



**GOVERNMENT OF ODISHA  
DEPARTMENT OF HANDLOOMS, TEXTILES AND HANDICRAFTS**

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**QUOTATION CALL NOTICE**

**BHUBANESWAR DATED THE 15-10-2020**

HTH-OEII-OM-0001-2019/ 5584 /HT&H, Sealed quotations/Tenders are invited from interested reputed Travel Agencies/Tour Operators or private individuals for providing **2 (Two) Tiago/Bolt/Celerio** (preferably BS-IV compliant petrol car) vehicle having sitting capacity not more than five including Driver, which shall conform to the Terms and Conditions (Annexure-II) for official use in Handlooms, Textiles & Handicrafts Department 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. A sum of Rs. 5000/- (Rupees Five Thousand) only shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the DDO-cum-Under Secretary to Government, HT&H Deptt. and submitted along with the tender as security Deposit After Completion of the Tender Process, the amount will be refunded to unsuccessful bidders.
5. The monthly rate of hire charges may be quoted separately in the general bid information (excluding fuel and lubricants).
6. The Vehicle must achieve a fuel efficiency of 17 (seventeen) KMs for per litre.
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-III)**.

8. The quotation completed in all respect should reach the undersigned on or before **29.10.2020 by 2.00 PM** and shall be opened on the same day at **3.00 PM** in presence of the bidders or their authorised representatives in the following venue.

- Conference Hall of the **State Institute for Development of Arts & Crafts( SIDAC), Khandagiri, Bhubaneswar-751030**

9. The application form of Quotation/Tender containing General Bid information & Terms and Conditions for Hiring of Vehicles etc. will be available with OE-II Section of this Department on payment of Rs. 100/- from 10:30 AM to 2:00 PM or can be downloaded from Odisha Govt. Website: [www.odisha.gov.in](http://www.odisha.gov.in) from date **19.10.2020 to 29.10.2020**. In case the application form is downloaded from the Government Website, the applicant shall furnish a Demand Draft for an amount of Rs. 100/- (Rupees One Hundred) only towards the cost of application along with the application.


10. The authority reserves the right to reject any/ all quotation without assigning any reason thereof.

  
Deputy Secretary to Government

**Deputy Secretary to Govt.  
H T & H Department**

Memo No. 5585 /HT&H, Bhubaneswar dated the 15-10-2020

Copy along with copy of the Annexure-II & III forwarded to All Departments for information and necessary action. They are requested to display the Tender Call Notice in their Notice Board for wide publicity/Notice Board of the HT&H Department/ Head, State Portal Group, NIC, Secretariat Buildings, Bhubaneswar to display the same in the Government of Odisha website for wide publicity/ Chief Receptionist, Secretariat Building, Odisha Secretariat, Bhubaneswar for information and necessary action.

  
Deputy Secretary to Government

**TERMS AND 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 Permit, Proof of up to date tax payment etc. and DL of 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.
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 vehicle of the same or better model 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 reimbursement towards cost of diesel (as per actual) and lubricants (as per Govt. norms) of selected bidder will be paid in every succeeding month as far as possible within fifteen days of the submission of bills by the service provided 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 one month notice and terminate the agreement.

11. In case the service provider intends to withdraw the services of his vehicle and termination 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.


*[Handwritten signature]*  
15/11/2020

Deputy Secretary to Government

**Deputy Secretary to Govt.  
H T & H Department**

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. DL No. & Validity of the Driver:
12. Proposed hire charge 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.....
  
15. "Certified that the information submitted above is true to the  
best of knowledge and belief".

 15/11/2020

Deputy Secretary to Government

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H T & H Department**