



OSDMA

ମାସ୍କ ପିନ୍ଧନ୍ତୁ, ସାବୁନରେ ହାତ ଧୁଅନ୍ତୁ,
ଶାରୀରିକ ଦୂରତା ବଜାୟ ରଖନ୍ତୁ ।

Wear face mask, Maintain hand hygiene,
Maintain physical distancing.

ODISHA STATE DISASTER MANAGEMENT AUTHORITY

(A GOVERNMENT OF ODISHA AGENCY)

Annexure-I

Quotation /Tender Call Notice For Hiring of Vehicle

Notice No:- 1180 / OSDMA

Dated:- 03.05.2021

Sealed quotations/ tenders are invited from interested reputed Travel Agency/ Tour Operators or private individuals having GST registration for providing Two Nos. Swift Dzire, (Maruti Suzuki Make) Petrol driven vehicles having sitting capacity not more than four including driver, which shall confirm to the Terms and Conditions (Annexure-II) for official use in OSDMA office 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, Fastag, 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 separately for each vehicle by the intending bidders in shape of **Demand Draft(DD)** drawn in favour of the **The Managing Director, OSDMA, Rajiv Bhawan, Bhubaneswar** and submitted along with the Quotation / Tender as Security Deposit. After completion of the tender process, the amount will be refunded to the unsuccessful bidders.
5. The monthly rate of hire charge be quoted separately in the General Information on hiring of vehicles (Annexure-III) (excluding fuel and lubricants)
6. The Vehicle must achieve a fuel efficiency of 17 Kms per litre.
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 License No. and period of validity should be specifically provided in the General Information to be furnished with the Quotation / Tender (Annexure-III)
8. The application form of quotation / tender containing Terms and Conditions (Annexure-II) & General Bid Information (Annexure-III) for Hiring of Vehicles etc. shall only be downloaded from OSDMA Website : www.osdma.org from date **04.05.2021, 11.00 AM upto 21.05.2021, 11.00 AM.** and the applicant shall furnish a Demand Draft for an amount Rs. 100/- (Rupees One Hundred only) drawn in favour

of The Managing Director, OSDMA, Rajiv Bhawan, Bhubaneswar towards the cost of application along with the necessary information.

9. The Quotation completed in all respect should reach the **General Manager(Mechanical), office of the OSDMA, Rajiv Bhawan, 9th Floor, Bhubaneswar-751001** through **Registered Post/ Speed Post only latest by 21.05.2021 during office hour from 10.00 A.M. to 5.30 P.M.**
10. The bid/sealed quotation will be opened only through virtual means. The virtual link will be send/shared to the Bidders/ Quotationers through their Regd. Email ID and WhatsApp No, before the schedule date and **time of opening that is on Dt.25.05.2021 at 3.30 PM.** If any changes on schedule date and time due to exigency shall be intimated to the bidders.
11. **The Bidders/ Quotationers/ Tenderers are requested to mention their Regd. Email ID as well as their WhatsApp No on the body of the sealed envelope containing quotation along with related documents.**
12. The authority reserves the right to accept or reject any or all bids without assigning any reason thereof.

Seal & Signature of

Quotation / Tender Calling Authority Designation

Memo No: - 1181 / OSDMA

Dated:- 03.05.2021

Copy to the OSDMA Notice Board and Notice Board of Special Relief Commissioner (SRC), Rajiv Bhawan, and Notice Board of R&DM Department/ Department of Water Resource and System Expert, OSDMA for uploading the details in OSDMA website for wide circulation.

General Manager (Mechanical)

General Manager (Mech.)
OSDMA, Bhubaneswar

Memo No: - 1182 / OSDMA

Dated:- 03.05.2021

Copy submitted to the Chief General Manager (F&A), OSDMA, for kind information and necessary action.

General Manager (Mechanical)

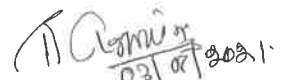
General Manager (Mech.)
OSDMA, Bhubaneswar

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 times. The OSDMA 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 be responsible for all such litigation.
2. The hire charges to be paid on monthly basis is final. This does not include cost of petrol which is to be paid separately basing on actual consumption and lubricants as per existing Government norms. All other expenditure of the vehicle towards repair of engine, body, replacement of spare parts, Gear Box, differential Coolant, Tyres & Tubes, Battery etc. will be borne by the bidder/ owner.
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 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.
8. Monthly hire charges and reimbursements towards cost of petrol (as per actual) and lubricants (as per Govt. norms) for the vehicle will be paid in every succeeding month, asfor 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 registration and also in good running condition during the period of contract.
10. If the services are found to be unsatisfactory, the OSDMA 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. The vehicle will ordinarily be used between 8.00 A.M. to 8.00 P.M. during Govt. 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. Normally the vehicle may be stationed at the OSDMA campus, Rajiv Bhawan at the risk of owner. For the purpose of determining the running KM, the distance from office to picking point and dropping point of the officer / person using the vehicle will be considered.
14. The vehicle logbook shall be maintained by the driver daily with attestation by the concerned officer(s) using the vehicle. A copy of the logbook shall be kept in the office for reference and audit.
15. The owner shall be responsible for any police /court case concerning the vehicle during engagement; OSDMA shall have no liability on this account.
16. Change of driver is not advisable, in normal situation. However in case of exigency the owner will consult OSDMA and submit the copy of valid driving license of the concerned new driver while changing.
17. If the owner/ bidder violates any of the terms of contract, OSDMA shall forfeit the entire amount of security deposit.



Signature of

Quotation/ Tender Calling Authority.

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
(with Email ID & WhatsApp no)-----
of the owner of vehicle – -----

7. PAN of the owner -
8. Fitness Certificate validity -
9. Permit Validity -
10. Insurance validity -
11. Name / Address and Contact No. of the Driver –
.....
12. D.L. No. & Validity of the D.L. of the Driver -
13. Proposed hire charge of the vehicle per month excluding fuel cost -
14. Rate of fuel consumption / mileage per litre -
15. Contact Number of the Service provider (Tenderer/ Quotationer) Mobile.....
Telephone

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

**Seal & Signature of the
Quotationer / Tenderer**

ODISHA STATE DISASTER MANAGEMENT AUTHORITY (OSDMA)

9th Floor, Rajiv Bhawan, Unit-5, Bhubaneswar-751001, Ph- 0674-2395398, 2395531

Email: osdma@osdma.org, Website: www.osdma.org

Quotation Call Notice No. _____ Date _____

From

M/s

.....

To

The General Manager (Mechanical)

OSDMA, Bhubaneswar.

In response to the quotation call notice no..... dt....., I am submitting herewith the price quotation(s) for the supply of vehicles for engagement in your office on monthly basis. The details about the vehicle and driver are attached in Annexure-III.

Date:

Signature

Name & address of authorized signatory.