

Pran Kishor
Chattopadhyay



ଓଡ଼ିଶା ସରକାର
ପଞ୍ଚାୟତିରାଜ ଓ ପାନୀୟଜଳ ବିଭାଗ
Government of Odisha
Panchayati Raj & D.W Department

ଓଡ଼ିଶା ଲୋକସେବା ଭବନ
ସଚିବାଳୟ ମାର୍ଗ, ଭୁବନେଶ୍ୱର-୭୫୧୦୦୧
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No. PT1-PR-NREG-VEHICLE-0001-2022

24984

Date: 11/09/23

TENDER FOR HIRING OF VEHICLES

Sealed tenders are invited from interested reputed Travel Agencies/Tour Operators/ Individuals for providing 05 No. of AC vehicles (tentatively) having a capacity of not more than 5 persons including driver, which shall conform to the Terms and Conditions **(Annexure-A)** for official use in MGNREGS Odisha Society, PR & DW Department on monthly basis and also AC vehicles (as & when required) on daily rent basis as given below:

Sl. No.	Category of Vehicle	Make of Vehicles	Tentative Requirements (in Nos.)
1	Monthly basis	Zest/ Tigor/ Swift Dzire/ Xcent/ Etios (Petrol) etc	2
		Tiago/ Bolt/ Celerio (Petrol) etc	3
2	Daily basis	Zest/ Tigor/ Swift Dzire/ Xcent/ Etios etc	As and when required
		Innova Crysta	
		TUV300/ Bolero/ Sumo Gold/ Ertiga etc	

1. The service provider shall have a valid GST registration to participate in the tendering.
2. The service provider, participating in the bidding process under the jurisdiction of Municipal Corporations, shall be registered on GeM platform.
3. The vehicle must be in roadworthy condition, shall not be more than 3 years old from the date of initial registration and must have a valid Registration Certificate,

Insurance Certificate, Fitness Certificate, Pollution Certificate, valid Contract Carriage Permit, proof of up-to-date tax payment etc. mandatory for plying of the vehicle.

4. 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.
5. The Driver should be well-behaved, gentle and obedient in nature.
6. A sum of Rs. 50,000/- for monthly basis and Rs.20,000/- for daily basis shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the MGNREGS Odisha Society payable at Bhubaneswar and submitted along with the tender as EMD. After completion of tender process, EMD shall be refunded to unsuccessful bidders. EMD shall be refunded to the successful bidder on receipt of performance security. Performance Security shall be for an amount of five percent of the value of the contract.
7. The monthly and daily rate of hire charge, excluding GST be quoted separately, excluding fuel for monthly basis vehicle.
8. The Vehicle must achieve a fuel efficiency of 17 KM per litre for monthly vehicles.
9. The details of the make and year of manufacture of the vehicle, registration no., mileage (KM covered per litre) and name of the Driver, Driving License No. and period of validity should be specifically provided in the general bid information to be furnished with the Quotation/Tender **(Annexure-B)**.
10. The Quotation completed in all respects should reach the undersigned on or before 03.10.2025 by 5 PM and shall be opened on the same office on 04.10.2025 at 11 AM in the presence of the bidders or their authorised representatives.
11. The application form of tender containing General Bid Information & Terms and Conditions for Hiring of Vehicles etc. will be available with MGNREGS Odisha Society, PR & DW Department and can be downloaded from the website <http://odishamgnregs.org/> from the date. 13.09.2025 to 03.10.2025.



Mission Director
MGNREGS Odisha Society

Terms & Conditions

The following terms and conditions must be fulfilled by bidder:

1. The hired vehicles, during the period of contract, shall have all necessary valid MV documents such as valid 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 at all times.
2. The Department / Office 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 damage to any property on account of use of the hired vehicle in any manner whatsoever. The hirer shall be responsible for all such litigation.
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 as per existing Government norms. In case of the daily basis vehicle, the hire charges to be paid on basis of rate/hr, rate/km, night halt & inclusive cost of fuel. 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 service provider.
5. In case of breakdown for reasons whatsoever, the replacement of a vehicle of the same or better model shall be provided by the service provider.
6. In case the vehicle does not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
7. The vehicles shall report for duty for a minimum of 25 days in a month.
8. In case of an emergency, the driver will have to report for duty as per the requirement. No extra payment shall be made.
9. Monthly/ daily hire charges and reimbursements towards the cost of fuel of monthly vehicles (as per norm) 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 running condition during the period of the contract.
11. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
12. 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 the agreement.
13. If the bidder violates any of the terms of the contract, MGNREGS Odisha Society shall forfeit the entire amount of the security deposit.



**Mission Director
MGNREGS Odisha Society**

Annexure-B

General Information for Monthly & Daily Vehicles

Sl. No.	Particulars	
1	Name of the Service Provider	
2	Complete Address with Contact No.	
3	GST Number	
4	GeM Registration Number	
5	Bank Account No,Bank Name and IFSC Code	
6	Turnover of last three financial years i.e. 2021-22, 2022-23 & 2023-24 (audited)	
7	Details of similar works undertaken in Govt./ Semi Govt. during the last financial years i.e. 2021-22 to 2023-24 (attached self attested copies of work orders/ experience certificate)	

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

Seal & Signature of Tenderer

Evaluation Form for Monthly Vehicles

Sl. No.	Particulars	Zest/ Tigor/ Swift Dzire/ Xcent/ Etios (Petrol) etc- 1	Zest/ Tigor/ Swift Dzire/ Xcent/ Etios (Petrol) etc- 2	Tiago/ Bolt/ Celerio (Petrol)- 1	Tiago/ Bolt/ Celerio (Petrol)- 2	Tiago/ Bolt/ Celerio (Petrol)- 3
1	Registration No. of Vehicle					
2	Year of Manufacture					
3	Make & Model					
4	Date of registration					
5	Name & complete address of the owner of vehicle					
6	Fitness Certificate validity					
7	Pollution Certificate validity					
8	Permit validity					
9	Insurance validity					
10	Proposed hire Charge of each type vehicle per month, excluding fuel cost & GST (in Rs. without decimal) (Clause 1.5 & 2.1 of Instructions to Bidder to refer)					
11	Rate of fuel consumption / Mileage per litre (in Km) of each type vehicle (Clause 1.5 & 2.1 of Instructions to Bidder to refer)					

Seal & Signature of Tenderer

Annexure-D

Evaluation Form for Daily Vehicles *

Sl. No.	Types of Vehicles (AC)	Hiring charges per Hour (10 KM free per Hour, excluding night halt time) (in Rs.)	Rate per extra KM (in Rs.)	**Night Halt Charges per Night (in Rs.)
1	2	3	4	5
1	Zest/ Tigor/ Swift Dzire/ Xcent/ Etios etc			
2	Innova Crysta			
3	TUV300/ Bolero/ Sumo Gold/ Ertiga etc			

* The rates to be exclusive of GST & clause 1.4 & 2.1 of the "Instructions to Bidder" to be referred to particularly.

** Night Halt charges are allowed from 10 PM to 6 AM if the vehicle is halted for the night.

Seal & Signature of Tenderer

Instructions to Bidder**1. Evaluation Criteria:**

- 1.1 A bidder can submit a bid for one or both types of services (Daily / Monthly basis)
- 1.2 Evaluation shall be done separately for the Daily Basis and the Monthly Basis vehicles.
- 1.3 GST will not be taken into consideration for evaluation purposes.
- 1.4 In case of daily basis, the comparative statement shall be prepared based on Annexure-D i.e. hiring charges per hour, rate Per Km. & night halt charges quoted by bidders by taking an average daily of 300 KM of running per vehicle.
- 1.5 In case of a monthly vehicle, the comparative statement shall be prepared based on Annexure-C i.e. by taking the Monthly Rent and fuel (petrol) charge for 2,000 KM.
- 1.6 In case of vehicle on a monthly basis, the monthly rate to be paid to the agency for providing the vehicle, inclusive of the cost of tyres & tubes, Engine Oil / Lubricant, consumables, all major and minor maintenance work with spares and all payments towards driver's salary, his fooding cost, overtime and mobile Phone (for incoming calls). However, the cost of fuel (Petrol) shall not be included in the monthly rate, which will be reimbursed as per actual at the rate of fuel consumption depending upon the type of vehicle used.

The minimum mileage (KM per litre of petrol to be reimbursed) to be quoted should not be less than as detailed below (as per the latest **Finance Department Circular: 15836, dated 27.05.2025**):

Sl. No.	*Type of Vehicle	**Max. hire charges (Rs.) per Month, including Engine Oil/ Lubricant cost, but excluding taxes, fuel	Minimum K.M. per one litre of fuel
1.	Zest/ Tigor/ Swift Dzire/ Xcent/ Etios (Petrol) etc	31,200/-	17
2.	Tiago/ Bolt/ Celerio (Petrol) etc	24,000/-	17

*The vehicle to be provided shall not be older than three (3) years and must be BS-IV/VI-compliant commercial vehicle. All categories of vehicles to be provided must have power steering and AC vent provisions.

The monthly hire charges shall not exceed the maximum limit as fixed by the Finance Department, Govt. of Odisha, office memorandum no. **15836, dated 27.05.2025 and Clarification on Engine Oil / Lubricant vide letter no.**35340 dated 19.12.2024** by Finance Department, Govt. of Odisha.

- 1.7 In case of vehicle on a daily basis, the daily rate (rate/Km, rate/hour) for providing the vehicle is inclusive of the cost of fuel (Petrol / Diesel), Lubricants / Engine Oil (Mobil), cost

of tyres & tubes, consumables, all major and minor maintenance work with spares and all payments towards driver's salary, his fooding cost, overtime and mobile phone to the driver.

2. Award of Contract:

2.1 The price quoted by each bidder for a type of vehicle for a category (monthly/daily) will be totalled & compared. The lowest among them will be negotiated with the lowest price for each type of vehicle in the overall bidding. Accordingly, the L1 will be decided.

2.2 There may be empanelment of two or three agencies for each category of vehicle (to be decided by the tender inviting authority based on requirement), if after price negotiation, the L2/L3 agencies agree to the lowest price of the concerned type of vehicle.

2.3 If the successful Bidder fails to execute the order/obligations agreed, the Performance Security of the Bidder(s) will be forfeited and the Bidder will be debarred for 3 three years from Mission Directorate, MGNREGS Odisha Society.

3. Rental:

The motor vehicle will be hired for one year during 2025-26 year at the rate of L-1 (excluding GST). The contract will be renewed subject to satisfactory performance, maximum upto 2 years.

4. The Service Provider Obligations:

4.1 Service provider agrees to the terms and conditions of the contract and shall ensure full compliance with them.

4.2 Agency agrees to provide quality services as per SLAs mentioned in the contract.

4.3 Agency to ensure that the vehicle deployed shall arrive at the designated location on time. In the event of a delay in arrival beyond 15 minutes, the user shall have the right to hire other taxi services (which may or may not be of a similar hired car category). The fare charges shall be charged to the service provider.

4.4 Agency to ensure that all maintenance work related to the assigned vehicle shall be carried out in off-duty hours.

4.5 In the event of breakdown, servicing & repairs of the assigned vehicle, the service provider at his own cost shall make an alternate arrangement by providing similar or higher class of vehicle(s) for which agreement is entered into. Failure to do so will evoke a penalty or possible termination of the contract.

4.6 The Agency shall not be allowed to sublet the Contract.

4.7 The Agency shall only provide vehicles which have comprehensive insurance.

4.8 Police verifications for deployed drivers shall be ensured by the Agency.

4.9 Agency shall update the log book at least once in every 72 hours. Failure to do so shall be penalised as per this contract. At the time of termination of contract, the service provider shall hand over the log book (s) to the principal.

Vehicle:

4.10 The vehicle should have a commercial license. The vehicle should not be more

than three years old. Vehicles older than seven years should be replaced by the service provider. During replacement of the vehicle or driver, as the case may be, the pass/id card issued, if any, shall be surrendered.

4.11 The Agency will deploy the vehicle, which is well-maintained, cleaned thoroughly both internally and externally. The vehicle shall be equipped with a fast-aid medical kit. The vehicle should have a mobile charger and an ambient freshener.

4.12 The Agency shall ensure that all electrical connections including lights (both brake and front), horn, turn indicators, and other vehicle systems shall be periodically checked and maintained to avoid any inconvenience to the Principal.

4.13 Agency shall ensure that the vehicle should be parked at the place as advised by the Principal and should be available, when not in duty. If the vehicle needs to be away for some reasons like refueling, petty repairing etc., it should be with the knowledge of the Controlling Officer of the Principal. Moving away without the knowledge of the Controlling Officer of the Principal will be considered as non-available and will be liable for penalty.

Driver:

The Agency shall be responsible for the acts and deeds of drivers of the vehicles that include the following:

4.14 The driver having a valid commercial driving license shall be deployed.

4.15 The driver should be properly dressed in neat and clean attire, if required driver should wear a uniform of specific colour as per the requirement of the Principal. The Agency shall provide, at his own cost, proper uniform and badges as per STATE MOTOR VEHICLES RULES (amended up to date) and photo identity cards to the drivers.

4.16 The driver of the vehicle deployed for user department duties maintain polite & courteous behaviour towards department users as well as to other departmental staff. The following may be construed as "Misbehaviour" and shall attract penalties as per the provisions of the contract. Repeated instances may result in termination of services.

- i) Denial of duty during contract period, or during hours as noticed by user departments;
- ii) Use of abusive language;

4.17 The driver in no case shall report to duty in an inebriated state or consume alcohol while on duty. In such an event user department shall have full rights to terminate the contract with immediate effect.

4.18 The driver must be provided with a working mobile phone, and the contact number must be provided to the user department.

4.19 In the event that for any reason the driver changes his contact number during the tenure of the contract, then the Agency will immediately notify the same.

4.20 The driver shall be reachable at all times during duty hours.

4.21 Gossiping with the guests and using a mobile phone while driving is not allowed. In case of urgency, the driver should park the vehicle with permission from the user and talk on the mobile for the minimum duration.

4.22 As soon as the driver is advised to attend any guest by the administration, the driver should call /SMSs the guest giving his mobile and vehicle details. Charges for calls /SMSs will be on agency's account.

4.23 The vehicle and driver should not be changed frequently. Any such changes should be informed by the agency to the authority well in advance for permission.

Statutory Rules compliance & Taxes:

4.24 The hiring charges do not include fuel cost (petrol/diesel) for monthly vehicles which is to be paid separately based on norms. All the expenditure of the vehicle towards repair maintenance, replacement of spare parts, lubricating oil of engine, Gear Box & differential coolant, Tyres & Tubes, Battery etc. and salary of the driver, payment of insurance/Road tax etc. required for operation of the vehicle will be borne by the Agency.

4.25 The Agency shall take comprehensive insurance cover with third-party unlimited liability risk of the vehicles as per the user department requirement. User shall not be liable for any damages whatsoever to public property and /or any third person due to any accident arising out of and in the course of deployment of service provider's vehicle.

4.26 The Agency shall be solely responsible for any claims by any third party and/or employees of user department travelling in the vehicle for any injuries caused by the driver of the vehicle whether by accident or otherwise.

4.27 The user department will in no way be responsible for violation of traffic rules and /or infringement of any other law for the time being in force, either by the driver of the vehicle or by the service provider. The driver as well as the Agency shall comply with the relevant rules and regulations of Motor Vehicles Act and Rules applicable at present or in future during the tenure of the contract and as may be enforced from time to time for which user departments would not be held liable/ responsible in any manner what so-ever. Onus of compliance of all the applicable Laws/Acts/Rules, including those under Motor Vehicle Acts/Rules shall rest with the Agency only and user/user departments will not be liable in any manner.

4.28 The Agency shall be responsible for ensuring compliance with the provisions related to Labour Law and especially Minimum Wages Act, Payment of Wages Act, PF, ESI Act, Payment of Bonus Act, Contract Labour [R&A] Act, Workmen Compensation Act etc. as applicable from time to time. The employees of the Agency shall not be deemed to be employees of the user department and hence the compliance of the applicable acts laws will be the sole responsibility of the Agency.

4.29 The Agency shall be personally responsible for any theft, misconduct and /or disobedience on the part of drivers so provided by him.

4.30 During the contract period, if the vehicle is seized or detained or requisitioned by Police / Motor Vehicle Authority or any other authorities for whatsoever reasons that will be at the service provider's risk. Also, alternate vehicle of a similar or higher category will be provided by Agency without any extra charges.

4.31 The vehicles deployed for duty for the user department shall at no point of time carry any person other than personnel authorized by user department.

4.32 The vehicle cannot be put to any private/commercial use beyond the duty hours or

on holidays. Unauthorized use of the vehicle by the driver/service provider will lead to unilateral termination of the contract with immediate effect. The Agency has to ensure the safety of passenger by avoiding negligent driving by their drivers such as over speeding, rash driving, and driving vehicle without brakes/defective brakes.

4.33 The mileage count will start from the location of pickup and no extra kilometres from the garage to the pickup point will be provided. The mileage count will also terminate at the dropping point and not up to the garage.

5. Obligations of Principal:

5.1 Principal shall make the payment towards hiring charges of the vehicle at the end of every month by cheque to the Agency within 15 days from the date of receipt of bills complete in all respect.

5.2 The payment shall be subject to any deductions such as penalties, statutory deduction etc.

5.3 Principal shall accept the logbook entries updated by the Driver. Failure to take action on log book entries updated by Driver shall result in the auto acceptance of reading provided by the service provider.

5.4 The Principal shall be responsible for costs relating to fuel, toll gate charges and parking charges and other statutory levies, if any, paid during the journey shall be billed on actual and shall be paid by Principal.

5.5 All distances shall be calculated from the reporting point. No payment shall be made for journey from garage to the reporting point.

6. Termination:

6.1 The Principal shall have the right to terminate this Agreement, upon it giving 1 (one) months' notice in writing.

6.2 The Agency shall have the option to terminate this Agreement upon giving 1 (one) months' notice in writing and upon refund of any rental fees paid in advance, over and above the notice period.

6.3 Final payment after termination of the contract shall be released on submission of the log book(s) of the vehicle, car pass and pass/id card issued to the driver, if any.

7. Force majeure

Neither party to this Agreement shall be liable for failure to perform any of its obligations hereunder if prevented from doing so by reason of force majeure.

8. Entire agreement

This Agreement together with the schedules and annexes hereto constitutes the entire agreement and understanding between the Parties and supersedes all previous agreements, understandings and/or representations between the Parties.

9. Waiver of remedies

No forbearance, delay of indulgence by either Party in enforcing the provisions of this Agreement shall prejudice or restrict the rights of either Party nor shall any waiver of its

rights operate as a waiver of any subsequent breach and no right, power or remedy herein conferred upon or reserved for the Party is exclusive of any other, power or remedy available to the Party and each such right, power or remedy shall be cumulative.

10. Assignment & change in ownership/management:

10.1 The Agency shall not assign or transfer its obligations and or rights under this Agreement to any third party, whether an associated entity or not, whether in whole or in part without the prior written consent of the Principal.

10.2 The Agency shall immediately notify Principal of any change of ownership or management of the Agency's business.

11. Headings:

The headings to the clauses of this Agreement are for the ease of reference only and shall not affect the interpretation or construction of the Agreement.

12. Resolution of disputes:

In the event of any dispute or difference relating to the interpretation and/or application of the provisions of this Agreement, such dispute or difference shall be resolved through mutual consultation by the Mission Director on behalf of MGNREGS Odisha Society and the Authorized signatory of the Service Provider.

13. Applicability of laws:

The Agreement shall be governed by the Indian Laws for the time being in force.

Log-Book for Monthly Vehicles

Date	Place of departure and time	Place of arrival and time	Odo-meter opening reading	Odo-meter closing reading	Distance travelled	Mileage In (KM/Lit)	Purpose of the journey
1	2	3	4	5	6	7	8

Name and designation of the Officer using the vehicle	Signature of Officer	Petrol/Diesel					Signature of Driver
		OB	Petrol/ Diesel supplied	Total	Petrol/ Diesel consumed	CB	
9	10	11	12	13	14	15	16

