

**OFFICE OF THE PROJECT DIRECTOR, WATERSHEDS & DEPUTY
DIRECTOR, SOIL CONSERVATION, SAMBALPUR, BURLA.**

Notice No. 642 Date 02.04.2025

TENDER NOTICE FOR HIRING OF PRIVATE VEHICLE

Sealed quotations/tenders are invited from interested registered Travel Agencies/Tour Operators for providing one no. of Bolero Neo (Air Conditioned) Diesel driven vehicles having sitting capacity not more than seven including driver, which shall conform to the Terms and conditions (Annexure-II) for official use of Project Director, Watersheds, Sambalpur, Burla on monthly rent basis.

- 1) The vehicle must be in Road Worthy condition, shall not more than 1 years old from the date of initial registration (first preference will be given to new vehicle within one year of registration) and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid Contract Carriage Permit, proof of up to date tax payment, Valid PAN, GST Certificate etc., which are mandatory for plying of vehicle and all the photo copy of documents must be self-attested by the bidders.
- 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/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the Project Director, Watersheds, Sambalpur, Burla and submitted along with the tender as security deposit. After completion of tender process, the Bank Draft will be refunded to unsuccessful bidders.
- 5) The monthly rate of hire charge is to be quoted separately including GST in the general bid information. Diesel fuel for daily running will be borne by office and other fuel like lubricants (engine oil, Urea), tyre & tube, battery and major repair should be borne by the bidders.
- 6) The Vehicle must achieve a fuel efficiency of minimum 10 Kms. per litre.
- 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-III). It should be enclosed in separate envelope and insert in main envelope with other documents.

- 8) The Quotation completed in all respect should reach the undersigned through Regd. Post/Drop Box in office on or before **09.04.2025 by 4.00 PM.** and shall be opened on **10.04.2025 at 4.00 P.M.** in presence of the bidders or their authorized representative having authorization letter of the bidder. The authority reserves the right to accept or reject some or all quotations without assigning any reason thereof.
- 9) The application form of quotation/tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available in the O/o Project Director, Watersheds, Sambalpur, Burla on payment of **Rs.100/- (Non-refundable)** or can be downloaded in website (sambalpur.odisha.gov.in) from **03.04.2025 to 09.04.2025.**
- 10) The eligible bidders those who will download the tender documents from the aforesaid website must submit a Bank Draft of **Rs. 100/- (non-refundable)** in original towards cost of tender paper.


Project Director, Watersheds &
Deputy Director, Soil Conservation,
Sambalpur, Burla

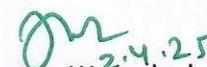
Memo No. 643 / Dated. 02.04.25 /

Copy forwarded to the District e-Governance Manager (DeGM), Sambalpur for information and necessary action. He is requested to upload the details of Tender Notice in website on dated 03.04.2025.


Project Director, Watersheds &
Deputy Director, Soil Conservation,
Sambalpur, Burla

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Copy to Notice Board of PD, Watersheds, Sambalpur, Burla / Executive Engineer Irrigation Division, Burla/ Executive Engineer Main Dam Division, Burla/ S.D.O, P.W.D, Burla for information.


Project Director, Watersheds &
Deputy Director, Soil Conservation,
Sambalpur, Burla

Annexure - IITERMS & 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, 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 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 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 hirer. No extra payment shall be demanded.
8. Monthly hire charges and reimbursements towards cost of 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.

9. The vehicle shall not be more than 1 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 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.

**Signature of
Quotation/Tender Calling Authority**

Annexure - IIIGENERAL 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 **E-mail**

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

**Seal & Signature of the
Quotationer/Tenderer**