

**Government of Odisha**  
**Office of the Superintendent of Excise, Balasore**  
**Excise Department / Balasore**  
**Afresh Quotation / Tender Call Notice.**  
**NO. 518 /Ex.Date.20.02.2023.**

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**In reference to the Govt. Letter No.2190/Ex.Dtd.16.02.2023 of the Accounts Officer, O/o the Excise Commissioner, Odisha regarding engagement of 02 (Two) nos. of Hired Vehicle at Jaleswar Range Office & Model Excise Station at Soro, the tender is made.**

Sealed quotations /tenders are invited from interested reputed Travel agencies/tour operators or private individuals for providing 2(Two) no. of No Ac Diesel driven vehicle (**Bolero / Sumo Gold / Ertiga/TUV-300**), preferable **BS-VI, Petrol Vehicle**, having sitting capacity not more than twelve including driver, which shall confirm to the Terms & Conditions (Annexure-II) for proper monitoring of Excise Administration and strengthening the enforcement activities on monthly basis.

**\*(Specific Vehicle required as per Departments need is Bolero/Sumo Gold/TUV-300/Scorpio, with 09 nos. of seating capacity is highly expected.)**

The vehicles must be in Road Worthy condition, shall not be more than 3 years 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.

**1.** 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 vehicle.

**2.** The driver should be well behaved, gentle and obedient in nature with 24 hrs alert for duty.

**3.** A sum of **Rs. 5,000/-** shall be deposited by the intending bidders in shape of account payee bank draft drawn in favour of the Superintendent of Excise, Balasore and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.

**4.** The monthly rate of hire charge be quoted separately in the general bid information (Excluding fuel and lubricants)

**5.** The vehicle must achieve a fuel efficiency of **10 Kms. per litre.**

**6.** 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 specially provided in the general bid information to be furnished with the Quotation / Tender (Annexure- II).



**7.** The quotation completed in all respect should reach the under signed on or before **06.03.2023** by **5.00 P.M.** and shall be opened on the same day at **5.15 P.M.**, in presence of the bidders or their authorized representatives.

**8.** The application form is available at District Excise, Office, Balasore in all working days.

**9.** The authority reserves the right to accept or reject all the tenders without assigning any reason whatever.

**10.** For details terms and conditions of engagement of the vehicle on hire basis may be referred in letter no.30664/F.Dated.06.09.2019&33326/F.Dt.27.09.2019 of Finance Department, Odisha, Bhubaneswar.

**11.** A sum of **Rs-100/-** should be deposited in shape of D.D, for processing charges.

  
**Superintendent of Excise, Balasore**  


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**Memo No. 519 / DEO, Bls.Ex.Dated.20.02.2023.**

Copy to Office Notice Board of District Excise Office, Balasore.

  
**Superintendent of Excise, Balasore**

**Memo No. 520 / DEO, Bls.Ex.Dated.20.02.2023.**

Copy to the DIO, NIC, Balasore for information and requested exhibit the same in the Dist. Website.

  
**Superintendent of Excise, Balasore**

**Memo No. 521 / DEO, Bls.Ex.Dated.20.02.2023.**

Copy to the DIPO, Balasore for information and necessary action. He is requested to public the same in daily Oriya news paper with Govt. approved rate & furnish the bills for payment.

Copy to the Dy. Collector (G&M), Balasore /The Tahashildar, Balasore/ The BDO, Balasore for information and necessary action. They are requested to public the quotation call notice in their Notice Board for write publication among general public.

  
**Superintendent of Excise, Balasore**

**Memo No. 522 / DEO, Bls.Ex.Dated .20.02.2023.**

Copy to the Excise Commissioner, Odisha, Cuttack / Excise Deputy Commissioner, (C.D.), Cuttack for information.

Copy to the Deputy Secretary to Govt., Excise Dept., Odisha, Bhubaneswar for information.

  
**Superintendent of Excise, Balasore**

**N.B.:- Terms and Conditions for hiring of vehicles (Annexure- II) & General information for hiring Vehicle (Annexure- III) are enclosed herewith**

**TERMS & CONDITIONS FOR HIRING OF VEHICLES**

- 01.** The following terms and conditions must be fulfilled by the successful bidder for providing a vehicle on hire on monthly rent basis. 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 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.
- 02.** 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.
- 03.** I shall be responsibility of the bidder to provide a good driver and the salary of the driver shall be borne by the owner.
- 04.** In case of breakdown for reasons whatsoever the replacement of vehicle of the same or better model shall be provided by the owner of the vehicle/bidder.
- 05.** 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.
- 06.** The vehicles shall report for duty for minimum of 25 days in a month.
- 07.** In case of emergency, the driver will have to report for duty as per requirement of hirer. No extra payment shall be demanded.
- 08.** 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.
- 09.** 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.
- 10.** If the services are found to be unsatisfactory, the client shall be given 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.

**Signature of  
Quotation / Tender Calling Authority.**

**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