



GOVERNMENT OF ODISHA

DEPARTMENT OF WATER RESOURCES

SUNDARGARH IRRIGATION DIVISION, SUNDARGARH

DOCUMENT FOR QUOTATION

Name of the Work: - Providing one no. of diesel / petrol driven vehicle for official use in the Office of the Superintending Engineer, Sundargarh Irrigation Division, Sundargarh.

Farida

Superintending Engineer
Sundargarh Irrigation Division
Sundargarh

Name of the Work: - Providing one no. of diesel / petrol driven vehicle for office use in the Office of the Superintending Engineer, Sundargarh Irrigation Division, Sundargarh.

The document for quotation contains **Six (06) sheets** including cover page.

Basida

Superintending Engineer
Sundargarh Irrigation Division
Sundargarh

Issued vide Money Receipt No.

Dt.

→

Superintending Engineer
Sundargarh Irrigation Division
Sundargarh

Basida

Quotationer

Superintending Engineer
Sundargarh Irrigation Division
Sundargarh

STANDARD BIDDING DOCUMENT

GOVERNMENT OF ODISHA

DEPARTMENT OF WATER RESOURCES

OFFICE OF THE SUPERINTENDING ENGINEER, SUNDARGARH IRRIGATION DIVISION, SUNDARGARH

No: 8703 Date 8/7/25

Quotation Call Notice No.01/2025-26 Date.08.07.2025

Sealed quotations are invited from interested reputed Registered Travel Agencies/Tour Operators / Private individuals having GST and PAN Card for providing 1 no. of AC Diesel / Petrol driven vehicle BS-VI compliant (**TUV 300 / Bolero / Sumo Gold / Ertiga**) having sitting capacity 7 to 10 nos. including driver, which shall confirm to the terms and conditions (Annexure- II) for official use in the Office of the **Superintending Engineer, Sundargarh Irrigation Division, Sundargarh** on monthly rent basis for the period from **08/2025 to 03/2026**.

1. The service provider shall have a valid GST registration to participate in the quotation.
2. 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.
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 / N.S.C / K.V.P / POSTAL SAVING Bank Accounts / Deposit Receipt of Nationalized Bank / Post office Time deposit Account** drawn or pledged in favour of the **Superintending Engineer Sundargarh Irrigation Division, Sundargarh** and to be 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 be quoted separately in the general bid information (excluding fuel and lubricants) in annexure-III.
7. The vehicle must achieve a fuel efficiency of 10 Km/litre.
8. Terms & Conditions as specified in Annexure-A (Copy enclosed) shall be abided by the Tenderer.
9. The details of the make and year of manufacture of the vehicle, registration no, 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 (Annexure-III).
10. The Quotation completed in all respect should reach in all the offices where the quotations have been notified to be sold on or before **dt.24.07.2025 up to 05:30 p.m.** and shall be opened on **dt.25.07.2025 at 11:00 a.m.** in presence of the bidders or their authorized representatives willing to be present in the office of the undersigned.
11. The application form of quotation containing general Bid Information & Terms and conditions for Hiring of Vehicle etc. will be available in **Office of the Superintending Engineer, Sundargarh Irrigation Division, Sundargarh** on payment of Rs.1000.00 from **Dt.11.07.2025 at 10:00 a.m. to Dt.24.07.2025 up to 05:30 p.m.** or can be downloaded from Odisha Govt. website from **Dt.11.07.2025 at 10:00 a.m. to Dt.24.07.2025 up to 05:30 p.m.** In case the application form is downloaded from Govt. website (<http://www.odisha.gov.in/> & <https://sundargarh.odisha.gov.in>), the applicant shall furnish a Demand Draft for an amount Rs.1000/- (Rupees One Thousand) only in favour of **Superintending Engineer, Sundargarh Irrigation Division, Sundargarh** towards the cost of application along with the application.


Superintending Engineer
Sundargarh Irrigation 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 tender document :
4. Details of E.M.D. with remarks
(Pledged/ Un-Pledged) :
5. Whether Aadhar Card furnished :
6. Whether valid PAN Card furnished :
7. Whether valid Form GSTIN furnished
(Valid / Invalid) :
8. Whether No-Relationship Certificate furnished :
9. No. of over writings if any with Remarks
(Attested/ Un-Attested) :
10. If rates quoted in words and figures tally :

Quotationer

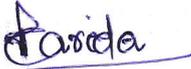

Superintending Engineer
Sundargarh Irrigation Division
Sundargarh

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 MV 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.
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 bidder 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 if supplied by the agency 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 agreement and may engage vehicle from other source.
7. The vehicles shall report for duty for minimum of **25 days** in a month. The duty of the vehicle owner is to provide the vehicle every day without any hindrances. If the vehicle will not report for duty on any day the undersigned will be forced to deduct proportionate hire charges for the day. The vehicle will be allowed for servicing and other repair as per the convenience of the officer. If the vehicle fails to move smoothly then it is the duty of the vehicle owner to provide another suitable vehicle at the same cost, so that the work of the department will not hamper at any time. If the owner fails to supply the vehicle, the department will take a vehicle on hire from local market and the cost will be borne by the owner.
8. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
9. Monthly hire charges and reimbursements towards cost of diesel (as per actual) if supplied by the agency and lubricants (as per Govt. norms) of selected bidder will be paid in every succeeding month, as per as possible within **15 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. 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 services and termination of agreement.
13. If the bidder violates any of the terms of contract, Government shall forfeit entire amount of security deposit.

Quotationer


Superintending Engineer
Sundargarh Irrigation Division
Sundargarh

GENERAL INFORMATION FOR HIRING VEHICLE

1. Name of the Service Provider:-
2. Complete Address:-
3. GST 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 (for Commercial Vehicle):-
14. Insurance validity:-
15. Name /Address of the Driver:-
16. D.L. No. & Validity of the D.L. of the Driver:-
17. Contact Number of the Service Provider:-
18. Contact Number of the Driver:-
19. Proposed hire charge of the vehicle per month excluding fuel cost:-
20. Rate of fuel consumption / Mileage per litre:-

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

Seal & Signature of the Quotationer

