

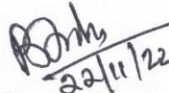


ODISHA STATE WAREHOUSING CORPORATION  
PLOT NO.2, CUTTACK ROAD,  
BHUBANESWAR-751006

No. 6178 Dt. 22/11/22

### PROPOSAL FOR HIRING OF VEHICLE

Sealed bids are invited from interested private individuals/Tour Operator/ Travel Agencies for providing 04 (four) numbers of AC Car (Diesel) preferably BS-IV compliant petrol driven vehicles (Tiago/Bolt/Celerio) on a monthly basis for official use. The details regarding the terms and conditions & eligibility criteria can be downloaded from our website [www.oswc.in](http://www.oswc.in).

  
22/11/22  
Secretary

ODISHA STATE WAREHOUSING CORPORATION  
Bhubaneswar-75100

QUOTATION/TENDER CALL NOTICE

Sealed quotations/tenders are invited from interested reputed Travel Agencies/Tour Operators or private individuals for providing 04 (four) AC Car (Diesel) preferably BS-IV compliant petrol driven vehicles (Tiago/Bolt/Celerio) having sitting capacity not more than 05 (five) including driver, which shall conform to the Terms and conditions (Annexure-II) for official use on monthly rent basis,

- 1) 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 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. 5000/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the 'Odisha State Warehousing Corporation' drawn on State Bank of India, Bhubaneswar and submitted alongwith 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 be quoted separately in the general bid information (excluding fuel and lubricants).
- 6) The hiring charge of Vehicle per month & minimum average mileage in Kms. per liter should be followed as per Office memorandum No.30464/F dt.06.09.2019 of Finance Department, Govt. of Odisha.
- 7) The details of the make and year of manufacture of the vehicle, registration no., mileage (Kms covered per liter) and name of the driver with Driving Licence No. and period of validity should be specifically provided in the general bid information to be furnished with the Quotation/Tender. (Annexure-III).
- 8) The Quotation completed in all respect should reach the undersigned on or before 02.12.2022 by 3.00 P.M. and shall be opened on the same day at 4.00 P.M. in presence of the bidders or their authorized representatives.



- 9) The application form of quotation/ tender containing General Bid information & Terms and conditions for hiring of vehicles etc. will be available with Odisha State Warehousing Corporation on payment of Rs. 100/- from 24.11.2022 to 02.12.2022 for 10.30 A.M. to 1.00 P.M. or can be downloaded from [www.oswc.in](http://www.oswc.in). In case the application form is downloaded from Corporation's website, the applicant shall furnish a Demand Draft for an amount of Rs.100/- (Rupees one hundred) only towards the cost of application alongwith the application.
- 10) The Competent Authority reserves the right to accept or reject any or all quotations without assigning any reason thereof.

*RB*  
22/11/22  
Secretary



**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 Permit, proof of up to date tax payment etc. and D.L of the driver available all the times. The Odisha State Warehousing Corporation (OSWC) 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 hired vehicle any manner whatsoever. The hirer shall not be responsible for all such litigation.
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 & different 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 replace of a vehicle of the same or better model shall be provided by the owner of the vehicle/bidder.
5. In case of the vehicle do not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source.
6. The vehicles 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 hirer. No extra payment shall be demanded.

*ADH*

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 far 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 3 years old from the initial date of registration and also in good running condition during the period of contract.
10. If the services are found to be unsatisfactory, the client 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 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, OSWC shall forfeit the entire amount of security deposit.
13. The Competent Authority reserves the right to accept or reject any or all without assigning any reason thereof.

  
22/11/12  
Secretary

**APPLICATION FORM OF QUOTATION/GENERAL INFORMATION FOR HIRING VEHICLES.**

- 1) Registration No. of Vehicle:-
  - 2) Type of vehicle (A/Non-AC)
  - 3) Year of Manufacture:-
  - 4) Model:-
  - 5) Date of registration:-
  - 6) Name & complete address of the owner of vehicle:-
  - 7) Fitness certificate validity:-
  - 8) Permit validity:-
  - 9) Insurance validity:-
  - 10) Name/Address of the Driver:-
  - 11) D.L No. & validity of the D.L of the Driver:-
  - 12) Proposed hire charges of the vehicle per month excluding fuel cost:-
  - 13) Rate of fuel consumption/Mileage per liter:-
  - 14) contact Number of the Service provider(Tenderer/Quotationer)
- Mobile No.....Telephone.....

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

Seal & Signature of the  
Quotationer/Tenderer



GOVERNMENT OF ODISHA  
FINANCE DEPARTMENT

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No. 30464 /F.,  
FIN-COD-MV-0001-2017

Dated. 06-09-2019

OFFICE MEMORANDUM

Sub: **Hiring of Private vehicles for official use by State Government Offices-  
Revision of hiring charges and related guidelines**

Hiring of private Vehicles for performing Government duties are being encouraged for entitled officers of Administrative Departments at all levels to save avoidable financial investment and maintenance & repair expenditure. The norms of hiring of private vehicles were fixed in Finance Department OM No. 34085/F Dated 29.09.2012 and subsequently revised in Finance Department OM No. 27037/F Dated 08.10.2015.

2. In this context, it has become imperative for inclusion of the new model of vehicles for use as hired vehicles, since many of the approved vehicles are no longer under manufacture. Proposals are being received for re-fixation of hiring charges as the cost of labour has since increased and higher priced vehicles with fuel efficient engines have been introduced by manufacturers. Considering these aspects and based on the parameters of ease of maintenance, service facility in nearby vicinity, fuel economy, eco-friendliness etc. new model vehicles are included and maximum hiring charges in respect of different kinds of hired vehicles are re-fixed with mileage as tabled below:

Sl. No	Category of offices	Type of vehicles permissible to be hired	Maximum hire charges per month excluding taxes (*)	Minimum Average Mileage in kms per litre
(1)	(2)	(3)	(4)	(5)
1	Blocks/Tahasils and other field offices	TUV300/Bolero/Sumo Gold/ Ertiga	Rs 31,000/-	10
2	District/Range level Offices	Tiago/ Bolt/ Celerio (Petrol)	Rs 20,000/-	17
3	Collectors /Superintendent of Police /and other equivalent Officers (For their own use)	Scorpio/Creta/ Mahindra Marazzo	Rs 37,000/	10



Sl. No	Category of offices	Type of vehicles permissible to be hired	Maximum hire charges per month excluding taxes (*)	Minimum Average Mileage in kms per litre
(1)	(2)	(3)	(4)	(5)
4	Heads of Department / Secretariat (Pool vehicles)	Tiago/ Bolt/ Celerio	Rs.20,000/-	17
5	Additional Secretaries /Heads of Department (For their own use)	Zest/Tigor/Swift Dzire/ Xcent/ Etios (Petrol)	Rs.26,000/-	17
6	Special Secretaries / Secretaries/Principal Secretaries and other equivalent officers (For their own use)	Ciaz/Honda City (Petrol)	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

### 3. Conditions for Hiring of Vehicles:

- i. Government offices are required to follow transparent bidding process through inviting competitive bids from the Service Providers for hiring of vehicles through the Standard Bidding Document prescribed in para-5 of the FDOM No. 34085/F Dated 29.9.2012 and arrive at a lesser cost than the maximum hiring charges prescribed. **In view of pollution being high through use of Diesel vehicles, it is preferable to hire BS-IV compliant Petrol Vehicles.**
- ii. The hiring charges do not include fuel cost (petrol/diesel) which is to be paid separately basing on actual consumption and lubricants as per existing Government norms
- iii. The vehicles hired shall be in good condition and shall not be older than three years. Vehicles older than five years should be replaced by new vehicles by the service provider.
- iv. It will be ensured through Service Providers of hired vehicles that the vehicles are 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.**

- v. The model Service Provider Agreement is attached at **Annexure-A**.
- vi. Hiring shall be subject to the following ceilings of usage:
  - a. Vehicles used by officers of the grade of Heads of Department and above up to maximum of **2500kms** in a month.
  - b. Vehicles used by other Officers and for pool duty up to maximum of **2000kms** in a month.
  - c. **In case of variation exceeding 20% of distance run, the concurrence of Administrative Department shall be taken.**
- vii. Government offices may also hire the vehicle through GeM portal within the norms fixed by Finance Department i.e. on the type of vehicles permissible for Offices to be hired and the minimum average mileage. The sl. no 3 in table at para-2 on Maximum hire charges per month will not apply for the vehicle to be hired on GeM. The hiring charges of vehicles on GeM will be inclusive of fuel cost, lubricants, spare parts, maintenance, and salary of the driver, payment of insurance/Road tax etc., required for operation of vehicle.
- viii. Log books shall be maintained for the hired vehicles as in the case of Government vehicles. Kilometer reading and POL drawn shall be necessarily recorded in relevant columns and verified regularly by an authorized officer before making payment.
- ix. GST registration and GeM registration are compulsory for any Service Provider to provide hired vehicles to Government offices through GeM or through open bidding.
- x. 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".
- xi. The hiring may be discontinued immediately, when the vehicles are no longer required for offices.
- xii. Sanction for hiring of vehicles for one-time sporadic requirement on case to case basis shall be accorded by concerned Administrative Department.



## 5. Ceilings of Usage of Government Vehicles in State Government Offices

The Ceilings of consumption of Petrol/Diesel per month for the vehicles used by different categories of officers and Ministers was prescribed in FDOM No. 10954/F Dated 14.03.2001. **As an economy measure and rationalization of expenditure, the kilometer ceilings of usage as fixed in para-3(vi) (subject to deviation for tours) and minimum average mileages as fixed in case of hired vehicles at column-5 in Table of para-2 will be applicable for equivalent model of Government Vehicles.**

6. All other instructions on hiring of private vehicles for Government offices issued in FDOM NO.34085/F dated 29.9.2012 and Finance Department OM No. 27037/F Dated 8.10.2015 remain unchanged.

7. The revised norms shall be made applicable for the hired vehicles, after the completion of the contract period of the existing vehicles.

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

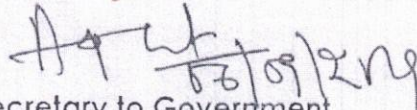
*J. J. J.*  
6/9/19

Principal Secretary to Government



Memo No. 30465 /F.,Dated 06-09-2019

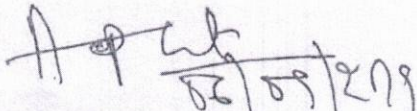
Copy forwarded to the Secretary to Governor/ Secretary OLA/ Principal Secretary/ Principal Secretary to Chief Minister, OSD to Chief Secretary/ Private Secretary to all Ministers and Ministers of State/ Accountant General(G&SSA), Odisha, Bhubaneswar/ Accountant General (E&RSA), Odisha, Bhubaneswar/ Accountant General (A&E), Odisha, Bhubaneswar/ Deputy Accountant General (Works), Odisha, Puri/ Advocate General , Odisha, Cuttack/ All Departments of Government/All Heads of Departments, All Revenue Divisional Commissioners/ All Collectors/ All Sub Collectors/ All Public Sector Undertakings/ All Financial Advisors/ All Assistant Financial Advisors/ Director, Madhusudan Das Regional, Academy of Financial Management, Chandrasekharpur, Bhubaneswar/ Director, Gopabandhu Academy of Administration, Bhubaneswar/ Principal, Short Hand and Type Writing Institute, Bhubaneswar/ All Treasury Officers/ All Special Treasury Officers/ All Sub-Treasury Officers/ All Universities/ All P.S.Us/ all U.L.Bs for information.

  
Deputy Secretary to Government

Memo No. 30466 /F.,

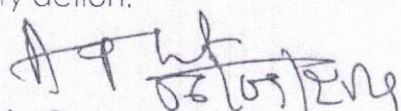
Dated \_\_\_\_\_

Copy forwarded to the Transport Commissioner, Odisha, Cuttack/All R.T.Os/ All M.V.Is for information and necessary action.

  
Deputy Secretary to Government

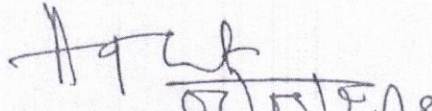
Memo No. 30467 /F.,Dated 06-09-2019

Copy forwarded to P.S. to Principal Secretary, Finance/P.S. to all Special Secretaries/ P.S. to all Additional Secretaries/ All Officers/ all Branches of Finance Department/ Guard files (10 copies) for information and necessary action.

  
Deputy Secretary to Government

Memo No. 30468 /F.,Dated 06-09-2019

Copy forwarded to the Head, Portal Group, Secretariat, Bhubaneswar, Odisha for information and necessary action. It is requested to hoist this Office Memorandum in the website of Finance Department ([www.odisha.gov.in/finance](http://www.odisha.gov.in/finance)) for general action.

  
Deputy Secretary to Government