



**ODISHA STATE ROAD TRANSPORT CORPORATION,
PARIBAHAN BHAWAN, SACHIVALAYA MARG, BHUBANESWAR-751009**

No. 515 /OSRTC

Date. 21- 07-2022

Sealed quotations / Tender is hereby invited from interest Travel Agencies / Tour Operators or Private individuals having valid GST registration certificate for hiring of 03 Nos. of vehicle- 1 no. of Honda City (Petrol) and 1 no. of Etios (Petrol)/ Dzire and 1 no. of Bolero Neo model on monthly basis for officials work under the following terms & conditions with reference to Advertisement Notification No. **515 Dt. 21-07-2022**. The interested bidders may download the tender document from the website www.osrtc.in and submit the same to the undersigned by register post.

A. Terms and conditions for Hiring

1. The vehicle will be with across Odisha and as and when required outside the Odisha.
2. The hire charge inclusive of all taxes is to be paid on monthly basis. The maximum monthly hire charges, excluding taxes is Rs. 30,000 for Honda City and Rs 26,000 for Etios and Rs 31,000 for Bolero Neo. Cost of fuel will be paid separately basing on actual consumption of fuel with average @12 K.M.P.L for Honda City & @ 17 K.M.P.L for Etios and 10 K.M.P. FOR Bolero New. Mobil for running of 750 K.M. for all type of Vehicle. All other expenditure such as driver's remuneration, routine repair and servicing expenses, replacement of parts / lubricating oil / coolants/ filter/ tyres & tubes / battery etc., break-down / accident repair, etc. will be borne by the vehicle provider. Nothing extra will be paid under any circumstances by the office other than the monthly hire charges and cost of diesel & along with Lubricants as per Govt. norms.
3. Tenure of the hire agreement will be two year which can be extended subsequently on satisfactory performance. However, either party can walk out of the agreement by giving one-month advance notice to the other party. The vehicle provider shall not be allowed to sub left the contract.
4. The vehicle shall report for duty for a minimum of 25 days in the month. The vehicle shall be used by senior officials of this office for official purpose on all state Govt. working days and also on holidays, if required, for official work. 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 Days**' @ agreed monthly rent divided by 25 days.



5. The vehicle hired shall be in good condition and shall not be older than one year. Vehicles older than five years should be replaced by new vehicle by the service provider.
6. The hired vehicle, during the period of contract, must remain in road-worthy condition with all necessary regulatory and statutory permissions /certificates / clearance such as Valid Registration Certificate, Insurance Certificate, Fitness Certificate, Valid Commercial Permit, DL of the driver, etc. This office shall not be responsible for any damage / loss caused to hired vehicles or loss of the life/ injury vehicle any manner whatsoever. The Vehicle provider shall be responsible for all such litigations.
7. It shall be the responsibility of the vehicle provider to provide a good, well behaved, gentle, physically fit and obedient driver without having any criminal antecedents and having a valid Commercial Driving License. The vehicle provider shall be personally responsible for any theft, misconduct and/or disobedience on the perfect drivers so provided by him. The Driver shall be properly dressed in neat and clean attire.
8. Whenever the driver provided by the service provider will remain absent, the service provider shall make an alternative arrangement of a good driver for the period of absence.
9. The Driver so engaged by the bidder shall have to maintain the Log Book with the Signature of the Officer Concerned, noting daily opening and closing kilometer readings. No fuel shall be provided for to and fro trips of the vehicle from the premises of the vehicle provider to the office premises.
10. In case the selected vehicle cannot be provided for hire service for whatever reasons, the vehicle 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.
11. Monthly hire charges to the vehicle provider will be paid usually within 15 days from submission of bill by the vehicle provider. GST TDS shall be deducted at the time of payment, if applicable.
12. The Driver shall report for duty before the officer concerned by 9 AM on each day & will have work till 9 PM or in case of urgency may be required to work for couple of hours more & also earlier to 9 AM. Two contact numbers of the driver are to be provided by the bidder.
13. The bidders is /are to supply the Vehicles with the required fuel in the vehicles on the average of 15 ltrs. of Diesel/ Petrol per day, subject to maximum of 50 ltrs. per week, depending on the vehicle & consumption thereon.



14. The bidders will reimburse the cost of diesel at the average price rate of the prevailing month & also will reimburse one liter of Mobil for running of 750 k.m., at the prevailing market rate for the concerned month.
15. The vehicle will be spared for 4 (four) days per month preferably on holidays for checking of running condition & take up the necessary repair at the option of the officer who is in use of Vehicle.
16. The bidder shall be responsible for any police/court case concerning the vehicle during the agreement period.
17. Tampering of speedometer in any manner will disqualified of the Vehicle for engagement. In case detected, the Vehicle will be disengaged with one day notice & with a penalty amount of Rs.2000/- which will be deducted from the amount due.
18. Neither party to the agreement shall be liable for failure to perform any of its obligations here under if prevented from doing so by reason of fore majeure.

B. Terms and Conditions for Bidding

1. The vehicle must not be more than 1 year old from the date of initial registration to the last date of bidding. On the date of bidding, the vehicle must be in road-worthy condition with all statutory and regulatory clearances /certificates.
2. Selection of the vehicles from amongst eligible vehicles shall be done on the basis of lowest bidding price. In case of lowest price bids of two or more vehicles being same, vehicles with lesser distance run (in kilometers) in its life shall be selected subject to being in satisfactory physical condition.
3. All three vehicles can be taken from a single bidder or from multiple bidders.
4. The bidder shall not be an employee of any State Govt. /Central Govt. office or any Public Sector Undertakings and shall not be a relative of any employee of this organization. An affidavit has to be submitted by the bidder to this effect along of a PSU shall not be made a partner to the contract by the bidder directly or indirectly in a manner whatsoever
5. A sum of Rs.5000(Five Thousand rupees only) shall be deposited by the bidder in shape of Account Payee Bank Draft in favour of Accounts Officer, OSRTC, Bhubaneswar and submitted along with the bid as refundable security deposit. After completion of bidding process, the security deposit will be refunded to the unsuccessful bidders.
6. The successful bidder(s) is/are required to execute hire agreement with this office within seven days of receiving information from this office to this effect and is/are required to provide the selected vehicle (3) for hire within such number of days, not exceeding thirty days from executing the agreement, as will be intimated by this office.



7. Last date for submission of this bid is on 16.08.2022 at 4.00 P.M. The bid shall be submitted to General Manager(A), OSRTC, Bhubaneswar in the enclosed format through Courier/Regd. Post/Speed Post only. The envelope containing the bid should be super scribed on the top "Sealed quotations / tenders for hiring of petrol vehicles". Bids received beyond the last date/time shall not be accepted. The bids will be opened on 17.08.2022 at 11:30 A.M. in the Conference Hall of this office. Bidder can remain present at the time of opening the bids.

8. This office reserves the right to cancel the bidding process at any stage without assigning any reason thereof. This office also reserves the right 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.

*By
- P. 21/08/22*

**General Manager (A),
OSRTC, Bhubaneswar**



BID FORMAT

- 1) Type of Vehicle: -
- 2) Registration No. of Vehicle: -
- 3) Date of Registration: -
- 4) Year of Manufacture: -
- 5) Model: -
- 6) Total distance run in kilometer (as on the bidding date): -
- 7) Name & Complete address of the owner of Vehicle: -
- 8) Pan Card/ Aadhar Card number of the owner of the vehicle: -
- 9) GSTIN (if registered under GST): -
- 10) Fitness Certificate Validity: -
- 11) Permit Validity: -
- 12) Insurance Validity: -
- 13) Has any insurance claim been made for the vehicle in the past? If yes what was the total claim made and what was actual payment made by the insurance company: -
- 14) Name of the Driver: -
- 15) Address of the Driver: -
- 16) D.L. No. & Validity of the D.L. of the Driver: -
- 17) Pan Card/ Aadhar Card Number of the Driver: -
- 18) Contact Number of the bidder: -
- 19)
Mobile Telephone.....
- 20) Contact Number of the Driver: -
- 21)

SI.No.	Vehicle Regd. Number & Model	Price Bid (i.e., Monthly Hire Charge) (Excluding taxes)



N.B: maximum monthly hire charges is Rs. 30,000 for Honda City and 26,000 for Etio

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

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