. (Proof to be attached)	
6	PAN Detail (Proof to be attached)	
7	Detail of tender fee of Rs. 1,000/- In favour of "Deputy Drugs Controller North Zone, Balasore".	
8	No. of Vehicle available other than bid vehicle	
9	No. of drivers employed by the organization. (Proof of Driving License to be attached)	
10	Vehicle Details (All proof to be attached and originals to be produced at the time of bid opening)	Name of Owner
		Model of the Vehicle
		Date of Registration
		Registration No.
		Fitness Certificate
		Road Tax Clearance up to
		Validity of Insurance up to
Pollution Certificate up to		
11	Declaration – I/We are not blacklisted by any Central/State Government/Public Sector Undertaking in India.	
12	<b><u>Undertaking:</u></b> That the vehicles to be provided will not belong to any <b>employee of Govt. Staff &amp; Deputy Drugs Controller, North Zone, Balasore or his/her relative.</b> (To be furnished in non-judicial stamp paper of worth Rs. 10/- duly certified by Notary)	

Date:  
Place:

(Signature of the Authorized Signatory)  
Name:  
Designation:  
Seal:

## FINANCIAL BID

Rate quoted for hiring of vehicle (4 wheeler Passenger vehicle) on a monthly basis

Particulars	Monthly Hiring charges in Rs. Including all charges of the Driver (Exclusive of Fuel Cost & Service Tax)
Type of Vehicle	
Variant of the vehicle (Petrol/Diesel)	
Monthly hiring charges of the Passenger Vehicle (without fuel) with Driver	
Provision of AC (YES / NO)	

- Fuel (Diesel) shall be reimbursed @ 10 Km / Liter basis

### DECLARATION

- We are not involvement in any major litigation that may have an impact of affecting of comprising the delivery of services as required under this tender.
- We are not black listed by any Central / State Government / Public Sector undertaking in India.

Yours faithfully,

(Signature)

Date:  
Place:

Name:  
Designation:  
Seal: