

**Government of Odisha**  
**Survey and Map Publication, Odisha, Cuttack**

**Quotation Call Notice No. \_\_\_\_\_/MP dated \_\_\_\_\_**

Sealed quotations are invited in the application form at Annexure -II from interested Travel Agencies/Tour Operator private individuals for providing 1(one) no of Non AC Indica Diesel Driven Vehicle with the Terms and conditions at (Annexure-I) for Official use in the office of the Joint Director, Survey and Map Publication, Odisha, Cuttack on monthly rent basis.

- 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 etc. Which are mandatory for plying of vehicle.
- 2) 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.
- 3) The Driver should be well behaved, gentle and obedient in nature.
- 4) The applicant shall have to deposit Rs. 2000/- in shape of Account Payee Bank Draft drawn in favour of the Joint Director, Survey and Map Publication, Odisha, Cuttack payable at Cuttack as security deposit and submit along with the Quotation. After completion of tender process, the security amount of unsuccessful bidders will be refunded.
- 5) The maximum monthly rate of hire charges is to be quoted in the general bid information (excluding fuel and lubricants).
- 6) The Vehicle must achieve a fuel efficiency of minimum 17 Kms per litre.
- 7) The details of the make and years 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 (Annexure-III)
- 8) The Quotation completed in all respect should reach the undersigned on or before 28.10.2017 by 2.00 P.M. and shall be opened on the same day at 3:00 P.M in presence of the bidders or their authorized representatives.

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- 9) The application form and detailed terms and conditions can be downloaded from the website [www.odisha.gov.in](http://www.odisha.gov.in) and applied with Demand Draft of 100/- application fees payable to joint Director Survey and Map Publication, Odisha at Cuttack
- 10) The eligible bidder shall make the vehicle available to the office of the survey and Map Publication, Odisha, Cuttack within 3 days of receipt of order and the vehicle will be hired up to 31<sup>st</sup> March, 2018. Further extension may be considered after fulfilment of certain conditions.

Joint Director,  
Survey and Map Publication,  
Odisha, Cuttack

ANNEXURE-I

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 vehicle, during period of contract, shall have all necessary valid MV documents such as:- valid Registration Certificate, Insurance Certificate, Fitness Certificate, Valid Contract Carriage a permit, proof of up to date tax payment etc. ,and D.L. of the driver available all the times. 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 hirer shall be responsible for all such litigation. Salary of driver, repair and maintenance charges and other operating cost including taxes( except service charge on hire charges) would be borne by the successful bidder.
- 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. 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.
- 3) 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.
- 4) In case of breakdown for reasons whatsoever the replacement of a vehicle of the same or better mode shall be provided by the owner of the vehicle/bidder.
- 5) 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.
- 6) The vehicles shall report for duty for minimum of 25 days in a month.
- 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) Monthly hire charges and reimbursements towards cost of diesel (as per actual) and lubricants (as per Government 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 proved and no advance payment will be made.

- 9) 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.
- 10) If the services are found to be unsatisfactory. The client shall give on month notice and terminate the agreement.
- 11) 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.
- 12) If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
- 13) The successful tenderer will have to sign the agreement.

Signature of  
Quotation/Tender Calling Authority.

**Application Format**

- 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 the Driver
- 12) Proposed hire charge of the vehicle per month  
excluding fuel cost:-
- 13) Rate of fuel consumption /Mileage per litre:-
- 14) Contact Number 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  
Quotationer/Tenderer