

**Government of Odisha**  
**Tourism and Culture (Culture) Department**

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**TENDER CALL NOTICE**

No.IC.Estt.-83/2014/ 2723 /TC., Dt. 25/11/2016

Sealed tenders are invited from interested reputed Travel Agencies/Tour Operators or private individuals for providing **01 (One)** No. of AC Diesel-driven **Swift Dzire (Diesel)** vehicle which shall confirm to the terms and conditions (**Annexure - I**) for official use of Commissioner-cum-Secretary to Government, Tourism & Culture (Culture) Department on monthly rent basis.

1. The vehicle must be in Roadworthy 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.
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 bidders in shape of Account Payee Bank Draft drawn in favour of **the D.D.O., Tourism and Culture (Culture) Department** and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
5. The monthly rate of hire charge to be quoted separately in the general bid information (excluding fuel and lubricants).
6. The Vehicle must achieve a fuel efficiency of **17 (Seventeen)** Kms. per litre for Swift Dzire (Diesel).
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 Tender (**Annexure-II**).
8. The tenders, complete in all respect, should reach the undersigned on or before **02.12.2016** by **02.00 P.M.** and shall be opened on the same day at **03.00 P.M.** in presence of the bidders or their authorized representatives.

*P.T.O.*

9. The application form of tender containing General Bid Information & Terms and Conditions for hiring of vehicles etc. will be available with **Office Establishment – II Section, Secretariat Wing of Tourism and Culture (Culture) Department** on payment of RS.100/- from **11.00 A.M. to 05.00 P.M.** or can be downloaded from Odisha Govt. Website <http://www.orissaculture.gov.in>. In case the application form is downloaded from Govt. 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 order of the Director &  
Ex-Officio Additional Secretary to Government**

*MW 25.11.16*  
Memo No. 2724 /TC., Dt. 25/11/2016 Under Secretary to Government

Copy along with the copy of **Annexure – I & II** forwarded to OIC, State Portal Group, IT Centre, Department of IT, North Annex Building of the Secretariat (Ground Floor), Bhubaneswar / OIC (Deputy Director, Culture), Website Updating Branch, Culture Department / M/S. Luminous Infoways Pvt. Ltd, N-6/373, IRC Village, Bhubaneswar with a request to transmit the Notice in Government website of Tourism and Culture (Culture) Department.

*MW 25.11.16*  
Under Secretary to Government

Memo No. 2725 /TC., Dt. 25/11/16

Copy forwarded to All Departments of Government with a request to display the Notice in their Notice Board for wide publicity / Notice Board, Tourism and Culture (Culture) Department.

*MW 25.11.16*  
Under Secretary to Government

Memo No. 2726 /TC., Dt. 25/11/16

Copy to Chief Receptionist, Odisha Secretariat, Bhubaneswar for information and necessary action. She is requested to allow the personnel who intend to purchase/apply the Tender Documents of Tourism & Culture (Culture) Department.

*MW 25.11.16*  
Under Secretary to Government

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 rent basis.

1. 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 the time. The Department 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 damages to any property on account of use of hired vehicle in any manner whatsoever. The Hirer shall be responsible for all such litigation.
2. The hire charges to be paid on monthly basis is final and does not include the 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 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.
5. In case the vehicle does not report regularly, the authority will be at liberty to terminate the agreement and may engage a vehicle from another source.
6. The vehicle shall report for duty for minimum of 25 days in a month.
7. In case of emergency, the driver shall have to report for duty as per the requirement of Hirer. No extra payment shall be demanded.
8. 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 soon as possible, within fifteen days of submission of bills by the service provider and no advance payment will be made thereof.
9. 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 service is found unsatisfactory, the Hirer shall give 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 for him to give 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.

 MS  
20/11/16

Signature of the  
Under Secretary to Government  
Tourism and Culture (Culture) Department

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 the vehicle
7. Fitness Certificate Validity :
8. Permit Validity :
9. Insurance Validity :
10. Name/Address of the Driver :
11. D.L. No.& Validity of the licence:
12. Proposed hire charge of the :  
vehicle per month excluding  
fuel cost and service Tax
13. Rate of fuel consumption/ :  
Mileage per litre
14. Contact Number of the  
Service Provider (Tenderer)  
Mobile No. :  
Telephone No. :
15. Bank Draft No. & Date :  
(Towards deposit of EMD)

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

**Seal & Signature of the Tenderer**