

GOVERNMENT OF ODISHA



**DEPARTMENT OF WATER RESOURCES**

QUALITY ASSURANCE DIVISION, SUNDARGARH

QUOTATION CALL NOTICE NO-07/2023-24 Dated.08.03.2024

**DOCUMENT FOR QUOTATION**

Name of the Work: – Hiring of Private vehicle for official use in the Office of the Superintending Engineer, Quality Assurance Division, Sundargarh for the Year 2024-25(Period from 01.04.2024 to 31.03.2025)

Superintending Engineer,  
Quality Assurance Division,  
Sundargarh

**RECORD OF RECEIPT OF TENDER**  
*(To be filled in at the time of opening of tender)*

1. Date of Receipt :
2. Date of Opening :
3. No. of Pages in the Quotation document :
4. Details of E.M.D. with remarks  
(Pledged/ Un-Pledged) :
5. Whether valid PAN Card furnished :
6. Whether No-Relationship Certificate furnished :
7. No. of over writings if any with Remarks  
(Attested/ Un-Attested) :
8. If rates quoted in words and figures tally :

Quotationer

Superintending Engineer,  
Quality Assurance Division,  
Sundargarh



GOVERNMENT OF ODISHA  
DEPARTMENT OF WATER RESOURCES  
OFFICE OF THE SUPERINTENDING ENGINEER,  
QUALITY ASSURANCE DIVISION, SUNDARGARH-770020  
Email Id - seqadsundargarh@gmail.com

QUOTATION CALL NOTICE No. 07/2023-24 Dated :08.03.2024

Sealed quotations are invited from interested reputed Travel agencies/ Tour operators/ Private individuals having valid GST, PAN Card etc. for providing one number diesel driven vehicle or BS-IV compliant diesel vehicle (TUV 300/Bolero/ Scorpio / Ertiga) having seating capacity not more than 8(Eight) including Driver (which shall confirm to the terms & conditions of the quotation call notice) for official use of Superintending Engineer, Quality Assurance Division, Sundargarh for inspection of the project work & official work on monthly rent basis.

Sl. No.	Name of Work	Type of vehicle	Fuel Used	Required No.
1	Hiring of Private vehicle for official use in the Office of the Superintending Engineer, Quality Assurance Division, Sundargarh for the year 2024-25(Period from 01.04.2024 to 31.03.2025)	TUV 300/Bolero/ Scorpio / Ertiga	Diesel	01 (One)

Cost of Quotation Document (Non-refundable)	Sale of Quotation Document		Receipt of Quotation	Opening of Quotation
Rs.100/-(One Hundred) (Cash/DD By hand) Rs.100/-(One Hundred)(DD) (In case of download of document)	<b>From</b> <b>13.03.2024</b> <b>at 10.00 AM</b>	<b>To</b> <b>28.03.2024</b> <b>upto 3.00 PM</b>	<b>From</b> <b>13.03.2024 of</b> <b>10.00 AM to</b> <b>3.00 PM of</b> <b>dated</b> <b>28.03.2024</b>	<b>At 3.30 PM of dated</b> <b>28.03.2024</b>

1. The details are available in office of the undersigned at o/o the Superintending Engineer, Quality Assurance Division, Sundargarh during office hours and also in the websites <http://dowrodisha.gov.in> and <https://sundargarh.nic.in>.
2. The Quotation Document may be purchased by hand from O/o the Superintending Engineer, Quality Assurance Division, Sundargarh on any working day during office hours (except Govt. Holidays) on deposit of cost of quotation document as indicated in the table above in shape of cash/ account payee Demand Draft/ account payee Banker's Cheque (Non-refundable) from any Nationalised Bank drawn in favour of the Superintending Engineer, Quality Assurance Division, Sundargarh.

3. The Quotation Document can also be downloaded from the Govt. Web sites <https://dowrodisha.gov.in> or <https://sundargarh.nic.in>. However, the cost of Quotation document as indicated in the table above must be deposited with the Quotation documents in shape of account payee Demand Draft from any Nationalised Bank drawn in favour of the Superintending Engineer, Quality Assurance Division, Sundargarh otherwise, the Quotation will be rejected. The Quotation Calling Authority will not be responsible for missing of any pages, while downloading the Quotation document.
4. The Quotation will be received and opened in O/o the Superintending Engineer, Quality Assurance Division, Sundargarh, as per the date and time indicated in the table above in the presence of the Quotationers or their authorized representatives, if so they desire. The Quotationer can send the Quotation along with other documents through Regd. Post/ Speed Post or in person but the Quotation Calling Authority will not be responsible for delay. If the last date of purchase of the Quotation document/ date of receipt of Quotation and date of opening of Quotation happens to be a holiday, then the date will be deferred to the next working day, however, the time and venue shall remain unaltered.
5. Quotation through Fax/Telex/Telegram/e-mail will not be accepted.
6. 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, Comprehensive Insurance Certificate, Fitness Certificate, valid Contract Carriage Permit, Proof of up-to-date tax payment etc. which are mandatory for plying of vehicle.
7. 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 and should be well behaved, gentle and obedient in nature.
8. The Quotation must be accompanied with Security Deposit of **Rs.5000/- (Rupees Five Thousand)** only in shape of Deposit Receipt from Nationalised Bank/ NSC/ KVP duly pledged in favour of **the Superintending Engineer, Quality Assurance Division, Sundargarh** otherwise, the quotation will be rejected. After completion of quotation process, the amount will be refunded to the un-successful bidders.
9. The monthly rate of hire charges should be quoted separately in the enclosed general information for hiring vehicle format by the intending Quotationer (**excluding fuel, lubricants and GST**) and the vehicle must achieve a fuel efficiency of not less than **10 kilometers per litre**.

10. 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 in the quotation.

11. The quotations received in incomplete shape or after the schedule date and time shall be summarily rejected. The Quotation Calling Authority reserves the absolute right to accept or reject any or all Quotations without assigning any reason thereof.

Quotationer

*08/03/24*  
*08/03/24*  
**Superintending Engineer**  
**Quality Assurance Division**  
**Sundargarh**  
*08/03/24*

## TERMS & CONDITIONS FOR HIRING OF VEHICLES

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 M.V. documents such as valid Registration Certificate, Comprehensive Insurance Certificate, Fitness Certificate, valid Contract Carriage Permit, Proof of up-to-date tax payment, Pollution under Control Certificate etc. and valid D.L. of the driver available all the times which are mandatory for plying of vehicle. 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 in any manner whatsoever. The bidder shall be responsible for all such litigations.
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 existing Government norms at prevailing rates. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of engine, Gear Box & Differential Coolants, 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 borne the salary of the driver.
4. In case of break down for reasons whatsoever, the replacement of a vehicle of the same or better model shall be made by the owner of the vehicle/ bidder. In the event of delay in arrival beyond 15 minutes, user shall have right to hire other taxi services (which may or may not be of similar hired vehicle category) and the fare charges shall be charged to service provider. The vehicle will be allowed for servicing or other repair and maintenance works in off duty hours and as per convenience of the officer.
5. The hired vehicle shall report for duty for minimum **25 days** in a month. In case of the vehicle do not report regularly, the authority will be at the liberty to cancel the agreement and may engage vehicle from other source.
6. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
7. Monthly hire charges and reimbursements towards cost of diesel/petrol (as per actual) and lubricants (as per Govt. norms) of the selected bidder will be paid in every succeeding month, as far as possible **within 15 (fifteen) days** of the submission of bills by the service provider (subject to availability of fund) by credit into the bank account of the Agency through EWCS/RTGS. No advance payment will be made.
8. The vehicle shall not be more than **3 years** old from the initial registration and also in good running and road worthy condition during the period of contract.
9. If the services are found to be unsatisfactory, the client shall be given **one month notice** and terminate the agreement. In case service provider intends to withdraw the services of his vehicle and terminate the agreement, it shall be mandatory upon him to give **three months** notice before such withdrawal of service and termination of agreement.
10. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
11. All original documents should be produced for verification and a set of self attested photo copies must be submitted by the successful bidder at the time of opening of the quotation.

Quotationer

  
Superintendent Engineer  
Quality Assurance Division  
Sundargarh  


**Particulars of Quotation Document Issue**

OFFICE OF THE SUPERINTENDING ENGINEER,  
QUALITY ASSURANCE DIVISION, SUNDARGARH-770020  
Email Id - seqadsundargarh@gmail.com

Date of issue of Quotation Document :.....

Quotation Call Notice No:07/2023-24 Dated.

Issued in favour of:

(Full Name & Address)

Telephone No:    Landline:

Mobile:

Vide money receipt No:

Dated:

Issued by:

(Stamp & Signature of issuing officer)

Cost of Tender Paper (non-refundable):    Rs.100/- (Rupees One Hundred) only by Hand

**Superintending Engineer  
Quality Assurance Division  
Sundargarh**

**Security Deposit& Document Deposit Particulars**  
**(DETAILS OF SECURITY DEPOSIT& DOCUMENTS SUBMITTED ALONG WITH QUOTATION)**

1.SD amount

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

(In shape of Deposit Receipt from Nationalised Bank/ NSC/ KVP duly pledged in favour of the Superintending Engineer, Quality Assurance Division, Sundargarh)

Pledge Date: \_\_\_\_\_ Valid up to: \_\_\_\_\_

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

Branch: \_\_\_\_\_

2. GST clearance certificate:

3. PAN Card:

4. 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)**

**Superintending Engineer**  
**Quality Assurance Division**  
**Sundargarh**



## General Information for Hiring Vehicles

1. Registration No. of Vehicle :
2. Type of Vehicle (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)
15. Rate of fuel consumption/ mileage per litre :
16. Fuel used (Petrol/Diesel) :
17. Contact details of the Service provider (Quotationer)  
Mobile \_\_\_\_\_ Telephone \_\_\_\_\_ E-Mail ID: \_\_\_\_\_
18. Contact details of the Driver  
Mobile \_\_\_\_\_ Telephone \_\_\_\_\_ E-Mail ID: \_\_\_\_\_

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

**Seal &Signature of the Quotationer**

## **CERTIFICATE OF NO-RELATIONSHIP**

I/ We hereby certify that I/ We am/ are not related to any officer of P.W.D. in the rank of Asst. Engineer and above and any officer of the rank of Asst. Secretary and above in the W/R Deptt. I/ We am/ are aware that if the facts subsequently proved to be false my/ our contract will be rescinded with forfeiture of Security Deposit and I/ We shall be liable to make good the loss or damage resulting from such cancellation.

**Signature of the Quotationer**