

**OFFICE OF THE ASSISTANT DIRECTOR OF TEXTILES, SUNDARGARH.**


Email id-adtsundargarh@gmail.com

**Quotation / Tender Call Notice**

Notice No. 533 / Date 10.8.2021

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 confirm to the Terms and condition as Annexure-II with following norms for official use in the office of the Asst. Director of Textiles, Sundargarh.

- 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, GeM Registration & 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, Sundargarh 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-1)
- 8) The Quotation completed in all respect should reach the undersigned on or before 26.08.2021 by 3.00 P.M and shall be opened on the same day at 4.00 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, Sundargarh on payment of Rs.100/-(Rupees one hundred )only within office hours from Dt 12.08.21 to Dt. 25.08.2021.
- 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 Deptt. Office Memorandum No-30464/F Dated. 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.sundargarh.nic.in](http://www.sundargarh.nic.in)

  
Assistant Director of Textiles,  
Sundargarh

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Memo No 534 /Date. \_\_\_\_\_/2021

Copy submitted to the Director of Textiles and Handlooms, Odisha, Bhubaneswar for favour kind information and necessary action.

Assistant Director of Textiles,  
Sundargarh

Memo No 535 (10) /Date. 10.8. /2021

Copy submitted to the Collector & District Magistrate, Sundargarh/ Project Director, DRDA, Sundargarh/ Sub-Collector, Sundargarh/ B.D.O.Sundargarh/ Tahasildar , Sundargarh / Joint Director of Textiles, (W.D), Bargarh / Regional Transport Officer, Sundargarh / Dy. Registrar of Co-op. Societies, Sundargarh / District Information & Public Relation Officer, Sundargarh & the Dist. Informatics Officer, NIC, Sundargarh for favour of kind information with a request to display the same in their Notice Board for wide circulation.

Assistant Director of Textiles,  
Sundargarh

Memo No \_\_\_\_\_/Date. \_\_\_\_\_/2021

Copy to Notice Board.

Assistant Director of Textiles,  
Sundargarh

**Annexure-I**

**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) Insurance Validity	
10) Name /Address of the Driver	
11) D.L. No. & Validity of the D.L. of Driver	
12) Proposed hire charges of the vehicle per month excluding fuel cost	
13) Rate of fuel consumption / mileage per litre	
14) Contact details of the Service provider (Tenderer/Quotationer) Mobile.....Telephone.....	

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

Seal & Signature of the  
(Tenderer/Quotationer)

**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 diesel, which is to be paid separately basing on actual consumption and lubricants as per Government norms.
3. 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 bidder.
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 agreement and may engage vehicle from other source.
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. The driver of the vehicle should have the knowledge local language, local routes and location of villages.
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. The hired vehicle cannot be used for any private/ commercial purpose beyond office hours of during holiday.
11. The hiring may be discontinued immediately, when the vehicles are no longer required for officer.
12. If the service are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
13. 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.
14. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
15. The bidder of the representative should remain present at the time of the opening of the tender otherwise no complain shall be entertained. The right negotiate the rates with the undersigned if necessary.
16. The successful L1 bidder vehicle shall enter into agreement on non judicial stamp paper with Assistant Director of Textiles, Sundargarh before agreement.
17. GST registration and GeM registration are compulsory for any Service provider to provide hired vehicles to Govt. Offices through GeM or through open bidding.
18. The undersigned reserved every right to accept or reject any or all of the quotation in full or part without assigning any reason thereof.

*Sell*  
Signature of  
Tender Calling authority

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 "Principal" \_\_\_\_\_ O/o the Assistant Director of Textiles, Sundargarh 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 Principal 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 hereinnfter.
- 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 Deptt. 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.

**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, Sundargarh) 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 By \_\_\_\_\_  
\_\_\_\_\_ Demand Draft No. \_\_\_\_\_ Dated \_\_\_\_\_ Issued By \_\_\_\_\_ Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_)  
\_\_\_\_\_ )only

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

-Sd-  
Assistant Director of Textiles  
Sundargarh