

**OFFICE OF THE ASSISTANT DIRECTOR OF HANDICRAFTS, SUBARNAPUR**

District Industries Centre Premises, Subarnapur, Near Sureswari Temple,

Dist-Subarnapur, Odisha, Pin-767017, E-mail- [adhsubarnapur@gmail.com](mailto:adhsubarnapur@gmail.com)

No.....430..... / Date 12.09.2022

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 AD(H), Subarnapur 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 & A at AD(H), Subarnapur Office on dt.20.09.2022 by 1.00 P.M. super scribing “**Hiring of the vehicle for AD(H), Subarnapur Office**” on the cover of the envelope containing the quotation. The Sealed Quotation shall reach at AD(H), Subarnapur 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 **20.09.2022 at 5.00 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.

Sd/-

Assistant Director (Handicrafts),  
Subarnapur.

Memo No. 431(2) /Date.12.09.2022

Copy to Office Notice Board for wide publicity.

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

Sd/-

Assistant Director (Handicrafts),  
Subarnapur.

Memo No. /Date

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

Sd/-

Assistant Director (Handicrafts),  
Subarnapur.

Memo No. /Date

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

Sd/-

Assistant Director (Handicrafts),  
Subarnapur.

**TERMS AND CONDITIONS OF THE QUOTATION FOR HIRING VEHICLE FOR OFFICE OF THE  
ASST. DIRECTOR (HANDICRAFTS), SUBARNAPUR**

- 1) The bidders should submit quotation in sealed cover in the format prescribed in schedule – A (enclosed).
- 2) The Vehicle shall be hired on monthly basis to be used in all the Govt. working days. In case of urgent nature of official work, the vehicle may also be used in Govt. Holidays including Sundays.
- 3) Fuel and other lubricant will be supplied by the office.
- 4) The contract period of the hiring vehicle shall be up to one year which may be extended from time to time on mutual agreement subject to good performance and condition of vehicle.
- 5) The Travel Agency/ vehicle owners must have their office at the district Hqrs.
- 6) Salary of the driver shall be borne by the vehicle owner/ Travel Agency.
- 7) The cost of POL shall be borne by the AD(H), Subarnapur
- 8) The maintenance, repair of the vehicle and payment of road tax will be borne by the vehicle owner/ travel agency as and when required.
- 9) Coverage of Kilometers per liter shall not be less than 17 K.Ms.
- 10) The monthly bill for hiring charges shall be submitted to the AD(H), Subarnapur office at the end of each month, cost of hiring charges will be paid by the AD(H), Subarnapur only after receiving allotment from the Govt. /availability of funds under the Head.
- 11) In the event of any accident the AD(H), Subarnapur shall not be liable for any compensation to anybody affected.
- 12) In case of any defect of the vehicle on the road in course of journey the vehicle owner/ Travel Agency shall provide another vehicle immediately after receiving the message.
- 13) No claim or any interest for delay in making payment shall be entertained.
- 14) The engagement is purely temporary and the authority reserves the right to terminate the engagement at any time without assigning any reason thereof.
- 15) The Vehicle owner has to keep the vehicle in the office premises beyond office hour at his own custody.
- 16) The quotationer at the time of submitting the quotation is required to furnish Earnest Money Deposit ( EMD) of Rs. 5000/- ( Rupees Five Thousand ) only in shape of Account Payee Bank draft drawn in favour of **Assistant Director (Handicrafts), Subarnapur** and submit along with the quotation as security deposit . After completion of the Tender processes the EMD amount will be refunded to unsuccessful bidders.
- 17) The undersigned reserves the right to accept or reject any or all quotation without assigning any reason thereof.
- 18) The Vehicle must be 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 and The Deptt/ 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 vehicle owner shall be responsible for all such litigation.
- 19) The Driver of the vehicle must have a valid Driving Licence for driving light transport passenger vehicle and should be sufficiently experienced in driving transport Passenger vehicle. It is the responsibility of the bidder to provide a good driver, Driver should well behaved, gentle and obedient in nature and the salary of the driver shall be borne by the owner.

- 20) The details of the modelmake and year of manufacture of the vehicle, Registration No., Mileage (KMs covered per liters) are to be mentioned in the prescribed format at Annexure-A along with supporting documents.
- 21) In case of vehicle do not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from the other source.
- 22) In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
- 23) If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
- 24) 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.
- 25) If the bidder violates any of the terms and contract, Government shall forfeit the entire amount of security deposit.
- 26) In view of pollution being high through use of Diesel vehicles, it is preferable to hire BS-IV/ BS-VI compliant petrol vehicles.
- 27) 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.

Full Signature of the Quotationer

**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 D.L. No. & validity :-
- 12 Proposed hire charge of the vehicle :-  
per month( excluding GST)  
&Excluding fuel cost ).
- 13 Rate of fuel consumption/Mileage per liters. :-
  
- 14 Contact Number of the Service Provider  
( Tenderer/ Quotationer).  
Mobile No. .... / Telephone

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

Seal & Signature of the Quotationer/Tenderer

Enclosure :-