

ODISHA STATE OPEN UNIVERSITY
Goshala Chowk, Near IIM, SAMBALPUR-768024

Notice No:-OSOU/2025/ 887

Date-23.04.2025

QUOTATION CALL NOTICE

Quotations in sealed cover are invited from Travel Agencies/ Tour Operators/ Individuals by the office of the undersigned for providing Two Numbers of Petrol/Diesel driven AC "Swift Dzire or Etios" and One Nos of Petrol/Diesel driven AC Innova Crysta which shall conform to the term & conditions mentioned at Annexure-I for official use on monthly rental basis. Quotations complete in all respect should reach the office of the undersigned on or before **Dt.06.05.25** up to **05.00 P.M** . The quotation shall be opened on **Dt.07.05.25** at **12.30 P.M**. Other details and Quotation forms are available in the University website **www.osou.ac.in** .

The University reserves the right to reject any/ all quotations without assigning any reason thereof.

Signature
23/04/2025

Registrar

Odisha State Open University
Sambalpur

Copy to notice board/University Website/ Sambad & Samaja to print the above notice in the daily Edition for wider circulation.

TERM & CONDITIONS FOR HIRING OF VEHICLES

The following terms and conditions must be fulfilled by the successful bidder for providing vehicle on hire on monthly rent basis.

1. The interested agencies are advised to submit the quotations in sealed envelopes super-scribing "Quotation for Providing Vehicle" by registered post/speed post only.
2. The hired vehicles, during period of contract, shall have all necessary valid MV Documents such as:- valid Registration Certificates, Insurance Certificate, Fitness Certificates, Valid Contract Carriage permit, Proof of up to date tax payment, Pollution Control Certificate etc. and D.L of the driver available all the times. Odisha State Open University shall not be responsible for any damage / loss caused to the hired vehicles or loss of life/injury made to any person or damages to any property on account of use of the hired vehicles in any manner whatsoever.
3. Monthly Hiring charge & Minimum Average mileage should not exceed the rate & conditions fixed by Govt. of Odisha, Finance Dept. (Ref:-FIN-COD-MV-0004-2018 22924/14.08.2023)
4. The Monthly hire charges shall be paid on monthly basis. It shall not include cost of petrol, which is to be paid separately basing on actual consumption. All the expenditure of the vehicle towards repair, replacement of spare parts, engine oil/lubricants gear box differential coolant, Tyres & Tubes & Battery etc. will be borne by the owner/service provider.
5. It shall be the responsibility of the bidder to provide a good driver with at least minimum 10 years of driving experience maintaining cleanliness and good behavior with white uniform. No driver will be permitted without uniform The salary and cost of uniform of the driver shall be borne by the vehicle owner/service provider. In case the driver takes leave than replacement to be provided with without additional cost

6. In case of breakdown for reasons whatsoever the replacement of a vehicle of the same or higher model shall be provided by the owner of the vehicle/bidder at his own cost within one day.
7. In case of the vehicle do not report regularly, the authority will be at liberty to cancel the agreement and engage vehicle from other sources.
8. If in the event of absence of the driver, it is the responsibility of the party to arrange alternative driver with without additional cost.
9. In case of emergency, the driver will have to report for duty as per the requirement of the university. No extra payment shall be demanded.
10. Monthly hire charges and reimbursements towards cost of petrol/diesel 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.
11. The vehicle shall not be more than 3 year old from the initial registration and also in good running condition during the period of contract. New vehicle/Vehicles not older than one year/BS-VI Compliant Petrol Vehicle will be given priority. Preference shall be given to new vehicle.
12. The quotationer must have at least 3 such vehicles in operation with independent driver.
13. The vehicle should be parked at the Residence of the officers or at University Campus
14. All distances shall be calculated from the reporting point. No payment shall be made for journey from garage of the service provider to reporting point.
15. More vehicles are to be provided by the service as and when required as per the approved price if any.
16. If the services are found to be unsatisfactory, the agreement will be terminated with one month's notice without any cost.
17. In case the service provider intends to withdraw the services of his vehicle and terminate the agreement, it shall be mandatory upon him to give one month notice before such withdrawal of service and termination of agreement.

- 18.If the service provider violates any of the terms of contract, he/she shall forfeit the entire amount of security deposit.
- 19.After selection of successful bidder an agreement shall be signed between the Authority of the University and the service provider in prescribed manner for a period of Two Years which can be extended subject to satisfactory performance.
- 20.The vehicle shall be used by the officials only and no vehicle owner or private person shall use the vehicle even on holiday/off day. The servicing of vehicle shall be done on holidays only.
- 21.The parking of vehicle shall be decided by the authority at the time of agreement.
- 22.A sum of Rs. 5000/- shall be deposited by the intending bidders in shape of Demand Draft in favor of Odisha State Open University, Sambalpur and submitted along with the tender paper as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
- 23.. For any other clarification, the bidder may refer to Finance Department, Govt. of Odisha, letter FIN-COD-MV-0004-2018 22924/14.08.2023.
24. If a bidder is quoting for base model and other higher model in the same price the preference shall be given to party offering higher model.
- 25.Preference will be given to party having experience of supplying vehicle in Govt. Dept.
- 26.The quotation should reach the office of the Registrar on or before 06.05.25 by 05.00 P.M through registered/speed post only in the prescribed format(Annexure-III), separate sheet to be attached for each type/category of vehicle along with self attested copies of
- i. Valid OGST registration certificate.
 - ii. PAN Card
 - iii. Self declaration for not blacklisted by any Central/State/PSU agency as per format prescribed at Annexure-IV.
 - iv. Agreement copy signed with other organization in last 5 years
- Quotation that does not fulfill all or any of the conditions or incomplete in any respect are liable to be rejected.


Signature

Quotation/Tender Calling Authority
REGISTRAR
Odisha State Open University
SAMBALPUR

**GOVERNMENT OF ODISHA
FINANCE DEPARTMENT**

No. 22924 /F., Date 14.08.2023

FIN-COD-MV-0004-2018

OFFICE MEMORANDUM

Sub.: **Comprehensive instructions regarding hiring of Private petrol/
diesel vehicles for official use by State Government Offices....
...Regarding**

As a matter of policy, the State Government has decided that only a selected categories of functionaries such as Hon'ble Minister, Secretaries of Departments, District Magistrate, District Judges etc. would be provided with Government vehicles and other officers / offices would be authorized to hire vehicles for performing official business and for undertaking tours.

2. The norms and modalities of hiring of private vehicles for official use were fixed vide FDOM No. 34085/F Dated 29.9.2012, FDOM No. 27037/F Dated 8.10.2015, FDOM No 30464/F dated 06.09.2019 and FDOM No 33326/F dated 27.09.2019.

3. In the meantime, some instructions have become outdated. Therefore, the existing provisions have been reviewed comprehensively. Now, by consolidation and supersession the provisions of FDOM No. 34085/F Dated 29.9.2012, FDOM No. 27037/F Dated 8.10.2015, FDOM No 30464/F dated 06.09.2019 and FDOM No 33326/F dated 27.09.2019, the following provisions are made. The provisions of this Office Memorandum shall be followed scrupulously by all concerned for hiring of private petrol / diesel vehicles for official use.

4. The maximum hiring charges in respect of different kinds of hired vehicles are re-fixed with mileage as tabled below:

Sl.No	Category of offices	vehicles	Maximum hire charges per month excluding taxes (in Rs)	Minimum Average Mileage (in KM/Lit)
1	2	3	4	5
1.	Blocks/Tahasils and other field offices	TUV300 /Bolero /Sumo Gold / Ertiga etc	Rs 31,000/-	10
2.	District/Range level Offices	Tiago/ Bolt/ Celerio (Petrol) etc	Rs 20,000/-	17
3	Collectors /Superintendent of Police /and other equivalent Officers (For their own use)	Scorpio/Creta/Mahindra Marazzo etc	Rs 37,000/-	10
4	Heads of Department /Secretariat (Pool vehicles)	Tiago/ Bolt/ Celerio ets	Rs 20,000/-	17
5	Special Secretaries / Additional Secretaries /Heads of Department (For their own official use)	Zest/Tigor/Swift Dzire/ Xcent/ Etios (Petrol) ets	Rs.26,000/-	17

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6	Principal Secretaries /Secretaries and other equivalent officers (For their own official use)	Ciaz/Honda City (Petrol) etc.	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

Note-1: The model of vehicles in column-3 above is only indicative. Vehicles of similar model and segment, having the same mileage and hiring charges, can be engaged.

Note-2: Only those HoDs, who do not have an earmarked vehicle and have to perform extensive tours, will also be allowed to hire a vehicle at par with Collectors/Superintendent of Police on case-to-case basis with concurrence of Finance Department.

Note-3: The mileage, as prescribed above, shall also be applicable for equivalent model of Government Vehicles.

5. Terms and Conditions for Hiring Vehicles:

- i. Administrative Departments shall hire vehicle for official use in substitution of existing government vehicles after completion of the condemnation and scrapping of the vehicle in terms of guidelines issued by Commerce & Transport (Transport) Department and as amended from time to time.

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- ii. **Hiring sought for, without condemnation of existing vehicles and hiring of vehicle for new offices or for entitled officers, will require prior concurrence of Finance Department.**
 - iii. The procuring entity shall follow a transparent bidding process for selection of the Service Providers for hiring of vehicles. A standard model bidding document (MBD) is enclosed at **Annexure-I** for use of procuring entities. In view of pollution being high, it is preferable to hire BS-VI emission compliant Vehicles.
 - iv. The hiring charges do not include fuel cost (petrol/diesel) which is to be paid separately basing on actual consumption and as per norms.
 - v. The vehicles hired shall be in good condition and shall not be older than three years. **Vehicles older than seven years should be replaced by new vehicles by the service provider.**
 - vi. The Service Providers will ensure that the vehicle is 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.**
 - vii. The model Service Provider Agreement is attached at **Annexure-II**.
 - viii. Vehicles may also be hired through electronic platform such as GeM etc. by adhering to the aforesaid norms. The maximum hiring charges as indicated in column-3 of the table of para-4 shall not apply for the vehicle to be hired through electronic platform as the hiring charges of electronic platform may be inclusive of fuel cost, lubricant etc.
 - ix. Log books shall be maintained as per the format at **Annexure-III**. Kilometre reading and POL drawn shall be necessarily recorded in relevant columns and verified regularly by the authorized officer before releasing payment.
 - x. The service provider shall have a valid OGST registration to participate in the tendering.
 - xi. The service provider, participating in the bidding process under the jurisdiction of Municipal Corporations, shall be registered on GeM platform.

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Signature

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- xii. 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".
 - xiii. The hiring may be discontinued immediately, when the vehicles are no longer required for offices.
 - xiv. Sanction for hiring of vehicles for one-time sporadic requirement on case-to-case basis shall be accorded by concerned Administrative Department.

6. Ceilings of Usage:

- i. Vehicles used by Officers of the grade of Heads of Department and above up to maximum of 2500 kms in a month.
- ii. Vehicles used by other Officers and for pool duty up to maximum of 2000 kms in a month.
- iii. In case of variation exceeding 20%, the concurrence of Administrative Department shall be taken.

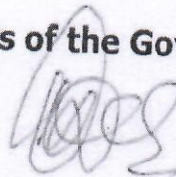
Note-1: The ceiling on usage, as prescribed above, shall also be applicable for equivalent model of Government Vehicles.

7. The period of the contract shall be initially for a period of 2 years which can be extended subject to satisfactory performance.

8. EMD / Bid Security and Performance Security shall be as per the provision of Odisha General Financial Rules and as amended from time to time.

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

By orders of the Governor,



Principal Secretary to Government

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Annexure-III

General Information

Sl No	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	OGST Number	
4	GeM Registration Number	
5	Bank Account No and IFSC Code	
6	Registration No. of Vehicle	
7	Year of Manufacture	
8	Make & Model	
9	Date of registration	
10	Name & complete address of the owner of vehicle	
11	Fitness Certificate validity	
12	Pollution Certificate validity	
13	Permit validity	
14	Insurance validity	
15	Name / Address of the Driver	
16	D.L. No. & Validity of the D.L. of the Driver	
17	Proposed hire Charge of the vehicle per month excluding fuel cost	
18	Rate of fuel consumption / Mileage per litre	
19	Contact Number of the Service provider (Tenderer/Quotationer)	
20	Contact number of Driver	

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Self Declaration for Not being Black Listed

To,

The Registrar, OSOU

Sir,

I/We hereby confirm that our firm has not been banned or blacklisted by any Government organization/Financial institution/Court/Public Sector Unit/Central Government.

Date:

Place:

Seal & Signature

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