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OFFICE OF THE ASSISTANT DIRECTOR OF SERICULTURE PHULBANI

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Letter No.- 08 /Estt. Dated-04 / 01/2024

Quotation / Tender Call Notice

Sealed quotation/ Tenders in plain paper are invited from interested reputed Travel Agencies/ Tour Operators or private individuals for providing one No. of AC PETROL/DIESEL driven vehicles (like Tiago/ Bolt/ Celerio or any vehicle of similar model) having sitting capacity not more than five including driver, which shall conform to the Terms and condition as **Annexure- A** with following norms for official use in the office of the Asst. Director of Sericulture, Phulbani. The monthly hiring charge of vehicle is Rs.20,000/- (excluding GST).

- 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 service provider shall have a valid OGST registration to participate in the tendering
- 3) 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.
- 4) The Driver should be well behaved, gentle and obedient in nature.
- 5) 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 Sericulture, Phulbani and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
- 6) The monthly rate of hire charge may be quoted separately in the general bid information (excluding fuel and lubricants).
- 7) The vehicle must achieve a fuel efficiency of 17 Kms per litre.
- 8) 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- B**).
- 9) The Quotation completed in all respect should reach the undersigned on or before 04.02.2025 by 5:00 PM and tender shall be open on the next working day i.e. 05.02.2025 at 11.30 AM in presence of the bidders or their authorized representatives.
- 10) The intending bidder shall file up to date Sale Tax/Income clearance certificate along with the quotation for verification of bid and shall produce the original up to date Tax



Clearance certificate for verification and for consideration of his bid, otherwise the quotations shall be deemed to have been rejected.

11) The application form of quotation/tender containing General Bid information & terms and condition for hiring of vehicle etc. shall be available with the office of the Asst. Director of Sericulture, Phulbani on payment of Rs. 100/- From 04.01.25 to 04.02.25 or can be download from Kandhamal.nic.in from 04.01.25 onwards. In case of downloaded application form the interested bidder has to furnish a deemed draft from an amount of Rs. 100/- (Rupees one hundred) only towards the cost of the application form. The D.D must be attached with the application form.

12) The eligible bidder shall commence the service immediately soon after issue of the engagement order of the vehicle and shall continue to provide service up to one year of agreement or till the end of financial year whichever is earlier.

Asst. Director of Sericulture,
Phulbani

Memo No 09 /Dt. 04/01/2025
Copy submitted to the Director of Textiles and Handlooms, Odisha, Bhubaneswar for favour of kind information and necessary action.

Asst. Director of Sericulture,
Phulbani

Memo No 10 /Dt. 04/01/2025
Copy submitted to the Dy. Director of Sericulture, Chandragiri for favour of kind information and necessary action.

Asst. Director of Sericulture,
Phulbani

Memo No 11 /Dt. 04/01/2025
Copy forwarded to the District e-Governance Officer, Phulbani, for favour kind information and requested to upload the soft copy of the tender, in the district website.

Asst. Director of Sericulture,
Phulbani

Memo No. 12 /Dt - 04/01/2025
Copy to Notice Board for information.

Asst. Director of Sericulture,
Phulbani

TERMS AND 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 vehicles, during period of contract, Shall have all necessary valid MV documents such as: valid Registration certificate, insurance certificate, Fitness Certificate, valid Contact 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 diesel/petrol, 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.
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.
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 of the vehicle do not report regularly, the authority will be at liberty to reject the engagement and may engage vehicle from other source.
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 of hire. No extra payment shall be demanded.
9. Monthly hire charges and reimbursements towards cost of diesel/petrol (as per actual) and lubricants (as per norms) of selected bidder will be paid in every succeeding month, as per as possible within fifteen days of the submission of bill by the service provider and no advance payment will be made.
10. The vehicle shall not be more than 3 year 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 intend to withdraw the service 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.


Asst. Director of Sericulture,
Phulbani

General Information

Sl No	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	OGST Number	
4	Bank Account No and IFSC Code	
5	Registration No. of Vehicle	
6	Year of Manufacture	
7	Make & Model	
8	Date of registration	
9	Name & complete address of the owner of vehicle	
10	Fitness Certificate validity	
11	Pollution Certificate validity	
12	Permit validity	
13	Insurance validity	
14	Name / Address of the Driver	
15	D.L. No. & Validity of the D.L of the Driver	
16	Proposed hire Charge of the vehicle per month excluding fuel cost	
17	Rate of fuel consumption / Mileage per litre	
18	Contact Number of the Service provider (Tenderer/ Quotationer)	
19	Contact number of Driver	

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

Seal and Signature of
Quotationer/ Tenderer