

# **THE HIGH COURT OF ORISSA, CUTTACK**

No. **19742**/IIIA-04/2018 / Date. **16.12.2023**

## **TENDER CALL NOTICE FOR HIRING OF VEHICLE**

Sealed tenders are invited in the prescribed format (Annexure-I) accompanied by self attested copies of vehicle registration certificate, driving license of driver, insurance bond, up-to-date tax payment receipt, certificate of fitness, pollution certificate & first page of bank pass book, tender fee and performance security in shape of Demand Draft (DD) from intending Vehicle Owners/Service Providers/ Travel Agencies for supply of A/C Petrol driven vehicle such as Zest/ Tigor/ Xcent/ Etios/ Swift Dzire/Celerio on monthly hire basis for the official use of the Director-cum-OSD, Center for Judicial Archives, High Court of Orissa, Cuttack which shall also be used for to and fro journey of the concerned officer from Bhubaneswar to Cuttack. Tenders in sealed envelope super scribing on the top of the envelope as **“TENDER FOR HIRING OF VEHICLE ON MONTHLY BASIS WITH REFERENCE TO ADVERTISEMENT NO. 19742/ Dtd.16.12.2023”** should be sent by registered post so as to reach the “Registrar (Judicial), High Court of Orissa, Cuttack on or before **06.01.2024** till **5.00PM**.

Quotation shall not include cost of fuel and only the hire charges amount is to be quoted for the vehicle. Cost of fuel is to be borne by the office.

### **TERMS AND CONDITIONS**

1. The monthly hire charges should be inclusive of all the expenses such as driver wages/food, toll tax, road tax insurance, repair and maintenance, replacement of spares parts, coolant, engine oil, tyres, tubes, battery etc. which are to be borne by the service provider.
2. The hiring charges excluding fuel cost to be paid for monthly basis in every succeeding month, as far as possible within fifteen days of the submission of bills and no advance payment will be made.
3. The minimum average mileage per litre should be **17kms**.
4. The vehicle shall be **Bhubaneswar** based and the office will bear the cost of fuel basing on actual consumption.
5. The Monthly rate of hiring charges be quoted in the general bid information (excluding fuel) which should not exceed Rs. 26,000/- , the



rate fixed by the Finance Department, Govt. of Odisha vide OM No. 30464/F, Dt. 06.09.2019.

6. The price quoted shall remain effective for a period of **One Year**.
7. The Tender Paper complete in all respect requires to be submitted with the tender fee (non-refundable) of **Rs. 100/- (Rupees one hundred)** only and a sum of **Rs. 5000/- (Rupees Five Thousand)** only shall be deposited by the intending bidders in shape of Demand Draft (**DD**) drawn in favour of the "Registrar (Judicial), High Court of Orissa, Cuttack" as Security Deposit (refundable) in any bank as stipulated in the Finance Department Letter No. 22857 dtd. 19.08.2021 and to be submitted along with Tender documents. After completion of Tender process, the Security Deposit will be refunded without interest to unsuccessful bidders. The Security deposit of the successful Tenderers shall be retained as security deposit till termination of the tenure and the same will be refunded without interest.
8. The Tender has been invited in the prescribed format (Annexure- I ) and application form of the tender containing General Information for Hiring Vehicle is available in the website: <http://www.orissahighcourt.nic.in>.
9. The Tender without EMD and Tender fee shall be treated as invalid and shall not be taken into consideration.
10. In case of breakdown, reasons whatsoever, the replacement of the same vehicle or better model shall be provided by the service Agency/ Service provider /Owner.
11. The office will not be held responsible for any damage/loss caused to hired vehicle or loss of life/injury made to any person or damage to any property on account of use of hired vehicle in any manner whatsoever. The hirer shall not be held responsible for all such litigation, if it so happens during the journey period.
12. The vehicle will ordinarily be used between 8.00 A.M. to 8.00 P.M. during official working days. However in case of emergency the vehicle shall also be made available beyond the time limit, even on holidays for which no additional charges will be paid.
13. In case of emergency, the driver will have to report for duty as per the requirement of hirer, no extra payment shall be demanded.
14. The vehicle log book shall be maintained by the driver daily with attestation by the concerned Officer(s) using the vehicle. For



determination of fuel cost, the log book shall be verified by Vehicle Section of the Court as and when required.

15. 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.
16. Change of driver is not admissible in normal situation. However in case of exigency the owner Agency/ Service provider /owner will engage alternative driver with valid driving license. The Agency/ Service provider /Owner will responsible for providing a copy of the D.L. and identification proof of the driver.
17. The driver should wear white dress while on duty and be of good behavior and manners, sincere, punctual, gentle, obedient in nature and free from having any bad habit of chewing tobacco, betel and taking liquor etc. He must have valid driving license with sufficient experience in driving Light Motor Vehicle.
18. The vehicle must be new one, preferably less than three years old and should be in good condition. The vehicle should have comprehensive insurance and commercial fitness as per the Odisha Motor Vehicle Rules.
19. 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/ Owner will lead to unilateral termination of the contract with immediate effect. The Agency/Service provider 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.
20. In case, the condition of vehicle is found unsatisfactory, it shall be returned for immediate replacement. In case no replacement is made in time, the authority shall have the right to hire a vehicle from the market and additional cost incurred by the authority shall be deducted from the monthly payment due of the agency/service provider. Repeated failure to provide vehicle as and when required by the office/ authority will make the Agency/ Service provider /Owner liable for **Blacklisting**.
21. If the owner/bidder violates any of the terms and condition of the contract, the Court shall forfeit the entire amount of security deposit.

22. The guidelines/circulars issued by Finance Department, Govt. of Odisha from time to time shall apply *mutatis mutandis*.
23. The Authority reserves the right to accept/reject/negotiate any or all part of the Tender without assigning any reasons thereof.


The sealed quotations will be opened by the Registrar (Judicial) on **Dtd. 08.01.2024** at **3.00 p.m.** in the presence of the tenderers or their representatives, if present in the Court.

**Sd/- J.Das**

Assistant Registrar (Admn.)

Memo No.....19743(3)...../Dtd.....16.12.2023.....

Copy forwarded to the Notice Board for general information/ The Technical Director, NIC, Orissa High Court for uploading in OHC website/ The M.V.I., Cuttack for information

  
16/12/23

Assistant Registrar (Admn.)

APPLICATION FOR HIRING OF VEHICLE

1. Name and complete address of owner of the vehicle:
2. Contact No. :
3. Name, Address and contact number of Tenderer :
4. GST Regn. No. (Yes/ No.) \_\_\_\_\_ (self attested copy enclosed)
5. PAN No. :
6. Name, Address & Contact No. of the Driver :
7. D.L. No. & validity of the D.L. of the Driver :
8. Registration No. of vehicle :
9. Type of Vehicle (A/c ,Non A/c) :
10. Year of Manufacture :
11. Date of Registration :
12. Validity of Fitness Certificate :
13. Permit Validity :
14. Insurance Validity :
15. Proposed hire Charges of the vehicle per Month  
(Excluding fuel cost) :
16. Rate of fuel consumption/ Mileage per liter :
17. Vehicle (Zest/ Tigor/ Xcent/ Etios/ Dzire/Celerio) :
18. Tender fee details D.D. No.- \_\_\_\_\_ / Dt. \_\_\_\_\_ of  
Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ )  
drawn on Bank :-
19. Details of the D.D. for as Earnest Money Deposit:- D.D. No. \_\_\_\_\_ /  
Dt. \_\_\_\_\_ of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ )  
only drawn on Bank \_\_\_\_\_
20. List of Documents :
  - a)
  - b)
  - c)
  - d)
  - e)
  - f)
  - g)
  - i)
  - j)

I do here by declare that the information submitted as above and documents which are attached to this application are true and correct to the best of knowledge and belief.

Seal and Signature of the Tenderer