

**DISTRICT EXCISE OFFICE:JAJPUR**

No. 505 // Ex.Dtd. 03/03/2023 //  
E-Mail-jajpurexcise@gmail.com

**Quotation/Tender Call Notice**

**Sealed quotations/tenders** are invited from interested reputed Travel Agencies /Tour Operators/Service Providers or Private Individuals for providing **2(Two) number of BS-IV Petrol/Diesel driven vehicle(Bolero/Sumo Gold/Ertiga/TUV-300 or any other similar type of vehicle)** having sitting capacity of **minimum 7(Seven)** including driver, which shall conform to the Terms and conditions as **enclosed(Annexure-II)** for official use **{for excise enforcement work (1) use by the Inspector of Excise, Jajpur Road (newly created Excise Range Office) and (2)OIC, Dolipur Excise Station(declared as Model Excise Station)}** in the establishment of Superintendent of Excise, Jajpur on monthly rent basis:-

1. The vehicle must be in Road Worthy/ good running condition, **shall not be more than 3(three) years old from the date of initial registration** and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid Contact 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, obedient and disciplined in nature. The Owner is responsible for engagement of one dedicated driver to perform the Govt. duty without any hesitation.
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 **Superintendent of Excise,Jajpur** and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
5. The Fuel & Lubricants will be supplied by this office.
6. The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants). The Vehicle must achieve a fuel efficiency of **minimum average milage of 10 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 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 **Dtd.17.03.2023 by 2.00 P.M. (either by hand or by registered post)** except Sundays & holidays and shall be opened **on the same day at 4.00 P.M.at District Excise Office, Jajpur** in presence of the bidders or their authorized representatives. The quotation received manually is required to be dropped in **the Tin Box kept in the office of the Supdt. of Excise, Jajpur.**In the cover page of the sealed envelope containing quotation, it should be clearly mentioned that **"QUOTATION FOR HIRING OF VEHICLE"**.Each sealed envelope should contain only one quotation/application.
9. The application form of quotation/tender containing General Bid Information & Terms and Conditions for Hiring of Vehicles etc. will be available with the **Superintendent of Excise, Jajpur or Notice Board of District Excise Office,Jajpur/ Collectorate,Jajpur** on payment of **Rs.100/- from Dtd.03.03.2023 to Dtd.17.03.2023** or can be downloaded from Odisha Government Website (**<https://Jajpur.nic.in>**) from **Dtd.03.03.2023 to Dtd.17.03.2023**. In case the application form is downloaded from Government website, the applicant shall furnish a Demand Draft for an amount of **Rs.100/- (Rupees one hundred) only** towards the cost of application along with the application.
10. Period of contract **is from the date of agreement till 29.02.2024.**
11. Apart from the normal working days, the vehicle can be used on Holidays / Sundays and even in odd hours in case of emergency situation.

12. All types of repair / maintenance are to be done by the vehicle owner at his cost including payment of Tax etc. and payment of wages of the Driver.
13. Log Book & Stock / Issue Register of Fuel etc. are to be maintained according to Government procedure and signed by the Driver and the officer using the vehicle.
14. The concerned vehicle Owner should execute an agreement containing above Terms & Condition in Non-Judicial stamped paper with the Superintendent of Excise **within 3 days** of receipt of engagement order.
15. The Authority reserves the right to cancel the contract of the vehicle at any time without prior Notice and showing any reasons thereof.
16. The Authority reserves the right to cancel the quotation or any part without any reason assigning thereof.

  
**Superintendent of Excise, Jajpur**  
**(Seal & Signature of**  
**Quotation/Tender Calling Authority)**

**Memo No. 506 /Ex. Dtd. 03/03/2023 //**

Copy to Dy. Supdt. of Excise, Jajpur / all OICs of Excise Stations/Range Inspectors of Excise of this District/Inspector of Excise & S.I. of Excise, District Mobile Squad, Jajpur for information and wide publicity.

Copy to Notice Board of Collectorate, Jajpur / District Excise Office, Jajpur for information of General Public and wide publicity.

**Memo No. 507 /Ex. Dtd. 03/03/2023 //**

  
**Superintendent of Excise, Jajpur**

Copy forwarded to the Excise Commissioner, Odisha, Cuttack/Additional Secretary to Government, Excise Department, Odisha, Bhubaneswar /Joint Excise Commissioner, Odisha, Cuttack / Deputy Commissioner of Excise (CD), Cuttack for information and necessary action.

Copy forwarded to the Collector, Jajpur/ Superintendent of Police, Jajpur, Panikoili / Project Director, DRDA, Jajpur/Additional District Magistrate, Jajpur (Gen.)/ Additional District Magistrate, Jajpur (Rev.) / Additional District Magistrate, Kalinganagar/ all Sub-Collectors of Jajpur district for information and wide publicity.

Copy to all B.D.Os / Tahasildars of this district/ All District Level Officers of Jajpur district for information and wide publicity.

Copy to R.T.O., Jajpur/ Chandikhol for information and wide publicity.

Copy to the District Informatics Officer, NIC, Jajpur for information with a request to publish this Notice in the District Website.

Copy to D.I.P.R.O, Jajpur for information and wide publicity.

  
**Superintendent of Excise, Jajpur**

**TERMS AND 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 M.V. 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 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 hired vehicle any manner whatsoever. The hirer shall 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 and differential Coolant, Tyres and 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 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 vehicle 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 diesel (as per actual) and lubricants (as per Govt. norms) of selected bidder will be paid in every succeeding month, as per 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 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, Government shall forfeit the entire amount of security deposit.

  
Superintendent of Excise, Jajpur

**NB-The Security Deposit of Rs.5,000/- and cost of application of Rs.100/- is mandatory for all category of applicant.**



**OFFICE OF THE SUPERINTENDENT OF EXCISE::JAJPUR**

**Ref:-Quotation / Tender Call Notice No. \_\_\_\_\_ /Ex.dtd. \_\_\_\_\_**

**APPLICATION FOR QUOTATION / TENDER CALL NOTICE**

**From:**

**M/S .....**

**S/O.....**

**At.....PO.....**

**PS.....Dist.....**

**To**

The Superintendent of Excise, Jajpur.

Sir,

I am submitting the price quotation(s) for the supply of following types of vehicles for engagement in your office on monthly basis. The details about the vehicle and driver are attached in Annexure- III.

**FORMAT FOR QUOTATION FOR HIRING OF VEHICLE**

Sl. No	Description of Vehicle	Monthly Fixed Charges(in Rs.)	Consumption of HSD (KM / Ltr.)	Consumption of Oil (Ltr/ 1000 KM)

PAN / TIN No. :-

Date :-

Signature  
Name & Address of  
Authorized Signatory