

**CT & GST TERRITORIAL RANGE, BALASORE.**  
(UNDER COMMISSIONERATE OF CT & GST, FINANCE DEPARTMENT, GOVERNMENT OF ODISHA).  
Katchery Road, Balasore-756001.

No. 708 /CT., Dt. 23.03.2023

**QUOTATION/ TENDER CALL NOTICE**

Sealed quotations/ tenders are hereby invited from interested "Service Providers" (Travel Agencies/ Tour Operators or private individuals) for hiring of **01** (one) no. of diesel driven vehicle (i.e. **MAHINDRA TUV 300/ BOLERO NEO**) (BS-VI compliant) having sitting capacity not more than 07 for official use in the **CT & GST TERRITORIAL RANGE, BALASORE** (under Commissionerate of CT & GST, Finance Department, Govt. of Odisha) on monthly rent basis under the following terms & conditions.

**(A). TERMS AND CONDITIONS FOR HIRING OF VEHICLE :**

1. The vehicle will be primarily used in the districts of Balasore-Bhadrak-Mayurbhanj with occasional trips to other places of Odisha.
2. The vehicle must not be more than 03 years old from the date of initial registration. The vehicle must be in road-worthy condition and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid Contract Carriage Permit, Pollution certificate, proof of up to date tax payment etc. which are mandatory for plying of vehicle.
3. The maximum hire charges (excluding GST) is Rs. 31,000.00 per month. The fuel will be supplied by this office separately basing on the actual consumption. All other expenditure such as drivers remuneration, routine repair & maintenance, payment of Insurance, Road Tax, servicing expenses, replacement of parts/ lubricants/ coolants/ filter/ tyres & tubes/ battery etc., break-down/ accident repair, etc. will be borne by the service provider. Nothing extra will be paid under any circumstances by this office other than the monthly hire charges and fuel. The service provider should maintain the vehicle at regular interval without affecting the official duty.
4. The vehicle must achieve a fuel efficiency of minimum average mileage of 10 K.M. per litre.
5. The vehicle shall be hired for **01 (one) year**. The contract may be renewed subject to satisfaction of this office.
6. The vehicle shall report for duty for a minimum of 25 days in the month. The vehicle shall be used by the officials of this office for official purpose on all state Govt. working days and also on holidays, if required, for official work without any extra payment. No advance payment shall be made under any circumstances. If on any day the vehicle becomes unavailable for duty for any reason not relatable to this office, it shall be treated as 'No Service Day' and pro-rata deduction shall be made for each 'No Service Day' @ agreed monthly rent divided by 25 days. For example, if the agreed monthly rate is Rs.31,000.00, then Rs. 1,240.00 shall be deducted for each 'No Service Day'.
7. The hired vehicle, during the period of contract, must remain in road-worthy condition with all necessary regulatory and statutory permissions/ certificates/ clearances such as Valid Registration Certificate, Insurance Certificate, Fitness Certificate, Valid Commercial License, Valid Contract Carriage Permit, Proof of up to date tax payment, valid Driving License of the Driver, Pollution Certificate etc. This office shall not be responsible for any

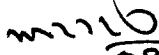
damage/ loss caused to hired vehicle or loss of life/ injury made to any person and damages to any property on account of use of hired vehicle in any manner whatsoever. The service provider shall be responsible for all such litigations.

8. It shall be the responsibility of the service provider to provide a good, well behaved, gentle and obedient driver without having any criminal antecedents and having a valid Commercial Driving License for driving light transport passenger vehicle.
9. **GST registration is compulsory for any Service Provider** (applicable to Travel Agencies/ Tour Operators/ Private individuals) to provide hired vehicle to Government office through open bidding.
10. The vehicle log book shall be signed by the user of the vehicle for noting daily opening and closing kilometer reading. The total journey covered by the vehicle during the months shall be as per the odometer reading which is to be reflected in the Log Books. The Service Provider shall update the log book at least once in every 72 hours.
11. In case the selected vehicle cannot be provided for hire service for whatever reasons, the service provider has to provide another vehicle of the same or better model, and in same or better physical condition, at the same terms and conditions and same monthly hiring charges immediately without affecting the official duty.
12. Monthly hire charges to the service provider will be paid usually within 15 days from submission of bill by the service provider. TDS under GST Act shall be deducted at the time of payment, if applicable.
13. It will be ensured through Service Providers of hired vehicle that the vehicle is kept under optimum running condition to avoid accidents attributable to lack of maintenance/upkeep. **The hired vehicle cannot be used for any private/ commercial purpose beyond office hours or during holidays.** The vehicle will be parked in the garage located in the office premises and will not move out without prior permission of the competent authority.
14. The driver shall be reachable at all times during duty hours. In case of emergency, the driver of the vehicle will have to report for duty as per the requirement of this office. No extra payment shall be demanded.
15. If the service provider/ bidder violates any of the terms and conditions of the contract, Government shall forfeit the entire amount of security deposit.
16. During the contract period, if the vehicle is seized or detained or requisitioned by Police/ Motor Vehicle Authority or any other authorities for whatsoever reason that will be at the service provider's risk. Moreover, alternate vehicle of similar or higher category will be provided by the Service Provider without any extra charge.
17. A sum of **Rs. 5000/-** (five thousand) only shall be deposited by the intending bidders in shape of Account Payee Demand Draft drawn in favour of the **Addl. Commissioner of CT & GST, CT & GST Territorial Range, Balasore** and submitted along with the Tender/ Quotation as security deposit. After completion of tender process, the Demand Draft shall be refunded to unsuccessful bidders.

**(B). TERMS AND CONDITIONS FOR BIDDING :**

1. The vehicle must not be more than 03 years old from the date of initial registration to the date of bidding. On the date of bidding, the vehicle must be in road-worthy condition with all statutory and regulatory clearances/ certificates. The vehicle also must not have made any insurance claim in its life time.

2. Selection of the vehicle from amongst the eligible vehicles shall be done on the basis of lowest bidding price. In case of lowest price bids of two or more vehicle being same, the vehicle with lesser distance run (in its life time) shall be selected subject to being in satisfactory physical condition or by lucky draw selection.
4. The bidder shall give an undertaking that he/his firm has not been black listed by any organization/ Government Department along with the bid.
5. The successful bidder is required to execute hire agreement with this office within seven days of receiving intimation from this office to this effect and is required to provide the selected vehicle for hire within such number of days, not exceeding 03 days from executing the agreement, as will be intimated by this office.
6. The quotation/ tender completed in all respect shall be submitted to the **Addl. Commissioner/ of CT & GST, CT & GST Territorial Range, Balasore, Katchery Road, Balasore, PIN-756001** in the enclosed format (Annexure-I) through 'Registered Post/ Speed Post' only. The envelope containing the quotation/ tender application should be superscribed on the top "Sealed Quotations/ Tenders for hiring of vehicle for Audit Visit". The last date for submission of the bids is **10.04.2023**. The Quotation(s)/ Tender(s) received beyond the last date shall not be accepted. The Quotation(s)/ Tender(s) received at this end will be opened on dt. **11.04.2023** at **11:00 A.M.** in the office chamber of the undersigned in the presence of the bidders or their authorised representatives. If the said tender opening date happens to be Govt. holiday/ 'Bandh' etc., the opening of the sealed quotations/ tenders shall be on the next working day as per the same time schedule.
7. The application form of quotation/ tender containing General Bid Information & Terms and conditions for Hiring of Vehicles is to be downloaded from the Balasore NIC website [www.baleswar.nic.in](http://www.baleswar.nic.in) from **24.03.2023** to **09.04.2023**. The quotationer/ tenderer shall furnish a Demand Draft for an amount of **Rs. 100/-** ( Rupees One Hundred) only towards cost of application along with the quotation/ tender application in shape of Account Payee Demand Draft drawn in favour of the **Addl. Commissioner of CT & GST, CT & GST Territorial Range, Balasore.**
8. The undersigned reserves the right to increase/ decrease the number of vehicles to be hired based on the requirements/ need of the officials and also to reject a vehicle, otherwise eligible as per conditions laid down in para B-1, if the actual physical condition of the vehicle is found to be un-satisfactory.
9. If the services are found to be unsatisfactory, this office shall give one month notice and terminate the agreement. In case the service provider intends to withdraw the services of this vehicle and terminate the agreement, it shall be mandatory upon him to give one month notice before such withdrawal of service and termination of agreement.
10. The undersigned reserves the right to cancel/ modify the quotations/ tenders without assigning any reason thereof.

  
23.3.2023  
Seal & Signature of  
the Quotation /Tender Calling Authority  
with Designation.  
**Addl. Commissioner of CT & GST,  
CT & GST Territorial Range Head, Balasore**

**GENERAL INFORMATION OF HIRING OF VEHICLES**

01.	Registration No. of Vehicle :	
02.	Type of Vehicle (AC/ Non-AC) :	
03.	Date of Registration :	
04.	Year of Manufacture :	
05.	Make & Model :	
06.	Total distance run in Kilometer (as on the bidding date) :	
07.	Name & Complete address of the Service Provider ( Owner/ Travel Agency/ Tour Operator )	
08.	PAN card/ AADHAAR card number of the owner of the vehicle :	PAN-
		AADHAAR-
09.	GST Registration No. of the Service Provider ( Owner/ Travel Agency/ Tour Operator )	GSTIN-
10.	Fitness Certificate validity :	
11.	Insurance Certificate validity :	
12.	Contract Carriage Permit validity :	
13.	Name & Address of the Driver :	
14.	D.L. No. & Validity of the D.L. of the Driver :	D.L. No.-
		Validity of D.L.
15.	PAN card/ AADHAAR card number of the Driver :	PAN-
		AADHAAR-
16.	Valid Contact Number (Mobile) of the Service Provider (Tenderer/ Quotationer) :	
17.	Valid Contact No. (Mobile) of the Driver :	
18.	Bid/ Quoted hire charges per month (excluding GST & fuel cost) :	
19.	Rate of fuel consumption/ Mileage per litre :	
20.	Has any insurance claim been made for the vehicle in the past ? If yes, what was the total claim made and payment received thereof from the insurance company ?	

# **N.B.**:- Maximum monthly hire charges is **Rs.31,000.00** (excluding GST)

“ Certified that the information submitted above is true to the best of my knowledge and belief.”

**Seal & Signature of the  
Quotationer/ Tenderer**