

OFFICE OF THE REGIONAL ASSISTANT DIRECTOR OF EMPLOYMENT  
SAMBALPUR

E-mail ID- [deexsambalpur@yahoo.co.in](mailto:deexsambalpur@yahoo.co.in)

Letter No- 390 / DEEx, Sambalpur,

Dated- 24.4.23

TENDER NOTICE

Sealed quotations are invited from the intending genuine Firms /Travel Agencies having genuine statutory documents i.e GST, PAN any other statutory Certificate and similar Experience for supply of one number of BS-IV Compliant Petrol/Diesel Vehicle ( Model-Tiago/Bolt/Celero ) for official work of Dist. Employment Exchange, Sambalpur. The terms and conditions, quotation paper for submission of quotation and detailed specifications are as mentioned below. Sealed quotation should reach to the Regional Asst. Director of Employment, Sambalpur by **02.05.2023** at **12.00 P.M** positively through Speed Post/Courier/Registered post only, which will be opened by the Selection Committee on dated **02.05.2023** at **12.30 P.M** in presence of the quotationers or their authorized representatives in the Office Chamber of the Regional Asst. Director of Employment, Sambalpur. The quotation should be super-scribed on the top of the envelop as **"APPLICATION FORM FOR SUPPLY OF VEHICLE to Dist. Employment Exchange, Sambalpur-2023-24"** along with mobile number on the envelope for contact.

Memo No. 391 (2) /DEEx, Sambalpur  
Copy submitted to

1. The Collector and District Magistrate, Sambalpur for faour of kind information.
2. The Director of Employment, CEO, OSDA, Bhubaneswar for faour of kind information.

Regional Asst. Director of  
Employment, Sambalpur  
Dated 24.4.23

Memo No 392 /DEEx, Sambalpur

✓ Copy submitted to the District Informatics Officer, NIC, Sambalpur for favour of information with a request to up-load the tender document in the district website for information of all.

Regional Asst. Director of  
Employment, Sambalpur  
Dated 24.4.23

Memo No 393 /DEEx, Sambalpur

Copy submitted to the Project Director, DRDA, Sambalpur with a request to display on the notice board for wide circulation of the same and information of the general public.

Regional Asst. Director of  
Employment, Sambalpur

Dated 24.4.23

Memo No 394 /DEEx, Sambalpur

Copy submitted to The Chief District Medical Officer, Sambalpur / The Divisional Labour Officer, Sambalpur / The Civil Supply Officer, Sambalpur / The DI&PRO, Sambalpur / The District Sports Officer, Sambalpur / The Asst. Manager, RIC, Sambalpu / The District Welfare Officer, Sambalpur / Executive Officer, SAC, Kuchinda / Executive Officer, NAC, Rairakhol for kind information with a request to display on the notice board for wide circulation of the same and information of the general public.

Regional Asst. Director of  
Employment, Sambalpur  
of Employment, Sambalpur  
Dated 24.4.23

Regional Asst. Director of  
Employment, Sambalpur

**Standard Bidding Document**

**Government of Odisha  
REGIONAL ASST. DIRECTOR OF EMPLOYMENT, SAMBALPUR**

**Quotation Tender Call Notice**

Scaled quotations/tenders *are* invited from interested reputed Travel Agencies/Tour Operators or private individuals for providing one number of BS-IV Compliant Petrol/Diesel Vehicle ( Model-Tiago/Bolt/Celerio ) having sitting capacity not more than six including driver, which shall conform to the Terms and conditions (Annexure- II) for official use in District Employment Exchange, Sambalpur 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, etc. (copy of documents to be attached) 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 monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants)
- 5) The Vehicle must achieve a fuel efficiency of minimum 17 Kms per litre.
- 6) 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)
- 7) The Quotation completed in all respect should reach the undersigned on or before 02.05.2023 by 12:00 P.M. and shall be opened on the same day at 12:30 P.M. in presence of the bidders or their authorized representatives.



8)The application form of quotation /tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available with District Employment Exchange ,Sambalpur or can be downloaded from Sambalpur District Website [www.sambalpur.nic.in](http://www.sambalpur.nic.in)

  
Seal & Signature of Director  
Quotation/Tender Calling Authority  
of Employment, Sambalpur  
Designation

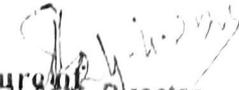
TERMS & CONDITIONS FOR HIRING OF VEHICLES

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 vehicles, during period of contract, shall have all necessary valid MV documents such as : - valid Registration Certificate, Insurance Certificate, fitness Certificate etc (copy of documents to be attached), and D.L. of the driver available all the times. The Department Office hiring the vehicle shall not be held 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 anymanner whatsoever. The hirer shall be responsible for all such litigation.
2. The hiring charges to be paid on monthly basis which does not include cost of fuel, 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 born by the vehicle owner concerned.
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 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 the authority of this office. No extra payment shall be demanded.
8. Monthly hiring charges and reimbursements towards cost of Fuel (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 submission of the bills by the service provider and no advance payment will be made.



9. The vehicle shall not be more than 3 years old from the initial registration and also be 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 terminate the agreement, it shall be mandatory upon him to grant one month notice before such withdrawal of service and termination of agreement.
12. The undersigned reserves the right to accept or reject any or all quotations without assigning any reason thereof.
13. If the bidder violates any of the terms of contract, of the Government shall forfeit the entire amount of security deposit(if any).

  
Regional Asst. Director  
Quotation/Tender Calling Authority  
Bhubaneswar, Sambalpur

Annexure - III

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 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**