

**Govt. of Odisha**  
**OFFICE OF THE ASSISTANT DIRECTOR OF TEXTILES, KHORDHA**  
**At- Palla, Po-Pallahaat, Dist-Khurda, PIN-752056,**  
**Tele -06755-220576, e.mail khurda.adt@gmail.com**

**SHORT QUOTATION/ TENDER CALL NOTICE FOR HIRING OF VEHICLE**

Letter No. 3684      /Dated.22/12/2022

Sealed quotation are invited in the prescribed format from Travel agencies/ tour operators/ individuals vehicle owners having valid up to date PAN/GST Registration number for providing 01(one) no of Vehicle (Tiago/Bolt/Celerio) for engagement in Office of the Asst. Director of Textiles, Khordha on monthly rent basis. The details of the terms and conditions of the above services along with Tender documents can be downloaded from the Website [www.khurda.nic.in](http://www.khurda.nic.in)/[www.sadhacodisha.org](http://www.sadhacodisha.org)/[www.boyanika.com](http://www.boyanika.com). Last date for submission of quotation is on or before 09.01.2023 by 3.00 P.M.

Sd/-  
Asst. Director of Textiles,  
Khordha



**OFFICE OF THE ASSISTANT DIRECTOR OF TEXTILES, KHORDHA**  
**At- Palla, Po-Pallahaat,Dist-Khurda,PIN-752056,**  
**Tele -06755-220576, e.mail khurda.adt@gmail.com**

**Quotation / Tender Call Notice**

Notice No. ~~3694~~ Dated. 22/12 /2022.

ଓଡ଼ିଶା ସରକାରଙ୍କ ଦ୍ଵାରା ନିମନ୍ତେ ପ୍ରସ୍ତାବ ଦାଖଲ କରାଯିବ

Sealed quotation/ Tenders are invited from interested reputed Travel Agencies/ Tour Operators or private individuals for providing one no. of Non AC Petrol driven vehicles of Tiago/Bolt/Celerio having sitting capacity of 5(five) including driver, which shall conform to the Terms and condition as Annexure-II with following norms for official use in the office of the Asst. Director of Textiles, Khordha.

- 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 & GST Certificate etc. which are mandatory for plying of vehicle.
- 2) The Driver of the vehicle possess a valid commercial Driving License shall be deployed by the agency
- 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 Asst. Director of Textiles, Khordha 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 (exclusive of all Taxes GSTN) be quoted separately in the general bid information (excluding fuel and lubricants)
- 6) The vehicle must achieve a fuel efficiency of 17 Kms per liter.
- 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-I)
- 8) The Quotation completed in all respect should reach the undersigned on or before 09/01/2023 by 3.00 P.M and shall be open on the same day at 4 PM in presence of the bidders or their authorized representatives who are willing. .
- 9) The application form of quotation / Tender containing general bid information and term and conditions for hiring of vehicles etc. will be available with office of the Asst. Director of Textiles Khordha on payment of Rs.100/- (Rupees one hundred )only within office hours from Dt 23.12.2022 to Dt. 06.01.2023.
- 10) The undersigned reserves the right to cancel the notice and all quotations without assigning any reason there-of.
- 11) The agreement will be executed as per the Government of Odisha in Finance Dept. Office Memorandum No-30464/F Dtd. 06.09.2019
- 12) The application form along with the detail of term and condition for hiring of vehicle is available in official website [www.sadhacodisha.org./](http://www.sadhacodisha.org/)[www.boyanika.com./](http://www.boyanika.com/) [www.khurda.nic.in](http://www.khurda.nic.in).

Asst. Director of Textiles,  
Khordha

## TERM AND CONDITIONS FOR HIRING OF VEHICLES.

The following term and conditions must 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 M.V 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 vehicles 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 vehicles any manner whatsoever. The hirer shall responsible for all such litigation.
2. The hire charges to be paid for monthly basis is final but does not include cost of petrol, which is to be paid separately basing on actual consumption and lubricants as per 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 bidder.
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 fuel ( petrol )(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 three years old from the initial registration and also in good running condition during the period of contract.
10. If the service 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.

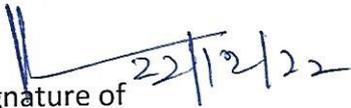


{ 02 }

13. The hired vehicle cannot be used for any private/ commercial purpose beyond office hours of during holiday.
14. The model service provider Agreement is attached at Annexure –A  
Hiring shall be subject to the following ceilings of usage:-
15. Vehicle used by officers of the grade of Head of Department and above up to maximum of **2500 Kms.** In a month .
16. In cash of variation exceeding 20% of distance run the concurrence of Administrative Dept. Shall be taken.
17. Log book shall be maintained for the hired vehicles as in the case of Govt. Vehicles. Kilometer reading and POL drawn shall be necessarily recorded in relevant columns and verified regularly by an authorized officer before making payment .
18. GST registration and GeM registration are compulsory for any Service provider to provide hired vehicles to Govt. Offices through GeM or through open bidding.
19. The hiring may be discontinued immediately, when the vehicles are no longer required for officer.
20. Sanction for hiring of vehicles for one-time periodic requirement on case to case basis shall be accorded by concerned Administrative Dept.

Signature of

Tender Calling authority

A handwritten signature in blue ink, consisting of a stylized 'L' shape followed by the date '22/12/22'.

Signature of

Quotation/ Bidder

Service Provider Agreement

- 1 This Agreement is made on this \_\_\_\_\_ day of \_\_\_\_\_ (month \_\_\_\_\_ year on the orders of Government of Odisha by and between the Asst. Director of Textiles, Khordha and Service Provider " Name having its registrar office (details address) herein offer called agency which expression shall unless excluded by or repugnant to the context be deemed to include its successors and assigns herein after described as 2<sup>nd</sup> party.
- 2 Whereas the Asst. Director of Textiles, Khordha is desirous of engaging the Agency to provide vehicle on hiring basis and the Agency is agreed to provide the Vehicle as its service provider with the term and condition mentioned herein after.
- 3 Whereas the Agency is the owner of a make and model of motor vehicle of the following description : Registration No. \_\_\_\_\_ Model \_\_\_\_\_ : Chassis No. \_\_\_\_\_ Engine No. \_\_\_\_\_ Color \_\_\_\_\_ : Year of Manufacture \_\_\_\_\_
- 4 Whereas the Service Provider having PAN NO. \_\_\_\_\_ and GST No. \_\_\_\_\_ which are valid on this date.
- 5 RENTAL
- The motor vehicle is hereby hired for one year at the rate of \_\_\_\_\_ per month (excluding GST) payable monthly and the mileage of the vehicle which will be governed as per the Finance Dept. O.M.No. \_\_\_\_\_ dated \_\_\_\_\_ the contract will be renewed subject to satisfaction of the Principal.
- 6 The Agency shall only provide vehicle which have the comprehensive insurance
- 7 Agency to ensure that all maintenance work related to assigned vehicle shall be carried out in off duty hours.
- 8 Agency shall ensure that the vehicle should be parked at the place as advised by the principal and should be available when not in duty.
- 9 Driver that possess a valid commercial driving license shall be deployed by the agency
- 10 The driver in no case shall report to duty in an inebriated state or consume alcohol while on duty. In such event user department shall have full right to terminate the contract with immediate effect.
- 11 Driver must be provided a working mobile phone and contact number be provided to user department.
- 12 The driver shall be reachable at all times during duty hours.
- 13 Gossiping with the guests and using mobile phone during driving is not allowed .In case of urgency, driver should park the vehicle with permission from the user and talk in the mobile to the minimum duration.

### 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 Proof of up to date Tax paid with validity :-
- 10 Insurance Validity :-
- 11 Pollution under Control Certificate :-
- 12 Name /Address of the Driver :-
- 13 D.L. No. & Validity of the D.L. of Driver :-
- 14 (a) Proposed hire charges of the vehicle per month  
(Excluding cost of fuel & lubricants) :-
- (b) Proposed hire charges of the vehicle per day  
(Excluding cost of fuel & lubricants) :-
- 15 Rate of fuel consumption / mileage per litre :-
- 16 Fuel used (Petrol/ Diesel) :-
- 17 Contact details of the Service provider (Quotationer)  
Mobile No. \_\_\_\_\_ Telephone No. \_\_\_\_\_ E-mail ID \_\_\_\_\_
- 18 Contact details of the Driver  
Mobile No. \_\_\_\_\_ Telephone No. \_\_\_\_\_ E-Mail ID \_\_\_\_\_

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

Seal & Signature of the Quotationer



**Security Deposit & Document Deposit Particulars**

**(DETAILS OF SECURITY DEPOSIT & DOCUMENTS SUBMITTED ALONG WITH QUOTATION)**

1. Security Deposit amount

Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) only.

(In shape of Deposit Receipt from Nationalized Bank/NSC/KVP duly pledged in favour of the  
Asst. Director of Textiles, Khordha)

Pledged date \_\_\_\_\_ valid up to \_\_\_\_\_

Bank /Post Office \_\_\_\_\_

Branch \_\_\_\_\_

2. GST Clearance Certificate

3 Pan Card

4 GeM Registration

5 For the cost of Quotation documents

Money Receipt No. \_\_\_\_\_ -Dated \_\_\_\_\_ Issued Bu \_\_\_\_\_

Demand Draft No. \_\_\_\_\_ Dated \_\_\_\_\_ Issued By \_\_\_\_\_

Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) only

Signature of the Quotationer  
(Date, full name, Designation & Seal)

The image shows a handwritten signature in blue ink, which appears to be 'S.K.' followed by a stylized signature. To the right of the signature, the date '28/12/22' is written in blue ink.

Asst. Director of Textiles,  
Khordha

## BID PAPER FOR HIRING VEHICLE

NAME OF THE BIDDERS AND ADDRESS		DETAILS OF VEHICLE		DETAILS OF DRIVER		MONTHLY HIRING CHARGE BE QUOTED (Excluding fuel & lubricants)	SECURITY AMOUNT	BD No./Dt
Name		Name of the Manufacture & Model of Vehicle		Name of the Driver				
Father name		Regd. No		Address				
At		Insurance valid						
Po		Fitness certificate valid		Date of birth				
Dist		Valid contract carriage permit		License No.				
Pin		Tax payment		Kind of license				
Mob. No.		Kms. covered per litre		License Validity date				
Mail ID				Experience in driving				
				Character Certificate				

*Signature of Bidder*

