

OFFICE OF THE ASSISTANT DIRECTOR OF HANDICRAFTS, GAJAPATI,
DIC PREMISES, NEAR DIST. AGRICULTURE OFFICE, PARALAKHEMUNDI
Email:-adhgajapati@gmail.com

QUOTATION CALL NOTICE

No. 553

Date 22.11.2023

Sealed quotations are invited from interested reputed Travel Agencies/ Tour Operators / Private individuals for providing **one** AC Petrol/Diesel driven commercial four wheeler Vehicle [Tiago/ Bolt/ Celerio/similar vehicle] having sitting capacity not more than **05** including driver, which shall conform to the Terms and conditions (Appendix-A) for official use in O/o the **Assistant Director(Handicrafts), Gajapati** on monthly rent basis. The quotation should be super scribed " Quotation for providing vehicle on hire basis under **O/o the Assistant Director(Handicrafts), Gajapati** on the cover and sealed quotation will be received up to **4.00 P.M date 06.12.2023** through **Registered Post/ Speed Post/ By Hand** only. Quotation received after the scheduled date and time will not be accepted. The quotations will be opened in the presence of the quotationers or any of their authorized agents on dated **06.12.2023 at 4.00 P.M** in the office of the undersigned.

The undersigned reserves the right to reject all or any of the quotation without assigning any reason therefore.

TERMS AND CONDITIONS

Annexure-I

1. The Service provider shall have a valid OGST registration to participate in the tendering.
2. The Service provider, participating in the bidding process under the jurisdiction of Municipal Corporations, shall be registered on GeM platform.
3. 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.
4. 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.
5. The Driver should be well behaved, gentle and obedient in nature.

6. A Sum of **Rs. 5000/-** Shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the **Assistant Director(Handicrafts), Gajapati payable at SBI, Main Branch, Paralakhemundi** and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
7. The Monthly rate of hire charge should be quoted separately in the general bid information (excluding fuel and lubricants).
8. The vehicle must achieve a fuel efficiency of **17Km per litre**.
9. The details of the make and year of manufacture of the Vehicle, registration no., mileage (Km covered per litre) 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 (Annexure-B)
10. The Quotation completed in all respect should reach the undersigned on or before **06.12.2023 at 4.00 P.M** through Registered Post / Speed Post / By Hand and shall be opened on the same day i.e on **06.12.2023 at 4.00 P.M.** in presence of the bidders or their authorized representatives. The undersigned will not be responsible for any postal delay.
- 11 The application form of quotation /tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. can be furnished as per Annexure-A (enclosed) from **22.11.2023 to 06.12.2023 up to 4.00 P.M.**


Assistant Director(H)I/c
Gajapati

Memo No. 554 Dt. 22.11.2023

Copy forwarded to the Directorate of Handicrafts, Odisha, Bhubaneswar for favour of kind information.


Assistant Director(H)I/c
Gajapati

Memo No. 555 Dt. 22.11.2023

Copy to Notice Board / District Information Officer, NIC , Paralakhemundi, Gajapati for information and web hosting of the Advertisement. for information and wide publication.


Assistant Director(H)I/c
Gajapati

Terms & Conditions

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, 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 basing on actual consumption and 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 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 terminate the agreement without prior notice.

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. No extra payment shall be demanded.

9. Monthly hire charges and reimbursements towards cost of fuel (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.

Terms & Conditions

- 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, Government shall forfeit the entire amount of security deposit.

Assistant Director (Handicrafts)
Gajapati, Paralakhemundi

Seal & Signature of

Quotation/Tender Calling Authority

Designation

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 (Tenderer/Quotationer)	
20	Contact number of Driver	

General Information

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

1	Name of the Service Provider
2	Complete Address
3	CGST Number
4	CGST Registration Number
5	State Vehicle No and PUC Code
6	Seal & Signature of Quotationer / Tenderer
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 rate Charge of the vehicle per month excluding fuel cost
18	Rate of fuel consumption / Mileage per litre
19	Contact Number of the Service provider (Tenderer/Quotationer)
20	Contact Number of Driver