

**OFFICE OF THE DEPUTY DIRECTOR, SOIL CONSERVATION-CUM-  
PROJECT DIRECTOR, WATERSHEDS, GAJAPATI, PARALAKHEMUNDI**

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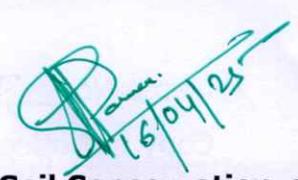
**QUOTATION / TENDER CALL NOTICE**

No. 699 /W/S

Date : 16/04/2025

As per provisions outlined in the office Memorandum No. 22924/F, FIN-COD-MV-0004-2018, dtd. 14.08.2023 of Government of Odisha Finance Department Sealed quotations/tenders are invited from interested reputed Travel Agencies / Tour Operators / Private individuals for providing one number of AC Petrol/Diesel driven vehicles having sitting capacity not more than 7 (seven) including driver, which shall conform to the Terms and conditions (Annexure-A) for official use in O/O. the Project Director, Watersheds, Gajapati, Paralakhemundi on monthly rent basis:

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. The engagement and employment of Drivers and payment of wages to them as per existing provision of various labour laws and regulation is the sole responsibility of the Travel Agency and any breach of such laws or regulations shall be deemed to be breach of this contract.
7. A sum of **Rs. 5000/-** shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the **Project Director, Watersheds, Gajapati, Paralakhemundi** and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
8. The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants).
9. The Vehicle must achieve a fuel efficiency of 10 km per litre.
10. 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).
11. In view of pollution being high through use of Diesel vehicles, it is preferable to hire BS-VI compliant petrol Vehicles. (New)
12. The Quotation completed in all respect should reach the undersigned on or before **22.04.2025** by **01.00 P.M.** and shall be opened on **23.04.2025** at **10.00 A.M.** in the office of the Project Director, Watersheds, Gajapati Office chamber presence of the bidders or their authorized representatives and the tender committee for hiring vehicle.
13. The application form of quotation containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available with Office of the Project Director, Watersheds, Gajapati, Paralakhemundi on payment of Rs. 100/- (Rupees One hundred) only from 11.00 AM to 05.00 PM or can be downloaded from our website [www.gajapati.odisha.gov.in](http://www.gajapati.odisha.gov.in) from 16.04.2025. In case the application form is downloaded from Govt. web site, the applicant shall furnish a Demand Draft of Rs. 100/- (Rupees one hundred) only towards the cost of application along with the application.

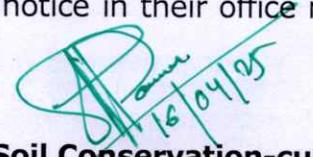
  
**Deputy Director Soil Conservation-cum-  
Project Director, Watersheds, Gajapati**

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Memo No. 700 /W/S

Date : 16 / 04 /2025

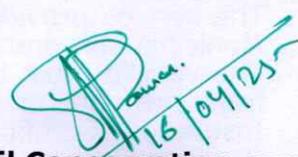
Copy alongwith Quotation Call Notice to all Local Offices of Paralakhemundi for information and request to display the notice in their office notice board for wide publication.

  
**Deputy Director Soil Conservation-cum-  
Project Director, Watersheds, Gajapati**

Memo No. 701 /W/S

Date : 16 / 04 /2025

Copy submitted to the Collector, Gajapati, CDO-cum-EO, Zilla Parishad, Gajapati for favour of kind information.

  
**Deputy Director Soil Conservation-cum-  
Project Director, Watersheds, Gajapati**

Memo No. 702 /W/S

Date : 16 / 04 /2025

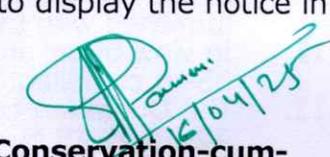
Copy submitted to the Directorate, Soil Conservation and Watershed Development, Odisha, Bhubaneswar for favour of kind information.

  
**Deputy Director Soil Conservation-cum-  
Project Director, Watersheds, Gajapati**

Memo No. 703 /W/S

Date : 16 / 04 /2025

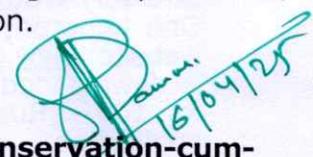
Copy to the Deputy Director, Information and Publication Relation Department, Odisha, Bhubaneswar for information and request to display the notice in their office notice board for wide publication.

  
**Deputy Director Soil Conservation-cum-  
Project Director, Watersheds, Gajapati**

Memo No. 704 /W/S

Date : 16 / 04 /2025

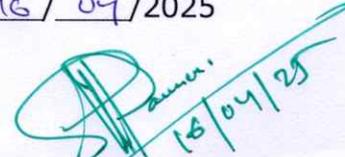
Copy to the DEGM, Collectorate, Gajapati for floating the quotation / tender call notice in Gajapati District NIC website for wide circulation.

  
**Deputy Director Soil Conservation-cum-  
Project Director, Watersheds, Gajapati**

Memo No. 705 /W/S

Date : 16 / 04 /2025

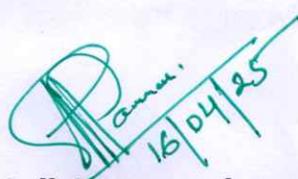
Copy to Notice Board.

  
**Deputy Director Soil Conservation-cum-  
Project Director, Watersheds, 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. This 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.
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. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.

  
Deputy Director Soil Conservation-cum-  
Project Director, Watersheds, Gajapati

16-4-25

**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	

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

Seal & Signature of  
Quotationer / Tenderer