

THE HIGH COURT OF ORISSA, CUTTACK

No. 10989...../IIIA-04/2018 / Date 07-07-2025

TENDER CALL NOTICE FOR HIRING OF VEHICLE

Sealed tenders are invited in the prescribed format (Annexure-“B”) 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 Travel Agencies/Tour Operators/ private individuals for providing one A/C Petrol/Diesel driven vehicle such as Zest/ Tigor/ Xcent/ Etios/ Swift Dzire/Celerio on monthly hire basis for the official use of the Financial Advisor, High Court of Orissa, Cuttack which shall also be used for to and fro journey of the concerned officer on monthly rent basis:

1. 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. 10989...../Dtd. 07-07-2025”** should be sent by registered post/ speed post/in person so as to reach the “Registrar (Judicial), High Court of Orissa, Cuttack on or before **28.07.2025** till **5.00PM**.”
2. The vehicle shall be **Bhubaneswar** based and the office will bear the cost of fuel basing on actual consumption.
3. The service provider shall have a valid GST registration to participate in the tendering.
4. 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, Pollution Certificate, valid Contract Carriage permit, Proof of up-to-date tax payment etc. mandatory for plying of vehicle.
5. 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.
6. The driver should be well behaved, gentle and obedient in nature.
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 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 tenderer shall be retained as security deposit till termination of the tenure and the same will be refunded without interest.

8. The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants).
9. The Vehicle must achieve a fuel efficiency of 17 km per litre.
10. The monthly rate of hiring charges be quoted in the general bill information (excluding fuel) which should not exceed Rs 31,200/-, the rate fixed by the Finance Department, Govt. of Odisha vide OM No. 15836/F, Dated 27.05.2025.
11. The details of the make and year of manufacture of the vehicle, registration no, mileage (km covered per liter) 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).
12. The period of contract shall be initially for a period of 3 years which can be extended by maximum 1 year subject to satisfactory performance.
13. The quotation complete in all respect should reach the undersigned on or before **28.07.2025** by **5.00 P.M.** and shall be opened on **29.07.2025** at **3.00 P.M.** in presence of the bidders or their authorized representatives.
14. The Tender has been invited in the prescribed format (Annexure-B) and application form of the tender containing General Information for hiring vehicle is available in the website: **www.orissahighcourt.nic.in**.


Assistant Registrar (Admn.)

Memo No. 10990(2) / Dtd. 07-07-2025

Copy forwarded to the Notice Board for general information/Superintendent, Computer Section for uploading the same on Court's website.


Assistant Registrar (Admn.)

Terms & Conditions

The following terms and conditions must be fulfilled by bidder:

1. The hired vehicles, during 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. 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.
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 as per existing Government 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 service provider.
5. In case of breakdown for reasons whatsoever the replacement of a vehicle of the same or better model shall be provided by the service provider.
6. In case the vehicle does 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 of 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 made.
9. Monthly hire charges and reimbursements towards cost of fuel (as per norm) 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.
10. 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.
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 contract, Authority shall forfeit the entire amount of security deposit.


Assistant Registrar (Admn.)

General Information

1. Name of the Service provider:
2. Complete Address:
3. GST Number:
4. Bank Account No. and IFSC Code:
5. Registration No. of Vehicle:
6. Year of Manufacture:
7. Make and model :
8. Date of registration:
9. Fitness Certificate validity:
10. Pollution Certificate validity:
11. Permit validity :
12. Insurance validity:
13. Name/Address of the Driver:
14. D.L. No. & validity of the D.L. of the driver :
15. Proposed hire charges of the vehicle per month excluding fuel cost:
16. Rate of fuel consumption/Mileage per liter:
17. Contact number of the service provider:
18. Contact number of the driver:
19. List of Documents :
 - a)
 - b)
 - c)
 - d)
 - e)
 - f)
 - g)
 - i)
 - j)

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

Seal and Signature of the
Quotationer/Tenderer