



CENTRE FOR MODERNIZING GOVERNMENT INITIATIVE (CMGI)
A-2, 1st Floor, Toshali Bhawan, Satya Nagar, Bhubaneswar

TENDER DOCUMENT FOR HIRING OF VEHICLE

Tender Enquiry No. CMGI/PCU/VH/2025/885/ 815,

Dt.16.05.2025

Sealed Quotations / tender having valid GST Registration Certificate are invited in the prescribed format (given in Annexure-B) from interested reputed Travel Agencies / Tour Operators or Private individuals (preferably from Bhubaneswar) for providing 4 (four) vehicles (Zest / Tigor / Swift Dzire / Xcent / Etios (Petrol) or equivalent class) and one vehicle (Ciaz / Honda City (Petrol) etc.) having sitting capacity not more than 5 including Driver. which must confirm to the terms and conditions (given in Annexure-A) for official use in Centre for Modernizing Government Initiative (CMGI), on monthly rent basis.

Sl. No.	Type of vehicle	Nos. of vehicle required	Maximum hire charges per month	Minimum Mileage per litre
1.	Zest / Tigor / Xcent / Swift Dzire / Etios (Petrol) or equivalent class	4 (four)	Rs. 26,000/-	17
2.	Ciaz / Honda City (Petrol) etc	1 (one)	Rs. 30,000/-	12

SCHEDULE OF EVENTS

Last Date For Submission of Tender:	07.06.2025 up to 3.00 PM
Opening of the Tender	07.06.2025 up to 3.30 PM

1. The Vehicle must be in road-worthy condition and shall not be more than three years from the initial registration and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, Valid Contract Carriage Permit, proof of up-to-date tax payment coverage etc. which are mandatory for plying of vehicle.
2. The Driver of the vehicle must have a valid commercial driving licence for driving light transport passenger vehicles and should be sufficiently experienced in driving light motor vehicle.
3. The Driver should be well behaved, gentle and docile in nature.

4. A sum of Rs. 5000/- shall be deposited by the quotationer in shape of Account Payee Bank Draft drawn in favour of the Executive Director, CMGI, per quotation and submit along with the quotation as EMD / Bid Security Deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
5. The monthly rate of hire charges shall be quoted in the General bid information (excluding fuel and Lubricants).
6. 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 licence No. and period of validity should be specifically provided in the General bid information to be furnished with the quotation / tender.
7. The quotations completed in all respect should reach the undersigned on or before 07.06.2025 by 3.00 P.M. and shall be opened on the same day at 3.30 P.M. The quotationers / authorized representatives of the firm may remain present during the opening of the quotation, if they desire. The quotationers should mention "Quotations for Hiring of vehicle" above the sealed envelope.
8. The application for quotation / tender containing General bid information and terms and conditions for hiring of vehicles can be downloaded from www.cmgi.org.in from 16.05.2025.
9. The present requirement of vehicle is five but more vehicles shall be empanelled for future requirement if any.
10. The Quotationers are required to provide the vehicles within 7 days from the date of issue of the order failing which the Quotation of the firm will stand automatically cancelled. If the lowest Quotationer is unable / incapable of providing vehicle within 7 days from the date of issue of engagement order and EMD / Bid Security Deposit of Rs. 5,000/- will be forfeited, the 2nd lowest quotationer will automatically be eligible to provide the same at the L1 price if he agrees.

By order of the Executive Director, CMGI

Procurement Officer, CMGI

Terms & Conditions

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.
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 based 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 & 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 salary of the driver shall be borne by the owner / Travel Agency.
5. In case of breakdown for reasons whatsoever, in replacement a vehicle of the same or better model shall be provided by the owner of the vehicle / bidder.
6. In case of the vehicle does not report regularly the authority will be at liberty to reject the agreement and may engage vehicle from other source.
7. The vehicles 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 of hirer. No extra payment shall be demanded.
9. Monthly hire charges and reimbursements towards cost of fuel / petrol (as per actual) and lubricants (as per Government. norms) 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.
10. The Service Provider shall file GST Return and Taxes regularly and be updated in paying all statutory dues. They should submit a proof of the same alongwith the invoice.
11. The owner of the vehicle /driver shall not use the vehicle hired by Government for any private or commercial purposes beyond office hours or during holidays.
12. 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.
13. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
14. 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.
15. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.

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 (Tender / Quotationer)	
20	Contact number of Driver	

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

Seal & Signature of the
Quotationer / Tenderer