

**GOVERNMENT OF ODISHA
FINANCE DEPARTMENT**

NO. 34085 /F., Bhubaneswar, dated 29.9.12
FIN-COD-MV-0007-2012

OFFICE MEMORANDUM

Sub : Hiring of private vehicles for official use by the offices under the State Government.

The State Government has been encouraging hiring of private vehicles for official use by different offices with a view to achieving economy as well as efficiency in the administrative expenditure. Accordingly, whenever new offices are set up the Administrative Departments concerned are being advised hiring of private vehicles instead of purchasing new vehicles. Similarly, the Administrative Departments are being advised to substitute hired private vehicles as and when existing old vehicles are condemned and/or when the regular drivers working in the offices concerned retire on superannuation. As a matter of policy, in future only select categories of functionaries – such as Principal Secretaries / Secretaries, Heads of Departments, District Magistrates, Superintendents of Police and judicial officers would be provided with Government vehicles. Other offices would be authorised to hire private vehicles for performing official business and for undertaking official tours.

2. In this context it has been brought to our notice that difficulties are being faced by different offices in the matter of hiring of private vehicles since a standardised procedure for this purpose has not been prescribed. Consequently, a large number of references are being received on the issues relating to monetary ceiling of monthly hiring charges as well as types of the vehicles permitted to be taken on hire. After detailed examination of these aspects it has now been decided in consultation with the Transport Department that the following norms should be followed by different Government offices, for hiring of private vehicles for their official use.

Sl. No	Category of Offices	Type of vehicles permissible to be hired	Minimum Average Mileage	Maximum Hire charges per month(*)
1	Blocks / Tahasils and other field offices	Non-AC Marshal / Mahindra Max / Bolero /Tata Sumo	12 Kmpl	Rs. 16,000/-
2	District /Range Level Offices	Non-AC Indica, Ambassador,	14 Kmpl	Rs. 13,000/-
3	Heads of Deptt. / Secretariat (Pool Vehicles)	Non-AC Indica, Ambassador	14 Kmpl	Rs. 13,000/-
4	Heads of Deptt / Secretaries and other equivalent officers (For their own use)	Indigo / Maruti Dezire	14 Kmpl	Rs. 15,000/-

(*) Service Tax would be reimbursed separately over & above the hire charges.

3. District and range level offices as well as Heads of Departments, who are required to perform extensive field tours on a regular basis, will have the option of hiring of the types of vehicles specified at Sl. No. 1 of the preceding table with the corresponding terms and conditions.

4. POL as per mileage covered will be supplied separately by the offices concerned subject to the limit as prescribed by the Finance Department in this regard. No other charges would be payable by the Government offices for hiring of private vehicles. Salary of the drivers, repair and maintenance charges and other operating cost including taxes (except service tax on hire charges) would be borne by the service providers

5. Government offices would be required to invite competitive bids from the service providers for hiring of vehicles. A Standard Bidding Document (SBD) has been prepared for this purpose and attached to this circular (Annexure – I, II & III) in order to facilitate the process This Standard Bidding Document has been designed to maximise mileage per litre for POL and to minimise monthly hire charges.

6. Concurrence of the Finance Department is necessary for hiring of private vehicles. In case private vehicles are required to be substituted in place of existing Government vehicles which is due for condemnation, necessary concurrence for this purpose may be sought only after completing the process of condemnation and auction of the old vehicles and after depositing sale proceeds of the auctioned vehicle. Hiring of vehicles for new offices would also require prior concurrence of the Finance Department.

These instructions will be effective from the date of issue of the office memorandum.

h.

29/9/12

Principal Secretary to Government

Memo No. 34086 (300) /F,

Dated. 29.9.12

Copy forwarded to all Departments of Government / All Heads of Departments along with copy of Standard Bidding Document, terms and conditions and general information for hiring of vehicles in Annexure – I, II & III for reference and necessary action.

W
29/9/2012

Additional Secretary to Government

Memo No. 34087 /F,

Dated. 29.9.12

Copy along with copy of Standard Bidding Document, terms and conditions and general information for hiring of vehicles in Annexure – I, II & III forwarded to Senior software Engineer, State Portal , I.T. Department for hoisting this Office Memorandum in Finance Department website.

W
29/9/2012

Additional Secretary to Government

Standard Bidding Document**Government of Odisha**

_____ **Department/Heads of Department/Office**

Quotation/Tender Call Notice

Sealed quotations/tenders are invited from interested reputed Travel Agencies/Tour Operators or private individuals for providing ____ nos of Non AC/AC Diesel driven vehicles having sitting capacity not more than ten including driver, which shall conform to the Terms and conditions (Annexure-

II) for official use in _____ Department/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, 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 by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the _____ and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
- 5) The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants)
- 6) The Vehicle must achieve a fuel efficiency of _____ Kms per litre.
- 7) The details of the make and year of manufacture of the vehicle, registration no., mileage (Kms covered per litre) 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 _____ by _____ p.m. and shall be opened on the same day at _____ p.m. in presence of the bidders or their authorized representatives.
- 9) The application form of quotation /tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available with _____ of the Deptt/Heads of Department/Office on payment of Rs 100/- from _____ to _____ or can be downloaded from Odisha Govt. Website www.Odisha.gov.in from Dt _____ to Dt _____. In case the application form is downloaded from Govt. website, the applicant shall furnish a Demand Draft for an amount Rs. 100/- (Rupees One Hundred)only towards the cost of application alongwith the application.

Seal & Signature of
Quotation/Tender Calling Authority
Designation

Annexure - II**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 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 & differential Coolant, Tyres & 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 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 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.

**Signature of
Quotation/Tender Calling Authority**

Annexure - III**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
of the owner of vehicle : -
- 7) Fitness Certificate validity : -
- 8) Permit validity : -
- 9) Insurance validity : -
- 10) Name / Address of the Driver : -
- 11) D.L. No. & Validity of the D.L. of the Driver-
- 12) Proposed hire Charge of the vehicle per month
excluding fuel cost:
- 13) Rate of fuel consumption / Mileage per litre:-
- 14) 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**