



# ODISHA STATE HOUSING BOARD

SACHIVALAYA MARG, BHUBANESWAR - 751 001

Phone: (0674)2393524, EPBAX:(0674)2391542, 2390141 FAX:(0674)2393952

Visit us at : [www.oshb.org](http://www.oshb.org)

No.- 3098 /OSHB  
VS-19/2022

Dt.17.03.2024

## Quotation / Tender Call Notice

Sealed quotations/tenders are invited from interested reputed Travel Agencies/Tour Operators or Private individuals for providing 02(two) Ac petrol/diesel driven vehicles as detailed below for official use of Odisha State Housing Board on monthly rent basis.

Type of Vehicle	No. of Vehicles	Maximum hire Charges per month excluding Taxes & POL (in Rs.)	Mileage per litre (in Km.)
Tiago/ Bolt/Celerio or vehicles of similar model and segment	02 (Two)	20,000/-	17

The Bidders are required to submit sealed bids along with required Security deposit, Application Fee, Id proof, PAN card, OGST Reg. certificate & other documents during office hours on or before dt.05.04.2024, 03.00 P.M. The Bids will be opened in the Conference Hall (3<sup>rd</sup> Floor) of OSHB, Bhubaneswar on dt.05.04.2024 at 04.00 PM.

For detail bid conditions and other relevant information, please visit our official website, [www.oshb.org](http://www.oshb.org). The OSHB authority reserves the right to accept or reject any offer without assigning any reason thereof.

Sd/-  
Secretary  
Odisha State Housing Board



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## Quotation / Tender Call Notice

Sealed quotation/tenders are invited from interested reputed Travel Agencies/ Tour Operators or Private individuals for providing two AC Petrol/Diesel driven vehicle (Tiago/Bolt/Celerio/ vehicles of similar model and segment), preferably BS-VI emission compliant vehicles having seating capacity not more than 05 (five) including driver, which shall confirm to Terms and Conditions set out in Office Memorandum No.-22924/FIN-COD-MV-0004-2018/F, dtd.-14.08.2023 of Finance Department, Govt. of Odisha and terms and conditions as at Appendix- A, for official use of Odisha State Housing Board on monthly rent basis for a period of one year :

1. The service provider shall have a valid OGST registration to participate in the tendering.
2. The service provider, participating in the bidding process under the jurisdiction of Municipal Corporations, shall be registered on GeM platform.
3. The vehicle must be in road worthy condition, shall not be more than 03 years old from the date of initial registration and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution Certificate, valid Contract Carriage Permit, proof of up to date tax payment etc. mandatory for plying of vehicle.
4. 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.
5. The Driver should be well behaved, gentle and obedient in nature.
6. A sum of Rs.5000/- (Rupees Five thousand) only shall be deposited by the intending bidder in shape of Account Payee Bank Draft drawn in favour of 'Orissa Housing Board Fund' payable at Bhubaneswar and submitted along with tender as security deposit. After completion of the tender process, the amount will be refunded to unsuccessful bidders.
7. The monthly rate of hire charge be quoted separately in general bid information (excluding fuel and lubricants).
8. The vehicle must achieve a minimum fuel efficiency of 17 Kms per litre.

contd. ....p/2

9. The details of the make and year of manufacture of the vehicle, registration No., mileage (Km covered per litre) and name of the Driver, Driving License No. and period of validity should be specifically provided in the general bid information to be furnished with the Quotation/Tender (Appendix- B).
10. The Quotation completed in all respect should reach the undersigned on or before dt.05.04.2024 by 03.00 P.M. The sealed Quotation/Tender can be dropped in the “**DROP BOX**” kept in the office room of Administrative Officer (Vehicle) on the 3<sup>rd</sup>. floor of OSHB Head Office, Bhubaneswar or sent by registered/speed post to Secretary, Odisha State Housing Board, Sachivalaya Marg, Bhubaneswar-751001 with required document and deposits, within dt. 05.04.2024, 03.00 P.M. Quotation/Tender received without appropriate deposits and other documents **or** received after the date & time stipulated for the purpose, shall be summarily rejected.
11. The Quotation/Tender will be opened in the Conference Hall (3<sup>rd</sup> Floor) of OSHB, Bhubaneswar in presence of the Quotationers/Tenderers or their authorized representatives on dtd. 05.04.2024 at 04.00 P.M.
12. The application form of quotation/tender containing General Bid Information & Terms and Conditions and Bid information for Hiring of Vehicles etc. will be available at the cash counter of Accounts Section of OSHB on the 1<sup>st</sup>. floor during office hours on payment of Rs.1000/- from dt.- 20.03.2024 to dt.- 05.04.2024, 02.30 PM or can be downloaded from official website of OSHB, [www.oshb.org](http://www.oshb.org). The applicant shall furnish Demand Draft for an amount of Rs.1000/- (Rupees One Thousand) only towards cost of application along with the application.
13. The Envelope containing the offer must be super-scribed as “**Offer for Hire of Vehicle on monthly rent basis**”.

Sd/-

**Secretary**  
**Odisha State Housing Board**

**TERMS & CONDITIONS FOR HIRING OF VEHICLE**

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 vehicle during the period of contract, shall have all necessary valid MV documents such as valid Registration Certificate, Insurance Certificate, Pollution 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.
2. Odisha State Housing Board shall not be 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 any manner whatsoever. The Service Agency shall be responsible for all such litigations.
3. The hire charges to be paid for monthly basis is final, but does not include cost of fuel, which is to be paid separately basing on actual consumption and as per existing Govt. norms. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of Engine, Gear Box & differential coolant, Tyres & Tubes, Battery etc. will be borne by the bidder.
4. It shall be the responsibility of the bidder to provide a good driver and the remuneration of the driver shall be borne by the owner.
5. 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.
6. In case the vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
7. The vehicle shall report for duty for minimum 25 days in a month.
8. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be demanded.
9. Monthly hire charges and reimbursements towards cost of fuel (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.
10. The vehicle shall not be more than 3 years old from the initial registration and also in good condition during the period of contract.
11. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
12. 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.
13. If the bidder violates any of the terms of the contract, Government shall forfeit the entire amount of security deposit.

**Sd/-  
Seal & Signature of  
Quotation/Tender Calling Authority**

**Appendix- B**

**General Information**

<b>Sl. No.</b>	<b>Particulars</b>	
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 No. of Service Provider (Tenderer/Quotationer)	
20	Contact No. of Driver	

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

Sd/-  
**Seal & Signature of  
Quotation/Tender Calling Authority  
Designation**