

ODISHA STAFF SELECTION COMMISSION, UNIT-V, BHUBANESWAR.

No.IIIA-1/2014-<sup>3751</sup>/OSSC.,

Date:- 30.10.2017

### **Quotation Call Notice**

Sealed quotations are invited from interested reputed Travel Agencies/Tour Operators or private individuals for providing one no. of Non- AC Diesel Driven vehicles having sitting capacity not more than four including driver, which shall conform to the terms and conditions (Annexure-II) for official use in Secretary, Odisha Staff Selection Commission, Bhubaneswar on monthly rent basis/day basis.

1. The vehicle must be in Road Worthy condition, shall not be more than four 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.
2. 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.
3. The Driver should be well behaved, gentle and obedient in nature.
4. A sum of Rs.5,000/- shall be deposited by the intending bidder in shape of Account Payee Bank Draft drawn in favour of the Secretary, Odisha Staff Selection Commission, Bhubaneswar and submitted along with the tender as a security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidder.
5. The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants).
6. The vehicle must achieve a fuel efficiency of 16 Kms. Per litre.
7. The details of the make and year of manufacture of the vehicle, registration No. mileage (Kms. Covered per litre) and name of the Driver with Driving License No. and period of validity should be specifically provided in the general bid information to be furnished with the quotation (Annexure-III).
8. The quotation completed in all respect should reach the undersigned on or before 20.11.2017 by 3 PM and shall be opened on the same day at 3.30 PM in presence of the bidder or their authorised representative.
9. The application form of quotation containing General Bid Information & Terms and conditions for Hiring of vehicles etc. will be available with Odisha Staff Selection Commission, Bhubaneswar on payment of Rs.100/- from 02.11.2017 to 17.11.2017 or can be down loaded from Commission's Website [www.osscc.gov.in](http://www.osscc.gov.in) from Dt.02.11.2017 to dtd.17.11.2017. In case the application form is down loaded from Commission's Website, the applicant shall furnish a Demand Draft for an amount Rs.100/- (Rupees one hundred)only towards the cost of application along with the application.

**By orders of Commission,  
Sd/-  
Accounts Officer**

**(Annexure-II)**

**TERMS & CONDITIONS FOR HIRING OF VEHICLES**

The following terms and conditions must be fulfilled by the successful bidder for providing a vehicle on hire on monthly basis/day basis.

1. The hired vehicles, during period of contract, shall have all necessary valid MV documents such as valid Registration Certificates, Insurance Certificate, Fitness Certificate, valid Contract Carriage Permit, proof of up-to-date tax payment etc./and D.L of the driver available all the times. The 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 damaged to any property on account of use of hired vehicle any manner whatsoever. The hirer shall be responsible for all such litigations.
2. 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.
3. It shall be the responsibility of the bidder to provide a good driver and the salary of the driver shall be borne by the owner.
4. In case of break down for reasons whatsoever the replacement of the vehicle of the same or better model shall be provided by the owner of the vehicle/bidder.
5. In case of vehicle do not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source.
6. The vehicle shall report for duty for minimum of 25 days in a month.
7. In case of emergency the driver will have to report for duty as per the requirement of the hirer. No extra payment shall be demanded.
8. Monthly hire charges and reimbursement towards cost of diesel (as per actual) and lubricants (as per Govt. norms) or 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.
9. The vehicle shall not be more than 4 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 vehicle will be disengaged without any notice.
11. In case 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, the Commission shall forfeit the entire amount of security deposit.

**(Annexure-III)**

**GENERAL INFORMATION FOR HIRING VEHICLE**

- i) Registration No. of the vehicle :-
- ii) Type of vehicle (AC/Non AC) :-
- iii) Year of Manufacture :-
- iv) Model :-
- v) Date of registration :-
- vi) Name & complete address of the owner of vehicle:-
- vii) Fitness Certificate validity:-
- viii) Permit validity:-
- ix) Insurance validity:-
- x) Name/Address of the Driver:-
- xi) D.L.No. & validity of D.L. of the Driver:-
- xii) Proposed hire charge of the vehicle per month excluding fuel cost:-
- xiii) Rate of fuel consumption/Mileage per litre:-
- xiv) 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”.