



**DISTRICT LEGAL SERVICES AUTHORITY,
NUAPADA**



**ADR Centre Building, District Court Complex,
Nuapada- 766 105**

Tel. No. 06678-225336

e-mail:- nuapada.dlsa@gmail.com

No. 938/29-07-2024

ANNEXURE-I

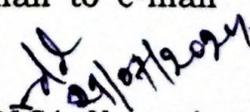
Quotation/Tender Call Notice

Sealed quotations/tenders are invited from interested reputed Travel Agencies/Tour Operators/Private individuals for providing **01 (one)** no. of **Tiago/ Bolt/ Celerio/** vehicles of similar model and segment (**Petrol**) AC driven vehicles including driver, which shall conform to the Terms and conditions prescribed in (Annexure-A) for official use in District Legal Services Authority, Nuapada on monthly rent basis:

1. The service provider shall have a valid OGST registration to participate in the tendering.
2. The vehicle must be in road worthy condition, shall not be more than 3 years old from the date of initial registration and must have valid Commercial Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution Certificate, valid Contract Carriage Permit, proof of up-to-date tax payment etc. mandatory for plying of vehicle.
3. The Driver of the vehicle must have a valid Driving Licence for driving light transport passenger vehicle and should be sufficiently experienced in driving transport/ passenger vehicle.
4. The Driver should be well-behaved, gentle and obedient in nature.
5. A sum of **Rs. 10,000/- (Rupees Ten Thousand) only** shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the **Secretary, District Legal Services Authority, Nuapada** and submitted alongwith the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
6. The monthly rate of hiring charges be quoted in the general information (excluding fuel & lubricants) which should not exceed **Rs. 20,000/-**, the rate fixed by the Finance Department, Govt. of Odisha vide memorandum no. 22924/F, dated. 14.08.2023
7. The Vehicle must achieve a fuel efficiency of 17 K.M per litre.
8. The details of the make and year of manufacture of the vehicle, registration No., mileage (K.M covered per litre) and name of the Driver, Driving Licence No. and period of validity should be specifically provided in the general bid information to be furnished with the Quotation/Tender {**Annexure -B**}.

9. The Quotation completed in all respect should reach the Secretary, District Legal Services Authority, Nuapada, At: ADR Centre Building, District Court Complex, PO/PS/District.: Nuapada Pin: 766105 through registered Post/Speed Post/By Hand **on or before 13.08.2024 by 05:00 P.M.** and shall be opened **on 14.08.2024 at 10:15 A.M.** in presence of the Bids/Tender Committee, Nuapada, Secretary, D.L.S.A, Nuapada and the bidders or their authorized representatives. The sealed quotation should be super-scribed "**Quotation for Providing of Vehicle on Hire Basis**" on the cover page. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time.
10. The applicant shall submit self-attested copies of vehicle Commercial Registration Certificate, Driving Licence of driver, Insurance Bond, up-to-date tax payment receipts, Certificate of Fitness, Pollution Certificate, first page of Bank Pass Book and Bank Draft of tender security of the vehicle owner along with the application form.
11. The application form of quotation/tender containing General Information & Terms and conditions for Hiring of Vehicles etc. will be available on the working days with the District Legal Services Authority, Nuapada on payment of Rs.1,000/- (Rupees One Thousand) from **29.07.2024 to 13.08.2024** towards tender paper cost or can also be downloaded from the Nuapada District Court website <https://nuapada.dcourts.gov.in> or Nuapada District website <https://nuapada.odisha.gov.in> from **29.07.2024 to 13.08.2024**. In case the application form is downloaded from Govt. website, the applicant shall furnish a Demand Draft for an amount Rs.1,000/- (Rupees One Thousand) only in favour of Secretary, District Legal Services Authority, Nuapada towards the cost of Tender/Quotation paper along with the application Form. The Tender/Quotation paper cost of Rs.1,000/- shall not be refundable.
12. Overwriting/ corrections in the bid documents are not permitted and any such overwriting in such documents will lead to its rejection.
13. Participation in this bid will imply that the bidder has accepted all the terms and conditions and subsequent modifications, if any, of this bid document.
14. The undersigned shall not be held responsible for non-receipt/late receipt of the tender/quotation documents sent by post beyond the stipulated date and time. Tender/ quotation received after scheduled date and time or incomplete Tender/ quotation shall not be accepted.
15. The authority reserves all the right to reject any or all quotations without assigning any reason thereof.

Assistance to Bidders:- Any queries relating to the Tender document and the terms and conditions contained therein should be addressed to Office of the Secretary, D.L.S.A., Nuapada, At: ADR Centre Building, District Court Complex, PO/PS/District.: Nuapada Pin: 766105 or through mail to e-mail ID:- nuapada.dlsa@gmail.com on or before 09.08.2024.


Secretary, DLSA, Nuapada

Memo No. 939 Date 29-07-2024

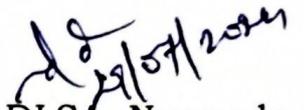
Copy forwarded to the Registrar, Civil Courts, Nuapada with a request to upload the above Tender Call Notice in the District Court Website and affix the same in the Notice Board of District Court, Nuapada for wide circulation amongst the general public.



Secretary, DLSA, Nuapada
OL

Memo No. 940 Date 29-07-2024

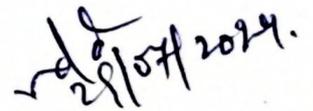
Copy forwarded to District e-Governance Manager, Collectorate, Nuapada for uploading the same in the District Website, Nuapada and affix the same in the Notice Board of Collectorate, Nuapada for wide circulation amongst the general public.



Secretary, DLSA, Nuapada
OL

Memo No. 941 Date 29-07-2024

Copy forwarded to the RTO, Nuapada with a request to affix the same in the Notice Board of your good office for wide circulation amongst the general public.



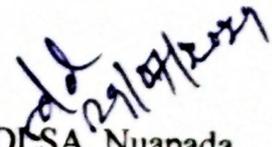
Secretary, DLSA, Nuapada
OL

TERMS & CONDITIONS

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 vehicle during the period of contract, shall have all necessary valid MV documents such as valid Commercial Registration Certificate, Insurance Certificate, Pollution 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.
2. District Legal Services Authority, Nuapada shall not be responsible for any damage/ loss caused to hired vehicle or loss of life/ injury made to any person or damages to any property on account of use of hired vehicle any manner whatsoever. The Service Agency shall be responsible for all such litigations.
3. The hire charges to be paid for monthly basis is final, but does not include cost of fuel, which is to be paid separately basing on actual consumption and as per existing Govt. 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.
4. It shall be the responsibility of the bidder to provide a good driver and the remuneration of the driver shall be borne by the owner.
5. 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.
6. In case the vehicle does not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
7. The vehicle shall report for duty for minimum of 25 days in a month.
8. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be demanded.

9. Monthly hire charges and reimbursements towards cost of fuel (as per actual) and lubricants (as per Govt. norms) of selected bidder will be paid in every succeeding month, as far as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.
10. The vehicle shall not be more than 3 years old from the initial registration and also in good condition during the period of contract.
11. The vehicle cannot be put to any private/commercial use beyond the duty hour or on holidays. Unauthorized use of the vehicle by the driver/services provider/owner will lead to unilateral termination of the contract with immediate effect.
12. The vehicle log book shall be maintained by the driver daily with attestation of/by the concerned officer.
13. The driver must be having a mobile phone and contact number be provided to the office. In the event that for any reason the driver changes his contact number during the tenure of the contract, the Agency/Service provider will immediately intimate the above change to the office.
14. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
15. 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.
16. If the bidder violates any of the terms of the contract, Government shall forfeit the entire amount of security deposit.


Secretary, DLSA, Nuapada

ANNEXURE-B

GENERAL INFORMATION FOR HIRING OF VEHICLE

SI. No	Particulars	General information required
1.	Name of the Service Provider	
2.	Complete address	
3.	OGST Number	
4.	GeM Registration Number	
5.	Name of the Bank, Bank Account No. and IFSC Code	
6.	Registration No. of Vehicle	
7.	Year of Manufacture	
8.	Make and Model	
9.	Date of Registration	
10.	Name and complete address of the owner of vehicle	
11.	Fitness Certificate avalidity	
12.	Pollution Certificate validity	
13.	Permit validity	
14.	Insurance validity	
15.	Name /Address of the Driver	
16.	D.L. No & validity of the D.L of the Driver	
17.	Proposed hire charge of the vehicle per month excluding fuel cost	
18.	Rate of fuel consumption/ Mileage per liter	
19.	Contact Number of the service provider (Tenderer/ Quotationer)	
20.	Contact Number of Driver.	

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

Seal & Signature of
Quotationer/Tenderer

**GOVERNMENT OF ODISHA
FINANCE DEPARTMENT**

No. 22924 /F., Date 14.08.2023
FIN-COD-MV-0004-2018

OFFICE MEMORANDUM

**Sub.: Comprehensive instructions regarding hiring of Private petrol/
diesel vehicles for official use by State Government Offices....
...Regarding**

As a matter of policy, the State Government has decided that only a selected categories of functionaries such as Hon'ble Minister, Secretaries of Departments, District Magistrate, District Judges etc. would be provided with Government vehicles and other officers / offices would be authorized to hire vehicles for performing official business and for undertaking tours.

2. The norms and modalities of hiring of private vehicles for official use were fixed vide FDOM No. 34085/F Dated 29.9.2012, FDOM No. 27037/F Dated 8.10.2015, FDOM No 30464/F dated 06.09.2019 and FDOM No 33326/F dated 27.09.2019.

3. In the meantime, some instructions have become outdated. Therefore, the existing provisions have been reviewed comprehensively. Now, by consolidation and supersession the provisions of FDOM No. 34085/F Dated 29.9.2012, FDOM No. 27037/F Dated 8.10.2015, FDOM No 30464/F dated 06.09.2019 and FDOM No 33326/F dated 27.09.2019, the following provisions are made. The provisions of this Office Memorandum shall be followed scrupulously by all concerned for hiring of private petrol / diesel vehicles for official use.

4. The maximum hiring charges in respect of different kinds of hired vehicles are re-fixed with mileage as tabled below:

Sl.No	Category of offices	vehicles	Maximum hire charges per month excluding taxes (In Rs)	Minimum Average Mileage (In KM/Lit)
1	2	3	4	5
1.	Blocks/Tahasils and other field offices	TUV300 /Bolero /Sumo Gold / Ertiga etc	Rs 31,000/-	10
2.	District/Range level Offices	Tiago/ Bolt/ Celerio (Petrol) etc	Rs 20,000/-	17
3	Collectors /Superintendent of Police /and other equivalent Officers (For their own use)	Scorpio/Creta/Mahindra Marazzo etc	Rs 37,000/-	10
4	Heads of Department /Secretariat (Pool vehicles)	Tiago/ Bolt/ Celerio ets	Rs 20,000/-	17
5	Special Secretaries / Additional Secretaries /Heads of Department (For their own official use)	Zest/Tigor/Swift Dzire/ Xcent/ Etios (Petrol) ets	Rs.26,000/-	17

6	Principal Secretaries /Secretaries and other equivalent officers (For their own official use)	Ciaz/Honda City (Petrol) etc.	Rs.30,000/-	12
7	Officers of the Apex Scale	Innova/ Hexa/Xuv 500	Rs 42,000/-	9
8	Hon'ble Ministers/Other Dignitaries	Innova/ Hexa/Xuv 500	Rs 42,000/-	9
9	Colleges/Universities/Training Institutes/and other equivalent institutions	Private Mini Bus (30-32-seater)	Rs 85,000/-	6

Note-1: The model of vehicles in column-3 above is only indicative. Vehicles of similar model and segment, having the same mileage and hiring charges, can be engaged.

Note-2: Only those HoDs, who do not have an earmarked vehicle and have to perform extensive tours, will also be allowed to hire a vehicle at par with Collectors/Superintendent of Police on case-to-case basis with concurrence of Finance Department.

Note-3: The mileage, as prescribed above, shall also be applicable for equivalent model of Government Vehicles.

5. Terms and Conditions for Hiring Vehicles:

- i. Administrative Departments shall hire vehicle for official use in substitution of existing government vehicles after completion of the condemnation and scrapping of the vehicle in terms of guidelines issued by Commerce & Transport (Transport) Department and as amended from time to time.

- ii. **Hiring sought for, without condemnation of existing vehicles and hiring of vehicle for new offices or for entitled officers, will require prior concurrence of Finance Department.**
- iii. The procuring entity shall follow a transparent bidding process for selection of the Service Providers for hiring of vehicles. A standard model bidding document (MBD) is enclosed at **Annexure-I** for use of procuring entities. In view of pollution being high, it is preferable to hire BS-VI emission compliant Vehicles.
- iv. The hiring charges do not include fuel cost (petrol/diesel) which is to be paid separately basing on actual consumption and as per norms.
- v. The vehicles hired shall be in good condition and shall not be older than three years. **Vehicles older than seven years should be replaced by new vehicles by the service provider.**
- vi. The Service Providers will ensure that the vehicle is kept under optimum running condition and avoid accidents attributable to lack of maintenance/upkeep. **The hired vehicles cannot be used for any private/commercial purpose beyond office hours or during holidays.**
- vii. The model Service Provider Agreement is attached at **Annexure-II**.
- viii. Vehicles may also be hired through electronic platform such as GeM etc. by adhering to the aforesaid norms. The maximum hiring charges as indicated in column-3 of the table of para-4 shall not apply for the vehicle to be hired through electronic platform as the hiring charges of electronic platform may be inclusive of fuel cost, lubricant etc.
- ix. Log books shall be maintained as per the format at **Annexure-III**. Kilometre reading and POL drawn shall be necessarily recorded in relevant columns and verified regularly by the authorized officer before releasing payment.
- x. The service provider shall have a valid OGST registration to participate in the tendering.
- xi. The service provider, participating in the bidding process under the jurisdiction of Municipal Corporations, shall be registered on GeM platform.

- xii. The recurring expenditure involved in hiring of vehicles shall be met from the Budget sanctioned for respective Offices under the object head of "Motor Vehicles".
- xiii. The hiring may be discontinued immediately, when the vehicles are no longer required for offices.
- xiv. Sanction for hiring of vehicles for one-time sporadic requirement on case-to-case basis shall be accorded by concerned Administrative Department.

6. Ceilings of Usage:

- i. Vehicles used by Officers of the grade of Heads of Department and above up to maximum of 2500 kms in a month.
- ii. Vehicles used by other Officers and for pool duty up to maximum of 2000 kms in a month.
- iii. In case of variation exceeding 20%, the concurrence of Administrative Department shall be taken.

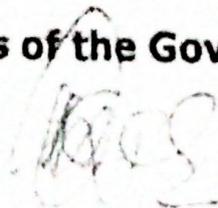
Note-1: The ceiling on usage, as prescribed above, shall also be applicable for equivalent model of Government Vehicles.

7. The period of the contract shall be initially for a period of 2 years which can be extended subject to satisfactory performance.

8. EMD / Bid Security and Performance Security shall be as per the provision of Odisha General Financial Rules and as amended from time to time.

These instructions shall be effective from the date of issue of this Office Memorandum.

By orders of the Governor,



Principal Secretary to Government