

OFFICE OF THE ASSISTANT DIRECTOR OF HANDICRAFTS, BOLANGIR

District Industries Centre Premises, Bolangir, Near Civil Court, Patnagarh Road
Dist-Bolangir ,Odisha, Pin-767001 ,E-mail- adhbolangir@gmail.com

Quotation Call Notice

No. 519 Date: 11/07/2023

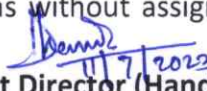
Sealed quotations are invited from interested reputed Travel Agencies/ Tour operators/ Vehicle owners for providing one petrol driven non- A.C. light transport passenger vehicle such as Tiago/Bolt/Celerio for engagement in the Asst. Director (Handicrafts), Bolangir, Office for the period of one year on monthly rental hiring basis as per the terms & conditions enclosed at Annexure-I. In case the above vehicles are not available, the Committee may consider any other vehicle which fulfills the criteria of hiring charges as well as minimum average of mileage in KMs per liters for District Level Officers fixed by the F.D. M.O No.30464 dt. 06.09.2019. The period of hiring may be extended basing on the performance of the Driver and the condition of the vehicle.

The schedule quotation as well as the term and condition are available in the office of the undersigned as well as the District web site.

Interested Travel Agencies/ Tour operators/ Vehicle owners should submit their quotations in the enclosed schedule at Annexure –I & II at Asst. Director (Handicrafts), Bolangir, Office on or before dt.24-07-2023 by 4.00 P.M. super scribing “**Hiring of the vehicle for AD(H), Bolangir, Office**” on the cover of the envelope containing the quotation. The Sealed Quotation shall reach at Asst. Director (Handicrafts), Bolangir, office by hand/ Registered Post/ Speed Post only on or before the date line. Sealed Quotation received beyond the date and time mentioned above shall not be taken into consideration

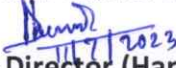
The aforesaid sealed quotations will be opened on **25-07-2023 at 4.00 P.M** and evaluated by a Committee constituted for the purpose in presence of quotationer or their authorized representatives.

The authority reserves the right to reject any or all quotations without assigning any reason thereof.


Assistant Director (Handicrafts)
Bolangir.

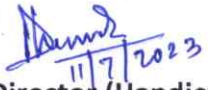
Memo No. 520 /Date. 11/07/2023
Copy to Office Notice Board for wide publicity.

Copy along with copy of the Quotation Call Notice forwarded to the, DIO, NIC, Bolangir, for information with a request to upload the Quotation Call Notice in the NIC district web site for wide publicity.


Assistant Director (Handicrafts)
Bolangir.

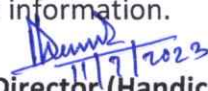
Memo No. 521(5) /Date 11/07/2023

Copy along with the copy of the Quotation Call Notice forwarded to the Sub-Collector, Bolangir/General Manager, DIC, Bolangir/ Principal ITI, Bolangir / RTO Bolangir/DIPRO, Bolangir for kind information with a request to display on their notice Board for wide publicity.


Assistant Director (Handicrafts),
Bolangir.

Memo No. 522 /Date 11/07/2023

Copy submitted to the Director of Handicrafts, Odisha, Bhubaneswar for kind information.


Assistant Director (Handicrafts)
Bolangir.

O/c

**TERMS AND CONDITIONS OF THE QUOTATION FOR HIRING OF VEHICLE (PETROL)
FOR OFFICE OF THE ASSISTANT DIRECTOR (HANDICRAFTS), BOLANGIR.**

- The bidders should submit quotation in sealed cover in the format prescribed in Annex-II. 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.
- The vehicle shall be hired on monthly basis to be used on all the Govt. working days. In case of urgent nature of official work, the vehicle may also be used in Govt. Holidays including Sundays. No extra payment shall be demanded by the vehicle provider.
- 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.
- The monthly rate of hire charge and kilo-meter coverage (with one litre fuel) should be quoted separately in the general information for hiring of vehicle (excluding fuel).
- The contract period for hiring of vehicle shall be 01 year which may be extended on mutual agreement subject to good performance and condition of vehicle.
- The vehicle must be in road worthy condition and shall **not be older than three years**. Vehicles older than five years should be replaced by new vehicles by the service provider.
- **BS-IV/BS-VI compliant petrol vehicles** will be preferred in the view of having a check on pollution.
- The travel agency/ vehicle owners must have their office at the district headquarters.
- It shall be the responsibility of the vehicle owner/travel agency to provide a good driver who is ~~acquainted~~ with all routes of Bolangir District and salary of the driver shall be borne by the vehicle owner/travel agency.
- The hiring charges do not include fuel cost (Petrol) which is to be paid separately basing on actual consumption as per existing Government norms.
- The cost of POL be borne by the Asst. Director (Handicrafts), Bolangir.
- The maintenance/repair of the vehicle and payment of road tax will be borne by the vehicle owner/travel agency as and when required.
- Coverage of Kilometers per litre shall **not be less than 17 K.M.**
- The maximum monthly Hiring Charges as prescribed by the Finance Deptt. Govt. of Odisha is Rs.20,000/- **excluding taxes**.
- The monthly bill for hiring charges shall be submitted at (office name) at the end of each month. **Cost of hire charges will be paid by the (Asst. Director (Handicrafts), Bolangir) only after receipt of allotment from the Govt./** availability of funds under the head.
- No claim or any interest for delay in making payment shall be entertained.
- In the event of any accident the Asst. Director (Handicrafts), Bolangir, shall not be liable for any compensation to anybody affected. The Department/ Office 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 Vehicle Owner shall be responsible for all such litigations.
- In case of any defect of the vehicle on the road in course of journey or breakdown for reasons whatsoever the vehicle owner/ travel agency shall provide another vehicle immediately after



receiving the message.

- In case of the vehicle does not report on duty regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source.
- The engagement is purely temporary and the authority reserves the right to terminate the engagement at any time without assigning any reason thereof.
- The vehicle owner has to keep the vehicle in office premises beyond office hours at his own risk.
- The quotationer at the time of submission of the quotation is required to furnish **EMD** (Earnest Money Deposit) of **Rs.5,000/-** (Rupees Five Thousand) only in shape of DD duly pledged in favour of (Asst. Director (Handicrafts), Bolangir) payable at State Bank of India, Main Branch Bolangir which will be converted to security deposit in case of successful bidder. The EMD will be refunded to unsuccessful bidders after finalization of quotation. Quotation without EMD will be liable for rejection.
- It will be ensured through Service Providers of hired vehicles that the vehicles are kept under optimum running condition and avoid accidents attributable to lack of maintenance. The hired vehicles can't be used for private/ commercial purpose beyond office hours or during holidays.
- GST registration and GeM registration are compulsory for any Service Provider to provide hired vehicles to Government offices through GeM or through open bidding.
- If the services are found to be unsatisfactory, the hirer shall give one month notice and terminate the agreement.
- 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.
- The hiring may be discontinued immediately, when the vehicles are no longer required for offices.
- If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
- Application & all documents must be signed by the vehicle owner and properly sealed. All relevant documents including Bank drafts to be attached as per the terms & conditions.
- The application form of quotation containing General Information for Hiring of Vehicle & Terms and conditions for Hiring of Vehicles etc. can be obtained from (designation of the officer/staff) from office of the Asst. Director (Handicrafts), Bolangir from **12.07.2023 to 24-07-2023 upto 5.30 P.M.**
- Any other terms and conditions changed from time to time by the Government will be obligatory.
- The undersigned reserves the right to accept or reject any or all quotations without assigning any reason thereof.

(Signature with Designation)



**QUOTATION CALL SCHEDULE TO PROVIDE VEHICLE FOR OFFICE OF THE
ASST. DIRECTOR (HANDICRAFTS), BOLANGIR
ON RENTAL / HIRING BASIS**

I do hereby offer my quotation to provide one petrol driven car
Tiago/Bolt/Celerio/_____ to the Asst. Director (Handicrafts), Bolangir, as
per the terms & conditions laid down in the quotation call notice.

A. GENERAL INFORMATION FOR HIRING VEHICLES

1. Name of the quotationer (in CAPITAL LETTER) –
2. Detailed address for communication with phone/ Fax No:–
3. Commercial Registration Certificate of the Travel Agency :–
(Xerox copy of the certificate to be enclosed).
4. Registration No. of the vehicle with name of the owner :–
(Xerox copy of the Registration to be enclosed).
5. Type of vehicle :–
6. Year of Manufacture :-
7. Model -
8. Year of purchase of vehicle and Date of registration :–
9. Fitness Certificate validity :–
10. Permit validity : –
11. Insurance validity :–
12. Coverage K.M. with one liter fuel :-
13. Monthly hiring charges :-
(In Rs. _____ /- figure in words _____).
14. Name / Address of the Driver -
15. D.L. No. & Validity of the D.L. of the Driver -

(Xerox copy of the supporting documents like GST Regd. Certificate, R.C. Book, Valid insurance certificate, Up-to date Tax clearance Certificate, Motor Car Permit, Fitness Certificate of the vehicle, insurance, Pollution Certificate, And valid Driving license of the Driver to be enclosed.)

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


Signature of the Quotationer
With seal & signature

PRICE QUOTATION (to be given in letter pad)

1. Name of the Quotationer (in CAPITAL LETTER) –
2. Vehicle Name & Details -

Monthly Hiring Charges (in INR)	Coverage kilo-meter with one litre fuel (Kms per Ltr)

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

Seal & Signature of the Quotationer

