

DIRECTORATE OF TEXTILES, ODISHA

BHUBANESWAR- 751007

Email id-textiles.odisha@gov.inNo. 10835 /Tex. Dated, the 15/12/2025

B-III-Hire Veh-01/2025

Quotation / Tender Call Notice

Sealed quotation/ Tenders are invited from interested reputed Travel Agencies/ Tour Operators or private individuals for providing 1 (one) no. of Petrol driven vehicles of Zest / Tigor / Swift / Dzire / Xcent / Etios having sitting capacity of 5 (Five) including driver, which shall confirm to the Terms and condition (Annexure-II) with following norms for official use in the office of Director of Textiles & Handloom, Odisha, Bhubaneswar.

- 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, GST Certificate 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 & 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/- shall be deposited by the intending Bidders in shape of Account payee Bank Draft from any Nationalized Bank drawn in favour of the **Establishment Officer (DDO), Directorate Of Textiles, Odisha, Bhubaneswar payable at State Bank of India, Bapuji Nagar Branch, Bhubaneswar** and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
- 5) The monthly rate of hire charge (exclusive of all Taxes GSTN) to be quoted separately in the general bid information (excluding fuel and lubricants).
- 6) The vehicle must achieve a **fuel efficiency of 17 Kms per liter.**
- 7) The details of the make and year of manufacture of the vehicle Registration No., Mileage (Kms covered per liter) 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-B).
- 8) The Quotation completed in all respect should reach the undersigned on or before 22.12.2025 by 5.30P.M and shall be opened on dt. 23.12.2025 at about 11.00 a.m in presence of the bidders or their authorized representatives.
- 9) The application form of quotation / Tender containing general bid information and terms and conditions for hiring of vehicles etc. will be available with office of the Directorate of Textiles, Odisha, Satyanagar, Bhubaneswar-751007 on payment of Rs.1000/- (Rupees one Thousand) only or in shape of B.D. from any Nationalized Bank drawn in favour of the **Establishment Officer (DDO), Directorate of Textiles, Odisha, Bhubaneswar payable at State Bank of India, Bapuji Nagar Branch, Bhubaneswar** within office hours from dt. 16.12.2025 to 22.12.2025. The application form along with the detail of term and

condition for hiring of vehicle is available in official website <https://textiles.odisha.gov.in> from 16.12.2025 to 22.12.2025. In case the application form is downloaded from Govt. Website, the applicant shall furnish a Demand Draft for an amount of Rs.1000/- (Rupees One Thousand) only towards the cost of application along with the application.

- 10) The undersigned reserves the right to cancel the notice and all quotations without assigning any reason thereof.
- 11) The agreement will be executed as per the Government of Odisha in Finance Deptt. Office Memorandum No. 15836/F Dated. 27.05.2025.

By order of D.T (O)

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15.12.25
SPECIAL OFFICER

Memo No. 10836 /Tex. Dated the. 15/12/2025

Copy forwarded to All Departments of Government of Odisha/all Heads of the Departments/R.T.O. Bhubaneswar & R.T.O.-2, Bhubaneswar & all Govt. approved Garages in our locality for information & wide publication of the Quotation/ Tender Call Notice.

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15.12.25
SPECIAL OFFICER

Memo No. 10837 /Tex. Dated, the 15/12/2025

Copy forwarded to the Head, Portal Group, NIC, I.T. Centre, State Secretariat (both hard & soft copy) for information and necessary action for wide publication of the Quotation/ Tender Call Notice in the State Govt. website.

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15.12.25
SPECIAL OFFICER

Memo No. 10838 /Tex. Dated, the 15/12/2025

Copy forwarded to MIS Section (both hard & soft copy) for information & you are requested to upload the tender in the official website of this Directorate for wide publication.

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15.12.25
SPECIAL OFFICER

Memo No. 10839 /Tex. Dated, the 15/12/2025

Copy to C.E.O. SADHAC for information & necessary action. He is requested to upload the Tender Call Notice in the SADHAC website for wide publication.

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15.12.25
SPECIAL OFFICER

Memo No. 10840 /Tex. Dated, the 15/12/2025

Copy forwarded to the Managing Director, BOYANIKA, Bhubaneswar/SERIFED/SPINFED for information & necessary action for wide publication of the Quotation/ Tender Call Notice.

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15.12.25
SPECIAL OFFICER



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Memo No. 10841 / Tex. Dated, the 15/12/2025

Copy to Special Officer & Establishment Officer (DDO) for information and necessary action.

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15.12.25
SPECIAL OFFICER

Memo No. 10842 / Tex. Dated, the 15/12/2025

Copy to Section Officer, Planning & Budget Section/ Cashier for information and necessary action.

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15.12.25
SPECIAL OFFICER

Memo No. 10843 / Tex. Dated, the 15/12/2025

Copy to NOTICE BOARD of this Directorate for wide publication of the Quotation/ Tender Call Notice.

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15.12.25
SPECIAL OFFICER

TERM AND CONDITIONS FOR HIRING OF VEHICLES.

- The following term and conditions must 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, 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 Department/Office hiring the vehicles shall not be responsible for any damage/loss caused to hired vehicles or loss of life/ injury made to any person or damages to any property on account of use of hired vehicles any manner whatsoever. The hirer shall responsible for all such litigation.
 2. The hire charges to be paid for monthly basis is final but does not include cost of petrol, which is to be paid separately basing on actual consumption and lubricants as per Government norms.
 3. 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 bidder.
 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.
 8. In case of emergency, the driver will have to report for duty as per the requirements of hirer. No extra payment shall be demanded.
 9. Monthly hire charges and reimbursement towards cost of petrol (as per actual) and lubricants (as per Govt. 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 provider and no advance payment will be made.
 10. The driver of the vehicle should have the knowledge local language and local routes
 11. The vehicle shall not be more than three years old from the initial registration and also in good running condition during the period of contract.
 12. The hired vehicle cannot be used for any private/ commercial purpose beyond office hours of during holiday.
 13. The hiring may be discontinued immediately, when the vehicles are no longer required for officer.
 14. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
 15. In case the service provider intends to withdraw the services of his vehicle and terminate the agreement, is shall be mandatory upon him to grant one month notice before such withdrawal of service and termination of agreement.
 16. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
 17. The bidder of the representative should remain present at the time of the opening of the tender otherwise no complain shall be entertained. The right negotiates the rates with the undersigned if necessary.
 18. The successful L1 bidder vehicle shall enter into agreement on non judicial stamp paper with Directorate of Textiles, Odisha, Bhubaneswar before agreement.
 19. GST registration is compulsory for any Service provider to provide hired vehicles to Govt. Offices through open bidding.
 20. The undersigned reserved every right to accept or reject any or all of the quotation in full or part without assigning any reason thereof.

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15.12.22
SPECIAL OFFICER

GENERAL INFORMATION FOR HIRING VEHICLES

Sl. No.	Particulars	
1	Name of the Service provider	
2	Complete Address	
3	GST Number	
4	Registration No. of Vehicle	
5	Bank Account No. and IFSC Code	
6	Year of Manufacture	
7	Make & Model	
8	Date of Registration	
9	Name & complete address of the Owner of Vehicle	
10	Fitness Certificate Validity	
11	Pollution certificate validity	
12	Permit Validity	
13	Insurance Validity	
14	Name /Address of the Driver	
15	D.L. No. & Validity of the D.L. of Driver	
16	Contact Number of the Service provider	
17	Contact Number of Driver	
18	Proposed hire charges of the vehicle per month excluding fuel cost	
19	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
(Tenderer/Quotationer)**